

# AGENDA

## SPECIAL BOARD MEETING

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

August 6, 2014

4:00 P.M.

THIS MEETING IS OPEN TO THE PUBLIC

1. CALL TO ORDER

2. AGREEMENTS/CONTRACTS

- a. Dual Enrollment Articulation Agreement Between Tallahassee Community College and Gadsden County Schools 2014 - 2015 – **SEE PAGE #3**

Fund Source: FEFP

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- b. Career Pathways Articulation Agreement Between Tallahassee Community College and Gadsden County Schools 2014 – 2015 – **SEE PAGE #20**

Fund Source: FEFP

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- c. Memorandum of Agreement Between Gadsden County Schools and Gadsden County Health Department 2014 – 2015 – **SEE PAGE #40**

Fund Source: General Fund

Amount: \$100,100.00

ACTION REQUESTED: The Superintendent recommends approval.

- d. Agreement Between the School Board of Gadsden County, FL., Capital Health Plan, Inc., World Class Schools of Leon County, Inc., and Titus Sports Academy, L.L.C. – **SEE PAGE #46**

Fund Source: N/A

Amount: N/A

**ACTION REQUESTED:** The Superintendent recommends approval.

3. ITEMS BY THE SUPERINTENDENT
4. SCHOOL BOARD REQUESTS AND CONCERNS
5. ADJOURNMENT

*Submitter*

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

**AGENDA ITEM NO.** 2a

**DATE OF SCHOOL BOARD MEETING:** August 6, 2014

**TITLE OF AGENDA ITEM:** Dual Enrollment Articulation Agreement between Tallahassee Community College and Gadsden County Schools 2014-2015

**DIVISION:** Secondary Education

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

**PURPOSE AND SUMMARY OF ITEM:**

(Type and Double Space)

The purpose of this agenda item is to request board approval of the Dual Enrollment Articulation Agreement between the School Board of Gadsden County and Tallahassee Community College governing the enrollment of students for the 2014-2015 school term.

**FUND SOURCE:** FEFP

**AMOUNT:** NA

**PREPARED BY:**

**POSITION:**

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

4 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 16

CHAIRMAN'S SIGNATURE: page(s) numbered 16

2014 JUL -7 AM 7:25  
GADSDEN SCHOOL BOARD  
OFFICE OF ASSISTANT  
SUPERINTENDENT

# 2014 – 2015 Dual Enrollment Articulation Agreement

## Gadsden County Schools and Tallahassee Community College

### Introduction

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee Community College, hereinafter referred to as TCC, and the District School Board of Gadsden County, hereinafter referred to as the School Board. The term of this agreement shall commence upon signing and shall end July 31, 2015.

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 TCC will be appointed by the President of TCC or designee.

Either party may cancel this Agreement upon thirty (30) days written notice should the other party fail substantially to perform in accord with its terms through no fault of the party initiating the termination. This Agreement may be amended only by written communication signed by the Superintendent of the District School Board of Gadsden County and the President of Tallahassee Community College.

### I. A ratification or modification of all existing articulation agreements

This agreement replaces any existing agreement with TCC and the School Board regarding the Dual Enrollment Articulation Agreement.

### II. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program

It is the responsibility of the high schools in the district to inform students of the availability of the dual enrollment program requirements and currently offered courses through educational planning and guidance process. Each high school will advertise dual enrollment through a variety of methods. High school personnel will direct students to meet with their high school guidance counselors if they are interested in learning more about participation in dual enrollment. High school guidance counselors will review with the student criteria for participation in the dual enrollment program. Information will also be available to students and parents on TCC's Dual Enrollment website.

It is the responsibility of the high schools to notify parents about the option for their child to participate in dual enrollment courses through a variety of means.

### III. A delineation of courses and programs available to students eligible to participate in dual enrollment

Section 1007.271(1), Florida Statutes, establishes that “the dual enrollment program is the enrollment of an eligible secondary student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree”. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student. Physical education skills courses and college preparatory instruction are not eligible for dual enrollment.

Students enrolled as dual enrollment, early admission, or career dual enrollment shall be exempt from the payment of registration, tuition, and laboratory fees. Students enrolled as dual enrollment, early admission, and career dual enrollment, will be eligible to participate in both high school and college activities as appropriate including graduation and other extracurricular activities. Participation in all college activities must be approved by the Vice President for Student Affairs.

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at <http://www.fldoe.org/articulation/pdf/DEList.pdf> . Eligible courses may be taken in any format that TCC offers them unless otherwise specified in the Agreement.

College courses are offered on the main campus, high school campuses, and through distance learning.

#### **Early Admission Dual Enrollment**

Early Admission shall be a form of dual enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis (minimum of 12 credit hours and maximum of 15 credit hours) in courses that are creditable toward the high school diploma and the associate or baccalaureate degree. Early admitted students will be exempt from the payment of registration, tuition, and laboratory fees. Both the high school and TCC must approve Early Admission for a high school student each semester.

#### **Career Dual Enrollment**

Career dual enrollment is a curricular option of elective credits toward earning the high school diploma and completing a career-preparatory certificate program (PSAV). Career dual enrollment is not intended to enable students to take isolated courses unrelated to a program. The School Board will inform all students of the options available and the eligibility criteria.

For 2014-2015, the Corrections program is the only option available for career dual enrollment through TCC.

## CAREER DUAL ENROLLMENT PROGRAM INFORMATION

Program start date: August 25, 2014

Program end date: May 22, 2015

Class time: 11:30 am to 2:30 pm

Class days: Monday, Tuesday, Wednesday, Thursday, Friday

Class location: FPSI

### Student eligibility requirements:

- Passing score on Criminal Justice Basic Abilities Test
- 2.0 high school unweighted grade point average
- Must be 18 by November 1, 2014 (to ensure that students take the high liability courses under dual enrollment)
- Florida Class E Driver's License (not a Class E Learner)
- Must attend and complete TCC's career assessment/advising workshops (The purpose of the workshops are to determine the interest in obtaining a career as a correctional officer. The workshops will take place in April during the student's junior year.)

### Documents due to Doris Pleas (TCC's dual enrollment coordinator) by May 30, 2014

- Completed TCC online application (submit online)
- High School Transcript
- Permission to register form
- TCC Career Assessment/Advising Certificate of Completion

### Documents due to Andrea Blalock by August 1, 2014

- Completed FPSI application
- Copy of Birth Certificate
- Copy of Social Security Card
- Copy of Florida Class E Driver's License (not a Class E Learner)
- Seven year driving history (if available)
- Level 2 background check (obtain a list of vendors form Andrea Blalock)
- Signed permission form

\*Interviews will take place August 11 through August 14. Students will be fitted for uniforms after successfully completing their interview.

Program Costs	Responsible for Payment	Due Date of Payment
Tuition: \$1071.80 per student (based on \$2.33 per clock hour)	Gadsden County School Board	8/29/2014
Uniform: \$480 per student	Student	8/11/2014
CJBAT: \$35 per student	Student	At time of test
Level 2 Background Check: \$50 to \$80 per student	Student	At time of background check
State Exam: \$100 to \$150 per student	Student	At time of test registration

Approved By: \_\_\_\_\_ Date \_\_\_\_\_

Debra Rackley

**IV. A description of the process by which students and their parents exercise options to participate in the dual enrollment program**

<p><b>Application Process for New Students</b></p> <p>Step 1: Complete <a href="#">TCC online application</a>. <a href="#">Click here to access application instructions</a>.</p> <p>Step 2: Meet with high school guidance counselor to discuss testing options.</p> <p>Step 3: Complete the Permission to Register Form with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form. <a href="#">Click here to access the form</a>.</p> <p>Step 4: Schedule a meeting with the TCC Dual Enrollment Advisor by emailing your request to <a href="mailto:dualenrollment@tcc.fl.edu">dualenrollment@tcc.fl.edu</a>.</p> <p>Step 5: Submit the following documents prior to or during your meeting with the TCC Dual Enrollment Advisor. Documents can be emailed to <a href="mailto:dualenrollment@tcc.fl.edu">dualenrollment@tcc.fl.edu</a> or you can bring them to your meeting:</p> <ul style="list-style-type: none"> <li>• Copy of test scores</li> <li>• Permission to register form</li> <li>• High school transcript (please use the FASTER system)</li> </ul>
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Step 6: During your meeting with the TCC Dual Enrollment Advisor, you will be registered for your TCC courses that are listed on your Permission to Register Form. The TCC Dual Enrollment Advisor is the only person allowed to register you for your courses.

### **Application Process for Early Admission Students**

Step 1: Complete [TCC online application](#). [Click here to access application instructions](#).

Step 2: Meet with high school guidance counselor to discuss testing options.

Step 3: Complete the Permission to Register Form with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form. [Click here to access the form](#).

Step 4: Complete the Permission for Early Admission Form with your guidance counselor. [Click here to access the form](#).

Step 5: Schedule a meeting with the TCC Dual Enrollment Advisor by emailing your request to [dualenrollment@tcc.fl.edu](mailto:dualenrollment@tcc.fl.edu)

Step 6: Submit the following documents prior to or during your meeting with the TCC Dual Enrollment Advisor. Documents can be emailed to [dualenrollment@tcc.fl.edu](mailto:dualenrollment@tcc.fl.edu) or you can bring them to your meeting:

- Copy of test scores
- Permission to register form
- Permission for early admission form
- High school transcript (please use the FASTER system)

Step 7: During your meeting with the TCC Dual Enrollment Advisor, you will be registered for your TCC courses that are listed on your Permission to Register Form. The TCC Dual Enrollment Advisor is the only person allowed to register you for your courses.

### **Withdrawing from classes and Schedule Changes**

Dual enrollment students must comply with the drop/add and withdrawal policies and deadlines published by TCC.

To withdraw, add, or drop from a course(s), students must provide a written request from the high school guidance counselor verifying that the student has permission to withdraw, add, or drop **before the withdrawal deadline**. The request must be submitted to TCC's Dual Enrollment Advisor before the withdrawal deadline. [Click here for the Dual Enrollment Withdrawal Form](#).

To change a student's schedule, the guidance counselor must submit a written request to TCC's Dual Enrollment Advisor before the deadline which is published on TCC's Dual Enrollment Website. [Click here for the Course Adjustment Form](#).



**Summer Enrollment**

Students are allowed to enroll in summer courses during summer B session. Enrollment in sessions A and C are not allowed.

Graduating high school seniors will not be eligible to participate in dual enrollment during the summer. They will be categorized as degree seeking college students and will have to pay for summer courses.

**Maximum Course Loads**

Dual enrolled students are allowed a maximum of 11 credit hours each semester. All college courses taken must count towards high school credit.

Early admission students are allowed a minimum of 12 credit hours and maximum of 15 credit hours each semester. All college courses taken must count towards high school credit. Special permission is required each semester for the early admission program.

**Maximum Age for Participation in Dual Enrollment**

The maximum age for participation in dual enrollment is 20. If the student has attained the age of 20 by the first day of class, then he/she is not eligible for dual enrollment.

**Testing for Dual Enrollment Eligibility**

Students will use the P.E.R.T., SAT, ACT, and FCAT 2.0 Reading scores to test for dual enrollment eligibility.

Placement testing before 10/22/2013:

<b>P.E.R.T.</b>		
Reading	104	ENC 1101
Writing	99	
Mathematics	113-122	MAT 1033
Mathematics	123	MAC 1105, STA 2023, MGF 1106, MGF 1107
<b>SAT-I, The College Board</b>		
Verbal	440	ENC 1101
Mathematics	440-549	MAT 1033
Mathematics	550	MAC 1105, STA 2023, MGF 1106, MGF 1107
<b>Enhanced ACT, American College Testing Program</b>		
Reading	18	ENC 1101
English	17	
Mathematics	19-20	MAT 1033
Mathematics	21	MAC 1105, STA 2023, MGF 1106, MGF 1107
<b>Grade 10 FCAT 2.0 Reading</b>		
Reading	262	ENC 1101

Placement testing on or after 10/22/2013:

<b>P.E.R.T.</b>		
Reading	106	ENC 1101
Writing	103	
Mathematics	114-122	MAT 1033
Mathematics	123	MAC 1105, STA 2023, MGF 1106, MGF 1107
<b>SAT-I, The College Board</b>		
Verbal	440	ENC 1101
Mathematics	440-549	MAT 1033
Mathematics	550	MAC 1105, STA 2023, MGF 1106, MGF 1107
<b>Enhanced ACT, American College Testing Program</b>		
Reading	19	ENC 1101
English	17	
Mathematics	19-20	MAT 1033
Mathematics	21	MAC 1105, STA 2023, MGF 1106, MGF 1107
<b>Grade 10 FCAT 2.0 Reading</b>		
Reading	262	ENC 1101

Students must provide official score reports to TCC for ACT, SAT, and/or FCAT 2.0 Reading before being registered for courses. Scores must be less than two years old.

High schools must provide P.E.R.T. official score reports and P.E.R.T. test history if students plan to use high school P.E.R.T. scores.

It is the high schools' responsibility to provide P.E.R.T. for dual enrollment eligibility. TCC will work with the high schools and assist with P.E.R.T. testing for special circumstances.

**V. A list of any additional initial student eligibility requirements for participation in the dual enrollment program**

The statutory eligibility requirements for academic dual enrollment include: 3.0 unweighted high school GPA and demonstrated readiness for college coursework through scores on a common placement test (as established in State Board of Education Rule 6A-10.0315).

TCC defines readiness for college-level coursework as placement into college-level Mathematics **and** English **and** Reading.

Students who wish to enroll in dual enrollment prior to completing the 10<sup>th</sup> grade FCAT will be required to place into college-level Mathematics **and** English **and** Reading in order to be eligible for the dual enrollment program. There are no exceptions to this rule. Students who wish to enroll in dual enrollment after taking the 10<sup>th</sup> grade FCAT and have appropriate scores (see *Table 1*) on the English and Reading areas and do not have appropriate scores on the math portion of the college placement test will only be allowed to accumulate 12 college credit hours until the math portion of the test is passed. Students must be enrolled in the high school math college readiness course during the accumulation of the 12 college credit hours or have successfully completed the high school math college readiness course which will be verified through the high school transcript. There are no exceptions to this rule. Students must place into ENC 1101 with their test scores to be eligible to participate in the dual enrollment program.

Students who will graduate from high school prior to completion of the postsecondary course may not register for the course through dual enrollment.

Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. Procedure is outlined in TCC's Student Handbook.

#### **Continued Enrollment for Academic Dual Enrollment**

Students must maintain a minimum 3.0 unweighted cumulative high school grade point average. Continued eligibility for college credit dual enrollment requires the maintenance of a 3.0 unweighted high school GPA.

Additionally, the TCC GPA will be reviewed each semester and students must maintain a 2.5 TCC GPA at the time of review as well as a successful completion rate of 75% (C or better). Students will be given a one semester grace period if the TCC GPA is below 2.5 or completion is below 75%. High school students are only allowed one grace period.

#### **Early Admission Eligibility**

Students who wish to participate in early admission must be a high school senior and have an unweighted high school GPA of 3.5 or higher. Additionally, students must have a TCC GPA of 3.0 or higher.

#### **Continued Enrollment for Early Admission**

Students must maintain a minimum 3.5 unweighted cumulative high school GPA and a TCC GPA of 3.0.

## **VI. High School Credit Earned for the passage of Dual Enrollment Courses**

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at <http://www.fldoe.org/articulation/pdf/DEList.pdf>. Eligible courses may be taken in any

format that TCC offers them unless otherwise specified in the Agreement.

Other courses in the Statewide Course Numbering System, with the exception of remedial courses and physical education skills courses, can be used for dual enrollment credit and count toward high school graduation, including electives provided these courses are specified in this agreement.

Courses Not Specified on the List – Courses that are not listed in the Dual Enrollment Course – High School Subject Area Equivalency List that are taken through dual enrollment must be identified in the Dual Enrollment Articulation Agreement along with the number of high school credits to be awarded either as an elective or subject area credit.

**Courses not listed on the Dual Enrollment Course – High School Subject Area Equivalency List**

For 2014-2015, all courses are listed in the approved list.

**VII. A description of the process for informing students and their parents of college-level course expectations**

Dual enrollment courses meet the curricular expectations and are at the same depth and rigor of non-dual enrollment postsecondary instruction, including dual enrollment courses offered on the high school campus. Students should understand that dual enrollment courses are college courses and the amount of work necessary to succeed may be much greater than in high school courses. In addition, dual enrollment courses become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA.

It is the responsibility of the high schools in the district to inform the students and parents about the college-level expectations. TCC will inform students and parents of college-level course expectations through a dual enrollment orientation. TCC will also inform students and parents of college-level course expectations through the use of the course syllabus which is given to each student in each college-level course at the beginning of each semester.

**VIII. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis**

Section 1007.271(3), F.S., allows exceptions to the required GPA on an individual student basis if both parties agree.

**Exceptions to High School Grade Point Averages Terms:**

Upon recommendation by the principal or designee, a student with an unweighted GPA of 2.75-2.99 may enroll for a maximum of 6 hours of dual enrollment courses provided that the student has shown evidence of ability to do advanced level work through successful completion of Advanced Placement, Honors, or other advanced courses or supplemental work and provided that the student is in a high school college preparatory program in high school. Continuation of dual enrollment will require satisfactory progress in all college dual enrollment courses as defined in Section V of this agreement and successful completion of all high school courses with grades no lower than "B". Documentation must be provided to TCC's Dean for Curriculum.

Exceptions related to serious illness or other extenuating circumstances will be reviewed on a case by case basis and must be approved by both the principal and TCC's Dean for Curriculum.

TCC will provide a form to the high school that must be completed, signed, and returned to TCC before the student will be allowed to continue in the program. A rationale for the exception must be stated on the form.

TCC will not make exceptions to the required TCC grade point average. Students will be given a one semester grace period during which a review will take place to determine continued eligibility. The grace period can only be used once during the student's high school matriculation.

**IX. Registration Procedures for Dual Enrollment**

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course reference numbers as well as 2<sup>nd</sup> options. The completed registration form will be given to TCC's Dual Enrollment Advisor who will register the student for courses that are available at the time the form is received.

**2014-2015 Deadlines for High Schools:**

<b>Due Date</b>	<b>Activity</b>	<b>Responsible Party</b>
May 30, 2014	Last Day for students to submit all paperwork <u>and</u> test scores for enrollment in Fall 2014 semester (this deadline includes students taking courses on the high school campus)	High school
June 30, 2014	Deadline for TCC to receive transcripts for students registered for summer and fall courses. Transcripts not received	High school

	by 06/30/2014 will result in students being dropped from classes. The students will <u>not</u> be added later.	
August 25, 2014	TCC First Day of Class	
August 29, 2014	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
November 3, 2014	Last Day to Withdraw a student (use withdrawal form)	
November 15, 2014	Deadline to make changes to course offerings at the high school for Spring 2015. Deadline to identify instructors.	High school
December 5, 2014	TCC Last Day of Class	
December 12, 2014	Deadline for students to submit paperwork for Spring 2015 (applications, test scores, permission to register forms)	
December 19, 2014	TCC Transcripts will be delivered to district	TCC
January 7, 2015	TCC First Day of Class	
January 13, 2015	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
January 31, 2015	Last Day to submit updated transcripts to TCC for currently enrolled students. Transcripts not received by 01/31/2015 will result in students being dropped from classes. The students will <u>not</u> be added later.	High school
March 2, 2015	Deadline to Submit "Course Request for Dual Enrollment" Form for 2015-2016.	High school
March 27, 2015	Last Day to Withdraw a student	High school
April 24, 2015	TCC Last Day of Class	
May 4, 2015	Deadline to submit grades to TCC	High school
May 8, 2015	TCC transcripts will be delivered to district	TCC

**X. Exceptions, if any, to Professional Rules and Guidelines for Instructors teaching Dual Enrollment Courses**

There are no exceptions.

**XI. Exceptions, if any, to Rules and Guidelines stated in the student handbook which Apply to Faculty Members.**

Dual enrollment courses are college courses both in content and outcomes. Dual enrollment instructors must meet the teaching credentials established by the Southern Association of Colleges and Schools (SACS). Section 1007.271(5)(a), F.S., governs dual enrollment faculty. These provisions were taken from the *Dual Enrollment Statement of Standards*, which was codified in State Board of Education Rule 6A 14.064, FAC.

Faculty who wish to teach college credit courses that are offered on the high school campuses must complete a [TCC application](#) and all other procedures required by TCC's Human Resources and Academic Divisions. Applicants must be recommended for hire by the appropriate Academic Dean/Director. Faculty must also adhere to the following guidelines (Florida Statutes, 1007.271 (5a):

Meet the qualifications required by TCC as identified in the TCC Faculty Credentials Manual. The qualifications apply to all faculty members regardless of the location of instruction. TCC requires compliance with these qualifications. [Click here to access TCC's Faculty Credentials Manual](#).

1. Provide TCC with an official copy of the postsecondary transcript.
2. Provide a copy of the current syllabus for each course taught to the discipline chair or department chair of the postsecondary institution before the start of each term. The content of each syllabus must meet the same standards required for all college-level courses offered at TCC and must be approved by the appropriate TCC academic division.
3. Adhere to the professional rules, guidelines, and expectations stated in TCC's adjunct faculty handbook.
4. Adhere to the rules, guidelines, and expectations (which apply to faculty members) that are stated in TCC's student handbook.

Dual enrollment courses taught on the high school campus must meet the same competencies required for courses taught on the TCC campus. To ensure equivalent rigor with courses taught at TCC, the high school instructor will provide a comprehensive, cumulative end-of-course assessment or a series of assessments of all expected learning outcomes to the appropriate Dean or designee. The completed and scored assessments must be returned to TCC and held for one year (Florida Statutes, 1007.271 (6a)).

It is the responsibility of the high school dual enrollment specialist to notify TCC's Dean for Curriculum of all courses that the high school is requesting to offer. Each high school must complete the appropriate form for each course that the high school plans to offer. Based on need and faculty availability, TCC will decide what courses can be offered on the high school campus.

It is the responsibility of each instructor to check their online class rosters every day to ensure that the appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify the high school dual enrollment contact person. The high school dual enrollment contact person should notify TCC's dual enrollment coordinator.

Advanced Placement (AP) students who do not take or pass the AP examination are not permitted to earn postsecondary credit for the AP course via dual enrollment. Per Section 1007.272, Florida Statutes, no student will be allowed duplicate credit based on enrollment in a joint AP/dual enrollment course. Dual enrollment courses taught on a high school campus may not be combined with any non-college credit high school course, per Section 1007.271 (6d), Florida Statutes.

Dual enrolled students taking courses on the high school campus must submit the same documentation as the students taking courses on TCC's main campus.

## **XII. Responsibilities of the School Board Regarding Determination of Student Eligibility before Dual Enrollment Participation and Monitoring of Student Performance while Participating in Dual Enrollment**

The School Board is responsible for determining if the student is eligible to be tested for the dual enrollment program. Students who have a 3.0 unweighted high school grade point average and who have an interest in participating in dual enrollment should be referred to their high school guidance counselors to discuss the eligibility requirements for the program.

The high school is responsible for making sure that all students who plan to participate in dual enrollment have completed an online TCC application.

The high school is responsible for advising students relative to insuring that they meet the requirements for high school graduation. The high school is also responsible for advising students about Bright Futures.

It is TCC's responsibility to monitor student performance in TCC's dual enrollment courses. The School Board and TCC should exchange student transcripts in order to make sure that students are eligible to continue in the dual enrollment program.

TCC is responsible for assigning grades for dual enrollment courses. The School Board is



prohibited from changing any grade (once assigned by the college) when posting it to the high school transcript.

**XIII. Responsibilities of the Florida College System Institution Regarding Transmission of Student Grades in Dual Enrollment Courses to the School Board**

TCC will transmit student transcripts to the high schools at the end of each semester.

**XIV. Responsibilities for Funding that Delineates Costs Incurred by the School Board and TCC**

Dual enrollment students shall be exempt from paying registration, matriculation, and laboratory fees.

Textbook Costs & ADA Accommodation Costs

Textbooks will be provided to students by the School Board. Textbooks purchased by the School Board shall remain the property of the School Board as specified in Section 1007.271 (17), F.S. TCC 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 TCC's campus will be covered by TCC. 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 the 1007.271, F.S., the School Board is required to pay the standard tuition rate per credit hour to TCC for instruction taking place on the college campus for dual enrolled students. The approved standard tuition for FY 2014-2015 is \$71.98. The rate will be charged for courses taking place on TCC's main campus, TCC's educational centers, and distance learning courses. The School Board is also required to pay the standard tuition rate per credit hour to TCC for dual enrolled home education students who are registered with the School Board.

TCC will not charge tuition to the School Board for Summer 2015 dual enrollment students. TCC also will not limit dual enrollment participation based upon capacity, F.S. 1007.271(4) in any term.

TCC will use the fees collected to enhance the dual enrollment program. TCC will promote dual enrollment participation, increase capacity, and enrich the quality of services associated with the dual enrollment program. The School Board's payment of tuition to TCC will increase the number of counselors available to the dual enrollment program in order to recruit more dual enrollment students and to help prepare students for transition to college, to counsel students in meta-majors and programs of study, and to track and provide feedback to students on their progress. TCC 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 dual enrollment occurring on the high school site. For instruction occurring on the high school sites by college faculty, the School Board must reimburse TCC for the costs associated with the proportion of salary and benefits.

TCC cannot guarantee the availability of instructors for dual enrollment classes offered at the high school. Schools can assist TCC by recommending qualified School Board instructors for consideration for teaching dual enrollment courses offered at the high school.

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

Invoicing for Financial Obligations

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

**XV. Responsibilities for Student Transportation**

It is the student's responsibility to provide his or her own transportation.

IN WITNESS WHEREOF, the School Board of Gadsden County, Florida and The District Board of Trustees, Tallahassee Community College, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.271, F.S., Dual Enrollment Articulation Agreements.

6/16/14  
Date

Eugene Smith, Jr.  
Chair, The District Board of Trustees,  
Tallahassee Community College, Florida

6/16/14  
Date

[Signature]  
President, Tallahassee Community College

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

SUMMARY SHEET



RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

**AGENDA ITEM NO.** 2b

**DATE OF SCHOOL BOARD MEETING:** August 6, 2014

**TITLE OF AGENDA ITEM:** Career Pathways Articulation Agreement between Tallahassee Community College and Gadsden County Schools 2014-2015

**DIVISION:** Secondary Education

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

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

The purpose of this agenda item is to request board approval of the Career Pathways Articulation Agreement between the School Board of Gadsden County and Tallahassee Community College governing the enrollment of students for the 2014-2015 school term.

**FUND SOURCE:** FEFP

**AMOUNT:** NA

**PREPARED BY:**

**POSITION:**

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

\_\_\_\_\_ 4 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 19

CHAIRMAN'S SIGNATURE: page(s) numbered 19

2014 JUL -7 AM 7:25  
GADSDEN SCHOOL BOARD  
OFFICE OF ASSISTANT  
SUPERINTENDENT

**Career and Technical Education  
Tallahassee Community College & Gadsden County School Board  
Career Pathways Articulation Agreement  
2014-2015**

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

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

**Student Qualifications**

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

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

**Procedure**

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

**Conditions of Agreement**

1. Gadsden County High School faculty and TCC faculty will review course textbooks, syllabi, and other institutional materials as needed in order to develop articulated programs of study.

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

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

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

**Career Cluster:** Business, Management, and Administration

**CTE Program:** Administrative Office Specialist--E/W Gadsden County HS

**Career Cluster Pathway:** CCC: Office Management/AS: Office Administration

**Industry Certification:** Microsoft Office Master MICRO017; MOS Certified Application Specialist Certification(s)



**16 CORE CURRICULUM CREDITS**

**8 ADDITIONAL CREDITS**

**ENGLISH**  
4 credits

**MATH**  
4 credits

**SCIENCE**  
3 credits, 2  
with lab

**SOCIAL  
STUDIES**  
3 credits

**OTHER REQUIRED  
COURSES**  
FINE ARTS (1 credit)  
PHYSICAL EDUCATION  
(1 credit)

**CAREER AND  
TECHNICAL  
EDUCATION  
COURSES**

**RECOMMENDED  
ELECTIVES**  
(ALIGNED WITH COMMUNITY  
COLLEGE & STATE UNIVERSITY  
SYSTEM PROGRAMS)

HIGH SCHOOL

Students are encouraged to use [fchoices.org](http://fchoices.org) to explore careers and the ePersonal Education Planner through [FACTS.org](http://FACTS.org) to map out courses.

Students are also encouraged to participate in dual enrollment courses which may be used to satisfy high school graduation or Bright Futures Gold Seal Vocational Scholars course requirements.

Students planning to enroll in any postsecondary *degree* program should take the Postsecondary Education Readiness Test (PERT) in eleventh grade if they do not earn college ready scores on the FCAT, FCAT 2.0, or subject area end of course exam.

9 <sup>th</sup>	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist	Physical Education (1credit)	Administrative Office Technology I	Foreign Language for SUS admission or other elective appropriate for student's career and education plan.
10 <sup>th</sup>	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist		Administrative Office Technology I	Foreign Language for SUS admission or other elective appropriate for student's career and education plan.
11 <sup>th</sup>	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist	Practical Arts or Fine Arts course (1 credit)	Business Software Applications I	Other elective course appropriate for student's career and education plan.
12 <sup>th</sup>	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist			Other elective course appropriate for student's career and education plan.

POSTSECONDARY

Based on the Career Cluster of interest and identified career and technical education program, the following postsecondary options are available.

<b>TECHNICAL CENTER PROGRAM(S)</b>	<b>COMMUNITY COLLEGE PROGRAM(S)</b>	<b>UNIVERSITY PROGRAM(S)</b>
	TCC: Office Administration AS #2107 CIP#1552020400 TCC: Office Management CCC #6334 CIP#0507060301	

CAREER

Sample Career Specialties (The Targeted Occupations List may be used to identify appropriate careers.)

	Supervisors of Office and Administrative Support Workers, Executive Secretaries and Executive Administrative Assistants, Computer User Support Specialist
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Articulation and CTE Dual Enrollment Opportunities			
CREDIT	Secondary to Technical Center (PSAV) (Minimum # of clock hours awarded)	Secondary to College Credit Certificate or Degree (Minimum # of clock or credit hours awarded)	PSAV/PSV to AAS or AS/BS/BAS (Statewide and other local agreements may be included here)
			State Articulated Pathway: 3 hours Microsoft Office Master MICRO017 = 3 hrs credit awarded as CGS2100  TCC Articulated Pathway: up to 9 hours Up to 9 hours credit awarded with MOS Certifications including Word, PowerPoint, Access, Excel
Career and Technical Student Association			
Eagle Business Society			
Internship/Work Experience Recommendations			
TCC TPP Internship course, IDS2941 recommended			



**Career Cluster:** Law, Public Safety and Security

**CTE Program:** Criminal Justice--EW Gadsden HS

**Career Cluster Pathway:** AS: Criminal Justice Technology

**Industry Certification:**



**16 CORE CURRICULUM CREDITS**

**8 ADDITIONAL CREDITS**

**ENGLISH**  
4 credits

**MATH**  
4 credits

**SCIENCE**  
3 credits, 2  
with lab

**SOCIAL  
STUDIES**  
3 credits

**OTHER REQUIRED  
COURSES**  
FINE ARTS (1 credit)  
PHYSICAL EDUCATION  
(1 credit)

**CAREER AND  
TECHNICAL  
EDUCATION  
COURSES**

**RECOMMENDED  
ELECTIVES**  
(ALIGNED WITH COMMUNITY  
COLLEGE & STATE UNIVERSITY  
SYSTEM PROGRAMS)

HIGH SCHOOL

Students are encouraged to use [fchoices.org](http://fchoices.org) to explore careers and the ePersonal Education Planner through [FACTS.org](http://FACTS.org) to map out courses.

Students are also encouraged to participate in dual enrollment courses which may be used to satisfy high school graduation or Bright Futures Gold Seal Vocational Scholars course requirements.

Students planning to enroll in any postsecondary *degree* program should take the Postsecondary Education Readiness Test (PERT) in eleventh grade if they do not earn college ready scores on the FCAT, FCAT 2.0, or subject area end of course exam.

9 <sup>th</sup>	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist	Physical Education (1 credit)	Criminal Justice Operations II	Foreign Language for SUS admission or other elective appropriate for student's career and education plan.
10 <sup>th</sup>	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist		Criminal Justice Operations II	Foreign Language for SUS admission or other elective appropriate for student's career and education plan.
11 <sup>th</sup>	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist	Practical Arts or Fine Arts course (1 credit)	Criminal Justice Operations III	Other elective course appropriate for student's career and education plan.
12 <sup>th</sup>	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist		Criminal Justice Operations	Other elective course appropriate for student's career and education plan.

POSTSECONDARY

Based on the Career Cluster of interest and identified career and technical education program, the following postsecondary options are available.

TECHNICAL CENTER PROGRAM(S)	COMMUNITY COLLEGE PROGRAM(S)	UNIVERSITY PROGRAM(S)
	TCC: AS Criminal Justice Technology #2138 CIP#1743010300	

CAREER

Sample Career Specialties (The Targeted Occupations List may be used to identify appropriate careers.)

Non-Sworn Law Enforcement/Corrections Officers, Security Guards, Investigators, Communications Officers

Articulation and CTE Dual Enrollment Opportunities			
CREDIT	Secondary to Technical Center (PSAV) (Minimum # of clock hours awarded)	Secondary to College Credit Certificate or Degree (Minimum # of clock or credit hours awarded)	PSAV/PSV to AAS or AS/BS/BAS (Statewide and other local agreements may be included here)
			TCC Articulated Pathway: 9 hrs credit awarded as Program Courses
Career and Technical Student Association			
Internship/Work Experience Recommendations			
TCC TPP Internship course, IDS2941 recommended			

**Career Cluster:** Arts, AV, Technology & Communication **CTE Program:** Digital Design-- W Gadsden County HS

**Career Cluster Pathway:** AS: Graphic Design Technology **Industry Certification:** CIW Master Designer PROSO004; Adobe Certified Associate



16 CORE CURRICULUM CREDITS						8 ADDITIONAL CREDITS	
ENGLISH 4 credits	MATH 4 credits	SCIENCE 3 credits, 2 with lab	SOCIAL STUDIES 3 credits	OTHER REQUIRED COURSES FINE ARTS (1 credit) PHYSICAL EDUCATION (1 credit)		CAREER AND TECHNICAL EDUCATION COURSES	RECOMMENDED ELECTIVES <small>(ALIGNED WITH COMMUNITY COLLEGE &amp; STATE UNIVERSITY SYSTEM PROGRAMS)</small>

Students are encouraged to use [fchoices.org](http://fchoices.org) to explore careers and the ePersonal Education Planner through [FACTS.org](http://FACTS.org) to map out courses.

Students are also encouraged to participate in dual enrollment courses which may be used to satisfy high school graduation or Bright Futures Gold Seal Vocational Scholars course requirements.

Students planning to enroll in any postsecondary *degree* program should take the Postsecondary Education Readiness Test (PERT) in eleventh grade if they do not earn college ready scores on the FCAT, FCAT 2.0, or subject area end of course exam.

HIGH SCHOOL

9 <sup>th</sup>	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist	Physical Education (1 credit)	Introduction to Information Technology	Foreign Language for SUS admission or other elective appropriate for student's career and education plan.
10 <sup>th</sup>	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist		Digital Design I	Foreign Language for SUS admission or other elective appropriate for student's career and education plan.
11 <sup>th</sup>	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist	Practical Arts or Fine Arts course (1 credit)	Digital Design II	Other elective course appropriate for student's career and education plan.
12 <sup>th</sup>	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist		Digital Design III	Other elective course appropriate for student's career and education plan.

POSTSECONDARY

Based on the Career Cluster of interest and identified career and technical education program, the following postsecondary options are available.		
TECHNICAL CENTER PROGRAM(S)	COMMUNITY COLLEGE PROGRAM(S)	UNIVERSITY PROGRAM(S)
	TCC: Graphic Design Technology AS #2125 Graphic Design or #2155 Interactive Media CIP#16110800300	

CAREER

Sample Career Specialties (The Targeted Occupations List may be used to identify appropriate careers.)		
	Graphic Designers, Desktop Publishers	

CREDIT	Articulation and CTE Dual Enrollment Opportunities		
	<b>Secondary to Technical Center (PSAV)</b> (Minimum # of clock hours awarded)	<b>Secondary to College Credit Certificate or Degree</b> (Minimum # of clock or credit hours awarded)	<b>PSAV/PSV to AAS or AS/BS/BAS</b> (Statewide and other local agreements may be included here)
		State Articulated Pathway: 3 hours CIW Master Designer = 3 hrs credit awarded as Professional Elective TCC Articulated Pathway: up to 9 hours 3 hrs credit awarded as CGS1060 Exemption Exam Up to 6 hours depending on Adobe Certified Associate Certification(s)	
Career and Technical Student Association			
TCC Computer Club			
Internship/Work Experience Recommendations			
TCC TPP Internship course, IDS2941 recommended			

**Career Cluster:** Information Technology

**CTE Program:** Applied Information Technology--EW Gadsden HS

**Career Cluster Pathway:** CCC: Web Technologies/AS: Web Technologies

**Industry Certification:** CIW Assoc. Design Specialist PROSO001, CIW Master Designer PROSO004; MOS Certified Application Specialist Certification(s)



**16 CORE CURRICULUM CREDITS**

**8 ADDITIONAL CREDITS**

**ENGLISH**  
4 credits

**MATH**  
4 credits

**SCIENCE**  
3 credits, 2  
with lab

**SOCIAL  
STUDIES**  
3 credits

**OTHER REQUIRED  
COURSES**  
FINE ARTS (1 credit)  
PHYSICAL EDUCATION  
(1 credit)

**CAREER AND  
TECHNICAL  
EDUCATION  
COURSES**

**RECOMMENDED  
ELECTIVES**  
(ALIGNED WITH COMMUNITY  
COLLEGE & STATE UNIVERSITY  
SYSTEM PROGRAMS)

HIGH SCHOOL

Students are encouraged to use [fchoices.org](http://fchoices.org) to explore careers and the ePersonal Education Planner through [FACTS.org](http://FACTS.org) to map out courses.

Students are also encouraged to participate in dual enrollment courses which may be used to satisfy high school graduation or Bright Futures Gold Seal Vocational Scholars course requirements.

Students planning to enroll in any postsecondary *degree* program should take the Postsecondary Education Readiness Test (PERT) in eleventh grade if they do not earn college ready scores on the FCAT, FCAT 2.0, or subject area end of course exam.

9<sup>th</sup>

Please see  
Graduation  
Checklist

Please see  
Graduation  
Checklist

Please see  
Graduation  
Checklist

Please see  
Graduation  
Checklist

Physical Education  
(1 credit)

IT Programming  
Database

Foreign Language for SUS  
admission or other elective  
appropriate for student's  
career and education plan.

10<sup>th</sup>

Please see  
Graduation  
Checklist

Please see  
Graduation  
Checklist

Please see  
Graduation  
Checklist

Please see  
Graduation  
Checklist

IT  
Programming  
Database

Foreign Language for SUS  
admission or other elective  
appropriate for student's  
career and education plan.

11<sup>th</sup>

Please see  
Graduation  
Checklist

Please see  
Graduation  
Checklist

Please see  
Graduation  
Checklist

Please see  
Graduation  
Checklist

Practical Arts or Fine  
Arts course (1 credit)

IT Technical  
Support/Networking

Other elective course  
appropriate for student's  
career and education plan.

12<sup>th</sup>

Please see  
Graduation  
Checklist

Please see  
Graduation  
Checklist

Please see  
Graduation  
Checklist

Please see  
Graduation  
Checklist

IT Web/Digital  
Media

Other elective course  
appropriate for student's  
career and education plan.

POSTSECONDARY

Based on the Career Cluster of interest and identified career and technical education program, the following postsecondary options are available.

**TECHNICAL CENTER  
PROGRAM(S)**

**COMMUNITY COLLEGE PROGRAM(S)**

**UNIVERSITY PROGRAM(S)**

TCC: Web Technologies AS #2128 CIP#1511080102  
TCC: Web Technologies CCC #6317 CIP# 0500808103

CAREER

Sample Career Specialties (The Targeted Occupations List may be used to identify appropriate careers.)

Webpage Designers, Web Developers

CREDIT	Articulation and CTE Dual Enrollment Opportunities		
	<b>Secondary to Technical Center (PSAV)</b> (Minimum # of clock hours awarded)	<b>Secondary to College Credit Certificate or Degree</b> (Minimum # of clock or credit hours awarded)	<b>PSAV/PSV to AAS or AS/BS/BAS</b> (Statewide and other local agreements may be included here)
		State Articulated Pathway: up to 12 hours CIW Web Design Specialist = 6 hrs credit awarded as CGS1820 & CGS1555 CIW Master Designer = 6 hrs credit awarded as COP2822, 3 as Program Elective TCC Articulated Pathway: up to 9 hours Up to 9 hrs credit awarded as CGS1000, CGS1060 Exemption Exams; MOS Certifications including Word, PowerPoint, Access, Excel	
Career and Technical Student Association			
TCC Computer Club			
Internship/Work Experience Recommendations			
TCC TPP Internship course, IDS2941 recommended			

**Career Cluster:** Health Science

**CTE Program:** Nursing Assisting--E Gadsden HS

**Career Cluster Pathway:** CCC: EMT/AS: EMS Technology

**Industry Certification:** CPR, Emergency Medical Responder EMR NREMT003



**16 CORE CURRICULUM CREDITS**

**8 ADDITIONAL CREDITS**

**ENGLISH**  
4 credits

**MATH**  
4 credits

**SCIENCE**  
3 credits, 2  
with lab

**SOCIAL  
STUDIES**  
3 credits

**OTHER REQUIRED  
COURSES**  
FINE ARTS (1 credit)  
PHYSICAL EDUCATION  
(1 credit)

**CAREER AND  
TECHNICAL  
EDUCATION  
COURSES**

**RECOMMENDED  
ELECTIVES**  
(ALIGNED WITH COMMUNITY  
COLLEGE & STATE UNIVERSITY  
SYSTEM PROGRAMS)

Students are encouraged to use [flchoices.org](http://flchoices.org) to explore careers and the ePersonal Education Planner through [FACTS.org](http://FACTS.org) to map out courses.

Students are also encouraged to participate in dual enrollment courses which may be used to satisfy high school graduation or Bright Futures Gold Seal Vocational Scholars course requirements.

Students planning to enroll in any postsecondary *degree* program should take the Postsecondary Education Readiness Test (PERT) in eleventh grade if they do not earn college ready scores on the FCAT, FCAT 2.0, or subject area end of course exam.

HIGH SCHOOL

9 <sup>th</sup>	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist	Physical Education (1 credit)	Medical Skills/ Research	Foreign Language for SUS admission or other elective appropriate for student's career and education plan.
10 <sup>th</sup>	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist		Health Sciences I	Foreign Language for SUS admission or other elective appropriate for student's career and education plan.
11 <sup>th</sup>	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist	Practical Arts or Fine Arts course (1 credit)	Health Sciences II	Other elective course appropriate for student's career and education plan.
12 <sup>th</sup>	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist		Nursing Assistant III	Other elective course appropriate for student's career and education plan.

POSTSECONDARY

Based on the Career Cluster of interest and identified career and technical education program, the following postsecondary options are available.

TECHNICAL CENTER PROGRAM(S)	COMMUNITY COLLEGE PROGRAM(S)	UNIVERSITY PROGRAM(S)
	TCC: Emergency Medical Services Technology AS #2104 CIP#1351090402 TCC: Emergency Medical Technician CCC #B312 CIP#0351090403	

CAREER

Sample Career Specialties (The Targeted Occupations List may be used to identify appropriate careers.)

Nursing Assistants, Emergency Medical Technicians, Paramedics

CREDIT	Articulation and CTE Dual Enrollment Opportunities		
	<b>Secondary to Technical Center (PSAV)</b> (Minimum # of clock hours awarded)	<b>Secondary to College Credit Certificate or Degree</b> (Minimum # of clock or credit hours awarded)	<b>PSAV/PSV to AAS or AS/BS/BAS</b> (Statewide and other local agreements may be included here)
		TCC Articulated Pathway: 3 hrs credit awarded as HSC2531 Medical Terminology Exemption Exam and 3 hrs credit awarded as EMS1059C First Responder Credential	
Career and Technical Student Association			
Internship/Work Experience Recommendations			



2014 - 2015  
Career and Technical Education  
Career Pathways Articulation Agreement between  
Gadsden Technical Institute and Tallahassee Community College

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

Tallahassee Community College will work with Gadsden Technical Institute to establish Career Pathways to serve Career and Technical Education (CTE) students. Agreements will be developed during the year and this agreement will be amended as agreements are completed.

### **Student Qualifications**

Students must meet all TCC admission requirements; select an A.S. or college- credit certificate and present evidence of the following:

1. Successful completion of the articulated technical program of study with a grade of 2.5 (on a 4.00 scale) or better.
2. Successful completion of all applicable developmental classes. Students not requiring developmental classes will earn credit upon acceptance to TCC.
3. At least a 2.00 overall GPA completed if college credit courses have been completed.
4. Completion of the Gadsden Technical Institute program no more than 18 months prior to enrollment at Tallahassee Community College.
4. Enrollment in an A.S. or certificate program appropriate to the credit to be awarded for the specified exemption exam or industry certification. Completion of 9 credit hours in the A.S. or certificate program is required in order for the career pathway credit to be applied to the college transcript

### **Procedure**

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

### Conditions of Agreement

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

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

**Career Cluster:** Business, Management, and Administration

**CTE Program:** Administrative Office Specialist--Gadsden TI

**Career Cluster Pathway:** AS: Office Administration

**Industry Certification:** Administrative Office Specialist PSAV 1050 Clock Hours



**16 CORE CURRICULUM CREDITS**

**8 ADDITIONAL CREDITS**

**ENGLISH**  
4 credits

**MATH**  
4 credits

**SCIENCE**  
3 credits, 2  
with lab

**SOCIAL  
STUDIES**  
3 credits

**OTHER REQUIRED  
COURSES**  
FINE ARTS (1 credit)  
PHYSICAL EDUCATION  
(1 credit)

**CAREER AND  
TECHNICAL  
EDUCATION  
COURSES**

**RECOMMENDED  
ELECTIVES**  
(ALIGNED WITH COMMUNITY  
COLLEGE & STATE UNIVERSITY  
SYSTEM PROGRAMS)

Students are encouraged to use [flchoices.org](http://flchoices.org) to explore careers and the ePersonal Education Planner through [FACTS.org](http://FACTS.org) to map out courses.

Students are also encouraged to participate in dual enrollment courses which may be used to satisfy high school graduation or Bright Futures Gold Seal Vocational Scholars course requirements.

Students planning to enroll in any postsecondary *degree* program should take the Postsecondary Education Readiness Test (PERT) in eleventh grade if they do not earn college ready scores on the FCAT, FCAT 2.0, or subject area end of course exam.

HIGH SCHOOL

<b>9<sup>th</sup></b>	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist	Physical Education (1 credit)	BTE Core 150 hrs/Front Desk Specialist 300 hrs	Foreign Language for SUS admission or other elective appropriate for student's career and education plan.
<b>10<sup>th</sup></b>	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist		BTE Core 150 hrs/Front Desk Specialist 300 hrs	Foreign Language for SUS admission or other elective appropriate for student's career and education plan.
<b>11<sup>th</sup></b>	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist	Practical Arts or Fine Arts course (1 credit)	Assistant Digital Production Designer 150 hrs	Other elective course appropriate for student's career and education plan.
<b>12<sup>th</sup></b>	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist		Administrative Assistant 450 hrs	Other elective course appropriate for student's career and education plan.

POSTSECONDARY

Based on the Career Cluster of interest and identified career and technical education program, the following postsecondary options are available.

<b>TECHNICAL CENTER PROGRAM(S)</b>	<b>COMMUNITY COLLEGE PROGRAM(S)</b>	<b>UNIVERSITY PROGRAM(S)</b>
Administrative Office Specialist 1050 Clock Hours	TCC: Office Administration AS #2107 CIP#1552020400	

CAREER

Sample Career Specialties (The Targeted Occupations List may be used to identify appropriate careers.)

Administrative Assistants, Administrative Clerks, Executive Secretaries, Office and Administrative Support Workers

Articulation and CTE Dual Enrollment Opportunities			
CREDIT	Secondary to Technical Center (PSAV) (Minimum # of clock hours awarded)	Secondary to College Credit Certificate or Degree (Minimum # of clock or credit hours awarded)	PSAV/PSV to AAS or AS/BS/BAS (Statewide and other local agreements may be included here)
Career and Technical Student Association			
TCC Eagle Business Society			
Internship/Work Experience Recommendations			
TCC TPP Internship course, IDS2941 recommended			

**Career Cluster:** Business, Management, and Administration      **CTE Program:** Medical Administrative Specialist--Gadsden TI

**Career Cluster Pathway:** AS: Office Administration      **Industry Certification:** Medical Administrative Specialist PSAV 1050 Clock Hours



16 CORE CURRICULUM CREDITS						8 ADDITIONAL CREDITS	
<b>ENGLISH</b> 4 credits	<b>MATH</b> 4 credits	<b>SCIENCE</b> 3 credits, 2 with lab	<b>SOCIAL STUDIES</b> 3 credits	<b>OTHER REQUIRED COURSES</b> FINE ARTS (1 credit) PHYSICAL EDUCATION (1 credit)		<b>CAREER AND TECHNICAL EDUCATION COURSES</b>	<b>RECOMMENDED ELECTIVES</b> (ALIGNED WITH COMMUNITY COLLEGE & STATE UNIVERSITY SYSTEM PROGRAMS)

Students are encouraged to use [flchoices.org](http://flchoices.org) to explore careers and the ePersonal Education Planner through [FACTS.org](http://FACTS.org) to map out courses.

Students are also encouraged to participate in dual enrollment courses which may be used to satisfy high school graduation or Bright Futures Gold Seal Vocational Scholars course requirements.

Students planning to enroll in any postsecondary *degree* program should take the Postsecondary Education Readiness Test (PERT) in eleventh grade if they do not earn college ready scores on the FCAT, FCAT 2.0, or subject area end of course exam.

HIGH SCHOOL

<b>9<sup>th</sup></b>	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist	Physical Education (1 credit)	Introduction to Information Technology I	Foreign Language for SUS admission or other elective appropriate for student's career and education plan.
<b>10<sup>th</sup></b>	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist		Medical Office Tech 2	Foreign Language for SUS admission or other elective appropriate for student's career and education plan.
<b>11<sup>th</sup></b>	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist	Practical Arts or Fine Arts course (1 credit)	Medical Office Tech 4	Other elective course appropriate for student's career and education plan.
<b>12<sup>th</sup></b>	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist	Please see Graduation Checklist		Medical Office Tech 8	Other elective course appropriate for student's career and education plan.

POSTSECONDARY

Based on the Career Cluster of interest and identified career and technical education program, the following postsecondary options are available.

TECHNICAL CENTER PROGRAM(S)	COMMUNITY COLLEGE PROGRAM(S)	UNIVERSITY PROGRAM(S)
Administrative Office Specialist 1050 Clock Hours	TCC: Office Administration AS #2107 CIP#1552020400	

CAREER

Sample Career Specialties (The Targeted Occupations List may be used to identify appropriate careers.)

Administrative Assistants, Administrative Clerks, Executive Secretaries, Office and Administrative Support Workers

Articulation and CTE Dual Enrollment Opportunities			
CREDIT	Secondary to Technical Center (PSAV) (Minimum # of clock hours awarded)	Secondary to College Credit Certificate or Degree (Minimum # of clock or credit hours awarded)	PSAV/PSV to AAS or AS/BS/BAS (Statewide and other local agreements may be included here)
Career and Technical Student Association			
TCC Eagle Business Society			
Internship/Work Experience Recommendations			
TCC TPP Internship course, IDS2941 recommended			

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

6/16/14  
Date

Eugene Smith, Jr.  
Chair, The District Board of Trustees,  
Tallahassee Community College, Florida

6/16/14  
Date

[Signature]  
President, Tallahassee Community College

6/17/2014  
Date

Kathryn M Stewart  
Dean, Technology and Professional Programs,  
Tallahassee Community College

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Gadsden Technical Institute

*Rubinter*

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

**AGENDA ITEM NO.** 2c

**DATE OF SCHOOL BOARD MEETING:** August 6, 2014

**TITLE OF AGENDA ITEM:** Memorandum of Agreement between Gadsden County Schools and Gadsden County Health Department 2014-2015

**DIVISION:** K-12 Education

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

**PURPOSE AND SUMMARY OF ITEM:**

(Type and Double Space)

The attached is the Memorandum of Agreement between Gadsden County Schools and the Gadsden County Health Department. The Gadsden County School District agrees to collaborate with the Gadsden County Health Department to deliver health care and health education programs that equip limited resource families and youth who are at risk for not meeting basic human needs, to lead positive, productive, contributing lives.

**FUND SOURCE:**

**AMOUNT:** \$100,100

**PREPARED BY:**

**POSITION:**

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

\_\_\_\_\_ 2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 5

CHAIRMAN'S SIGNATURE: page(s) numbered 5

2014 JUL -7 AM 7:25  
GADSDEN COUNTY SCHOOL BOARD  
OFFICE OF ASSISTANT  
SUPERINTENDENT



# **Memorandum of Agreement**

**Between  
Gadsden County Schools**

**And**

**Florida Department of Health**

**MOA# - 005 (2014 – 2015)**

## **Background**

Gadsden County Schools envision communities where children and youth lead positive, secure and happy young lives while developing the skills, knowledge and competencies necessary for fulfilling contributing adult lives. The Gadsden County School Board is committed to a future where all children and youth live in families and communities that promote their positive development. The Gadsden County Schools (GCS) agree to collaborate with the Gadsden County Health Department (GCHD) to deliver health care and health education programs that equip limited resource families and youth who are at risk for not meeting basic human needs, to lead positive, productive and contributing lives.

## **Each party Agrees to:**

1. Promote a coordinated effort between GCS and GCHD staff to achieve maximum health and academic success of students and staff.
2. Comply with relevant state and federal laws, rules and regulations governing handling, storage and access to Department of Education (DOE) student records and Department of Health (DOH) medical records. GCS shall have access to all DOH records that are directly pertinent to this agreement, with the exception of confidential student records that are protected by HIPAA (Health Insurance Portability and Accountability Act). GCHD shall retain all required financial documents for five years after the district makes the final payment and all other pending matters are closed.
3. Develop cooperative procedures for administering health care data collection, record keeping and immunization compliance.
4. Jointly plan and provide training opportunities for health and school district personnel.

**Gadsden County Schools agree to:**

1. Pay \$100,100 annually to ensure that as many as possible (to the extent funding is available) of the district's school clinics will have health care staff assigned. This amount shall be paid in four quarterly installments of \$25,025. Please note that all invoices or notices sent to the GCS will require a minimum of seven (7) days and a maximum of fifteen (15) days to process once the invoice is received from GCHD.
2. Provide GCHD staff access to the district phone messaging service to relay Back-to-School information for students and their families concerning immunizations and school physical requirements and any health advisories that become necessary to protect the students and faculty. Provide phone support to school clinic staff within onsite school clinics.
3. Provide daily janitorial and as requested maintenance services to each school clinic facility.
4. Provide and maintain building infrastructure wiring, data and phone cabling, and electrical connections for school clinics.
5. Provide data transport, troubleshooting, network and port addressing to each school clinic, sufficient to support establishment and connectivity for an on-site firewall-created internal isolated zone. Secure tunneling will be used to establish connectivity for the isolated zone to DOH's network over county circuits.
6. Maintain general liability insurance covering all onsite electronic equipment under circumstances of occupational injury, employee disloyalty, and general liability. A review and determination of fault is required before assumption of any liability and a certificate must be provided upon request. Where determination of fault is with GCHD, DOH is self insured to the limit required by Florida Law, and a certificate of insurance shall be provided upon request.
7. Appoint a School Health Coordinator from the GCS to serve as a liaison with the GCHD. The Coordinator's duties should include but not be limited to coordination of service delivery, resolving billing issues, facilitating timely communication, and MOA monitoring.

**Gadsden County Health Department Agrees to:**

1. Provide Comprehensive Health Care to the schools listed below: [“These services include basic health services and student health management, interventions and classes to reduce risk-taking behaviors, violence and injury prevention, and services to reduce teen pregnancy and promote return to school after giving birth. Comprehensive school health services provide more in-depth health management through the increased use of registered nurses (RN) for assessments, intervention, case management, and improving access to health care through referrals to insurance programs and family physicians.”]
  - Chattahoochee Elementary
  - Gadsden Elementary Magnet
  - Greensboro Elementary
  - George W. Munroe
  - Gretna Elementary
  - Havana Elementary
  - Havana Middle School
  - Shanks Middle School
  - Stewart Street Elementary
  - St. John Elementary
  - West Gadsden school Clinic
  
2. **Provide Full Service Health Care to Students at East Gadsden School Clinic** [“Full Service Schools provide the infrastructure that is necessary to coordinate and deliver services donated by community partners and participating agencies. This program focuses on underserved students in poor, high risk communities needing access to medical and social services, as identified through demographics. Full Service Schools provide all basic health services, in addition to the coordination of medical and specialized social services, such as: nutritional, economic and job placement services, parenting classes, counseling for abused children, mental health and substance abuse counseling, and adult education for parents.”]
  
3. Provide immunization services and cumulative review to all of the districts schools.
  
4. School Health employees shall work from 7:30 a.m. to 4:00 p.m. on school days with the exception of occasional mandatory training days.

5. Provide hearing, vision, scoliosis, and BMI (body mass index) screenings as appropriate to K, 1<sup>st</sup>, 3<sup>rd</sup>, and 6<sup>th</sup> grade students only. All other student screening will be on an as-needed basis.
6. Provide Blood borne Pathogen and medication In-service for professional development.
7. Supply, provide, refresh, and maintain the following IT resources and services:
  - a) All software, hardware, licensing, and technology peripherals connected to DOH's internal zones which are used in the onsite school clinics, power and Path cables needed to connect to the building infrastructure.
  - b) All network switches and firewalls supporting DOH's internal zone.
  - c) Current and up-to-date antivirus and intrusion detection software required to protect assets within the internal zone from exploits.
  - d) All troubleshooting, patching, maintenance, configuration, and desktop support (includes user access management) of internal zone equipment, including firewall and all connected hosts.
8. Equipment within the clinic will be used solely by GCHD personnel in compliance with DOH's Information and Security Policy. Only DOH provided equipment will be connected to DOH's internal zone, and personal use devices will be prohibited for use on the internal network. DOH equipment will remain physically accessible at all times to GCS IT personnel for inventory and security review.
9. Provide and maintain connectivity to a Virtual Private Network interface or Secure FTP site for GCS to the Health Office system for weekly data upload, incorporating all reasonable associated costs.
10. Server hardware and software licensing for Health Office will be the responsibility of GCHD. All access provided will be maintained securely over the GCS network.
11. Assist Gadsden County schools in identifying health issues and statistics that may be used to support grants for health initiatives.
12. Provide Gadsden County School's Financial Office with quarterly invoices or written notice of agreed upon monetary funds with due date enclosed. The invoice or notice shall include documentation describing the services rendered.

The invoice shall itemize the services in detail indicating the Gadsden County Health Department's expenditures that tie to the payments by the Gadsden County Schools. Attached documentation shall substantiate the Health Department's expenditures. The Gadsden County Health Department will invoice the Gadsden County School District on or approximately:

- September 30, 2014
- December 30, 2014
- March 30, 2015
- June 30, 2015

**Gadsden County Schools and the Gadsden County health Department mutually agree that:**

The parties hereto contemplate this contract to run for the duration of 7/1/2014 through 6/30/2015. This Memorandum of Agreement shall be reviewed annually, to determine its continuation and or need for modification as required by law. Any party wishing to terminate this contract prior to its expiration date shall provide the other party with sixty (60) days written notice.


In WITNESS WHEREOF, the School Board of Gadsden County, Florida and the Gadsden County Health Department have executed the AGREEMENT.

\_\_\_\_\_  
Chairman of  
The School Board of Gadsden County

\_\_\_\_\_  
Date

\_\_\_\_\_  
ATTEST By Reginald James  
Superintendent of Schools

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Aaron Kissler, MPH  
Administrator, Gadsden county Health Department

5/28/14  
Date

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.**   2d  

**DATE OF SCHOOL BOARD MEETING:** August 6, 2014

**TITLE OF AGENDA ITEM:** Agreement Between the School Board of Gadsden County, FL., Capital Health Plan, Inc., World Class Schools of Leon County, Inc., and Titus Sports Academy, L.L.C.

**DIVISION:** Administration

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

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

This agreement among Gadsden School District, Capital Health Plan, World Class Schools of Leon County, and Titus Sports Academy will provide the following:

- Sports training and physical fitness programs to students and staff, and
- Enhance self-confidence of students through physical activity

Schools selected to participate in this agreement are Havana Elementary, Havana Middle, George Munroe Elementary, St. John Elementary, Gadsden Elementary Magnet, Crossroad Academy, Chattahoochee Elementary, Stewart Street Elementary, Greensboro Elementary, Shanks Middle, West Gadsden, and Gretna Elementary. Capital Health Plan staff will be assigned to the P.E. staff of the schools listed above.

This agreement is a contractual relationship for the 2014 – 2015 year and has no fiscal requirement for the Gadsden District, nor liability risk for the School Board.

**FUND SOURCE:** N/A

**AMOUNT:** N/A

**PREPARED BY:** Rosalyn W. Smith

**POSITION:** Deputy Superintendent

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**INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER**

  2   Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered   12  

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

**AGREEMENT BETWEEN  
THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA, CAPITAL  
HEALTH PLAN, INC., WORLD CLASS SCHOOLS OF LEON COUNTY, INC.,  
and TITUS SPORTS ACADEMY, L.L.C**

This Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2014, by and between the School Board of Gadsden County, Florida; Capital Health Plan, Inc., a Florida Corporation, not for profit; World Class Schools of Leon County, Inc., a Florida Corporation, not for profit, and a unit of the Greater Tallahassee Chamber of Commerce; and Titus Sports Academy, LLC. The School Board of Gadsden County, Florida, Capital Health Plan, Inc., World Class Schools of Leon County, Inc., and Titus Sports Academy, LLC are collectively referred to as "the Parties." The term "Party" shall be the singular of "Parties."

**Recitals**

WHEREAS, the School Board of Gadsden County, Florida ("SBGC") is the governing body of the Gadsden County School District "(District)"; and

WHEREAS, Capital Health Plan ("CHP") is a Florida Corporation, not for profit and a federally qualified non-profit health maintenance organization created to provide comprehensive and coordinated medical care in Gadsden, Jefferson, Leon, Liberty and Wakulla counties; and

WHEREAS, World Class Schools of Leon County, Inc., is a Florida Corporation, not for profit, and a unit of the Greater Tallahassee Chamber of Commerce ("WCS"), created to involve business and civic leaders in the attainment of the highest levels of academic achievement in the District; and

WHEREAS, Titus Sports Academy, LLC ("Titus"), provides sports training in the Tallahassee, Leon County area and throughout the State of Florida; and

WHEREAS, CHP and Titus have partnered together to offer a physical fitness and exercise program to students and staff in the District and surrounding counties, hereinafter known as the *CHP Champions* program; and

WHEREAS, CHP and Titus have engaged WCS to implement the *CHP Champions* program, whereby funds provided by CHP to WCS will be utilized to implement the *CHP Champions* program through the services of Titus; and

WHEREAS, the *CHP Champions* program is designed to help participants improve their health, fitness, and self-confidence through physical activity and

play for 45 minutes twice weekly, and additionally focuses on self esteem building through mastery of physical skills and positive coaching techniques; and

WHEREAS, over the past seven years of its existence, the *CHP Champions* program has expanded its operations both within Leon County and the surrounding three-county area ("Big Bend area"); and

WHEREAS, the Parties desire to enter into a contractual relationship reflecting the Parties' respective responsibilities regarding the implementation and operation of the *CHP Champions* program in the District for the 2014-2015 school year which starts July 1, 2014 and ends June 30, 2015, which start and end dates for implementation of the program are to be agreed upon by Titus and WCS, after consultation with SBGC.

NOW, THEREFORE, in consideration of the promises and mutual agreements contained herein, SBGC, CHP, WCS, and Titus do hereby mutually agree to the following terms and conditions below:

1. **Purpose**

1.1 The purpose of this Agreement is to define the roles, relationships and responsibilities of the Parties as each relate to the *CHP Champions* program, which is operated and implemented exclusively by WCS and Titus.

1.2 The *CHP Champions* program will provide before, during, and after-school fitness and exercise programs for SBGC students and may also provide before and after-school fitness and exercise programs for employees. All programs, with the exception of the during-school student programs, shall be voluntary for participants.

2. **SBGC Rights and Responsibilities**

2.1 SBGC will permit Titus to use its school sites as the location for the provision of the *CHP Champions* program, provided that Titus adheres to all applicable state statutes, state rules and board policies regarding the use of school facilities.

2.2 SBGC will assist in making the *CHP Champions* program available to District students in accordance with the terms set forth by the school site administrators.



2.3 SBGC will maintain a copy of each executed release obtained by Titus for each District student enrolled in the *CHP Champions* program.

2.4 Level II background screenings will be performed on all Titus staff involved in the *CHP Champions* program, in accordance with Leon County School policy 2.021 and applicable state law, upon payment of the required fee. Titus shall ensure that all employees, contractors or assignees submit to Level II background checks, as set forth in section 5.6, below.

2.5 SBGC will review all manuals, program rules and guidelines, safety protocols and forms related to the *CHP Champions* program.

2.6 SBGC will prepare and require compliance with a District security and operations manual for the *CHP Champions* program, which manual shall provide guidelines on maintaining safe and secure school sites, use and/or non-use of school recreational equipment, etc., which will be available during the *CHP CHAMPIONS* Coach Certification.

2.7 SBGC agrees that SBGC personnel paid by Titus through the official Titus payroll system to assist with the *CHP Champions* program, whether hourly, salaried or by stipend are considered Titus employees for any duties required to perform the above referenced assistance. Therefore, incidents involving said employees and arising from these duties that may constitute grounds for a worker's compensation claim, an unemployment compensation claim, or which may be subject of a wage and hour determination, shall be covered exclusively by Titus pursuant to employees acting within the scope, responsibility and duty of employment. In the event a governmental entity (other than SBGC), court, or administrative panel make a determination under any state or federal law that SBGC is, singularly or jointly, the employer for these employees, Titus will indemnify, hold harmless and/or defend SBGC.

### 3. **CHP Responsibilities.**

3.1 CHP shall provide funds to WCS for the implementation of the *CHP Champions* program in accordance with the approved budget and including an administration fee of \$30,000 payable from CHP to WCS at the rate of \$2,500 per month. CHP will work in coordination with WCS and Titus in developing and maintaining an annual budget for the program. Any changes to the budget after approval must be

agreed upon in writing by CHP, Titus and WCS.

3.2 CHP shall ensure that all student records and/or personal health information disclosed to and/or used by it, in accordance with a properly executed release, is not improperly disclosed to any third party in violation of SBGC policy, or state or federal law, and shall protect such student information in accordance with section 8 of this Agreement.

4. **WCS Responsibilities.**

4.1 WCS shall act as the fiscal agent and contract manager for CHP, and shall utilize the funds provided to it by CHP to support and fund the operations of the *CHP Champions* program in accordance with this Agreement. This will include, but not limited to, the following:

- a. Developing and maintaining an annual budget for the *CHP Champions* program in coordination with CHP and Titus; any changes to the budget after approval must be agreed upon in writing by CHP, Titus and WCS.
- b. Disbursing CHP funds necessary to administer the *CHP Champions* program in accordance with this agreement and the annual budget;
- c. Providing monthly financial statements, which detail all receipts and expenditures, to the Chief Financial Officer of CHP;
- d. Providing quarterly financial reports, in a format agreed upon by WCS and SBGC, to the *CHP Champions* Advisory Committee; Ensuring that SBGC and the principal of each school in which the CHP Champions program is being administered are involved in student recruitment and scheduling;
- e. Ensuring that Titus documents successful completion of Level II background screening requirements by each staff member prior to contact with SBGC students;
- f. Ensuring that Titus maintain Commercial General Liability insurance, as set forth in section 5.8 of this Agreement, and that Titus provides the following proof of insurance coverage to WCS and SBGC: 1) a copy of the current certificate of insurance with SBGC listed as a named insured; and 2) documentation of payment (which shall consist of a statement of the cost of an annual premium from the insurance company, and either a cancelled check, credit card statement, or letter from the

- insurance company documenting proof of annual payment) for the current policy period;
- g. Ensuring that Titus maintain workers compensation/employers liability insurance, as set forth in section 5.9 of this Agreement, and that Titus provides the following proof of insurance coverage to WCS and SBGC: 1) a copy of the current certificate of insurance with SBGC listed as a named insured; and 2) documentation of payment (which shall consist of a statement of the cost of an annual premium from the insurance company, and either a cancelled check, credit card statement, or letter from the insurance company documenting proof of annual payment) for the current policy period; Ties to maturity date of policy Titus agrees that SBGC personnel paid by Titus through the official Titus payroll system to assist with the CHP Champions program, whether hourly, salaried or by stipend are considered Titus employees for any duties required to perform the above referenced assistance. Therefore, incidents arising from these duties that might constitute grounds for a Worker's Compensation claim would be covered under the Worker's Compensation policy provided by Titus and referenced in section 5.9. pursuant to employees acting within scope, responsibility and duty of employment.

4.2 WCS shall disburse the designated funds it receives from CHP as necessary to support and fund the goals and related outcomes of the *CHP Champions* program.

4.3 WCS shall ensure that all student information disclosed to and/or used by it, in accordance with a properly executed release, is not improperly disclosed to any third party in violation of SBGC policy, or state or federal law, and shall protect such student information in accordance with section 8 of this Agreement.

4.4 WCS shall coordinate *CHP Champions* Advisory Committee meetings. In addition, WCS may also assist in preparing an annual report.

4.5 WCS shall provide any assistance reasonably requested by Titus in the implementation and operation of the *CHP Champions* program.

5. **Titus Responsibilities.**

5.1 Titus shall develop, monitor and oversee the programs and the operations of *CHP Champions* including compliance with the standards and the goals developed by Titus and CHP for the *CHP Champions* program.

5.2 Titus shall develop all program materials, student materials, and procurement of program equipment, coaches' uniforms, "*CHP Champions*" t-shirts, rewards and incentives.

5.3 Titus shall develop and enforce the program standards, inclusive of assurance that each on-site coach representing Titus is meeting its minimum requirements as described in the attachment entitled "Requirements and Expectations for Champions Coaches."

- a. Ensuring that Titus will provide adequate training and day-to-day supervision of all staff, to include appropriate safety standards set forth by SBGC policy.
- b. Ensuring that Titus complies with all District safety and operations protocols.

5.4 Titus shall provide the staff and all programs necessary to implement and operate the *CHP Champions* program. In this regard, Titus shall have the sole discretion to recruit, select, hire and fire the staff, the coaches, any volunteers, or any other persons working in the *CHP Champions* program as Titus deems necessary to implement the *CHP Champions* program.

5.5 Titus shall select, train, and assign the staff, Coaches, volunteers, or other persons that may be required to work in the *CHP Champions* program.

5.6 Titus shall ensure that all employees, contractors or assignees submit to Sexual Predator and Level II background checks in accordance with state law and Leon County School Policy 2.021.

5.7 Titus shall take all precautions necessary for the safety of and prevention of injury to persons, including *CHP Champions* program participants, Titus employees, and third persons, and for the prevention of damage to SBGC property.

5.8 Titus shall maintain during the term of this Agreement, and any and all subsequent terms, Commercial General Liability insurance covering Titus and the *CHP Champions* program for bodily injury, personal injury, and property damage, including, but not limited to, coverage for operations, products, independent contractors, and liability contractually assumed, using the latest

occurrence form edition Commercial General Liability Coverage Form (ISO Form CG1), as filed for use in the State of Florida by the Insurance Services Office. The insurance shall be in the minimal amount of \$1 million per occurrence/\$3 million annual aggregate and shall clearly list SBGC as Additional Insured on the policy certificate. Titus shall provide the following proof of insurance coverage to WCS and SBGC: 1) a copy of the current certificate of insurance with SBGC listed as a named insured; and 2) documentation of payment (which shall consist of a statement of the cost of an annual premium from the insurance company, and either a cancelled check, credit card statement, or letter from the insurance company documenting proof of annual payment). Titus shall not permit this insurance to lapse for any reason during the term of this Agreement and any subsequent terms. Any lapse in insurance coverage will be grounds for immediate termination of this Agreement, as set forth in section 10.2 of this Agreement. Titus shall provide written notice to WCS and SBGC within 24 hours of being made aware of the existence of any third-party claim, demand, or action giving rise to a claim.

5.9 Titus shall maintain workers compensation/employers liability insurance covering Titus, the *CHP Champions* program, and to the extent its subcontractors and sub-subcontractors are not insured, which would be covered by the latest edition of the Standard Workers' Compensation Policy, as filed for use in Florida by the National Council on Compensation Insurance, without restrictive endorsements. Titus shall ensure that this coverage complies with both the Florida Workers' Compensation Act and the Federal Employer's Liability Act. Subject to the restrictions found on the Standard Workers' Compensation Policy, there shall be no maximum limit on the amount of coverage for those customarily insured under Part One of the Standard Workers' Compensation Policy. The minimum amount of coverage for those customarily insured under Part Two of the Standard Workers' Compensation Policy shall be :EL Each Accident: \$500,000; EL Disease Policy Limit: \$500,000; EL Disease-Each Employee: \$500,000. Titus shall provide the following proof of insurance coverage to WCS and SBGC: 1) a copy of the current certificate of insurance with SBGC listed as a named insured; and 2) documentation of payment (which shall consist of a statement of the cost of an annual premium from the insurance company, and either a cancelled check, credit card statement, or letter from the insurance company documenting proof of annual payment). Titus shall not permit this insurance to lapse for any reason during the term of this Agreement and any subsequent terms. Any lapse in workers compensation/employers liability insurance coverage will be grounds for immediate termination of this Agreement, as set forth in section 10.2 of this Agreement. Titus shall provide

written notice to WCS and SBGC within 24 hours of being made aware of the existence of any third-party claim, demand, or action giving rise to a claim.

5.10 SBGC agrees that SBGC personnel paid by Titus through the official Titus payroll system to assist with the CHP Champions program, whether hourly, salaried or by stipend are considered Titus employees for any duties required to perform the above referenced assistance. Therefore, incidents involving said employees and arising from these duties that may constitute grounds for a worker's compensation claim, an unemployment compensation claim, or which may be subject of a wage and hour claim or determination, shall be covered exclusively by Titus pursuant to employees acting within the scope, responsibility and duty of employment. In the event a governmental entity (other than SBGC), court, or administrative panel make a determination under any state or federal law that SBGC is, singularly or jointly, the employer for these employees, Titus will indemnify, hold harmless and/or defend SBGC.

6. **Compensation.**

6.1 Compensation shall be paid by WCS to Titus in accordance with the approved budget for the *CHP Champions* program.

7. **Protection of Proprietary and Confidential Information of Titus.**

7.1 The Parties acknowledge that during the performance of this Agreement and during the implementation and operation of the *CHP Champions* program, it may be necessary for Titus to disclose certain trade secrets, concepts, programs, intellectual property or other confidential and proprietary information (collectively referred to as "Information") that has been developed by Titus.

7.2 To the extent that any Party gains knowledge of the confidential or proprietary Information of Titus, the Parties shall not disclose to non-partner third parties any such Information except upon express, written permission of Titus.

8. **Protection of Student Information.**

The Parties acknowledge that, by virtue of entering into this Agreement, Titus and WCS may have access to certain participant information, including

health information. Titus and WCS agree that neither party will at any time, either during or subsequent to the term of this Agreement, disclose to any non-partner third party, except where permitted or required by law or where such disclosure is expressly approved by the student's parent in writing, any participant information, and Titus and WCS shall comply with all Federal and State laws and regulations regarding the protection of such participant information.

9. **Term of the Agreement.**

This Agreement shall commence on the date signed ("Effective Date") and shall end on June 30, 2015, unless earlier terminated pursuant to paragraph 10. This Agreement may be extended or renewed, upon written approval of the parties.

10. **Termination of Agreement.**

10.1 This Agreement or any extension thereof may be terminated with or without cause, by any Party at any time, by giving a 60-day written notice to the other parties. Said notice shall be delivered by certified mail or in person. In the event this Agreement is terminated, the participants of the CHP Champions program shall be afforded a 30-day written notice. All costs incurred in the provision of the written notice to the participants shall be borne by the terminating party.

10.2 This Agreement or any extension thereof may be immediately terminated upon the provision of written notice by certified mail by any Party for the failure of Titus to maintain appropriate liability and workers' compensation insurance coverages in accordance with sections 5.8 and 5.9 of this Agreement.

10.3 In the event of termination pursuant to section 10.1, neither party is relieved of their respective performance obligations for the 60 day notice period. All parties are responsible to provide their respective services or payments for such services for all periods up to and including until the final expiration date of the notice period in section 10.1 above.

11. **Indemnification.**

11.1 In exchange for the ability to access SBGC property for the implementation of the CHP Champions program, WCS and Titus expressly undertake to indemnify, defend with competent counsel, and hold harmless SBGC against any and all liability, loss, damage, claims, suits, judgments, costs, fees or

damages, including court costs and attorney's fees, exclusively arising out of the implementation and operation of the CHP Champions program, including, but not limited to:

- Disciplinary action or the termination of any individual involved in the CHP Champions program that is exclusively related to activities arising within the scope of the CHP Champions program;
- Debts accrued by WCS or Titus in connection with or arising out of the CHP Champions program and/or nonpayment of the same;
- Any material breach of this Agreement or violation of law;
- Personal injury, property damage, or violations of civil rights that may arise out of, or by reason of the CHP Champions program and/or its employees, agents, and representatives while performing their duties within the scope of the CHP Champions program;
- Any labor and employment related actions brought under state or federal law, as set forth in sections 2.7 and 5.10, above.

11.2 In addition to the express acknowledgment set forth in section 11.1 of this Agreement, Titus expressly undertakes to indemnify, defend with competent counsel, and hold harmless SBGC against any and all liability, loss, damage, claims, suits, judgments, costs, fees or damages, including court costs and attorney's fees, arising out of the negligence of any individuals involved in the implementation of the *CHP Champions* program, including employees, contractors, subcontractors, or other agents, in connection with and arising out of their services within the scope of this Agreement.

11.3 WCS or Titus shall provide written notice to SBGC in within 24 hours of being made aware of the existence of any third-party claim, demand, or action giving rise to a claim for indemnification under this provision.

11.4 Should it become necessary for SBGC to incur any costs and/or expenses, from the Effective Date of this Agreement forward whether directly or indirectly, including, but not by way of limitation, attorney's fees, investigator's fees, collection fees, or court costs, in connection with any claim or demand for which indemnification is provided by this Agreement, or in connection with any attempt to recover losses incurred on such claims or demands, or in connection



with the enforcement of this Agreement or any portion of it, WCS and Titus or their respective insurance carriers agree to pay SBGC, upon the provision of reasonable notice by SBGC, such reasonable fees and/or costs for which expenditure is made or liability incurred by SBGC.

11.5 WCS and Titus's indemnity obligations under this Agreement shall survive the expiration or termination of this Agreement and shall continue until the later of: a) five years after termination of this Agreement, or b) the final termination of all pending or threatened actions, suits, proceedings or investigations to which SBGC may be subject by virtue of this Agreement.

11.6 Nothing in this indemnification section waives or modifies the limitations of liability in section 768.28, F.S., which limits are hereby deemed applicable to this Agreement.

12. **Other Terms and Conditions.**

12.1 **Renegotiation or Modifications.** Modifications of the terms and conditions of this Agreement shall only be valid when they have been reduced to writing and duly signed by the parties. The Parties agree to renegotiate this Agreement if any material changes to the *CHP Champions* program are made that adversely affect any party to this Agreement.

12.2 **Severability.** If any provision of this Agreement or the application thereof is held to be invalid for any reason, such invalidity shall not affect the validity of other provisions or applications thereof, which can be given effect without the invalid provision or application. To this end, the provisions of this Agreement are declared to be severable.

12.3 **Assignment.** Titus may assign its rights and delegate its duties pursuant to this Agreement to any wholly owned subsidiaries of Titus that it deems necessary in order to implement and operate the *CHP Champions* program.

12.4 **Controlling Law.** The construction, interpretation, and performance of this Agreement and all transactions under it shall be governed by the laws of the State of Florida and the parties expressly submit to its jurisdiction.

12.5 **Authority.** Each party represents and warrants to the other party that it has all requisite authority and power to enter into and perform its obligations pursuant to the provisions of this Agreement.

12.6 **Integration.** This Agreement constitutes the entire Agreement of the Parties with respect to the implementation and operation of the *CHP Champions* program in Gadsden County.

IN WITNESS WHEREOF, the Parties have entered into this Agreement as of the date referenced above.

**School Board of Gadsden County,  
Florida**

**Capital Health Plan**

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

Reginald James

Its: Superintendent

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

John Hogan

Its: President

**World Class Schools, Inc., Greater  
Tallahassee Chamber of  
Commerce**

**Titus Sports Academy, LLC**

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

Sue Dick

Its: President

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

Adam Faurot

Its: President