

AGENDA

REGULAR SCHOOL BOARD MEETING

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

November 19, 2024

6:00 P.M.

THIS MEETING IS OPEN TO THE PUBLIC

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

ITEMS FOR CONSENT

6. REVIEW OF MINUTES – **SEE ATTACHMENT**
  - a. October 22, 2024, 4:30 p.m. – School Board Financial Workshop
  - b. October 22, 2024, 6:00 p.m. – Regular School Board Meeting

ACTION REQUESTED: The Superintendent recommends approval.

7. PERSONNEL MATTERS (resignations, retirements, recommendations, leaves of absence, terminations of services, volunteers, and job descriptions)
  - a. Personnel 2024– 2025 – **SEE PAGE #4**

ACTION REQUESTED: The Superintendent recommends approval.

8. AGREEMENTS/CONTRACT/PROJECT APPLICATIONS
  - a. Contract for Consulting Services - **SEE PAGE #6**

Fund Source: General Fund

Amount: Not to Exceed \$75,000.00

ACTION REQUESTED: The Superintendent recommends approval.

- b. Agreement for Program Evaluation Services between Gadsden County School District and CIC Planning Group – **SEE PAGE #11**

Fund Source: U.S. DOE – School Climate Transformation Grant – Elevate Rural FL  
Amount: \$50,000.00

ACTION REQUESTED: The Superintendent recommends approval.

- c. Request Approval for Contract Amendment – **SEE PAGE #16**

Fund Source: Spectrum Lease Compensation (T-Mobile)  
Amount: \$26,000.00

ACTION REQUESTED: The Superintendent recommends approval.

- d. TCC Early College Program Agreement – **SEE PAGE #22**

Fund Source: N/A  
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

## 9. STUDENT MATTERS – **SEE ATTACHMENT**

- a. Student Expulsion – See back-up material

Case #016-2425-0051

ACTION REQUESTED: The Superintendent recommends approval.

- b. Student Expulsion – See back-up material

Case #017-2425-0051

ACTION REQUESTED: The Superintendent recommends approval.

- c. Student Expulsion – See back-up material

Case #020-2425-0051

ACTION REQUESTED: The Superintendent recommends approval.

## 10. SCHOOL FACILITY/PROPERTY

- a. Purchase Order Request for Jenkins HVAC – **SEE PAGE #36**

Fund Source: General Funds  
Amount: \$25,394.00

ACTION REQUESTED: The Superintendent recommends approval.

- b. Purchase Order Request for Southland Rowe Roofing, Inc. – **SEE PAGE #40**

Fund Source: General Funds  
Amount: \$85,250.00

ACTION REQUESTED: The Superintendent recommends approval.

- c. Purchase Order Request for B&T Fencing – **SEE PAGE #45**

Fund Source: General Funds

Amount: \$3,724.13

ACTION REQUESTED: The Superintendent recommends approval.

- d. Purchase Order Request for B&T Fencing – **SEE PAGE #53**

Fund Source: General Funds

Amount: \$64,466.72

ACTION REQUESTED: The Superintendent recommends approval.

- e. Architectural Engineering Services for CPA Hurricane Michael Renovations – **SEE PAGE #63**

Fund Source: FEMA Hurricane Michael Funding for CPA (75%) and District (25%) per FEMA Guidelines

Amount: Total Cost Not to Exceed \$1,344,236.46 (unless additional funds are allocated by FEMA)

ACTION REQUESTED: The Superintendent recommends approval.

## 11. EDUCATIONAL ISSUES

- a. Gadsden County High School Boys Basketball Team Out-of-State Field Trip Request  
**SEE PAGE #110**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- b. Approval of the 2024 – 2025 PAEC Course Catalog – **SEE PAGE #113**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- c. Comprehensive School-Based Attendance & Truancy Intervention Procedures Manual  
2024 - 2025 **SEE PAGE #134**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

## ITEMS FOR DISCUSSION

### 12. EDUCATIONAL ITEMS BY THE SUPERINTENDENT

### 13. SCHOOL BOARD REQUESTS AND CONCERNS

### 14. ADJOURNMENT



# THE GADSDEN COUNTY SCHOOL DISTRICT

Educating Every Student Today, Making Gadsden Stronger Tomorrow

**Elijah Key, Superintendent of Schools**

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

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

[www.GadsdenSchools.org](http://www.GadsdenSchools.org)

November 19, 2024

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

Dear School Board Members:

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

## **Item 7A Instructional and Non-Instructional Personnel 2024-2025**

The following reflects the total number of full-time employees in this school district for the 2024-2025 school term, as of November 19, 2024.

<u>Description Per DOE Classification</u>	<u>DOE Object#</u>	<u>#Employees November 2024</u>
Classroom Teachers and Other Certified	120 & 130	294.00
Administrators	110	54.00
Non-Instructional	150, 160, & 170	<u>367.00</u>
		715.00
Part Time Instructional		4.00
Part Time Non Instructional		<u>3.00</u>
Total		7.00
100% Grant Funded		187.00
Split Grant Funded		<u>19.00</u>
Total Grant Funded of 715 Employees		206.00

Sincerely,

Elijah Key, Jr.  
Superintendent of Schools

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

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

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

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

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

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

**INSTRUCTIONAL**

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Ban, Kristin	GWM	Teacher	10/21/2024
Farmer, Armoni	WGMS	Teacher	10/28/2024
McGhee, Jennifer	GTC	PT Teacher	10/01/2024
Parrish, Bobby	CPA	Teacher	10/17/2024
West, Latandra	HMS	Teacher	10/21/2024

**NON INSTRUCTIONAL**

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Alford, Kelia	GCA	ESE Self Help Aide	10/17/2024
Allen, Mitchell	GBES	Educational Paraprofessional	10/11/2024
Andrews, Ira	HMS	Custodial Assistant	10/28/2024
Davis, Denisha	HMS	Custodial Assistant	10/01/2024
Deese, Brandi	District/Finance	Chief Account Clerk	10/28/2024
Diggs, Felix	Transportation	Bus Driver	11/05/2024
Harris, Kynadi	District	Community Affairs/PR Coord.	11/04/2024
Hicks, Ricky	GCHS	JROTC Instructor	08/28/2024
Presha, Anthony	GWM	School Food Service Worker	11/01/2024
Russ, Chandra	District/ESE	School Social Worker	11/01/2024
Stubbs, Thurman	GCHS	JROTC Instructor	08/20/2024
Walker, Eric	HMS	ESE Self Help Aide	10/25/2024
Wilson, Jonathan	GCHS	Assistant Principal	11/07/2024
Williams, Keith	Transportation	Bus Driver	11/01/2024

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

**LEAVE**

<u>Name</u>	<u>Location/Position</u>	<u>Beginning Date</u>	<u>End Date</u>
Mabry, Velyetta	Transportation/Bus Driver	11/01/2024	01/07/2025

**RESIGNATION**

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Jackson, Deshaundra	GCHS	Teacher	10/29/2024
Kenion, MARRISSA	SSES	Teacher	11/07/2024
Singletary, Yolanda	GTC	PT Teacher	11/12/2024

**TRANSFERS**

<u>Name</u>	<u>Location/Position Transferring From</u>	<u>Location/Position Transferring To</u>	<u>Effective Date</u>
Donaldson, Nekittrae	JASMS/ESE Paraprofessional	SSES/ESE Paraprofessional	11/13/2024
Grandison, Sophia	JASMS/School Counselor	CES/School Counselor	11/13/2024
Moss, Travis	SSES/Teacher	JASMS/Teacher	11/13/2024
Smith, Linda	District/Secretary	GTC/Secretary	11/15/2024
Williams, Aaliyah	JASMS/Teacher	SSES/Teacher	11/13/2024

**DROP RETIREMENT**

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Faison, Evelyn	HMS	Educational Paraprofessional	11/22/2024
Lewis, Shelia	Transportation	Bus Driver	10/31/2024

**TERMINATIONS**

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Bell, David	GBES	School Safety Guardian	11/01/2024
Davis, Denisha	HMS	Custodial Assistant	10/01/2024
Foster, Pamela	GBES	ESE Self Help Aide	10/18/2024
Franklin, Stone	WGMS	Educational Paraprofessional	10/30/2024
Smith, Tarelle	HMS	Teacher	10/08/2024

**SUBSTITUTES**

<u>Teacher</u>
Ardley, Nylah
Derico, Destiny
Farmer, Armoni

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD**

**AGENDA AGENDA ITEM NO:** 8a

**DATE OF SCHOOL BOARD MEETING:** 11/19/2024

**TITLE OF AGENDA ITEM:** Contract for Consulting Services

**DIVISION:** Business and Finance

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

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

This contract would ensure the district has adequate financial services support to complete the numerous responsibilities outlined in the attached contract while also submitting completed reports timely and accurately. The contract is calculated based on 571 hours at \$125/hour for 12 months.

**FUND SOURCE:** General Funds

**AMOUNT:** Not to exceed \$75,000

**PREPARED BY:** Marleni Bruner

**POSITION:** Director of Finance


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**INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER**

       Number of ORIGINAL SIGNATURES NEEDED by preparer.

**SUPERINTENDENT'S SIGNATURE:** page(s) numbered 4

**CHAIRMAN'S SIGNATURE:** page(s) numbered 4

*Reviewed by *

**FISCAL SERVICES AGREEMENT BETWEEN KATHY SNEADS FINANCIAL CONSULTING SERVICES and SCHOOL DISTRICT OF GADSDEN COUNTY, FL**

THIS **Agreement for Services** (“Agreement”) is made and entered into by and between **Kathy Sneads Financial Consulting Services** (“Contractor”), a financial consulting service having principal office in Sneads, Florida, and the **School Board of Gadsden County, FL** (“Gadsden”), having principal offices in Quincy, Florida.

WHEREAS, Gadsden desires to enter into an Agreement with the Contractor for the provision of specific financial and accounting services;

WHEREAS, Contractor has decided to enter into this Contract in accordance with the terms and conditions as provided herein; and

NOW, THEREFORE, in consideration of the mutual representations and covenants contained herein, the parties agree as follows:

**1. RECITALS**

The recitals are true and correct and are incorporated herein by reference.

**2. SCOPE OF WORK**

- A. Contractor will provide consulting and accounting services to Gadsden at its principal place of business located in Quincy, FL with travel costs considered in the hourly rate.
- B. Services will be identified and agreed upon by Gadsden and Contractor on a case-by-case basis for each engagement or project prior to the services being performed.
- C. Assignments shall be directed by the Director of Finance, or their designee as arranged with the Contractor prior to the commencement of work.
- D. Services may include but are not limited to the following:
  - 1) Assistance with the preparation of financial statements.
  - 2) Assistance with the completion of bank and other account reconciliations.
  - 3) Assistance with meeting FLDOE deadline requirements.
  - 4) Assistance with Skyward data input.
  - 5) Assistance with balancing financial records.
  - 6) Assistance with the development of indirect cost plans.
  - 7) Assistance with Federal projects fiscal monitoring and closeout.
  - 8) Assistance with generating the required Board financial reports.
  - 9) Staff training related to provided services.
  - 10) Assistance with the development of policies and procedures related to provided services.
- E. Each engagement or project shall include an estimated range of hours necessary to perform the engagement, not to exceed the maximum hours of this agreement. Should there be an unusual circumstance that would require an expanded scope of work of the engagement or project; Contractor will discuss this and reach agreement with Gadsden Management before doing the additional work.

**3. SCOPE LIMITATION**

Unless otherwise agreed to in a separate engagement, Contractor will not audit or review the financial information and will not issue any form of assurance on it.

These engagements and projects cannot be expected to disclose misstatements that may exist, including those caused by fraud or error, or to identify or disclose any wrongdoing with the entity or noncompliance with laws and regulations; however, Contractor will inform Gadsden of any material errors and/or irregularities, material fraud or illegal acts that come to Contractor's attention unless they are clearly inconsequential.

In addition, Contractor has no responsibility to identify and communicate significant deficiencies or material weaknesses in internal control as part of these engagements.

**4. PAYMENT**

The Contractor will be paid at the rate of \$125.00/hour not to exceed \$75,000.00 per twelve months for services outlined herein. The Contractor will submit monthly or bi-weekly invoices detailing the hours and services provided. Invoices should be submitted by Mondays at 12:00 PM Eastern to be processed timely.

**5. INDEMNITY**

Each party shall indemnify, defend, protect, hold harmless, and release the other, its officers, agents, and employees, from and against any and all claims, loss, proceedings, damages, causes of action, liability, costs, or expense (including attorneys' fees and witness costs) arising from or in connection with, or caused by any act, omission, or negligence of such indemnifying party.

Notwithstanding anything else herein to the contrary, Gadsden does not waive the protections of sovereign immunity and/or Section 768.28, Florida Statutes and obligation to indemnify shall not be construed to exceed the waiver of sovereign immunity contained in Section 768.28, Florida Statutes.

**6. STANDARD TERMS AND CONDITIONS**

A. Bills for fees or other compensation for services or expenses shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof.

B. Travel expenses will not be included as part of this agreement.

C. Gadsden may unilaterally cancel this Agreement if Contractor refuses to allow access by members of the public to all documents, papers, letters and materials made or received in conjunction with the Agreement that are subject to chapter 119, F.S., and are not exempt from public inspection by section 119.071, F.S., or by other provisions of general or special law.

**7. TERM AND TERMINATION**

Term. This Agreement shall be in effect from the date it is executed by all parties and shall terminate on June 30, 2025. This Agreement may be renewed upon written agreement of both parties.

Termination. Either party may terminate this agreement upon written notice to the other party, 30 days in advance of the termination date. Upon termination, all records in possession of Contractor must be returned to Gadsden. Contractor may retain copies.



**8. APPLICABLE LAW**

This Agreement shall be interpreted and construed in accordance with the laws of the State of Florida. Venue for purposes of any action brought hereunder shall lie in Gadsden County, Florida.

**9. MISCELLANEOUS**

- Notice and Service. All notices or requests, including communications and statements that are required or permitted under the terms of this Agreement, shall be in writing and shall be sent by recognized commercial overnight courier, or mailed by United States registered or certified mail or facsimile. Notices shall be effective upon receipt.

Notices shall be sent to the parties at the following addresses: For School Board of Gadsden County, FL:

**Elijah Key, Superintendent of School**  
District of Gadsden County, FL  
35 Martin Luther King Blvd  
Quincy, FL 32351  
Email: [keye@gcpsmail.com](mailto:keye@gcpsmail.com)  
Phone: (850) 627-9651

For Contractor:

**Kathy Sneads**  
Consulting Services  
2384 Curlee  
Sneads, FL 32460  
Email: [sneadsk@earthlink.net](mailto:sneadsk@earthlink.net)  
Phone: (850) 209-7698

- Captions. All indices, titles, subject headings, section titles, and similar items contained in this Agreement are provided for the purpose of reference and convenience only and are not intended to be inclusive, definitive or to affect the meaning, content, or scope of this Agreement.
- Binding Agreement: Assignments. Neither party shall assign this Agreement or any of the rights hereunder, or assign or delegate any of the obligations hereunder, without the prior written consent of the other.
- No Exclusive Remedy. Except as set forth herein, all remedies, rights, and obligations contained in this Agreement shall be cumulative, and none of them shall limit or preclude any remedy or right available under this Agreement or at law or in equity.
- Severability. In the event any provision of this Agreement (or portion thereof) is determined by a court of competent jurisdiction to be invalid, illegal, or otherwise unenforceable, such provision shall be deemed to have been deleted from this Agreement, while the remainder of this Agreement shall remain in full force and effect according to its terms.
- Miscellaneous. Gadsden and Contractor waive the application of the principle of contract construction, under which ambiguities are construed against a contract's drafter, and agree that this Agreement is their joint product.

**IN WITNESS WHEREOF**, the parties hereto have caused their duly authorized officers to execute and deliver this Agreement as of the day and year below stated.

**School Board of Gadsden County, FL**

**Kathy Sneads Financial Consulting**

By: \_\_\_\_\_  
*Authorizing Signature*

By: \_\_\_\_\_  
*Authorizing Signature*

Name: Elijah Key, Jr.  
*Authorizing Agent*

Name: Kathy Sneads  
*Authorizing Agent*

Title: Superintendent of Schools

Title: Financial Consultant

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

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

By: \_\_\_\_\_  
*Authorizing Signature*

Name: \_\_\_\_\_  
*Authorizing Agent*

Title: School Board Chair

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

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8b

DATE OF SCHOOL BOARD MEETING: November 19, 2024

TITLE OF AGENDA ITEM: Agreement for Program Evaluation Services between Gadsden County School District and CIC Planning Group

DIVISION:

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

PURPOSE AND SUMMARY OF ITEM:

The contract provided by CIC Planning Group is to continue evaluation services for the School Climate Transformation Grant – Elevate Rural Florida Project. The original agreement ended September 30, 2024; however, since the project was awarded the No-Cost Extension through September 30, 2025, this new contract is required to cover the evaluation cost for the duration of the updated funding cycle.

FUND SOURCE: U.S. DOE – School Climate Transformation Grant – Elevate Rural FL

AMOUNT: \$50,000

PREPARED BY: Keyondio Lee

POSITION: Project Director

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

\_\_\_\_\_ Number of ORIGINAL SIGNATURES NEEDED by preparer.

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

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

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

# AGREEMENT FOR PROGRAM EVALUATION SERVICES



This **AGREEMENT** is entered into by and between:

**THE CLIENT**

**Gadsden County School District**  
35 Martin Luther King Blvd.  
Quincey, FL 32351

(hereinafter referred to as the “**CLIENT**”)

**and**

**THE CONSULTANT**

**CIC Planning Group**  
250 Deerfield Glen Drive  
St. Augustine, FL 32086

(hereinafter referred to as the “**CONSULTANT**”)

This **AGREEMENT** covers the period **October 1, 2024** to **September 30, 2025**

## SECTION I. SCOPE OF SERVICES

CIC shall perform Project Evaluation services for Elevate Rural Florida, Gadsden County School District’s School Climate Transformation Grant (SCTG) program funded through US Department of Education. Activities and funding covered by this Agreement shall remain in effect only as long as the CLIENT receives SCTG funding from the US Department of Education. The scope of work for this project shall include the following Deliverables:

**Deliverable 1: Implementation and Formative Evaluation Report (\$20,000)**

**Estimated due date:** March 1, 2025

**Activities & Milestones+**

1. **Quantitative/Qualitative Process Data Collection:** Conduct ongoing assessment of school MTSS implementation, collection of mental health/counselor employment data, and school staff training/development activities.
2. **MTSS Implementation Fidelity Data Collection:** Compile and analyze MTSS implementation fidelity using Tiered Fidelity Inventory responses.
3. **Five-Year Progress Assessment:** Compile and Report outcome data (i.e., Student Achievement, Behavior) 2019-2024.
4. **Sustainability and Replication Assessment:** Assess variable impact of implementation factors on project outcomes; Identify mechanisms for sustainability and critical factors for replication.
5. **Project Implementation Assessment:** Attend project leadership meetings; Document project implementation processes and fidelity to project design, and progress toward goals; Provide recommendations for implementation revisions and next steps.

## **Deliverable 2. Summative/Final Outcome Evaluation Report (\$30,000)**

**Estimated due date:** January 15, 2026

### **Activities & Milestones**

- **Survey Administration:** Administer surveys to Treatment stakeholders.
- **Survey Analysis and Summary:** Analyze survey responses and summarize results.
- **Focus Groups - West Region:** Conduct Focus Groups with teachers, school leaders, and MTSS/Project teams in schools within the West Region.
- **Focus Groups - East Region:** Conduct Focus Groups with teachers, school leaders, and MTSS/Project teams in schools within the East Region.
- **Final Outcome Data Collection:** Collect 2024-25 school-level Student Achievement, Behavior, and Teacher Employment data for Treatment and BAUC schools.
- **Final Outcome Analyses:** Conduct group and pre-post comparative analyses using multi-level modeling and trend (i.e., comparative interrupted time series/difference-in-difference) designs.
- **Final Outcome Reporting**
  - **Prepare Executive Summary** that addresses project goals and objectives across the five-year grant period for use in preparing the ED 524B-Executive Summary
  - **Compile GPRA measures** across all five years of the Project
  - **Compile Project Measures** across all 5 years of the Project

## SECTION II. TERMS AND CONDITIONS

The Consultant and the Client understand and agree that this contract is valid only for the years the USDOE grant is awarded to the School Board of Gadsden County as fiscal agent of the grant. In addition, the Consultant and the Client understand and agree that continuation of this contract is contingent upon provision of acceptable levels of service, positive Implementation results, meeting all reporting deadlines and requirements, approval from the Gadsden County School Board, and continued funding available through USDOE Federal dollars to fund the Elevate Rural Florida Initiative.

### **CONSULTANT'S SERVICES AND RESPONSIBILITIES**

1. The **CONSULTANT** is an independent professional consultant who has neither rights nor responsibilities beyond the scope of this AGREEMENT.
2. The **CONSULTANT** shall ascertain the requirements for the services listed in this AGREEMENT and shall confirm such requirements with the **CLIENT**.
3. The **CONSULTANT'S** services shall be performed in the character, sequence, and timing of the **CLIENT'S** business, such that the **CONSULTANT'S** services will be coordinated with the activities of the **CLIENT**.
4. The **CONSULTANT** shall provide regular progress reports and other necessary documents to the **CLIENT**.
5. The **CONSULTANT** shall attend necessary meetings and be available for general consultation regarding the objectives and services covered under this AGREEMENT.
6. The **CONSULTANT** shall comply with all applicable laws, ordinances, and codes in performing the services embraced by this AGREEMENT.
7. All reports generated by the **CONSULTANT** under this AGREEMENT shall not be made available to any individual or organization without prior approval of the **CLIENT**.

### **CLIENT'S RESPONSIBILITIES**

1. **CLIENT** shall, with reasonable promptness, provide all available information, data, prior reports, etc., regarding the requirements covered in this AGREEMENT.
2. **CLIENT** shall designate a representative/s authorized to act in **CLIENT'S** behalf with respect to the services under this AGREEMENT.
3. If **CLIENT** observes any error or omission with respect to this AGREEMENT, **CLIENT** shall promptly provide the **CONSULTANT** with written notification specifying the error and the time frame for correction.
4. **CLIENT** agrees to hold harmless the **CONSULTANT** for acts or omissions by **CLIENT** or other consultants, or by events not completely within the control of the **CONSULTANT**.
5. **CLIENT** agrees to promptly review and comment on all documents submitted by the **CONSULTANT** in this AGREEMENT.
6. **CLIENT** agrees to promptly compensate the **CONSULTANT** according to the terms and conditions set forth in Section III of this AGREEMENT.
7. **CLIENT** and/or the **CONSULTANT** may terminate this AGREEMENT for cause upon 5 days written notice in the event the other party fails to fulfill their obligations as specified herein. In this event, the **CONSULTANT** shall be equitably compensated for all work completed under this AGREEMENT up to the point of termination.

**SECTION III. SCHEDULE AND COMPENSATION**

The services of the **CONSULTANT** will begin on or about **October 1, 2024**. For the services outlined herein, the **CONSULTANT** shall be compensated as follows:

No-Cost Extension Project Year:

1. Conclusion of Deliverable 1 – invoicing for \$20,000, on or about 3/15/25
2. Conclusion of Deliverable 2 – invoicing for \$30,000, on or about 1/15/26

All payments to the **CONSULTANT** under this AGREEMENT shall be made as follows:

- Invoicing with back-up documentation shall be submitted at the conclusion of each Deliverable as identified above.
- Payments shall be expected within 30 days of invoicing.

IN WITNESS WHEREOF: THE **CLIENT** and **CONSULTANT** have caused this AGREEMENT to be executed as of the date first above written.

\_\_\_\_\_  
**ON BEHALF OF CLIENT**

**GADSDEN COUNTY SCHOOL DISTRICT**  
35 Martin Luther King Blvd.  
Quincey, FL 32351

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Name and Title**

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

\_\_\_\_\_  
**ON BEHALF OF THE CONSULTANT**

**CIC PLANNING GROUP**  
250 Deerfield Glen Drive  
St. Augustine, FL 32086  
FEIN: 81-1104804



\_\_\_\_\_  
**Authorized Signature**

**Natalie E. Wright**

\_\_\_\_\_  
**Name and Title**

**Natalie E. Wright, Ph.D.,  
President  
CIC Planning Group**

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

**October 28, 2024**

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8c

DATE OF SCHOOL BOARD MEETING: November 19, 2024

TITLE OF AGENDA ITEM: Request Approval for Contract Amendment

DIVISION: Media & Technology

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

PURPOSE AND SUMMARY OF ITEM:

The purpose of this item is to request an amendment to an approved contract with Gingham Technology LLC. Gingham Tech LLC contract was Board Approved October 2023. Services provided are network engineering, mapping and system configuration. The existing contract was funded from ESSER funds. We are changing the funding source and decreasing the on-site hours to match the funding available. The new funding source will be the compensation from T-Mobile for leasing our wireless spectrum (30 Year Lease). Article 8 of the current contract defines the parameters in which an amendment could be engaged. Gingham Technology LLC is an integral part of our plan to complete the upgrade to networking and security district wide. If approved the contract end date would be June 30, 2025 (Unless both parties agree, and the board agrees to continue the contract.)

FUND SOURCE: Spectrum Lease Compensation (T-Mobile)

AMOUNT: \$26,<sup>000</sup>

PREPARED BY: John Thomas



*STJ 11/6/24*

POSITION: Network Coordinator

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INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

\_\_\_\_\_ Number of ORIGINAL SIGNATURES NEEDED by preparer.

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

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



Amendment to Contractual Agreement

In reference to the Contractual Agreement made by and between Gadsden County School District (Customer) and Gingham Technology LLC ("Contractor") and dated October 25, 2023, such agreement is hereby amended to include the following conditions.

1. **Article 3** will be amended to change the ending date of the contractual agreement to June 30, 2025.
2. **Article 5** will be amended to read "the hourly rate will remain \$170.00 per hour and will not exceed 153 hours for the duration of the amended agreement.
3. **Articles 1,2,4,6,7,8,9,10,11,12 and 13** will remain unchanged as written in the original agreement dated October 25, 2023.

The undersigned agree that the terms of this amendment are made effective as of \_\_\_\_\_ (date of contract).

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair GCPS

\_\_\_\_\_  
Gingham Technology LLC

**School Board of Gadsden County, Florida**  
**CONTRACTUAL AGREEMENT**  
**Fiscal Year: 2023-2024**

This contractual AGREEMENT is made between the School Board of Gadsden County, Florida, a school district, referred to as the "RECIPIENT", organized and existing under the laws of the State of Florida, with its principal place of business at 35 Martin Luther King., Jr. Blvd, City of Quincy, County of Gadsden, State of Florida, herein referred to as the Board, (also referred to as the District) and Gingham Technology LLC a for-profit CONTRACTOR organized and existing with its principal place of operations at 1920 Creek Hollow Trail Tallahassee, FL 32317 herein referred to as "CONTRACTOR". The CONTRACTOR is a provider of services to meet the needs of a federal award, not a sub-recipient of the RECIPIENT. The contractual AGREEMENT will establish uniform administrative requirements for the CONTRACTOR and RECIPIENT.

NOW, THEREFORE, the parties agree as follows:

**ARTICLE 1. ENGAGEMENT OF THE CONTRACTOR**

The RECIPIENT agrees to engage the CONTRACTOR and the CONTRACTOR agrees to perform the functions as outlined in the Scope of Services below. The CONTRACTOR understands and agrees that all services are to be secured and implemented solely by the CONTRACTOR and no subcontractor will be assigned as a CONTRACTOR without the prior written consent of the RECIPIENT. **The RECIPIENT and CONTRACTOR understand and agree that this AGREEMENT is valid only if approved by the Gadsden School Board and funds are encumbered for the same.**

**I, Part A Basic.**

**ARTICLE 2. SCOPE OF SERVICES**

The CONTRACTOR has agreed to provide the RECIPIENT with professional technical support for all types of switches and routers. The CONTRACTOR will review installed technology; develop a plan and schedule to install all new network equipment and help ensure the local team stays on schedule. The CONTRACTOR will monitor network performance and recommend enhancements. Create and Update network documentation in the supplied documentation system; review security reports and recommend enhancements. Implement upgrades and configuration changes in a safe and appropriate manner; troubleshoot any issues that arise from the installation or configuration of network equipment. Develop Standard Operating Procedures for the installation and configuration of network equipment being installed to upgrade or replace older equipment.; Develop Standard Operating Procedure for the maintenance and operation of network. The CONTRACTOR shall receive assignments collaboratively from the Director of Media and Technology, the Network Coordinator, Systems Engineer, and the Superintendent. The CONTRACTOR will submit a time and effort sheet through established deliverables, to document on-call time and scheduled site visits. The CONTRACTOR agrees to meet with any district personnel requested by RECIPIENT to ensure that work is responsive to district needs.

The CONTRACTOR agrees that all data relating to RECIPIENT'S business affairs and other information identified as confidential by RECIPIENT remain confidential information of the RECIPIENT. Any other information identified as confidential by CONTRACTOR, is confidential information of CONTRACTOR. Each party shall use confidential information of the other party which is disclosed to it only for the purposes of this contract and shall not disclose such confidential information to any third party, without the other party's prior written consent, other than to each other's employees on a need-to-know basis.

**ARTICLE 3. DURATION OF AGREEMENT**

This AGREEMENT shall begin on July 1, 2022 and end on June 30, 2023 contingent upon the approval by school board and contingent upon approval and funding by the Florida Department

  
Page 18 of 150

of Education. The contract may be renewed annually for up to five (5) years by written agreement between the CONTRACTOR and the RECIPIENT based on Superintendent, School Board, and supervisors' approval; satisfactory performance; and available funding.

#### **ARTICLE 4. DEFINITIONS**

<b>Term</b>	<b>Definition</b>
<b>Advance</b>	Means a payment made by Treasury check or other appropriate payment mechanism to a CONTRACTOR or CONTRACTOR upon its request either before outlays are made by the CONTRACTOR or through the use of predetermined payment schedules.
<b>Award</b>	Means financial assistance that provides support or stimulation to accomplish a public purpose.
<b>CONTRACTOR</b>	Means the legal entity to which a sub-award is made and which is accountable to the RECIPIENT for the use of the funds provided.
<b>Date of Completion</b>	Means the date on which all work under an award or sub-award is completed or the date on the award document, or any supplement or amendment thereto, on which Federal sponsorship ends.
<b>Project costs</b>	Means all allowable costs, as established in the applicable Federal cost principles, incurred by a RECIPIENT and the value of the contributions made by third parties in accomplishing the objectives of the award during the project period.
<b>Project period</b>	Means the period established in the award document during which Federal sponsorship begins and ends.
<b>RECIPIENT</b>	Means an organization receiving financial assistance directly from the Department of Education to carry out a project or program. The term includes public and private institutions of higher education, public and private hospitals and other quasi-public and private non-profit organizations such as, but not limited to, community action agencies, research institutes, educational associations, and health centers.
<b>Renewal</b>	Means a continuation of the contract on an annual basis for up to three years based on continued satisfactory performance, approval of immediate supervisor, approval of senior district leadership and school board, and contingent upon available funding
<b>Sub-award</b>	Means an award of financial assistance in the form of money, or property in lieu of money, made under an award by a RECIPIENT to an eligible CONTRACTOR or by a CONTRACTOR to a lower tier CONTRACTOR. The term includes financial assistance when provided by any legal agreement, even if the agreement is called a contract, but does not include procurement of goods and services nor does it include any form of assistance which is excluded from the definition of "award". The CONTRACTOR is not a sub-recipient of federal dollars.
<b>Termination</b>	Means the cancellation of award, in whole or in part, under an agreement at any time prior to the date of completion
<b>Working Capital</b>	Means a procedure whereby funds are advanced to the RECIPIENT to cover its estimated disbursement needs for a given initial period.

#### **ARTICLE 5. PAYMENT**

This is a professional services contract not to exceed the amount of \$65,280 (sixty-five thousand two hundred eighty-three dollars) for responsibilities as outlined in this contract. In consideration for the work performed by CONTRACTOR, the RECIPIENT shall pay the CONTRACTOR at \$170.00 hourly (not to exceed 384 hours) in support of the period that the invoices cover. The CONTRACTOR will submit time and effort

logs to the Network Coordinator Technology/Designee to document services provided. Quarterly deliverables will be submitted to the Director of Media Technology. In full and complete compensation for all services provided by CONTRACTOR under this AGREEMENT, the RECIPIENT shall pay to Gingham Technology, LLC the total amount of \$65,280 for services rendered as described under the Scope of Services and detailed in the Deliverables. Checks will be made payable to Gingham Technology LLC and will be sent to the agency office.

(b). The CONTRACTOR shall not pledge the RECIPIENT'S credit or make the RECIPIENT a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness.

(c). Total cost of the AGREEMENT is \$65,280.

#### **ARTICLE 6. PUBLIC RECORDS**

Where applicable, documents prepared pursuant to this AGREEMENT may be subject to Florida's Public Records Law. Refusal of the CONTRACTOR to allow public access to such records shall constitute grounds for cancellation of this AGREEMENT.

#### **ARTICLE 7. TERMINATION OF AGREEMENT**

The parties hereto contemplate this contract to run for the designated time period cited above subject to review as required by law. Any party wishing to terminate this contract prior to its expiration date shall provide the other party with no more than thirty (30) days written notice specifying the effective termination date. Upon termination, the district shall be responsible for payment of all costs incurred by CONTRACTOR in the performance of the AGREEMENT prior to termination. Upon termination, all finished or unfinished documents and other material related to these services shall become the property of the RECIPIENT.

#### **ARTICLE 8. AMENDMENTS**

Any changes must be mutually agreed upon in writing by the Assistant Superintendent of Academic Services, Director of Media and Technology, the Superintendent, and the designee from Gingham Technology LLC. Written amendments will be incorporated into this AGREEMENT, as necessary.

#### **ARTICLE 9. PERSONNEL and LEVEL 2 CLEARANCE**

Pursuant to Florida Statutes 1012.465 Background screening requirement for certain non-instructional school district employees and contractors - non-instructional school district employees or contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet level 2 screening requirements as described in s. 1012.32 F.S. Contractual personnel shall include any vendor, individual or entity under contract with the school board. The CONTRACTOR agrees to comply with all requirements of the Jessica Lunsford Act as described in this article. The CONTRACTOR will work cooperatively with all district employees.

#### **ARTICLE 10. NONDISCRIMINATION AND COMPLIANCE**

During the performance of this contract, the CONTRACTOR agrees to work in an environment free from all forms of discrimination. The CONTRACTOR shall comply with all federal, state and local laws and ordinances applicable to the work and shall not discriminate on the grounds of race, color, religion, gender, national origin, disability, marital status, sexual orientation, veteran status, or age in the performance of work.

#### **ARTICLE 11. ADMINISTRATION OF AGREEMENT**

(a) The CONTRACTOR'S contract administrator and contact is Mr. Gingham Technology LLC, and/or his designee.

(b) The RECIPIENT'S contract administrators and contacts are Dr. Sheantika Wiggins, Director of Media and Technology and Mr. John Thomas, Network Coordinator and/or their designee.

(c) All written and verbal approvals must be obtained from the parties' contract administrator or their designees.

(d) This contract shall be governed by and construed under the laws of the State of Florida.

**ARTICLE 12. AGREEMENT AS INCLUDING ENTIRE AGREEMENT**

This instrument, including any attachments, embodies the entire AGREEMENT of the parties. There are no other provisions, terms, conditions, or obligations. This AGREEMENT supersedes all previous oral or written communications, prior negotiations, offers, representations or agreements on this subject made by either party, their agents or employees.

**CONFLICT OF INTEREST:** For the duration of this AGREEMENT, the CONTRACTOR pledges that he does not have any conflict of interest. He is not a party to any oral or written contract or understanding or legal or regulatory obligation that will in any way limit or conflict with his ability to fulfill the terms of the AGREEMENT.

**ARTICLE 13, DISPUTES, CONFLICTS, and ENFORCEMENT**

It is mutually agreed and understood that this contract shall be governed by the laws of the State of Florida, both as to interpretation and to performance, and that any action at law, suit in equity, or judicial proceeding for the enforcement of this contract, or any provision thereof, shall be instituted and maintained in any court of competent jurisdiction in Gadsden County, Florida. Any action by a party for enforcement of this AGREEMENT shall be maintained in Gadsden County. Pending final determination of any dispute hereunder, the CONTRACTOR shall proceed diligently with the performance of this contract. This contract shall be construed and interpreted solely in accordance with the laws of the State of Florida without giving effect to the conflicts of laws or provisions thereof. Conflicts of law contained in any part of this contract shall not warrant the entire contract as voided.

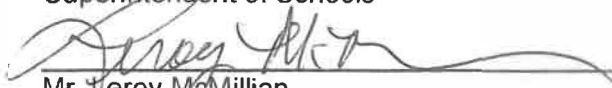
IN WITNESS WHEREOF, the School Board of Gadsden County, Florida and Mr. Brian Hobbs, DBA Gingham Technology, LLC have executed this AGREEMENT.

  
\_\_\_\_\_  
Mr. Gingham Technology LLC,  
LLC

11/1/23  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Mr. Elijah Key  
Superintendent of Schools

10/25/23  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Mr. Teroy McMillian  
Chairman, Gadsden County School Board

24 Oct 23  
\_\_\_\_\_  
Date

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 8d

**DATE OF SCHOOL BOARD MEETING:** November 19, 2024

**TITLE OF AGENDA ITEM:** TCC Early College Program Agreement

**DIVISION:**

X

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

**PURPOSE AND SUMMARY OF ITEM:**

The Early College Program Contract, as required by Section 1007.273(3), Florida Statutes, is annually made by and between the District Board of Trustees of Tallahassee Community College and the District School Board of Gadsden County. This agreement allows Gadsden County School District students to enroll in the **Summer 2025 B Session**. The term of this Agreement shall be June 1, 2025 until May 31, 2026.

TCC will not charge tuition to the School Board for Summer dual enrollment students. TCC also will not limit participation based upon capacity, F.S. 1007.271(4) in any term. The College will provide textbooks, during the Summer June Express term.

**FUND SOURCE:** NA

**AMOUNT:** NA

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

**POSITION:** Assistant Superintendent for Support Services

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**INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER**

1

       Number of ORIGINAL SIGNATURES NEEDED by preparer.

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

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

# EARLY COLLEGE PROGRAM

## Tallahassee State College and Gadsden County School Board

### Introduction

The Early College Program Contract, as required by Section 1007.273(3), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee State College, hereinafter referred to as TSC, and the District School Board of Gadsden County, hereinafter referred to as the School Board.

The term of this Agreement shall be June 1, 2025 until May 31, 2026. Students may enroll in the Summer 2025 B Session.

The local Articulation Committee shall consist of the following: Committee members from the School Board will be appointed by the Superintendent of the School Board or designee. Committee members from TSC will be appointed by the President of TSC or designee.

### I. **A ratification or modification of all existing early college agreements**

This agreement replaces any existing agreement with TSC and the School Board regarding the Early College Program Contract.

### II. **Identify grade levels to be included in the early college program**

Eligible grades 11 and 12 students shall have access to the **Early College Program**. Qualified students may begin taking courses during the Summer B term immediately following the conclusion of their sophomore year. Other grade levels would need written permission from the Superintendent or designee.

**III. Description of the early college program, including the delineation of courses and industry certifications offered, including online course availability; high school and college credits earned for each postsecondary course completed and industry certifications earned; student eligibility criteria; and the enrollment process and relevant deadlines**

The program will allow eligible students to complete a minimum of 30 credit hours. All TSC courses listed on the 2024-2025 State Board of Education Dual Enrollment Equivalency List are available to students. [Florida Department of Education](#) lists all the courses available to students, high school credit, and college credit earned for each course. Students may take courses on the main campus of TSC, on the High School campus, and/or online.

**Student Eligibility**

- Students must have a 3.5 unweighted high school GPA at the completion of their sophomore year. A GPA waiver will be given to students with a 3.25 to 3.49 unweighted high school GPA at the discretion of the high school principal or designee. The GPA waiver form must be completed and signed by the high school principal or designee at the time the **Early College Program** application is submitted.
- Students must be college ready in reading, writing, and mathematics based on eligible scores on the PERT, ACT, or SAT. Scores must be less than two years old at the time of enrollment.
- Students must maintain a 3.5 unweighted high school GPA to remain in the program. Students with a GPA waiver form must maintain an unweighted high school GPA between 3.25 and 3.49 to remain eligible. A waiver form is required each semester a student's high school GPA falls below 3.5.
- Students must maintain a 3.0 TSC GPA and a 75% successful completion rate in order to remain in the program. There are no exceptions. A collaborative planning meeting with school counselor, TSC advisor, student and parent/guardian is required before enrollment of the next semester for students who fall below 100% successful completion.

**Enrollment Process**

- Students must submit a TSC College Application.
- Students must submit a TSC **Early College Program** Application.
- Students must submit an official high school transcript.
- Students must submit official PERT, ACT, or SAT test scores.
- Students must submit a signed student performance contract.
- Students and parents must complete an advising session with TSC.

**Deadline**

- Applications and supporting documents are due by May 23, 2025.



**IV. Description of the methods, medium, and process by which students and their parents are annually informed about the availability of the early college program, the return on investment associated with participation in the program, and the information described in paragraphs (I) and (II)**

TSC will work collaboratively with the School Board to jointly provide information to students and their parents through information sessions. TSC will also provide information via the TSC website. TSC shall work with the high school to communicate directly with parents and students about the **Early College Program**.

The return on investment associated with participation in the program will be listed on TSC's website. The website will show that students have the opportunity to earn 30 credit hours at no cost to the student. Traditional college students pay \$100.83 per credit hour which is \$3,024.90 for a total of 30 credit hours. The average cost of textbooks is \$150.00 per course which is covered by the high school for fall and spring courses, the College covers textbook costs during Summer B session.

**V. Identification of the delivery methods for instruction and the instructors for all courses**

All online courses and main campus courses listed in Appendix A and listed in the TSC Catalog are available to the **Early College Program** students. All TSC instructors teaching online and main campus courses will be eligible to deliver instruction to the **Early College Program** students.

Courses that are offered on the high school campus will be taught by high school instructors who meet TSC's faculty credentials for teaching college level courses and have been interviewed by and approved by the appropriate TSC Dean or Associate Dean. Specific instructors may not be established at the time of this Agreement. Thus, an addendum to this Agreement will be added for each semester to specify high school course instructors.

**VI. Identification of student advising services and progress monitoring mechanisms**

TSC shall provide advising services to students participating in the **Early College Program**. TSC will designate a specific advisor to work with each student in the **Early College Program**. TSC will also work collaboratively with high school guidance counselors to provide guidance to students. TSC and the high school guidance counselors will jointly work to monitor the progress of students. TSC will use its Pathways to Persistence (P2P) early alert system to provide early alerts and progress surveys for students in the **Early College Program**. Both TSC and the School Board will ensure that students and their parents understand the amount of work necessary to succeed in college courses.

**VII. Description of a program review and reporting mechanism regarding student performance outcomes**

TSC's Office of Institutional Effectiveness will provide an annual program review. TSC's Office of Institutional Effectiveness will also provide relevant data regarding student performance outcomes annually to appropriate college and high school personnel. TSC's Office of Academic Affairs will monitor and ensure quality and consistency.

TSC's Office of Academic Affairs will ensure that all faculty are evaluated during the academic year. An academic dean or designee will make a classroom visit after which a written evaluation will be provided to the **Early College Program** faculty member for his/her signature. The evaluation will be maintained on file by TSC.

**VIII. Terms of funding arrangements to implement the early college program**

**Early College Program** students shall be exempt from paying tuition/registration, matriculation, and laboratory fees.

Textbook Costs & ADA Accommodation Costs

Textbooks will be provided to students by the School Board during both the Fall and Spring semesters. Textbooks will be provided by the College during the Summer June Express term. Textbooks purchased by the School Board shall remain the property of the School Board as specified in Section 1007.271 (17), F.S. TSC will continue its efforts to reduce the cost of textbooks and materials to the School Board. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on TSC's campus will be covered by TSC. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on the high school campus will be covered by the School Board.

Standard Tuition Rate

According to 1007.273(6) and 1007.271, F.S., the School Board is required to pay the standard tuition rate per credit hour to TSC for instruction taking place on the college campus for dual-enrolled students. The approved standard tuition for FY 2023-2024 is \$71.98 per credit hour and \$2.33 per contact hour for career certificate programs. The rate will be charged for courses taking place on TSC's main campus, TSC's educational centers, and distance learning courses.

TSC will not charge tuition to the School Board for Summer dual enrollment students. TSC will not limit participation based upon capacity, F.S. 1007.271(4), in any term.

TSC will use the fees collected to enhance the **Early College Program**. TSC will promote **Early College Program** participation, increase capacity, and enrich the quality of services associated with the **Early College Program**. The School Board's payment of

tuition to TSC will increase the number of counselors available to the **Early College Program** in order to help prepare students for the transition to college, counsel students on degree maps and programs of study, and track and provide feedback to students on their progress. TSC will also provide high school faculty and counselor training for dual enrollment.

#### Instructional Costs

It is the responsibility of the School Board to provide full instructional costs for **Early College Program** courses occurring on the high school site. For instruction occurring on the high school sites by college faculty, the School Board must reimburse TSC for the costs associated with the proportion of salary and benefits.

TSC cannot guarantee the availability of instructors for the **Early College Program** offered at the high school. Schools can assist TSC by recommending qualified School Board instructors for consideration for teaching **Early College Program** courses offered at the high school.


TSC regularly uses high school faculty to teach both dual enrollment and regular TSC courses and incorporates training, mentoring, and assessment of these faculty into its regular adjunct program. Therefore, TSC's costs associated with instruction occurring on the high school site by TSC-approved high school faculty who are paid by the School Board will be considered a normal part of TSC's obligation to its faculty for training and mentoring; no costs will be assessed.

#### Invoicing for Financial Obligations

TSC will invoice the School Board for financial obligations within 10 business days of TSC's Census date which is normally the 5<sup>th</sup> day of class each semester.

IN WITNESS WHEREOF, the School Board of Gadsden County, Florida, and The District Board of Trustees, Tallahassee State College, Florida, have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.273, F.S., **Early College** Program Contract.

10/28/24  
Date

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

10/25/24  
Date

  
President, Tallahassee State College

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

## Appendix A

### 2024-2025 Dual Enrollment Course – High School Subject Area Equivalency List for Tallahassee State College Courses

**\*\*\* Students will choose courses based on their graduation requirements, which will differ for various cohorts.\*\*\***

This list should not be interpreted as the total number of dual enrollment courses available. Current law allows for any course in the Statewide Course Numbering System, with the exception of remedial courses and Physical Education skills courses, to be offered as dual enrollment. Three-credit (or equivalent) postsecondary courses taken through dual enrollment that are not listed below shall be awarded at least 0.5 high school credits (postsecondary courses offered for fewer than three (3) credits may earn less than 0.5 high school credit), either as an elective or subject area credit as designated in the local dual enrollment articulation agreement.

Any upper-level (3000-4000) postsecondary course that uses as a prerequisite one of the courses on this list that are awarded 1.0 high school credit shall also receive 1.0 high school credit.

### ENGLISH

TSC Course	TSC Course Title	TSC Credit Hours	High School Graduation Subject Requirement Satisfied	High School Credit Awarded
AML2301	Major American Writers	3	English	1.0
ENC1101	College Composition	3	English	1.0
ENC1101C	College Composition w/Corequisite	3	English	1.0
ENC1102	Argument and Persuasion	3	English	1.0
ENC2210	Technical Communications	3	English	0.5
ENL2000	British Literature	3	English	1.0
LIT2100	Masterpieces of World Literature	3	English	1.0

### FOREIGN LANGUAGE

Foreign Language Courses: All four-credit foreign language courses (including American Sign Language), shall be awarded one full high school elective credit. Courses offered for three credits are awarded at least 0.5 high school elective credit.

<b>TSC Course</b>	<b>TSC Course Title</b>	<b>TSC Credit Hours</b>	<b>High School Graduation Subject Requirement Satisfied</b>	<b>High School Credit Awarded</b>
FRE1120	Elementary French I	4	Elective: Foreign Language	1.0
FRE1121	Elementary French II	4	Elective: Foreign Language	1.0
GER1120	Elementary German I	4	Elective: Foreign Language	1.0
GER1121	Elementary German II	4	Elective: Foreign Language	1.0
ITA1120	Beginning Italian I	4	Elective: Foreign Language	1.0
ITA1121	Beginning Italian II	4	Elective: Foreign Language	1.0
LAT1120	Beginning Latin I	4	Elective: Foreign Language	1.0
LAT1121	Beginning Latin II	4	Elective: Foreign Language	1.0
SPN1120	Elementary Spanish I	4	Elective: Foreign Language	1.0
SPN1121	Elementary Spanish II	4	Elective: Foreign Language	1.0
SPN2220	Intermediate Spanish	4	Elective: Foreign Language	1.0
SPN2240	Intermediate Conversational Spanish I	3	Elective: Foreign Language	0.5

## MATHEMATICS

<b>TSC Course</b>	<b>TSC Course Title</b>	<b>TSC Credit Hours</b>	<b>High School Graduation Subject Requirement Satisfied</b>	<b>High School Credit Awarded</b>
MAC1105	College Algebra	3	Mathematics	1.0
MAC1105C	College Algebra w/corequisite	3	Mathematics	1.0
MAC1114	Precalculus Trigonometry	3	Mathematics	1.0
MAC1140	Precalculus Algebra	3	Mathematics	1.0
MAC1147	Precalculus Algebra and Trigonometry	5	Mathematics	1.0
MAC2233	Calculus for Management	3	Mathematics	1.0
MAC2311	Calculus with Analytic Geometry I	5	Mathematics	1.0

MAC2312	Calculus with Analytic Geometry I	5	Mathematics	1.0
MAC2313	Calculus with Analytic Geometry I	4	Mathematics	1.0
MAP2302	Differential Equations	3	Mathematics	1.0
MGF1130	Mathematical Thinking	3	Mathematics	1.0
MGF1131	Mathematics in Context	3	Mathematics	1.0
STA2023	Introductory Statistics	3	Mathematics	1.0
STA2122	Introduction to Applied Statistics	4	Mathematics	1.0

### PERFORMING AND FINE ARTS

Subject area credit in Performing/Fine Arts is awarded for approved courses regardless of whether a lab is taken with the course.

All performing fine arts courses must be taken for 3.0 or more college credit hours in order to be guaranteed 0.5 high school credits.

TSC Course	TSC Course Title	TSC Credit Hours	High School Graduation Subject Requirement Satisfied	High School Credit Awarded
ARH2050	Introduction to Art History and Art Criticism I	3	Performing/Fine Arts	0.5
ARH2051	Introduction to Art History and Art Criticism II	3	Performing/Fine Arts	0.5
ARH2500	Non-Western Art History	3	Performing/Fine Arts	0.5
ART1150C	Introduction to Jewelry Making	3	Performing/Fine Arts	0.5
ART1202C	Design I	3	Performing/Fine Arts	0.5
ART2203C	Introduction to Design II	3	Performing/Fine Arts	0.5
ART1205C	Color: Theory and Practice	3	Performing/Fine Arts	0.5
ART1300C	Drawing I	3	Performing/Fine Arts	0.5
ART2301C	Drawing II	3	Performing/Fine Arts	0.5
ART1330C	Figure Drawing	3	Performing/Fine Arts	0.5
ART1340C	Beginning Illustration	3	Performing/Fine Arts	0.5

ART2400C	Introduction to Printmaking	3	Performing/Fine Arts	0.5
ART2500C	Painting I	3	Performing/Fine Arts	0.5
ART2501C	Painting II	3	Performing/Fine Arts	0.5
FIL2000	Film Appreciation	3	Performing/Fine Arts	0.5
<del>FIL1031</del>	<del>History of Film I</del>	<del>3</del>	<del>Performing/Fine Arts</del>	<del>0.5</del>
GRA1103C	Computer Based Design I	3	Performing/Fine Arts	0.5
MUH2011	Introduction to Music History	3	Performing/Fine Arts	0.5
MUL1110	Music Appreciation	3	Performing/Fine Arts	0.5
PGY2401C	Darkroom Photography	3	Performing/Fine Arts	0.5
PGY2801C	Photoshop	3	Performing/Fine Arts	0.5
SPC1017	Fundamentals of Interpersonal Communication	3	Performing/Fine Arts	0.5
SPC2608	Public Speaking	3	Performing/Fine Arts	0.5
THE1000	Introduction to the Theatre	3	Performing/Fine Arts	0.5
TPP2110	Fundamentals of Acting	3	Performing/Fine Arts	0.5
TPP2111	Advanced Acting	3	Performing/Fine Arts	0.5

## SCIENCE

### Criteria for Awarding High School Subject Area Credit in Science:

- Since all high school science courses (with lab) are awarded 1.0 high school science credits, then all college-level dual enrollment science courses (with lab) will be awarded 1.0 high school science credits.
- College-level dual enrollment science course **taken without a lab component** will be awarded 0.5 high school science credits.
- Note: Section 1003.428(2)(a)3, Florida Statutes, states that high school graduation requirements include successful completion of “Three credits in science, two of which must have a laboratory component.” Regardless of the number of science credits earned through dual enrollment, the requirement of two sciences **with a lab component** must be met to graduate.



Section 1003.428, Florida Statutes, requires three credits in science. One of the three credits must be Biology I or a series of courses equivalent to Biology I, one credit must be chemistry or physics or a series of courses equivalent to chemistry or physics, and one credit must be an equally rigorous course.

Biology I. Faculty reviewers have determined that the content in the sequence of BSCx010 and BSCx011 is comparable to the standards for Biology I and therefore may be used as preparation for the associated End-of-Course (EOC) assessment. BSCx010 and BSCx011 each may be assigned as an “equally rigorous” science course, but both must be completed for equivalency to Biology I and as preparation for Biology I EOC.

<b>TSC Course</b>	<b>TSC Course Title</b>	<b>TSC Credit Hours</b>	<b>High School Graduation Subject Requirement Satisfied</b>	<b>High School Credit Awarded</b>
AST1002	Introduction to Astronomy	3	Equally Rigorous	0.5
BOT1000	Plant Science	3	Equally Rigorous	0.5
AST1002	Introduction to Astronomy	3	Equally Rigorous	0.5
BSC1005	Introduction to the Biological Sciences	3	Equally Rigorous	0.5
BSC1005/ BSC1005L	Introduction to the Biological Sciences plus Lab	4	Equally Rigorous	1.0
BSC2010	Biology for Science Majors I	3	Biology I (with BSCX011) or Equally Rigorous	0.5
BSC2010/ BSC2010L	Biology for Science Majors I plus Lab	4	Biology I (with BSCX011) or Equally Rigorous	1.0
BSC2011	Biology for Science Majors II	3	Biology I (with BSCX010) or Equally Rigorous	0.5
BSC2011/ BSC2011L	Biology for Science Majors II plus Lab	4	Biology I (with BSCX010) or Equally Rigorous	1.0
BSC1020	Introduction to Human Biological Sciences	3	Equally Rigorous	0.5
BSC1084C	Human Biology: Essentials of Anatomy and Physiology	4	Equally Rigorous	1.0
BSC2085	Anatomy and Physiology I	3	Equally Rigorous	0.5
BSC2085/ BSC2085L	Anatomy and Physiology I plus Lab	4	Equally Rigorous	1.0
BSC2086	Anatomy and Physiology II	3	Equally Rigorous	0.5
BSC2086/ BSC2086L	Anatomy and Physiology II plus Lab	4	Equally Rigorous	1.0
CHM1020	Chemistry for General Education	3	Equally Rigorous	0.5

CHM1032	General Chemistry for Allied Health	3	Equally Rigorous	0.5
CHM1032/ CHM1032L	General Chemistry for Allied Health plus Lab	4	Equally Rigorous	1.0
CHM1045	General Chemistry I	3	Equally Rigorous	0.5
CHM1045/ CHM1045L	General Chemistry I plus Lab	4	Equally Rigorous	1.0
CHM1046	General Chemistry II	3	Equally Rigorous	0.5
CHM1046/ CHM1046L	General Chemistry II plus Lab	4	Equally Rigorous	1.0
CHM2210	Organic Chemistry I	3	Equally Rigorous	0.5
CHM2210/ CHM2210L	Organic Chemistry I plus Lab	4	Equally Rigorous	1.0
CHM2211	Organic Chemistry II	3	Equally Rigorous	0.5
CHM2211/ CHM2211L	Organic Chemistry II plus Lab	4	Equally Rigorous	1.0
ESC1000	Earth and Its Environment	3	Equally Rigorous	0.5
ESC1000/ ESC1000L	Earth and Its Environment plus Lab	4	Equally Rigorous	1.0
EVR1001	Introduction to Environmental Sciences	3	Equally Rigorous	0.5
GLY2010	Physical Geology	3	Equally Rigorous	0.5
GLY2010/ GLY2010L	Physical Geology plus Lab	4	Equally Rigorous	1.0
GLY1030	Environmental Geology	3	Equally Rigorous	0.5
MCB2004	General Microbiology	3	Equally Rigorous	0.5
MCB2004/ MCB2004L	General Microbiology plus Lab	4	Equally Rigorous	1.0
MET1010	Meteorology	3	Equally Rigorous	0.5
OCE1001	Introduction to Oceanography	3	Equally Rigorous	0.5
PHY1020	Energy and Its Environmental Effects	3	Equally Rigorous	0.5
PHY1053	Elementary College Physics	3	Equally Rigorous	0.5
PHY1053/ PHY1053L	Elementary College Physics plus Lab	4	Equally Rigorous	1.0
PHY1054	Elementary College Physics II	3	Equally Rigorous	0.5
PHY1054/ PHY1054L	Elementary College Physics II plus Lab	4	Equally Rigorous	1.0
PHY2048	General Physics I	4	Equally Rigorous	0.5
PHY2048/ PHY2048L	General Physics I plus Lab	5	Equally Rigorous	1.0
PHY2049	General Physics II	4	Equally Rigorous	0.5

PHY2049/ PHY2049L	General Physics II plus Lab	5	Equally Rigorous	1.0
PSC1121	Introduction to Physical Sciences	3	Equally Rigorous	0.5

### SOCIAL STUDIES

Social studies requirements for high school graduation in Florida are prescribed by statute. Unless indicated on the list below, **all college social science courses taken through dual enrollment receive elective credit.**

*United States History.* Faculty reviewers have determined that the content in the sequence of AMHx010 and AMHx020 is comparable to the standards for United States History and, therefore, may be used as preparation for the associated End-Of-Course (EOC) assessment. For any other AMH course or set of courses taken through dual enrollment, the school district and postsecondary institution may determine if that course or set of courses may be used as preparation for the U.S. History EOC. The AMH courses on this list, or those designated by the school district, may each satisfy 0.5 U.S. History credits toward high school graduation.

*Economics.* Section 1003(4282(3)(d), FS, requires one-half credit in economics, which must include financial literacy. The district and college will determine if the local postsecondary economics course meets this requirement.

TSC Course	TSC Course Title	TSC Credit Hours	High School Graduation Subject Requirement Satisfied	High School Credit Awarded
AMH2010	History of the United States I	3	Social Studies: United States History (EOC)	0.5
AMH2020	History of the United States II	3	Social Studies: United States History (EOC)	0.5
POS1041	National Government	3	Social Studies: United States Government	0.5
WOH2012	History of Civilization I	3	Social Studies: World History	0.5
WOH2022	History of Civilization II	3	Social Studies: World History	0.5

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10a

DATE OF SCHOOL BOARD MEETING: 11/19/2024

TITLE OF AGENDA ITEM: Purchase Order Request for Jenkins HVAC

DIVISION: Facilities

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

PURPOSE AND SUMMARY OF ITEM: Request for School Board approval to issue a purchase order to Jenkins HVAC in the amount of \$25,394.00. Attached are the quotes for the replacement of two air conditioning units for building 7 at Havana Magnet School.

FUND SOURCE: General Funds

AMOUNT: \$25,394.00

PREPARED BY: Brenton Hudson *BEH*

POSITION: Director

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INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

  1   Number of ORIGINAL SIGNATURES NEEDED by preparer.

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

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

REVIEWED BY: *[Signature]*

# ESTIMATE

Jenkins HVAC, LLC  
1990 Juniper Creek Rd  
Quincy, FL 32351

jenkinshvac.b@gmail.com



**Bill to**  
Gadsden County School Board  
805 South Stewart St.  
Quincy, Florida 32351-5737  
United States

**Ship to**  
Gadsden County School Board  
805 South Stewart St.  
Quincy, Florida 32351-5737  
United States

## Estimate details

Estimate no.: 1059  
Estimate date: 09/23/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Services	Location: Havana Middle School	1	\$12,995.00	\$12,995.00

Quote to Replace Unit #18 BLDG # 7

**Scope Of Work :**  
Lock-Out units electrical power supply, isolate water valves , drain old units water from loop , disconnect duct work and remove unit from attic , install new auxiliary drain pan , install new water source heat-pump unit , hook up electrical and plumbing , install new safety switches , install new digital thermostat , configure new duct work and adapt to old metal duct with flex , return and supply . preform start-up and check operations. Clean up work area and dispose of old unit.

**Equipment :**  
MFG : BOSCH  
Model: HBV036A4C30CRT  
TYPE : Water Source HP  
BTU: 36,000 / 3Ton  
Voltage: 460v  
Phase : 3

**Warranty :**  
1 Year Parts and Labor  
5 Year MFG major components

**NOTES: CUSTOMER WILL BE RESPONSIBLE FOR DROP CEILING REMOVAL & RE-INSTALLATION**

# ESTIMATE

Jenkins HVAC, LLC  
1990 Juniper Creek Rd  
Quincy, FL 32351

jenkinshvac.b@gmail.com



**Bill to**  
Gadsden County School Board  
805 South Stewart St.  
Quincy, Florida 32351-5737  
United States

**Ship to**  
Gadsden County School Board  
805 South Stewart St.  
Quincy, Florida 32351-5737  
United States

## Estimate details

Estimate no.: 1061  
Estimate date: 09/23/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		<b>Services</b>	Location: Havana Middle School  Quote to Replace Unit #21 BLDG # 7  Scope Of Work : Upgrade 1.5 ton to 2 ton unit Lock-Out units electrical power supply, isolate water valves , drain old units water from loop , disconnect duct work and remove unit from attic , install new auxiliary drain pan , install new water source heat-pump unit , hook up electrical and plumbing , install new safety switches , install new digital thermostat , configure new duct work and adapt to old metal duct with flex , return and supply . preform start-up and check operations. Clean up work area and dispose of old unit.  Equipment : MFG : BOSCH Model: HBH024A4C30CCS TYPE : Water Source HP BTU: 24,000 / 2 Ton Voltage: 460v Phase : 3  Warranty : 1 Year Parts and Labor 5 Year MFG major components  NOTES: CUSTOMER WILL BE	1	\$12,399.00	\$12,399.00

RESPONSIBLE FOR DROP CEILING  
REMOVAL & RE-INSTALLATION

**Total**

**\$12,399.00**

**Accepted date**

**Accepted by**





Southland Rowe Roofing, Inc.  
Commercial Roofing Department



Phone: 850-386-7663  
Fax: 850-562-5472  
Lic: CCC1326326

Date:	October 22, 2024	Contact:	Brad Arnold
Job Name:	Stewart St Elementary Walkways	Phone:	850-443-6219
Address:	749 S Stewart St	Fax:	
City:	Quincy	State/Zip:	FL 32351
Job Description:	Walkways Roof Repair	Email:	arnoldb@gcpsmail.com

*Thank you for calling Rowe Roofing, where excellence is driven through experience. We look forward to providing the scope listed below.*

**Scope of Work**

**Remove approx. 55 sqs of BUR and replace with new TPO Fleece back roof system to the decking on all BUR walkways. Termination to be via term bar. All walls will be properly flashed with counter flashing. Contractor will work with school boards MPE contractors if equipment needs to be removed; this is not contemplated in the bid. \*\*\*Gas line will be shutoff and disconnected as needed.**

**BASE BID - \$85,250.00**

**Any rotten/deteriorated decking replacement will be charged at \$12.00 per square foot.**

**No painting included in pricing.**

With payment to be made as follows: **Due upon completion.**

The above prices and scope of work are satisfactory and Southland Rowe Roofing, Inc. is hereby authorized to do the work as set forth above and in accordance with the terms and conditions attached hereto; payments will be made as outlined.

*Above quote price includes access, labor and materials unless otherwise noted.*

*All work is bid on a (40) forty hour work week.*

*Materials are guaranteed as specified & workmanship will meet or exceed standard operating practices.*

*Alterations or deviation involving additional cost will be executed after receipt of signed change order.*

*Southland Rowe Roofing, Inc., carries full General Liability, Workers Compensation and Auto Insurance.*

Respectfully submitted: *Cole Bracey*

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

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

Initial \_\_\_\_\_

## TERMS AND CONDITIONS

1. **Insurance.** Rowe Roofing, Inc. ("Contractor") shall carry worker's compensation, automobile liability, commercial general liability and such other insurance as required by law. Contractor will furnish a Certificate of Insurance, evidencing the types and amounts of its coverages, upon request. Customer shall purchase and maintain builder's risk and property insurance, covering fire, storm, vandalism, theft and other perils, including the labor, material and equipment furnished by Contractor, until the job is completed and accepted and Contractor's equipment is removed from the premises.
2. **Additional Insured.** If Customer requires and Contractor agrees to name Customer or others as an additional Insured on Contractor's liability insurance policy, Customer and Contractor agree that the naming of Customer or other parties as an additional Insured is intended to apply to claims made against the additional insured to the extent the claim is due to the negligence of Contractor and is not intended to make the Contractor's insurer liable for claims that are due to the fault of the additional insured.
3. **Asbestos and Toxic Materials.** This proposal and contract is based upon the work to be performed by Contractor not involving asbestos-containing or toxic materials and that such materials will not be encountered or disturbed during the course of performing the roofing work. Contractor is not responsible for expenses, claims or damages arising out of the presence, disturbance or removal of asbestos-containing or toxic material. In the event that such materials are encountered, Contractor shall be entitled to reasonable compensation for all additional expenses incurred as a result of the presence of asbestos-containing or toxic materials at the work site.
4. **Ponding of Water.** Contractor is not responsible for ponding of water that may occur, adding drains or for correcting existing roof surfaces to eliminate ponding or collection of water unless specifically included in the Specifications section on the face of this proposal. All roofs should have positive drainage.
5. **Changes In the Work and Extra Work.** Customer shall be entitled to order changes in the work and the total contract price shall be adjusted accordingly. Any penetrations through the roofing to be installed by Contractor not shown on the plans provided to Contractor prior to submittal of this proposal shall be considered an order for extra work. Any change in specifications or construction necessary to conform to existing or future building codes, zoning laws, or regulations of the inspecting Public Authorities shall be considered additional work to be billed as an extra charge on a time and material basis. Unless otherwise noted in this agreement, the price quoted does not include removing or replacing fascia, trim, sheathing, rafters, structural members, siding, masonry, vents, roofing, caulking, metal-edging or flashing of any type. If, during the course of work, it should become apparent that any such portions of the structure should be repaired or replaced, Customer may authorize Contractor to do such additional work for an extra charge.
6. **Availability of Site.** Contractor shall be provided with direct access to the work site for the passage of trucks and materials and direct access to the roof. Contractor shall not be required to begin work until underlying areas are ready and acceptable to receive Contractor's work and sufficient areas of roof deck are available and free from dirt, water or debris to allow continuous full operation until job completion. The expense of water removal and any extra trips by Contractor to the job as a result of the job not being ready for roof application after Contractor has been notified to proceed will be charged as an extra. Customer is solely responsible for providing Contractor prior to the commencing of construction with such water, electricity, or other utility as may be required by the Contractor to affect the work covered by this contract. Owner shall provide a toilet during the course of construction. Customer hereby grants to Contractor the right to display signs and advertising at the project site.
7. **Site Conditions.** Contractor shall not be responsible for additional costs due to the existence of utilities, wet insulation, deteriorated deck or other subsurface or latent conditions that are not disclosed in writing to Contractor. The raising, disconnection or re-connection of any mechanical equipment on the roof that may be necessary for Contractor to perform the roofing work shall be performed by others or treated as an extra.
8. **Damages and Delays.** Contractor will not be responsible for damage done to Contractor's work by others. Any repairing of the same by Contractor will be charged at regular scheduled rates over and above the amount of this proposal. Contractor shall not be responsible for loss, damage or delay caused by circumstances beyond its reasonable control, including but not limited to acts of God, weather, accidents, fire, vandalism, strikes, jurisdictional disputes, failure or delay of transportation, shortage of or inability to obtain materials, equipment or labor, changes in the work and delays caused by others. In the event of these occurrences, Contractor's time for performance under this proposal shall be extended for a time sufficient to permit completion of the work.
9. **Electrical Conduit.** Contractor's price is based upon there not being electrical conduit or other materials embedded within the roof assembly unless expressly identified on the face of this proposal. Customer will indemnify Contractor from any personal injury, damage, claim, loss or expense resulting from the presence of electrical conduit, shall render the conduit harmless so as to avoid injury to Contractor's personnel, and shall compensate Contractor for additional time, labor and expense resulting from the presence of such materials.
10. **Right to Stop Work.** The failure of Customer to make proper payment to Contractor when due shall entitle Contractor, at its discretion, to suspend all work and shipments, including furnishing warranty, until full payment is made or terminate this contract. The contract sum to be paid Contractor shall be increased by the amount of Contractor's reasonable costs of shut-down, delay and start-up. Should work be stopped for more than 30 days by order of any agency of government, the Contractor may terminate this contract and collect for all work completed plus a reasonable profit.
11. **Working Hours.** This proposal is based upon the performance of all work during Contractor's regular working hours. Extra charges will be made for overtime and all work performed other than during Contractor's regular working hours, if required by Customer.
12. **Interior Protection.** Customer acknowledges that re-roofing of an existing building may cause disturbance, dust or debris to fall into the interior and possibly, if hot asphalt or pitch is used, drippage may occur depending upon deck conditions. Customer agrees to remove or protect property directly below the roof in order to minimize potential interior damage. Contractor shall not be responsible for disturbance, damage, clean-up or loss to interior property that Customer did not remove or protect prior to commencement of roofing operations. Customer shall notify tenants of re-roofing and the need to provide protection underneath areas being re-roofed. Customer agrees to hold Contractor harmless from claims of tenants who were not so notified and did not provide protection.
13. **Warranty.** Contractor's work will be warranted by Contractor in accordance with its standard warranty, which is made a part of this proposal and contract and incorporated by reference. A copy of Contractor's standard warranty is attached or, if not, will be furnished upon request. Contractor SHALL NOT BE LIABLE FOR SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES. The acceptance of this proposal by the Customer signifies his agreement that this warranty shall be and is the exclusive remedy against Contractor for all defects in workmanship furnished by Contractor.

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A manufacturer's warranty shall be furnished to Customer if a manufacturer's warranty is called for on the face of this proposal. It is expressly agreed that in the event of any defects in the materials furnished pursuant to this contract, Customer shall have recourse only against the manufacturer of such material.

14. **Back Charges.** No back charges or claims for payment of services rendered or materials and equipment furnished by Customer to Contractor shall be valid unless previously authorized in writing by Contractor and unless written notice is given to Contractor within ten (10) days of the event, act or omission which is the basis of the back charge.
15. **Price Volatility.** Asphalt, isocyanurate and asphalt-related products are sometimes subject to unusual price volatility due to conditions that are beyond the control or anticipation of Contractor and firm prices cannot be obtained from suppliers. If there is an increase in the amount charged to Contractor between the date of this proposal and the time when the work is to be performed, the amount of this proposal/contract may be increased to reflect the additional cost to contractor, upon submittal of written documentation and advance notice to Customer.
16. **Materials.** All materials and work shall be furnished in accordance with normal industry tolerances for color, variation, thickness, size, weight, amount, finish, texture and performance standards. Specified quantities are intended to represent an average over the entire roof area. Contractor is not responsible for the actual verification of technical specifications of product manufacturers; i.e., R value or ASTM or UL compliance, but rather the materials used are represented as such by the material manufacturer. Where colors are to be matched, Contractor shall make every reasonable effort to do so using standard colors and materials, but does not guarantee a perfect match.
17. **Mold.** Contractor is not responsible for indoor air quality including growth of mold. Owner shall hold harmless and indemnify Contractor from claims, including claims of tenants and occupants, due to indoor air quality and resulting from a failure by Owner to maintain the interior of the building in a manner to avoid growth of mold.
18. **Fumes and Emissions.** Owner and Contractor acknowledge that asphalt will be heated by Contractor, odors and emissions from roofing products will be released and noise will be generated as part of the roofing operations to be performed by Contractor. Customer shall be responsible for interior air quality, including controlling mechanical equipment, HVAC units, intake vents, wall vents, windows, doors and other openings to prevent fumes and odors from entering the building. Customer is aware that roofing products emit fumes, vapors and odors during the application process. Customer shall hold Contractor harmless from claims relating to fumes and odors that are emitted during the normal roofing process.
19. **Arbitration.** If a dispute shall arise between Contractor and Customer with respect to any matters or questions arising out of or relating to this Agreement or the breach thereof, such dispute shall be decided by arbitration administered by and in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association. This Agreement to arbitrate shall be specifically enforceable under the prevailing arbitration law. The award rendered by the arbitrators shall be final, and judgment may be entered upon it in any Court having jurisdiction thereof. Any award shall include court costs and reasonable attorney's fees to the prevailing party plus interest at the legal rate.
20. **The Scheduling** of the above scope is contingent upon the production schedule of Rowe Roofing, Inc to insure proper scheduling and coordination of materials and labor. Production dates will be communicated and agreed to by the contracting party and Rowe Roofing, Inc based on this schedule. Rowe Roofing will not be held responsible for any damages or delays set forth in writing by the contracting party and Rowe Roofing, Inc.
21. **Florida Statute #558.** Florida Law contains important requirements you must follow before you may file a lawsuit for defective construction against a contractor, subcontract, supplier, or design professional for an alleged construction defect in your homes. Sixty days before you file your lawsuit, you must deliver to the contractor, subcontract, supplier, or design professional a written notice of any construction conditions you alleged are defective and provide you contractor and any subcontractors, supplies, or design professionals the opportunity to inspect the alleged construction defects and make an offer to repair or pay for the alleged construction defects. You are not obligated to accept any offer made by the contractor, any subcontractors, supplies, or design professionals. There are strict deadlines and procedure under Florida Law. The terms and conditions of this proposal supersede all other contracts. According to Florida's Construction Lien Law (Section 713.001-731.37, Florida Statutes), those who work on you property for provide materials and services and are not paid in full have the right to enforce their claim for payment against you property. This claim is known as a construction lien. If your contractor or subcontractors, sub-subcontractors, or material supplies, those people who are owed money may look to you property for payment, even if you have already paid your contractor in full. If you fail to pay your contractor, your contractor may also have a lien on your property. This means if a lien is filed your property could be sold against your will to pay for labor, materials, or other services that your contractor or subcontractor may have failed to pay. To protect yourself, you should stipulate in this contract that before any payment is made, your contractor is required to provide you with a written release of lien from any person or company that has provided to you a "Notice of Owner." Florida's construction lien law is complex and it is recommended that you consult with an attorney.
22. **Chapter 558 Notice of Claim.** Any claims for construction defects are subject to the notice and cure provisions of Chapter 558, Florida Statute.
23. **Florida Homeowners' Construction Recovery.** Payment, up to a limited amount, may be available from the Florida Homeowners' Construction Recovery Fund if you lose money on a project performed under contract, where the loss results from specified violations of Florida law by a licensed contractor. For information about the recovery fund and filing a claim, contact the Florida Construction Industry Licensing Board at the following telephone number and address: (850) 487-1395, 1940 N. MONROE ST., TALLAHASSEE, FL 32399-0783, WWW.MYFLORIDALICENSE.COM.

Initial \_\_\_\_\_



COMMERCIAL ROOF WARRANTY

To: SAMPLE Name (Owner) Term: two Years
Address: SAMPLE Type of Roof: tpo
Date of Completion: SAMPLE Date of Expiration: April 2022

Rowe Roofing, Inc. (hereinafter "Contractor") hereby warrants, subject to the terms and conditions set forth herein, that for a period of years from the date of completion. Contractor will, free of charge to the Owner, make repairs to leaks in the roof membrane and membrane flashing installed by Contractor resulting from defects in workmanship applied by or through Contractor.

This Warranty is made under and subject to the following terms and conditions:

1. In order for this Warranty to be effective, the Owner must first notify Contractor of any repairs required under this Warranty. Notice may be given orally, but in order to pursue any claim that Contractor has not honored this Warranty, notification of a leak must be given to Contractor in writing within five (5) days after a leak is experienced.

2. This Warranty does not extend to conditions caused by, and Contractor shall not be responsible for, leaks caused by (1) abuse, misuse, vandalism, lack of maintenance, accident or negligence in maintaining the roof; (2) lightning, hail, windstorm, hurricane, earthquake, thermal shock or other acts of God; (3) other building components, including cracking, building movement, settlement, deflection of roof deck, deterioration of walls, water entry through masonry or other points other than the roof, and defects in the materials used as a base under the roof; (4) faulty vents, equipment supports, and other penetrations of the roof work and edge conditions, unless such work was performed by Contractor; (5) service to or maintenance of any roof top equipment or traffic of any nature on the roof; (6) acts or omissions of other trades or contractors; (7) movement of metal work; (8) ponding of water; (9) discharge of vegetable, mineral, animal oils, greases, solvents or chemicals; (10) damage caused by termites, insects, vermin, rodents or birds; or (11) penetration from beneath by rising nails or other mechanical fasteners or attachment devices.

3. No work shall be done on said roof, including, but without limitation, openings made for flues, vents, drains, sign braces, railings, or other equipment fastened to or set on the roof, and no repairs or alterations shall be made to the roof, unless Contractor shall first be notified and be given the opportunity, at the expense of the Owner, to make the necessary roofing application thereto. Failure to observe this condition shall render this Warranty null and void with respect to any area of the roof affected thereby.

4. Nothing in this Warranty shall render Contractor liable in any respect for any damage to the Owner's building, or any components or contents thereof, mold, mildew or interruption of any business conducted in the building. Owner should inspect ceilings and overhangs periodically for signs of leakage.

ROWE ROOFING, INC. SHALL NOT BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES.

5. This Warranty is intended solely for the benefit of the Owner named above and is not transferable or assignable by the Owner without the express written consent of Contractor.

6. This Warranty shall not be effective unless Contractor has received full payment for installation, repairs, or service in connection with the roofing system covered by this Warranty. If Contractor is called upon to investigate a reported leak and the condition is determined not to be covered under this warranty, Owner will compensate Contractor for time and repairs, if any, expended by Contractor.

7. Contractor's obligation to make repairs to leaks resulting from a deficiency in workmanship during the term of this Warranty is its sole and exclusive obligation to Owner and Owner's exclusive remedy against Contractor. This warranty is not a maintenance contract. Upon expiration of the warranty, Contractor shall have no further obligation.

THIS WARRANTY IS GIVEN AND ACCEPTED IN LIEU OF ALL OTHER LIABILITY OR WARRANTIES ON THE PART OF ROWE ROOFING, INC. EXPRESS OR IMPLIED, IN FACT OR IN LAW. ALL IMPLIED WARRANTIES AND SPECIFICALLY THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE EXPRESSLY EXCLUDED AND DISCLAIMED.

8. Any claim alleging any breach of this Warranty or any other claim against Contractor shall be resolved through arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association.

ROWE ROOFING, INC.

By: \_\_\_\_\_

Initial \_\_\_\_\_

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10c

DATE OF SCHOOL BOARD MEETING: 11/19/2024

TITLE OF AGENDA ITEM: Purchase Order Request for B&T Fencing

DIVISION: Facilities

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

PURPOSE AND SUMMARY OF ITEM: Request for School Board approval to issue a purchase order to B&T Fencing in the amount of \$3,724.13. Attached are the quotes for the installation and supplies of wind screens on the new fence line for the playgrounds located at Greensboro Elementary School, Chattahoochee Elementary School, George W. Munroe Elementary School, and Havana Magnet School.

FUND SOURCE: General Funds

AMOUNT: \$3,724.13

PREPARED BY: Brenton Hudson *BCH*

POSITION: Director

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

  1   Number of ORIGINAL SIGNATURES NEEDED by preparer.

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

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

REVIEWED BY: *[Signature]*



**B & T Fencing, Inc. TLH**  
 5159 Woodlane Circle  
 Tallahassee, FL 32303  
 P (850) 942-1003 F (850) 504-0705  
 info@bandtfencing.com  
 www.bandtfencing.com

**Quote**

Quote ID: QT2024-13289  
 Quote Date: 10/9/2024  
 Expiration Date: 11/8/2024

Billing Address: Gadsden County School District  
 805 South Stewart Street  
 Quincy, FL 32351

Shipping / Location: George W Munroe Elementary  
 1830 West King Street  
 Quincy, FL 32351-2013

Point of Contact: Brad Arnold  
 Phone: (850) 443-6219  
 Email: arnoldb@gcpsmail.com

Sales Consultant: Dan Conrad  
 (850) 556-3355  
 dconrad@bandtfencing.com


Description: Wind Screen for George Monroe Elementary Playground Area.

Product	Total
Wind Screen 5'8"H x 50'L 85% Black 4 Side Hem Grommets 24" OC	931.03

Supply/Installation of wind screen on front fence line of playground where visible from the road.  
 Wind screen installation to coincide with fence installation job.

Summary

Pieces	6
Subtotal	931.03
<b>Total</b>	<b>931.03</b>

  
 Signature: Director of Facilities Brenton E. Hudson  
 Print Name & Title: \_\_\_\_\_  
 Date: 10/10/24

Terms & Conditions

**PAYMENT TO BE MADE AS FOLLOWS:** 50% deposit due at acceptance of quote. Materials will only be ordered after signed quote, signed terms and conditions and deposit are received. For larger projects, B&T Fencing, Inc. reserves the right to establish a payment draw schedule (progress invoices). Customer agrees to pay B&T Fencing, Inc. immediately upon completion of installation full balance of amount due. Methods of payment accepted: Visa, MasterCard, American Express, Discover, check and cash. A 3% transaction fee will be applied to all credit/debit card transactions.

**FINANCE CHARGES:** Finance charges will be applied to past due invoices. Customer agrees to pay these finance charges at a daily rate of 0.0493% (18% annually).

**FLORIDA LIEN LAW:** Under Florida's laws, those who work on your property or provide materials and are not paid have a right to enforce their claim for payment against your property. This claim is known as a construction lien. If your contractor fails to pay subcontractors or material suppliers or neglects to make other legally required payments, the people who are owed money may look to your property for payment, even if you have paid your contractor in full. B&T Fencing, Inc. reserves the right to lien Customer's property if payment is not received. Learn more about the Construction Lien Law, Chapter 713, Part I, Florida Statutes.

**ATTORNEYS' FEES AND COSTS:** In the event of any dispute, enforcement action, or other action arising out of or related to this agreement or the work, the prevailing party shall be entitled to recover its attorneys' fees and costs.

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**LAYOUT:** The Customer is responsible to indicate to the representative/crew the proper location for the fence and will provide B&T Fencing, Inc. with an accurate survey of the property. The Customer is solely responsible for location of the fence and knowledge of all property boundary lines. It is preferable



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5159 Woodlane Circle  
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www.bandtfencing.com

## Quote

Quote ID: QT2024-13289  
Quote Date: 10/9/2024  
Expiration Date: 11/8/2024

**WOOD FENCE DISCLAIMER:** Wood fences carry a manufacturer warranty against rotting, decay and infestation. This does not include labor. All lumber used is pressure-treated pine, unless otherwise stated. Pressure-treating does not protect wood from the effects of weather/sun exposure. Because wood is a naturally occurring material, this warranty does not extend to checking, cracking, warping, warping or discoloration. These are common and normal events for wood. We recommend that all wood be sealed.

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**HOA RESTRICTIONS:** The property to be fenced may have deed and/or Homeowner's Association restrictions or city or county planning and zoning restrictions. It is the sole responsibility of the Customer to look into this before contracting with B&T Fencing, Inc.

The crew will need room in order to produce quality work. The Customer agrees to have two feet on both sides of the proposed fence lines clear of obstructions, i.e. trees, bushes, debris, etc. If the fence lines are not cleared when the crew arrives, the crew may clear the fence lines and the Customer agrees to pay \$45.00 per man hour for this service. This will keep the crew working and unnecessary additional trip charges. This does not apply if clearing is included in your estimate.

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**WARRANTIES:** We guarantee our workmanship and materials for one year from the installation date\*. Workmanship is defined as the quality of work produced by an installer. Please contact our office for more information on manufacturer's product warranties. Our warranty will cover any faulty workmanship or defective products associated with the construction of the improvements, excluding normal wear and tear. We guarantee the proper function of gates and gate hardware, with proper use, within the first year. This includes sagging of gates, defects in the hardware and proper hardware function. \*Wood systems and gate operator systems carry a 90-day warranty.

**WARRANTY EXCLUSIONS:** It is important to remember that a fence is an outdoor structure in which the environment can be very harsh. Our materials will change with exposure to the elements, this includes aging (weathering), discoloration or fading and dimensional changes (shrinkage or swelling). All lumber used is pressure-treated pine, unless otherwise stated. Pressure-treating does not protect wood from the effects of weather/sun exposure. Because wood is a naturally occurring material, we cannot warranty against warping, cracking, splitting, aging (weathering), discoloration and/or fading or dimensional change (shrinkage or swelling). We recommend that all wood be sealed. Other items excluded in our warranty include damage that is caused by vandalism, vehicle damage, climbing, storm or tree damage, swinging on gates or other misuse of gates or gate hardware. Gates that are left opened can slam shut causing latches to break or bend and hinges to come out of alignment. Gate hardware is meant to work properly under controlled conditions, this does not include forceful opening or shutting by an individual.

All measurements shown on the quote are approximate. The actual measurements of the fence may vary.

All materials will be specified on the quote and all workmanship will be to ASTM specifications.

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Any Customer requested changes or deviations from the estimated specifications or the quantities involving extra costs will be an extra charge over and above the Estimate-Contract.

By signing below, I acknowledge that I agree to these terms conditions set forth herein. I attest that this e-signature is my legally binding signature and that my e-signature is the legal equivalent of my physical signature. I hereby fully bind myself (and if I'm signing as an agent on behalf of any person or entity, I am binding such person or entity) to this agreement.



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 www.bandtfencing.com

**Quote**

Quote ID: QT2024-13288  
 Quote Date: 10/9/2024  
 Expiration Date: 11/8/2024

Billing Address  
 Gadsden County School District  
 805 South Stewart Street  
 Quincy, FL 32351

Shipping / Location  
 Greensboro Elementary School  
 559 Greensboro Highway  
 Quincy, FL 32351-8860

Point of Contact  
 Brad Arnold  
 Phone: (850) 443-6219  
 Email: arnoldb@gcpsmail.com

Sales Consultant  
 Dan Conrad  
 (850) 556-3355  
 dconrad@bandtfencing.com

Description  
 Wind Screen for Greensboro Elementary School playground area.

Product	Total
Wind Screen 5'8"H x 50'L 85% Black 4 Side Hem Grommets 24" OC	775.86
<i>Supply/Installation of wind screen on new fence line for playground.</i>	
<i>Wind screen installation to coincide with fence installation job.</i>	

Summary	
Pieces	5
Subtotal	775.86
<hr/>	
Total	775.86

*Brenton E. Hudson*  
 Signature  
 Brenton E. Hudson Facility Director  
 Print Name & Title  
 10/10/24  
 Date

**Terms & Conditions**

**PAYMENT TO BE MADE AS FOLLOWS:** 50% deposit due at acceptance of quote. Materials will only be ordered after signed quote, signed terms and conditions and deposit are received. For larger projects, B&T Fencing, Inc. reserves the right to establish a payment draw schedule (progress invoices). Customer agrees to pay B&T Fencing, Inc. immediately upon completion of installation full balance of amount due. Methods of payment accepted: Visa, MasterCard, American Express, Discover, check and cash. A 3% transaction fee will be applied to all credit/debit card transactions.

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## Quote

Quote ID: QT2024-13288  
Quote Date: 10/9/2024  
Expiration Date: 11/8/2024

**WOOD FENCE DISCLAIMER:** Wood fences carry a manufacturer warranty against rotting, decay and infestation. This does not include labor. All lumber used is pressure-treated pine, unless otherwise stated. Pressure-treating does not protect wood from the effects of weather/sun exposure. Because wood is a naturally occurring material, this warranty does not extend to checking, cracking, warping, warping or discoloration. These are common and normal events for wood. We recommend that all wood be sealed.

**UNDERGROUND UTILITIES:** Before beginning work on your project, B&T Fencing, Inc. will call Sunshine 811 to have your underground utilities located. Sunshine 811 will notify member utility companies that we are planning to dig, and they mark the approximate location of underground lines, pipes and cables in your yard or construction site. Occasionally, unseen or unknown underground lines are hit and damaged (sprinkler lines are especially vulnerable). If this happens, the Customer is responsible for the repairs and costs because these lines cannot be seen and are unknown.

**DIGGING:** B&T Fencing, Inc.'s quote is based on normal ground conditions. If difficult digging is encountered during installation, B&T Fencing, Inc. will be entitled to a price increase to cover the cost of any equipment rental or extra labor, if any.

**HOA RESTRICTIONS:** The property to be fenced may have deed and/or Homeowner's Association restrictions or city or county planning and zoning restrictions. It is the sole responsibility of the Customer to look into this before contracting with B&T Fencing, Inc.

The crew will need room in order to produce quality work. The Customer agrees to have two feet on both sides of the proposed fence lines clear of obstructions, i.e. trees, bushes, debris, etc. If the fence lines are not cleared when the crew arrives, the crew may clear the fence lines and the Customer agrees to pay \$45.00 per man hour for this service. This will keep the crew working and unnecessary additional trip charges. This does not apply if clearing is included in your estimate.

**TRIP CHARGE:** This contract anticipates that once work has started, B&T Fencing, Inc. will be allowed to complete the entire scope of work without any interruptions or stoppage by the Customer. Any interruptions or stoppages will result in additional trip charges which Customer agrees to pay. B&T Fencing, Inc.'s trips charges are as follows: ½ day minimum charge of \$500.00; full day charge of \$1000.00.

**WARRANTIES:** We guarantee our workmanship and materials for one year from the installation date\*. Workmanship is defined as the quality of work produced by an installer. Please contact our office for more information on manufacturer's product warranties. Our warranty will cover any faulty workmanship or defective products associated with the construction of the improvements, excluding normal wear and tear. We guarantee the proper function of gates and gate hardware, with proper use, within the first year. This includes sagging of gates, defects in the hardware and proper hardware function. \*Wood systems and gate operator systems carry a 90-day warranty.

**WARRANTY EXCLUSIONS:** It is important to remember that a fence is an outdoor structure in which the environment can be very harsh. Our materials will change with exposure to the elements, this includes aging (weathering), discoloration or fading and dimensional changes (shrinkage or swelling). All lumber used is pressure-treated pine, unless otherwise stated. Pressure-treating does not protect wood from the effects of weather/sun exposure. Because wood is a naturally occurring material, we cannot warranty against warping, cracking, splitting, aging (weathering), discoloration and/or fading or dimensional change (shrinkage or swelling). We recommend that all wood be sealed. Other items excluded in our warranty include damage that is caused by vandalism, vehicle damage, climbing, storm or tree damage, swinging on gates or other misuse of gates or gate hardware. Gates that are left opened can slam shut causing latches to break or bend and hinges to come out of alignment. Gate hardware is meant to work properly under controlled conditions, this does not include forceful opening or shutting by an individual.

All measurements shown on the quote are approximate. The actual measurements of the fence may vary.

All materials will be specified on the quote and all workmanship will be to ASTM specifications.

Any and all excess materials remain the property of B&T Fencing, Inc. If B&T Fencing, Inc. is contracted to remove and haul away existing fence, then those materials also become B&T Fencing, Inc.'s property.

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 www.bandtfencing.com

**Quote**

Quote ID: QT2024-13369  
 Quote Date: 10/9/2024  
 Expiration Date: 11/8/2024

Billing Address: Gadsden County School District  
 805 South Stewart Street  
 Quincy, FL 32351

Shipping / Location: Chattahoochee Elementary School  
 335 Maple Street  
 Chattahoochee, FL 32324-1547

Point of Contact: Brad Arnold  
 Phone: (850) 443-6219  
 Email: arnoldb@gcpsmail.com

Sales Consultant: Dan Conrad  
 (850) 556-3355  
 dconrad@bandtfencing.com

Description: Wind Screen for Chattahoochee Elementary  
 Playground Area.

Product: Wind Screen 5'8"H x 50'L 85% Black 4 Side Hem Grommets 24" OC Total 1,241.38

Supply/Installation of wind screen around playground area where 6' chain link is installed.  
 Wind Screen installation to coincide with fence installation job.

Summary	
Pieces	8
Subtotal	1,241.38
<b>Total</b>	<b>1,241.38</b>

*Brenton E. Hudson*  
 Signature: Brenton E. Hudson Facility Director  
 Print Name & Title: Brenton E. Hudson Facility Director  
 Date: 10/10/24

**Terms & Conditions**

**PAYMENT TO BE MADE AS FOLLOWS:** 50% deposit due at acceptance of quote. Materials will only be ordered after signed quote, signed terms and conditions and deposit are received. For larger projects, B&T Fencing, Inc. reserves the right to establish a payment draw schedule (progress invoices). Customer agrees to pay B&T Fencing, Inc. immediately upon completion of installation full balance of amount due. Methods of payment accepted: Visa, MasterCard, American Express, Discover, check and cash. A 3% transaction fee will be applied to all credit/debit card transactions.

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**LAYOUT:** The Customer is responsible to indicate to the representative/crew the proper location for the fence and will provide B&T Fencing, Inc. with an



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 www.bandtfencing.com

**Quote**

Quote ID: QT2024-13369  
 Quote Date: 10/9/2024  
 Expiration Date: 11/8/2024

that the Customer is onsite the morning of installation.

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By signing below, I acknowledge that I agree to these terms conditions set forth herein. I attest that this e-signature is my legally binding signature and that my e-signature is the legal equivalent of my physical signature. I hereby fully bind myself (and if I'm signing as an agent on behalf of any person or entity, I am binding such person or entity) to this agreement.



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 www.bandtfencing.com

# Quote

Quote ID: QT2024-13423  
 Quote Date: 10/9/2024  
 Expiration Date: 11/8/2024

Billing Address | Gadsden County School District  
 805 South Stewart Street  
 Quincy, FL 32351

Shipping / Location | Havana Magnet School  
 1210 Kemp Road  
 Havana, FL 32333-1938

Point of Contact | Amy O'Donnell  
 Phone: (850) 627-9888  
 Email: odonnella@gcpsmail.com

Sales Consultant | Dan Conrad  
 (850) 556-3355  
 dconrad@bandtfencing.com

Description

Wind Screen for Havana Magnet School

Product

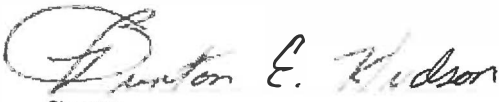
Wind Screen 5'8"H x 50'L 85% Black 4 Side Hem Grommets 24" OC

Supply/Installation of wind screen.

Total  
 775.86

Summary

Pieces	5
Subtotal	775.86
<b>Total</b>	<b>775.86</b>

  
 Signature  
 Brenton E Hudson Facility Director  
 Print Name & Title  
 11/12/24  
 Date

Terms & Conditions

**PAYMENT TO BE MADE AS FOLLOWS:** 50% deposit due at acceptance of quote. Materials will only be ordered after signed quote, signed terms and conditions and deposit are received. For larger projects, B&T Fencing, Inc. reserves the right to establish a payment draw schedule (progress invoices). Customer agrees to pay B&T Fencing, Inc. immediately upon completion of installation full balance of amount due. Methods of payment accepted: Visa, MasterCard, American Express, Discover, check and cash. A 3% transaction fee will be applied to all credit/debit card transactions.

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**LAYOUT:** The Customer is responsible to indicate to the representative/crew the proper location for the fence and will provide B&T Fencing, Inc. with an accurate survey of the property. The Customer is solely responsible for location of the fence and knowledge of all property boundary lines. It is preferable

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10d

DATE OF SCHOOL BOARD MEETING: 11/19/2024

TITLE OF AGENDA ITEM: Purchase Order Request for B&T Fencing

DIVISION: Facilities

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

**PURPOSE AND SUMMARY OF ITEM:** Request for School Board approval to issue a purchase order to B&T Fencing in the amount of \$64,466.72. Attached are the quotes for the demo and disposal of the current fencing at George W. Munroe School, Chattahoochee Elementary School, and Greensboro Elementary School and the installation and supplies of 6-foot commercial galvanized chain link fence and 6ft x 4ft commercial galvanized chain link gates around the current playgrounds located at these schools.

**FUND SOURCE:** General Funds

**AMOUNT:** \$64,466.72

**PREPARED BY:** Brenton Hudson *BEA*

**POSITION:** Director

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

  1   Number of ORIGINAL SIGNATURES NEEDED by preparer.

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

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

REVIEWED BY: *[Signature]*



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 www.bandtfencing.com

# Quote

Quote ID: QT2024-13289  
 Quote Date: 10/2/2024  
 Expiration Date: 11/1/2024

Billing Address      Gadsden County School District  
 805 South Stewart Street  
 Quincy, FL 32351

Shipping / Location      George W Munroe Elementary  
 1830 West King Street  
 Quincy, FL 32351-2013

Point of Contact      Brad Arnold  
 Phone: (850) 443-6219  
 Email: amoldb@gcpsmall.com

Sales Consultant      Dan Conrad  
 (850) 556-3355  
 dconrad@bandtfencing.com

Description

~~Demo/Disposal~~  
 Supply/Install 6' commercial galv chain link.

Product

<u>Product</u>	<u>Total</u>
Demolition and Disposal of Existing Fence <i>Fence A - Playground area</i>	5,229.14
Supply and Install of 6' Tall Galvanized Chain Link Fence Commercial <i>Fence A - Playground area</i>	12,670.81
Supply and Install Commercial Galvanized Chain Link Gate 6ft H x 4ft W includes hardware. <i>Fence A - Playground area</i> 1 - 4' wide walk gate on left side line at front of building. 1 - 4' wide walk gate on left side line at rear of building.	1,197.24
Supply and Install of 6' H x 10' W Commercial Galvanized Double Gate, Includes Hardware <i>Fence A - Playground area</i> 10' wide double drive swing gate at front left line of playground	1,114.14
Demolition and Disposal of Existing Fence <i>Fence B - Bus Loop area</i>	3,399.83
Supply and Install of 6' Tall Galvanized Chain Link Fence Commercial <i>Fence B - Bus Loop area</i>	7,604.33
Supply and Install Commercial Galvanized Chain Link Gate 6ft H x 5ft W includes hardware. <i>Fence B - Bus Loop area</i> 5' wide walk gate near south end of fence line.	629.57
Supply and Install of 6' H x 12' W Commercial Galvanized Double Gate, Includes Hardware <i>Fence B - Bus Loop area</i> 12' wide double drive swing gate near north end of fence line.	1,324.91
Supply and Install of 6' H x 16' W Commercial Galvanized Double Gate, Includes Hardware <i>Fence B - Bus Loop area</i> 16' wide double drive swing gate at breezeway to bus loop.	1,683.53

Summary

Pieces	1,548
Subtotal	34,853.50
<b>Total</b>	<b>34,853.50</b>

Signature



**B & T Fencing, Inc. TLH**  
**5159 Woodlane Circle**  
**Tallahassee, FL 32303**  
**P (850) 942-1003 F (850) 504-0705**  
**info@bandtfencing.com**  
**www.bandtfencing.com**

# Quote

Quote ID: QT2024-13289  
 Quote Date: 10/2/2024  
 Expiration Date: 11/1/2024

Print Name & Title

Date

**Terms & Conditions**

**PAYMENT TO BE MADE AS FOLLOWS:** 50% deposit due at acceptance of quote. Materials will only be ordered after signed quote, signed terms and conditions and deposit are received. For larger projects, B&T Fencing, Inc. reserves the right to establish a payment draw schedule (progress invoices). Customer agrees to pay B&T Fencing, Inc. immediately upon completion of installation full balance of amount due. Methods of payment accepted: Visa, MasterCard, American Express, Discover, check and cash. A 3% transaction fee will be applied to all credit/debit card transactions.

**FINANCE CHARGES:** Finance charges will be applied to past due invoices. Customer agrees to pay these finance charges at a daily rate of 0.0493% (18% annually).

**FLORIDA LIEN LAW:** Under Florida's laws, those who work on your property or provide materials and are not paid have a right to enforce their claim for payment against your property. This claim is known as a construction lien. If your contractor fails to pay subcontractors or material suppliers or neglects to make other legally required payments, the people who are owed money may look to your property for payment, even if you have paid your contractor in full. B&T Fencing, Inc. reserves the right to lien Customer's property if payment is not received. Learn more about the Construction Lien Law, Chapter 713, Part I, Florida Statutes.

**ATTORNEYS' FEES AND COSTS:** In the event of any dispute, enforcement action, or other action arising out of or related to this agreement or the work, the prevailing party shall be entitled to recover its attorneys' fees and costs.

**CANCELLATION:** Any cancellation requests must be made in writing. To offset some of the costs incurred during the various phases of processing this order, 50% of the contracted amount, in addition to any direct costs such as special materials and services will be charged against the Customer's deposit.

**SCHEDULING:** Any representation by B&T Fencing, Inc. regarding the installation date is for the Customer's convenience and is only an approximation. The installation schedule changes daily due to circumstances within and beyond our control including, but not limited to: weather, permits, progress on prior schedule.

**LAYOUT:** The Customer is responsible to indicate to the representative/crew the proper location for the fence and will provide B&T Fencing, Inc. with an accurate survey of the property. The Customer is solely responsible for location of the fence and knowledge of all property boundary lines. It is preferable that the Customer is onsite the morning of installation.

**WOOD FENCE DISCLAIMER:** Wood fences carry a manufacturer warranty against rotting, decay and infestation. This does not include labor. All lumber used is pressure-treated pine, unless otherwise stated. Pressure-treating does not protect wood from the effects of weather/sun exposure. Because wood is a naturally occurring material, this warranty does not extend to checking, cracking, warping, or discoloration. These are common and normal events for wood. We recommend that all wood be sealed.

**UNDERGROUND UTILITIES:** Before beginning work on your project, B&T Fencing, Inc. will call Sunshine 811 to have your underground utilities located. Sunshine 811 will notify member utility companies that we are planning to dig, and they mark the approximate location of underground lines, pipes and cables in your yard or construction site. Occasionally, unseen or unknown underground lines are hit and damaged (sprinkler lines are especially vulnerable). If this happens, the Customer is responsible for the repairs and costs because these lines cannot be seen and are unknown.

**DIGGING:** B&T Fencing, Inc.'s quote is based on normal ground conditions. If difficult digging is encountered during installation, B&T Fencing, Inc. will be entitled to a price increase to cover the cost of any equipment rental or extra labor, if any.

**HOA RESTRICTIONS:** The property to be fenced may have deed and/or Homeowner's Association restrictions or city or county planning and zoning restrictions. It is the sole responsibility of the Customer to look into this before contracting with B&T Fencing, Inc.

The crew will need room in order to produce quality work. The Customer agrees to have two feet on both sides of the proposed fence lines clear of obstructions, i.e. trees, bushes, debris, etc. If the fence lines are not cleared when the crew arrives, the crew may clear the fence lines and the Customer agrees to pay \$45.00 per man hour for this service. This will keep the crew working and unnecessary additional trip charges. This does not apply if clearing is included in your estimate.

**TRIP CHARGE:** This contract anticipates that once work has started, B&T Fencing, Inc. will be allowed to complete the entire scope of work without any interruptions or stoppage by the Customer. Any interruptions or stoppages will result in additional trip charges which Customer agrees to pay. B&T Fencing, Inc.'s trips charges are as follows: ½ day minimum charge of \$500.00; full day charge of \$1000.00.

**WARRANTIES:** We guarantee our workmanship and materials for one year from the installation date\*. Workmanship is defined as the quality of work produced by an installer. Please contact our office for more information on manufacturer's product warranties. Our warranty will cover any faulty workmanship or defective products associated with the construction of the improvements, excluding normal wear and tear. We guarantee the proper function of gates and gate hardware, with proper use, within the first year. This includes sagging of gates, defects in the hardware and proper hardware function. \*Wood systems and gate operator systems carry a 90-day warranty.

**WARRANTY EXCLUSIONS:** It is important to remember that a fence is an outdoor structure in which the environment can be very harsh. Our materials will change with exposure to the elements, this includes aging (weathering), discoloration or fading and dimensional changes (shrinkage or swelling). All lumber used is pressure-treated pine, unless otherwise stated. Pressure-treating does not protect wood from the effects of weather/sun exposure. Because wood is a naturally occurring material, we cannot warranty against warping, cracking, splitting, aging (weathering), discoloration and/or fading or dimensional change (shrinkage or swelling). We recommend that all wood be sealed. Other items excluded in our warranty include damage that is caused by vandalism, vehicle damage, climbing, storm or tree damage, swinging on gates or other misuse of gates or gate hardware. Gates that are left opened can slam shut causing latches to break or bend and hinges to come out of alignment. Gate hardware is meant to work properly under controlled conditions, this does not include forceful opening or shutting by an individual.

All measurements shown on the quote are approximate. The actual measurements of the fence may vary.

All materials will be specified on the quote and all workmanship will be to ASTM specifications.



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Quote Date: 10/2/2024  
Expiration Date: 11/1/2024

*Any and all excess materials remain the property of B&T Fencing, Inc. If B&T Fencing, Inc. is contracted to remove and haul away existing fence, then those materials also become B&T Fencing, Inc.'s property.*

*Any Customer requested changes or deviations from the estimated specifications or the quantities involving extra costs will be an extra charge over and above the Estimate-Contract.*

*By signing below, I acknowledge that I agree to these terms conditions set forth herein. I attest that this e-signature is my legally binding signature and that my e-signature is the legal equivalent of my physical signature. I hereby fully bind myself (and if I'm signing as an agent on behalf of any person or entity, I am binding such person or entity) to this agreement.*





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## Quote

Quote Date: 10/2/2024  
Expiration Date: 11/1/2024

Images



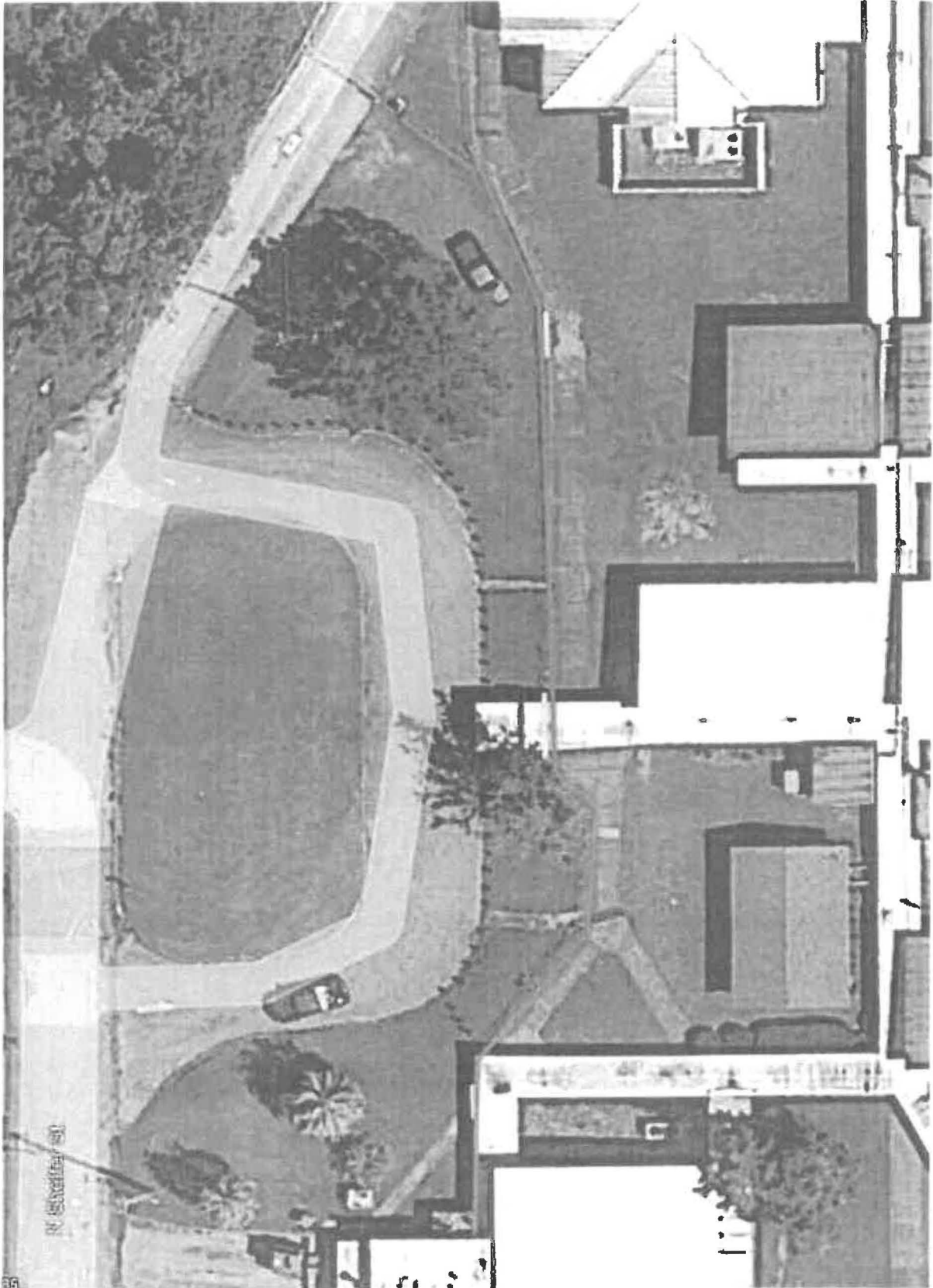


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# Quote

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Expiration Date: 11/1/2024

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**Quote**

Quote ID: QT2024-13369  
 Quote Date: 10/2/2024  
 Expiration Date: 11/1/2024

Billing Address Gadsden County School District  
 805 South Stewart Street  
 Quincy, FL 32351

Shipping / Location Chattahoochee Elementary School  
 335 Maple Street  
 Chattahoochee, FL 32324-1547

Point of Contact Brad Arnold  
 Phone: (850) 443-6219  
 Email: arnoldb@gcpsmail.com

Sales Consultant Dan Conrad  
 (850) 556-3355  
 dconrad@bandtfencing.com

Description

*Demo/Disposal of existing 4' chain link fence.  
 Supply/Installation of new 6' commercial galv. chain link fence and gates.*

Product

	<u>Total</u>
Demolition and Disposal of Existing Fence <i>4' tall galv chain link fence &amp; gates enclosing playground.</i>	3,960.34
Supply and Install of 6' Tall Galvanized Chain Link Fence Commercial	9,558.95
Supply and Install of 4' Tall Galvanized Chain Link Fence Commercial <i>Approx. 50' of 4' high galv. chain link fence to be flange mounted/installed on top of existing brick wall.</i>	1,628.14
Supply and Install Commercial Galvanized Chain Link Gate 6ft H x 4ft W includes hardware. <i>1 - 4' wide walk gate at left front corner of building. 1 - 4' wide walk gate on back side of brick-walled courtyard.</i>	1,076.55
Supply and Install of 6' H x 12' W Commercial Galvanized Double Gate, Includes Hardware <i>12' wide double drive swing gate located on west end of playground, facing Maple St.</i>	1,431.38
Flange Mounts <i>Approx. 50' of 4' high galv. chain link fence to be flange mounted/installed on top of existing brick wall.</i>	775.86

Summary

Pieces	803
Subtotal	18,431.22
<b>Total</b>	<b>18,431.22</b>

Signature \_\_\_\_\_

Print Name & Title \_\_\_\_\_

Date \_\_\_\_\_

Terms & Conditions

**PAYMENT TO BE MADE AS FOLLOWS: 50% deposit due at acceptance of quote. Materials will only be ordered after signed quote, signed terms and conditions and deposit are received. For larger projects, B&T Fencing, Inc. reserves the right to establish a payment draw schedule (progress invoices). Customer agrees to pay B&T Fencing, Inc. immediately upon completion of installation full balance of amount due. Methods of payment accepted: Visa,**



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# Quote

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Expiration Date: 11/1/2024

Images





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 info@bandtfencing.com  
 www.bandtfencing.com

**Quote**

Quote ID: QT2024-13288  
 Quote Date: 10/2/2024  
 Expiration Date: 11/1/2024

Billing Address	Gadsden County School District 805 South Stewart Street Quincy, FL 32351	Site/Project Location	Greensboro Elementary School 559 Greensboro Highway Quincy, FL 32351-8880
Point of Contact	Brad Arnold Phone: (850) 443-6219 Email: arnoldb@gcpsmail.com	Sales Consultant	Dan Conrad (850) 556-3355 dconrad@bandtfencing.com

Description

*Demo/Disposal of existing fence line.  
 Supply/Installation of new 6' commercial galv chain link fence around designated area.*

Product

Demolition and Disposal of Existing Fence	3,648.28
<i>Existing chain link fence line between track and new playground area. Approx. 350 feet.</i>	
Supply and Install of 6' Tall Galvanized Chain Link Fence Commercial	7,292.34
<i>Two new fence lines to join up to existing fence line near "ticket shed" effectively closing in playground and school yard.</i>	
Repair/Adjust Existing 10' Double Drive Swing Gate	241.38
<i>10' wide double swing gate located on back fence line near pump station.</i>	

Summary

Pieces	591
Subtotal	11,182.00
<b>Total</b>	<b>11,182.00</b>

Signature \_\_\_\_\_

Print Name & Title \_\_\_\_\_

Date \_\_\_\_\_

Terms & Conditions

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**FINANCE CHARGES:** Finance charges will be applied to past due invoices. Customer agrees to pay these finance charges at a daily rate of 0.0493% (18% annually).

**FLORIDA LIEN LAW:** Under Florida's laws, those who work on your property or provide materials and are not paid have a right to enforce their claim for payment against your property. This claim is known as a construction lien. If your contractor fails to pay subcontractors or material suppliers or neglects to make other legally required payments, the people who are owed money may look to your property for payment, even if you have paid your contractor in full. B&T Fencing, Inc. reserves the right to lien Customer's property if payment is not received. Learn more about the Construction Lien Law, Chapter 713, Part I, Florida Statutes.

**ATTORNEYS' FEES AND COSTS:** In the event of any dispute, enforcement action, or other action arising out of or related to this agreement or the work, the prevailing party shall be entitled to recover its attorneys' fees and costs.



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# Quote

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Images



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

**AGENDA ITEM NO.** 10e

**DATE OF SCHOOL BOARD MEETING:** November 19, 2024

**TITLE OF AGENDA ITEM:** Architectural Engineering Services for CPA Hurricane Michael Renovations

**DIVISION:** Maintenance Department

N/A

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

**PURPOSE AND SUMMARY OF ITEM:**

The Maintenance Department seeks Board approval to contract with MLD Architects to provide architectural engineering services for CPA Hurricane Michael renovations.

**FUND SOURCE:** FEMA Hurricane Michael Funding for CPA (75%) and District (25%)  
**per FEMA Guidelines**

**AMOUNT:** Total Cost Not to Exceed \$1,344,236.46 (unless additional funds are allocated by FEMA)

**PREPARED BY:** Brenton Hudson 

**POSITION:** Director of Facilities and Maintenance

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INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

       Number of ORIGINAL SIGNATURES NEEDED by preparer.

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

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

REVIEWED BY: 

# Gadsden County School District

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

Request for Qualifications (RFQ)

For

Architectural and/or Engineering Services

For

Carter Parramore Academy

For

Disaster Damages to Impacted School District Facilities and Infrastructure due to Hurricane Michael from 2018.

Date: June 26, 2024

RFQ#2024-003

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Pursuant to the regulations found at 2 Code of Federal Regulations (“C.F.R.”) Part 200 et seq, in addition to the statutory authority, regulatory requirements, and programmatic guidance governing the Federal Emergency Management Agency’s (“FEMA”) Disaster Recovery Programs, the **Gadsden County School District** (hereinafter the “**School District’s**”) requests qualified firms to submit their qualifications to complete the scope of work as described in this solicitation.



## **INSTRUCTION TO PROPOSERS**

### **A. NOTICE**

**RFQ-#2024-003 To Provide** Request for Qualifications (RFQ) for Engineering and/or Architectural Services for Disaster Damages to Impacted **School District** Facilities and Infrastructure.

Information provided in the statement of work is to be used only for purposes of preparing a proposal of qualifications. It is further expected that each bidder will read the scope of work thoroughly to provide a response that meets all requirements outlined in the scope of work.

The **School District** reserves the right to reject any or all proposals for qualifications or any portion thereof and to accept the submission deemed most advantageous to the **School District**.

The information contained herein is believed to be accurate but is not to be considered in any way as a warranty. **Request for additional information clarifying the Scope of Work should be directed in writing to Gadsden County School District, Purchasing Office – ATTN: Andrea Lawson, 35 Martin Luther King Jr. Blvd. Quincy, Florida 32351.**

### **STATEMENT OF PURPOSE**

The primary purpose of this Request for Qualifications is to procure qualified engineering and/or architectural consultants or multidisciplinary teams to assist in the assessment of damages to develop Construction Plans, Specifications, Cost Estimates, Mitigation Actions, Bid and Construction Documents; and perform other related services for various projects that may be funded through the Federal Emergency Management Agency (FEMA)'s Public Assistance grant program and/or the U.S. Department of Housing and Urban Development (HUD)'s Community Development Block Grant Disaster Recovery Program. These consulting services shall be performed in accordance with all local, State, and Federal laws, regulations, and executive orders applicable to these grant programs.

### **B. SCOPE OF WORK**

The **School District** seeks to obtain sealed proposals from qualified engineers and architects or multi-disciplinary teams to assist in the assessment of damages to public facilities and infrastructure caused by **Hurricane Michael** and any future damage events within the available term of any agreement executed following this agreement; recommend actions for repair, upgrade, or mitigation; prepare exhibits and other documents; develop Construction Plans, Specifications, Cost Estimates, Mitigation Actions, Bid and Construction Documents; Construction Management; and perform other related services, for various projects that may be funded through the Federal Emergency Management Agency (FEMA)'s Public Assistance grant program, the Hazard Mitigation Grant Program

(HMGP), and/or the U.S. Department of Housing and Urban Development (HUD)'s Community Development Block Grant Disaster Recovery Program. The selected consultant(s) must have knowledge of and provide all services in full compliance with all local, State, and Federal laws, regulations, and executive orders applicable to these grant programs.

## **Scope of Architectural and Engineering Services**

### **1. Preliminary Design Phase:**

#### **a. Site Evaluation:**

- Conduct a site assessment to evaluate the suitability of the existing building for renovations.

#### **b. Programming:**

- Define the space requirements, as required by codes and standards and applicable regulations.

#### **c. Conceptual Design:**

- Develop preliminary design concepts that meet the project objectives
- Cost Estimation
- Provide preliminary cost estimates for the renovation project.

### **2. Design Development Phase:**

#### **a. Architectural Design:**

- Develop detailed architectural plans, including floor plans, elevations, and building sections.

#### **b. Structural Engineering:**

- Assess the structural integrity of the existing building and design structural modifications as necessary.

#### **c. Mechanical, Electrical, and Plumbing (MEP) Engineering:**

- Design MEP systems for the building, including HVAC, electrical, and plumbing.

#### **d. Fire and Life Safety:**

- Ensure compliance with fire and life safety codes, including the installation of necessary systems.

#### **e. Accessibility:**

- Design and implement accessibility features to meet ADA requirements.

### **3. Permitting and Regulatory Compliance:**

#### **a. Prepare and submit permit applications to relevant authorities.**

#### **b. Coordinate with local building officials to obtain necessary approvals and permits.**

#### **c. Ensure compliance with federal grant requirements and reporting.**

### **4. Construction Documentation Phase:**

#### **a. Develop detailed construction drawings and specifications for bidding and construction.**

#### **b. Assist in the selection of contractors through the federal grant's procurement process.**

### **5. Construction Phase:**

#### **a. Construction Administration:**

- Provide on-site inspections and monitoring to ensure the work is executed in accordance with the plans and specifications.

- Respond to requests for information (RFIs) and change orders as needed.
- b. Quality Assurance and Quality Control (QA/QC):
  - Oversee quality control processes during construction to ensure compliance with design and code requirements.

**6. Post-Construction Phase:**

- a. Final Inspection:
  - 1) Conduct a final inspection to verify that the renovated building complies with all relevant codes and regulations.
- b. Project Closeout:
  - 1) Assist in the closeout process, including final inspections, commissioning, and obtaining the Certificate of Occupancy.
- c. Provide as-built drawings and operation manuals to the client.

**7. Deliverables:**

- a. The following deliverables will be provided to the client upon project completion:
  - a. Final architectural and engineering drawings and specifications
  - b. Inspection reports and compliance documentation
  - c. As-built drawings
- b. An assigned project manager will serve as engagement leader and will coordinate the tasks outlined above, taking direction from OWNER's designee. Other consulting staff (subconsultants) will provide support or technical services as required for implementation and accounting or the permanent work.
- c. When authorized, this work will include the assessment and project development for the **School District** building. Project development will also include all permitting, coordination with outside agencies, and any other items necessary to develop the project in compliance with funding source requirements successfully.
- d. This work will include the assessment and project development, when authorized, for any of the **School District's** facilities and infrastructure including, but not limited to: water and sewer facilities, roads, bridges, drainage, parks and other recreational facilities, public buildings, and other structures. Project development will also include all permitting, coordination with outside agencies, and any other items necessary to successfully develop the project in compliance with funding source requirements.
- e. The **School District** may use this RFQ to enter one or more contracts, each comprising one or more partial scopes of work, projects, or stages of work. No work may commence, and no cost may be incurred on any scope of work, project, or work stage without prior written authorization to proceed.
- f. The executed contract will meet all rules for Federal grants, as provided for in Title 44 Code of Federal Regulations and 2CFR 200.317 through 200.326 and Appendix II.

**C. TIMETABLE**

- 1. Last day for requests for written clarification will be

**July 15, 2024 at 10:00 a.m.** Eastern Standard Time.

2. Proposals will be accepted by **Gadsden County School District** no later than **July 22, 2024 at 5:00 p.m.** Eastern Standard Time.

#### **D. SUBMISSION OF PROPOSALS OF QUALIFICATIONS/RATE SCHEDULE**

All interested parties shall submit **one (1)** electronic copy and **five (5)** hard copies of the proposals of qualifications/rate schedule, to Gadsden County School District, Purchasing Office – **ATTN: Andrea Lawson**, 35 Martin Luther King Jr. Blvd. Quincy, Florida 32351, no later than **July 22, 2024, at 5:00 p.m.** Eastern Standard Time.

#### **E. CONSIDERATION OF PROPOSALS**

**This RFQ does not commit the School District to the award of a contract, nor pay of any cost incurred in the preparation and submission of proposal of qualifications in anticipation of a contract. The School District reserves the right to reject any or all proposals of qualifications and to disregard any informality and/or irregularity in the quotation when, in its opinion, the best interest of the School District will be served by such action.** Proposals failing to provide some of the items in the statement of work shall not be rejected per se but any deviations from the scope must be clearly noted.

#### **F. ACCEPTANCE OF QUALIFICATIONS**

The **School District** will notify proposers in writing of acceptance of one or more of the proposals of qualifications and rate schedules. Failure to provide any supplementary documentation to comply with the respondent's submission may be grounds for disqualification.

#### **G. CONTENTS OF RFQ RESPONSE SUBMITTAL**

The following is a list of information to be included in the submittal response:

1. **Executive Summary**
  - a. Name, address, email and telephone numbers.
  - b. Qualifications Statement – Type of service(s) for which individual/firm is qualified.
2. **Table of Contents** - Organized in the order cited in the format contained

herein.

3. **Proposer Qualifications and Experience** - History and background of Proposer, financial strength and stability, with related services to government entities existing customer satisfaction, demonstrated volume of merchants, etc:
  - a. Names/addresses of Principals of Firm.
  - b. Resumes of key personnel with relevant experience.
  - c. Corporate Resolution
  - d. Insurance Certifications
  - e. Company Experience [“Past Projects”] with A/E design projects related to FEMA Funding - (3) similar projects undertaken within the last five (5) years similar in scope.
4. **References** - must include name, entity name, telephone number, & email address. Please provide three (3) references from similar projects completed in the last three years.

## **H. QUALIFICATIONS**

The following general criteria in combination with the Score Card (attached as “Exhibit A”) will be used in evaluating the Qualifications Statements for Contractor selection:

1. Capability to perform all or most of the services required for the project
2. Recent experience with similar or other projects comparable to the proposed project.
3. Reputation for personal and professional integrity and competence.
4. Professional background and caliber of key personnel.
5. Capability to meet schedules and deadlines.
6. Qualifications and experience of the A/E firm.
7. Quality of projects previously undertaken.
8. Degree of interest shown in undertaking this project

## **I. SELECTION PROCESS**

The contract for this project will be awarded through a qualifications-based selection process. All accepted proposals of qualifications and rate schedules will be reviewed by the Selection Committee. The selected firm (or firms) will then be presented to the **School District** authorization to enter a contract for this project. Pricing for all work requested through an executed contract will be negotiated with the firm or firms selected prior to execution of subsequent task orders with a not to exceed the amount stated.

The selection process shall be as follows:

A committee of no more than five (5) **School District** representatives will review all conforming proposals received prior to the deadline. The contents of all proposals will be reviewed based on the Qualifications identified in Section I and will be scored based on the point allocation contained with the **School District's** scorecard, attached hereto as Exhibit A. Each of the selection factors within Exhibit A will be assigned a value based on the total available points for that factor. The scores of all three committee members will be averaged on a final score card to assign a final ranking. Any ties will be judged based on the "References" selection factor, with the highest ranking being determined by the highest-scoring firm. Ties as to the Reference scoring factor will result in the **School District** picking the firm that best meets its needs.

**Exhibit A  
Selection Committee  
Score Card**

<b>Selection Factor</b>	<b>Possible Points</b>	<b>Total Points Awarded</b>
Capacity to Perform	30 pts	
Past Projects	50 pts	
References	20 pts	
Total Score	100 pts	

**J. CONFLICT OF INTEREST**

A proposer filing its qualifications hereby certifies that no officer, agent or employee of the **School District** has a pecuniary interest in this proposal of qualifications and rater schedule or has participated in contract negotiations on behalf of the **School District**; that the proposal of qualifications and rate schedule is made in good faith without fraud, collusion, or connection of any kind with any other Bidder for the same request for proposals of qualifications; the Bidder is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm. The School District will also conduct its own internal conflict of interest review prior to entering contract negotiations with any firms.

**K. INSURANCE REQUIREMENT**

Prior to commencing work hereunder, Vendor at his/its expense will procure **and maintain the following minimum** insurance naming the **Gadsden County School District** - as an additional insured **for both ongoing and completed operations** on liability coverage and furnish certificates as to such on the **School District's** standard certificate form or standard accord form certifying the coverage as follows:

**Contractor** shall maintain the following minimum insurance coverages for the duration of the contract with carriers having a current A.M. Best Rating A-: VI or better. Such limits are minimum limits and do not serve as a cap on **Contractor's** liability under this contract.

**Commercial General Liability Insurance –**

The Vendor shall have and maintain during the life of the contract, Commercial General Liability Insurance in at least the following limits:

- Limits \$1,000,000 each occurrence
- \$2,000,000 general aggregate
- \$1,000,000 products/completed operations aggregate
- \$1,000,000 personal injury and advertising coverage

Such insurance shall name the **Gadsden County School District** as additional insured for both ongoing and completed operations by use of endorsements CG 20 10 and 20 37 or equivalent. Such insurance shall provide a waiver of subrogation in favor of the **Gadsden County School District** and be primary and noncontributory with any coverage maintained by **Gadsden County School District**.

**Business Automobile Liability Insurance** the Vendor shall have and maintain during the life of this contract, Comprehensive Automobile Liability, including owned, non-owned and hired vehicle, of below minimum limits.

- Limits \$1,000,000 combined single limit

Such insurance shall name **Gadsden County School District** as additional insured, contain a waiver of subrogation in favor of the **Gadsden County School District**, and be primary and noncontributory with any insurance coverage maintained by the **Gadsden County School District**.

**Workers' Compensation Insurance**

Limits- Statutory benefits for the State in which operations are being performed  
Employers' Liability Insurance.

- Limits \$1,000,000 each accident
- \$1,000,000 each employee – disease

\$1,000,000 policy limit – disease

Such insurance shall contain a waiver of subrogation in favor of the **Gadsden County School District**. To the fullest extent permitted by law, **Contractor** agrees to fully defend, indemnify and hold harmless **Owner and its employees, officers, and agents**, from and against all losses, expenses, liens, claims, demands, damages, or causes of action of every kind of character whatsoever, for the injury to or death of any persons or damage to property, including costs, attorney's fees and settlements, arising out of or in any way related to **Contractor's** operations under this agreement.

The Vendor shall not cause any insurance to be cancelled or permit any insurance to lapse.

All insurance policies shall contain a clause to the effect that the **Gadsden County School District** shall receive by written notice as evidenced by return receipt of registered or certified letter a ten (10) day notice of non-payment of premiums and notice on cancellation or non-renewal on the policy in accordance with policy provisions.

**In all instances, Vendor must procure insurance naming the Gadsden County School District as an additional insured for ongoing and completed operations on the general and auto liability coverage and include a waiver of subrogation and be primary and noncontributory with any insurance maintained by the City.**

**NOTE TO PROPOSERS:**

- 1) Submit evidence of these Insurance Requirements with all required information set forth in the solicitation documents as your proposal.
- 2) Retain the complete set of Specifications and Contract Documents and a copy of the Insurance Forms for your files.

**L. REQUIREMENTS FOR CORPORATION**

1. ARTICLES OF INCORPORATION
2. CERTIFICATE OF CORPORATE RESOLUTION
3. CERTIFICATE OF GOOD STANDING

**THESE WILL BE REQUIRED PRIOR TO EXECUTION OF CONTRACT.**



## **M. REQUIRED CLAUSES / ANTI-LOBBYING**

This procurement and any contracts entered as a result must be fully compliant with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements found in 2 Code of Federal Regulations (“CFR”) Part 200 et seq. In particular, the contract clauses included in this solicitation as “Exhibit B” will be incorporated into any agreement reached with any firm selected for negotiation. Additionally, as part of the proposal, contractor will also execute an Anti-Lobbying Certification as “Exhibit C”.

## **N. SUSPENSION & DEBARMENT**

The services sought through this procurement are subject to the debarment and suspension regulations implementing Executive Order 12549, Debarment and Suspension (1986) and Executive Order 12689, Debarment and Suspension (1989) at 2 C.F.R. Part 180 and the Department of Homeland Security’s regulations at 2 C.F.R. Part 3000 (Non-procurement Debarment and Suspension). Prior to execution of any contracts resulting from this procurement, all contractors any identified sub-contractors must provide satisfactory evidence that they are neither debarred nor suspended as determined by the federal government’s System for Award Management.

## **O. CONTRACT DURATION**

The contract resulting from this RFQ will have a base period length of **24 months**, beginning on the effective date of the contract or the date of the **School District’s** Authorized Agent’s signature, whichever is later. The **School District** reserves the right to renew the contract for an additional two (2) years which, if exercised, would result in a total contract period of four (4) years.

### **Exhibit B**

#### **Required Clauses – Contract Provisions for Non-Federal Entity Contracts Under Federal Awards Under 2 CFR Part 200**

Throughout the performance of any work under this Agreement, the CONTRACTOR agrees to abide by the following clauses and requirements:

1. **Equal Employment Opportunity.** During the performance of this Agreement, the CONTRACTOR agrees as follows:
  - a. CONTRACTOR will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. CONTRACTOR will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for

training, including apprenticeship. CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

- b. CONTRACTOR will, in all solicitations or advertisements for employees placed by or on behalf of the CONTRACTOR, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
- c. CONTRACTOR will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of CONTRACTOR's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- d. CONTRACTOR will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- e. CONTRACTOR will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- f. In the event of CONTRACTOR's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this Agreement may be canceled, terminated, or suspended in whole or in part and the CONTRACTOR may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- g. The CONTRACTOR will include the portion of the sentence immediately preceding paragraph (a) and the provisions of paragraphs (a) through (g) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The CONTRACTOR will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event that CONTRACTOR becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the CONTRACTOR may request the United States to enter into such litigation

to protect the interests of the United States.

2. **Compliance with the Davis-Bacon Act and the Copeland "Anti-Kickback" Act.** As required by Federal program legislation:

- a. CONTRACTOR agrees that it shall comply with the *Davis-Bacon Act (40 USC 3141-3144 and 3146-3148)* as supplemented by the Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction").
  - i. In accordance with the statute, CONTRACTOR is required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, CONTRACTOR shall pay wages not less than once a week. CONTRACTOR agrees that, for any Task Order to which this requirement applies, the Contract is conditioned upon CONTRACTOR's acceptance of the wage determination.
- b. CONTRACTOR agrees that it shall comply with the *Copeland "Anti-Kickback" Act (40 USC 3145)*, as supplemented by the Department of Labor regulations (29 CFR Part 3, "CONTRACTORS and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States") and are incorporated by reference into this Agreement.
  - i. Contractor. The CONTRACTOR shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this Agreement.
  - ii. Subcontracts. The CONTRACTOR or subcontractor shall insert in any subcontracts the clause above and such other clauses as the FEMA may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.
  - iii. Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a CONTRACTOR and subcontractor as provided in 29 C.F.R. § 5.12.

3. **Compliance with the Contract Work Hours and Safety Standards Act.**

- a. Overtime requirements. The CONTRACTOR or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall not require nor permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
- b. Violation; liability for unpaid wages; liquidated damages. In the event of

any violation of the clause set forth in paragraph (1) of this section the CONTRACTOR and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, the CONTRACTOR and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (a) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (a) of this section.

- c. Withholding for unpaid wages and liquidated damages. The CLIENT shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the CONTRACTOR or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the *Contract Work Hours and Safety Standards Act*, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such CONTRACTOR or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (b) of this section.
- d. Subcontracts. The CONTRACTOR or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (a) through (d) of this section and a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime CONTRACTOR shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (a) through (d) of this section.

4. **Rights to Inventions Made Under a Contract or Agreement.** As required by Federal program legislation, CONTRACTOR agrees to comply with the requirements of 37

C.F.R. Part 401 (Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements), and any implementing regulations issued by FEMA.

5. **Clean Air Act and Federal Water Pollution Control Act.** As required by Federal program legislation: CONTRACTOR agrees to comply with the following federal requirements:

a. Clean Air Act.

- i. The CONTRACTOR agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. (2)
- ii. The CONTRACTOR agrees to report each violation to the CLIENT] and understands and agrees that the CLIENT will, in turn, report each violation as required to assure notification to the

State of Louisiana, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

iii. The CONTRACTOR agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

b. Federal Water Pollution Control Act

i. The CONTRACTOR agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.

ii. The CONTRACTOR agrees to report each violation to the CLIENT and understands and agrees that the CLIENT will, in turn, report each violation as required to assure notification to the State of Louisiana, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

iii. The CONTRACTOR agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

**6. Suspension and Debarment.**

a. This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2

C.F.R. pt. 3000. As such the CONTRACTOR is required, and will, verify that neither CONTRACTOR, its principals (defined at 2 C.F.R. § 180.995), nor its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

b. The CONTRACTOR will comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters.

c. CONTRACTOR's certification is a material representation of fact relied upon by the CLIENT. If it is later determined that the CONTRACTOR did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to State of Louisiana, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

d. The CONTRACTOR agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C throughout the period this Agreement. The CONTRACTOR further agrees to include a provision requiring such compliance in its lower-tier covered transactions.

**7. Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended)**

a. The CONTRACTOR certifies to the CLIENT that it has not and will not use Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. *The required Certification is provided as an addendum to this Agreement.*

b. CONTRACTOR will also ensure that each tier of subcontractor(s) shall

also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures will be forwarded from tier- to-tier up to the CLIENT.

8. **Procurement of Recovered Materials.** As required by federal program legislation, CONTRACTOR agrees to the following:
  - a. In the performance of this contract, the CONTRACTOR shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired:
    - i. competitively within a timeframe providing for compliance with the contract performance schedule;
    - ii. meeting contract performance requirements; or
    - iii. at a reasonable price.
  - b. Information about this requirement, along with the list of EPA-designate items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.
9. **Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.** [48 CFR 52.204-25, Feb.23, 2024]
  - a. Recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:
    1. Procure or obtain;
    2. Extend or renew a contract to procure or obtain; or
    3. Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
  - b. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
  - c. Telecommunications or video surveillance services provided by such entities or using such equipment. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country. See link below for prohibition on Contracting for Telecommunications and Video Surveillance Services or Equipment.

[https://www.acquisition.gov/far/52.204-25#:~:text=\(a\)%20Definitions,commercial%20services](https://www.acquisition.gov/far/52.204-25#:~:text=(a)%20Definitions,commercial%20services)

- d. **DHS Seals, Logos, and Flags.** The CONTRACTOR shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.
- e. **Compliance with Federal Law, Regulations, and Executive Orders.** The CONTRACTOR acknowledges that FEMA financial assistance will be used to fund the contract only. The CONTRACTOR will comply with all applicable federal law, regulations, executive orders, FEMA policies, procedures, and directives.
- f. **No Obligation by Federal Government.** “The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, CONTRACTOR, or any other party pertaining to any matter resulting from the contract.
- g. **Program Fraud and False or Fraudulent Statements or Related Acts.** The CONTRACTOR acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the CONTRACTOR actions pertaining to this Agreement.
- h. **Domestic Preferences for Procurements.** [85 FR 49543, Aug. 13, 2020, as amended at 88 FR 57790, Aug. 23, 2023] This content is from the eCFR and is authoritative but unofficial.
  - 1. As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.
  - 2. For purposes of this section: (1) “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. (2) “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.
- i. **Federal Water Pollution Control Act (33 U.S.C. 1251 et seq)**
  - 1. The contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
  - 2. The contractor agrees to report each violation to the Owner and understands and agrees that the Owner Inc will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
  - 3. The contractor agrees to include these requirements in each subcontract

exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

j. **License and Delivery of Works Subject to Copyright and Data Rights**  
The Contractor grants to the Owner, a paid-up, royalty-free, nonexclusive, irrevocable, worldwide license in data first produced in the performance of this contract to reproduce, publish, or otherwise use, including prepare derivative works, distribute copies to the public, and perform publicly and display publicly such data. For data required by the contract but not first produced in the performance of this contract, the Contractor will identify such data and grant to the Owner or acquires on its behalf a license of the same scope as for data first produced in the performance of this contract. Data, as used herein, shall include any work subject to copyright under 17 U.S.C. § 102, for example, any written reports or literary works, software and/or source code, music, choreography, pictures or images, graphics, sculptures, videos, motion pictures or other audiovisual works, sound and/or video recordings, and architectural works. Upon or before the completion of this contract, the Contractor will deliver to the Owner data first produced in the performance of this contract and data required by the contract but not first produced in the performance of this contract in formats acceptable by the Owner.

k. **Access to Records:** The following access to records requirements apply to the Contracting Firm, which includes its successors, transferees, assignees, and subcontractors:

1. The Contracting Firm agrees to provide the FKEC, the State of Florida, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records which are directly pertinent to this Agreement for the purpose of making audits, examinations, excerpts, and transcriptions.
2. The Contracting Firm agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed; and
3. Contracting Firm agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under this Agreement.
4. In compliance with section 1225 of the Disaster Recovery Reform Act of 2018, the Florida Keys Electric Cooperative Association, Inc. and the Contractor acknowledge and agree that no language in this contract is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.

10. **2 CFR 200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms**

- a. Any party to this Contract, when expending any Federal funds received under this Agreement, must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. These steps are required for the hiring of any



subcontractors under this Contract.

- b. Affirmative steps must include:
  1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
  2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
  3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
  4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and
  5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

**Exhibit C**

**44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING**

The undersigned [Contractor] certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, \_\_\_\_\_, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 32 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Authorized Agent:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Request for Qualifications (RFQ):  
Architectural and/or Engineering  
Services For:

**Carter Parramore Academy For  
Disaster Damages to Impacted  
School District Facilities and  
Infrastructure due to Hurricane  
Michael from 2018.**



**Gadsden County  
School District**

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

Date:  
July 26, 2024

RFQ 2024-003

HIGH SCHOOL

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**Gadsden County School District**  
35 Martin Luther King Jr. Blvd,  
Quincy, Florida. 32351

**RE: RFQ#2024-003**  
Professional Architectural Consulting  
Services Continuing Contract

# Letter of Intent

**MLD Architects** is pleased to present this proposal for Architectural, Interior Design and Engineering Services for the Carter Parramore Academy for Disaster Damages due to Hurricane Michael, and the opportunity to highlight our experience and credentials for your consideration. We believe you will find we have the appropriate background, knowledge, and staff to provide highly qualified professional design services for your upcoming project.

For the last 40 years MLD Architects has worked with local school boards on a variety of educational projects, from new school buildings, cafeteria expansions to repairs and renovations. We have been called upon in cases of emergencies as well as future planning of campus expansion. Not only have we worked with local schools, but MLD has been under continuing contracts with the Department of Management Services and Florida Department of Corrections and have worked on emergency projects with both entities. MLD and our staff have provided expedited design services to get Buildings back on line from roof and exterior envelope damage from Hurricanes and Tornadoes. We are currently under contract to provide drone imagery and infrared services on over fifteen buildings in Tallahassee from the recent Tornadoes that ripped through our area. We have worked on Correctional facilities in Bay County to get new roofs installed. The list goes on, but in short, these emergency repair type services are provided by MLD Architects and we have the knowledge and expertise to assist Gadsden County in your restoration efforts the Carter Parramore Academy.

We thank you for consideration of our submittal, and we look forward to the opportunity to grow our working relationship with Gadsden County Schools.

Sincerely,

Handwritten signature of J.J. Scott in black ink.

**J.J. Scott, AIA, LEED AP BD+C**  
*President*

Handwritten signature of Iain Harnden in black ink.

**Iain Harnden, IIDA, LEED AP**  
*Vice President*



**01**

# Executive Summary



# Executive Summary



**At MLD Architects**, we thrive on creative design that respects its context. Whether we're preserving and repurposing existing structures or creating new places for our clients to work, play and live, we assemble expert teams to assess needs, create consensus and design outstanding architectural solutions. We are dedicated to enriching the cultural heritage of the neighborhoods and communities in which we work, and to advancing sustainable design.

We also believe a project's success begins with the owner/architect relationship. We strive to provide excellent service with an experienced team of designers, who are working to assist you in the management and design of your facilities. We are able to manage your projects from start to finish with minimal interruption to your everyday operations. Your projects will be personally planned, designed, coordinated, administered, and supervised by the Principal Architect, JJ Scott, AIA, and the Senior Project Manager, Iain Harnden, LEED AP, to ensure completed schedules and overall project control.

**40+ YEARS**

OF PRE-K-12 & UNIVERSITY EXPERIENCE

**30+ YEARS**

OF EXPERIENCE WITH LOCAL SCHOOLS AND DISTRICTS

“

*MLD Architects provides excellent detailed construction documents, accurate budget estimates and thorough construction administration services. The principals of the firm manage and supervise all aspects of these projects and they are extremely responsive to their clients.”*

- DAVID MILLER, WAKULLA COUNTY SCHOOLS

“

*The staff members of this firm are very responsive to their customers, extremely knowledgeable regarding all aspects of architectural design and construction administration, and are always a pleasure to work with.”*

- MARVIN BEARD, FLORIDA STATE UNIVERSITY



02

# Proposer Qualifications and Experience







**02**

## Proposer Qualifications and Experience



**A** Names/addresses of Principals of Firm



**JERRY A. SCOTT**  
**AIA, LEED AP BD+C**  
**Principal Architect**

Address: 211 John Knox Road,  
Suite 105, Tallahassee Florida  
32303



**IAIN HARNDEN**  
**IIDA, LEED AP ID+C**  
**Vice President,**  
**Interior Designer**

Address: 4623 Forest Ridge  
Dr, Tallahassee, FL 32309



# JERRY A. SCOTT

**AIA, LEED AP BD+C**

**Principal Architect**

### PROFILE

An expert in historic preservation, roofing and waterproofing projects, JJ has experience in all aspects of project management and has worked with various state and local governments. A LEED accredited professional since 2006, he was assigned the specialty credential of Building Design and Construction in 2010. J. J. also volunteers with various youth programs and is an active member of A.I.A.

### YEARS WITH MLD ARCHITECTS

17

### REGISTRATION/CERTIFICATION

**Registered Architect Florida**  
AR96289 / NCARB #75053

**LEED Accredited Professional**  
10025427

### EDUCATION

**2007:** Florida A & M University  
Master of Architecture

**2005:** Florida A & M University  
B.S. Architectural  
Studies

### PROFESSIONAL AFFILIATIONS

**A.I.A. Tallahassee**  
Member, Previous Assoc. Dir.

**A.I.A. Florida**  
Member, Previous Assoc. Dir.,  
Secretary/Treasurer,

Current Vice President  
**USGBC**

850-385-9200

850-516-3498

JJ@mldarchitects.com

### RELATED EXPERIENCE

• **COBB MIDDLE SCHOOL CLASSROOMS**  
Renovations / Project Architect  
\$4,600,000 SF : 67,000

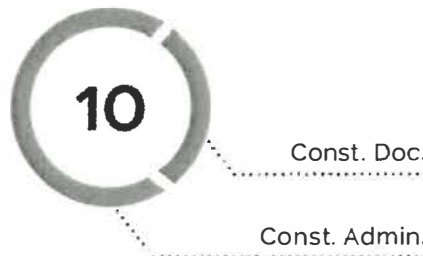
• **HAWKS RISE NEW WING & KITCHEN/DINING**  
Expansion & Remodeling / Project Architect  
\$4,200,000 SF : 22,925

• **OAKRIDGE ELEMENTARY SCHOOL**  
Reroof / Project Architect  
\$969,000 SF : 50,951

• **WAKULLA COUNTY HIGH SCHOOL**  
Addition / Project Architect  
\$394,574 SF : 3,500

### JOB ASSIGNMENTS

#### CURRENT PROJECTS



#### AVAILABILITY





# IAIN HARN DEN

IIDA, LEED AP ID+C

Vice President, Interior Designer

### PROFILE

As a former FSU Track and Field competitor as well as a former 2000 Olympic athlete, Iain understands the value of performing to your personal best and has the skills required to perform well under pressure. As VP of the firm, Iain is responsible for all aspects of project management, including oversight of project coordination, schedules and budgets. He is LEED certified and head of MLD's interior design department.

### YEARS WITH MLD ARCHITECTS

22

### REGISTRATION/CERTIFICATION

Registered Interior Designer - FL  
ID4790 / NCIDQ #75053

LEED Accredited Professional  
10111029

### EDUCATION

2007: Florida State University  
B.S. Interior Design

### PROFESSIONAL AFFILIATIONS

A.I.A. Tallahassee  
Associate Member

IIDA North Florida:  
Member

USGBC  
Member

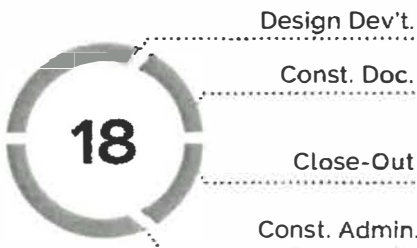
- 850-385-9200
- 850-443-1122
- iain@mldarchitects.com

### RELATED EXPERIENCE

- GILCHRIST ELEMENTARY SCHOOL ADDITION**  
Classroom Building Addition / Project Manager  
\$2,400,000 SF : 12,000
- KATE SULLIVAN WINDOW REPLACEMENT**  
Window Replacement / Project Manager  
\$1,195,087 SF : 25,454
- RICKARDS HIGH SCHOOL**  
Renovation / Project Manager  
\$2,000,000 SF : 43,500
- TRINITY CATHOLIC SCHOOL ADDITION**  
Classroom Addition, Renovation / Project Manager  
\$1,800,000 SF : 18,000

### JOB ASSIGNMENTS

#### CURRENT PROJECTS



#### AVAILABILITY





# ROOSEVELT BIVENS

**RRO**

**Project Manager**

### PROFILE

Roosevelt Bivens joined MLD Architects in 2000, after graduating from Florida A & M University with a Bachelor of Architecture degree. While completing his architectural studies, Mr. Bivens minored in the field of Building Construction Technology with an emphasis on project management. Mr. Bivens has worked on numerous projects from schematics to construction administration, excelling in the areas of roof renovations, building exterior envelope waterproofing and historic preservation.

### YEARS WITH MLD ARCHITECTS

22

### REGISTRATION/CERTIFICATION

**Graduate Architect**

Anticipated Licensure 2025

### EDUCATION

- 2000: Florida A&M University  
Bachelor of Architecture
- 1999: Florida A&M University  
B.S. of Architectural Studies
- 1993: Tallahassee  
Community College  
Associate of Arts

### RELATED EXPERIENCE

- WAKULLA COUNTY HIGH SCHOOL**  
Reroofing / Roofing Project Manager  
\$1,300,000 SF : 81,600
- OAKRIDGE ELEMENTARY SCHOOL REROOF**  
Renovation / Roofing Project Manager  
\$969,000 SF : 50,951
- NIMS MIDDLE SCHOOL RENOVATIONS**  
Lab/Classroom Renovations / Asst. Project Manager  
\$260,000 SF : 2,500
- PINEVIEW MIDDLE SCHOOL ADDITION**  
Classroom Wing Addition / Envelope Project Manager  
\$1,300,000 SF : 4,965

### PROFESSIONAL AFFILIATIONS

**RRO : North Florida**

Allied Member

**A.I.A. Florida**

Associate Member

850-385-9200

850-591-3640

roosevelt@mldarchitects.com

### JOB ASSIGNMENTS

#### CURRENT PROJECTS



#### AVAILABILITY





# LENDL HODGE

**Associate AIA,  
Project Manager**

### PROFILE

Mr. Hodge has worked on a number of projects from schematics to Construction Administration, focusing in the areas of roofing, exterior envelope waterproofing, site hardening, building interior renovations and life safety. These disciplines have been utilized in various projects for schools, universities, local government, the State of Florida and projects on the National Historic Register.

### YEARS WITH MLD ARCHITECTS

8

### REGISTRATION/CERTIFICATION

Graduate Architect  
Anticipated Licensure 2025

### EDUCATION

2000: Florida A&M University  
Master of Architecture

### PROFESSIONAL AFFILIATIONS

A.I.A. Tallahassee:  
Assoc. Member

Technology Director and Board  
Member, Maranatha Seventh-Day  
Adventist Church

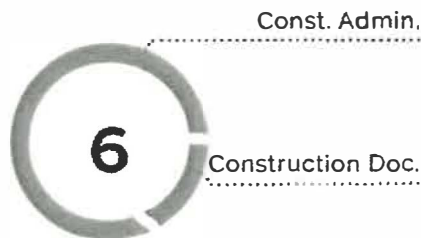
- 850-385-9200
- 925-628-1629
- lendl@mldarchitects.com

### RELATED EXPERIENCE

- BLOXHAM BUILDING**  
Historic Bldg. Investigation & Reroof / Project Manager  
\$1,037,433      SF: 19,200
- OAKRIDGE ELEMENTARY SCHOOL REROOF**  
Renovation / Assistant Project Manager  
\$969,000      SF : 50,951
- RA GRAY WINDOW REPLACEMENT**  
Renovation / Assistant Project Manager  
\$55,000      SF : N/A
- KATE SULLIVAN WINDOW REPLACEMENT**  
Window Replacement / Assistant Project Manager  
\$1,195,087      SF : 25,454

### JOB ASSIGNMENTS

#### CURRENT PROJECTS



#### AVAILABILITY





# TABITHA RUDD

**ASID**

**Project Manager**

### PROFILE

Tabitha grew up observing her father, a former contractor, and decided to combine the teachings of her youth, creativity and functionality by studying Interior Design at FSU. As a Project Manager, Tabitha is responsible for many aspects of project management including programming, site verification, space planning, drawings and coordination of Construction Documents, materials selection, and Contract Administration.

### YEARS WITH MLD ARCHITECTS

14

### REGISTRATION/CERTIFICATION

Florida Registered Interior Designer  
ID 6651

NCIDQ Certificate  
No. 35247

### EDUCATION

2007: Florida State University  
B.S. Interior Design

### PROFESSIONAL AFFILIATIONS

American Society of Interior Designers  
Professional Member

850-385-9200

850-728-0175

tabitha@mldarchitects.com

### RELATED EXPERIENCE

**HAWKS RISE NEW WING & KITCHEN/DINING**  
Expansion & Remodeling / Asst. Project Manager  
\$4,200,000 SF : 22,925

**GILCHRIST ELEMENTARY SCHOOL ADDITION**  
Classroom Building Addition / Asst. Project Manager  
\$2,400,000 SF : 12,000

**NIMS MIDDLE SCHOOL RENOVATIONS**  
Lab/Classroom Renovations / Asst. Project Manager  
\$260,000 SF : 2,500

**COMMUNITY CHRISTIAN SPORTS PAVILION**  
Renovation / Assistant Project Manager  
\$ 1,500,000 SF : 7,600

### JOB ASSIGNMENTS

#### CURRENT PROJECTS



#### AVAILABILITY





**CERTIFICATE OF LIABILITY INSURANCE**

MLDARCH-01

ASOSTENUTO

DATE (MM/DD/YYYY)  
7/15/2024

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

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or 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).

<b>PRODUCER</b> JCJ Insurance Agency, LLC 2208 Hillcrest Street Orlando, FL 32803	<b>CONTACT NAME:</b>		
	<b>PHONE (A/C, No., Ext):</b> (321) 445-1117	<b>FAX (A/C, No.):</b> (321) 445-1076	
	<b>E-MAIL ADDRESS:</b> certs@jcj-insurance.com		
<b>INSURED</b>  MLD Architects, LLC 211 John Knox Rd., Ste. 105 Tallahassee, FL 32303	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> Phoenix Insurance Co. (Travelers)		25623
	<b>INSURER B:</b> Travelers Property & Casualty of America		25674
	<b>INSURER C:</b> Travelers Casualty & Surety Co.		19038
	<b>INSURER D:</b> National Casualty Company		11991
	<b>INSURER E:</b>		
<b>INSURER F:</b>			

INSR	TYPE OF INSURANCE	ADDITIONAL	SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<b>A</b>	<b>COMMERCIAL GENERAL LIABILITY</b> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X	X	6808H724243	3/8/2024	3/6/2025	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (EIL OCCUR/PROP) \$ <b>1,000,000</b> MED EXP (Any one person) \$ <b>5,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b> \$
<b>A</b>	<b>AUTOMOBILE LIABILITY</b> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	X	X	6808H724243	3/6/2024	3/6/2025	COMBINED SINGLE LIMIT (EIL OCCUR) \$ <b>1,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
<b>B</b>	<b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR EXCESS LIAB CLAIMS-MADE <input checked="" type="checkbox"/> X DED <input checked="" type="checkbox"/> RETENTION \$ <b>10,000</b>	X	X	CUP6N556795	3/6/2024	3/6/2025	EACH OCCURRENCE \$ <b>1,000,000</b> AGGREGATE \$ <b>1,000,000</b> \$
<b>C</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below		X	UB0K59780A	3/6/2024	3/6/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ <b>1,000,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>1,000,000</b>
<b>D</b>	<b>Professional Liab</b>			JEO0002559	3/6/2024	3/6/2025	Per Claim/Aggregate <b>2,000,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 RE: RFQ#2024-003; Engineering and/or Architectural Services for Disaster Damages to Impacted School District Facilities and Infrastructure  
 Gadsden County School District is an Additional Insureds with regards to General, Auto and Umbrella Liability when required by written contract. Coverage is Primary & Non-Contributory with respect to all policies. A Waiver of Subrogation for all policies applies when required by written contract.

<b>CERTIFICATE HOLDER</b>  Gadsden County School District Purchasing Office ATTN: Andrea Lawson, 35 Martin Luther King Jr. Blvd. Quincy, FL 32351	<b>CANCELLATION</b>  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 
---	--

03

# Company Experience





# 03 Company Experience



## McKenzie House

### PROJECT NARRATIVE

Hurricane Michael affected the panhandle of Florida on 10/10/2018. It made landfall as a Category 5 Major Hurricane it made landfall at Mexico Beach and caused devastation throughout the surrounding areas. Due to the age and condition of the damaged asset repairs need to fall under the Florida Building Codes for Historic Compliance and Repairs. The scope of work included a complete reroof, as well as rebuilding and structurally retrofitting existing damaged chimneys. The scope also included the repair of the damaged siding, plaster, cracks in existing brickwork or pavers, and various interior wood trim and flooring that has been damaged by water intrusion caused by the storm. Also included was the restoration of windows, screens and the existing portico and pergola effected by the storm, as well as encapsulation of and all lead paint.

### PROJECT OWNER

Madrid CPWG

### OWNER CONTRACT

Jason Alderman, Associate Principal  
20323 NE Maria Avenue  
Blountstown, FL 32424



# Calhoun County Courthouse Hurricane Damage Repairs & Stabilization

## PROJECT NARRATIVE

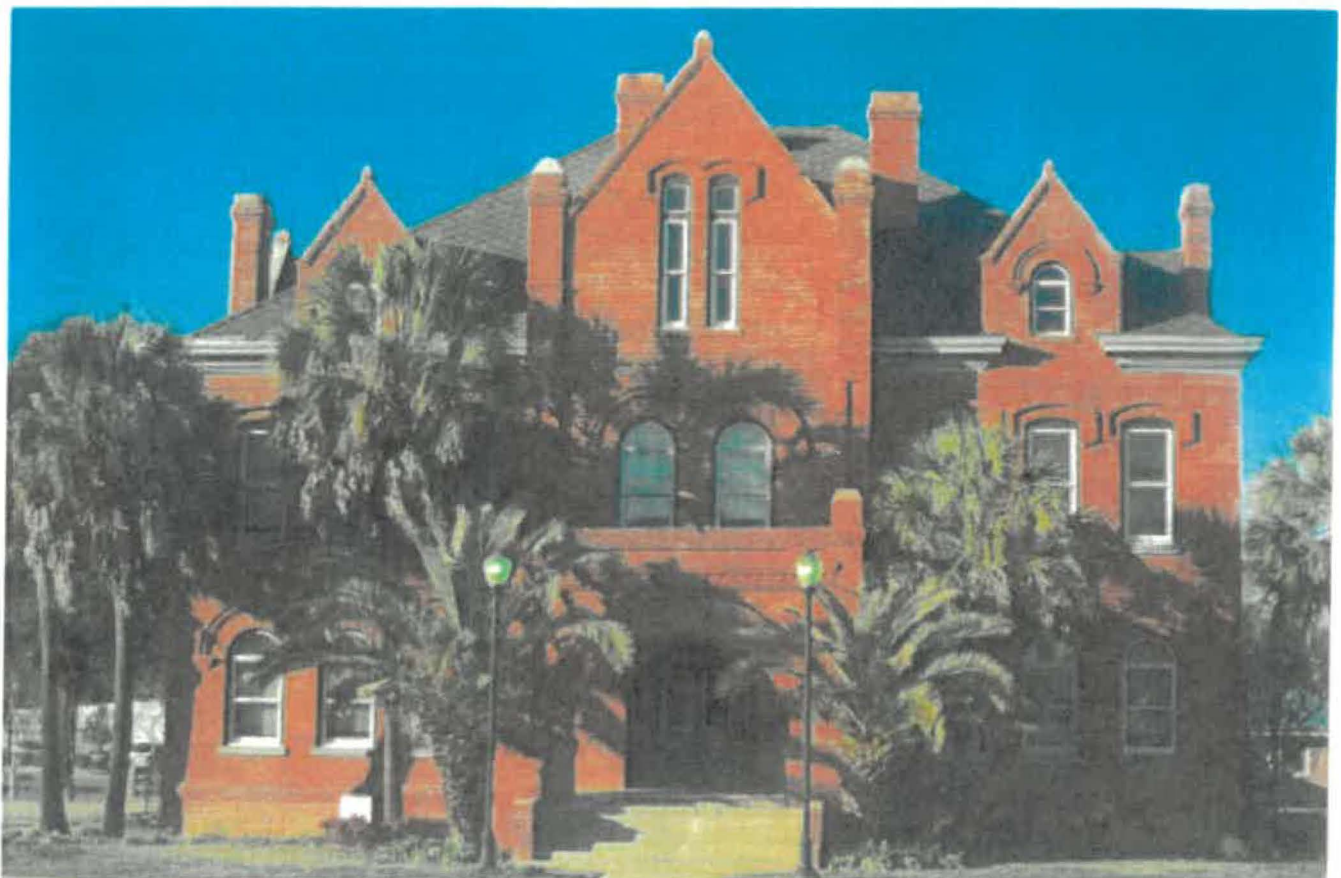
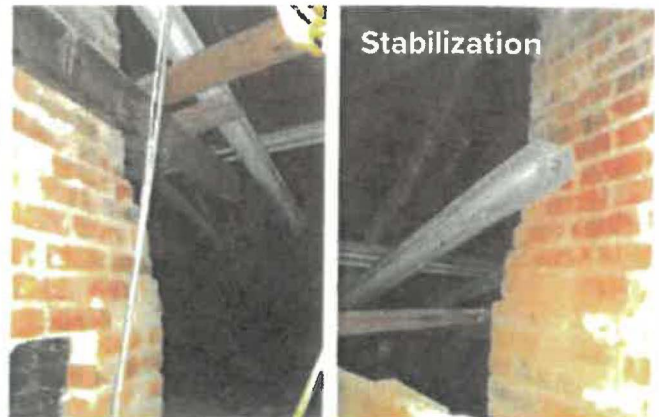
The work includes removing the existing roofing systems down to the existing structural wood deck, repairing the structural roof decking, sistering all damaged rafters, as needed. Installing a slip sheet, self-adhesive asphaltic underlayment at valleys, perimeter edges and rakes, synthetic underlayment and installing a UL class "A" diamond shaped metal shingle roofing and flashing system in compliance with the current Florida Building Code (FBC). The work also includes rebuilding the existing fallen chimneys, where notes, and cleaning, repairing of the existing perimeter built-in gutter and galvanized cornice molding to match adjacent profiles, as needed. Restore existing transom window on east side of the building and restore basement level door. Repair spalled/missing brick in existing brickwork. Restore and refinish existing wood floors in first and second story. Also includes various wall plaster repairs and wood ceiling repairs, as needed. Also includes the removal and installation of new carpet in selective areas.

## PROJECT OWNER

CPWG Engineering

## OWNER CONTACT

MLD Architects, LLC



# Hawks Rise Elementary School

## PROJECT NARRATIVE

To accommodate the increasing capacity of the school, a new eight classroom addition with auxiliary storage, teacher planning and restrooms as well as a kitchen expansion with cafeteria remodel were provided. The new enlarged kitchen was designed with additional space for meal prep, cooking and cold and dry storage while the serving areas were carefully planned to allow for the most efficient movement of children through the lines.

## PROJECT OWNER

Leon County School Facilities

## OWNER CONTACT

Rep.: Russ Waters | 850-617-5912  
3420 W. Tharpe St. Tallahassee, FL 32303



# Gilchrest Elementary School

## PROJECT NARRATIVE

The project consisted of a new classroom wing addition, including two science classrooms and six Intermediate classrooms. The work included site work, concrete, masonry walls, light gauge roof trusses, metal roof deck, architectural woodwork, waterproofing, doors and frames, aluminum windows, glazing, acoustical ceilings, carpeting, hardware, interior finishes and furnishings, all mechanical ventilation systems, plumbing, and all electrical work, including power, lighting, fire alarm system, and data/communications.

## PROJECT OWNER

Leon County School Facilities

## OWNER CONTACT

Rep.: Rod McQueen | 850-617-5912  
3420 W. Tharpe St. Tallahassee, FL 3230



# Pineview Elementary School

## PROJECT NARRATIVE

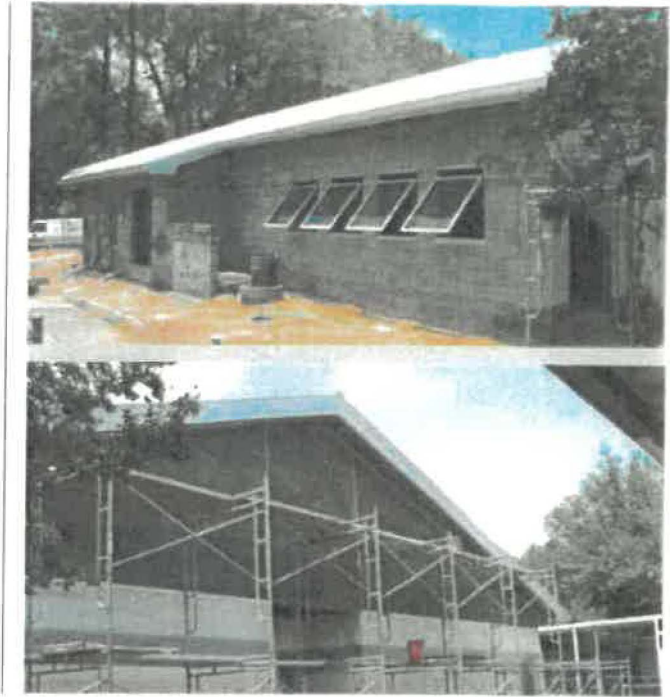
This project included a four classroom addition, reroofing and interior renovations. The classroom addition was constructed out of concrete masonry units with a metal roof to tie into the existing school appearance. Operable windows were utilized to provide natural ventilation, as well as emergency egress.

## PROJECT OWNER

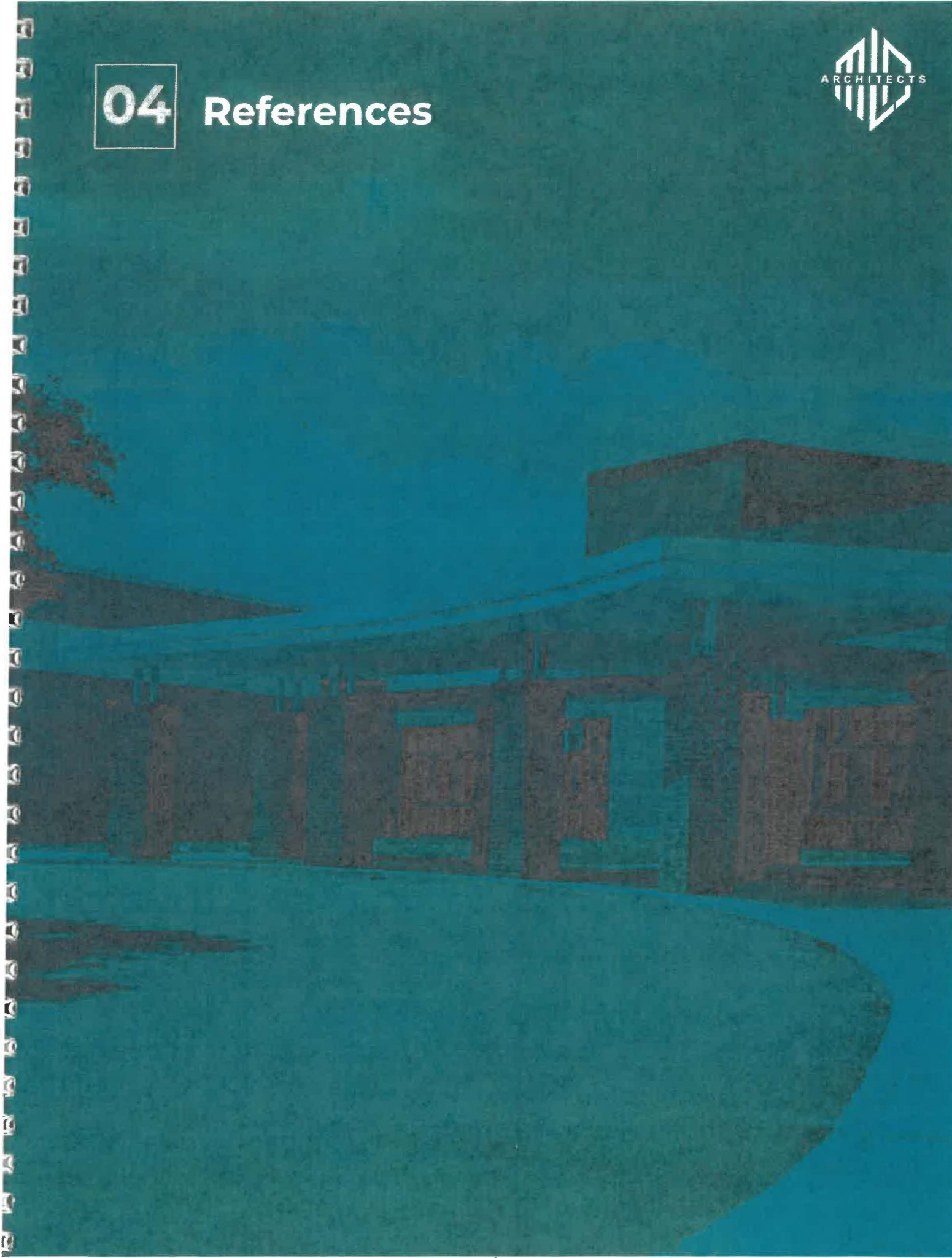
Leon County School Facilities

## OWNER CONTACT

Rep.: Rod McQueen | 850-617-5912  
3420 W. Tharpe St. Tallahassee, FL 3230



# 04 References



# 04 References



## 01 LEON COUNTY SCHOOLS

- **Rod McQueen**
- **Phone: 850-617-5912**
- **Address: 3420 W. Tharpe St. Tallahassee, FL 32303**
- **Email:**

MLD Architects has had a 30+ year relationship with Leon County Schools and successfully completed dozens of projects for their team over the years. Most notably, MLD Architects has completed projects on campuses such as Griffin Middle, WT Moore, Sealey Elementary, Chiles High School, Hawks Rise Elementary, Kate Sullivan Elementary, Cobb Middle, Rickards High School, the Central Kitchen facility, and more.

## 02 BROWARD COUNTY SCHOOLS

- **Nate Davenport**
- **Phone: 561-401-4992**
- **Address: 215 Alt. A1A Suite 2000 Jupiter, FL 33477**
- **Email**

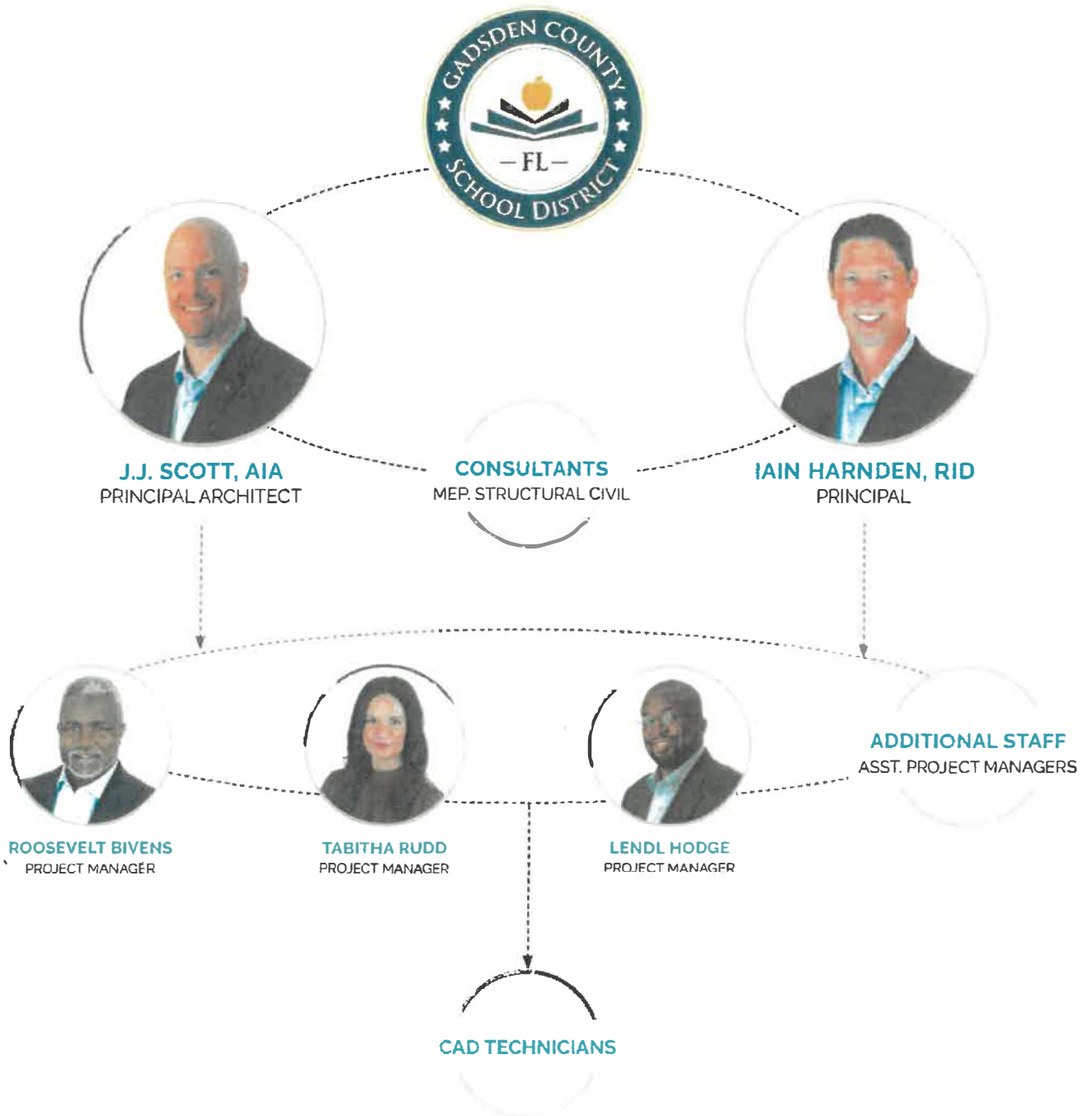
MLD Architects was contracted by RGD Consulting Engineers to conduct surveys and provide evaluations of the existing roofing assemblies for 7 Broward County Schools. Our team's process included researching and reviewing existing drawings and records, site investigations, surveying the roofs, performing roof cores, moisture testing, infrared scans, and pull-out resistance testing. We then providing comprehensive reports with the findings and recommendations for roof repairs and replacements. These reports will be utilized as part of the roof replacement design by RGD Consulting Engineers.

## 03 WAKULLA COUNTY SCHOOLS

- **Randy Bristol**
- **Phone: 850-926-0065**
- **Address: 69 Arran Rd. Crawfordville, FL 32327**

Most recently, MLD Architects worked with Wakulla County Schools to work on Wakulla County High School to Services for design, construction documentation, coordination of mechanical, electrical, civil and structural consultants and documents, bidding/negotiation and construction administration for the construction of an approximately 3500 SF welding shop/classroom building. MLD Architects provided several schematic drawings to provide the most efficient use of space. Ongoing communication and thoughtful planning were contributing factors to the project staying within budget and finishing on time.

# Organizational Chart





## Exhibit C

### 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING

The undersigned [Contractor] certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, MLD Architects, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 32 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Authorized Agent:

Name: JJ Scott  
Title: President  
Date: July 22, 2024



211 John Knox Road, Suite 105,  
Tallahassee Florida 32303  
FL AR96289  
**+1 850-385-9200**

**GADSDEN COUNTY SCHOOL DISTRICT**  
 CPA Architectural and/or Engineering Services  
 RFQ Scoring Sheet

Name of Scorer: Brenton E. Hudson

Date: 10/16/24

Name of Vendor: MLD Architects

Total Score: 118

The proposer shall submit their proposal on 8.5 in. x 11 in. paper, organized in a 3 ring or spiral binder with each section separated by tabs that are labeled and numbered. With exception of headers and footers, font size shall not be smaller than 10.

	Possible Points	Earned Points
<p><b>Cover Page</b> - The cover page shall identify the following:</p> <ol style="list-style-type: none"> <li>1. Company Name</li> <li>2. Due Date and Time</li> <li>3. RFQ Number</li> <li>4. The Owner's Name</li> <li>5. Gadsden County School</li> </ol>	10	8
<p><b>Letter of Transmittal</b> – Provide the firm's name, principle's name, business address, and telephone number. Give a brief description of services being requested (this demonstrates to the owner the intent of the Request is understood). Letter of Transmittal must not be more than one page on Proposer's company letterhead.</p>	10	10
<p><b>TAB 1: Length of Time in Business</b> Rank the firm based on the number of years in business.</p>	20	20
<p><b>TAB 2: Company Location</b> Rank the firm based on the location of home and branch offices.</p>	15	15
<p><b>TAB 3: Insurance Carrier, Bonding Capacity, Litigation and Settlements</b> Rank the firm based on proof of insurance, bonding capacity, and applicable coverage for this project. In addition, disclose any pending litigation and any settlements in the past five (5) years.</p>	15	15
<p><b>TAB 4: Availability to Start and Meet Schedule</b> Rank the firm based on their current workload, availability, and ability to start and complete the project on time.</p>	20	20
<p><b>TAB 5: Past Performance – Five (5) Previous K-12 Clients</b> Rank the firm based on five of their previous K-12 clients.</p>	15	15
<p><b>TAB 6: Previous Experience Working on an Occupied Campus</b> Rank the firm based on their experience and provisions for the safety of students while building on a Campus that will house students during construction.</p>	15	15
<b>TOTAL</b>	<b>120</b>	<b>118</b>

Comments:

  
 Signature

10/16/24  
 Date

**GADSDEN COUNTY SCHOOL DISTRICT**  
 CPA Architectural and/or Engineering Services  
 RFQ Scoring Sheet

Name of Scorer: B. M. Arnold

Date: 10-17-24

Name of Vendor: M L D

Total Score: \_\_\_\_\_

The proposer shall submit their proposal on 8.5 in. x 11 in. paper, organized in a 3 ring or spiral binder with each section separated by tabs that are labeled and numbered. With exception of headers and footers, font size shall not be smaller than 10.

	Possible Points	Earned Points
<p><b>Cover Page</b> - The cover page shall identify the following:</p> <ol style="list-style-type: none"> <li>1. Company Name</li> <li>2. Due Date and Time</li> <li>3. RFQ Number</li> <li>4. The Owner's Name</li> <li>5. Gadsden County School</li> </ol>	10	9
<p><b>Letter of Transmittal</b> - Provide the firm's name, principle's name, business address, and telephone number. Give a brief description of services being requested (this demonstrates to the owner the intent of the Request is understood). Letter of Transmittal must not be more than one page on Proposer's company letterhead.</p>	10	10
<p><b>TAB 1: Length of Time in Business</b> Rank the firm based on the number of years in business.</p>	20	20
<p><b>TAB 2: Company Location</b> Rank the firm based on the location of home and branch offices.</p>	15	15
<p><b>TAB 3: Insurance Carrier, Bonding Capacity, Litigation and Settlements</b> Rank the firm based on proof of insurance, bonding capacity, and applicable coverage for this project. In addition, disclose any pending litigation and any settlements in the past five (5) years.</p>	15	15
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<p><b>TAB 5: Past Performance - Five (5) Previous K-12 Clients</b> Rank the firm based on five of their previous K-12 clients.</p>	15	15
<p><b>TAB 6: Previous Experience Working on an Occupied Campus</b> Rank the firm based on their experience and provisions for the safety of students while building on a Campus that will house students during construction.</p>	15	15
<b>TOTAL</b>	<b>120</b>	<b>119</b>

Comments:

  
 Signature

10-17-24  
 Date

**GADSDEN COUNTY SCHOOL DISTRICT**  
 CPA Architectural and/or Engineering Services  
 RFQ Scoring Sheet

Name of Scorer: Michael B Pridem

Date: 10-16-2024

Name of Vendor: MLD

Total Score: 118

The proposer shall submit their proposal on 8.5 in. x 11 in. paper, organized in a 3 ring or spiral binder with each section separated by tabs that are labeled and numbered. With exception of headers and footers, font size shall not be smaller than 10.

	Possible Points	Earned Points
<p><b>Cover Page</b> - The cover page shall identify the following:</p> <ol style="list-style-type: none"> <li>1. Company Name</li> <li>2. Due Date and Time</li> <li>3. RFQ Number</li> <li>4. The Owner's Name</li> <li>5. Gadsden County School</li> </ol>	10	8
<p><b>Letter of Transmittal</b> – Provide the firm's name, principle's name, business address, and telephone number. Give a brief description of services being requested (this demonstrates to the owner the intent of the Request is understood). Letter of Transmittal must not be more than one page on Proposer's company letterhead.</p>	10	10
<p><b>TAB 1: Length of Time in Business</b> Rank the firm based on the number of years in business.</p>	20	20
<p><b>TAB 2: Company Location</b> Rank the firm based on the location of home and branch offices.</p>	15	15
<p><b>TAB 3: Insurance Carrier, Bonding Capacity, Litigation and Settlements</b> Rank the firm based on proof of insurance, bonding capacity, and applicable coverage for this project. In addition, disclose any pending litigation and any settlements in the past five (5) years.</p>	15	15
<p><b>TAB 4: Availability to Start and Meet Schedule</b> Rank the firm based on their current workload, availability, and ability to start and complete the project on time.</p>	20	20
<p><b>TAB 5: Past Performance – Five (5) Previous K-12 Clients</b> Rank the firm based on five of their previous K-12 clients.</p>	15	15
<p><b>TAB 6: Previous Experience Working on an Occupied Campus</b> Rank the firm based on their experience and provisions for the safety of students while building on a Campus that will house students during construction.</p>	15	15
<b>TOTAL</b>	120	118

Comments:

  
 \_\_\_\_\_  
 Signature

10/16/24  
 \_\_\_\_\_  
 Date

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 11a

DATE OF SCHOOL BOARD MEETING: November 19, 2024

TITLE OF AGENDA ITEM: Gadsden County High School Boys Basketball Team

DIVISION: Academic Services

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

**PURPOSE AND SUMMARY OF ITEM:**

According to School Board Policy 2340 (Field and Other District-Sponsored Trips), all out-of-state field trips must be approved by the School Board. Gadsden County High School Boys Basketball Team is requesting approval for an out-of-state field trip to Valdosta State University in Valdosta, GA.

Please see the attached documentation.

FUND SOURCE: NA

AMOUNT: NA

PREPARED BY: Tammy McGriff, EdS

POSITION: Assistant Superintendent, Academic Services PreK-12

-----  
INSTRUCTIONS TO BE COMPLETED BY PREPARER

  1   Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered   1  

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

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

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

**FIELD TRIP REQUEST**

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

<b>DATE OF REQUEST:</b> Oct. 29 <sup>th</sup> 2024	<b>SCHOOL:</b> Gadsden County High	<b>CONTACT FOR FIELD TRIP:</b> Andrew Moters
---	---------------------------------------	---

<b>DATE OF TRIP:</b> Dec. 7 <sup>th</sup> 2024	<b>WHO IS ATTENDING: (grade/organization)</b> G.C. H.S. boys basketball players / 9 <sup>th</sup> thru 12 <sup>th</sup>
---	--

<b>LOCATION:</b> Lowndes County High Valdosta Ga.	<b>TRAVELING BY:</b> <input checked="" type="checkbox"/> School Bus/District Vehicle <input type="checkbox"/> Charter Bus
--	---

**PURPOSE:** Basketball game and college tour Valdosta State University.


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

Students	X	Fundraiser	✓	School/District Budget	X
----------	---	------------	---	------------------------	---

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

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

  
 Signature of Person Requesting Trip

  
 Approval of Principal (Signature required)

____ APPROVED	____ DENIED
_____ Superintendent/Designee	_____ Date

Lowndes County Game Itinerary 12/7/24

11:30 depart GCHS

1:30pm JV Boys

3:00pm Varsity Girls

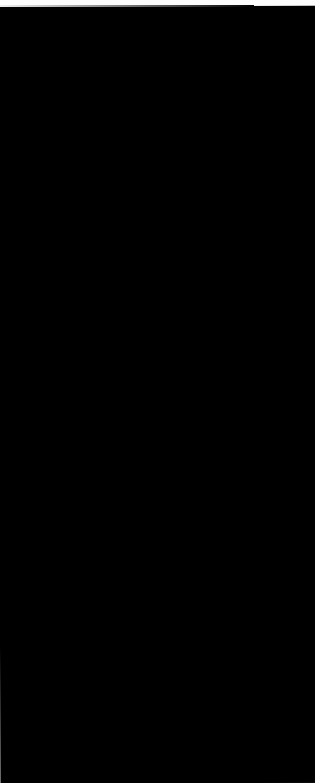
4:30pm Varsity Boys

6:00pm Depart Lowndes HS

7:30pm Arrive back at GCHS for parent pick up

**Roster:**

J  
D  
A  
C  
K  
J  
K  
E  
Z  
T  
A



**Chaperones:**

Andrew Moten

Dennis Moye

Bakari Williams

Barry Corker

Tom Fraiser



**SUMMARY SHEET**

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

**AGENDA ITEM NO.** 11b

**DATE OF SCHOOL BOARD MEETING:** November 19, 2024

**TITLE OF AGENDA ITEM:** Approval of the 2024 – 2025 PAEC Course Catalog

**DIVISION:** Office of Professional Learning Services

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

**PURPOSE AND SUMMARY OF ITEM:**

The 2024-2025 PAEC Course Catalog is being submitted for adoption by the Gadsden County School District.

Professional Learning Catalog:

<https://drive.google.com/file/d/1FPwlw8rmC7J3Novjj0ZHYnFmS1dmiCNm/view?usp=sharing>

**FUND SOURCE:** N/A

**AMOUNT:** N/A

**PREPARED BY:** Kameelah Weeks

**POSITION:** Director of Professional Learning

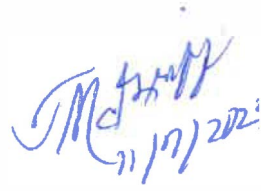
**INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER**

\_\_\_\_\_ Number of ORIGINAL SIGNATURES NEEDED by preparer.

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

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

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

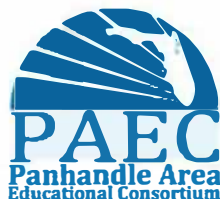




**Panhandle Area Educational Consortium**

# **Professional Learning Catalog**

**2024-2025**



## Serving the Following:

<b>District</b>	<b>Superintendent</b>
Calhoun	Darryl Taylor, Jr.
FAMU-DRS	Dr. Micheal Johnson
FAU Lab School	Dr. Joel Herbst, Superintendent
Franklin	Steve Lanier
Pembroke Pines-FSUS Broward	Dean Damon Andrew, Superintendent
Gadsden	Elijah Key
Gulf	Jim Norton
Holmes	Buddy Brown
Jackson	Steven Benton
Jefferson	Eydie Tricquet
Liberty	Kyle Peddie
Madison	Shirley Joseph
Taylor	Alicia Beshears
Wakulla	Robert Pearce
Walton	A. Russell Hughes
Washington	Joe Taylor, Chairman, PAEC Board of Directors

---

Also Serving: Florida Virtual School – Professional Learning Catalog, Driver Education/Traffic Safety Endorsement, Reading Endorsement, ESOL Endorsement, Florida Gifted Endorsement, Autism Spectrum Disorder K-12.

# **Panhandle Area Educational Consortium**

## **Board of Directors**

### **2023-2024**

Joe Taylor, Superintendent

Chairman, PAEC Board of Directors

Darryl Taylor, Jr., Superintendent

Dr. Micheal Johnson, Superintendent

Steve Lanier, Superintendent

Elijah Key, Superintendent

Jim Norton, Superintendent

Buddy Brown, Superintendent

Steven Benton, Superintendent

Kyle Peddie, Superintendent

Shirley Joseph, Superintendent

Alicia Beshears, Superintendent

Robert Pearce, Superintendent

A. Russell Hughes, Superintendent

Washington District Schools

Calhoun District Schools

Florida A & M Developmental Research School

Franklin District Schools

Gadsden District Schools

Gulf District Schools

Holmes District Schools

Jackson District Schools

Liberty District Schools

Madison District Schools

Taylor District Schools

Wakulla District Schools

Walton District Schools



John T. Selover, Executive Director

850. 628. 6131 ext. 2235

[John.Selover@paec.org](mailto:John.Selover@paec.org)

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## **MISSION**

The mission of the Panhandle Area Educational Consortium (PAEC) is to provide a continuum of shared services that elevate student achievement throughout all Consortium member school districts. One program provided as a service to maximize resources is the PAEC Professional Learning Center (PLC). Through the PDC, a comprehensive program of professional learning is coordinated and implemented in accordance with Florida's Professional Learning Standards and Florida's Professional Development Review Protocol for member and participating districts.

## **RATIONALE**

PAEC member and participating districts believe that "every student deserves a great teacher, not by chance, but by design" (Fisher, Frey, and Hattie, 2016). Customized professional learning is the means through which educators continually build on their expertise to meet the needs of all students, resulting in increased student achievement. The *PAEC Professional Learning Catalog* serves as the foundation upon which each member and participating district builds their professional development system to enable educators and staff to reach their full potential and maximize their effectiveness as teachers, leaders, facilitators and learning, and support team members. To meet this goal, the *PAEC Professional Learning Catalog* is aligned with *Florida's Professional Learning Standards* and *Florida's Professional Development Review Protocol*, which serve as the basis for high-quality professional learning practices across the districts.

## **PROFESSIONAL LEARNING CATALOG ADVISORY COMMITTEE**

TBA, PLC Chairman, District

Susan Saunders, Washington District

Pam Price, Vice Chairman Holmes District

Kris Bray, PAEC

Yvette, Lerner, PAEC

Katrina Roddenberry, PAEC

Nancy Holley, PAEC

## **MANAGEMENT**

The professional Learning catalog contains the approved professional learning components for the *PAEC Professional Learning Catalog* participating districts. The PAEC Professional Learning Center's management system allows the implementation of focused, data-driven professional learning activities, based upon the improvement needs of each educator, school, and district. Educators from each member district serve on the PDC Advisory Council. The PAEC Professional Learning Catalog is reviewed annually, revisions made as necessary, approved by the PDC Council, presented to each respective school board for approval, and board approval letters are returned to PDC and submitted on behalf of the districts to the Florida Department of Education on an annual basis by October 1.

## **ONLINE MANAGEMENT THROUGH THE ELECTRONIC PROFESSIONAL LEARNING CONNECTIONS (ePDC)**

The electronic Professional Learning Connections (ePDC) at PAEC is the online professional development management system available to the member districts. This electronic system allows educators to register for professional learning activities, describe an action plan for implementing learning, report impact of implementing professional learning, complete only courses, track Inservice points, complete a needs assessment and complete an individual Professional Learning Plan (if required by their district), effectively and efficiently. The system also permits school and district administrators to create and retrieve course information; manage attendance; identify educator professional learning needs; review and evaluate implementation and follow-up activities that may include action plans, reflection, impact evaluation, coaching summaries, artifacts, etc. ; assign course completion credit; email participants; align course offerings with

educator needs; and document implementation and impact of professional learning in classrooms. Districts also utilize the system to generate report data for submission to the Florida Department of Education per F. S. 6A-5. 071. Participating districts have professional learning tracking systems that are approved by their local school boards.

## ORGANIZATION

*Florida's Professional Learning Standards* and *Florida's Professional Development Review Protocol* are the basis for the Professional Learning Catalog. *Florida's Professional Learning Standards* define the state's core expectations for high-quality professional learning systems and opportunities and form the foundation for school district professional learning systems and the *PAEC Professional Learning Catalog*. The seven standards are grouped into five domains that are representative of stages in an improvement cycle. Each standard includes title, description, and multiple indicators of what the standard looks like in practice.

**Table 1**

*Florida's Professional Learning Standards*

<b>DOMAINS</b>	<b>STANDARDS</b>
<b>Domain 0: Foundation</b>	<p><b><i>Standard 0.1 Leadership</i></b></p> <p>Professional learning requires leaders who develop capacity, create support systems, and advocate for professional learning to continually improve educator practice and student outcomes.</p>
<b>Domain 1: Needs Assessment and Planning</b>	<p><b><i>Standard 1.1: Professional Learning Needs</i></b></p> <p>Professional learning includes the use of student, educator, and system data to analyze, prioritize, and plan for continuous improvement of educator practice and student outcomes.</p> <p><b><i>Standard 1.2: Professional Learning Resources</i></b></p> <p>Professional learning requires schools and systems to maximize and monitor the use of resources to continually improve educator practice and student outcomes.</p>
<b>Domain 2: Learning</b>	<p><b><i>Standard 2.1: Learning Outcomes</i></b></p> <p>Professional learning includes outcomes that ensure changes in educator knowledge, skills, dispositions, and practice align with student learning needs.</p> <p><b><i>Standard 2.2: Learning Designs</i></b></p> <p>Professional learning includes use of research and evidence-based learning designs to continually improve educator practice and student outcomes.</p>
<b>Domain 3: Implementing</b>	<p><b><i>Standard 3.1: Implementation of Learning</i></b></p> <p>Professional learning includes multiple opportunities to implement new learning with ongoing support and actionable feedback to continually improve educator practice and student outcomes.</p>

<b>Domain 4: Evaluating</b>	<p><b><i>Standard 4.1: Evaluation of Professional Learning</i></b></p> <p>Professional learning includes formative and summative evaluation of the effectiveness of professional learning in increasing educator knowledge, changing educator dispositions and practice, and improving student outcomes to inform decisions about future professional learning.</p>
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**Needs Assessment and Planning** occur at the individual/faculty, school, and district levels. Educators review previous and current student data, personal and school improvement goals and initiatives, and complete their district's professional learning needs assessment. Then, each educator identifies personal learning goals and develops a plan, which is discussed with the administrator and adjusted based upon performance appraisal data and other grade level or school priorities. Specific learning goals for student achievement and professional practice learning activities. The final educator evaluation form is signed by both the educator and the administrator and includes a timeline for review. School Improvement Plans and goals are developed after review of student data. Teacher data, in conjunction with the school improvement plan goals and objectives, guides the completion of a school level professional development plan. District administrators utilize the school plans to establish district priorities for professional learning opportunities. PDC Council members are tasked with reporting ongoing professional learning needs, based on their district data, as a basis for planning the *PAEC Professional Learning Catalog*. PAEC team members review data and expressed needs and will assist in developing professional learning opportunities to meet the expressed needs.

Pursuant to 6A. 5. 071, F.A.C., (05-03-2022), *Professional Learning Catalogs*, and on behalf of the PAEC member and participating districts, PAEC has developed and makes available an annual assessment of professional learning needs. The PAEC *Professional Development Needs Assessment* is made available to district and school instructional and administrative personnel in an electronic format. The needs assessment is reviewed by district professional learning experts and revised, as needed, to address current trends and mandated requirements to better target professional learning needs of educators at the district, school, and educator levels.

**Learning** opportunities are provided to meet professional learning needs at the faculty, school, and district levels. To be most effective, learning activities follow a collaborative approach that is sustained over an extended period with opportunities to implement learning and measure the impact on student learning in a collegial atmosphere. For educators and support personnel (non-instruction), learning opportunities include, but are not limited to, analysis of student achievement data, ongoing formal and informal assessment of student achievement, identification and use of enhanced and differentiated instructional strategies that emphasize rigor and relevance, reading, ESOL, enhance of subject content expertise, integrated use of classroom technology that enhances teaching and learning, classroom management, parent involvement, school safety, mental health, topics that enhance learning for exceptional student education populations, dealing with diverse populations, and/or other mandated topics.

**Implementing** newly acquired skills and knowledge in a sustained and supported effort is required for changes in educator practice. Implementation is the very heart of professional learning. Applying new



knowledge and/or skills and strategies and observing the impact on student learning and/or behavior is the primary purpose of professional learning. Selection of methods for follow up and support for implementation of professional learning is included with all learning components in the *PAEC Professional Learning Catalog* and in course information entered into the ePDC. These may include classroom-based feedback, observation, reflection, collegial dialogue, coaching, mentoring, tools, resources, or other means of support.

**Evaluating** the effectiveness of the professional learning is multifaceted. First, the professional learning component activity is evaluated by the participants to determine the appropriateness of the learning design and delivery of the learning component. This is done electronically through the ePDC and/or by means of a tool provided by the professional learning provider. Evaluation data collected through the ePDC is available to personnel at the school, district, Consortium and FLDOE upon request.

Next is the evaluation of participant implementation of knowledge and/or skills and strategies gained through participation in the professional learning activity. The participant is required to provide evidence of implementation, most typically through one or more of the following: student assessment data, student artifact/portfolio, observation of student performance, anecdotal records, changes in classroom practice, documentation of behavioral changes, or other process.

Annually, comprehensive professional learning activity reports are available to each district upon request. Additionally, specific activity reports are provided to districts or schools as requested throughout the year. Reports provide data on specific courses and include registration, attendance, follow-up, and completion of all learning, implementation, and evaluation aspects. Analysis of this data is used along with student, school, and district data to evaluate the effectiveness of the professional learning catalog.

## **PROFESSIONAL LEARNING CATALOG COMPONENTS**

The professional learning catalog contains the approved inservice components for member and participating districts that use the plan. To receive inservice credit, inservice events must meet the criteria and content fall within the objectives of an approved component. If a desired inservice does not align to an existing component, a new component must be written, reviewed by the professional development council, and approved by the school board of each district during the annual professional learning catalog approval process. The *PAEC Professional Learning Catalog* is reviewed, revised as necessary, and approved annually by the school board of each participating district. Approval letters are submitted to PAEC by each school board and PAEC provides the letters of approval to the Florida Department of Education.

### **Component Specifications**

Each component in the professional learning catalog must include:

1. Component Title
2. Component number in adherence with the State of Florida management Information Services (MIS) reporting protocol and classification system
3. Maximum number of inservice points allowed
4. Description
5. Specific learning objectives
6. Research-based delivery methods and activities
7. Appropriate follow-up methods and support
8. Evaluation process

A professional learning catalog component may address one of the following professional learning areas:

1. Reading, especially as specified in the *Comprehensive K-12 Reading Plan*
2. Florida's Academic Content Standards, benchmarks, and related subject content
3. Research-based instructional methods and strategies
4. Technology
5. Assessment and data analysis
6. Classroom management
7. Family involvement
8. School safety
9. Leadership and management
10. Diversity
11. Ethics
12. Role of the Teacher
13. Knowledge of subject matter
14. Communication
15. Human development and learning
16. Effective learning environments
17. Critical thinking and meta-cognition
18. Continuous improvement

Additional components are also included, as appropriate, for other employee classifications including administrative, professional/confidential, paraprofessional, non-instructional support, and classified personnel.

### **Professional learning Component Reporting Codes**

Inservice records for each employee are reported to the Florida Department of Education at regularly and state-determined intervals, usually in conjunction with established FTE audit timelines. Each professional learning catalog component is assigned a unique seven-digit number according to FLDOE guidelines. See Appendix A for a complete listing of the reporting codes.

## PROFESSIONAL LEARNING CATALOG COMPONENTS – ALPHABETICAL

**Note** Professional Development Alternatives (PDA) are listed in a subsequent section.

**Table 2**

*Professional Learning Catalog Components, Alphabetical*

<b>Title of Component</b>	<b>Component Number</b>	<b>Component Number for ESE</b>	<b>Page Number</b>
<b>Action Research</b>	4-400-001		21
<b>Adult Education Subject Content</b>	1-301-001		24
<b>Assessment</b>	4-401-001	4-102-001	27
<b>Assistive Technology in the Classroom</b>		3-100-001	30
<b>Career and Technical Education Including CAPE Industry Certification Courses Instructional Strategies</b>	2-002-001		33
<b>Career and Technical Education Including CAPE Industry Certification Courses Subject Content</b>	1-211-001	1-105-001	37
<b>Career Education Subject Content</b>	1-002-001		41
<b>Child Abuse and Neglect – Identifying and Mandatory Reporting</b>	6-511-001		45
<b>Classroom Management</b>	5-404-001	5-101-001	48
<b>Clinical Educator</b>	7-501-001		51
<b>Computer Science Subject Content</b>	1-003-001		55
<b>Cultural Awareness</b>	2-412-001		60
<b>Data Analysis</b>	4-408-001		64
<b>District Code of Student Conduct</b>	6-404-001		68
<b>Educational Leadership</b>	7-507-001		71
<b>Educational Paraprofessional</b>	8-506-001		75
<b>Effective Communication</b>	2-406-001		78
<b>Emergent Literacy for VPK Instructors - Online</b>	1-408-004		81
<b>English/Language Arts Subject Content</b>	1-008-001	1-105-006	84
<b>English/Language Learners in the VPK Classroom-Online</b>	1-408-006		88
<b>ESE Procedures and Practices</b>		2-103-001	91
<b>ESOL for Administrators</b>	7-704-500		95
<b>ESOL for Category III Teachers</b>	2-704-528		100
<b>ESOL for Guidance Counselors</b>	2-704-525		104
<b>Extended Learning</b>	2-007-003		109
<b>Fine Arts Subject Content</b>	1-000-001	1-105-008	112
<b>Florida’s Academic Content Standards</b>	2-007-001		116
<b>Florida Civics Seal of Excellence</b>	1-016-002		120
<b>Florida’s Comprehensive Health Education Components Subject Content</b>	1-005-001		123
<b>Florida Literacy Coach Endorsement – Florida Center for Reading Research (FCRR) Program</b>	2-013-007		127

<b>Florida Literacy Coach Endorsement – UF Lastinger Center Program</b>	2-013-004		130
<b>Humanities Subject Content</b>	1-006-001		133
<b>Implementing the Florida Standards in Preschool Classrooms: 3 Years Old to Kindergarten-Online</b>	1-408-007		137
<b>Instructional Leadership: School Principal Level II</b>	7-507-002		140
<b>Instructional Methodology</b>	2-408-002	2-100-001	146
<b>Integrating the Standards: Phonological Awareness-Online</b>	1-408-008		150
<b>Language and Vocabulary in the VPK Classroom</b>	1-408-004		153
<b>Leadership Evaluation Model, Policies and Procedures</b>	7-507-004		156
<b>Lesson Study</b>	2-400-002		159
<b>Mathematics Subject Content</b>	1-009-001	1-105-002	162
<b>Mathematical Thinking for Early Learners-Online</b>	1-408-009		166
<b>Media Specialist and Instructional Materials- Laws, Rules, and Procedures</b>	8-410-002		169
<b>Media Specialist Subject Content</b>	1-407-001		173
<b>Mental Health Services</b>	5-414-001		177
<b>MTSS Problem-Solving Process</b>	8-415-003		180
<b>Music Instruction</b>	2-010-001		183
<b>New Teacher Induction</b>	2-404-001		187
<b>Non-Instruction: Custodian/Maintenance</b>	8-510-001		192
<b>Non-Instruction: Food Service Training</b>	8-505-001		195
<b>Non-Instruction: Office/Clerical support</b>	8-509-001		198
<b>Non-Instruction: Transportation Service Training</b>	6-515-001		201
<b>Office of Early Learning, Language and Vocabulary Training Project Targeted Stand-Coach Track</b>	1-408-001		204
<b>Office of early Learning, Language and Vocabulary Training Project Targeted Strand-Teacher Track</b>	1-408-002		207
<b>Office of Early Learning, Language and Vocabulary Training Project-Coach Track</b>	1-408-003	1-105-009	210
<b>Other Content Areas Subject Content</b>	1-007-001	1-105-009	213
<b>Physical &amp; Mental Wellness</b>	6-414-001		217
<b>Physical Education Instructional Strategies</b>	2-011-001		221
<b>Physical Education Subject Content</b>	1-011-001	1-105-010	224
<b>Policies and Procedures</b>	8-410-002		228
<b>Preschool/Child Care</b>	2-012-001		231
<b>Principles of Professional Conduct – Professional Ethics</b>	8-416-001		235

<b>Professional Conference: District/State/National</b>	2-408-003		238
<b>Professional Learning Communities</b>	2-400-001		241
<b>Reading: Elementary Literacy Micro-Credential</b>	1-013-013		245
<b>Reading: Secondary Literacy Micro-Credential</b>	1-013-014		250
<b>Reading Endorsement Option: Foundational Skills to Support Reading for understand Knowledge Building- Combined Competencies One and Two</b>	1-013-011		255
<b>Reading Instruction-Integrating a Multi-Sensory Approach</b>	2-013-002		261
<b>Reading Instruction-Integrating a Multi-Sensory approach for Students with Disabilities or Other Diverse learning Needs</b>		2-100-002	264
<b>Reading Strategies: General</b>	2-013-001		267
<b>Reading Subject Content</b>	1-013-001	1-105-011	270
<b>School Health and Safety</b>	6-511-002		274
<b>School Improvement</b>	7-512-001		280
<b>Schools of Excellence (2017-18 only)</b>	8-506-003		284
<b>Schools of Excellence (2018-19 forward)</b>	8-521-001		284
<b>Science Subject Content</b>	1-015-001	1-015-004	288
<b>Social Studies Subject Content</b>	1-016-001	1-105-013	292
<b>STEM Instructional Strategies</b>	2-007-002		296
<b>STEM Integrated Content</b>	1-007-002		300
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<b>Student Support Services: Assessment/Student Appraisal</b>	8-401-001		317
<b>Student Support Services: Human Relations/Communication Skills</b>	8-406-001		321
<b>Student Support Services: Laws, Rules, Policies, Procedures</b>	8-410-001	8-103-001	325
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<b>Technology in the Classroom/Digital Curriculum</b>	3-408-001	3-100-002	363
<b>Title IX for School Personnel</b>	6-410-001		367
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<b>Writing Instruction</b>	2-017-001		380
<b>Youth Mental Health First Aid</b>	6-414-002		383

## PROFESSIONAL LEARNING CATALOG COMPONENTS – NUMERICAL

**Component Number:** A seven-digit code which identifies each component in the professional learning catalog. The tables that follow are numerical listings of the professional learning components designed for implementation through this professional learning catalog.

**Table 3**

*Professional Learning Catalog Components, Numerical*

<b>Title of Component</b>	<b>Component Number</b>
<b>Fine Arts Subject content</b>	1-000-001
<b>Career Education Subject Content</b>	1-002-001
<b>Computer Science Subject Content</b>	1-003-001
<b>Foreign (World) Language Subject Content</b>	1-004-001
<b>Florida's Comprehensive Health Education Components Subject Content</b>	1-005-001
<b>Humanities Subject Content</b>	1-006-001
<b>Other Content Areas</b>	1-007-001
<b>English/Language Arts Subject Content</b>	1-008-001
<b>Mathematics Subject Content</b>	1-009-001
<b>Physical Education Subject content</b>	1-011-001
<b>Reading Endorsement Option: Foundational Skills to Support reading for Understanding: Knowledge Building - Combined Competencies One and Two</b>	1-013-011
<b>Reading Endorsement Option: Foundations of Assessment, Differentiated Instruction and Demonstration of Accomplishment – Combined Competencies Three-Five</b>	1-013-012
<b>Reading: Elementary Literacy Micro-Credential</b>	1-013-013
<b>Reading: Secondary Literacy Micro-Credential</b>	1-013-014

<b>Science Subject Content</b>	1-015-001
<b>Social Studies Subject Content</b>	1-016-001
<b>Florida Civics Seal of Excellence</b>	1-016-002
<b>Subject Content for ESE</b>	1-100-001
<b>Career and Technical Education for ESE</b>	1-105-001
<b>Mathematics Subject Content for ESE</b>	1-105-002
<b>Science Subject content for ESE</b>	1-105-004
<b>English/Language Arts for ESE</b>	1-105-006
<b>Fine Arts Subject Content for ESE</b>	1-105-008
<b>Other Content Areas for ESE</b>	1-105-009
<b>Physical Education Subject Content for ESE</b>	1-105-010
<b>Reading Subject Content for ESE</b>	1-105-011
<b>Visually Impaired</b>	1-105-012
<b>Social Studies Subject Content for ESE</b>	1-105-013
<b>Hearing Impaired</b>	1-105-014
<b>Career and Technical Education</b>	1-211-001
<b>Adult Education Subject Content</b>	1-301-001
<b>Media Subject Content</b>	1-407-001
<b>Office of Early Learning, Language and Vocabulary Training Project-Targeted Strand Coach Track</b>	1-408-001
<b>Office of Early Learning, Language and Vocabulary Training Project-Targeted Strand Teacher Track</b>	1-408-002
<b>Office of Early Learning, Language and Vocabulary Training Project-Universal Strand Coach Track</b>	1-408-003
<b>Learning, Language and Vocabulary in the VPK Classroom</b>	1-408-004
<b>Emergent Literacy for VPK Instructors-Online Professional Learning</b>	1-408-005
<b>English Language Learners in the VPK Classroom-Online Professional Learning</b>	1-408-006
<b>Implementing the Florida Standards in Preschool Classrooms: 3 Years Old to Kindergarten-Online Professional Learning</b>	1-407-007
<b>Mathematical Thinking for Early Learners-Online Professional Learning</b>	1-408-008
<b>Career and Technical Education Including CAPE Industry Certification Courses Instructional Strategies</b>	2-002-001
<b>Florida Standards</b>	2-007-001
<b>STEM Instructional Strategies</b>	2-007-002
<b>Extended Learning</b>	2-007-003
<b>Music Instruction</b>	2-010-001
<b>Preschool/Child Care</b>	2-012-001
<b>Reading Strategies-General</b>	2-013-001
<b>Instructional Methodology: Reading Instruction-Integrating a Multi-Sensory approach</b>	2-013-002
<b>Florida Literacy Coach Endorsement UF Lastinger Center Program</b>	2-013-004
<b>Florida Literacy Coach Endorsement Florida Center for Reading Research Program</b>	2-013-007
<b>Writing Instruction</b>	2-017-001
<b>Instructional Methodology-ESE</b>	2-100-001
<b>Instructional Methodology: Reading Instruction-Integrating a Multi-Sensory Approach for Students with Disabilities or other Diverse learning Needs</b>	2-100-002
<b>ESE Procedures and Practices</b>	2-103-001
<b>Professional Learning Communities</b>	2-400-001
<b>Lesson Study</b>	2-400-002
<b>New Teacher Induction</b>	2-404-001
<b>Communication</b>	2-406-001
<b>Virtual Instructional Methodology</b>	2-408-001
<b>Instructional Methodology</b>	2-408-002
<b>Professional Conference – District, State, National</b>	2-408-003

<b>Cultural Awareness</b>	2-412-001
<b>ESOL for Guidance counselors</b>	2-704-525
<b>ESOL for Category III Teachers</b>	2-704-528
<b>Technology Applications Strategies</b>	3-003-001
<b>Assistive Technology in the Classroom (ESE)</b>	3-100-002
<b>Technology in the Classroom</b>	3-408-001
<b>Assessment (ESE)</b>	4-102-001
<b>Action Research</b>	4-401-001
<b>Data Analysis</b>	4-408-001
<b>Classroom Management (ESE)</b>	5-101-001
<b>Classroom Management</b>	5-404-001
<b>Mental health Services</b>	5-414-001
<b>Substance Abuse prevention</b>	6-403-001
<b>District Code of Student Conduct</b>	6-404-001
<b>Title IX for School Personnel</b>	6-410-001
<b>Physical &amp; Mental Wellness</b>	6-414-001
<b>Youth Mental Health First Aid</b>	6-414-002
<b>Child Abuse and Neglect – Identifying and Mandatory Reporting</b>	6-511-001
<b>School Health and Safety</b>	6-511-002
<b>Non-Instructional : Transportation Service Training</b>	6-515-001
<b>Clinical Education</b>	7-501-001
<b>Educational leadership</b>	7-507-001
<b>Instructional Leadership: School Principal Level II</b>	7-507-002
<b>Teacher Performance Evaluation Model, Policies, and Procedures</b>	7-507-003
<b>Leadership Evaluation Training</b>	7-507-004
<b>Technology for Educational Leaders</b>	7-507-005
<b>School Improvement</b>	7-512-001
<b>ESOL for Administrators</b>	7-704-500
<b>ESE Parent Envolement, Parent Support</b>	8-104-001
<b>Student Support Services: Assessment/Student Appraisal</b>	8-401-001
<b>Student Behavior – Behavioral Assessment and Interventions</b>	8-403-001
<b>Student Support Services: Human Relations/Communication Skills</b>	8-406-001
<b>Student Support services: Laws, Rules, Policies, Procedures</b>	8-410-001
<b>Media Specialist and Instructional Materials– Laws, Rules, Procedures</b>	8-410-002
<b>Student Support Services: Parent Involvement, Parent Support</b>	8-413-001
<b>Student Support Services: Problem-solving Teams</b>	8-415-001
<b>Principles of Professional Conduct – Professional Ethics</b>	8-416-001
<b>Student Support Services: Program Administration, Evaluation, Accountability</b>	8-417-001
<b>Non-Instruction: Food Service Personnel</b>	8-505-001
<b>Educational Paraprofessional</b>	8-506-001
<b>Substitute Teacher</b>	8-506-002
<b>Schools of Excellence (2017-2018 only)</b>	8-506-003
<b>Non-Instruction: Office/Clerical Support</b>	8-509-001
<b>Non-Instruction: Custodian/Maintenance</b>	8-510-001
<b>Schools of Excellence (2018-2019 forward)</b>	8-521-001



## ADD-ON ENDORSEMENT PROGRAM COMPONENTS

**Table 4**

*Athletic Coaching/Sports Medicine Add-On Endorsement Program (p. 387)*

<b>Title of Component</b>	<b>Component Number</b>	<b>Inservice Points Required</b>
<b>Care and Prevention of Athletic Injuries</b>	1-011-540	60
<b>Coaching Theory</b>	1-001-541	60
<b>Theory and Practice of Coaching a Specific Sport</b>	1-011-542	60

**Table 5**

*Autism Spectrum Disorder K-12 Add-On Endorsement Program (p. 421)*

<b>Title of Component</b>	<b>Component Number</b>	<b>Inservice Points Required</b>
<b>Nature and Needs, Assessment, and Diagnosis of Autism Spectrum Disorders with Field Experience</b>	2-103-545	80
<b>Applied Behavior Analysis and Positive Behavior Supports for Students with Autism Spectrum Disorders with Field Experience</b>	5-101-546	80
<b>Augmentative/Alternative Communication Systems and Assistive/Instructional Technology for Students with Autism Spectrum Disorders with Field Experience</b>	3-100-547	80

**Table 6**

*Drivers Education/Traffic Safety Add-On Endorsement Program (p. 459)*

<b>Title of Component</b>	<b>Component Number</b>	<b>Inservice Points Required</b>
<b>Basic Driver Education/Traffic Safety</b>	1-014-537	60
<b>Advanced Driver Education/Traffic Safety</b>	1-014-538	60
<b>Administration and Supervision Driver Traffic Safety</b>	1-014-539	60

**Table 7**

*ESOL Add-On Endorsement Program (p. 482)*

<b>Title of Component</b>	<b>Component Number</b>	<b>Inservice Points Required</b>
<b>Methods of Teaching ESOL</b>	2-700-520	60
<b>Applied Linguistics</b>	2-702-521	60
<b>Cross-Cultural Communication and Understanding</b>	2-705-525	60
<b>Testing and Evaluation of ESOL Students</b>	2-701-523	60
<b>Curriculum and Materials Development</b>	2-703-524	60

**Table 8**

*Florida Gifted Add-On Endorsement Program (p. 546)*

<b>Title of Component</b>	<b>Component Number</b>	<b>Inservice Points Required</b>
<b>Nature and Needs of the gifted</b>	2-100-511	60
<b>Educating Special Populations of Gifted Students</b>	2-100-512	60
<b>Curriculum Development for the Gifted</b>	2-100-540	60
<b>Guidance Counseling of the Gifted Student</b>	2-100-542	60
<b>Theory and Development of Creativity</b>	2-100-543	60

**Table 9**  
*Reading Add-On Endorsement Program (p. 584)*

<b>Title of Component</b>	<b>Component Number</b>	<b>Inservice Points Required</b>
<b>Competency One: Foundations of Reading Instruction</b>	1-013-501	60
<b>Competency Two: Application of Research-based Instructional Practices</b>	1-013-502	
<b>Competency Three: Foundations of Assessment</b>	1-013-503	60
<b>Competency Four: Foundations &amp; Applications of Differentiated</b>	1-013-504	60
<b>Competency Five: Demonstration of Accomplishment</b>	1-015-505	60

## PROFESSIONAL DEVELOPMENT ALTERNATIVES (PDA) COMPONENTS

Professional Development Alternatives are made available by the Florida Department of Education Bureau of Exceptional Education and Student Services. Professional development alternatives are online courses offering professional development, designed to assist educators with responding to instructional needs of each learner to maximize achievement for all students. Many of the PDA courses support the recertification requirement of 20 hours in teaching students with disabilities (Renewal Credit in Teaching Students with Disabilities 1012. 585, F.S.), however, each school district or private school agency determines which modules satisfy the content requirement for their employees. FDLRS reports in-service credits to school districts and private school agencies.

**Table 10**

*Professional Development Alternative Courses and Component Numbers Alphabetical Listing*

<b>Component Name</b>	<b>Component Number</b>	<b>Page Number</b>
<b>Assessment and Evaluation</b>	4-102-001	668
<b>Battelle Development Inventory 2<sup>nd</sup> Edition Training Module</b>	4-102-006	670
<b>Building Inclusive Schools</b>	6-100-001	677
<b>Collaborative Teaching Partnerships</b>	2-408-004	682
<b>Deaf Ed Express</b>	1-100-020	685
<b>Developmentally Appropriate Practices in Inclusive Pre-K Settings</b>	2-100-017	690
<b>Differentiating Mathematics Instruction</b>	2-100-105	694
<b>Differentiating Reading Instruction</b>	1-100-002	704
<b>Differentiating Science Instruction</b>	2-100-006	710
<b>Effective Teaching Practices for Students with Disabilities: Focusing on the Content Areas</b>	2-100-010	718
<b>Emotional/Behavioral Disability: An Introduction</b>	8-403-002	728
<b>Engaging Learners Through Informative Assessment</b>	4-102-003	733
<b>English Language Learners for Therapists</b>	8-700-001	738
<b>Exploring Structured Literacy</b>	2-100-103	742
<b>Formative Assessment for Differentiating Instruction</b>	4-102-001	763
<b>Foundations of Exceptional Education-Facilitated</b>	8-103-002	766
<b>Inclusive Practices for the Developmentally Appropriate Pre-K Classroom</b>	2-100-017	768
<b>Increasing Outcomes for All Pre-K Children in Exceptional Student Education Programs</b>	2-100-019	782
<b>Instructional Practices in ESE</b>	2-100-001	786
<b>Integrating Standards Aligned Instruction Across the tiers</b>	2-415-001	788
<b>Integrating Student Services for Inclusive Schools</b>	7-420-001	793
<b>Interpersonal Interactions and participation</b>	2-100-003	797
<b>Introduction to Assistive Technology</b>	3-100-004	799
<b>Introduction to Differentiating instruction</b>	2-100-003	803
<b>Language Reading Connection</b>	2-409-001	805
<b>Leadership for Inclusion of Students with Disabilities</b>	7-513-002	810
<b>Leading Within an MTSS</b>	7-400-001	815
<b>Math Difficulties, Disabilities and Dyscalculia</b>	2-100-023	820
<b>Matrix of Services</b>	8-103-103	826
<b>Multi-Tiered System of support: An Introduction</b>	8-415-001	828
<b>Paraprofessional Support for Students with Disabilities</b>	8-103-107	832
<b>PBS: Understanding Student Behavior</b>	5-101-003	838
<b>Reading Difficulties, Disabilities and Dyslexia for SWD Inservice Points</b>	2-100-018	841
<b>Reading Difficulties, Disabilities and Dyslexia for Reading Inservice Points</b>	2-013-005	841

<b>Secondary Transition</b>	8-103-108	846
<b>Secondary Transition: Developing and Implementing Effective Programs</b>	9-420-001	850
<b>SIM-content Mastery Routine</b>	2-100-021	855
<b>SIM-EPD Unit Organizer Routine</b>	2-100-022	857
<b>Strategies to Support Pre-K Activities and Routines</b>	5-012-001	859
<b>Structured Literacy through a Multi-Sensory Approach-Online</b>	2-013-006	867
<b>Surrogate Parent</b>	8-103-104	872
<b>Teaching Students with Disabilities in the Fine Arts</b>	2-100-016	877
<b>Teaching Students with Disabilities</b>	2-100-007	881
<b>Technology for Student Success-An Introduction</b>	3-100-004	889
<b>Technology for the Diverse Classroom</b>	3-100-005	895
<b>Technology to Support Reading Comprehension</b>	3-013-001	905
<b>Transition</b>	1-100-001	912
<b>Universal Design for Learning-Lesson Plans</b>	2-404-001	914
<b>Usher Syndrome Screening</b>	4-102-007	918



# General Components



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 11c

DATE OF SCHOOL BOARD MEETING: November 19, 2024

TITLE OF AGENDA ITEM: **Comprehensive School-Based Attendance & Truancy  
Intervention Procedures Manuel- 2024-2025**

DIVISION: **Attendance & Truancy**

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

**PURPOSE AND SUMMARY OF ITEM:**

**To seek approval of the Comprehensive School Based Attendance & Truancy  
Intervention Procedures Manual 2024-2025**

**FUND SOURCE:**N/A

**AMOUNT:** N/A

**PREPARED BY:** Gary Russ-Sills Msw

**POSITION:** Coordinator, Family And Community Engagement

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

Number of ORIGINAL SIGNATURES NEEDED by preparer.

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

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

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



**THE GADSDEN COUNTY SCHOOL DISTRICT**  
*Educating Every Student Today, Making Gadsden Stronger Tomorrow*

---

**Elijah Key, Superintendent of Schools**

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[www.GadsdenSchools.org](http://www.GadsdenSchools.org)

# **Gadsden County School District's**

## **Comprehensive School-Based Attendance & Truancy Intervention Procedures Manual**

### **2024-2025**

Revised 11/5/2024

# School Board of Gadsden County, Florida

Karema Dudley, Chair

Leroy McMillan, Vice Chair

Cathy Johnson

Steve Scott

Charlie Frost



**Elijah Key**

SUPERINTENDENT OF SCHOOLS

**Tammy McGriff**

Assistant Superintendent, Academic Affairs

**Dr. Sylvia Jackson**

Assistant Superintendent, Support Services



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# THE GADSDEN COUNTY SCHOOL DISTRICT

Educating Every Student Today, Making Gadsden Stronger Tomorrow

## School-Based Attendance Support & Intervention Procedures

The Board requires that the following school-based interventions procedures are adhered to for truant students:

**Phase One:** Parent Notification through Student Code of Conduct handbook signature (Universal)

**Phase Two:** Tier 1 Notification

- *After three (3) cumulative days of unexcused absences within a ninety (90) day period*, teacher/school designee will notify the parent by phone and/or email and record via student documentation in FOCUS.

**Phase Three:** Tier 2 Implementation

- *After five (5) cumulative days of unexcused absences within a thirty (30) day period*, school social workers may schedule a parent conference (in-person or via phone) & student is referred to the Attendance Intervention Team meeting (AIT) for monitoring. During the AIT meeting, the team shall develop a Student Attendance Contract, pursuant to FL Statutes 10003.26(1) (c) (3).
- *After eight (8) cumulative days of unexcused absences within a ninety (90) day period*, certified letters will be generated and mailed to parents that explain the GCSD's school attendance requirements and the parent's right to inspect student's attendance records.
- **NOTE:** Student will be added to the MTSS list for Tier 2 monitoring to include:
  - Small group engagement/encouragement (Attendance Club)
  - Navigate 360 module

**Phase Four:** Tier 3 Monitoring

- *After ten (10) unexcused absences within a 90-day period*, a student's AIT truancy packet will be referred to the GCSD's Truancy Compliance Officer for intervention review and a required parent conference in person will be scheduled. **NOTE:** Any refusals to attend, cancellations, and inability to notify shall be recorded in truancy packet. **Please refer to the Truancy Intervention Program Procedures.**
- Students may be issued a grade lock of 45% for grades K-12 in FOCUS.
- Students may be subject to suspension from extra-curricular activities until improved attendance is documented.

**Phase Five:** Tier 3 Reporting

- *After fifteen (15) unexcused absences in a 90-day period*, a letter will be generated and sent certified to the parent, "habitually truant" pursuant to FL Statutes 1003.21.

- Students may receive a referral to other agencies for family services or a recommendation for filing a truancy petition pursuant to s. 984.151 and grade lock will remain until further notice.
- Students who are in families receiving temporary cash assistance (TCA) may have:
  - The Learn Fare program activated, pursuant to s. 414.1251(1), which could result in possible suspension of benefits until compliance has been established.
- Students, who are minors, with driver's license/learner's license may receive:
  - Notice of intent to suspend minor's driving privileges, whereas, they will have 15 calendar days after receipt to provide proof of compliance.
  - 20 days after the date of issuance of the notice, the department shall suspend the minor's operator's license or learner's driver license, unless verification of compliance with requirements OR the Truancy Compliance Officer has provided the department with verification of a request for a waiver hearing.
  - Compliance MUST be 30 days prior to the request for verification of compliance, evident by:
    - Quarterly reporting of minors who are attendance non-compliant OR every 40 days reported to the DMV by MIS department
- Additionally, a proficiency assessment may be REQUIRED to pass all courses (K-8: iReady proficiency; STAR assessment; District EOC: 9-12; or State FAST Assessments).

**NOTE: Attendance and truancy MAY negatively impact student progression resulting in retention and the student's eligibility to participate in extracurricular activities/clubs/sports etc.**

**Other considerations:**

1. Teacher Non-compliance is essential to fidelity of the school-based intervention procedures. Therefore:
  - a. Daily attendance is required to ensure fidelity and consistency.
  - b. An evaluation component may be implemented that complies with GCSD's policy.
  - c. FOCUS component may be locked in certain attendance circumstances
2. Administration is vital in maintaining attendance. Therefore:
  - a. School level attendance clerks/point of contact should ensure daily and weekly attendance is updated and verified in a timely manner.
  - b. Attendance clerks/point of contact shall be responsible for inputting attendance in the absence of teacher of record.

**Compulsory School Attendance**

Florida law requires all children six (6) to sixteen (16) years of age to attend school regularly during the entire school year. Public school students who have attained the age of sixteen (16) years of age and who have not graduated are subject to compulsory school attendance, until the student, or teenage parent who is less than eighteen (18) years of age, files with the Gadsden County School Board a formal declaration of intent to terminate school enrollment and the student's parent or legal guardian must also sign the declaration of intent to terminate school enrollment.

## **Truancy**

It is the responsibility of the student's parents/guardians to notify the school when their child will not be in attendance. For the purpose of these regulations, a "truant" is one who is not in attendance, with or without approval of the parent or other persons having charge of the student, and who has an unapproved absence. *A student is considered "habitual truant" when he/she/they have fifteen (15) unexcused absences within ninety (90) calendar days with or without the knowledge or consent of the student's parent or legal guardian.* A student primary's teacher shall report to the principal or designee if the student is exhibiting a pattern of nonattendance and is potential habitual truant due to:

- a. at least five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month; or
- b. ten (10) unexcused absences, or absences for which the reason is unknown, within a ninety (90) calendar day period.

## **Learnfare Program**

A family receiving temporary cash assistance (TCA) could jeopardize its eligibility if a minor child in the home is determined by the school to be either habitual truant or a dropout.

**Attendance:** Section 414.1251(1), Florida Statutes, requires DCF to reduce the temporary cash assistance for an eligible parent's dependent child or for an eligible teenage participant who is not exempt from school attendance requirements and who has been identified as a habitual truant or as a dropout. If good cause for failure to participate does not exist, the sanction will be imposed, and the parent will receive notice of case action to reflect that the child's needs have been removed from the benefit amount. The child may be reinstated or added back to the case under the following circumstances:

- a. following the truant child's substantially improved attendance during a subsequent grading period; or
- b. after the dropout child enrolls in a public school, receives a high school diploma or its equivalent, enrolls in preparation for General Educational Development Tests, or enrolls in other educational activities approved by the Gadsden County School District.

**Parent/School Conference:** Section 414.1251(2), Florida Statutes, requires each participant with a school-aged child to have a conference with an appropriate school official during each semester to assure that the participant is involved in the child's educational progress and is aware of any existing attendance or academic problems. A school conference may be a face-to-face meeting or a telephone conversation. However, the conference must address acceptable student attendance, grades, and behavior and must be documented by the school and reported to DCF.

## **Attendance Intervention Teams (AIT)**

An attendance intervention team (AIT) shall be established at each school to review reason(s) for absence(s) beyond three (3) in a nine-week grading period. The AIT shall include at least two of the following: an administrator or administrative designee, school social worker, guidance counselor and teacher. Both the parent and the student must attend the AIT meetings. Guidelines for the conference are:

- a. Only absences beyond the five (5) in a thirty (30) day calendar month or may require an attendance conference.
- b. Parents/guardians may request an attendance conference for anticipated absence beyond the three (5) in a (30) day calendar month or ten (10) in a ninety (90) day period.
- c. A parent/guardian must request an attendance conference within ten (10) school days after the student returns to school. The conference must be scheduled no later than the day the student returns to school if the absence occurs the last week of the semester.
- d. The school shall document attempts to contact the parents when unexcused absences occur. However, failure to successfully notify parents **shall not** negate the attendance policy.
- e. The current attendance reporting system and the teacher's grade book shall be the final authority in determining the number of absences for each student. However, it is the right of the principal to excuse any student from any consequence arising from recorded absences, tardies, or late arrivals.

### **Other Considerations**

1. Students between the ages of fourteen (14) and eighteen (18) may become ineligible for driving privileges if they fail to satisfy attendance requirements. The Gadsden County School District shall notify the Department of Highway Safety and Motor Vehicles pursuant to **FL Statutes 1003.27(2)(b)(c)**.

Failure to satisfy attendance requirements occurs when a student:

- a. accumulates fifteen (15) or more unexcused absences in a single class within ninety (90) school days; or
  - b. has fifteen (15) or more unexcused absences within ninety (90) school days. For the purposes of this section an absence constitutes four (4) or more periods missed in a single day.
2. Any student with fifteen (15) or more absences due to a physical or mental condition that confines the student to a home, or a hospital may be placed on Hospital Homebound or Intermittent Hospital-Homebound status. If placed in the Hospital Homebound program, attendance records shall become the responsibility of the Hospital-Homebound program.
  3. Any student sixteen (16) years of age or older who accumulates ten (10) unexcused absences in any one (1) semester for any course may fail such course for the semester and may receive a recommendation to withdraw from class or school for the remainder of the semester.
  4. At or after the date a student attains the age of sixteen (16), he/she/they may file a formal declaration of intent to terminate school enrollment. The declaration shall be on a form that requires the student and parent to acknowledge that terminating school enrollment is likely to reduce his/her/they potential earning power.

## School-Based Truancy Intervention Procedures

1. Classroom teachers are required to report to the principal or designee students with patterns of non-attendance. After **three (3) unexcused absences**, teachers should contact the parents to determine the reason for the unexcused absences. Escalating services to address the unexcused absences must be documented in the Student Documentation in FOCUS and social workers will initiate the Attendance Intervention Team (AIT) process, which includes sending home an attendance nudge letter to the parent.
2. Social workers will run bi-weekly, monthly and quarterly reports to determine the need for truancy sweeps, to include weekly data analysis to the District's Truancy Compliance Officer. After **five (5) unexcused absences in 30 days**, social workers will continue the Attendance Intervention Team (AIT) process, consisting of assigning Navigate 360 module or other evidence-based interventions. Additionally, if attendance pattern has been identified students will be added to the monthly AIT agenda list to monitor student's attendance patterns. After **ten (10) unexcused absences in 90 days**, school-based interventions will be updated, and a parent conference will be held to determine the causes that may be contributing to the attendance patterns, as well as conducting a home visit as appropriate. Furthermore, after **fifteen (15) unexcused absences in 90 days**, students will be referred to the Gadsden County School District's Truancy Compliance Office for further compliance measures.
3. The Attendance Intervention Team is comprised of a member of administration, district representative, school counselor, school social worker, other school staff as appropriate, along with parent and the student (optional). This team implements interventions to resolve non-attendance that may include: *frequent attempts of communication between teacher and family; mentoring; counseling; tutoring; daily/weekly progress monitoring; evaluation for alternative programs; home visit by social worker; student schedule modification; attendance contract; psychological evaluation; referral to other district departments such as Family & Community Engagement; and referral to outside social service agencies for family intervention.*
4. Once efforts to enforce school attendance have been exhausted, the AIT will complete the [Truancy Intervention Program Referral FM 6007](#). During this process, parents are to be informed that a complaint of truancy will be filed with the Florida Department of Motor Vehicles (DHSMV) for suspension of driving privileges and the Department of Children & Families (DCF) for initiation of the Learn Fare program for suspension of temporary cash assistance (TCA).
5. **The following 4 documents are to be included in the Truancy Referral:**
  - i. [Truancy Intervention Referral Form](#) completed by AIT team prior to submitting truancy packet to District Truancy Compliance Office;
  - ii. [Student Questionnaire](#) completed by School Social Worker from AIT meeting;
  - iii. [School Attendance Agreement](#) signed by the AIT members, along with the student and parent.
  - iv. [Home Visit Form](#) completed by District Truancy Compliance Officer;
  - v. **Daily Attendance (FOCUS)** screen (summary page only).

- vi. **Student Record/Subjects (FOCUS)** screen(s) to document academic progress for current and, if applicable, previous year.
  - vii. **Student Case Management System (FOCUS)** screen to display documentation of interventions for the current year and, if applicable, previous year.
6. Although not to be submitted as part of the Truancy referral, it is imperative for the Attendance Intervention Team to implement, and document in the student’s cumulative folder and in the Student Documentation tab in FOCUS, all interventions employed to rectify attendance concerns. As provided below, the team may utilize the following forms to document efforts:
- i. the [School Attendance Agreement](#) to solidify attendance requirements between student, parent, and school. **(REQUIRED)**  
*\*available in English Spanish*
  - ii. the [Home Visit Form](#) to record home visit/s; if no contact is made at the home, the visit should be noted and recorded on the form. **(REQUIRED)**
  - iii. the [Student Progress Report](#) for teachers to measure students’ progress.
  - iv. any other school site instrument that documents efforts made by the school to engage students and parents (i.e., telephone logs, emails).
7. Staff at the school **must** document in FOCUS escalating services for truancy. Prior to submitting the Truancy Intervention Program Referral to the Gadsden County School District’s Truancy Compliance Office, the following codes **must** be entered in the Student Case Management System (SCMS) in FOCUS:

Code	Description
TL	Truancy Letter to parent
TM	Truancy Child Study Team
RT	Referred to ATTD (FACETCO)
R3	Referred to DJJ/Truancy/DCF/DMV

Once the referrals are complete, they **must be sent via email request to Truancy Compliance Office, one (1) student referral per request in PDF format.** A *Truancy Referral Checklist* is included in this handbook to assist in the submission of complete referrals for timely processing.

**Staff at Gadsden County School District’s Truancy Compliance Office is responsible for processing Truancy referrals. Truancy referrals are reviewed by staff for completeness and are submitted to the corresponding social service agency, based on the home school’s demography.** If referrals are incomplete, or if students referred have reached the age of majority, a Resolved Incident reply will be sent stating the reason for not processing the referral(s).

**Please maintain all Truancy referral documents in the student's cumulative folder.**

Timely referral of students with patterns of non-attendance is essential for improved student achievement. Schools are required to submit Truancy Intervention Program Referrals for students between the ages of 6-17, who have 15 unexcused absences within 90 calendar days, not to exceed 25 unexcused absences.

Code	Description
R	Truant student with parental consent; <b>REFERRED</b> to agency.
Y	Truant student without parental consent, <b>NOT REFERRED</b> to agency.
N	Student NOT truant.





# THE GADSDEN COUNTY SCHOOL DISTRICT

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## ATTENDANCE SUPPORT SERVICES Chart Check List

All documents identified below must be accounted for before forwarding to the District Ruancy Compliance Office.

### AIT Meeting forms for District Truancy Packet

- AIT Referral
- AIT Agreement/Contract
- Student Attendance (FOCUS)
- Student Demographics (FOCUS)
- Student Grades (FOCUS)
- Referral Response
- AIT Questionnaire (if utilized)
- AIT Suggestions Form (if utilized)
- Other



# THE GADSDEN COUNTY SCHOOL DISTRICT

## ATTENDANCE INTERVENTION TEAM Truancy Intervention Referral Form

**School:** \_\_\_\_\_ **School No.** \_\_\_\_\_ **Date of AIT Meeting:** \_\_\_\_\_

<b>Student Name:</b>		<b>Student Number:</b>	
		<b>Grade:</b>	<b>DOB/Age:</b>
<b>Residential Address:</b>			
<b>Parent/Guardian(s) Name:</b>		<b>Telephone:</b>	
		<b>Email:</b>	
<b>Current School Year Attendance Information</b>			
<b>No. of Days Present:</b>	<b>No. of Days Absent:</b>	<b>No. of Days Unexcused:</b>	<b>No. of Days Tardy:</b>
<b>Parent Letter/interventions/Referrals Provided by the School: <span style="background-color: yellow;">Please circle as appropriate.</span></b>			
Attendance Agreement	Student Schedule Modification	Parent Letter	Daily/Weekly Progress Monitoring
Counseling	Mentoring	Tutoring	Home Visit
Psychological Evaluation	Alternative School Programs	Health Screening	Attendance Club
Outside Social Service Agency	AIT Meeting	Administration Support	Other

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**AIT Member/Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**AIT Member/Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**AIT Member/Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**AIT Member/Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# THE GADSDEN COUNTY SCHOOL DISTRICT



## ATTENDANCE INTERVENTION TEAM

### Student Questionnaire

School: \_\_\_\_\_ Student: \_\_\_\_\_ Student #: \_\_\_\_\_

AIT Date: \_\_\_\_\_ Unexcused: \_\_\_\_\_ Excused: \_\_\_\_\_

**Attendee:**

**Reasons for Absences:**

**Family Make-up:**

**Transportation:**

**Medical Condition:**

<b>Grades:</b>	<b>Absences:</b>
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**Skipping:**  Y  N      **Retention:**  Y  N      **If yes for retention, list grade (s) retained:**

**Reviewed:** FL Statutes:  Y  N      DJJ Monitoring:  Y  N      Driver's License:  Y  N

**Notes:**

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# THE GADSDEN COUNTY SCHOOL DISTRICT

## ATTENDANCE INTERVENTION TEAM

### Student Attendance Agreement

**Student Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **Student Number:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Parent/Guardian:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

#### Cumulative Folder Information

**Reading Level:** \_\_\_\_\_ **Math Level:** \_\_\_\_\_

**Exceptional Education:**  Y  N **Program:** \_\_\_\_\_

The Attendance Intervention Team (AIT) met on \_\_\_\_\_

The following strategies were recommended to assist the student and parent in improving regular school attendance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I agree with the terms of the above recommendations, and fully understand that any failure to fulfill my part of the agreement will result in stronger actions to enforce regular school attendance.

**Parent's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

#### Others present at the Attendance Intervention Team conference:

<b>Signature</b>	_____	<b>Title</b>	_____	<b>Date</b>	_____
<b>Signature</b>	_____	<b>Title</b>	_____	<b>Date</b>	_____
<b>Signature</b>	_____	<b>Title</b>	_____	<b>Date</b>	_____
<b>Signature</b>	_____	<b>Title</b>	_____	<b>Date</b>	_____
<b>Signature</b>	_____	<b>Title</b>	_____	<b>Date</b>	_____

# THE GADSDEN COUNTY SCHOOL DISTRICT



## ATTENDANCE INTERVENTION TEAM

### Home Visit Form

Home Visit Date: \_\_\_\_\_

<b>Student Name:</b>		<b>Student Number:</b>	
		<b>Grade:</b>	<b>Gender:</b>
<b>Residential Address:</b>			
<b>Parent/Guardian(s) Name:</b>	<b>Email:</b>	<b>Telephone:</b>	
<b>Name &amp; Title of Person Conducting Visit:</b>			
<b>Interviewer's Telephone Number:</b>			
<b>Person(s) Interviewed During Visit (Include Relationship to Student):</b>			

**Home Assessment:**

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<b>Interviewer's Signature:</b>	<b>Date:</b>



# THE GADSDEN COUNTY SCHOOL DISTRICT

## ATTENDANCE INTERVENTION TEAM

### Student Progress Report Form

**School:** \_\_\_\_\_ **School Number:** \_\_\_\_\_

Student Name:		Grade:		Average Daily Attendance:	
Student ID No.	DOB:	Age:	Week of:		
Parent(s) Name:			Telephone:		
Teacher:			Subject:		
<p><b>Instructions:</b> Please complete at the end of each instructional period and sign. Students will return the progress report signed by the parent to the designated school representative on the subsequent Monday.</p> <p><b>Scale:</b> Academic (A, B, C, D, F); Effort: (1, 2, 3); Conduct: (A, B, C, D, F); Attendance (E) Excused Absence, (U) Unexcused Absence, (T) Tardy.</p>					

<b>Student Progress Monitoring</b>									
<b>Instructional Periods</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>MONDAY</b>	Academic								
	Effort								
	Conduct								
	Attendance								
<b>TUESDAY</b>	Academic								
	Effort								
	Conduct								
	Attendance								
<b>WEDNESDAY</b>	Academic								
	Effort								
	Conduct								
	Attendance								
<b>THURSDAY</b>	Academic								
	Effort								
	Conduct								
	Attendance								
<b>FRIDAY</b>	Academic								
	Effort								
	Conduct								
	Attendance								

**Parent's Signature** \_\_\_\_\_

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