

AGENDA

REGULAR SCHOOL BOARD MEETING

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

April 25, 2017

6:00 P.M.

THIS MEETING IS OPEN TO THE PUBLIC

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

ITEMS FOR CONSENT

5. REVIEW OF MINUTES – **SEE ATTACHMENT**
 - a. March 28, 2017, 4:30 p.m. – School Board Workshop
 - b. March 28, 2017, 6:00 p.m. – Regular School Board Meeting
 - c. April 4, 2017, 3:00 p.m. – Student Hearing
 - d. April 4, 2017, 4:00 p.m. – Student Hearing
 - e. April 4, 2017, 5:00 p.m. – Student Hearing
 - f. April 4, 2017, 6:00 p.m. – Student Hearing
 - g. April 4, 2017, 7:00 p.m. – Special School Board Meeting

ACTION REQUESTED: The Superintendent recommends approval.
6. PERSONNEL MATTERS (resignations, retirements, recommendations, leaves of absence, terminations of services, volunteers, and job descriptions) **SEE PAGE #6**
 - a. Personnel 2016 - 2017

ACTION REQUESTED: The Superintendent recommends approval.
 - b. Revised 2017 – 2018 Teacher Calendar – **SEE PAGE #9**

ACTION REQUESTED: The Superintendent recommends approval.

7. AGREEMENT/CONTRACT/PROJECT APPLICATIONS

- a. Renewable/Extension of Erateable Contracts – **SEE PAGE #11**

Fund Source: USAC/GCSB

Amount: \$424,884.42 (USAC) \$357,516.98 (District)

ACTION REQUESTED: The Superintendent recommends approval.

- b. Power Buying Group – **SEE PAGE #20**

Fund Source: 410

Amount: \$3,500.00

ACTION REQUESTED: The Superintendent recommends approval.

- c. Letter Purchase Order for Services Pursuant to Agreement No. DESF-030928-PAEC - **SEE PAGE #28**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

8. STUDENT MATTERS

- a. Student Expulsion – See back-up material

Case #59-1617-0071

ACTION REQUESTED: The Superintendent recommends approval.

- b. Student Expulsion – See back-up material

Case #60-1617-0071

ACTION REQUESTED: The Superintendent recommends approval.

- c. Student Expulsion – See back-up material

CASE #62-1617-0071

ACTION REQUESTED: The Superintendent recommends approval.

- d. Student Expulsion – See back-up material

CASE #68-1617-0071

ACTION REQUESTED: The Superintendent recommends approval.

- e. Student Expulsion – See back-up material
CASE #69-1617-0071
ACTION REQUESTED: The Superintendent recommends approval.
- f. Student Expulsion – See back-up material
CASE #70-1617-0071
ACTION REQUESTED: The Superintendent recommends approval.
- g. Student Expulsion – See back-up material
CASE #74-1617-0231
ACTION REQUESTED: The Superintendent recommends approval.
- h. Student Expulsion – See back-up material
CASE #75-1617-0231
ACTION REQUESTED: The Superintendent recommends approval.
- i. Student Expulsion – See back-up material
CASE #79-1617-0071
ACTION REQUESTED: The Superintendent recommends approval.

9. SCHOOL FACILITY/PROPERTY

- a. Replacement Engines for School Buses 2009-13 & 2009-47 - **SEE PAGE #31**
Fund Source: 110
Amount: \$22,300.00
ACTION REQUESTED: The Superintendent recommends approval.

10. EDUCATIONAL ISSUES

- a. Adopted Instructional Materials/Textbooks for 2017 - 2018 – **SEE PAGE #39**
Fund Source: N/A
Amount: N/A
ACTION REQUESTED: The Superintendent recommends approval.

- b. School Field Trip Requests (Out-of-State) – George W. Munroe Elementary School - **SEE PAGE #42**
- Fund Source: N/A
Amount: N/A
- ACTION REQUESTED: The Superintendent recommends approval.
- c. School Field Trip Requests (Out-of-State) – Gretna Elementary School
SEE PAGE #49
- Fund Source: N/A
Amount: N/A
- ACTION REQUESTED: The Superintendent recommends approval.
- d. School Field Trip Requests (Out-of-State) – Stewart Street Elementary School
SEE PAGE #58
- Fund Source: N/A
Amount: N/A
- ACTION REQUESTED: The Superintendent recommends approval.
- e. School Filed Trip Requests (Out-of-State) – St. John Elementary School
SEE PAGE #67
- Fund Source: N/A
Amount: N/A
- ACTION REQUESTED: The Superintendent recommends approval.
- f. School Field Trip Requests (Out-of-State) – James A. Shanks Middle School
SEE PAGE #74
- Fund Source: N/A
Amount: N/A
- ACTION REQUESTED: The Superintendent recommends approval.
- g. School Field Trip Requests (Out-of-State) – James A. Shanks Middle School
SEE PAGE #83
- Fund Source: N/A
Amount: N/A
- ACTION REQUESTED: The Superintendent recommends approval.

ITEMS FOR DISCUSSION

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

- a. Approval of School Board Policies 5.20 Student Assignment) and 5.23 (Controlled Open Enrollment) **SEE PAGE #88**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

12. FACILITIES UPDATE

13. EDUCATIONAL ITEMS BY THE SUPERINTENDENT

14. SCHOOL BOARD REQUESTS AND CONCERNS

15. ADJOURNMENT

THE SCHOOL BOARD OF GADSDEN COUNTY



"Putting Children First"

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

Roger P. Milton
Superintendent
 miltonr@gcpsmail.com

April 25, 2017

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 2016-2017

Item 6B Instructional and Non-Instructional Personnel 2017-2018

The following reflects the total number of full-time employees in this school district for the 2016-2017 school term, as of April 25, 2017.

<u>Description Per DOE Classification</u>	<u>DOE Object#</u>	<u>#Employees April 2017</u>
Classroom Teachers and Other Certified	120 & 130	413.00
Administrators	110	51.00
Non-Instructional	150, 160, & 170	<u>398.00</u>
		862.00

Sincerely,

Roger P. Milton
 Superintendent of Schools

Audrey Lewis
 DISTRICT NO. 1
 Havana, FL 32333
 Midway, FL 32343

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

Isaac Simmons, Jr.
 DISTRICT NO. 3
 Chattahoochee, FL 323324
 Greensboro, FL 32330

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

Tyrone D. Smith
 DISTRICT NO. 5
 Quincy, FL 32351

AGENDA ITEM 6A, INSTRUCTIONAL AND NON INSTRUCTIONAL 2016/2017

NON-INSTRUCTIONAL

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Najera-Santana, Ana Maria*	JASMS	ELL Paraprofessional	03/28/2017

*Part Time

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

<u>LEAVE</u>	<u>Location/Position</u>	<u>Beginning Date</u>	<u>Ending Date</u>
Moore, Jacqueline	Transportation/Bus Driver	04/03/2017	06/15/2017
Murphy, Sallie	GBES/Teacher	04/03/2017	05/12/2017
Stephens, Vann	GWM/Teacher	03/20/2017	05/17/2017

<u>RESIGNATION</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Butler, Anissa	SJES	Teacher	03/29/2017
Martin, Dana	District-Federal Programs	Administrative Assistant	05/05/2017
Portillo, Myrna	EGHS	Secretary	04/05/2017

<u>TRANSFERS</u>	<u>Location/Position</u>	<u>Location/Position</u>	<u>Effective Date</u>
<u>Name</u>	<u>Transferring From</u>	<u>Transferring To</u>	<u>Effective Date</u>
Ormsby, Rashid	WGHS/Teacher	EGHS/Teacher	04/04/2017
Pinkston, Joseif	EGHS/Teacher	WGHS/Teacher	04/04/2017

<u>RETIREMENT</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Raynak, Rose	District	Director, Federal Programs	05/31/2017
Williams, Joseph	GCA	Teacher	02/10/2017

Substitutes
Bell, Patricia
Harris, Annette
McNeal, Julia

Bus Driver
Cummings, Bernice
Peterson, Ronald

AGENDA ITEM 6B, INSTRUCTIONAL PERSONNEL 2017/2018
PROFESSIONAL SERVICE

Achamer, Kristine	Jones, Tanya	Williams, Shannon
Allen, Mark	Joseph, Sandra	Willis, Debbie
Allen, Sandra	Kenon-Franklin, Bridget	Wright, Jo Lynda
Atkins, Sineaktra	Kindell, Andrea	Youmans, Mildred
Austin, Joyce	Kirkland, Nahketah	
Austin, Trevetra	Kirkland, Sarah	
Bailey, Deborah	Knight, Anthony	
Baker, Annette	Lightfoot, Tomeka	
Belford, Meisha	Madry, Cecelia	
Bell-Key, Twanda	Mandela, Judith	
Boykin, Kathryn	Maynor, Tamela	
Brockman, Dena	McGlockton, Shaundra	
Bryant, Antoinette	McPhaul, David	
Bryant, Pamela	Merriex, Simon	
Butler, Bridget	Mills, Cyril	
Chandler, Cedric	Pace, Cornelius	
Chapmon-Thomas, Tylisa	Payton, Kecia	
Clark, Debra	Peacock, Agnes	
Clark, Michael	Peterson, Cheryl	
Clarke, Jonnie	Piawah, Helen	
Cooper-Maclin, Stefanie	Presha, Renee	
Davis, Pearl	Price, Carrie	
Davis, Torrey	Richardson, Chandra	
Denington, William	Riggins, Shulamith	
Dilworth-Porter, Latasha	Robinson, Patricia	
Farmer, Erica	Robinson, Portia	
Gainous, Sharon	Rollins, Angela	
Gearity, Linda	Rollinson, Latonya	
Gibson, Don	Rouse, Daphnee	
Glover, Vanessa	Samson, Marilyn	
Graf, Jeannie	Scott, Tawanda	
Green, Kimi	Sherman, Tammy	
Gunn, Jeanne	Simmons-Russ, Catina	
Harris, Ronte	Smith, Peggy	
Harris, Robert	Starks, Jeffrey	
Hatfield, Daren	Stephens, Vann	
Holmes, Cathy	Suber, Alfred	
Hudgins, Rosa	Taylor, Audrey	
Hunter, Cassandra	Taylor, Jeanne	
Hussein, Frederic	Touchton, Susan	
Ivory, Dwayne	Toussaint, Karen	
Jackson, Barbara	Trueblood, Annie	
Jefferson, Tracy	Wade, Eileen	
Johnson, Kendal	Walker, Faybrena	
Johnson, Vicki	Washington, Angela	

SUMMARY SHEET



RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 6b

DATE OF SCHOOL BOARD MEETING: April 25, 2017

TITLE OF AGENDA ITEM: Revised 2017-2018 Teacher Calendar

DIVISION: Administration

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

PURPOSE AND SUMMARY OF ITEM:

On February 28, 2017, approval was granted for the 2017-18 Teacher Calendar. However, after a review, it was discovered there were 197 days on the calendar. Teachers work 196 days with six of those days being paid holidays. This revised calendar removes the extra day.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Pink Hightower, Ph.D.

POSITION: Deputy Superintendent

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: _____

Board Approved February 28, 2017
REVISED April 25, 2017

Gadsden County School District
2017-2018 Teacher Calendar (190 work days, 6 paid holidays)

2017

August	7	Teachers report to work
	7-11	Pre-Planning
September	4	Teachers non-work day (Labor Day)
October	16	Teacher Planning/Inservice Day
November	10	Teachers non-work day (Veterans Day Observed)
	20-21	Teachers Paid Holidays (2 days)
	22-24	Teachers non-work day (Thanksgiving)
December	18-19	Teacher Paid Holidays (2 days)
	20-29	Christmas Holidays
2018		
January	1	Teachers non-work day (New Years)
	2	Teachers return to work/Teacher Planning Day
	15	Teachers non-work day (Martin L. King Day)
February		
March	9	Teacher Planning Day
	12-16	Teachers non-work days (Spring Break)
	30	Teacher Paid Holiday (1 day)
April		
May	28	Teachers non-work day (Memorial Day)
June	1, 4	Post Planning
	5	Teacher Paid Holiday (1 day)

Teacher Paid Holidays

November 20, 2017

November 21, 2017

December 18, 2017

December 19, 2017

March 30, 2018

June 6, 2018

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7a



DATE OF SCHOOL BOARD MEETING: April 25, 2017

TITLE OF AGENDA ITEM: Renewal/Extension of Erateable Contracts

DIVISION: Media and Technology

_____ The District is exercising its option to renew for 1 year (12 months) the contracts of approved Erate Vendors; TDS. IntraTech Alliance; Applied Com Tek; Verizon Wireless; GTCOM; AT&T.

PURPOSE AND SUMMARY OF ITEM:

Board approval is requested for the attached agreements to provide Telecommunications Services and or support. On May 24, 2016 the Board approved an option of 1 year extensions of up to five years. We are requesting to execute a 1 renewal of the attached agreements. All vendors are Erate approved and the District will be requesting funding based on the USAC approved percentage of reimbursements to Schools and Libraries.

FUND SOURCE: USAC /GCSB

AMOUNT: \$424,884.42 (USAC) \$357,516.98(District)

PREPARED BY: J. THOMAS

POSITION: Network Coordinator

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 _____

CONTRACT FOR SERVICES AND/OR PRODUCTS FOR
E-RATE YEAR 2017-2018

Service Provider "TDS Telecom"

School District "Gadsden County Schools"

Company Name: TDS Telecom
Contact Name: Matthew Kircher
SPIN:143001441
Address:525 Junction Road
City, State, Zip: Madison, WI 53717
Phone Number: 912-882-1467

The **Applicant** and **Provider** sign this document for the purchase of eligible equipment and services as described on the attachment to this letter as part of the E-Rate Year 2017 effort. Provider was selected based on Provider's response to Applicant's RFP or on the basis of a qualifying Form 470. Applicant intends to file a Funding Request Form 471 with the Universal Services Administrative Company (USAC), Schools and Libraries Division (SLD) E-Rate Program for eligible equipment and services based upon Provider's proposal.

The purchase and providing of the eligible equipment and services described are expressly subject to, and conditioned on, satisfaction of all of the following conditions:

- (i) USAC approval of Applicant's request for funding through a formal Funding Commitment Decision Letter;
- (ii) Applicant's formal acceptance of the USAC approved funding; and
- (iii) Board Approval as required

Provider agrees to abide by all terms and conditions of the Universal Service Act of 1996 as implemented by the SLD E-Rate Discount Program in the procurement, delivery, installation, invoicing and all other transactions associated with the project. The term of this contract shall commence on July 1, 2017 and shall terminate on June 30, 2018. There will also be 4 one-year contract extensions available, which will go into effect upon agreement of both parties.

Total costs of the goods and services shall not exceed \$ 471,117.60. (SLD Pre-Discounted Amount).

****EXTENSION: YEAR 2 of 5.****

For Service Provider:

For Applicant:

SPIN: 143001441

Signature: _____

Signature: _____

Printed Name: _____

Print Name: _____

Title: _____

Title: _____

Date: April 25, 2017

Date: April 25, 2017

CONTRACT FOR SERVICES AND/OR PRODUCTS FOR
E-RATE YEAR 2017-2018

Applied Comm-Tek "Provider"

Gadsden County Schools "Applicant"

Company Name: Applied Comm-Tek
Contact Name: Sam Powell
SPIN: 143007415
Address: 945 Alachua Ave
City, State, Zip: Tallahassee, FL 32351
Phone Number: 850-508-8074

The **Applicant** and **Provider** sign this document for the purchase of eligible equipment and services as described on the attachment to this letter as part of the E-Rate Year 2017 effort. Provider was selected based on Provider's response to Applicant's RFP or on the basis of a qualifying Form 470. Applicant intends to file a Funding Request Form 471 with the Universal Services Administrative Company (USAC), Schools and Libraries Division (SLD) E-Rate Program for eligible equipment and services based upon Provider's proposal.

The purchase and providing of the eligible equipment and services described are expressly subject to, and conditioned on, satisfaction of all of the following conditions:

- (i) USAC approval of Applicant's request for funding through a formal Funding Commitment Decision Letter;
- (ii) Applicant's formal acceptance of the USAC approved funding; and
- (iii) Board Approval as required

Provider agrees to abide by all terms and conditions of the Universal Service Act of 1996 as implemented by the SLD E-Rate Discount Program in the procurement, delivery, installation, invoicing and all other transactions associated with the project. The term of this contract shall commence on July 1, 2017 and shall terminate on June 30, 2018. Total costs of the goods and services shall not exceed \$58,400 (SLD Pre-Discounted Amount).

**** 1yr EXTENSION OF AGREEMENT DATED: May 24, 2016****

For Service Provider:

For Applicant:

SPIN: 143007415

Signature: _____

Signature: _____

Printed Name: _____

Print Name: _____

Title: _____

Title: _____

Date:

Date: April 25, 2017

Official use only

CONTRACT FOR SERVICES AND/OR PRODUCTS FOR
E-RATE YEAR 2017-2018

Intra-Tech Alliance "Provider"

Gadsden County Schools "Applicant"

Company Name: Intra-Tech Alliance
Contact Name: Stephen Gauss
SPIN: 143019937
Address: 1808 Aaron Rd
City, State, Zip: Tallahassee, FL 32303
Phone Number: 850-567-6911

The **Applicant** and **Provider** sign this document for the purchase of eligible equipment and services as described on the attachment to this letter as part of the E-Rate Year 2017 effort. Provider was selected based on Provider's response to Applicant's RFP or on the basis of a qualifying Form 470. Applicant intends to file a Funding Request Form 471 with the Universal Services Administrative Company (USAC), Schools and Libraries Division (SLD) E-Rate Program for eligible equipment and services based upon Provider's proposal.

The purchase and providing of the eligible equipment and services described are expressly subject to, and conditioned on, satisfaction of all of the following conditions:

- (i) USAC approval of Applicant's request for funding through a formal Funding Commitment Decision Letter;
- (ii) Applicant's formal acceptance of the USAC approved funding; and
- (iii) Board Approval as required

Provider agrees to abide by all terms and conditions of the Universal Service Act of 1996 as implemented by the SLD E-Rate Discount Program in the procurement, delivery, installation, invoicing and all other transactions associated with the project. The term of this contract shall commence on July 1, 2017 and shall terminate on June 30, 2018. Total costs of the goods and services shall not exceed \$84,000 (SLD Pre-Discounted Amount). **EXTENSION OF AGREEMENT DATED May 24, 2016**

For Service Provider:

For Applicant:

SPIN: 1430169937

Signature: _____

Signature: _____

Printed Name: _____

Print Name: _____

Title: _____

Title: _____

Date:

Date: April 25, 2017

Official use only

Gadsden County Schools 2017-18 E-rate Budget						
<u>Service Provider</u>	<u>Service*</u>	<u>Annual E-rate Funding</u>	<u>E-rate Discount</u>	<u>Annual District Cost</u>	<u>Total Service Expense</u>	
TDS	VOIP	\$42,577.92	30%	\$ 99,348.48	\$ 141,926.40	
Verizon Wireless	Cell	\$18,000.00	30%	\$ 42,000.00	\$ 60,000.00	
GTC, Inc.	Local	\$5,990.40	30%	\$ 13,977.60	\$ 19,968.00	
ATT	LD	\$5,990.40	30%	\$ 13,977.60	\$ 19,968.00	
TDS	1 gig IA	\$54,000.00	<u>90%</u>	\$ 6,000.00	\$ 60,000.00	
TDS	1 gig WAN	\$295,326.00	<u>90%</u>	\$ 32,814.00	\$ 328,140.00	
ATT	Local	\$2,999.70	30%	\$ 6,999.30	\$ 9,999.00	
INTRATECH	MAINT		85%	\$ 84,000.00	\$ 84,000.00	
APPLIED COMM	Bas Wire		85%	\$ 58,400.00	\$ 58,400.00	
		\$424,884.42		\$ 357,516.98	\$ 782,401.40	
NOTE: Local, Long Distance (LD) and Cell services are being phased out. 2017-18 expenses earn a 30% discount. 2018-19 will drop to a 10% discount, and then these services are eliminated from E-rate benefit after that.						
New E-rate rules are phasing out Local, LD and cell as described above. However, your largest expenses are Internet Access and WAN, and they remain at a 90% discount						

E-RATE CENTRAL

Dedicated to Simplifying
the E-rate Program for
Schools and Libraries

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Monday, April 3, 2017

1998 | 1999 | 2000 | 2001 | 2002 | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | **FY 2016** | [Print Version]
2017 | All Years

E-Rate Organizer Funding Search Analysis for Funding Year 2016

[» Utilization Summary Chart](#)

Applicant: GADSDEN COUNTY SCHOOL DISTRICT
Billed Entity: [127617](#) Type: School District
Address: 35 MARTIN LUTHER KING JR BLVD, QUINCY, FL 32351

471	FRN	SPIN	Service Provider	Service*	Original Request	Current Commitment	Disbursed	Util. %	Discount
161022320	1699042523	143001441	Quincy Telephone Company (Florida)	VS	\$42,600.00	\$42,577.92	0	0%	50%
161022320	1699042530	143000677	Verizon Wireless (Cellco Partnership)	VS	\$18,000.00	\$18,000.00	\$1,521.00	8%	50%
161022320	1699042532	143001442	GTC, Inc.	VS	\$6,000.00	\$5,990.40	0	0%	50%
161022320	1699042535	143001192	AT&T Corp.	VS	\$6,000.00	\$5,990.40	\$1,141.69	19%	50%
161022320	1699042542	143001441	Quincy Telephone Company (Florida)	IA	\$56,160.00	\$54,000.00	0	0%	90%
161022320	1699042547	143001441	Quincy Telephone Company (Florida)	IA	\$302,400.00	\$295,326.00	0	0%	90%
161034820	1699073095	143004824	BellSouth Telecommunications, LLC	VS	\$3,000.00	\$2,999.70	0	0%	50%
					\$434,160.00	\$424,884.42	\$2,662.69		

Service Legend: IA=Internet Access; T=Telecomm; VS=Voice; Services IC=Internal Connections; ICM=Internal Connections Maintenance; MIB = Managed Internal Broadband Service
 NF = Not Funded/Denied

[Last update: 4/01/2017]

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E-RATE CENTRAL

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the E-rate Program for
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Friday, April 7, 2017

1998 | 1999 | 2000 | 2001 | 2002 | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | **FY 2015** | 2016 | 2017 | All Years [Print Version]

E-Rate Organizer Funding Search Analysis for Funding Year 2015

[» Utilization Summary Chart](#)

Applicant: GADSDEN COUNTY SCHOOL DISTRICT
Billed Entity: [127617](#) **Type:** DISTRICT
Address: 35 MARTIN LUTHER KING JR BLVD, QUINCY, FL 32351

471	FRN	SPIN	Service Provider	Service*	Original Request	Current Commitment	Disbursed	Util. %	Discount
1021010	2770593	143000677	Verizon Wireless (Cellco Partnership)	VS	\$25,200.00	\$25,200.00	\$3,690.35	15%	70%
1021010	2770594	143001442	GTC, Inc.	VS	\$8,400.00	\$8,400.00	\$6,813.68	81%	70%
1021010	2770596	143001192	AT&T Corp.	VS	\$41,160.00	\$10,920.00	\$3,083.41	28%	70%
1021010	2770790	143001441	Quincy Telephone Company (Florida)	IA	\$75,600.00	\$75,600.00	\$53,912.61	71%	90%
1021010	2770791	143001441	Quincy Telephone Company (Florida)	T	\$248,400.00	\$248,400.00	\$164,272.50	66%	90%
1021010	2770795	143001441	Quincy Telephone Company (Florida)	VS	\$436,800.00	\$436,800.00	\$130,511.91	30%	70%
1021010	2887658	143004824	BellSouth Telecommunications, LLC	VS	\$30,240.00	\$30,240.00	\$7,135.33	24%	70%
1021016	2777016	143019087	Applied Com Tek LLC	IC	\$6,596.85	\$6,596.85	0	0%	85%
1021016	2777023	143019087	Applied Com Tek LLC	IC	\$3,712.80	\$3,712.80	0	0%	85%
1021016	2777026	143019087	Applied Com Tek LLC	IC	\$7,245.40	\$7,245.40	0	0%	85%
1021016	2777031	143019937	Intratech Alliance Corp.	IC	\$1,654.95	\$1,654.95	0	0%	85%
1021016	2777041	143019937	Intratech Alliance Corp.	IC	\$29,750.00	\$29,750.00	0	0%	85%
1021016	2777046	143019937	Intratech Alliance Corp.	IC	\$1,326.00	\$1,326.00	0	0%	85%
1021016	2777050	143019937	Intratech Alliance Corp.	IC	\$4,028.15	\$4,028.15	0	0%	85%
1021016	2777053	143019937	Intratech Alliance Corp.	IC	\$1,654.95	\$1,654.95	0	0%	85%
1021016	2777061	143019937	Intratech Alliance Corp.	IC	\$16,745.00	\$16,745.00	0	0%	85%
1021016	2777062	143019937	Intratech Alliance Corp.	IC	\$7,435.80	\$7,435.80	0	0%	85%
1021016	2777282	143035405	PC Solutions & Integration, Inc.	IC	\$24,184.46	\$24,096.82	0	0%	85%
1021016	2777285	143035405	PC Solutions & Integration, Inc.	IC	\$4,106.90	\$4,106.90	0	0%	85%
1021016	2777288	143035405	PC Solutions & Integration, Inc.	IC	\$6,493.59	\$6,493.59	0	0%	85%
1021016	2777292	143035405	PC Solutions & Integration, Inc.	IC	\$79,745.64	\$79,745.64	\$67,647.51	85%	85%
1021016	2777351	143035405	PC Solutions &	IC	\$33,438.67	\$33,438.67	0	0%	85%

Integration, Inc.											
1021016	2777357	143035405	PC Solutions & Integration, Inc.	IC	\$24,793.19	\$24,793.19	\$24,793.19	100%	85%		
1021016	2777361	143035405	PC Solutions & Integration, Inc.	IC	\$45,481.63	\$45,481.63	\$45,481.63	100%	85%		
1021016	2777368	143035405	PC Solutions & Integration, Inc.	IC	\$73,461.81	\$73,461.81	0	0%	85%		
1021016	2777372	143035405	PC Solutions & Integration, Inc.	IC	\$77,909.82	\$77,909.82	0	0%	85%		
1021016	2777376	143035405	PC Solutions & Integration, Inc.	IC	\$34,731.77	\$34,731.77	0	0%	85%		
1021016	2777377	143035405	PC Solutions & Integration, Inc.	IC	\$51,340.89	\$51,340.89	\$50,880.26	99%	85%		
1021016	2777381	143035405	PC Solutions & Integration, Inc.	IC	\$62,460.82	\$62,460.82	0	0%	85%		
1021016	2777383	143035405	PC Solutions & Integration, Inc.	IC	\$17,500.24	\$17,500.24	0	0%	85%		
1021016	2777387	143035405	PC Solutions & Integration, Inc.	IC	\$25,501.90	\$25,501.90	\$25,501.90	100%	85%		
1021016	2777389	143035405	PC Solutions & Integration, Inc.	IC	\$7,351.20	\$7,351.20	0	0%	85%		
1021016	2777391	143035405	PC Solutions & Integration, Inc.	IC	\$51,332.74	\$51,332.74	0	0%	85%		
1021016	2777394	143035405	PC Solutions & Integration, Inc.	IC	\$6,164.61	\$6,164.61	0	0%	85%		
1021016	2777395	143035405	PC Solutions & Integration, Inc.	IC	\$6,164.61	\$6,164.61	0	0%	85%		
					\$1,578,114.39	\$1,547,786.75	\$583,724.28				

Service Legend: IA=Internet Access; T=Telecomm; VS=Voice; Services IC=Internal Connections; ICM=Internal Connections Maintenance; MIB = Managed Internal Broadband Service
 NF = Not Funded/Denied

[Last update: 4/07/2017]

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E-RATE CENTRAL

Dedicated to Simplifying
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Friday, April 7, 2017

1998 | 1999 | 2000 | 2001 | 2002 | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | **FY 2016** | 2017 | All Years [Print Version]

E-Rate Organizer Funding Search Analysis for Funding Year 2016

[» Utilization Summary Chart](#)

Applicant: GADSDEN COUNTY SCHOOL DISTRICT
Billed Entity: [127617](#) **Type:** School District
Address: 35 MARTIN LUTHER KING JR BLVD, QUINCY, FL 32351

471	FRN	SPIN	Service Provider	Service*	Original Request	Current Commitment	Disbursed	Util. %	Discount
161022320	1699042523	143001441	Quincy Telephone Company (Florida)	VS	\$42,600.00	\$42,577.92	0	0%	50%
161022320	1699042530	143000677	Verizon Wireless (Cellco Partnership)	VS	\$18,000.00	\$18,000.00	\$1,521.00	8%	50%
161022320	1699042532	143001442	GTC, Inc.	VS	\$6,000.00	\$5,990.40	0	0%	50%
161022320	1699042535	143001192	AT&T Corp.	VS	\$6,000.00	\$5,990.40	\$1,141.69	19%	50%
161022320	1699042542	143001441	Quincy Telephone Company (Florida)	IA	\$56,160.00	\$54,000.00	0	0%	90%
161022320	1699042547	143001441	Quincy Telephone Company (Florida)	IA	\$302,400.00	\$295,326.00	0	0%	90%
161034820	1699073095	143004824	BellSouth Telecommunications, LLC	VS	\$3,000.00	\$2,999.70	0	0%	50%
					\$434,160.00	\$424,884.42	\$2,662.69		

Service Legend: IA=Internet Access; T=Telecomm; VS=Voice; Services IC=Internal Connections; ICM=Internal Connections Maintenance; MIB = Managed Internal Broadband Service
 NF = Not Funded/Denied

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Shirley Alday <aldays@gcpsmail.com>

ACTION REQUIRED: Letter of Agreement due May 9, 2017

1 message

Linda Wiley PBG <powerbuyinggroup@gmail.com>

Mon, Mar 20, 2017 at 1:05 PM

To: kauffmant@gcpsmail.com, miltonp@gcpsmail.com, aldays@gcpsmail.com, howcroftj@leonschools.net, bakera3@leonschools.net, haydena@leonschools.net, raehollenbeck@gmail.com, serberm@osceola.k12.fl.us, brintled@osceola.k12.fl.us, Deborah.Wuest@studieschools.org, Darren.Frymoyer@studieschools.org, drenth_l@hcsb.k12.fl.us, mazza_k@hcsb.k12.fl.us, freier_g@hcsb.k12.fl.us, moonier_v@hcsb.k12.fl.us, SonnyAS@leeschools.net, LaurenCCo@leeschools.net, Elizabethhi@leeschools.net

Hello PBG Executive Committee Member Programs,

Your Letter of Agreement (LOA) for membership in the PBG for the 2017-2018 school year is attached.

The PBG Executive Committee is committed to work together with all members to provide quality, competitively priced food and supply products as an integral part of your program's compliance with all USDA and state regulations.

Looking ahead to the coming school year members will benefit from the following additional opportunities:

- **Save funds spent on the delivery of USDA "Brown Box" Foods to member programs by utilizing US Foods**
- **Use of the automated, online new product request process that allows vendor participation**
- **Access to detailed product information including major nutrients, Smart Snack compliance, allergens, etc. and the ability to download and/or print the information and product specifications**
- **Automated nutrition information uploads of PBG products to several major website menu software companies**

Please complete the LOA:

- **Circle Yes or No and add your initials for each category on page 3 of the LOA**
- **Obtain the appropriate administrative approval and signatures for your program**

PBG thanks you in advance for processing the LOA in time to complete and email the Letter of Agreement to powerbuyinggroup@gmail.com by Tuesday, May 9, 2017.

Contact me any time with your questions and ideas for this or any aspect of PBG working with you to provide great, healthy meals and snacks to many of Florida's children.

Thanks,

Linda Wiley, MEd, RD, LD/N, SNS

Executive Director

P.O.W.E.R. Buying Group (PBG)

Powerbuyinggroup@gmail.com

513-884-9034 Phone

 **2017 2018 PBG Letter of Agreement COMMITTEE.pdf**
523K



March 20, 2017

PBG Member,

Each year, all P.O.W.E.R. Buying Group (PBG) Members are required to sign a Letter of Agreement to participate and piggyback on product pricing approved for use by the POWER Buying Group.

It is the intention of the PBG Executive Committee to allow the school meal program administrators to express their intent to participate in various product award categories. This will allow each Member the opportunity to tailor PBG participation based upon each program's specific needs.

Members must complete and electronically return the Letter of Agreement with all applicable signatures to Linda Wiley, PBG Executive Director, at powerbuyinggroup@gmail.com no later than **Tuesday, May 9, 2017**. Member invoices (to be emailed in June) for the \$4,000 annual service fees are due by **Friday, August 25, 2017**.

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,

A handwritten signature in black ink that reads "Angela Torres".

Angela Torres
Chair,
The P.O.W.E.R. Buying Group

A handwritten signature in black ink that reads "Patrick McCarty".

Patrick McCarty
Chair-Elect,
The P.O.W.E.R. Buying Group



2017 - 2018 SY LETTER OF AGREEMENT
To participate in the P.O.W.E.R. Buying Group (PBG)
For the term of: July 1, 2017 – June 30, 2018

SCHOOL BOARD OF GADSDEN COUNTY–SCHOOL FOOD SERVICE
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.

The price solicitations and RFP, "Distribution of Food and Non-food Products for the P.O.W.E.R. Buying Group SDOC-14-P-065-LH" are hosted by the School District of Osceola County. Approval of PBG's participation has been provided by a majority vote of the members.

IMPORTANT: Food item pricing includes commercial pricing; and, if applicable, Net-Off-Invoice (NOI) or Modified-Fee-For-Service Through Distribution (MFFS) pricing for further-processed USDA Foods.

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 PBG fiscal year.

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 by the PBG Executive Board.

Due date for this Letter of Agreement with category participation completed and required signatures is **Tuesday, May 9, 2017** to be electronically mailed to the Executive Director at the e-mail address on the cover letter and end of the agreement.

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, 2017 through June 30, 2018.
- Purchase bid items from the distributor in strict adherence with the terms, conditions, and unit prices of the School District of Osceola County, SDOC-14-P-065-LH, and all related addenda; 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 in a manner that aids identification of the market items for audit purposes. (**Best practice: non-bid and market items should be on a separate invoice for audit purposes.**)
- 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 price solicitation development, product testing and evaluation to improve the product pricing for the benefit of all members.

2017–2018 PBG Letter of Agreement, Continued

- Provide the distributor with all cycle menus for Breakfast, Lunch, Afterschool Snacks, Supper, and Summer Feeding programs as applicable, and provide advance forecasts of food and supply items for future orders as requested by the distributor.
- Provide accurate and complete information (including surveys, votes, required forms and website profiles, etc.) requested by the Executive Board and/or Committee/Division Chair(s) by the stated deadline or according to established procedures.
- Review members' 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 allocations for USDA Foods, if applicable, based on PBG processed USDA Foods price solicitations 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 approved by PBG members.
- Communicate distributor concerns and requests accurately to the members' US Foods representatives in a timely manner, sending copies of all incident reports and pictures to PBG Division Chair, Executive Director and Distributor's Director of Business Development.
- Communicate PBG concerns, questions and ideas to Division Chair and PBG Executive Director.
- Remit the annual service fee of \$4,000* prior to the August 25, 2017 due date. Payments made during September 2017 will be assessed an additional 5% late fee.

NOTE: Failure to pay the annual fee invoice by September 30, 2017 may result in 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 pricing 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 twelve (12) weeks after the PBG Executive Board decision is issued.

* Current Executive Committee members will receive a discount to the annual service fee on the 2017–2018 invoices as stated below:

- Chair discount is \$1,500
- Chair-Elect discount is \$1,000
- Division and Committee Chairs' discounts are \$500 each

PBG Member Determination Bid Category Participation

Members will provide information below on their participation decisions for the 2017 – 2018 school year.

PBG members are ***not required*** to participate in all product categories.

Please circle Yes or No and add the School Nutrition Program Administrator's initials for each category:

Yes No PM
Initials Main Line Items (required category)

Yes No PM
Initials PBG's awarded distributor (US Foods) for Storage and Distribution of USDA
Brown Box Foods

Yes No PM
Initials Disposable Products

Yes No PM
Initials Bread Items

Yes No PM
Initials 100% Fruit Juice - Frozen

Yes No PM
Initials Fresh Produce

Yes No PM
Initials Smallwares/Custodial Supplies

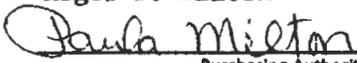
Yes No PM
Initials Cleaning Supplies

2017-2018 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 total effectiveness of the PBG. 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.

P.O.W.E.R. Buying Group Mission Statement

The mission of the POWER Buying Group is to work collaboratively to procure high quality, competitively priced foods and supplies that will enhance the health and nutritional well-being of students participating in Florida Child Nutrition Programs.

Superintendent of Schools		
_____ Administrative Authority Signature	_____ Title	_____ Date
Roger P. Milton		
Production Coordinator		
 Purchasing Authority Signature	_____ Title	3-30-17 Date
Paula Milton		
_____ PBG Chair Signature		_____ Date

Note: Please electronically mail the completed and signed Letter of Agreement to the PBG Executive Director no later than **Tuesday, May 9, 2017** at: powerbuyinggroup@gmail.com

LETTER PURCHASE ORDER

This Letter Purchase Order (LPO) for services to be provided by DES of Florida, LLC (DESF/Seller) to Gadsden County School Board (GCSB/Buyer) is issued pursuant to the above-referenced General or Master Agreement between Panhandle Area Educational Consortium and DESF. Buyer hereby authorizes Seller to perform the following described services:

1. **Scope of Work:** Interim Director Federal Programs

2. **Seller Contact:** Roy F. DeCastro
DES of Florida, LLC
P.O. Box 13935
Tallahassee, FL 32317-3935
P: 850/893-1315 * F: 888/219-7972 * Email: rdecastro@desfsolutions.com

3. **Buyer Contact:** Thomas Kauffman
Interim Assistant Superintendent for Business & Finance
35 Martin Luther King Jr. Blvd
Quincy, Florida 32351
P: 850-627-9651* Email: kauffmant@gcpsmail.com

4. **LPO Term:** June 01,2017 – June 20, 2017. This LPO may be terminated without cause by Buyer upon 30 days' written notice to Seller. Buyer shall be required to pay Seller for services rendered to the effective date of termination. During the term of this LPO, Buyer may terminate or discontinue the items covered in this LPO for lack of appropriated funds.

5. **LPO Cost:** The total cost of this LPO, excluding expenses, shall not exceed \$7,781.98 Invoices will be billed at a rate of \$7,781.98 per billable month. Without exception, the fees listed in this LPO shall be in effect throughout the term of this LPO. No overtime will be required with this LPO. Any and all expenses, including travel, will be reasonable, verifiable and documented and must be pre-approved by Buyer. Included in the total cost is Paid Time Off (PTO), as follows:
 - Paid Holidays to match Buyer's holiday schedule,
 - Sick/Personal and Vacation days will follow Buyer's policy, and
 - Any unused PTO at the completion of this LPO will be considered "used, paid and all obligations fulfilled."

6. **Invoicing:** Invoices detailing the fees and expenses, including a reference to this LPO number, shall be submitted to the Buyer. The normal terms of payment will be "Net 30 Days" from receipt of Seller's invoice.

7. **Deliverables:** Deliverables shall be those items described in Item 1 of this LPO and shall be further defined on an ongoing basis throughout the term of this LPO. In addition, deliverables shall be due as requested by the Buyer or Buyer-designated representatives associated with the Scope of Work referenced by this LPO.

8. **Public Records:** Seller specifically acknowledges its obligation to comply with State of Florida public records laws that require Seller to keep and maintain public records that Buyer would ordinarily and necessarily require in order to perform the services under this LPO; provide public access to such records on the same terms and conditions that Buyer would provide such public records, at a cost that does not exceed that provided by law; ensure that public records that are exempt, or confidential and exempt, from public records are not disclosed, except as authorized by law for the duration of the contract term and following completion of the contract if Seller does not transfer the records to Buyer; comply with all requirements for retaining public records and transfer, at no cost to Buyer, all public records in Seller's possession upon termination of this LPO; and destroy any duplicate public records which are exempt, or confidential and exempt, from public records disclosure requirements in accordance with §119.0701, Fla. Stats. (2015). If Seller keeps and maintains public records upon completion of the LPO, Seller shall meet all applicable requirements for retaining public records. All records stored electronically will be provided to Buyer, upon request, in a format that is compatible with the information technology systems of Buyer.

IF SELLER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SELLER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS LPO, SELLER SHOULD CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT Gadsden County Public Schools, Dr. Pink Hightower, 850-627-9651, 35 Martin Luther King Jr. Blvd. Quincy, Florida 32351, hightowerp@gcpsmail.com.

BUYER: Gadsden County School Board

SELLER: DES of Florida, LLC

By: _____
(Authorized Signature)

By: _____
Authorized Signature)

Name: **Roger P. Milton**
Title: Superintendent

Name: **Roy F. DeCastro**
Title: Managing Partner

Date: _____

Date: _____

By: _____
(Authorized Signature)

Name: Isaac Simmons, Jr.
Title: Chairman

Date: _____

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 9a



DATE OF SCHOOL BOARD MEETING: April 25, 2017

TITLE OF AGENDA ITEM: Replacement engines for school buses 2009-13 & 2009-47

DIVISION: Transportation

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

PURPOSE AND SUMMARY OF ITEM: For School Board approval to purchase (2) two engines. Price per each complete engine is \$11,150.00. Best quote received from Ward International Trucks.

FUND SOURCE: 110

AMOUNT: \$22,300.00

PREPARED BY: Gerald Gay *GG*

POSITION: Director of Transportation



INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the COMPTROLLER has signed the budget page.

The School Board of Gadsden County



"Building A Brighter Future"

ROGER P. MILTON
SUPERINTENDENT OF SCHOOLS

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

March 10, 2017

The School Board of Gadsden County is asking for quotes on the following remanufactured engines.

Vehicle #2009-47
VIN - 1BAKGCPA59F259060
Engine – CUMMINS ISBO7
Engine s/n – 46861410

Vehicle # 2009-13
VIN - 4UZABRDTOB CAU4099
Engine – CUMMINS ISB EPA07
Engine s/n – 73056887

We ask that you specify all listed.

1. Cost of engine. Listing ALL parts including Fuel and Electronic systems plus any programming/calibration fees that are included. Make note of additional fees.
2. Recommended add/changes
3. Estimated time of delivery
4. Warranty information
5. Freight charges
6. Core charge/Core policy and number of days for credit

Please return your quotes to me via email. Deadline is Tuesday March 21, 2017.
Contact me or James Dorsey with any questions.

Mary Rutten
Parts Manager
Transportation Department
School Board of Gadsden County
(850) 627-6858 ext. 1907
(850) 875-8895 fax

AUDREY LEWIS
DISTRICT NO. 1
HAVANA, FL 32333
MIDWAY, FL 32343

STEVE SCOTT
DISTRICT NO. 2
QUINCY, FL 32351
HAVANA, FL 32333

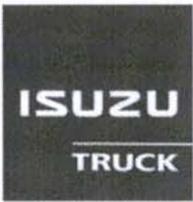
ISAAC SIMMONS, JR.
DISTRICT NO. 3
CHATTAHOOCHEE, FL 32324
GREENSBORO, FL 32330

CHARLIE D. FROST
DISTRICT NO. 4
GRETNA, FL 32332
QUINCY, FL 32352

TYRONE D. SMITH
DISTRICT NO. 5
QUINCY, FL 32353



WARD
INTERNATIONAL TRUCKS



Attn: Mary Rutten

March 13, 2017

Gadsden County Schools
35 Martin Luther King, Jr. Blvd.
Quincy, FL 32351

Mary,

The Estimate/ Quote provided encompasses Both listed VIN's/ Engine Serial Numbers Provided.

Estimated time of delivery: Once ordered is a 5 day lead build time and three days shipping.

Warranty Information: On-road Complete Drop-In Configurations: 2 Year/ Unlimited mileage, 2nd year long block coverage only.

Freight: No freight charge shipping to or from by Gadsden County Schools

Core Charge/ Core Policy and number of days for credit: \$4,000.00, fee waived if core is in returnable condition and meets guidelines. Return within 30 days.

List all Parts that are included with the engine:

- | | |
|---|-------------------|
| Block | Crankshaft |
| Rods | Oil Pump |
| Crank Gear | Cam gear |
| Piston Assemblies | Camshaft |
| Head | Front gear cover |
| Flywheel Housing & Seal | Oil Cooler |
| Oil Filter Assembly | Oil Pan |
| Water Pump | Gasket Set |
| Valve Train (lifters, pushrods & rocker arms) | |
| Lift Pump | Injection pump |
| Low & high pressure lines | Injectors |
| Fuel filter | Damper pulley |
| Turbocharger | Thermostat |
| Intake cover & connection | Exhaust Manifold |
| Oil pickup tube | Gear Cover & Seal |
| Sensors & switches | |

Estimate/ Quote is Valid through December 31, 2017

ESN: 46861410(6.7)- \$11,150.00

ESN:730568879(6.7)- \$11,150.00

This Estimate/ Quote has been reviewed and is being submitted by Kenneth Hightower, Parts Manager of Ward International Trucks of Florida.



COFFMAN INTERNATIONAL

4185 ROSS CLARK CIRCLE
DOTHAN, ALABAMA 36303

PH: (334) 794-4111 | TOLL FREE: (800) 844-4093
PARTS: (334) 794-8619 | FAX: (334) 792-0424

WE APPRECIATE YOUR BUSINESS!
website: www.coffmaninternationaltrucks.com
email: john@coffmantruck.com

Invoice #	0
Date	3/20/2017
Time	10:28

PO #:	
Document #:	190217
Due Date:	4/10/2017

Salesman:	MITCHELL BAXTER
Ship Via:	DELIVER BY MITCH
Terms:	Net 10th
Source:	

GADSDEN CO. SCHOOL BOARD (21089)		
TRANSPORTATION DEPT.		
35 MARTIN LUTHER KING JR BLV		
QUINCY	FL	32351
Contact	RUTTON, MARY (850) 627-6858 1907	

Ship To:	720 SOUTH STEWART STREET	
	GADSDEN CO. SCHOOL BOARD	
	QUINCY	FL 32351

Estimate

Reprint

Item Number Description	Qty	List	Bin Location Price	Amount	Subtotal	Sales Tax	Extended Amount	Back Order	Drop Ship
DR6415RX-220									
ENG ISB 6.7 07 B 240@2300	1.00	\$20,038.23	\$15,180.48	\$15,180.48	\$15,180.48	\$0.00	\$15,180.48	0.0000	
DR6415RX-220									
ENG ISB 6.7 07 B 240@2300 (Core Charge)	1.00	\$6,250.00	\$6,250.00	\$6,250.00	\$6,250.00	\$0.00	\$6,250.00	0.0000	
ESN: 46861410 ENGINE LEAD TIME: 10-14 WORKING DAYS FREIGHT NON TAXABLE									
FREIGHT	1.00	\$0.00	\$460.00	\$460.00	\$460.00	\$0.00	\$460.00	0.0000	
4955400RX-220									
KIT,TURBOCHARGER	1.00	\$3,619.92	\$2,742.36	\$2,742.36	\$2,742.36	\$0.00	\$2,742.36	0.0000	
4955400RX-220									
KIT,TURBOCHARGER (Core Charge)	1.00	\$625.00	\$625.00	\$625.00	\$625.00	\$0.00	\$625.00	0.0000	
OLD TURBO WILL NOT FIT NEW ENGINE,NEW ENGINE DOES NOT COME WITH TURBO, TURBO IS NOT IN STOCK, PLEASE ALLOW 4-5 WORKING DAYS TO ORDER ON STOCK ORDER.									
PROGRAMMING FEE 2-220									
PROGRAMMING FEE	1.00	\$382.80	\$290.00	\$290.00	\$290.00	\$0.00	\$290.00	0.0000	
DIAGNOSTIC									
PROGRAMMING CODE	1.00	\$0.00	\$100.00	\$100.00	\$100.00	\$0.00	\$100.00	0.0000	

Printed:3/20/2017 3:25 PM

Page 1 of 2 Pages



COFFMAN INTERNATIONAL

4185 ROSS CLARK CIRCLE
DOTHAN, ALABAMA 36303
PH: (334) 794-4111 | TOLL FREE: (800) 844-4093
PARTS: (334) 794-8619 | FAX: (334) 792-0424

WE APPRECIATE YOUR BUSINESS!
website: www.coffmaninternationaltrucks.com
email: john@coffmantruck.com

Invoice #	0
Date	3/20/2017
Time	10:28

PO #:	
Document #:	190217
Due Date:	4/10/2017

Salesman:	MITCHELL BAXTER
Ship Via:	DELIVER BY MITCH
Terms:	Net 10th
Source:	

GADSDEN CO. SCHOOL BOARD (21089)		
TRANSPORTATION DEPT.		
35 MARTIN LUTHER KING JR BLV		
QUINCY	FL	32351
Contact	RUTTON, MARY (850) 627-6858 1907	

Ship To:	720 SOUTH STEWART STREET	
	GADSDEN CO. SCHOOL BOARD	
	QUINCY	FL 32351

Estimate

Reprint

Item Number	Description	Qty	List	Bin Location	Price	Amount	Subtotal	Sales Tax	Extended Amount	Back Order	Drop Ship
-------------	-------------	-----	------	--------------	-------	--------	----------	-----------	-----------------	------------	-----------

Cash	Check	Check #	CC	CC Type	On Acct.	Mfg Credit	CIT	Deposit	Other
\$0.00	\$0.00		\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Summary of Charges	
\$0.00	Taxable
\$25,647.84	Non-Taxable
\$25,647.84	Subtotal
\$0.00	Sales Tax
\$25,647.84	Total
\$0.00	Amount Tendered
\$0.00	Change Due

Customer Signature	Date
--------------------	------

Exempt Tax Cert #:	85-8012621915C-2-FL
Expiration Date:	11/30/2017

Printed:3/20/2017 3:25 PM



COFFMAN INTERNATIONAL

4185 ROSS CLARK CIRCLE
 DOTHAN, ALABAMA 36303
 PH: (334) 794-4111 | TOLL FREE: (800) 844-4093
 PARTS: (334) 794-8619 | FAX: (334) 792-0424

WE APPRECIATE YOUR BUSINESS!
 website: www.coffmaninternationaltrucks.com
 email: john@coffmantruck.com

Invoice #	0
Date	3/20/2017
Time	14:45

PO #:	QUOTE
Document #:	190265
Due Date:	4/10/2017

Salesman:	MITCHELL BAXTER
Ship Via:	
Terms:	Net 10th
Source:	

GADSDEN CO. SCHOOL BOARD (21089)		
TRANSPORTATION DEPT.		
35 MARTIN LUTHER KING JR BLV		
QUINCY	FL	32351
Contact	RUTTON, MARY (850) 627-6858 1907	

Estimate

Reprint

Ship To:	

Item Number	Description	Qty	List	Bin Location	Price	Amount	Subtotal	Sales Tax	Extended Amount	Back Order	Drop Ship
DR6359RX-220											
ENG ISB 6.7 07 B 200@2300		1.00	\$19,620.78		\$14,864.23	\$14,864.23	\$14,864.23	\$0.00	\$14,864.23	0.0000	
DR6359RX-220											
ENG ISB 6.7 07 B 200@2300 (Core Charge)		1.00	\$6,250.00		\$6,250.00	\$6,250.00	\$6,250.00	\$0.00	\$6,250.00	0.0000	
ESN: 73056887											
ENGINE LEAD TIME: 10-14 WORKING DAYS											
FREIGHT NON TAXABLE											
FREIGHT		1.00	\$0.00		\$460.00	\$460.00	\$460.00	\$0.00	\$460.00	0.0000	
4955397RX-220											
KIT,TURBOCHARGER		1.00	\$3,619.92		\$2,742.36	\$2,742.36	\$2,742.36	\$0.00	\$2,742.36	0.0000	
4955397RX-220											
KIT,TURBOCHARGER (Core Charge)		1.00	\$625.00		\$625.00	\$625.00	\$625.00	\$0.00	\$625.00	0.0000	
TURBO HAS TO BE REPLACED, OLD TURBO WILL NOT FIT NEW ENGINE, NOT IN STOCK, PLEASE ALLOW 5 WORKING DAYS ON STOCK ORDER.											
PROGRAMMING FEE 2-220											
PROGRAMMING FEE		1.00	\$382.80		\$290.00	\$290.00	\$290.00	\$0.00	\$290.00	0.0000	
DIAGNOSTIC											
PROGRAMMING CODE		1.00	\$0.00		\$100.00	\$100.00	\$100.00	\$0.00	\$100.00	0.0000	

Cash	Check	Check #	CC	CC Type	On Acct.	Mfg Credit	CIT	Deposit	Other
\$0.00	\$0.00		\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Summary of Charges	
\$0.00	Taxable
\$25,331.59	Non-Taxable
\$25,331.59	Subtotal
\$0.00	Sales Tax
\$25,331.59	Total
\$0.00	Amount Tendered
\$0.00	Change Due

Customer Signature	Date
--------------------	------

Exempt Tax Cert #:	85-8012621915C-2-FL
Expiration Date:	11/30/2017

Printed:3/20/2017 3:23 PM



Mary,

Attached you will find all the requested information for the engine quotes. If you need any addition information please free to contact Zack Howard at 850-508-6214.

Complete drop-in engine \$11787.50
Freight \$125
Core must be returned in 30 days
Core charge is \$4500.00
10-15 days on Delivery

Complete Drop-In

all parts on the Long Block Supreme plus

- Lift pump
- Low Pressure Lines
- High Pressure Lines
- Turbocharger
- Intake Cover
- Intake Connection
- Oil Pickup Tube
- Injection Pump
- Injectors
- Damper Pulley
- Thermostat
- Exhaust manifold
- Oil pan
- Gear Cover & Seal
- Fuel Filter
- Sensors & Switches

Recommend using Donaldson air filter and Fleetguard oil and fuel filters.

Warranty Coverage

On-Road Complete Drop-In configurations: 2yr/unlimited mileage.2nd year long block coverage only. Transit 1 year.

SERVING YOU IN ALABAMA - GEORGIA - FLORIDA
1-800-239-8785 ★ www.fourstarfreightliner.com



*read after deadline

FourStar

FREIGHTLINER



Long Block Supreme warranty items

- Block
- Rods
- Crank Gear
- Piston Assemblies
- Cylinder Head
- Flywheel Housing
- Oil Filter Assembly
- Water Pump
- Lifters
- Pushrods
- Rocker Arms
- Crankshaft
- Camshaft
- Front Gear Cover
- Oil Cooler
- Oil Pan
- Oil Pump
- Gasket Set

Zack Howard

Four Star Freightliner

SERVING YOU IN ALABAMA - GEORGIA - FLORIDA
1-800-239-8785 ★ www.fourstarfreightliner.com



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10a



Date of School Board Meeting: April 25, 2017

TITLE OF AGENDA ITEM: Adopted Instructional Materials/Textbooks for 2017-2018

DIVISION: K-12 Education

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

PURPOSE AND SUMMARY OF ITEM:

(Type and Double Space)

The State of Florida requires that all instructional materials have been reviewed, selected and adopted by the district school board in accordance with the school board hearing and public meeting requirements as specified in section 1006.283(2)(b)8, Florida Statutes.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Pink Hightower, Ph.D.

POSITION: Deputy Superintendent

INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

GADSDEN COUNTY PUBLIC SCHOOLS
Building a Brighter Future

List of Adopted Textbooks

Grade	ELA/Reading (Adopted 2013 & 2014)	Mathematics (Adopted 2014)	Science (Adopted 2011)	Social Studies (Pending Adopt. 2017)
K	Florida Journeys Common Core Houghton Mifflin Harcourt	Go Math! Florida Houghton-Mifflin Company	Florida Interactive Science Pearson	Florida Social Studies McGraw-Hill School Education, LLC
1	Florida Journeys Common Core Houghton Mifflin Harcourt	Go Math! Florida Houghton-Mifflin Company	Florida Interactive Science Pearson	Florida Social Studies McGraw-Hill School Education, LLC
2	Florida Journeys Common Core Houghton Mifflin Harcourt	Go Math! Florida Houghton-Mifflin Company	Florida Interactive Science Pearson	Florida Social Studies McGraw-Hill School Education, LLC
3	Florida Journeys Common Core Houghton Mifflin Harcourt	Go Math! Florida Houghton-Mifflin Company	Florida Interactive Science Pearson	Florida Social Studies McGraw-Hill School Education, LLC
4	Florida Journeys Common Core Houghton Mifflin Harcourt	Go Math! Florida Houghton-Mifflin Company	Florida Interactive Science Pearson	Florida Social Studies McGraw-Hill School Education, LLC
5	Florida Journeys Common Core Houghton Mifflin Harcourt	Go Math! Florida Houghton-Mifflin Company	Florida Interactive Science Pearson	Florida Social Studies McGraw-Hill School Education, LLC
6	Florida Collections Houghton Mifflin Harcourt- Adopted 2014 and Florida Journeys Common Core (Intensive) Houghton Mifflin Harcourt(Adopted 2013)	Florida Go Math Mathematics 1 Houghton-Mifflin Company	Florida Comprehensive Science Course 1 Pearson	HMH Social Studies: Florida World History Houghton Mifflin Harcourt
7	Florida Collections Houghton Mifflin Harcourt	Florida Go Math Mathematics 2 Houghton-Mifflin Company	Florida Comprehensive Science Course 2 Pearson	HMH Social Studies: Florida Civics Houghton Mifflin Harcourt
8	Florida Collections Houghton Mifflin Harcourt	Florida Go Math Pre-Algebra Houghton-Mifflin Company	Florida Comprehensive Science Course 3 Pearson	HMH Social Studies: United States History Houghton Mifflin Harcourt
9	Florida Collections Houghton Mifflin Harcourt	<u>2014 Adoptions</u> McGraw-Hill Cinch Algebra 1 McGraw-Hill Cinch Algebra 2	<u>Pearson Prentice Hall/Adopted 2011</u> Miller & Levine Biology, FL Edition Prentice Hall Chemistry Environmental Science: Your World, Your Turn, 1 st Edition Physical Science: Concepts in Action, FL Edition	<u>McGraw-Hill School Education Group</u> Florida World History Florida United States History & Geography Florida United States Government <u>Pearson Education, Inc.</u> Pearson Florida Economics <u>John Wiley & Sons, Inc.</u> Real World Psychology (High Sch. Binding) <u>Cengage Learning</u> Principals of Economics (Honors) Gateways to Democracy (US Gov. Honors) <u>Bedford, Freeman & Worth Publishing</u> <u>Group</u> American History (US History Honors) Myers Psychology for AP
10	Florida Collections Houghton Mifflin Harcourt	Prentice Hall Algebra 1 Honors, Gold Series Prentice Hall Algebra 2 Honors, Gold Series	Prentice Hall Conceptual Physics Biology, 8 th Edition, 2008, Campbell, Reece et al Biology: Concepts & Connections, 6 th Edition, 2009 (Campbell et al) Environment: The Science Behind the Story, 3 rd Edition, 2008 Chemistry: The Central Science 2009 (Brown et al) AP Physics: Principles with Applications, 6 th Edition 2009	
11	Florida Collections Houghton Mifflin Harcourt	Prentice Hall Geometry Honors, Gold Series Pre-Calculus: Graphical, Numerical, Algebraic (Prentice Hall) Calculus: Graphical, Numerical, Algebraic (Prentice Hall)		
12	Florida Collections Houghton Mifflin Harcourt			

GADSDEN COUNTY PUBLIC SCHOOLS
Building a Brighter Future

List of Adopted Textbooks

Grade Level	World Languages	Mathematics	HOPE
9-12	<p><u>Santillana</u> Florida Santillana Spanish 1 Florida Santillana Spanish 2 2015/1st Edition</p>	<p><u>Pearson Prentice Hall</u> Liberal Arts Math: A Florida Course 2014/2nd Edition Intermediate Algebra: Math for College Readiness, 2013/1st Florida Edition Stats in Your World, 2016/2nd Edition The Practice of Statistics for AP 4th Edition</p>	<p>Florida Glencoe Health, 2014/1st Edition</p>

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10b

Date of School Board Meeting: April 25, 2017

TITLE OF AGENDA ITEM: George W. Munroe Elementary School

DIVISION: Pre-K – 12 Education

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

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

According to School Board Policy 2340 (Field and Other District-Sponsored Trips), all out-of-state field trips must be approved by the School Board. George W. Munroe Elementary School is requesting approval for an out-of-state field trip to Valdosta, Georgia. Please see attached documentation.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Pink Hightower, Ph.D.

POSITION: Deputy Superintendent

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 _____

PREPARED BY: C&I

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



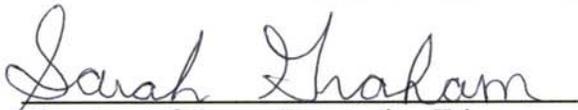
SCHOOL: George W. Munroe Elementary	CONTACT FOR FIELD TRIP: Sarah Graham
---	--

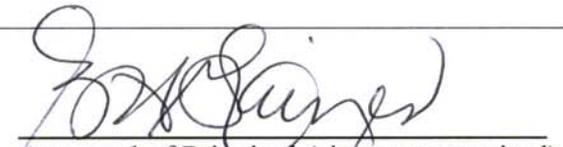
DATE OF TRIP: May 26, 2017	WHO IS ATTENDING: (grade/organization) 5 th Grade Students
--------------------------------------	---

LOCATION: Wild Adventures Valdosta, Georgia	TRAVELING BY: ___ School bus <u>X</u> Charter bus
--	---

PURPOSE:
 SC.2.L.17.2 Recognize and explain that living things are found all over the earth, but each is only able to live in habitats that meet it basic needs.
Objective: I can identify and recognize that animals have specific habitats that help them to meet their basic needs.

SCHOOL BUS – Required items for approval: <ol style="list-style-type: none"> 1. Principal’s signature 2. Complete list of participants and chaperones 3. Complete final itinerary 4. Documentation showing correlation of the Florida Standards or benchmarks to the field trip request 	CHARTER BUS – Required items for approval: <ol style="list-style-type: none"> 1. Principal’s signature 2. Complete list of participants and chaperones 3. Complete final itinerary 4. Copy of charter bus contract with signatures 5. Proof of Insurance showing either district or school as insured
--	---


 Signature of Person Requesting Trip


 Approval of Principal (signature required)

___ APPROVED	___ DENIED
Superintendent/Designee	Date

Please forward completed form via district mail or fax to:
Mrs. Cheryl Ellison
Administrative Assistant for Curriculum & Instruction
Fax: (850) 627-3530 Email: ellisonc@gcpsmail.com

George Munroe Elementary

5th Grade Field Trip Participants

Student Roster

Jo	Ca	Ka
Sh	He	Ay
De	De	Pe
Ci	Sa	Mi
Av	Ka	De
M	Ke	Ac
Ke	Ke	Sh
Ja	Ge	Ty
Ru	Jyr	Ju
Sa	Jos	Nc
De	Tra	Mi
Le	Jos	Sa
Ec	Jay	Cr
Ta	Mis	Ar
Ar		Yu
Ke		Ty
Ta		De
Ca		
Ca		
Ja		
Ka		
	Chaperones:	
	Sarah Graham	Maria Cruz-Ramos(Pridgen)
Ab	Mathew Pridgen	Victoria Garcia - Hernandez(Pridgen)
Sh		Damaris Marroquin(Pridgen)
Ju	Ms. Arnold	Lesley Alberto(N/A)
E'	Mr. Ray	Jazmin Flores(N/A)
Sh	Mrs. Hunter	Adelina Hernandez(N/A)
Ne	Ms. Ziegler	Jorge Melendrez(N/A)
M	Parents	Leticia Sierra-Ramos(N/A)
Ja		Yamilet Arroyo(Graham)
De		Jorge Salas-Ayala(Graham)
Ch		

**GEORGE W. MUNROE ELEMENTARY SCHOOL
5TH GRADE TEAM
Wild Adventures Theme Park
Valdosta, GA**

Date of Fieldtrip: May 26, 2017

Wild Adventures Itinerary

8:00- 8:30- Loading for departure

8:30- Depart from GWM Campus

**10:45- Arrival at Wild Adventures Theme Park in
Valdosta, GA**

11:00-11:20- Eat school pre-packed bag lunches

11:30- Enter Wild Adventures Theme Park

4:00-4:30- Loading for return

6:30- Return back to GWM

10 hrs. 30 min. Approximately – 11 hrs. round trip



5th Grade
FIELDTRIP
FRIDAY
May 26th



5th Grade
Ceremony
WEDNESDAY
May 24th

5TH GRADE FIELDTRIP & END-OF-YEAR ACTIVITIES

5th Grade
Social
THURSDAY
May 25th

Dear Fifth Grade Parents,

We are preparing for our end of the year ceremonial activities. We are planning a ceremony with caps and gowns for our students on Wednesday, May 24th. A 5th grade class social on Thursday, May 25th. In addition, an end-of-year trip is being planned to attend Wild Adventures Theme Park in Valdosta, Georgia on Friday, May 26th.

The cost of the field Trip, ceremony, cap and gown, social, and T-shirts is only \$115.00. This cost includes admission to the theme park, along with the fee for transportation.

T-shirt, Cap/Gown, & Senior Social \$40 DEADLINE : April 14th .
Wild Adventures Fieldtrip \$75 DEADLINE: May 5th.

ALL money must be paid by Friday, May 5th.

NO EXCEPTIONS!

**** IF A CHILD CAN NOT ATTEND DUE TO BEHAVIOR, A LETTER WILL BE SENT HOME TO NOTIFY THE PARENT.**

****NO MONEY WILL BE REFUNDED AFTER MAY 5th****

____ YES, my child, _____ WILL attend the trip to Wild Adventures Theme Park in Valdosta, GA on May 26th.

____ NO, my child, _____ WILL NOT attend this trip.

Parent Signature

Contact Number

Contact Number

Ms. Sarah Graham

AL'DRIA CHARTER & TOURS, INC

"GIVE US A CALL, WE'LL TAKE YOU THERE"
6315 BLOUNTSTOWN HWY. SUITE -E
TALLAHASSEE, FLORIDA 32304
OFFICE # (850) 580-2707 FAX # (850) 575-7162
Email: transportation@aldriatours.com

INVOICE -CONTRACT-

INVOICE NO:
DATE: *April 13, 2017*

"Our mission is to provide you with quality, affordable, comfortable, dependable motorcoach transportation and excellent service."

FED. ID. #59-329-4004

TO: <i>George W. Munnroe</i>	DESTINATION: <i>Valdosta, GA/Wild Adventure</i>
GROUP: <i>5th GRADE</i>	DATE OF DEPARTURE: <i>MAY 26, 2017</i>
ADDRESS: <i>1830 W. KING STREET</i>	TIME OF DEPARTURE: <i>8:00 AM</i>
<i>QUILIC, FLORIDA 32352</i>	DATE OF RETURN: <i>MAY 26, 2017</i>
Pickup location: <i>SCHOOL</i>	TIME OF RETURN: <i>7:00 AM</i>

MOTORCOACH TYPE	P.O. NUMBER# CONTRACT#	DATE OF TRIP	CONTACT PERSON	TELEPHONE#	CHARGES PER UNIT
<i>1</i>		<i>MAY 26, 2017</i>	<i>SARAH GRAHAM</i>	<i>(850) 575-3825 (E) 694-0493</i>	<i>\$1200.00</i>

Thanks for choosing AL'DRIA TOURS, INC. as your motor coach transportation provider. This is your contract, invoice, and receipt. This contract # _____ in the amount of \$ *1200.00* is forwarded for your review and approval. This charter service charges according to the information provided. If correct, please sign, date and return with itinerary and the required deposit. Deposit received \$ _____ balance due \$ *1200.00*

CONTRACT TERMS AND CONDITIONS

TOTAL \$1200.00

RATES: (A \$100.00 clean up fee charge per coach)

The charge for your charter coach is based on the original information given. Fees are subject to change based on adjustments to submitted itinerary. Additional hours or additional miles not agreed upon at the time of booking can usually be accommodated by having the driver seek approval from management. The organization will be charged accordingly. Driver will adhere to instructions/itinerary provided. The on-board video equipment is provided at the discretion of AL'DRIA Charter Tours, Inc. and is not a mandatory on-board amenity item. It is, therefore, excluded from any 'satisfaction guarantee' in the event of unexpected equipment failure and/or tape/CD damage. The equipment is available for use at no charge; no rewinding or fast forwarding of tapes. The chartering organization must provide its own video tapes. All fees (tolls, parking and entrance) will be charged to you. You are also responsible for driver(s) room and meals.

DEPOSITS: (There will be a ten (10%) percent trip charge for any trips taken with an unpaid balance.) (Except for purchase order invoices).

A deposit and signed contract are due within ten (10) days after receiving this signed invoice/contract. Failure to receive the deposit and the contract may result in a cancellation of the charter service. The deposit is non-refundable. The remaining balance is due seven (7) days before departure. A deposit required to confirm: \$100.00 per coach for contracts up to \$999.00 and (15%) deposit for contract amounts \$1000.00 or more. Signed contracts are binding. If your group/organization secures a coach or coaches by signing this contract and paying the required deposit, you are liable for cancellation fees. For trips of any kind (including those secured with purchase orders) cancelled within 21 days or less of the departure date, full payment (price of the trip) is due. For trips cancelled 30 days or more before the departure date, the required deposit (whether prepaid or not) is due. Required methods of payment: cash, money order, certified checks, (no personal checks) and credit cards (visa / master card).

FEDERAL REGULATIONS: (These regulations will not be violated-safety is our main concern)

The Department of Transportation, Bureau of Motor Carrier Safety, has adopted certain regulations for the protection and safety of both the customer and the driver. Drivers are limited to: (15) consecutive hours on duty in any one day, of this (15) hours, a maximum of (10) hours may be actual driving hours. Upon reaching a destination and the driver's total driving hours have been used, the driver must have a minimum of eight (8) hours off duty before resuming service or to begin a period of extended driving. Trips requiring an extra driver are an additional \$100.00 per day.

DISCLAIMER:

AL'DRIA Tours, Inc. (Reserves the right to add a fuel surcharge as dictated by increase fuel cost.) It is understood and agreed that the service detailed in this contract is subject to tariff regulations and is contingent upon the carrier's ability to furnish the equipment and perform the service. This company reserves the right to lease from other companies in order to fulfill this contract. If a mechanical failure should occur or other emergencies preventing operation, AL'DRIA Tours, Inc. is to be given reasonable time for repairs and/or be permitted to procure another coach. Limit of liability for misconduct or other unexpected happenings cannot exceed the total charter cost. AL'DRIA Tours, Inc. assumes no responsibility for lost or damaged belongings and delays in arrivals or departures which may occur due to inclement weather. Baggage and all other property will be handled by the passengers. Only the amount that can be conveniently carried may be placed in the overhead storage areas inside motor coach. Do not leave items on the coach. No animals permitted on coaches, except guide dogs.

MOTORCOACH RULES: (Smoking, Drugs and Alcohol are prohibited)

The individual signing the contract represents that he/she is a representative of the Organization and he/she will be liable for the performance of this contract and that AL'DRIA Tours, Inc. may, at its option, also hold said Organization liable for breach thereof. In the event of a dispute, the prevailing party shall be awarded reasonable attorney's fees and costs. Venue shall be in Leon County, Florida. The Organization takes full responsibility for any damage to the interior of the coach (seats, windows, arm rest, shades, etc.) and excessive litter. Organization will be charged for any damages. NO EATING PERMITTED ON COACHES: (ATTACHED RULES APPLY).

ACCEPTED BY: *Sarah Graham* AGREED BY: *Ralph...*
(I, the undersigned, do hereby agree to all policies outlined above.)

THANK YOU FOR YOUR BUSINESS!



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10c

Date of School Board Meeting: April 25, 2017

TITLE OF AGENDA ITEM: Gretna Elementary School

DIVISION: Pre-K – 12 Education

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

PURPOSE AND SUMMARY OF ITEM:

(Type and Double Space)

According to School Board Policy 2340 (Field and Other District-Sponsored Trips), all out-of-state field trips must be approved by the School Board. Gretna Elementary School is requesting approval for an out-of-state field trip to Valdosta, Georgia. Please see attached documentation.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Pink Hightower, Ph.D.

POSITION: Deputy Superintendent

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 _____

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

FIELD TRIP REQUEST

RCW
CPR

①

SCHOOL: Gretna Elementary School	CONTACT FOR FIELD TRIP: Ms. Ancion
--	--

DATE OF TRIP: May 25, 2017	WHO IS ATTENDING: (grade/organization) Fourth and Fifth Grade Students
--------------------------------------	--

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

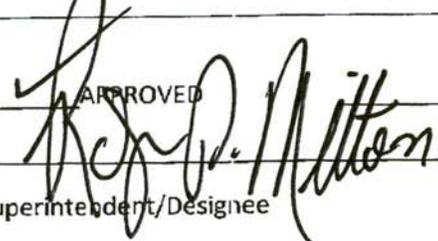
PURPOSE:
Students will gain knowledge of physical science and physics concepts and will have opportunities to determine the speed of fast paced rollercoasters through self-guided activity stations.

SCHOOL BUS – Required items for approval: <ol style="list-style-type: none"> 1. Principal's signature 2. Complete list of participants and chaperones 3. Complete final itinerary 4. Documentation showing correlation of the Florida Standards or benchmarks to the field trip request 	CHARTER BUS – Required items for approval: <ol style="list-style-type: none"> 1. Principal's signature 2. Complete list of participants and chaperones 3. Complete final itinerary 4. Copy of charter bus contract with signatures 5. Proof of Insurance showing either district or school as insured
--	---



Signature of Person Requesting Trip

Approval of Principal (signature required)

<p>APPROVED DENIED</p> <p></p> <p>_____ Superintendent/Designee</p>	<p>4/13/17</p> <p>_____ Date</p>
---	--------------------------------------

Please forward completed form via district mail or fax to:

Mrs. Cheryl Ellison

Administrative Assistant for Curriculum & Instruction

Fax: (850) 627-3530

Email: ellisonc@grenemail.com

Student Roster for Field Trip

<u>Fourth Grade</u>	<u>Fifth Grade</u>	<u>Chaperones</u>
1. Ar	1. Ja	1. Ms. Francois
2. Ma	2. M.	2. Mrs. Adams
3. Sh	3. En	3. Ms. James
4. Jal	4. Ty	4. Ms. Ancion
5. M	5. Ka	5. Patricia Williams
6. Oc	6. Iva	6. Kimberly Moye
7. Sa	7. Be	7. Dolores Quintero
8. Ke	8. Sh	8. Jessica Maldonado
9. Ur	9. Atj	9. Vanessa Betsey
10. De	10. Kir	10. Crystal Myles
11. Ty	11. An	11. Coletta Blair
12. Ca	12. Dy	
13. De	13. Ela	
14. Sh	14. Kat	
15. N	15. No	
16. D	16. Tai	
17. Ju	17. Jay	
18. Da	18. Ha	
19. Fa	19. Ny	
20. Na	20. Pa	
21. Ar	21. Rh	
22. Ka	22. Ma	
23. Ja	23. Ch	
24. Im	24. Jar	
25. Ar	25. Ro	
26. Ye	26. Da	
27. Ke	27. Isa	
28. Ly	28. Elij	
29. Oc	29. Az	
30. Di	30. Lizl	
31. Ka		
32. M		

Gretna Elementary 4th and 5th Grade End of the Year Field Trip**Itinerary****Thursday, May 25, 2017**

7:30 AM-7:50AM	Students eat breakfast at school
7:50 AM- 7:59AM	Load Buses at bus ramp Gretna Elementary School
8:00AM-8:10AM	Departure from school Wild Adventures Valdosta, Ga
8:10 AM-10:00AM	Travel to Arrive Wild Adventures Valdosta, Ga
10:00 AM –11:59AM	Wild Adventure
12:00PM- 12:30PM	LUNCH/PICNIC Pavilion
12:30PM-4:00PM	Wild Adventure
4:05PM-4:10PM	Depart for Gretna Elementary School
4:10PM- 6:00PM	Travel to Gretna Elementary School
6:00PM-6:15 PM	Arrive at Gretna Elementary School/ Dismissal of students to Parent/Guardian

*Common Core Florida Standards***FOURTH GRADE**

SC.4.N.1.1 Students will raise questions about the natural world, investigate them individually and in teams through free exploration and systematic investigations, and generate appropriate explanations based on those explorations.

SC.4.P.10.1 Students will recognize some basic forms of energy such as light, heat, sound, electrical, and mechanical.

SC.4.P.10.2 Investigate and describe that energy has the ability to cause motion or create change.

SC.4.P.12.1 Recognize that an object in motion always changes its position and may change its direction.

SC.4.P.12.2 Investigate and describe that the speed of an object is determined by the distance it travels in a unit of time and that objects can move at different speeds.

FIFTH GRADE

SC.5.P.10.1 Investigate and describe some basic forms of energy, including light, heat, sound, electrical, chemical, and mechanical.

SC.5.P.10.2 Investigate and explain that energy has the ability to cause motion or create change.

SC.5.P.10.4 Investigate and explain that electrical energy can be transformed into heat, light, and sound energy, as well as the energy of motion.

SC.5.P.13.1 Identify familiar forces that cause objects to move, such as pushes or pulls, including gravity acting on falling objects.

SC.5.P.13.2 Investigate and describe that the greater the force applied to it, the greater the change in motion of a given object.

SC.5.P.13.3 - Investigate and describe that the more mass an object has, the less effect a given force will have on the object's motion.

SC.5.P.13.4 Investigate and explain that when a force is applied to an object but it does not move, it is because another opposing force is being applied by something in the environment so that the forces are balanced.

Gretna Elementary School

706 Martin Luther King Jr. Blvd. ♦ Gretna, Florida 32332
(850) 856-5249 ♦ Fax (850) 856-9415



Monday, April 10, 2017

Dear Parent/Guardians,

On **Thursday, May 25, 2017** our 4th and 5th graders will be traveling to Wild Adventures located in Valdosta, Georgia. On this trip students will encounter both fun and educational experiences. The cost of the trip will be **\$60 per student or adult**. This price includes the following park admission, charter bus seat, and snack on the way back. Students are expected to eat breakfast at home prior to attending this trip or in the cafeteria. School lunch will be provided for students. The bus will load at 7:50 A.M. and **depart from the school at 8:00 A.M.** We will be **returning at 6:00P.M.** Park admission, charter bus seat, and snack for Chaperones are included in rate, but parents/guardians are asked to bring their own breakfast and lunch if attending this trip.

Students are aware that when they are on a school sponsored trip, they are under the jurisdiction and supervision of the school employed sponsors/chaperones and that their behavior must conform to the Code of Student Conduct, the school's Student Handbook, and reasonable instructions from chaperones. **Only children exhibiting responsible behaviors may go on this field trip,** those students who are found **not following Gadsden County Schools Code of Conduct** (*excessive disciplinary problems in the classroom*) will **NOT** be permitted to attend without parent's supervision.

The 1st installment of **\$30** which is **NON REFUNDABLE** is due on **April 21, 2017 by 3:00 P.M.** The **FINAL installment of \$30** is due on **May 5, 2017 by 3:00 P.M.** Seats are limited and there are only 52 seats available. Please complete the parent/guardians permission slip attached below with your child's deposit of \$30. If you would like to chaperone please complete a Field Trip/Event Chaperone (copy of ID is required) and volunteer application which can be requested from your child's teacher. If there are any questions please contact your child's teacher at **(850)856-5249**.

*****IMPORTANT NOTICE No Checks WILL BE ACCEPTED. Cash or Money Order (Payable to Gretna Elementary School)

Sincerely,

Fourth Grade Team

Fifth Grade Team

Ms. Ancion

Ms. Francois

Ms. James

Ms. Adams

Micheal Franklin, Principal

Carla Wells, Assistant Principal

PERMISSION SLIP

Please return by April 21, 2017 with \$30 deposit

I give permission for my child _____ to attend the field trip to Wild Adventures on Thursday, May 25, 2017.

Childs Name _____ Grade: _____

Parent/Guardian Name: _____ Phone Number _____

I understand that personal injury can and may occur to my child and I hereby authorize Sponsors/chaperones of this Field Trip, to seek and consent to emergency medical attention for my child as needed; and I further agree to be liable for to pay all costs incurred in connection with such medical attention.

_____ Yes, my child will attend this field trip and follow school and district Code of Student Conduct. Students will be subject to appropriate disciplinary action for violations of these rules and regulations are not followed.

_____ No, my child will not attend this trip

_____ Yes, I will chaperone this field trip and I have completed my chaperone form

Special Instructions for my child

- My child has medication they will need to take during the time of the trip. Administration of Prescription and Non Prescription Medication in the School Permission form MUST be completed in advance. (Prescription must have child's name visible with instruction)
- My child has a medical condition that teacher's and chaperones need to know about. Details _____
- Special Instructions _____

Emergency Contact

Name: _____

Cell: _____

Other: _____

Relationship to Student: _____

In case of an emergency, I give permission for my child to receive medical treatment.

Print Name

Parent/Guardian Signature

Date ____/____/____



www.astrotravel.com

4876 Woodlane Circle
Tallahassee, FL 32303-6808
850-514-1793
800-323-4179
(Fax: 850-514-0044)
info@astrotravel.com

Page: 1

Customer Quote
Ms Ancion

Quote # Q6659

Date Printed: Friday, April 07, 2017
PO #:
Group Name: Wild Adventures
Phone: Fax:
Salesperson: Kurt Woodward
Email:

		Time	Date	# Coaches	Description	Total Capacity
Pickup	Gretna Elementary School 706 Martin MLK III Gretna, FL	07:30 am	05/25/17	1	Prevost	56
Dropoff	Wild Adventures Theme Park 3766 Old Clyattville Road Valdosta, GA		05/25/17			56
Pickup	Wild Adventures Theme Park 3766 Old Clyattville Road Valdosta, GA		05/25/17			56
Dropoff	Gretna Elementary School 706 Martin MLK III Gretna, FL	07:00 pm	05/25/17			56
<hr/>						
Your Charter Includes:	# Units	Cost/Unit	Total	Note		
Flat Rate	1.00	1200.00	1200.00			
<hr/>						
Total Cost: \$		1,200.00				
Deposit of \$		200.00	is due: April 14, 2017			
Balance of \$		1,000.00	is due: April 18, 2017			

Itinerary:

ancionj@gcpsmail.com
850-856-5249

THIS IS A CHARTER QUOTE. CALL OUR OFFICES TO CONFIRM YOUR QUOTE OR SEND A DEPOSIT IN THE AMOUNT DESCRIBED ABOVE ALONG WITH A COPY OF THIS QUOTE.

****** SMOKING IS PROHIBITED AT ALL TIMES ON THE COACHES ******

YOUR COST IS BASED ON THE SERVICES DETAILED ABOVE AND IS SUBJECT TO CHANGE IN ACCORDANCE WITH YOUR ACTUAL ITINERARY. THIS COMPANY RESERVES ITS RIGHT TO LEASE EQUIPMENT FROM OTHER COMPANIES IN ORDER TO FULFILL THIS AGREEMENT. THIS COMPANY SHALL NOT BE LIABLE FOR ITEMS LEFT ON THE COACH OR LOSS OF TIME DUE TO MECHANICAL FAILURE OR INCLEMENT WEATHER. WE CANNOT GUARANTEE THE ASSIGNMENT OF REQUESTED DRIVERS OR COACHES. A SIGNED CONTRACT AND DEPOSIT WILL CONFIRM YOUR RESERVATION AND ACKNOWLEDGE YOUR ACCEPTANCE OF THIS AGREEMENT.

Signature

Date

4-7-17

ASTRO-2 OP ID: J4



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/16/2015

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

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

PRODUCER
TIB Transportation Ins. Brkrs
425 West Broadway, Suite 400
Glendale, CA 91204

CONTACT NAME: Jessica Landeros
PHONE (A/C, No, Ext): 818-246-2800 **FAX (A/C, No):** 818-246-4690
E-MAIL ADDRESS: jlanderos@tibinsurance.com

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

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

COVERAGES

CERTIFICATE NUMBER:

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	ADDD INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	X		GL156539#11	04/17/2015	04/17/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMPROP AGG \$ EXCLUDED
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	X		BA159587#11	04/17/2015	04/17/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						PER STATUTE OTHER
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

THE CERTIFICATE HOLDER IS ADDED AS ADDITIONAL INSURED BUT ONLY TO THE EXTENT THAT THE CERTIFICATE HOLDER IS HELD LIABLE FOR THE CONDUCT OF THE NAMED INSURED.

CERTIFICATE HOLDER

CANCELLATION

GRETN01

Gretna Elementary School
Attn: Chinita Bascom
Fax (850) 856-9415
706 N. MLK Boulevard
Gretna, FL 32332

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

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2014/01)

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SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10d

Date of School Board Meeting: April 25, 2017

TITLE OF AGENDA ITEM: Stewart Street Elementary School

DIVISION: Pre-K – 12 Education

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

PURPOSE AND SUMMARY OF ITEM:

(Type and Double Space)

According to School Board Policy 2340 (Field and Other District-Sponsored Trips), all out-of-state field trips must be approved by the School Board. Stewart Street Elementary School is requesting approval for an out-of-state field trip to Valdosta, Georgia. Please see attached documentation.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Pink Hightower, Ph.D.

POSITION: Deputy Superintendent

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 _____

CRF 17 RCVD

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

FIELD TRIP REQUEST

SCHOOL: <u>Stewart Street Elementary School</u>	CONTACT FOR FIELD TRIP: <u>Mrs. Latrisa Bailey</u>
---	--

DATE OF TRIP: <u>May 18, 2017</u>	WHO IS ATTENDING: (grade/organization) <u>3rd Grade</u>
-----------------------------------	---

LOCATION: <u>Wild Adventures 3766 Old Clayville Rd Valdosta, GA 31606</u>	TRAVELING BY: <input type="checkbox"/> School Bus <input checked="" type="checkbox"/> Charter Bus
---	---

PURPOSE: The purpose of the trip is observation for education, non-experimental research and to provide students with experiences outside their everyday activities.

SCHOOL BUS- Required items for approval: <ol style="list-style-type: none"> 1. Principal's Signature 2. Complete list of participants and chaperones 3. Complete final itinerary 4. Documentation showing correlation of the Florida Standards or benchmarks to the field trip request. 	CHARTER BUS- Required items for approval: <ol style="list-style-type: none"> 1. Principal's Signature 2. Complete list of participants and chaperones 3. Complete final itinerary 4. Copy of charter bus contract with signatures 5. Proof of Insurance showing either district or school as insured
--	--

Mrs. Bailey
Signature of Person Requesting Trip

Lisa Robinson
Approval of Principal (signature required)

<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
Superintendent/Designee <u>Milton</u>	Date <u>4/11/17</u>

Please forward completed form via district mail or fax to:
Mrs. Cheryl Ellison
 Administrative Assistant for Curriculum & Instruction
 Fax: (850)627-3530 Email: ellisonc@gcpsmail.com



Stewart Street Elementary School

"Where Children and Learning Come First"

749 South Stewart Street ♦ Quincy, Florida 32351
(850) 627-3145 ♦ Fax: (850) 875-8750

Field Trip Request Form

<u>Trip Type:</u>	<u>In/Out of County:</u>	<u>Duration:</u>
<input checked="" type="checkbox"/> Educational	<input type="checkbox"/> In County	<input checked="" type="checkbox"/> Day
<input type="checkbox"/> Extracurricular	<input type="checkbox"/> Out county	<input type="checkbox"/> Extended
<input type="checkbox"/> Other	<input checked="" type="checkbox"/> Out of State/Country	
<input type="checkbox"/> Recreation/Fun	<input type="checkbox"/> Overnight	
<input type="checkbox"/> Sports		

Sponsor/Group Information

Requested by: Mrs. L. Bailey and Mrs. S. Dickey

Group Name: 3rd Grade

Group Contact: Mrs. L. Bailey

Contact Mobile: (850) 345-5575 or (850) 627-3145

Trip Purpose:
The purpose of the trip is observation for education, non-experimental research, and to provide students with experiences outside their everyday activities. The trip will also produce civilized young men and women who appreciate culture and arts.

Estimated # of Students 54 Estimated # of Chaperones 9

Total Participants 63 # of Bag Lunches Required

Transportation Required

Is Transportation Required? Yes No

Type of Transportation Required Car Full Bus Mini Bus
 Other/Van

Estimated # of Vehicles Required

Volunteer Driver Required Yes No

Specify Any Special Needs Required:

Lisa Robinson, Principal

Curlie Harris, Assistant Principal

Itinerary

Depart Date: May 18, 2017

Depart Time: 8:00 am

Return Date: May 18, 2017

Return Time: 6:00 pm

Trip Destination: Wild Adventures

Destination City: Valdosta

Destination State: Georgia

Destination Contact Name: Ms. S. Thomas

Destination Phone #: (229) 219-7144

Departure Location: Stewart Street Elementary 749 S. Stewart St., Quincy, FL

Return Location: Stewart Street Elementary 749 S. Stewart St., Quincy, FL

Fund: 3rd Grade Fund

Additional Comments:

Signature: Ms. Bamy

Date Submitted: 4/5/17

Itinerary
Wild Adventures
May 18, 2017

8:00am – Departure from SSES

8:00am-10:00am – Travel to Wild Adventures

10:00am – Arrive at Wild Adventures

10:00am-11:30am –Partake in park activities

11:30am-12:30pm – Lunch at Park

12:30pm-4:00 pm – Partake in park activities

4:00pm-6:00pm - Departure & Travel from Wild Adventures

6:00pm – Arrive at SSES

3rd Grade End of the Year Rewards Trip Roster

Bailey-Maynard

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Atkins

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Al
Pe

Holton

Z
K
K

Davis

C
L
J

Chaperones

Mrs. Bailey
Mrs. Mitchell
Mrs. Rushton
Mrs. Dickey
Ms. Atkins
Mrs. Holton
Mr. Davis
Ms. Emanuel
Ms. Bradley



YOUR TRIP TO:

Wild Adventures

1 HR 39 MIN | 98.1 MI

Est. fuel cost: \$6.44

Trip time based on traffic conditions as of 12:18 PM on April 6, 2017. Current Traffic: Light

- 
 1. Start out going **north** on S Stewart St toward Martin Luther King Jr Blvd/County Hwy-274.
 Then 0.10 miles 0.10 total miles
- 
 2. Take the 1st **left** onto Martin Luther King Jr Blvd/County Hwy-274.
 Then 0.66 miles 0.76 total miles
- 
 3. Take the 3rd **left** onto S Pat Thomas Pkwy/FL-267.
 Then 2.79 miles 3.55 total miles
- 
 4. Merge onto I-10 E/FL-8 E via the ramp on the **left** toward I-10 E/Tallahassee.
 Then 70.22 miles 73.77 total miles
- 
 5. Take the **FL-14** exit, EXIT 251, toward **Madison/Perry**.
 Then 0.28 miles 74.05 total miles
- 
 6. Keep **left** to take the ramp toward **Madison/North Florida Comm College**.
 Then 0.03 miles 74.08 total miles
- 
 7. Turn **left** onto FL-14/SW State Road 14.
 Then 0.27 miles 74.35 total miles
- 
 8. Stay **straight** to go onto SW State Road 14/FL-14/County Hwy-360A. Continue to follow FL-14.
 Then 3.37 miles 77.72 total miles
- 
 9. Stay **straight** to go onto S Range St.
 Then 0.48 miles 78.20 total miles
- 
 10. Turn **right** onto E Base St/US-90 E/FL-10/FL-53.
 Then 0.17 miles 78.37 total miles
- 
 11. Take the 3rd **left** onto NE Duval Ave/FL-145.
 Then 0.22 miles 78.59 total miles

- 
12. Take the 2nd right onto NE Colin Kelly Hwy/FL-145 (Crossing into Georgia).
 Then 13.53 miles 92.12 total miles
- 
13. NE Colin Kelly Hwy/FL-145 becomes Madison Hwy/GA-31.
 Then 4.02 miles 96.14 total miles
- 
14. Turn left onto Main St.
 Then 0.18 miles 96.32 total miles
- 
15. Main St becomes Clyattville Nankin Rd.
 Then 0.19 miles 96.51 total miles
- 
16. Turn right onto Old Clyattville Rd.
 Then 1.64 miles 98.14 total miles
- 
17. Wild Adventures, 3766 Old Clyattville Road, Valdosta, GA, 3766 OLD CLYATTVILLE ROAD.

Use of directions and maps is subject to our [Terms of Use](#). We don't guarantee accuracy, route conditions or usability. You assume all risk of use.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10e



Date of School Board Meeting: April 25, 2017

TITLE OF AGENDA ITEM: St. John Elementary School

DIVISION: Pre-K – 12 Education

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

PURPOSE AND SUMMARY OF ITEM:

(Type and Double Space)

According to School Board Policy 2340 (Field and Other District-Sponsored Trips), all out-of-state field trips must be approved by the School Board. St. John Elementary School is requesting approval for an out-of-state field trip to Valdosta, Georgia. Please see attached documentation.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Pink Hightower, Ph.D.

POSITION: Deputy Superintendent

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 _____

CRZ
FIPR 4/17/17

REVISED 12/03/15

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

FIELD TRIP REQUEST

SCHOOL: St. John Elementary School	CONTACT FOR FIELD TRIP: Ms. C. Domingos
--	---

DATE OF TRIP: May 18, 2017	WHO IS ATTENDING: (grade/organization) SJES K- 5 th Grade Students
--------------------------------------	---

LOCATION: Wild Adventures Theme Park 3766 Old Clyattville Rd, Valdosta, GA 31601	TRAVELING BY: School bus <input type="checkbox"/> Charter bus <input checked="" type="checkbox"/>
---	---

PURPOSE: End of the Year event celebrating the hard work of the students at St. John during the school year.

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

Claretta Domingos
Signature of Person Requesting Trip

Maura P. [Signature]
Approval of Principal (signature required)

<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
<i>Roy P. Milton</i> Superintendent/Designee	<i>4/5/17</i> Date

Please forward completed form via district mail or fax to:
Mrs. Cheryl Ellison
 Administrative Assistant for Curriculum & Instruction
 Fax: (850) 627-3530 Email: ellisonc@gcpsmail.com

K-5th End of the Year to Wild Adventures
Date: May 18, 2017

Objective: End of the Year event celebrating the hard work of the students at St. John during the school year.

8:00 A.M. - Students complete breakfast in the cafeteria and gather for departure.

8:15 A.M. - Depart from St. John Elementary School

10:00-4:00 P.M. - Explore Wild Adventures Theme Park

(A \$10.00 food voucher provided per student for lunch inside the park.)

4:15 P.M. - Depart Wild Adventures Theme Park

6:00 P.M. - Arrive @ St. John Elementary School

16 Parents 5 Teachers 48 Students

Total attending the field trip: 21 Adults + 48 students= 69

**St. John Elem: Kindergarten - Fifth Grade List of participants for the End of the Year
Trip to Wild Adventures**

Name
S/ Student P/ Parent/F Family

Jer
Jar
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Pe
An
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J'M
Jay
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D'T
Sav
Val
Jah
Jan
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Mic
San
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Br
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Je
Je
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Chaperones: Claretta Domingos, Maurice Stokes, Dominique Rora, Jerome Falconer, Janice Monroe

875-7270

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

Event Date: 5/18/16

Blue

St. John's Elem.

Van Hool #5

Att. Dalks

Customer Name

Vehicle

Credit Card

Occasion 81
of People

Expiration Date CVVC

LV Time 8:00 AM

Billing Address

D/O Time 6:00pm Return

ENTERED
12/21/16

Dalks R & expenses, com

	Scheduled	Overtime	Total
Rate per Hour			
Number of Hours			
Fuel Surcharge			
Driver Fee			
Total	<u>1750⁰⁰</u>		

Rental Agreement

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

50% Cancellation Fee

PAID #3450
875-7270
5/18/16

Damage Deposit

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

Fee Schedule:

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

50% Deposit by check to Reserve
Balance due 7 Days prior to trip

Termination of Service

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

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

I agree to these terms

Client

[Signature]
Mike's Limousine Service Representative

Mileage out: _____

PU Address: 4463 Bainbridge Hwy Tallahassee FL 32352

Mileage in: 0

DO Address: 2766 Old Chyathville rd Tallahassee FL 32304

PU Time: _____

Contact Info: 850-643-7821

Drop Time: _____

Cancellation Fee: 50%

Rock Glass: _____

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

Wine Glass: _____

Booked By: Ted R Booked on: 11/15/16 Driver: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/16/2017

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

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

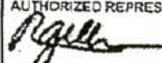
PRODUCER TIB Transportation Insurance Brokers 425 West Broadway, Suite 400 Glendale CA 91204	CONTACT NAME: Gabby Juncal
	PHONE (A/C, No, Ext): 818-246-2800 FAX (A/C, No): 818-246-4690 E-MAIL ADDRESS: gjuncal@tibinsurance.com
INSURED MIKES-6 Mike's Limousine Service, Inc 3109 West Tennessee St Tallahassee FL 32304	INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: RLI Insurance 13055
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES CERTIFICATE NUMBER: 1104784895 REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			LGB0013384	11/25/2016	11/26/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$1,000,000 PRODUCTS - COMP/CP AGG \$1,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			LFB0315234	11/26/2016	11/26/2017	COMBINED SINGLE LIMIT (Ea accident) \$5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER Proof Of Insurance Only xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx XX xxxxxxxxxxxxxxxxxxxx	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 

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10f



Date of School Board Meeting: April 25, 2017

TITLE OF AGENDA ITEM: James A. Shanks Middle School

DIVISION: Pre-K – 12 Education

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

PURPOSE AND SUMMARY OF ITEM:

(Type and Double Space)

According to School Board Policy 2340 (Field and Other District-Sponsored Trips), all out-of-state field trips must be approved by the School Board. James A. Shanks Middle School is requesting approval for an out-of-state field trip to Valdosta, Georgia. Please see attached documentation.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Pink Hightower, Ph.D.

POSITION: Deputy Superintendent

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 _____

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

FIELD TRIP REQUEST

SCHOOL: James A Shanks Middle School	CONTACT FOR FIELD TRIP: Tindall
--	---

DATE OF TRIP: 04/28/2017	WHO IS ATTENDING: (grade/organization) ESE 6th-8th
------------------------------------	--

LOCATION: Wild Adventures Theme Park, Valdosta, Ga	TRAVELING BY: <input checked="" type="checkbox"/> School bus <input type="checkbox"/> Charter bus
--	---

PURPOSE:The purpose of this activity is to extend Project Based Learning on mapping skills. They are currently learning how to read and use a map to navigate to a specific location. Going to a theme park, students will get the opportunity to obtain a map of the park, use a key, and navigate to desired locations throughout the park. They will also use this opportunity to practice their social skills, such as using their manners, waiting in line, following rules, cooperation, and behavior in public places. Also, this is a parent involved activity. In order for the student to go, he or she must have a parent or guardian chaperone.

SCHOOL BUS – Required items for approval: <ol style="list-style-type: none">1. Principal's signature2. Complete list of participants and chaperones3. Complete final itinerary4. Documentation showing correlation of the Florida Standards or benchmarks to the field trip request	CHARTER BUS – Required items for approval: <ol style="list-style-type: none">1. Principal's signature2. Complete list of participants and chaperones3. Complete final itinerary4. Copy of charter bus contract with signatures5. Proof of Insurance showing either district or school as insured
---	---

Signature of Person Requesting Trip


Approval of Principal (signature required)

APPROVED

DENIED


Superintendent/Designee

3/28/17
Date

Please forward completed form via district mail or fax to:
Mrs. Cheryl Ellison
Administrative Assistant for Curriculum & Instruction
Fax: (850) 627-3530 Email: ellisonc@gcpsmail.com

FIELD TRIP REQUEST EXCEPTIONAL STUDENT EDUCATION

Person in charge of field Trip: Tindall

Date(s) of field trip: 04/28/2017

Destinations: Wild Adventures Theme Park

Teachers attending: Bradley/Davis/N.Williams/S.Williams

Grade Group and School organization going on field trip: 6th-8th (ESE)

Departure time: 8:15 AM

Return Time: 4:30 PM

The Exact destination and purpose of the trip: Wild Adventures Theme Park - Valdosta, Georgia

Street Address: 3766 Old Clyattville Rd.

City, State: Valdosta, Ga

Purpose: The purpose of this activity is to extend Project Based Learning on mapping skills. They are currently learning how to read and use a map to navigate to a specific location. Going to a theme park, students will get the opportunity to obtain a map of the park, use a key, and navigate to desired locations throughout the park. They will also use this opportunity to practice their social skills, such as using their manners, waiting in line, following rules, cooperation, and behavior in public places. Also, this is a parent involved activity. In order for the student to go, he or she must have a parent or guardian chaperone.

THE SUNSHINE STATE STANDARDS (S) BEING REINFORCED:

Se.A.1.Su.1 The student will cooperate in group situations.

If.A.1.Su.1 The student will complete productive and leisure activities in the home and community.

SS.912.G.1.Pa.c The student will use positional words to identify a relative location on a map.

SS.912.G.1.Su.d Students will identify geographic information from a variety of sources, such as a map.

SS.1.G.1.In.b Students will recognize elements in a key/legend on a simple map or drawing of a location, such as pictures and symbols.

SS.3.G.1.In.a Students will identify map elements, such as the title, cardinal directions, and key/legend.

SS.3.G.1.Pa.a Students will recognize personal location on a pictorial map.

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

SPECIAL REQUEST/COMMENTS:
ESE Bus

After your field trip has been approved by the Director of Exceptional Student Education, a copy will be sent back to you. The original will be to Lealer Francis to be entered and approved in the computer.

Approved by: Quanita B. Elli 3/1/17
Principal Date

Approved by: Hilda Jucha 3/28/17
Program Specialist Date

Approved By: Sharon B. Thomas 3/23/17
ESE Director Date

ITENERARY

Depart Date: 04/28/2017

Depart Time: 8:15 AM

Depart Location: James A Shanks Middle School

Trip Destination: Wild Adventures Theme Park, Valdosta, Ga

(place, city, and state)

1st stop (time/place): 10:15 AM Wild Adventures Theme Park

2nd stop (time/place):

3rd stop (time/place):

4th stop (time/place):

5th stop (time/place):

Return Date: 04/28/2017

Return Time: 4:30 PM

Return Location: James A Shanks Middle School

PARTICIPANTS AND CHAPERONES

STUDENTS

1. Mi
2. De
3. Ty'
4. Ra:
5. Jer
6. Arr
7. Ch
8. Ty
9. Di
10. Lis
11. Al
12. As
13. M.
14. Ah
15. To
16. An
17. De
18. Sa
19. De
20. Sa
21. De
22. Ga

TEACHERS/CHAPERONES

1. Ms. Tindall
2. Ms. Bradley
3. Mrs. N. Williams
4. Mr. Davis
5. Mrs. S. Williams
6. Ms. Beavers
7. Ms. Munroe
8. Ms. Reed
9. Ms. McMillian
10. Mr. Russ
11. Mr. Banks
12. Ms. Read

- 23. Br
- 24. Ty
- 25. Rc
- 26. Jal
- 27. Tr.
- 28. Ar
- 29. All
- 30. Ty
- 31. Ta
- 32. Jar
- 33. Ha

JAMES A. SHANKS MIDDLE SCHOOL

ACTIVITY REQUEST FORM

Teacher Name: Bradley/Davis/N.Williams/S.Williams

Date: 02/28/2017

Subject: ESE

Grade level: 6th-8th

Activity Requested: Wild Adventures Theme Park

Number of Students involved: **33**

List names and occupation of Resource Person(s) if applicable:

Mrs. Beavers, Ms. Munroe, Ms. McMillian, Ms. Tindall, Mr. Russ, Ms. Reed, Ms. Jones

Date and Time of Activity: 04/28/2017

Purpose of Activity: The purpose of this activity is to extend Project Based Learning on mapping skills. They are currently learning how to read and use a map to navigate to a specific location. Going to a theme park, students will get the opportunity to obtain a map of the park, use a key, and navigate to desired locations throughout the park. They will also use this opportunity to practice their social skills, such as using their manners, waiting in line, following rules, cooperation, and behavior in public places. Also, this is a parent involved activity. In order for the student to go, he or she must have a parent or guardian chaperone.

Indicate the Benchmark(s) covered by this activity:

Se.A.1.Su.1 The student will cooperate in group situations.

If.A.1.Su.1 The student will complete productive and leisure activities in the home and community.

SS.912.G.1.Pa.c The student will use positional words to identify a relative location on a map.

SS.912.G.1.Su.d Students will identify geographic information from a variety of sources, such as a map.

SS.1.G.1.In.b Students will recognize elements in a key/legend on a simple map or drawing of a location. such as pictures and symbols.

SS.3.G.1.In.a Students will identify map elements, such as the title, cardinal directions, and key/legend.

SS.3.G.1.Pa.a Students will recognize personal location on a pictorial map.

Approved By:

Assistant Principal

Date

Jonathan B. Ellis

Principal

3/1/17

Date

JAMES A SHANKS MIDDLE SCHOOL SCHOOL BUS REQUEST

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

SPONSOR GROUP INFORMATION

Requested by: Bradley/Davis/N.Williams/S.Williams

Group Name: ESE

Group Contact: Tindall

Trip Purpose: The purpose of this activity is to extend Project Based Learning on mapping skills. They are currently learning how to read and use a map to navigate to a specific location. Going to a theme park, students will get the opportunity to obtain a map of the park, use a key, and navigate to desired locations throughout the park. They will also use this opportunity to practice their social skills, such as using their manners, waiting in line, following rules, cooperation, and behavior in public places.

Est # of students: 30

Est. # of Chaperones: 30

Bag Lunches required: 0

TRANSPORTATION REQUIRED

Type of Transportation required: Bus Est. # of vehicles required: 2

Volunteer Drivers Available: __ Specify any Special Needs Required: ESE
BUS

ITINERARY

Depart Date: 04/28/2017 Return Date: 04/28/2017 Depart Time: 8:15AM Return time: 4:30 PM

Trip Destination: Wild Adventures Theme Park City: Valdosta State: Georgia

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

Request Approved <input checked="" type="checkbox"/> YES () NO	Principal Signature 	
DATE:		
Comments:		
Date Submitted	Date Inputted	Inputted By:
Comments:		

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10g

Date of School Board Meeting: April 25, 2017

TITLE OF AGENDA ITEM: James A. Shanks Middle School

DIVISION: Pre-K – 12 Education

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

PURPOSE AND SUMMARY OF ITEM:

(Type and Double Space)

According to School Board Policy 2340 (Field and Other District-Sponsored Trips), all out-of-state field trips must be approved by the School Board. James A. Shanks Middle School is requesting approval for an out-of-state field trip to Valdosta, Georgia. Please see attached documentation.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Pink Hightower, Ph.D.

POSITION: Deputy Superintendent

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 _____

CRT
FRI 11/17 RCVD

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

FIELD TRIP REQUEST

SCHOOL: James A. Shanks	CONTACT FOR FIELD TRIP: Kimberly D. McNeal
-----------------------------------	--

DATE OF TRIP: 5/25/17	WHO IS ATTENDING: (grade/organization) 6 th Grade (End of Year Trip)
---------------------------------	---

LOCATION: Wild Adventures Valdosta, GA	TRAVELING BY: <input type="checkbox"/> School bus <input checked="" type="checkbox"/> Charter bus
--	---

PURPOSE: To expose students to outdoor classroom-filled educational adventures. (e.g. map skills, scientific missions)

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

Kimberly D. McNeal

 Signature of Person Requesting Trip

Justin B. Ellis

 Approval of Principal (signature required)

_____ APPROVED	_____ DENIED
_____	_____
Superintendent/Designee	Date

This request can be either faxed (627-3530) or sent via interoffice mail, but only send one time.

**James A Shanks Middle School
6th Grade End of Year Trip
Tentative Itinerary**

Destination: Wild Adventures Theme Park
3766 Old Clyattville Road
Valdosta, GA 31601

Date: May 25, 2017

Departure: James A. Shanks Middle School **Time:** 8:30 AM

Destination Arrival Time: 10:30 AM

***Before unloading bus, go over park and school rules concerning behavior.**

Lunch: 12:00 PM (Inside park)

Departure: Wild Adventures **Time:** 4:00 PM

Dinner: Old Times Country Buffet **Time:** 4:30 PM
1193 N St. Augustine Rd
Valdosta, GA 31601

Departure: Old Times **Time:** 6:00 PM

Arrival: Shanks Middle School **Time:** 8:00 PM

Tentative List

1. Ar	41. S
2. As	42. S
3. Br	43. S
4. By	44. S
5. Ca	45. V
6. Ca	46. W
7. Ch	47. W
8. Co	48. W
9. De	49. W
10. De	50. W
11. Eu	51. W
12. Fa	52. W
13. Fi	
14. Ga	
15. Ge	<i>Chaperones:</i>
16. He	<i>Mr. Copeland</i>
17. He	<i>Ms. McNeal</i>
18. He	
19. He	<i>Mr. Thompson</i>
20. Hu	<i>Mrs. Russ</i>
21. Ja	<i>Ms. K. Jones</i>
22. Ja	
23. Jir	<i>Ms. Stephenson</i>
24. Jo	
25. Jo	
26. Jo	
27. Le	
28. Le	
29. Le	
30. Le	
31. M	
32. Ni	
33. Pa	
34. Ra	
35. Re	
36. Ri	
37. Ro	
38. Ro	
39. Ro	
40. Sr	

*Menealk at 685m...
 Mrs Menealk
 FAX 850-875 8775*

PAUL TOURS AND CHARTERS

402 Gaither Drive Tallahassee, Florida 32305
 Phone: (850) 575-1245 ♦ FAX: (850) 575 9314
 E-MAIL: jancypaul3@gmail.com
 WEBSITE: www.paultours.com

Bus Charter Agreement

This vehicle use agreement is between **Paul Tours and Charters** and Group Name/Company

Shanks High School at Address: MLK
 City: Quincy State: FL Zip: _____

Group Contact Person: Mrs Menealk Phone: () 875-8737
 E-mail: _____

Trip Itinerary:

Departure: Quincy FL Destination: Valdosta Ga.
 Departure Address: Shanks School
 Destination Address: Wild Adventure Park
 Departure Date: May 25, 2017 Load Time: TBA Departure Time: _____
 Return Date: May 25, 2017 Load Time: TBA Departure Time: _____
 Number of Passengers: 112 Number of Buses: 2 Drive Time Hours: 2 Round Trip Mileage: 200
 TV/DVD: Yes No

Trip Cost:

*Trip Cost \$ 2000.00 Deposit: \$ N/A Date Due By: _____
 Meal Eaten on Bus: Yes No Damage/Cleanup Deposit: \$ _____
 *Paul Tours and Charters will match any competitor's price.

Paul Tours and Charters, known as the Carrier:

- A. Shall provide transportation in a safe manner with qualified drivers. The carrier is not responsible for problems arising from traffic delays, weather, unpredictable mechanical occurrence or Acts of God. The carrier reserves the right to substitute comparable equipment when necessary
- B. Group/Company using buses agree to return vehicle in the condition received.
- C. Group/Company further agree to pay for all damages to the coach caused by charter client members
- D. Group/Company agrees to comply with all local, state, and federal laws, including but not limited to, alcohol consumption and smoking.
- E. Group/Company will pay the following: driver's room, bus parking fees, and applicable tolls during trip.
- F. Carrier/PTC is not responsible for lost, stolen, or damaged personal property
- G. Carrier's driver will follow approved itinerary within this agreement. Additional miles/hours will be charged accordingly to charter client/group/company at a rate of \$ N/A per mile and/or \$ N/A per hour.
- H. Payment is full in due 1 days prior to departure date. Charter is subject to cancellation if payment is not received by due date.
- I. Charter cancelled 14 days prior to departure will be assessed a fee of \$ N/A per coach.
- J. Charter cancellation in less than 14 days prior to departure will be assessed a fee of \$ N/A per coach.
- K. Onsite cancellation will be charged the full cost of the charter.
- L. All buses will be inspected after each trip by chaperone for all trash, gum, candy wrappers, wasted food, etc. and will be disposed of in trash bags by group members before leaving

Methods of Payment:



_____ Check (Certified Only)
 _____ Purchase Order # _____
 _____ Cash \$ _____
 _____ Credit Card
 Visa MasterCard Discover

Name on Card: _____
 Card Number: _____
 Expiration Date: _____ 3 Digit Code: _____ Zip Code: _____

Booked By: Paul, Paul Tours and Charters
 Date: 3-24, 2017

Client Signature: Kimberly D. Menealk
 Date: 3/27/17

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 11a

DATE OF SCHOOL BOARD MEETING: April 25, 2017

TITLE OF AGENDA ITEM: Approval of School Board Policies 5.20 (Student Assignment) and 5.23 (Controlled Open Enrollment).

DIVISION: Administration

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

PURPOSE AND SUMMARY OF ITEM:

The purpose of this item is to request approval of School Board Policies 5.20 (Student Assignment) and 5.23 (Controlled Open Enrollment).

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Roger P. Milton

POSITION: Superintendent of Schools

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

REVIEWED BY: _____

GADSDEN COUNTY SCHOOL BOARD

REGULAR MEETING: April 25, 2017

Suggested script for adopting and/or amending Gadsden County School Board Policies.

CHAIRMAN	<p>The next agenda item is Item Number ____ which includes consideration of, and action upon adopting School Board Policies 5.20 and 5.23. Based upon professional judgment and past experience, adoption of these policies will have little to no economic impact. For this reason no action is being taken on an economic impact statement. THIS PUBLIC HEARING IS INCLUDED IN THE REGULAR MEETING OF THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA, held on April 25, 2017, in the regular School Board Meeting Room in the Max D. Walker Administration Building at Number 35 Martin Luther King Jr. Blvd., Quincy, Florida. The hearing is for the purpose of receiving input and comments from the public on adopting policies 5.20 and 5.23. This hearing is being electronically recorded. The hour is now ____ p.m. At an appropriate time, the Chair will invite from the audience questions, comments, evidence, arguments, oral statements or other information regarding the proposed action. At that time, each individual wishing to address the Board will please first rise, be recognized by the Chair, and state her or his name.</p>
SUPERINTENDENT	<p>Mr. Chairman, each member of the Board has been furnished a copy of the proposed policies previously described by you. I recommend that the Board adopt School Board Policies.</p>
CHAIRMAN	<p>If there is anyone who wishes to ask questions, make comments, present evidence or oral arguments or present other information regarding the proposed action, you may do so at this time. (QUESTIONS, COMMENTS, ETC., IF ANY.)</p>

MEMBER	Mr. Chairman, I move to adopt School Board Policies.
MEMBER	I second the motion.
CHAIRMAN	There is a motion and a second to adopt School Board Policies. Is there any further discussion? All in favor of the motion please say aye- All opposed... The policies have been adopted and it is so ordered. The next item on the agenda is Item Number ____.

CHAPTER 5.00 – STUDENTS

STUDENT ASSIGNMENT

5.20+

The School Board shall establish residential attendance zones for each school. All students, unless otherwise provided by School Board rule or authorized by the School Board's order, shall attend the school serving the student's residential attendance zone. A student's residence is the residence of his/her parent(s), as defined by Florida Statutes. Any student residing in the School District shall be assigned to a school for attendance by the Superintendent or designee.

- I. No student shall be permitted to transfer, enroll, or be admitted to a school when he/she has been expelled or suspended from another school district. This prohibition shall be effective for the period of time in which the student was expelled or suspended from another district. Such students shall be accorded the same appeals procedure which is available to District students.
- II. A student may be permitted to attend a school in another residential attendance zone pursuant to the *Controlled Open Enrollment Plan* adopted by the School Board.
- III. Any student whose legal residence is outside the boundaries of the county may be enrolled in a District school under the provisions of Florida Statutes and the *Controlled Open Enrollment Plan*. The assigned school for an out-of-district student shall be designated on the basis of space available. Such transfers shall be on a nondiscriminatory basis and shall not result in reducing desegregation in either school district or in reinforcing the dual school system.
- IV. A student who has been attending, in the year prior to the designation, a public school that has been classified as performance grade category "F" or has earned three (3) consecutive grades of "D" or a student who is assigned to a public school that has been designated as performance grade category "F" or has earned three (3) consecutive grades of "D" may attend a higher performing public school in the District or a school in another district as allowed by law.

CHAPTER 5.00 – STUDENTS

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1000.21, 1001.41, 1001.42, 1001.43,
1001.51, 1002.20, 1002.31, 1002.38, F.S.

HISTORY: **ADOPTED: 04/25/2017**
REVISION DATE(S): _____
FORMERLY:

CHAPTER 5.00 – STUDENTS

CONTROLLED OPEN ENROLLMENT

5.23*+

- I. The Superintendent shall develop a *Controlled Open Enrollment Process* that will be approved by the School Board and considered part of this policy. This process will enable the District to consider student assignment based on parental preference when requested by the parent as defined by Florida Statutes. The process shall be in effect beginning with the 2017-2018 school year.
- II. The process shall include but not be limited to the following:
 - A. Eligibility requirements;
 - B. Application process;
 - C. Forty-five (45) day time period for accepting applications;
 - D. Method of determining capacity of schools;
 - E. Capacity determination for each District school;
 - F. Identification of schools that have not reached capacity;
 - G. Class size standards;
 - H. Lottery procedure for determining student assignment if transfer requests exceed available space;
 - I. Provision for a parent to request placement of siblings within the same school;
 - J. Appeals process for hardship cases;
 - K. Availability of transportation; and
 - L. Method and timeline for notifying a parent of his/her child's placement for the next school year.
- III. The process for implementing must
 - A. Adhere to federal desegregation requirements;
 - B. Maintain socioeconomic, demographic, and racial balance;

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- C. Allow a student to remain at the chosen school until he/she completes the highest grade level at the school; and
 - D. Maintain existing academic eligibility criteria for public school choice programs.
- IV. Students residing in the District shall not be displaced by a student from another district who is seeking enrollment through the open enrollment provisions.
- V. Preferential treatment shall be provided for
- A. Dependent children of active duty military personnel whose move resulted from military orders;
 - B. Children who have moved due to foster care placement in a different school zone;
 - C. Children who have moved due to a court-ordered change in custody as a result of separation or divorce;
 - D. Children who have moved due to the serious illness or death of a custodial parent;
 - E. Students at multiple session schools; and
 - F. Students residing in the District.
- VI. The *Controlled Open Enrollment Process* shall be available on the District website.
- VII. The process for participating in controlled open enrollment shall be posted on the District website with a list of schools that have not reached capacity, the application for participation, and the deadline for submitting the request to participate in controlled open enrollment.
- VIII. The District shall report the number of students participating in public school choice by type as required by the Department of Education.
- IX. The *Controlled Open Enrollment Process* and the process for implementing the process shall be reviewed annually. The Superintendent shall present the process and any recommended changes to the School Board for consideration.

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STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1000.21, 1001.41, 1001.42, 1001.43, 1001.51,
1002.20, 1002.31, 1002.38, 1013.35, F.S.

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