

AGENDA

REGULAR SCHOOL BOARD MEETING

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

April 23, 2024

6:00 P.M.

THIS MEETING IS OPEN TO THE PUBLIC

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

ITEMS FOR CONSENT

6. REVIEW OF MINUTES – **SEE ATTACHMENT**
 - a. March 26, 2024, 4:30 p.m. – School Board Financial Workshop
 - b. March 26, 2024, 6:00 p.m. – Regular School Board Meeting

ACTION REQUESTED: The Superintendent recommends approval.

7. PERSONNEL MATTERS (resignations, retirements, recommendations, leaves of absence, terminations of services, volunteers, and job descriptions)

- a. Personnel 2023 – 2024 – **SEE PAGE #4**

ACTION REQUESTED: The Superintendent recommends approval.

- b. Personnel 2024 – 2025 – **SEE PAGE #6**

ACTION REQUESTED: The Superintendent recommends approval.

8. BUDGET/FINANCIAL TRANSACTIONS

- a. Budget Summary Resolution Number 23-24-02 – **SEE PAGE #7**

Fund Source: All Funds

Amount: Refer to the Financial Report

ACTION REQUESTED: The Superintendent recommends approval.

- b. Budget Summary Resolution Number 23-24-03 – **SEE PAGE #16**

Fund Source: All Funds

Amount: Refer to the Financial Report

ACTION REQUESTED: The Superintendent recommends approval.

- c. Rostan Professional Services Task Order – **SEE PAGE #31**

Fund Source: FEMA

Amount: \$300,000.00

ACTION REQUESTED: The Superintendent recommends approval.

9. AGREEMENTS/CONTRACT/PROJECT APPLICATIONS

- a. Emergency Management Mutual Aid Agreement - **SEE PAGE #36**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- b. Tallahassee Community College & Gadsden County Schools Career Pathways Articulation Agreement 2024 – 2025 – **SEE PAGE #51**

Fund Source: FEFP

Amount: Undetermined – Based Upon Student Enrollment

ACTION REQUESTED: The Superintendent recommends approval.

- c. Florida A&M University and Gadsden County Schools Articulation Agreement 2024 – 2026
SEE PAGE #61

Fund Source: FEFP

Amount: Undetermined – Based Upon Student Enrollment

ACTION REQUESTED: The Superintendent recommends approval.

10. STUDENT MATTERS – **SEE ATTACHMENT**

- a. Student Expulsion – See back-up material

Case #112-2324-0211

ACTION REQUESTED: The Superintendent recommends approval.

- b. Student Expulsion – See back-up material

Case #113-2324-0211

ACTION REQUESTED: The Superintendent recommends approval.

- c. Student Expulsion – See back-up material

Case #114–2324-0231

ACTION REQUESTED: The Superintendent recommends approval.

- d. Student Expulsion – See back-up material

Case #115-2324-0211

ACTION REQUESTED: The Superintendent recommends approval.

- e. Student Expulsion – See back-up material

Case #117-2324-0231

ACTION REQUESTED: The Superintendent recommends approval.

11. EDUCATIONAL ISSUES

- a. Adopted Instructional Materials/Textbooks for 2024 – 2025 – **SEE PAGE #75**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- b. Gadsden County High School Football Team Out-of-State Trip (Tifton, GA) - **SEE PAGE #78**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- c. Gadsden County High School Football Team Out-of-State Trip (Chattanooga, TN)
SEE PAGE #84

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- d. Gadsden County High School Football Team Out-of-State Trip (Douglas, GA)
SEE PAGE #93

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- e. Gadsden County School Football Team Out-of-State Trip (Donaldsonville, GA)
SEE PAGE #97

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

12. EDUCATIONAL ITEMS BY THE SUPERINTENDENT

13. SCHOOL BOARD REQUESTS AND CONCERNS

14. ADJOURNMENT



THE GADSDEN COUNTY SCHOOL DISTRICT

7a & b

Educating Every Student Today, Making Gadsden Stronger Tomorrow

Elijah Key, Superintendent of Schools

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

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

www.GadsdenSchools.org

April 23, 2024

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

Dear School Board Members:

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

Item 7A Instructional and Non-Instructional Personnel 2023-2024

Item 7B Instructional and Non-Instructional Personnel 2024-2025

The following reflects the total number of full-time employees in this school district for the 2023-2024 school term, as of April 23, 2024.

| <u>Description Per DOE Classification</u> | <u>DOE Object#</u> | <u>#Employees April 2024</u> |
|---|--------------------|------------------------------|
| Classroom Teachers and Other Certified | 120 & 130 | 311.00 |
| Administrators | 110 | 56.00 |
| Non-Instructional | 150, 160, & 170 | <u>368.00</u> |
| | | 735.00 |
| Part Time Instructional | | 4.00 |
| Part Time Non Instructional | | <u>4.00</u> |
| Total | | 8.00 |
| 100% Grant Funded | | 234.00 |
| Split Grant Funded | | <u>19.00</u> |
| Total Grant Funded of 735 Employees | | 253.00 |

Sincerely,

Elijah Key, Jr.
Superintendent of Schools

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

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

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

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

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

AGENDA ITEM 7A INSTRUCTIONAL AND NON INSTRUCTIONAL 2023/2024

INSTRUCTIONAL

| <u>Name</u> | <u>Location</u> | <u>Position</u> | <u>Effective Date</u> |
|--------------------|------------------------|------------------------|------------------------------|
| Boyd, Aaliyah | JASMS | Teacher | 04/15/2024 |
| Serwaa, Abigail | JASMS | Teacher | 04/15/2024 |

NON INSTRUCTIONAL

| <u>Name</u> | <u>Location</u> | <u>Position</u> | <u>Effective Date</u> |
|--------------------|------------------------|------------------------|------------------------------|
| Brown, Felecia | District/ESE | Program Specialist | 04/08/2024 |
| Jordan, Linda | SSES | Office Manager | 04/01/2024 |

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

LEAVE

| <u>Name</u> | <u>Location/Position</u> | <u>Beginning Date</u> | <u>Effective Date</u> |
|--------------------|---------------------------------|------------------------------|------------------------------|
| Jackson, Willie | GCHS/SFS Worker | 03/25/2024 | 05/28/2024 |
| White, Chardae | GBES/ESE Self Help Aide | 03/25/2024 | 04/12/2024 |
| Williams, Whitney | HMS/Custodial Assistant | 03/25/2024 | 05/17/2024 |
| Wilson, Gwendolyn | Transportation/Bus Aide | 03/01/2024 | 05/24/2024 |
| Wood, Na' Aysha | GTC/Instructor | 04/05/2024 | 05/29/2024 |

RESIGNATION

| <u>Name</u> | <u>Location</u> | <u>Position</u> | <u>Effective Date</u> |
|--------------------|------------------------|------------------------|------------------------------|
| Battles, Anthony | Transportation | Mechanic II | 03/15/2024 |
| Douglas, Tammy | Transportation | Bus Driver | 03/11/2024 |
| James, Ewanya | GBES | SFS Worker | 04/05/2024 |
| Jordan, Linda* | SSES | Secretary | 03/29/2024 |
| Roberts, Charlie | GCHS | JROTC Instructor | 04/17/2024 |

* Resigned to accept another position within the District

OUT OF FIELD

| <u>Name</u> | <u>Location</u> | <u>Area out of field</u> | <u>Number of Periods</u> |
|--------------------|------------------------|---------------------------------|---------------------------------|
| Harris, Curlie** | GWM | ESOL Endorsement | All Periods |

**Corrected date from March 26, 2024 Board Meeting

SUBSTITUTES

| <u>SFS Worker</u> |
|--------------------------|
| Parker, Jaylon |

AGENDA ITEM 7B, INSTRUCTIONAL AND NON INSTRUCTIONAL 2024-2025

INSTRUCTIONAL- PROFESSIONAL

(PS)

Lightfoot, Tomeka

NON-INSTRUCTIONAL

PERMANENT NP

Educational Paraprofessionals

Bouie, Veronica

Bush, Thahaya

Childress, Melinda

Davis, Sharon

Faison, Evelyn

Fields, Sandra

Kincy, Carol

McSwain, Gloria

Thompson, Felicia

Tsigbey, Jennifer

Wright, Shandra

Custodians

Betsey, Antwan

Jones, Marshall

Kirkland, Juan

Lee, Willie

McCall, Barbara

McCloud, Estella

Oliver, Clifford

Robinson, Lamar

Seymore, David

Wimbush, Rondal

Custodial Assistants

Alexander, Estelle

Favors, John

Hobbs, Carolyn

Williams, Sharon

Woods, Terell

School Food Service Workers

Carroll, April

Coster, Earnestine

Mitchell, Jennifer

Reglin, Earnestine

Williams, Pamela

Bus Drivers

Akery, Jennifer

Austin, Tony

Bostick, Amos

Brewington, Earnestine

Christian, Wanzella

Coster, Linda

Fluker, Stephanie

Goldwire, Lalisa

Holloman, Sharon

Jackson, Patricia

Lanier, Tron

Lewis, Sheila

Maynor, Charlie

McNealy, Nathaniel

Paul, Charleston

Shaw, Jacqueline

Bus Aide

Brown, Latoya

Harris, Darlean

Jackson, Sharon

Jessie, Cassandra

Scott, Hope

Wilson-Mitchell, Renesia

Transportation

Rodriguez, Carlos

Maintenance

Harris, Terry

Johnson, William

McCall, Isaac

Pride, Michael

Yon, Dennis

District

Riggins, Larissa

 REPORT SPECIFICATIONS

DISTRICT: PAEC - Gadsden County, FL
 REPORT TITLE: November 21 2023 (Date: 11/2023)
 REQUESTED BY: laclarencema DATE: 11/21/23
 PROGRAM NAME: TP-PRINT fin/ TIME: 3:40:37 PM
 COPIES: 1 LPI: 6
 RUN ON SERVER: yes CREATE ASCII FILE: NO

Title Page Program/Version 3fxbud18.p/010013

Description: Skyward Financial Report by Fund
 Report Title: November 21 2023
 Report Type: Revenue/Expense Summary

Notes:
 Consolidate Funds: No
 Budget Status: All Accounts
 Print Detail: No
 Print Totals: Yes
 Print Spaces for Zero Amts Yes
 Exclude account if it has: No Amount in Fields Selected
 Rpt Access - Other Users: Read Only
 Sequence: ((B)) Fund, Func, Obj

Selected Breaks: Fund Position 3 Break Type: Single Heading: Yes Total Separator: Yes Db1 Underline: Yes
 Account Types Selected: Expense
 Account Status: Active

O/S Account Ranges: 0000*0000 0000 00000 00000 00000
 Group Codes: --
 Category Codes:
 Include Fund 1100
 Include Fund 3790
 Include Fund 3950
 Include Fund 4100
 Include Fund 4200
 Include Fund 4410
 Include Fund 4430
 Include Fund 4450

| Report Fields | Length | Sign | Edited | Whole | Format/Combination Field | Year | Display/Combo Type |
|---------------------|--------|------|--------|-------|--------------------------|------|--------------------|
| Fund | 10 | | | | | | Number |
| Function | 15 | | | | | | Short Description |
| Expense Object | 4 | | | | | | Number |
| Original Budget | 12 | Left | Yes | No | --, >>>, >>>, >>9.99 | | Current |
| FYTD Revised Budget | 12 | Left | Yes | No | --, >>>, >>>, >>9.99 | | Current |
| FYTD Activity | 12 | Left | Yes | No | --, >>>, >>>, >>9.99 | | Current |

REPORT SPECIFICATIONS

DISTRICT: PAFC - Gadsden County, FL
 REPORT TITLE: November 21 2023 (Date: 11/2023)
 REQUESTED BY: laclarencema DATE: 11/21/23
 PROGRAM NAME: TP-PRINT-LINE TIME: 3:40:37 PM
 COPIES: 1 LPI: 6
 RUN ON SERVER: yes CREATE ASCII FILE: NO

| <u>Report Fields</u> | <u>Length</u> | <u>Sign</u> | <u>Edited</u> | <u>Whole</u> | <u>Format/Combination Field</u> | <u>Year</u> | <u>Display/Combo Type</u> |
|---------------------------|---------------|-------------|---------------|--------------|---------------------------------|-------------|---------------------------|
| Encumbered Amount | 12 | Left | Yes | No | ->, >>>, >>>, >>9.99 | Current | Current |
| FYTD Unencumbered Balance | 12 | Left | Yes | No | ->, >>>, >>>, >>9.99 | Current | Current |
| FYTD Percent (W/Enc) | 6 | Left | Yes | No | ->, >>9.99 | Current | Current |

| Fund | Fund | Func | Obj | Original Budget | FYTD Revised Bdgt | FYTD Activity | Encumbered Amount | 2023-24 FYTD Unencumbered Bal | 2023-24 FYTD % |
|------|--------------------------------|------|-----|-----------------|-------------------|---------------|-------------------|-------------------------------|----------------|
| 1100 | GENERAL FUND | | | | | | | | |
| 110- | GENERAL FUND | | | 44,143,588.70 | 44,518,558.60 | 14,187,322.31 | 10,689,193.29 | 19,642,043.00 | 55.88 |
| 3790 | LCTF - Prior Yr | | | | | | | | |
| 379- | LCTF - Prior Yr | | | 150,000.00 | 150,000.00 | | 149,493.00 | 507.00 | 99.66 |
| 3950 | INSURANCE RECOVERY-HUR MICHAEL | | | | | | | | |
| 395- | INSURANCE REC | | | 50,000.00 | 930,168.28 | 49,302.55 | | 880,865.73 | 5.30 |
| 4100 | FOOD SERVICE FUND # 410 | | | | | | | | |
| 410- | FOOD SERVICE FU | | | 4,580,000.00 | 4,965,500.00 | 1,503,171.22 | 1,227,721.17 | 2,234,607.61 | 55.00 |
| 4200 | CONTRACTED PROJECTS FUND 420 | | | | | | | | |
| 420- | CONTRACTED PROJ | | | 7,535,000.00 | 7,474,750.00 | 3,039,800.21 | 51,203.75 | 4,383,746.04 | 41.35 |
| 4410 | ESSER CARES | | | | | | | | |
| 441- | ESSER CARES | | | 1,863,430.06 | 1,863,430.06 | 644,478.98 | 871,417.30 | 347,533.78 | 81.35 |

| Fund | Fund | Func Obj | 2023-24 | | 2023-24 | | 2023-24 | | 2023-24 | |
|------|--------------------|----------|-----------------|-------------------|---------------|-------------------|-----------------------|--------|---------|--|
| | | | Original Budget | FYTD Revised Bdgt | FYTD Actvity | Encumbered Amount | FYTD Unencumbered Bal | FYTD % | | |
| 4430 | CRRSA ACT ESSER II | | | | | | | | | |
| 443- | CRRSA ESSER II | ----- | 131,516.15 | 131,516.15 | 71,852.56 | | 59,663.59 | 54.63 | | |
| 4450 | ARP ACT ESSER | | | | | | | | | |
| 445- | ARP ACT | ----- | 32,481,889.32 | 32,637,918.25 | 588,454.24 | 48,011.02 | 32,001,452.99 | 1.95 | | |
| | Grand Expense T | | 90,935,424.23 | 92,671,841.34 | 20,084,382.07 | 13,037,039.53 | 59,550,419.74 | 35.74 | | |

Number of Accounts: 2713

***** End of report *****

Bank Account Balances as of 11/21/2023

Capital City Bank

Everyday Checking Balance \$1,826,698.66

State Board of Administration Investment Account(s)

SBA 1 Savings \$ 2,000,000.00

SBA 2 Insurance \$6,883,446.67

Centennial Bank

Savings \$1,217,794.59

REPORT SPECIFICATIONS
 DISTRICT: PAFC - Gadsden County, FL
 REPORT TITLE: December 19, 2023 (Date: 12/2023)
 REQUESTED BY: laclarenc.ma DATE: 12/19/23
 PROGRAM NAME: TP-PRINT fin/ TIME: 3:34:38 PM
 COPIES: 1 LPI: 6
 RUN ON SERVER: yes CREATE ASCII FILE: NO

Title Page Program/Version 3firbud18.p/010013

Description: Skyward Financial Report by Fund
 Report Title: December 19, 2023
 Report Type: Revenue/Expense Summary

Notes:
 Consolidate Funds: No
 Budget Status: All Accounts
 Print Detail: No
 Print Totals: Yes

Print Spaces for Zero Amt: Yes
 Exclude account if it has: No Amount in Fields Selected
 Rpt Access - Other Users: Read Only

Sequence: ((B)) Fund, Func, Obj
 Selected Breaks: Fund Position 3 Break Type: Single Heading: Yes Total Separator: Yes Db1 Underline: Yes
 Account Types Selected: Expense
 Account Status: Active

O/S Account Ranges: 0000*0000 0000 0000 00000 00000 00000
 Group Codes: --
 Category Codes: ZZZZ*9999 9999 9999 ZZZZZ ZZZZZ ZZZZZ
 ZZZZZZZZ

Include Fund 1100 High
 Include Fund 3790
 Include Fund 3950
 Include Fund 4100
 Include Fund 4200
 Include Fund 4410
 Include Fund 4430
 Include Fund 4450

| Report Fields | Length | Sign | Edited | Whole | Format/Combination Field | Year | Display/Combo Type |
|---------------------|--------|------|--------|-------|-----------------------------|------|--------------------|
| Fund | 10 | | | | | | Number |
| Fund | 15 | | | | | | Short Description |
| Function | 4 | | | | | | Number |
| Expense Object | 4 | | | | | | Number |
| Original Budget | 12 | Left | Yes | No | -->, >>>, >>>, >>>, >>>9.99 | | Current |
| FYTD Revised Budget | 12 | Left | Yes | No | -->, >>>, >>>, >>>, >>>9.99 | | Current |
| FYTD Activity | 12 | Left | Yes | No | -->, >>>, >>>, >>>, >>>9.99 | | Current |

 REPORT SPECIFICATIONS
 DISTRICT: PAEC - Gadsden County, FL
 REPORT TITLE: December 19, 2023 (Date: 12/2023)
 REQUESTED BY: laclarence.ma DATE: 12/19/23
 PROGRAM NAME: TP-PRINT-LINE TIME: 3:34:38 PM
 COPIES: 1 LPI: 6
 RUN ON SERVER: yes CREATE ASCII FILE: NO

| <u>Report Fields</u> | <u>Length</u> | <u>Sign</u> | <u>Edited</u> | <u>Whole</u> | <u>Format/Combination Field</u> | <u>Year</u> | <u>Display/Combo Type</u> |
|---------------------------|---------------|-------------|---------------|--------------|---------------------------------|-------------|---------------------------|
| Encumbered Amount | 12 | Left | Yes | No | ->, >>>, >>>, >>9.99 | | Current |
| FYTD Unencumbered Balance | 12 | Left | Yes | No | ->, >>>, >>>, >>9.99 | | Current |
| FYTD Percent (W/Enc) | 6 | Left | Yes | No | ->, >>9.99 | | Current |

| Fund | Fund | Func | Obj | 2023-24 | | 2023-24 | | 2023-24 | | 2023-24 | | 2023-24 | |
|------|--------------------------------|------|-----|-----------------|-------------------|---------------|-------------------|------------------|-------|---------|--|---------|--|
| | | | | Original Budget | FYTD Revised Bdgt | FYTD Activity | Encumbered Amount | Unencumbered Bal | FYTD | FYTD % | | | |
| 1100 | GENERAL FUND | | | | | | | | | | | | |
| 110- | GENERAL FUND | | | 44,143,588.70 | 45,106,718.02 | 17,245,325.74 | 9,832,282.00 | 18,029,110.28 | 60.03 | | | | |
| 3790 | LCIF - Prior Yr | | | | | | | | | | | | |
| 379- | LCIF - Prior Yr | | | 150,000.00 | 586,758.00 | | 586,686.00 | 72.00 | 99.99 | | | | |
| 3950 | INSURANCE RECOVERY-HUR MICHAEL | | | | | | | | | | | | |
| 395- | INSURANCE REC | | | 50,000.00 | 1,030,168.28 | 67,916.58 | | 962,251.70 | 6.59 | | | | |
| 4100 | FOOD SERVICE FUND # 410 | | | | | | | | | | | | |
| 410- | FOOD SERVICE FU | | | 4,580,000.00 | 5,328,390.00 | 1,975,942.55 | 1,170,254.69 | 2,182,192.76 | 59.05 | | | | |
| 4200 | CONTRACTED PROJECTS FUND 420 | | | | | | | | | | | | |
| 420- | CONTRACTED PROJ | | | 7,535,000.00 | 7,920,072.70 | 4,049,240.37 | 508,525.80 | 3,362,306.53 | 57.55 | | | | |
| 4410 | ESSER CARES | | | | | | | | | | | | |
| 441- | ESSER CARES | | | 1,863,430.06 | 1,863,430.06 | 688,558.87 | 863,257.30 | 311,613.89 | 83.28 | | | | |

| Fund | Fund | Punc | Obj | Original Budget | FYTD Revised Bdgt | FYTD Activity | Encumbered Amount | 2023-24 FYTD Unencumbered Bal | 2023-24 FYTD % |
|------|--------------------|-------|-------|-----------------|-------------------|---------------|-------------------|-------------------------------|----------------|
| 4430 | CRRSA ACT ESSER II | | | | | | | | |
| 443- | CRRSA ESSER II | ----- | ----- | 131,516.15 | 131,516.15 | 71,852.56 | | 59,663.59 | 54.63 |
| 4450 | ARP ACT ESSER | | | | | | | | |
| 445- | ARP ACT | ----- | ----- | 32,481,889.32 | 32,647,121.83 | 816,592.39 | 48,671.29 | 31,781,858.15 | 2.65 |
| | Grand Expense T | | | 90,935,424.23 | 94,614,175.04 | 24,915,429.06 | 13,009,677.08 | 56,689,068.90 | 40.08 |

Number of Accounts: 2954

***** End of report *****

Bank Account Balance as of 12/19/2023
 Capital City Bank
 Everyday Checking Balance \$1,492,751.28
 State Board of Administration Investment Account(s)
 SBA 1 Savings \$8,604,263.16
 SBA 2 Insurance \$6,915,359.10
 Centennial Bank
 Savings \$1,225,540.70

REPORT SPECIFICATIONS

DISTRICT: PAEC - Gadsden County, FL
REPORT TITLE: January 23 2024 (Date: 1/2024)
REQUESTED BY: laclarencema DATE: 01/23/24
PROGRAM NAME: TP-PRINT fin/ TIME: 3:52:08 PM
COPIES: 1 IPI: 6
RUN ON SERVER: yes CREATE ASCII FILE: NO

Title Page Program/Version 3fribud18.p/010013

Description: Skyward Financial Report by Fund
Report Title: January 23 2024
Report Type: Revenue/Expense Summary

Notes:
Consolidate Funds: No
Budget Status: All Accounts
Print Detail: No
Print Totals: Yes
Print Spaces for Zero Amts: Yes
Exclude account if it has: No Amount in Fields Selected
Rpt Access - Other Users: Read Only

Sequence: ((B)) Fund, Func, Obj
Selected Breaks: Fund Position 3 Break Type: Single Heading: Yes Total Separator: Yes Dbl Underline: Yes
Account Types Selected: Expense
Account Status: Active

O/S Account Ranges: 0000*0000 0000 0000 00000 00000 00000
Group Codes: --
Category Codes: ZZ-ZZ-ZZZZ

Include Fund 1100 High
Include Fund 3790
Include Fund 3950
Include Fund 4100
Include Fund 4200
Include Fund 4410
Include Fund 4430
Include Fund 4450 Low

| Report Fields | Length | Sign | Edited | Whole | Format/Combination Field | Year | Display/Combo Type |
|---------------------|--------|------|--------|-------|--------------------------|------|--------------------|
| Fund | 10 | | | | | | Number |
| Function | 15 | | | | | | Short Description |
| Expense Object | 4 | | | | | | Number |
| Original Budget | 12 | Left | Yes | No | ->, >>>, >>>>, >>>9.99 | | Current |
| FYTD Revised Budget | 12 | Left | Yes | No | ->, >>>, >>>>, >>>9.99 | | Current |
| FYTD Activity | 12 | Left | Yes | No | ->, >>>, >>>>, >>>9.99 | | Current |

 REPORT SPECIFICATIONS
 DISTRICT: PAEC - Gadsden County, FL
 REPORT TITLE: January 23 2024 (Date: 1/2024)
 REQUESTED BY: laclarence.ma DATE: 01/23/24
 PROGRAM NAME: TP-PRINT-LINE TIME: 3:52:08 PM
 COPIES: 1 IPI: 6
 RUN ON SERVER: yes CREATE ASCII FILE: NO

| <u>Report Fields</u> | <u>Length</u> | <u>Sign</u> | <u>Edited</u> | <u>Whole</u> | <u>Format/Combination Field</u> | <u>Year</u> | <u>Display/Combo Type</u> |
|---------------------------|---------------|-------------|---------------|--------------|---------------------------------|-------------|---------------------------|
| Encumbered Amount | 12 | Left | Yes | No | ->,>>>,>>>,>>>9.99 | Current | Current |
| FYTD Unencumbered Balance | 12 | Left | Yes | No | ->,>>>,>>>,>>>9.99 | Current | Current |
| FYTD Percent (W/Enc) | 6 | Left | Yes | No | ->,>>9.99 | Current | Current |

| Fund | Fund | Func | Obj | 2023-24 | | 2023-24 | | 2023-24 | | 2023-24 | | 2023-24 | |
|------|--------------------------------|------|-----|-----------------|-------------------|---------------|-------------------|------------------|--------|---------|--|---------|--|
| | | | | Original Budget | FYTD Revised Bdgt | FYTD Activity | Encumbered Amount | Unencumbered Bal | FYTD % | | | | |
| 1100 | GENERAL FUND | | | | | | | | | | | | |
| 110- | GENERAL FUND | | | 44,143,588.70 | 45,210,771.06 | 20,551,051.35 | 8,789,625.02 | 15,870,094.69 | 64.90 | | | | |
| 3790 | LCIF - Prior Yr | | | | | | | | | | | | |
| 379- | LCIF - Prior Yr | | | 150,000.00 | 586,758.00 | | 586,686.00 | 72.00 | 99.99 | | | | |
| 3950 | INSURANCE RECOVERY-HUR MICHAEL | | | | | | | | | | | | |
| 395- | INSURANCE REC | | | 50,000.00 | 1,030,168.28 | 188,834.75 | | 841,333.53 | 18.33 | | | | |
| 4100 | FOOD SERVICE FUND # 410 | | | | | | | | | | | | |
| 410- | FOOD SERVICE FU | | | 4,580,000.00 | 5,328,390.00 | 2,113,163.05 | 1,084,328.29 | 2,130,898.66 | 60.01 | | | | |
| 4200 | CONTRACTED PROJECTS FUND 420 | | | | | | | | | | | | |
| 420- | CONTRACTED PROJ | | | 7,535,000.00 | 11,942,770.70 | 5,072,534.19 | 465,577.75 | 6,404,658.76 | 46.37 | | | | |
| 4410 | ESSER CARES | | | | | | | | | | | | |
| 441- | ESSER CARES | | | 1,863,430.06 | 1,863,430.06 | 1,243,831.78 | 371,767.79 | 247,830.49 | 86.70 | | | | |

| Fund | Fund | Func Obj | Original Budget | FYTD Revised Bddt | FYTD Activity | Encumbered Amount | 2023-24 FYTD Unencumbered Bal | 2023-24 FYTD % |
|------|-----------------|----------|-----------------|-------------------|---------------|-------------------|-------------------------------|----------------|
| 4430 | CRRSA ACT | ESSER II | | | | | | |
| 443- | CRRSA ESSERII | ---- | 131,516.15 | 131,516.15 | 71,852.56 | | 59,663.59 | 54.63 |
| 4450 | ARP ACT | ESSER | | | | | | |
| 445- | ARP ACT | ---- | 32,481,889.32 | 32,751,948.83 | 945,397.88 | 40,590.09 | 31,765,960.86 | 3.01 |
| | Grand Expense T | | 90,935,424.23 | 98,845,753.08 | 30,186,665.56 | 11,338,574.94 | 57,320,512.58 | 42.01 |

Number of Accounts: 3164

***** End of report *****

- Bank Account Balances as of 1/23/2024
- Capital City Bank
- Everyday Checking Balance \$ 1,791,715.97
- State Board of Administration Investment Account(s)
- SBA 1 Savings \$8,639,433.28
- SBA 2 Insurance \$6,915,359.10
- Centennial Bank
- Savings \$1,229,496.01

REPORT SPECIFICATIONS

DISTRICT: PAEC - Gadsden County, FL

REPORT TITLE: February 27 2024 (Date: 2/2024)

REQUESTED BY: laclarence.ma DATE: 02/27/24

PROGRAM NAME: TP-PRINT Fin/ TIME: 4:34:32 PM

COPIES: 1 LPI: 6

RUN ON SERVER: Yes CREATE ASCII FILE: NO

Title Page Program/Version 3ftrbud18.p/010013

Description: Skyward Financial Report by Fund

Report Title: February 27 2024

Report Type: Revenue/Expense Summary

Notes:

Consolidate Funds: No

Budget Status: All Accounts

Print Detail: No

Print Totals: Yes

Print Spaces for Zero Amts Yes

Exclude account if it has: No Amount in Fields Selected

Rpt Access - Other Users: Read Only

Sequence: ((B)) Fund, Func, Obj

Selected Breaks: Fund Position 3 Break Type: Single Heading: Yes Total Separator: Yes Dbl Underline: Yes

Account Types Selected: Expense

Account Status: Active

O/S Account Ranges: 0000*0000 0000 0000 00000 00000 00000 High

Group Codes: -- ZZZZ*9999 9999 9999 ZZZZZ ZZZZZ ZZZZZ

Category Codes: ZZ-ZZ-ZZZZ ZZZZZZZZZ

Include Fund 1100 1100

Include Fund 3790 3790

Include Fund 3950 3950

Include Fund 4100 4100

Include Fund 4200 4200

Include Fund 4410 4410

Include Fund 4430 4430

Include Fund 4450 4450

| Report Fields | Length | Sign | Edited | Whole | Format/Combination Field | Year | Display/Combo Type |
|---------------------|--------|------|--------|-------|--------------------------|------|--------------------|
| Fund | 10 | | | | | | Number |
| Fund | 15 | | | | | | Short Description |
| Function | 4 | | | | | | Number |
| Expense Object | 4 | | | | | | Number |
| Original Budget | 12 | Left | Yes | No | ->, >>>, >>>, >>>9.99 | | Current |
| FYTD Revised Budget | 12 | Left | Yes | No | ->, >>>, >>>, >>>9.99 | | Current |
| FYTD Activity | 12 | Left | Yes | No | ->, >>>, >>>, >>>9.99 | | Current |

```

*****
REPORT SPECIFICATIONS
DISTRICT: PAEC - Gadsden County, FL
REPORT TITLE: February 27 2024 (Date: 2/2024)
REQUESTED BY: laclarence.ma DATE: 02/27/24
PROGRAM NAME: TP-PRINT-LINE TIME: 4:34:32 PM
COPIES: 1 LPI: 6
RUN ON SERVER: yes CREATE ASCII FILE: NO
*****

```

| Report Fields | Length | Sign | Edited | Whole | Format/Combination Field | Year | Display/Combo Type |
|---------------------------|--------|------|--------|-------|--------------------------|---------|--------------------|
| Encumbered Amount | 12 | Left | Yes | No | ->, >>>, >>>, >>>9.99 | Current | Current |
| FYTD Unencumbered Balance | 12 | Left | Yes | No | ->, >>>, >>>, >>>9.99 | Current | Current |
| FYTD Percent (w/Enc) | 6 | Left | Yes | No | ->, >>9.99 | Current | Current |

| Fund | Fund | Func | Obj | Original Budget | FYTD Revised Bdgt | FYTD Activity | Encumbered Amount | 2023-24 FYTD Unencumbered Bal | 2023-24 FYTD % |
|------|--------------------------------|------|-----|-----------------|-------------------|---------------|-------------------|-------------------------------|----------------|
| 1100 | GENERAL FUND | | | | | | | | |
| 110- | GENERAL FUND | | | 44,143,588.70 | 42,052,777.90 | 26,870,476.86 | 8,650,236.79 | 6,532,064.25 | 84.47 |
| 3790 | LCTF - Prior Yr | | | | | | | | |
| 379- | LCTF - Prior Yr | | | 150,000.00 | 586,758.00 | | 586,686.00 | 72.00 | 99.99 |
| 3950 | INSURANCE RECOVERY-HUR MICHAEL | | | | | | | | |
| 395- | INSURANCE REC | | | 50,000.00 | 1,144,123.28 | 188,834.75 | | 955,288.53 | 16.50 |
| 4100 | FOOD SERVICE FUND # 410 | | | | | | | | |
| 410- | FOOD SERVICE FU | | | 4,580,000.00 | 4,597,068.00 | 2,761,494.12 | 1,000,334.30 | 835,239.58 | 81.83 |
| 4200 | CONTRACTED PROJECTS FUND 420 | | | | | | | | |
| 420- | CONTRACTED PROJ | | | 7,535,000.00 | 13,787,785.96 | 7,250,429.56 | 312,428.46 | 6,224,927.94 | 54.85 |
| 4410 | ESSER CARES | | | | | | | | |
| 441- | ESSER CARES | | | 1,863,430.06 | 1,968,257.06 | 1,350,113.40 | 321,904.35 | 296,239.31 | 84.95 |

| Fund | Fund | Func | Obj | Original Budget | FYTD Revised Bdgt | FYTD Activity | Encumbered Amount | 2023-24 FYTD Unencumbered Bal | 2023-24 FYTD % |
|------|-----------------|----------|-------|-----------------|-------------------|---------------|-------------------|-------------------------------|----------------|
| 4430 | CRRSA ACT | ESSER II | II | | | | | | |
| 443- | CRRSA ESSER II | ----- | ----- | 131,516.15 | 131,516.15 | 75,985.78 | | 55,530.37 | 57.78 |
| 4450 | ARR ACT | ESSER | | | | | | | |
| 445- | ARR ACT | ----- | ----- | 32,481,889.32 | 33,321,691.83 | 1,204,600.42 | 42,751.07 | 32,074,340.34 | 3.74 |
| | Grand Expense T | | | 90,935,424.23 | 97,589,978.18 | 39,701,934.89 | 10,914,340.97 | 46,973,702.32 | 51.87 |

Number of Accounts: 3346

***** End of report *****

Bank Account Balance as of 2/27/2024
 Capital City Bank
 Everyday Checking Balance \$3,525,195.28
 State Board of Administration Investment Accounts
 SBA 1 Savings \$7,040,366.99
 SBA 2 Insurance \$6,981,114.91
 Centennial Bank \$1,233,453.24

 REPORT SPECIFICATIONS

DISTRICT: PAFC - Gadsden County, FL
 REPORT TITLE: MARCH 26, 2024 (Date: 3/2024)
 REQUESTED BY: laclarencema DATE: 03/26/24
 PROGRAM NAME: TP-PRINT fin/ TIME: 4:11:07 PM
 COPIES: 1 LPI: 6
 RUN ON SERVER: YES CREATE ASCII FILE: NO

Title Page Program/Version 3ftrbud18.p/010013

Description: Skyward Financial Report by Fund
 Report Title: MARCH 26, 2024
 Report Type: Revenue/Expense Summary

Notes:
 Consolidate Funds: No
 Budget Status: All Accounts
 Print Detail: No
 Print Totals: Yes

Print Spaces for Zero Amts Yes
 Exclude account if it has: No Amount in Fields Selected
 Rpt Access - Other Users: Read Only

Sequence: ((B)) Fund, Func, Obj
 Selected Breaks: Fund Position 3 Break Type: Single Heading: Yes Total Separator: Yes Db1 Underline: Yes
 Account Types Selected: Expense
 Account Status: Active

O/S Account Ranges: 0000*0000 0000 0000 00000 00000 00000
 Group Codes: --
 Category Codes: ZZZZ*9999 9999 9999 ZZZZZ ZZZZZ ZZZZZ
 ZZ-ZZ-ZZZZ
 ZZZZZZZZZ

Include Fund 1100
 Include Fund 3790
 Include Fund 3950
 Include Fund 4100
 Include Fund 4200
 Include Fund 4410
 Include Fund 4430
 Include Fund 4450

| Report Fields | Length | Sign | Edited | Whole | Format/Combination Field | Year | Display/Combo Type |
|---------------------|--------|------|--------|-------|--------------------------|------|--------------------|
| Fund | 10 | | | | | | Number |
| Function | 15 | | | | | | Short Description |
| Expense Object | 4 | | | | | | Number |
| Original Budget | 12 | Left | Yes | No | --,>>>,>>>,>>9.99 | | Current |
| FYTD Revised Budget | 12 | Left | Yes | No | --,>>>,>>>,>>9.99 | | Current |
| FYTD Activity | 12 | Left | Yes | No | --,>>>,>>>,>>9.99 | | Current |

REPORT SPECIFICATIONS

DISTRICT: PABC - Gadsden County, FL
 REPORT TITLE: MARCH 26, 2024 (Date: 3/2024)
 REQUESTED BY: Jaclarence.ma DATE: 03/26/24
 PROGRAM NAME: TP-PRINT-LINE TIME: 4:11:07 PM
 COPIES: 1 LPI: 6
 RUN ON SERVER: yes CREATE ASCII FILE: NO

| <u>Report Fields</u> | <u>Length</u> | <u>Sign</u> | <u>Edited</u> | <u>Whole</u> | <u>Format/Combination</u> | <u>Field</u> | <u>Year</u> | <u>Display/Combo</u> | <u>Type</u> |
|---------------------------|---------------|-------------|---------------|--------------|---------------------------|--------------|-------------|----------------------|-------------|
| Encumbered Amount | 12 | Left | Yes | No | ->, >>>, >>> | >>>9.99 | Current | | Current |
| FYTD Unencumbered Balance | 12 | Left | Yes | No | ->, >>>, >>> | >>>9.99 | Current | | Current |
| FYTD Percent (W/Enc) | 6 | Left | Yes | No | ->, >>9.99 | | Current | | Current |

| Fund | Fund | Func | Obj | Original Budget | FYTD Revised Bdgt | 2023-24 FYTD | Encumbered Amount | 2023-24 FYTD Unencumbered Bal | 2023-24 FYTD % |
|------|--------------------------------|------|-----|-----------------|-------------------|---------------|-------------------|-------------------------------|----------------|
| 1100 | GENERAL FUND | | | | | | | | |
| 110- | GENERAL FUND | | | 44,143,588.70 | 42,052,777.90 | 29,965,867.86 | 8,640,433.62 | 3,446,476.42 | 91.80 |
| 3790 | LCIF - Prior Yr | | | | | | | | |
| 379- | LCIF - Prior Yr | | | 150,000.00 | 586,758.00 | | 586,686.00 | 72.00 | 99.99 |
| 3950 | INSURANCE RECOVERY-HUR MICHAEL | | | | | | | | |
| 395- | INSURANCE REC | | | 50,000.00 | 1,144,123.28 | 535,126.36 | | 608,996.92 | 46.77 |
| 4100 | FOOD SERVICE FUND # 410 | | | | | | | | |
| 410- | FOOD SERVICE FU | | | 4,580,000.00 | 4,597,068.00 | 3,330,750.99 | 989,251.24 | 277,065.77 | 93.97 |
| 4200 | CONTRACTED PROJECTS FUND 420 | | | | | | | | |
| 420- | CONTRACTED PROJ | | | 7,535,000.00 | 13,875,702.96 | 8,221,029.88 | 316,545.87 | 5,338,127.21 | 61.53 |
| 4410 | ESSER CARES | | | | | | | | |
| 441- | ESSER CARES | | | 1,863,430.06 | 1,968,257.06 | 1,370,911.35 | 317,088.07 | 280,257.64 | 85.76 |

| Fund | Fund | Func | Obj | Original Budget | FYTD Revised Bdgt | FYTD Activity | Encumbered Amount | 2023-24 FYTD Unencumbered Bal | 2023-24 FYTD \$ |
|------|--------------------|-------|-------|-----------------|-------------------|---------------|-------------------|-------------------------------|-----------------|
| 4430 | CRRSA ACT ESSER II | | | | | | | | |
| 443- | CRRSA ESSERII | ----- | ----- | 131,516.15 | 131,516.15 | 78,053.60 | | 53,462.55 | 59.35 |
| 4450 | ARP ACT ESSER | | | | | | | | |
| 445- | ARP ACT | ----- | ----- | 32,481,889.32 | 33,321,691.83 | 1,332,101.03 | 8,291,871.51 | 23,697,719.29 | 28.88 |
| | Grand Expense T | | | 90,935,424.23 | 97,677,895.18 | 44,833,841.07 | 19,141,876.31 | 33,702,177.80 | 65.50 |

Number of Accounts: 3441

***** End of report *****

Bank Account Balance as of 3/26/2024

Capital City Bank
Everyday Checking Balance \$4,371,525.07

State Board of Administration Investment Accounts

SBA 1 Savings \$7,071,392.11

SBA 2 Insurance \$7,011,878.92

Centennial Bank \$1,233,453.24

Bank Account Balance as of 2/27/2024

Capital City Bank
Everyday Checking Balance \$3,525,195.28

State Board of Administration Investment Account

SBA 1 Savings \$7,040,366.99

SBA 2 Insurance \$6,981,114.91

Centennial Bank \$1,233,453.24

REPORT SPECIFICATIONS
 DISTRICT: PAEC - Gadsden County, FL
 REPORT TITLE: Total by project -2 (Date: 3/2024)
 REQUESTED BY: laclarence.ma DATE: 03/26/24
 PROGRAM NAME: TP-PRINT Fin/ TIME: 4:20:18 PM
 COPIES: 1 LPI: 6
 RUN ON SERVER: Yes CREATE ASCII FILE: NO

Title Page Program/Version 31rbudd18.p/010013

Description: Projects list -2
 Report Title: Total by project -2
 Report Type: Revenue/Expense Summary

Notes:
 Consolidate Funds: No
 Budget Status: All Accounts
 Print Detail: No
 Print Totals: Yes
 Print Spaces for Zero Amts: Yes
 Exclude account if it has: No Amount in Fields Selected

Sequence: (P) FUND, TYPE, PROJECT, FUNC, OBJ, FAC, SUBBRJ, PROG
 Selected Breaks: Project Break Type: Single Heading: No Total Separator: No DBL Underline: No
 Account Types Selected: Expense
 Account Status: Active

O/S Account Ranges: Low High
 4450*0000 0000 0000 0000 0000 0000
 Group Codes: -- 4450*9999 9999 9999 ZZZZZZ ZZZZZZ ZZZZZZ
 Category Codes: ZZZZZZZZ

| Report Fields | Length | Sign | Edited | Whole | Format/Combination | Field | Year | Display/Combo Type |
|---------------------------|--------|------|--------|-------|-----------------------|-------|------|--------------------|
| Fund | 4 | | | | | | | Number |
| Project | 5 | | | | | | | Number |
| Project | 30 | | | | | | | Description |
| Revenue Source | 4 | | | | | | | Number |
| Rev/Exp Summary Account | 37 | | | | | | | Number |
| FYND Revised Budget | 12 | Left | Yes | No | ->, >>>, >>>, >>>9.99 | | | Current |
| FYND Activity | 12 | Left | Yes | No | ->, >>>, >>>, >>>9.99 | | | Current |
| Encumbered Amount | 12 | Left | Yes | No | ->, >>>, >>>, >>>9.99 | | | Current |
| FYND Unencumbered Balance | 12 | Left | Yes | No | ->, >>>, >>>, >>>9.99 | | | Current |
| FYND Percent (W/Enc) | 6 | Left | Yes | No | ->, >>9.99 | | | Current |

| Fund | Proj | Proj | Revenue/Expense | 2023-24 | 2023-24 | Encumbered | 2023-24 | 2023-24 |
|----------------------|-------|----------|-------------------------|-------------------|---------------|--------------|------------------|---------|
| | | Src | Summary Account | FYTD Revised Bddt | FYTD Activity | Amount | Unencumbered Bal | FYTD % |
| 4450 | 2CI01 | IDEA | 21-22 | 165,232.51 | 113,529.39 | | 51,703.12 | 68.71 |
| 4450 | 2CP01 | IDEA | PREK 21-22 | 19,076.00 | 17,365.76 | 1,710.24 | | 100.00 |
| 4450 | 3PIPE | | PIPELINE GRANT | 151,356.89 | 159,262.72 | 2,049.78 | | 106.58 |
| 4450 | 4AESP | ARP | ESSER SUPPLEMENTAL PROG | 303,687.00 | 11,838.89 | | 291,848.11 | 3.90 |
| 4450 | 4ESLC | SUMM | LEARN CAMP ARP 22B118 | 266,056.00 | | | 266,056.00 | |
| 4450 | EK3LR | ESTI | LIT READ TUTOR 22A211 | 104,827.00 | | | 104,827.00 | |
| 4450 | ESIII | ESSER | III | 23,486,165.30 | 676,179.96 | 8,270,492.98 | 14,539,492.36 | 38.09 |
| 4450 | ESIII | ARP | ESSER 3 LEARNING LOSS | 5,420,922.93 | 16,597.90 | | 5,404,325.03 | 0.31 |
| 4450 | ESSE1 | ACADEMIC | ACCELERATION PT.1 | | 4,472.74 | | -4,472.74 | |
| 4450 | ESUPP | ESSER | SUPPLEMENTAL PROGRAM | 3,404,368.20 | 332,853.67 | 17,618.51 | 3,053,896.02 | 10.29 |
| Grand Expense Totals | | | | 33,321,691.83 | 1,332,101.03 | 8,291,871.51 | 23,697,719.29 | 28.88 |

Number of Accounts: 351

***** End of report *****

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8c

DATE OF SCHOOL BOARD MEETING: April 23, 2024

TITLE OF AGENDA ITEMS: Rostan Professional Services Task Order

DIVISION: Business Finance and Accounting Department

PURPOSE AND SUMMARY OF ITEMS: Board Approval to include this language back into the agreement per our conversation in the budget workshop. This language and the amount will not increase the overall agreement, due to the amount being reallocated back to this deliverable.

FUND SOURCE: FEMA

AMOUNT: \$300,000

PREPARED BY: LaClarence Mays

POSITION: Chief Finance Officer

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____
Be sure that the Comptroller has signed the budget page.

PROFESSIONAL SERVICES TASK ORDER

Task Order Number 4

Subject to the Agreement between Gadsden County District Schools [**CLIENT**] and Rostan Solutions, LLC [**ROSTAN**], effective November 20th, 2018 the CLIENT hereby authorizes ROSTAN to perform services as specified in this Task Order and in accordance with the above-mentioned Agreement.

1. Basic Project Information

Project Name: Gadsden County District Schools – Project Management Services

Project Location: 35 Martin Luther King Jr Blvd Quincy, FL 32351/ Gadsden County, FL

CLIENT Representative: LaClarence Mays, CFO

ROSTAN Representative: Joshua Bennett, Director - Project Management Services

2. **Scope of Services:** ROSTAN shall perform its Basic and Optional Services as described in Attachment 1, Scope of Services, attached and incorporated into this Task Order.
3. **Period of Service:** The period of service shall be **July 5, 2022 through November 17, 2022**
4. **Compensation:** ROSTAN’s compensation under this Task Order, which shall not be exceeded without prior written authorization of the CLIENT, is not-to-exceed amount of **\$300,000**.
5. This Task Order's Pricing Schedule is attached and incorporated as Attachment 2.

ISSUED AND AUTHORIZED BY:

ACCEPTED AND AGREED TO BY:

GADSDEN COUNTY DISTRICT SCHOOLS

ROSTAN SOLUTIONS, LLC

By: _____

By: _____

Title: _____

Title: Kyle Jones, Vice President

PROFESSIONAL SERVICES TASK ORDER

Task Order Number 4

Attachment 1

Scope of Services

Project Management/ Owner's Agent for Project Management (PM) Services

The CLIENT has contracted ROSTAN to oversee and act as its representative of CLIENT facilities for tasks associated with the management and oversight of Project Management related services. Specific projects vary in work categories, timing, complexity, and dollar-value. Project funding approval varies based on projects that have received funding approval, funding approval that is pending, and funding approval that is anticipated at a future date. The CLIENT will execute contracts with design professionals, general contractors, vendors and construction companies through various procurement and contracting methodologies such as non-competitive, competitive, sealed proposals, RFQ, RFQ/R, RFP, design-build, construction manager at risk, and job order contracts.

CLIENT may negotiate a Project specific scope of work and fee for each unique project on an as needed basis, as determined at the sole discretion of CLIENT and in accordance with the terms and conditions of the Agreement. Upon the successful negotiation of a Project specific scope of work and fee, the CLIENT will issue a separate Task Order and Notice to Proceed for that specific scope of work.

General Scope of Services

In general, the anticipated scope of services for Task Orders issued under the terms and conditions of the Agreement may include, but are not necessarily limited to, the following possible tasks. The ROSTAN is only responsible for completing the tasks below as assigned by the CLIENT:

- Project schedule development, verification, and monitoring.
- Periodic field verification of existing Project conditions.
- Management of material sampling and testing.
- Project programming to ascertain the project scope of work.
- Review of schematic design for purposes of evaluating and promoting energy efficiency.
- Review of design development.
- Project value engineering consideration and analysis.
- Project cost estimating.
- Project constructability analysis and constructability reviews.
- Review of procurement/bidding/construction/ contract documents.
- Preparation of Project procurement/bid packages.
- Coordination of project reviews with regulatory agencies as necessary.
- Assisting Architect/Engineer in obtaining competitive bids under the various contracting methodologies utilized.
- Reviewing Architect/Engineer, Contractor, and consultant pay applications.

PROFESSIONAL SERVICES TASK ORDER

Task Order Number 4

- Periodically visiting the construction site to confirm that the work is progressing according to the contract documents, including formal inspections prior to covering walls and ceiling and at the time of substantial completion. These construction oversight visits to also include quality assurance and control reviews and commissioning.
- Commissioning technical specifications outlining commissioning responsibilities will be included as an integral part of the project's contract documents.
- Reviewing shop drawings and other contractor submittals to confirm compliance with design
- Ensuring accurate "As-Constructed" or "As-built" documents are delivered to the Design Firm(s) from the contractor.
- Preparation of weekly and monthly project status reports including budget and schedule summaries and details.
- Issuance of notices on project activities that may impact operations of the CLIENT and its facilities.
- Prepare and process CLIENT's purchase requisitions via pass through invoice, if required.
- Prepare and distribute all project correspondence.
- Develop and implement CLIENT's activation and move-in activities.
- Other professional services as may be necessary to address specific project needs.

PROFESSIONAL SERVICES TASK ORDER

Task Order Number 4

Attachment 2

- 1.) **Pricing.** The scope of services set forth herein for Task Order 4 is being estimated based upon knowledge of CLIENT’s damages and current status of claims. The budget estimate for this Task Order is a not-to-exceed amount of \$300,000. The not-to-exceed Task Order budget estimate is based on the overall damage estimate as mutually understood by the CLIENT and ROSTAN.
- 2.) **Fee Schedule.** ROSTAN’s fee schedule as presented in Schedule B of the original Agreement is included below.

| Position Classification | Rate |
|--------------------------------------|-------------|
| Subject Matter Expert | \$ 190.00 |
| Principal / Program Manager | \$ 180.00 |
| Senior FEMA Specialist | \$ 185.00 |
| Senior Grants Management Consultant | \$ 185.00 |
| Project Manager | \$ 168.00 |
| Project Grants Management Consultant | \$ 155.00 |
| BCA Specialist | \$ 145.00 |
| Floodplain Management Specialist | \$ 135.00 |
| GIS / HAZUS Specialist / CADD | \$ 125.00 |
| Grants Management Consultant | \$ 120.00 |
| Grants Data Specialist | \$ 110.00 |
| Junior Grants Management Consultant | \$ 105.00 |
| Grants Administrator | \$ 85.00 |
| Senior Field Technician | \$ 64.00 |
| Field Technician | \$ 52.00 |
| Administrative Specialist | \$ 39.00 |

Note: Rates are inclusive of all costs with the exception to those expenses related to airfare, allowable mileage and/or rental vehicles, rental vehicle petroleum products and lodging. Expenses will be directly passed through without markup. Receipts will be provided.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 9a

DATE OF SCHOOL BOARD MEETING: April 23, 2024

TITLE OF AGENDA ITEM: Emergency Management Mutual Aid Agreement

DIVISION: District Support Services

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

PURPOSE AND SUMMARY OF ITEM:

Requesting Board approval to establish a mutual aid agreement through the County of Gadsden for Emergency and Disaster Operations. This agreement outlines the responsibilities of “State” “County” and the “School Board” for managing cost incurred by the “School Board” during emergency and disaster events.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Dr. Sylvia R. Jackson

POSITION: Assistant Superintendent for Support Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT’S SIGNATURE: page(s) numbered **Page 13**

CHAIRMAN’S SIGNATURE: page(s) numbered **Page 13 and Page 14**

REVIEWED BY:  _____



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

STATEWIDE MUTUAL AID AGREEMENT - 2023

This Agreement is an acknowledgment of receipt by the Florida Division of Emergency Management (“the Division”) and the local government (“Participating Party”) signing this Agreement. Execution of this agreement replaces all previous iterations and is active until a new agreement is drafted and requested by The Division.

This Agreement is based on the existence of the following conditions:

- A. The State of Florida is vulnerable to a wide range of emergencies and disasters that are likely to cause the disruption of essential services and the destruction of the infrastructure needed to deliver those services.
- B. Such emergencies and disasters often exceed the emergency response and recovery capabilities of any one county or local government.
- C. Such incidents may also give rise to unusual and unanticipated physical and technical needs which a local government cannot meet with existing resources, but that other local governments within the State of Florida may be able to provide.
- D. The Emergency Management Act, chapter 252, *Florida Statutes*, provides each local government of the state the authority to develop and enter into mutual aid agreements within the state for reciprocal emergency aid in case of emergencies too extensive to be dealt with unassisted, and through such agreements ensure the timely reimbursement of costs incurred by the local governments which render such assistance.
- E. Pursuant to chapter 252.32, *Florida Statutes*, the Division renders mutual aid among the political subdivisions of the state to carry out emergency management functions and responsibilities.
- F. Pursuant to chapter 252, *Florida Statutes*, the Division has the authority to coordinate and direct emergency management assistance between local governments and concentrate available resources where needed.

Based on the existence of the foregoing conditions, the Parties agree to the following articles:

ARTICLE I: DEFINITIONS

As used in this Agreement, the following expressions shall have the following meanings:

- A. The “Agreement” is this Agreement, which shall be referred to as the Statewide Mutual Aid Agreement (“SMAA”).

Page 1 of 14



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

- B. The "Division" is the Florida Division of Emergency Management.
- C. A "Requesting Party" to this Agreement is a Participating Party who requests assistance under this agreement.
- D. An "Assisting Party" to this Agreement is a Participating Party who provides assistance to a Requesting Party under this agreement.
- E. The "Period of Assistance" is the time during which an Assisting Party renders assistance to a Requesting Party under this agreement and includes the time necessary for the resources and personnel of the Assisting Party to travel to the place specified by the Requesting Party and the time necessary to return to their place of origin.
- F. A "Mission" is a documented emergency response activity performed during a Period of Assistance, usually in reference to one operational function or activity.
- G. A "local government" is any educational district, special district, or any entity that is a "local governmental entity" within the meaning of section 11.45(1)(g), *Florida Statutes*.
- H. An "educational district" is any school district within the meaning of section 1001.30, *Florida Statutes*, and any Florida College System Institution or State University within the meaning of section 1000.21, *Florida Statutes*.
- I. A "special district" is any local or regional governmental entity which is an independent special district within the meaning of section 189.012(3), *Florida Statutes*, established by local, special, or general act, or by rule, ordinance, resolution, or interlocal agreement.
- J. A "tribal council" is the respective governing bodies of the Seminole Tribe of Florida and Miccosukee Tribe of Indians recognized as special improvement district by section 285.18(1), *Florida Statutes*.
- K. An "interlocal agreement" is any agreement between local governments within the meaning of section 163.01(3)(a), *Florida Statutes*.
- L. A "Resource Support Agreement" as used in this Agreement refers to a supplemental agreement of support between a Requesting Party and an Assisting Party.
- M. "Proof of work" as used in this Agreement refers to original and authentic documentation of a single individual or group of individuals' emergency response activity at a tactical level.

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- N. "Proof of payment" as used in this Agreement refers to original and authentic documentation of an emergency response expenditure made by an Assisting Party.
- O. A "Reimbursement Package" as used in this Agreement refers to a full account of mission response documentation supported by proof of work and proof of payment.
- P. Any expressions not assigned definitions elsewhere in this Agreement shall have the definitions assigned them by the Emergency Management Act, Chapter 252, *Florida Statutes*.

ARTICLE II: APPLICABILITY OF THE AGREEMENT

Any Participating Party, including the Division, may request assistance under this Agreement for a "major disaster" or "catastrophic disaster" as defined in section 252.34, *Florida Statutes*, minor disasters, and other such emergencies as lawfully determined by a Participating Party.

ARTICLE III: INVOCATION OF THE AGREEMENT

In the event of an emergency or anticipated emergency, a Participating Party may request assistance under this Agreement from any other Participating Party or the Division if, in the judgement of the Requesting Party, its own resources are inadequate to meet the needs of the emergency or disaster.

- A. Any request for assistance under this Agreement may be oral, but within five (5) calendar days must be confirmed in writing by the Requesting Party. All requests for assistance under this Agreement shall be transmitted by the Requesting Party to another Participating Party or the Division. If the Requesting Party transmits its request for Assistance directly to a Participating Party other than the Division, the Requesting Party and Assisting Party shall keep the Division advised of their activities.
- B. The Division shall relay any requests for assistance under this Agreement to such other Participating Parties as it may deem appropriate and coordinate the activities of the Assisting Parties to ensure timely assistance to the Requesting Party. All such activities shall be carried out in accordance with the State's Comprehensive Emergency Management Plan.

ARTICLE IV: RESPONSIBILITIES OF REQUESTING PARTIES

To the extent practicable, all Requesting Parties shall provide the following information to their respective county emergency management agency, the Division, and the intended Assisting Party or Parties. In providing such information, Requesting Parties should utilize Section I of the

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Resource Support Agreement (RSA) Form, available via the [Division approved documents SharePoint site](#)¹.

- A. A description of the Mission to be performed by the Assisting Party;
- B. A description of the resources and capabilities needed to complete the Mission successfully;
- C. The location, date, and time personnel and resources from the Assisting Party should arrive at the incident site, staging area, facility, or other location designated by the Requesting Party;
- D. A description of the health, safety, and working conditions expected for deploying personnel;
- E. Lodging and meal availability;
- F. Any logistical requirements;
- G. A description of any location or facility outside the territorial jurisdiction of the Requesting Party needed to stage incoming resources and personnel;
- H. The location date, and time for personnel of the Requesting Party to meet and receive the personnel and equipment of the Assisting Party; and
- I. A technical description of any communications equipment needed to ensure effective information sharing between the Requesting Party, any Assisting Parties, and all relevant responding entities.

ARTICLE V: RESPONSIBILITIES OF ASSISTING PARTIES

Each Party shall render assistance under this Agreement to any Requesting Party to the extent practicable that its personnel, equipment, resources, and capabilities can render assistance. If upon receiving a request for assistance under this Agreement a Party determines that it has the capacity to render some or all of such assistance, it shall provide the following information without delay to the Requesting Party, the Division, and the Assisting Party's County emergency management agency. In providing such information, the Assisting Party should utilize the Section II of the Resource Support Agreement (RSA) Form, available via the [Division approved documents SharePoint site](#).

¹ FDEM approved documents such as activity logs and mutual aid forms can be found at:
https://portal.floridadisaster.org/projects/FROC/FROC_Documents/Forms/AllItems.aspx?View=%7B6F3CF7BD%2DC0A4%2D4BE2%2DB809%2DC8009D7D0686%7D
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- A. A description of the personnel, equipment, supplies, services and capabilities it has available, together with a description of the qualifications of any skilled personnel;
- B. An estimate of the time such personnel, equipment, supplies, and services will continue to be available;
- C. An estimate of the time it will take to deliver such personnel, equipment, supplies, and services to the location(s) specified by the Requesting Party;
- D. A technical description of any communications and telecommunications equipment available for timely communications with the Requesting Party and other Assisting Parties;
- E. The names and contact information of all personnel whom the Assisting Party has designated as team leaders or supervisors; and
- F. An estimated cost for the provision of assistance.

ARTICLE VI: RENDITION OF ASSISTANCE

The Requesting Party shall afford the emergency response personnel of all Assisting Parties, while operating within the jurisdictional boundaries of the Requesting Party, the same powers, duties, rights, and privileges, except that of arrest unless specifically authorized by the Requesting Party, as are afforded the equivalent emergency response personnel of the Requesting Party. Emergency response personnel of the Assisting Party will remain under the command and control of the Assisting Party, but during the Period of Assistance, the resources and responding personnel of the Assisting Party will perform response activities under the operational and tactical control of the Requesting Party.

- A. Unless otherwise agreed upon between the Requesting and Assisting Party, the Requesting Party shall be responsible for providing food, water, and shelter to the personnel of the Assisting Party. For Missions performed in areas where there are insufficient resources to support responding personnel and equipment throughout the Period of Assistance, the Assisting Party shall, to the fullest extent practicable, provide their emergency response personnel with the equipment, fuel, supplies, and technical resources necessary to make them self-sufficient throughout the Period of Assistance. When requesting assistance, the Requesting Party may specify that Assisting Parties send only self-sufficient personnel and resources but must specify the length of time self-sufficiency should be maintained.

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- B. Unless the Requesting Party has specified the contrary, it shall, to the fullest extent practicable, coordinate all communications between its personnel and the responding personnel of the Assisting Parties, and shall determine and share the frequencies and other technical specifications of all communications equipment to be used, as appropriate, with the deployed personnel of the Assisting Parties.
- C. Personnel of the Assisting Party who render assistance under this Agreement shall receive the usual wages, salaries, and other compensation as are normally afforded to personnel for emergency response activities within their home jurisdiction, and shall have all the immunities, rights, interests, and privileges applicable to their normal employment. If personnel of the Assisting Party hold local licenses or certifications limited to the jurisdiction of issue, then the Requesting Party shall recognize and honor those licenses or certifications for the duration of the Period of Assistance.

ARTICLE VII: REIMBURSEMENT

After the Period of Assistance has ended, the Assisting Party shall have 45 days to develop a full reimbursement package for services rendered and resources supplied during the Period of Assistance. All expenses claimed to the Requesting Party must have been incurred in direct response to the emergency as requested by the Requesting Party and must be supported by proof of work and proof of payment.

To guide the proper documentation and accountability of expenses, the Assisting Party should utilize the Claim Summary Form, available via the [Division approved documents SharePoint site](#) as a guide and summary of expense to collect information to then be formally submitted for review by the Requesting Party.

To receive reimbursement for assistance provided under this agreement, the Assisting Party shall provide, at a minimum, the following supporting documentation to the Requesting Party unless otherwise agreed upon between the Requesting and Assisting Parties:

- A. A complete and authentic description of expenses incurred by the Assisting Party during the Period of Assistance;
- B. Copy of a current and valid Internal Revenue Service W-9 Form;
- C. Copies of all relevant payment and travel policies in effect during the Period of Assistance;
- D. Daily personnel activity logs demonstrating emergency response activities performed for all time claimed (for FDEM reimbursement Division approved activity logs will be required for personnel activity claims);

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- E. Official payroll and travel reimbursement records for all claimed personnel expenses;
- F. Neat and comprehensive fringe benefit calculations for each position class or category of claimed personnel;
- G. Written justification for all additional expenses/purchases incurred during the Period of Assistance;
- H. Proof of payment for additional/miscellaneous expenses incurred during the Period of Assistance
- I. Equipment activity logs demonstrating equipment use and operation in support of emergency response activities for all time claimed (for FDEM reimbursement Division approved forms will be required for equipment activity claims);
- J. Proof of reimbursement to all employees who incurred emergency response expenses with personal money;
- K. Justification for equipment repair expenses; and
- L. Copies of any applicable supporting agreements or contracts with justification.

If a dispute or disagreement regarding the eligibility of any expense arises, the Requesting Party, Assisting Party, or the Division may elect binding arbitration. If binding arbitration is elected, the Parties must select as an arbitrator any elected official of another Participating Party, or any other official of another Participating Party whose normal duties include emergency management, and the other Participating Party shall also select such an official as an arbitrator, and the arbitrators thus chosen shall select another such official as a third arbitrator.

The three (3) arbitrators shall convene by teleconference or videoconference within thirty (30) calendar days to consider any documents and any statements or arguments by the Division, the Requesting Party, or the Assisting Party concerning the protest, and shall render a decision in writing not later than ten (10) business days after the close of the hearing. The decision of a majority of the arbitrators shall bind the parties and shall be final.

If the Participating Parties do not elect binding arbitration, this agreement and any disputes arising thereunder shall be governed by the laws of the State of Florida and venue shall be in Leon County, Florida. Nothing in this Agreement shall be construed to create an employer-employee relationship or a partnership or joint venture between the participating parties. Furthermore, nothing contained herein shall constitute a waiver by either Party of its sovereign immunity or the provisions of section 768.28, Florida Statutes. Nothing herein shall be construed as consent by either Party to be sued by third parties.

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ARTICLE VIII: COST ELIGIBLE FOR REIMBURSEMENT

The costs incurred by the Assisting Party under this Agreement shall be reimbursed as needed to make the Assisting Party whole to the fullest extent practicable.

- A. Employees of the Assisting Party who render assistance under this Agreement shall be entitled to receive from the Assisting Party all their usual wages, salaries, and any and all other compensation for mobilization, hours worked, and demobilization. Such compensation shall include any and all contributions for insurance and retirement, and such employees shall continue to accumulate seniority at the usual rate. As between the employees and the Assisting Party, the employees shall have all the duties, responsibilities, immunities, rights, interests, and privileges incident to their usual employment. The Requesting Party shall reimburse the Assisting Party for these costs of employment.
- B. The costs of equipment supplied by the Assisting Party shall be reimbursed at the rental rate established in FEMA's Schedule of Equipment, or at any other rental rate agreed to by the Requesting Party. In order to be eligible for reimbursement, equipment must be in actual operation performing eligible work. The labor costs of the operator are not included in the rates and should be approved separately from equipment costs. The Assisting Party shall pay for fuels, other consumable supplies, and repairs to its equipment as needed to keep the equipment in a state of operational readiness. Rent for the equipment shall be deemed to include the cost of fuel and other consumable supplies, maintenance, service, repairs, and ordinary wear and tear. With the consent of the Assisting Party, the Requesting Party may provide fuels, consumable supplies, maintenance, and repair services for such equipment at the site. In that event, the Requesting Party may deduct the actual costs of such fuels, consumable supplies, maintenance, and services from the total costs otherwise payable to the Assisting Party. If the equipment is damaged while in use under this Agreement and the Assisting Party receives payment for such damage under any contract of insurance, the Requesting Party may deduct such payment from any item or items billed by the Assisting Party for any of the costs for such damage that may otherwise be payable.
- C. The Requesting Party shall pay the total costs for the use and consumption of any and all consumable supplies delivered by the Assisting Party for the Requesting Party under this Agreement. In the case of perishable supplies, consumption shall be deemed to include normal deterioration, spoilage, and damage notwithstanding the exercise of reasonable care in its storage and use. Supplies remaining unused shall be returned to the Assisting Party in usable condition upon the close of the Period of Assistance, and the Requesting Party may deduct the cost of such returned supplies from the total costs billed by the Assisting Party for such supplies. If the Assisting Party agrees, the Requesting Party may also replace any and all used consumable supplies with like



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supplies in usable condition and of like grade, quality and quantity within the time allowed for reimbursement under this Agreement.

- D. The Assisting Party shall keep records to document all assistance rendered under this Agreement. Such records shall present information sufficient to meet the audit requirements specified in the regulations of FEMA and any applicable circulars issued by the State of Florida. Upon reasonable notice, the Assisting Party shall make its records available the Requesting Party for inspection or duplication between 8:00 a.m. and 5:00 p.m. on all weekdays, except for official holidays.

ARTICLE IX: INSURANCE

Each Participating Party shall determine for itself what insurance to procure, if any. With the exceptions in this Article, nothing in this Agreement shall be construed to require any Participating Party to procure insurance.

- A. Each Participating Party shall procure employers' insurance meeting the requirements of the Workers' Compensation Act, as amended, affording coverage for any of its employees who may be injured while performing any activities under the authority of this Agreement, and shall be provided to each Participating Party.
- B. Participating Parties may elects additional insurance affording liability coverage for any activities that may be performed under the authority of this Agreement .
- C. Subject to the limits of such liability insurance as any Participating Party may elect to procure, nothing in this Agreement shall be construed to waive, in whole or in part, any immunity any Participating Party may have in any judicial or quasi-judicial proceeding.
- D. Each Participating Party which renders assistance under this Agreement shall be deemed to stand in the relation of an independent contractor to all other Participating Parties and shall not be deemed to be the agent of any other Participating Party.
- E. Nothing in this Agreement shall be construed to relieve any Participating Party of liability for its own conduct and that of its employees.
- F. Nothing in this Agreement shall be construed to obligate any Participating Party to indemnify any other Participating Party from liability to third parties.

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Kevin Guthrie, Executive Director

ARTICLE X: GENERAL REQUIREMENTS

Notwithstanding anything to the contrary elsewhere in this Agreement, all Participating Parties shall be subject to the following requirements in the performance of this Agreement:

- A. All Participating Parties shall allow public access to all documents, papers, letters, or other materials subject to the requirements of the Public Records Act, as amended, and made or received by any Participating Party in conjunction with this Agreement.
- B. No Participating Party may hire employees in violation of the employment restrictions in the Immigration and Nationality Act, as amended.
- C. No costs reimbursed under this Agreement may be used directly or indirectly to influence legislation or any other official action by the Legislature of the State of Florida or any of its agencies.
- D. Any communication to the Division under this Agreement shall be sent via either email, the Division of Emergency Managements Enterprise System (DEMES), or mail to the Response Bureau, Florida Division of Emergency Management, 2555 Shumard Oak Boulevard, Tallahassee, Florida 32399-2100.
- E. Any communication to a Participating Party shall be sent to the official or officials specified by that Participating Party. For the purpose of this section, any such communication may be sent by the U.S. Mail, e-mail, or other electronic platforms.

ARTICLE XI: EFFECTS OF AGREEMENT

Upon its execution by a Participating Party, this Agreement shall have the following effect with respect to that Participating Party:

- A. The execution of this Agreement by any Participating Party which is a signatory to the Statewide Mutual Aid Agreement of 1994 shall terminate the rights, interests, duties, responsibilities, and obligations of that Participating Party under the Statewide Mutual Aid Agreement of 1994, but such termination shall not affect the liability of the Participating Party for the reimbursement of any costs due under the Statewide Mutual Aid Agreement of 1994, regardless of whether such costs are billed or unbilled.
- B. The execution of this Agreement by any Participating Party which is a signatory to the Public Works Mutual Aid Agreement shall terminate the rights, interests, duties, responsibilities and obligations of that Participating Party under the Public Works Mutual Aid Agreement, but such termination shall not affect the liability of the Participating Party for the reimbursement of any costs due under the Public Works Mutual Aid Agreement,

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regardless of whether such costs are billed or unbilled.

- C. Upon the activation of this Agreement by the Requesting Party, this Agreement shall supersede any other existing agreement between it and any Assisting Party to the extent that the former may be inconsistent with the latter.
- D. Upon its execution by any Participating Party, this Agreement will continue in effect for one (1) year from its date of execution by that Participating Party, and it shall automatically renew each year after its execution, unless within sixty (60) calendar days before the renewal date the Participating Party notifies the Division, in writing, of its intent to withdraw from the Agreement.
- E. The Division shall transmit any amendment to this Agreement by sending the amendment to all Participating Parties not later than five (5) business days after its execution by the Division. Such amendment shall take effect not later than sixty (60) calendar days after the date of its execution by the Division and shall then be binding on all Participating Parties. Notwithstanding the preceding sentence, any Participating Party who objects to the amendment may withdraw from the Agreement by notifying the Division in writing of its intent to do so within that time in accordance with section E of this Article.
- F. A Participating Party may rescind this Agreement at will after providing the other Participating Party a written SMAA withdrawal notice. Such notice shall be provided at least 30 days prior to the date of withdrawal. This 30-day withdrawal notice must be: written, signed by an appropriate authority, duly authorized on the official letterhead of the Participating Party, and must be sent via email, the Division of Emergency Managements Enterprise System (DEMES), or certified mail.

ARTICLE XII: INTERPRETATION AND APPLICATION OF AGREEMENT

The interpretation and application of this Agreement shall be governed by the following conditions:

- A. The obligations and conditions resting upon the Participating Parties under this Agreement are not independent, but dependent.
- B. Time shall be of the essence of this Agreement, and of the performance of all conditions, obligations, duties, responsibilities, and promises under it.
- C. This Agreement states all the conditions, obligations, duties, responsibilities, and promises of the Participating Parties with respect to the subject of this Agreement, and there are no conditions, obligations, duties, responsibilities, or promises other than those expressed in this Agreement.

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- D. If any sentence, clause, phrase, or other portion of this Agreement is ruled unenforceable or invalid, every other sentence, clause, phrase, or other portion of the Agreement shall remain in full force and effect, it being the intent of the Division and the other Participating Parties that every portion of the Agreement shall be severable from every other portion to the fullest extent practicable. The Division reserves the right, at its sole and absolute discretion, to change, modify, add, or remove portions of any sentence, clause, phrase, or other portion of this Agreement that conflicts with state law, regulation, or policy. If the change is minor, the Division will notify the Participating Party of the change and such changes will become effective immediately; therefore, please check these terms periodically for changes. If the change is substantive, the Participating Parties may be required to execute the Agreement with the adopted changes. Any continued or subsequent use of this Agreement following the posting of minor changes to this Agreement shall signify implied acceptance of such changes.
- E. The waiver of any obligation or condition in this Agreement by a Participating Party shall not be construed as a waiver of any other obligation or condition in this Agreement.

NOTE: This iteration of the State of Florida Statewide Mutual Aid Agreement will replace all previous versions.

The Division shall provide reimbursement to Assisting Parties in accordance with the terms and conditions set forth in this Article for missions performed at the direct request of the Division. Division reimbursement eligible expenses must be in direct response to the emergency as requested by the State of Florida. All required cost estimations and claims must be executed through the DEMES Mutual Aid Portal and assisting agencies must use all required [FDEM forms](#) for documentation and cost verification. If a Requesting Party has not forwarded a request through the Division, or if an Assisting Party has rendered assistance without being requested to do so by the Division, the Division shall not be liable for the costs of any such assistance.

FDEM reserves the right to deny individual reimbursement requests if deemed to not be in direct response to the incident for which asset was requested.

IN WITNESS WHEREOF, the Parties have duly executed this Agreement on the date specified below:



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

FOR ADOPTION BY AN EDUCATIONAL DISTRICT

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: _____ Date: _____

Kevin Guthrie, Executive Director or
Ian Guidicelli, Authorized Designee

_____ SCHOOL DISTRICT, STATE OF FLORIDA

By: _____ By: _____

Superintendent of Schools

School Board Chair

Title: _____ Title: _____

April 23, 2024

Date: _____

Approved as to Form:

By: _____

Attorney for District



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

AUTHORIZING RESOLUTION FOR ADOPTION OF STATEWIDE MUTUAL AID AGREEMENT

RESOLUTION NO. 2024-02

WHEREAS, the State of Florida Emergency Management Act, Chapter 252, authorizes the State and its political subdivisions to provide emergency aid and assistance in the event of a disaster or emergency; and

WHEREAS the statutes also authorize the State to coordinate the provision of any equipment, services, or facilities owned or organized by the State or its political subdivisions for use in the affected area upon the request of the duly constituted authority of the area; and

WHEREAS this Resolution authorizes the request, provision, and receipt of interjurisdictional mutual assistance in accordance with the Emergency Management Act, Chapter 252, among political subdivisions within the State; and

NOW, THEREFORE, be it resolved by the Gadsden County School Board that in order to maximize the prompt, full and effective use of resources of all participating governments in the event of an emergency or disaster we hereby adopt the Statewide Mutual Aid Agreement which is attached hereto and incorporated by reference.

ADOPTED BY: Gadsden County School Board

DATE: April 23, 2024

I certify that the foregoing is an accurate copy of the Resolution adopted by the Gadsden County School Board on April 23, 2024.

BY: _____

TITLE: School Board Chair

DATE: April 23, 2024

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 9b

DATE OF SCHOOL BOARD MEETING: April 23, 2024

TITLE OF AGENDA ITEM: Tallahassee Community College & Gadsden County Schools
Career Pathways Articulation Agreement 2024-2025

DIVISION:

N/A

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

PURPOSE AND SUMMARY OF ITEM:

The purpose of this agenda item is to request board approval of the Career Pathways Articulation Agreement between the School Board of Gadsden County and Tallahassee Community College governing the enrollment of students for the 2024-2025 school term.

FUND SOURCE: FEFP

AMOUNT: Undetermined – Based upon student enrollment

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

POSITION: Assistant Superintendent for Support Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

1
_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

Page 9
SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

Page 9
CHAIRMAN'S SIGNATURE: page(s) numbered _____

REVIEWED BY: *SRJ* _____

**Career and Technical Education
Tallahassee Community College & Gadsden County Schools
Career Pathways Articulation Agreement
2023-2024**

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

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

Student Qualifications

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

1. Successful completion of the articulated secondary technical program of study with a grade of 2.5 (on a 4.00 scale) or better.
2. Graduation from secondary school no more than 18 months prior to enrollment at Tallahassee Community College.
 - a. Students may be subject to taking the College's placement test.
3. Enrollment in an A.S. or certificate program appropriate to the credit to be awarded for the specified exemption exam or industry certification. Completing 9 credit hours in the A.S. or certificate program is required 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 Office of Academic Affairs contact.
2. The Office of Academic Affairs contact 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 Schools faculty and TCC faculty will review course textbooks, syllabi, and other institutional materials as needed to develop articulated programs of study.
2. Gadsden County Schools 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 Schools and TCC will cooperate in publicizing this program to secondary school students to ensure they are aware of these opportunities.
4. TCC will not charge tuition for courses for which a student receives articulated credit.

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

This agreement will remain in effect and be reviewed annually by the articulation committee and incorporated into the dual enrollment articulation agreement. The articulation committee will include the Associate Vice President for Academic Affairs, Associate Dean for Faculty Initiatives, Dean of Applied Sciences and Technology (AST), Dean of Healthcare Professions (HCP) for Tallahassee Community College, and representatives for Gadsden County Schools.

GADSDEN COUNTY HIGH SCHOOL CAREER PATHWAYS

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

Community College Program: Computer Programming and Web Development, A.S.

Computer Programming Specialist Certificate
Computer Programming and Analysis Certificate

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

High School CTE Pathway Program of Study:

Digital Design (8209600)

Tallahassee Community College Program:

Graphic Design and Web Technology, A.S.

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

High School CTE Pathway Program of Study:

Nursing Assistant: Acute and Long-Term Care (8417210)

Tallahassee Community College Program:

Emergency Medical Services A.S.

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

Procedure

1. The Gadsden Technical College Career and Technical Education Director will provide evidence of completion to the district Career and Technical Education contact, who forwards the information to the Office of Academic Affairs contact.
2. The Office of Academic Affairs contact will issue a letter to students who have successfully completed the Gadsden Technical College program as reported by the Gadsden Technical College contact. This letter will identify the articulated college credit of the Career Pathway.
3. If the student desires to participate in the identified Career and Technical Education program, the student will request that an official transcript be forwarded to TCC. Students will receive block credit upon submission of the Gadsden Technical College transcript.

Conditions of Agreement

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

This agreement will remain in effect and will be reviewed annually by the articulation committee and incorporated into the dual enrollment articulation agreement. The articulation committee will include the Associate Vice President for Academic Affairs, Associate Dean for Faculty Initiatives, Dean of Applied Sciences and Technology (AST), Dean of Healthcare Professions (HCP) for Tallahassee Community College, and representatives from Gadsden Technical Career Center.

GADSDEN TECHNICAL COLLEGE CAREER PATHWAY

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

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

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

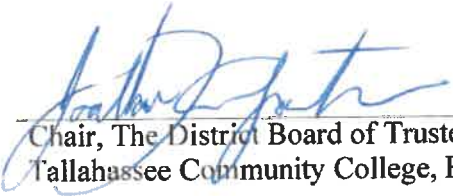
Technical College CTE Pathway Program of Study: **Practical Nursing**

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

| Technical College Course Number and Title | Industry Certification & TCC Assessment | Equivalent TCC Course | Credits to be Awarded | |
|---|--|-------------------------------|-----------------------|--|
| PRN0098 Practical Nursing Foundations 1 | | | | |
| PRN0099 Practical Nursing Foundations 2 | | | | |
| PRN0290 Medical Surgical Nursing 1 | Completion of the career certificate program | NUR1021C Nursing Process I | 10 | |
| PRN0291 Medical Surgical Nursing 2 | | | | |
| PRN0690 Comprehensive Nursing and Transitional Skills | | | | |
| Validation Mechanism | | | | |
| Technical College transcript noting: | | | | |
| <ul style="list-style-type: none"> • Completion of the career certificate program | | Admission Requirements | | |
| Students entering the Associate degree program specified herein must meet the admissions requirements of the college and the program to which they are applying. | | | | |

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

4/15/24
Date


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

4/15/24
Date


President, Tallahassee Community College

Date

Chair, Gadsden County School Board

Date

Superintendent, Gadsden County School District

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 9c

DATE OF SCHOOL BOARD MEETING: April 23, 2024

TITLE OF AGENDA ITEM: Florida A & M University and Gadsden County Schools
Articulation Agreement 2024-2026

DIVISION:

N/A

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

PURPOSE AND SUMMARY OF ITEM:

The purpose of this agenda item is to request board approval of the Dual Enrollment Articulation Agreement between the School Board of Gadsden County and Florida A & M University governing the enrollment of students for the 2024-2026 school terms.

FUND SOURCE: FEFP

AMOUNT: Undetermined – Based Upon Student Enrollment

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

POSITION: Assistant Superintendent for Support Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

1

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

Page 13

SUPERINTENDENT’S SIGNATURE: page(s) numbered _____

Page 13

CHAIRMAN’S SIGNATURE: page(s) numbered _____

REVIEWED BY: *SJR* _____

**ARTICULATION AGREEMENT
2024-2026
School Board of Gadsden County, Florida
Florida A&M University**

THIS Agreement entered into by and between the SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA, a body corporate existing under the laws of the State of Florida, hereinafter referred to as the "School Board" and FLORIDA A&M UNIVERSITY BOARD OF TRUSTEES, a public body corporate existing under the laws of the state of Florida, for and on the behalf of FLORIDA A&M UNIVERSITY, and hereafter referred to as the "University" or "FAMU" effective as of the last date signed. This amended Agreement shall be renewed in accordance with s. 1007.271, Florida Statutes.

WITNESSETH

WHEREAS the University and the School Board agree to provide articulated accelerated learning mechanisms through dual enrollment for eligible Gadsden County Public School students who wish to shorten the time necessary to complete the requirement for obtaining a college/university degree, broaden the scope of curricular options, or increase the depth of study available for a particular subject, and

WHEREAS the University offers courses and programs which will enhance accelerated learning opportunities for qualified students in Gadsden County high schools, and

WHEREAS the School Board wishes to make courses and programs available to qualified students who are enrolled in its public high schools, and

WHEREAS the common objective of providing such educational services may best be achieved in the most economical manner through joint and coordinated action between the University and the School Board; and

WHEREAS Florida Statutes 1007.23 and 1007.271, Florida State Board of Education Administrative Rule 6A-10.024, and State University System of Florida Board of Governors (BOG) Regulation 6.006 provide a mechanism for achieving this common objective.

NOW THEREFORE IN CONSIDERATION OF THE COVENANTS AND CONDITIONS SET FORTH HEREIN THE PARTIES AGREE AS FOLLOWS:

The Articulation Agreement for the School Board and University are completed annually and submitted to the Department of Education by the University by August 1 of each year.

A. Program Requirements and Allowances

1. A ratification or modification of all existing Articulation Agreements.

Once both boards sign the Articulation Agreement, the Agreement will be active for the upcoming academic year and will nullify all previously signed agreements. Legislative changes that occur after the final draft of this document which impact the 2024-2025 and 2025- 2026 academic years will take precedence. If both parties mutually agree, will be active for a two (2) year period.

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2. **A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program.**
 - a. References to *students* in this document mean any student enrolled in a public Gadsden County School, including Crossroads Academy Charter School and Virtual School.
 - b. FAMU will provide information to the schools regarding requirements for participation in, and the educational benefits to be derived from Dual Enrollment or other accelerated programs.
 - c. The schools, in turn, will utilize printed, published, electronic or other media to inform students and parents of the availability of the dual enrollment program, program requirements, educational benefits, and courses currently offered. The School Board will also determine if dual enrollment meets the individual's educational needs, determine if the courses requested are currently offered by the individual's school and obtain a written intent to pursue a post-secondary education and signed reimbursement requests.
 - d. The University will post application deadlines and registration dates on its Dual Enrollment website.
 - e. The University's Dual Enrollment Coordinator will work with the University's Registrar staff to ensure district and school officials are aware of targeted Dual Enrollment registration activities.
 - f. The University's Dual Enrollment Coordinator will work with district and school officials on targeted Dual Enrollment recruiting activities.

3. **A delineation of courses and programs available to students eligible to participate in dual enrollment.**
 - a. Courses to be provided by the University under this agreement will be mutually agreed upon by FAMU and the School board, and will avoid unnecessary duplication of existing courses in grades nine (9) – twelve (12). Current law allows for any course in the Statewide Course Numbering System, except developmental education courses and physical education and other courses that focus on physical execution of a skill rather than the intellectual attributes of the activity.
 - b. Postsecondary courses in foreign languages, mathematics, English, sciences, social studies, computer science, performing or visual arts, applied technology, and any other classes that comply with applicable state regulations will be counted toward meeting the graduation requirement of §1003.4282, Florida Statute (2021).
 - c. Students (age eighteen [18]) who wish to take college credit courses that contain a study abroad or travel component (during summer only) must receive permission of their school principal and parent/guardian before participating. If the permission is granted, the student will be exempt from

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the payment of registration, matriculation, and laboratory fees. However, the student is responsible for the full cost of travel.

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

- A. Students and the parent/guardian of students wishing to pursue participation in dual enrollment must contact their school guidance counselors to discuss admissions criteria and to obtain the necessary application information. School guidance counselors may contact the University’s Dual Enrollment Coordinator for application packets and information. Application packets and registration information can be found on the University’s dual enrollment website.
- B. The student must be in the ninth grade (to ensure readiness for college); must have a 3.0 unweighted high school grade point average; must have an appropriate score on the SAT, ACT, PERT, ACCUPLACER or CLT as listed below; and must meet any course requirements as set forth in the University undergraduate catalogue. Special dual credit enrollment programs may have admission requirements different from the above, i.e., limited access programs. These courses will be beyond the scope of this agreement.

| | SAT | ACT | PERT | ACCUPLACER (Next Generation) | CLT |
|----------------|------------|------------|-------------|-------------------------------------|------------|
| Reading | 490 | 21 | 106 | 256 | 38 |
| Math | 480 | 21 | 114 | 261 | 16 |
| Writing | 490 | 18 | 103 | 253 | 38 |

- C. The college-level courses offered through the University dual credit enrollment program must be coordinated through the curriculum offices of the University and the School Board. The student is responsible for requesting and providing the documents needed for eligibility to their guidance counselor. The Dual Enrollment Coordinator must receive all documentation by the posted application deadlines. If a student does not meet eligibility criteria or does not submit the paperwork by the posted deadline, the FAMU Dual Enrollment Coordinator will contact the school counselor. The school counselor is responsible for contacting the student.
- D. Once all documents are received and verified by the FAMU Dual Enrollment Coordinator, the packet will be forwarded to the University’s Registrar Office for processing. Once the student is fully admitted and registered for course(s) a roster is sent to the counselor if the courses are offered at the high school. If the student is attending courses on the campus, the Registrar’s Office will send an email to the student and counselor with their enrollment schedule.
- E. High school freshmen may register for three (3) credit hours only during the fall and spring terms. Sophomores may register for no more than six (6) credit hours during the fall and spring term. Rising juniors and seniors may enroll in nine (9) credit hours during the summer before their junior and senior year. Juniors may

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enroll in a maximum of nine (9) credits during the fall and spring terms. Seniors are able to enroll in up to 15 credit hours during the fall and spring terms.

| | Fall Credit Hours | Spring Credit Hours | Summer Credit Hours* | Total |
|------------|-------------------|---------------------|----------------------|-------|
| Freshmen | 3 | 3 | 0 | 6 |
| Sophomores | 6 | 6 | 9 | 21 |
| Juniors | 9 | 9 | 9 | 27 |
| Seniors | 15 | 15 | | 30 |

- 5. List of any additional initial student eligibility requirements for participation in the dual enrollment program.**
- A. The University agrees to permit high school students enrolled in a public high school in Gadsden County, who have been certified by their principals as qualified, to dually enroll in regularly offered courses listed and described in the University's undergraduate catalogue as satisfying general education/liberal arts requirements, under the provisions of Florida Statutes, applicable state rules or regulations.
 - B. Students may lose the opportunity to participate in the dual enrollment program if their behavior or actions are disruptive to the classroom learning process. Dual enrollment students are to be held to the FAMU Academic Honesty Policy and the Student Code of Conduct. Specific conduct guidelines which outline the student compliance and expectations can be found in the FAMU Student Code of Conduct.
 - C. Dual enrollment students are not permitted to drop courses after the add/drop period closes on the fourth day of classes except for documented extenuating circumstances approved by both the FAMU University Registrar or designee and the school guidance counselor. If a student is determined to be "not fee liable" for a medical or other course drop after this date, FAMU will reimburse the school district for the standard state university tuition rate per credit hour paid for such student during a fall or spring semester. Early admit students are considered degree-seeking students and therefore, must comply with all academic policies outlined in the FAMU University Regulations.
 - D. Student progress subsequent to enrollment in dual credit enrollment courses shall be monitored by individual student assessment. To remain in a dual credit enrollment program, each student must successfully complete each dual credit enrollment course with a grade of "C" or better. The University shall be solely responsible for determining the enrolled student's status and grades in accordance with standard University policies and regulations. Successful completion of dual credit enrollment courses does not ensure admission to the University.

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- E. Students interested in enrolling in MAC 1105 must complete the ALEKS exam. Students and counselors may contact the University's Testing Services Bureau famutesting@famu.edu or (850) 599-3333 to receive access to required ALEKS prep modules prior to taking the ALEKS to determine the appropriate college level math course for enrollment. The student must score, at minimum, a 30 on the ALEKS in order to register for MAC 1105.
- 6. A delineation of the high school credit earned for the passage of each dual enrollment course.**
- A. Credit will be awarded in accordance with the Florida Department of Education Dual Enrollment Course High School Subject Area Equivalency List as satisfying secondary and postsecondary degree requirements. The list can be found here <https://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList.pdf>
 - B. Current law allows for any course in the Statewide Course Numbering System (SCNS) to be offered as dual enrollment, with the exception of remedial courses and Physical Education skills-based courses. Physical Education courses that can be offered for dual enrollment are limited to those that satisfy the personal fitness requirement. Three credit (or equivalent) postsecondary courses taken through dual enrollment that are not listed on this list shall be awarded at least 0.5 high school credits either as an elective or subject area credit as determined by the local school district. Postsecondary courses that are offered for fewer than three (3) credits may earn less than 0.5 high school credit.
 - C. Courses indicated as Postsecondary General Education Core Subject Area courses (GE Core), may also be applied to the General Education Core requirements for an undergraduate degree from a public postsecondary institution in Florida. Students should check with their postsecondary institution regarding these requirements.
- 7. A description of the process for informing students and their parents of college-level course expectations.**
- A. The University agrees to permit students enrolled in a public secondary school in Gadsden County, who have been certified by the guidance counselor or principal/designee as qualified, to dual enroll each semester, based on grade level classification, in courses included on the Florida Department of Education Dual Enrollment Course-High School Subject Area Equivalency List. The list includes courses that satisfy statewide general education core requirements (pursuant to s. 1007.25, Florida Statutes), courses for which statewide general education core courses are prerequisites, foreign language course sequences up to the intermediate level, and other courses specifically selected for inclusion in the dual enrollment program at FAMU. All courses on the list satisfy secondary and postsecondary degree requirements.

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- B. Courses completed through the University dual credit enrollment program may qualify for high school credit and for regular university credit to be applied toward specific degree requirements of the University. In no event will a physical education course, college- preparatory or pre-collegiate instruction courses offered by the University be considered to be a qualified course under this agreement. Courses to be offered by the University will under no circumstances duplicate a course(s) offered in the individual's high school. The University reserves the right to cancel a course due to insufficient enrollment.
 - C. Dual enrollment courses become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary
- 8. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis.**
- A. Student progress subsequent to enrollment in dual credit enrollment courses shall be monitored by individual student assessment. To remain in a dual credit enrollment program, each student must successfully complete each dual credit enrollment course with a grade of "C" or better. The University shall be solely responsible for determining the enrolled student's status and grades in accordance with standard University policies and regulations. Successful completion of dual credit enrollment courses does not ensure admission to the University.
 - B. The University will notify the student of earned grades as is regularly done with University students. In addition, an official University document will be forwarded to the appropriate high school indicating earned grades for each participating student provided suitable authorization is submitted to the University for such disclosure.
- 9. The registration policies for dual enrollment courses as determined by the postsecondary institution.**
- A. Dual Enrollment at FAMU Tallahassee campus is administered by the Office of the Registrar in the Center for Access and Student Success located at 1735 Wahnish Way, Suite 206, Tallahassee, Florida. Application materials and instructions are provided on the Dual Enrollment website.
 - B. Dual enrollment students are not permitted to drop courses after the add/drop period closes on the fourth day of classes except for documented extenuating circumstances approved by both the FAMU University Registrar or designee and the school guidance counselor. If a student is determined to be "not fee liable" for a medical or other course drop after this date, FAMU will reimburse the school district for the standard state university tuition rate per credit hour paid for such student during a fall or spring semester. Early admit students are considered degree-seeking students and therefore, must comply with all academic policies outlined in the FAMU University Regulations.

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- C. Academic Support. Dual enrollment students will have access to academic support services at FAMU, including academic advising; libraries; student disability resources; and various learning centers that offer writing assistance, tutoring for selected courses, and study skills instruction.
- D. Mature Course Content. While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.

10. Exceptions, if any, to the professional rules, guidelines, and expectations state in the faculty or adjunct faculty handbook for the postsecondary institution.

All School Board employees serving as dual enrollment faculty approved to teach college courses under this agreement will annually attend a new faculty or adjunct pre-planning conference conducted by the University. All faculty resources for the university can be found at <http://www.famu.edu/administration/division-of-academic-affairs/faculty-resources.php>.

11. Exceptions, if any, to the rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members.

- A. The school board will annually assess the demand for dual enrollment and provide that information to the University for assistance in planning classes in the University scheduling system.
- B. FAMU will be responsible for ensuring that the quality of instruction provided dual enrollment students is comparable to that afforded other FAMU students. To this end, the following will apply to dual enrollment courses taught on high school campuses:
 - 1. The course syllabus must be provided to students and filed with the University academic chairperson before the start of each term. Content of the syllabus must meet the same criteria as required for all college courses offered at FAMU.
 - 2. Textbooks, technology, and instructional materials used in dual enrollment courses must be the same or comparable with those used in course taught on the FAMU campus. If not identical, they must be approved by the discipline chairperson at FAMU.
 - 3. For academic disciplines where a departmental exam is used, the final exam will be provided to the school Board's Dual Enrollment faculty by the University in a timely fashion to ensure availability before the scheduled administration dates.
- C. The high school principal, or his/her designee, will recommend qualified high school teachers as instructors for Dual Enrollment courses to be taught during the regular school day or extended school day on high school campuses. To be qualified, faculty selected to teach Dual Enrollment classes must submit a

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completed New Courtesy Appointment packet with all requested documentation, including official postsecondary transcripts to the FAMU Dual Enrollment Coordinator. The coordinator will review the packet prior to submitting documents to the University's Provost/Division of Academic Affairs.

- D. In the absence of qualified high school teachers, the University may provide adjunct instructors to teach dual enrollment courses on the high school campus, if such arrangements are approved by the University's Provost/Vice President of Academic Affairs. In each case, once an academically qualified instructor is identified he/she must meet all of the requirements established by the School Board before having contact with the students. The process will be coordinated through the School Board by an appropriate member of personnel.
- E. All instructors, regardless of location must meet the University's faculty credentialing requirements set by the Southern Association of Colleges and Schools Commission on Colleges' (SACSCOC) *Principles of Accreditation: Foundations for Quality Enhancement, Current Edition* (section 3.7.1).
- F. Dual Enrollment courses taught on a high school campus may not be combined with any non-college credit high school course.
- G. As is appropriate for college level study, course materials and class discussions may reflect topics not typically included in secondary courses that some parents may object to for "minors." Courses are not to be modified to accommodate variations in student age or maturity.
- H. Any course, discipline, college, or system wide learning assessments required by the University in non-dual enrollment sections of a course will also be administered in all dual enrollment sections of the course.
- I. The University will analyze student performance in dual enrollment course offerings on high school and college campuses to ensure that the level of preparation for future success is comparable with non-dual enrollment college students. Analyses and recommendations will be shared and reviewed with School Board administrators and principals.
- J. The University and School Board will design strategies for collaborative professional development to improve Dual Enrollment counseling and instructional efficacies, encourage teacher utilization of instructional technologies, address critical needs and issues, and support in-service initiatives.
- K. If a high school wants to offer 15 or more credits on their campus, they must submit a request to the University's Provost at least six (6) months in advance to allow sufficient time for approval and notification to SACSCOC. If approved by University officials, the high school and School Board administrators will work with FAMU officials to create and submit a "substantive change" to SACSCOC. Approval must be received from SACSCOC before the additional courses on the high school campus may be advertised or offered.

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12. The responsibilities of the school district regarding the determination of student eligibility before participating in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program.

The School Board agrees to permit certain qualified students to participate in University classes under the following terms:

A. The high school student must be in the ninth grade; must have a 3.0 unweighted high school grade point average; must have an appropriate score on the ACT, CPT or SAT; and must maintain a "C" or better in each course in order to remain in the dual credit enrollment program.

B. Students may enroll in courses conducted during school hours, after school hours, and during the summer term. However, if the student is projected to graduate from high school before the scheduled completion date of a postsecondary course, the student may not register for that course through Dual Enrollment. The student may apply to the University and upon admission and special permission by the Office of Admissions, may register and pay the required tuition and fees, and textbooks/instructional materials for the summer "B" session.

C. The Dual Enrollment Course—High School Subject Area Equivalency List published by the Florida Department of Education mandates the minimum subject area credit awarded for specific courses taken through Dual Enrollment. Courses not appearing on this list will be awarded high school elective credit with 3 University credit hours translating to 0.5 high school credits.

D. The school board will perform the initial screening and monitor student performance while participating in the Dual Enrollment program. The school's counselors will communicate, as needed, with the University's Dual Enrollment staff in connection with student monitoring (and, if necessary, providing support for) while participating in the Dual Enrollment program.

13. The responsibilities of the postsecondary institution regarding the transmission of student grades in dual enrollment courses to the school district.

A. The University will notify the student of earned grades as is regularly done with University students. In addition, an official University document will be forwarded to the appropriate high school indicating earned grades for each participating student provided suitable authorization is submitted to the University for such disclosure.

B. The University shall assign a letter grade to each student enrolled in a dual enrollment course. The letter grade assigned by the University shall then be posted to the high school transcript by the District pursuant to Section 1007.271(20), Florida Statutes.

C. If a dual enrollment student earns a "D," "F," or "FF" grade in any course(s) during one (1) semester, he/she will no longer be eligible to participate in Dual enrollment. Payment for courses cannot be made on behalf of the student or by

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the student's family, etc. while the student is still in school. The student must have graduated and have been admitted as a regular college student to do this.

- D. Students with unsatisfactory progress reports should be counseled by the school guidance counselor immediately upon receipt of the college reports.

14. A funding provision that delineates costs incurred by each entity.

- A. The School Board shall provide the required textbooks and other instructional materials as defined in §1006.28, Florida Statutes (2021) for all approved dual enrollment courses.
- B. The School Board shall report the qualified individuals as being enrolled under the Florida Education Finance Program.
- C. If a University faculty member teaches a dual enrollment course on a high school campus, the high school will be required to cover the cost of that instructor. For online courses taught by a university instructor, the high school will be required to cover the cost of the instructor.
- D. School Board Payment. Pursuant to s. 1007.271(21)(n)1., Florida Statutes, the School Board shall pay the standard state university tuition rate per credit hour from funds provided in the Florida Education Finance Program to the University for dual enrollment student course credits during the fall, spring, or summer term.

15. Any institutional responsibilities for student transportation, if provided.

Dual enrollment students completing courses at a FAMU facility will be responsible for their own transportation arrangements.

16. For students with disabilities, a postsecondary institution eligible to participate in dual enrollment pursuant to s. 1007.271(25) shall include in its dual enrollment articulation agreement, services and resources that are available to students with disabilities who register in a dual enrollment course at the eligible institution.

- A. Students with disabilities should register with and provide related documentation to the Center for Disability Access and Resources (CeDAR), after which time they will be eligible to receive the appropriate accommodations. For more information about CeDAR, please visit <http://www.famu.edu/index.cfm?cedar>
- B. To be eligible for academic accommodations, students with disabilities who enroll in a course provided at the University must meet the requirements established by the Center for Disability Access and Resources (CeDAR). If a student with a disability enrolls in a dual enrollment course offered at a high school facility, the high school will be responsible for determining and providing accommodations.

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Florida A&M University
NOTICE PROVISION**

When any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of the paragraph. For the present, the parties designated the following as the respective places for giving notice:

To School Board: Mr. Elijah Key
 Superintendent
 Gadsden County Schools
 35 Martin Luther King, Jr. Boulevard
 Quincy, Florida 32351

To University: Dr. Allyson Watson
 Provost
 Division of Academic Affairs
 301 Lee Hall
 Tallahassee, Florida 32307

AUTHORITY PROVISION

Each person signing this Agreement on behalf of either party individually warrants that he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

INDEMNIFICATION PROVISION

Each party agrees to be fully responsible for its own acts of negligence or its agents' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

NON-DISCRIMINATION PROVISION

The parties shall not discriminate against any employee or participant in this program because of race, creed, age, religion, color, gender/sex, national origin, marital status, disability, sexual

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orientation, veteran's status, genetic information, gender identity, gender expression, or any other legally protected group status.

TERMINATION PROVISION

This contract may be terminated by either party upon thirty (30) days written notice to the other party with or without cause.

NOTHING FOLLOWS ON THIS PAGE

**ARTICULATION AGREEMENT
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IN WITNESS WHEREOF, the duly authorized officials of the parties executed this agreement as of the last date signed below.

For the School Board

THE SCHOOL BOARD OF GADSDEN COUNTY,
FLORIDA

Elija Key, Superintendent of Schools

Signature: _____

Date: _____

Karema Dudley, School Board Chair

Signature: _____

Date: _____

For the University

FLORIDA A&M UNIVERISTY
BOARD OF TRUSTEES, acting for
and on the behalf of FLORIDA A&M UNIVERSITY

Dr. Allyson Watson, Provost and Vice President for
Academic Affairs

Signature: _____

Date: _____

Reviewed for Legal Sufficiency by

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 11a

Date of School Board Meeting: April 23, 2024

TITLE OF AGENDA ITEM: Adopted Instructional Materials/Textbooks for 2024-2025

DIVISION: Academic Services

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

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

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

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Tammy McGriff, EdS



POSITION: Assistant Superintendent of Academic Services

INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

GADSDEN COUNTY PUBLIC SCHOOLS
"Putting Children First"

List of Adopted Textbooks

| Grade | ELA/Reading (Adopted 2020) | Mathematics (Adopted 2022) | Science (Adopted 2024) | Social Studies (2023) |
|-------|---|---|--|--|
| K | Florida Into Reading Houghton Mifflin Harcourt | HMH Florida's B.E.S.T. Go Math Houghton Mifflin Harcourt | STEMscopes Science Florida Accelerate Learning | Gallopade FL Kindergarten Social Studies: Living, Learning, and Working Together |
| 1 | Florida Into Reading Houghton Mifflin Harcourt | HMH Florida's B.E.S.T. Go Math Houghton Mifflin Harcourt | STEMscopes Science Florida Accelerate Learning | Gallopade FL 1 st Grade Social Studies: Our Community and Beyond |
| 2 | Florida Into Reading Houghton Mifflin Harcourt | HMH Florida's B.E.S.T. Go Math Houghton Mifflin Harcourt | STEMscopes Science Florida Accelerate Learning | Gallopade FL 2 nd Grade Social Studies: Who We Are as Americans |
| 3 | HMH Florida Into Reading Houghton Mifflin Harcourt | HMH Florida's B.E.S.T. Go Math Houghton Mifflin Harcourt | McGraw Hill Florida Science McGraw Hill LLC | Gallopade FL 3 rd Grade Social Studies: United States' Regions and Neighbors |
| 4 | HMH Florida Into Reading Houghton Mifflin Harcourt | HMH Florida's B.E.S.T. Go Math Houghton Mifflin Harcourt | McGraw Hill Florida Science McGraw Hill LLC | Gallopade FL 4 th Grade Social Studies: Florida Studies + Financial Literacy |
| 5 | HMH Florida Into Reading Houghton Mifflin Harcourt | HMH Florida's B.E.S.T. Go Math Houghton Mifflin Harcourt | McGraw Hill Florida Science McGraw Hill LLC | Gallopade FL 5 th Grade Social Studies: United States History |
| 6 | Amplify English Language Arts Florida Edition Amplify Education, Inc | HMH Florida's B.E.S.T. Into Math Houghton Mifflin Harcourt | McGraw Hill Florida Comprehensive Science 1 McGraw Hill LLC | Gallopade World History: Early Ancient, and Classical Civilizations (Florida M/J Social Studies) |
| 7 | Amplify ELA Florida Edition, Grade 7, 2021, 1st Edition Amplify Education, Inc | HMH Florida's B.E.S.T. Into Math Houghton Mifflin Harcourt | McGraw Hill Florida Comprehensive Science 2 McGraw Hill LLC | Gallopade Civics and Government (Florida M/J Social Studies) |
| 8 | Amplify ELA Florida Edition, Grade 8, 2021, 1st Edition Amplify Education, Inc | HMH Florida's B.E.S.T. Into Math Houghton Mifflin Harcourt | McGraw Hill Florida Comprehensive Science 3 McGraw Hill LLC | Gallopade United States History: Exploration and Colonization to Reconstruction + Financial Literacy |
| 9 | myPerspectives Florida English Language Arts English I, 2022, 1st Edition Savas Learning Company | Math Nation: Florida's B.E.S.T. Algebra 1 Math Nation: Florida's B.E.S.T. Algebra 1 Honors Math Nation: Florida's B.E.S.T. Algebra 2 Math Nation: Florida's B.E.S.T. Algebra 2 Honors Math Nation: Florida's BEST Geometry Math Nation: Florida's B.E.S.T. Geometry Honors | Savas Learning Company LLC Florida Miller & Levine Experience Biology Florida Experience Chemistry | McGraw-Hill LLC World History: Florida Edition United States History, Modern Times, Florida Edition |
| 10 | myPerspectives Florida English Language Arts English, 2022, 1st Edition Savas Learning Company | Math Nation: Florida's B.E.S.T. Algebra 2 Math Nation: Florida's B.E.S.T. Algebra 2 Honors Math Nation: Florida's BEST Geometry Math Nation: Florida's B.E.S.T. Geometry Honors | Florida Environmental Science, Your World Your Turn Florida Experience Physics McGraw Hill LLC McGraw Hill Florida Earth Science | United States Government and Civics, Florida Edition Economics with Financial Literacy, Florida Edition |
| 11 | myPerspectives Florida English Language Arts English, 2022, 1st Edition Savas Learning Company | Math Nation: Florida's B.E.S.T. Geometry Math Nation: Florida's B.E.S.T. Geometry Honors | Florida Experience Physics McGraw Hill LLC McGraw Hill Florida Earth Science | Economics with Financial Literacy, Florida Edition |
| 12 | myPerspectives Florida English Language Arts English, 2022, 1st Edition Savas Learning Company | Savas Learning Pre-Calculus Calculus: Graphical, Numerical, Algebraic (Prentice Hall) | McGraw Hill Florida Earth Science | Economics with Financial Literacy, Florida Edition |

GADSDEN COUNTY PUBLIC SCHOOLS
 "Putting Children First"

List of Adopted Textbooks

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

Gadsden District reviews instructional materials from vendors included on the Florida Department of Education's approved vendor list and selects and adopts these materials based on Florida Statutes.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 11b

DATE OF SCHOOL BOARD MEETING: April 23, 2024

TITLE OF AGENDA ITEM: Gadsden County High School Football Team

DIVISION: Academic Services

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

PURPOSE AND SUMMARY OF ITEM:

According to School Board Policy 2340 (Field and Other District-Sponsored Trips), all out-of-state field trips must be approved by the School Board. Gadsden County High School football team is requesting approval for out-of-state field trips to Tifton, GA.

Please see attached documentation.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Tammy McGriff, EdS 

POSITION: Assistant Superintendent, Academic Services PreK-12

INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

REVIEWED BY: _____



THE SCHOOL BOARD OF GADSDEN COUNTY

Ensuring a bright future for every student

FIELD TRIP REQUEST

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

| | | |
|------------------------------------|--------------------------------------|--|
| DATE OF REQUEST: March 14, 2024 | SCHOOL: Gadsden County Highschool | CONTACT FOR FIELD TRIP: Russell Ellington |
|------------------------------------|--------------------------------------|--|

| | |
|--------------------------|---|
| DATE OF TRIP: 8/13/24 | WHO IS ATTENDING: (grade/organization) Football Players (all grades) |
|--------------------------|---|

| | |
|-------------------------|---|
| LOCATION: Tifton, GA | TRAVELING BY: <input type="checkbox"/> School Bus/District Vehicle <input type="checkbox"/> Charter Bus |
|-------------------------|---|

PURPOSE:
Football Game


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

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

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

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


Signature of Person Requesting Trip


Approval of Principal (Signature required)

_____ APPROVED _____ DENIED

Superintendent/Designee

Date

Please forward the completed form via email, district mail or fax:
Mrs. Euruka Fields, Program Assistant for Instructional Services
Fax: (850) 627-3530 Email: fieldse@gcpsmail.com

Gadsden County High School Football Itinerary vs. Tift County HS

Date: Friday, August 23, 2024

Location: Tift County High School Brodie Field W 6th St, Tifton, GA 31794

12:30pm Release Football Players

12:45pm Load Equipment/Load Bus

1:00pm depart GCHS

3:00pm arrive in Tifton, Georgia/Pre Game Meal

Pre-Game Meal Golden Carroll

4:30pm Depart Golden Carroll

4:45pm arrive at Brodie Field

7:30pm KICK OFF

9:30pm Post Game Meal at Stadium

10:00pm Depart Tallahassee, Florida

12:00 arrive back at GCHS (Parent Pick Up)

Football Roster

1. K
2. O
3. M
4. Ja
5. N
6. Je
7. Sh as
8. A
9. D
10. Jo
11. La
12. Je
13. N
14. R
15. Z
16. B
17. D
18. Ja
19. R
20. Ja
21. Cl
22. Ju
23. A
24. Is
25. Z
26. M
27. Ja
28. A
29. Jo
30. La
31. Ja
32. R
33. G
34. Ja
35. K
36. Tr
37. K
38. A
39. Jy
40. Ta

Chaperones

Coach Ellington

Coach Kornegay

Dennis Moye

Travis Gordon

Christian Candidate

Henry Milton

Otis Perkins

Gadsden County High School Football Itinerary vs. Tift County HS

Date: Friday, September 22, 2024

Location: Tift County High School Brodie Field W 6th St, Tifton, GA 31794

12:30pm Release Football Players

12:45pm Load Equipment/Load Bus

1:00pm depart GCHS

3:00pm arrive in Tifton, Georgia/Pre Game Meal

Pre-Game Meal Golden Carroll

4:30pm Depart Golden Carroll

4:45pm arrive at Brodie Field

7:30pm KICK OFF

9:30pm Post Game Meal at Stadium

10:00pm Depart Tallahassee, Florida

12:00pm arrive back at GCHS (Parent Pick Up)

Football Roster

1. Keaton Cadson
2. Ostin Perkins
3. Andrew Thomas
4. James ...
5. Nash Williams
6. Jeremiah ...
7. ... Thomas
8. ...
9. ...
10. ...
11. ...
12. ...
13. ...
14. Rod Jones
15. ...
16. Byron ...
17. ...
18. ...
19. Ray ...
20. ...
21. ...
22. ...
23. Aaron Moore
24. Isaiah Smith
25. ...
26. Messiah Boxley
27. Jarrod Street
28. ...
29. Josh Smith
30. ...
31. ...
32. ...
33. ...
34. ...
35. ...
36. ...
37. ...
38. Author Lawson
39. ...
40. ...

Chaperones

- Coach Ellington
- Coach Kornegay
- Dennis Moye
- Travis Gordon
- Christian Candidate
- Henry Milton
- Otis Perkins

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 11c

DATE OF SCHOOL BOARD MEETING: April 23, 2024

TITLE OF AGENDA ITEM: Gadsden County High School Football Team

DIVISION: Academic Services

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

PURPOSE AND SUMMARY OF ITEM:

According to School Board Policy 2340 (Field and Other District-Sponsored Trips), all out-of-state field trips must be approved by the School Board. Gadsden County High School football team is requesting approval for out-of-state field trips to Chattanooga, TN.

Please see attached documentation.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Tammy McGriff, EdS 

POSITION: Assistant Superintendent, Academic Services PreK-12

INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

REVIEWED BY: _____



THE SCHOOL BOARD OF GADSDEN COUNTY

FIELD TRIP REQUEST

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

| | | |
|-----------------------------|--------------------------------|--|
| DATE OF REQUEST: 2/19/24 | SCHOOL: Gadsden County High | CONTACT FOR FIELD TRIP: Russell Ellington |
|-----------------------------|--------------------------------|--|

| | |
|------------------------------|---|
| DATE OF TRIP: 8/29 - 8/30 | WHO IS ATTENDING: (grade/organization) Football Team |
|------------------------------|---|

| | |
|--|--|
| LOCATION: McCallie School Chattanooga, Tennessee | TRAVELING BY: <input type="checkbox"/> School Bus/District Vehicle <input checked="" type="checkbox"/> Charter Bus |
|--|--|


PURPOSE: Football Game and college tour.


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

| | | | | | |
|----------|--|------------|--|------------------------|--|
| Students | | Fundraiser | | School/District Budget | |
|----------|--|------------|--|------------------------|--|

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

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


Signature of Person Requesting Trip


Approval of Principal (Signature required)

| | |
|----------------------------------|---------------|
| ____ APPROVED | ____ DENIED |
| _____ Superintendent/Designee | _____ Date |

Gadsden County High School Football
Field Trip Itinerary to McCallie School
(Chattanooga, Tennessee)
Aug. 29-31, 2024

McCallie High School

Address: McCallie High School
500 Dodds Ave.
Chattanooga, TN 37404
Athletic Director: Kenny Sholl

Aug. 29, 2024-Thursday

10:00am- Leave GCHS
1:00 pm-3:00pm: Stop in ATL for lunch and College tour (College: TBA)
5:00pm: Arrive in Chattanooga, TN
6:00pm: Dinner/ Check-in Hotel
8:00pm: Team meeting (position meeting)
11:00: Lights out

Aug. 30, 2024- Friday

8:00 am- Breakfast
11:00 am- Team meeting/ walk through
12:30 pm- Lunch
3:00 pm-Pregame Meal
5:00 pm- Arrive McCallie High School Football Stadium
7:00 pm- Gadsden County High School vs McCallie High School Game
11:00 pm - Leave Chattanooga, TN (Post game meal on bus)

Aug. 31, 2024- Saturday

7am- Arrive at GCHS

Chaperones

- Dennis Moye (District Employee)
- Russell Ellington (District Employee)
- Travis Gordon
- Tyree Johnson (District employee)
- Mikhal Kornegay (District employee)
- Eric Toussiant (District employee)
- 5 other football coaches that will be named at a later date

Hotel Rules

Hotel: TBA

Hotel Rules

- 1) No leaving the hotel for any circumstance
- 2) No visitors in players rooms; family meet in lobby
- 3) Chaperones will rotate every hour after curfew on the team floor
- 4) All parents will sign a contract agreeing to all rules
- 5) Coaches will have keys to all rooms

GCHS 2024 Football Roster

- **Will be added after Spring Football Season**

Gadsden County High School Football
Field Trip Itinerary to McCallie School
(Chattanooga, Tennessee)
Aug. 29-31, 2024

Mccallie High School

Address: Mccallie High School
500 Dodds Ave.
Chattanooga, TN 37404
Athletic Director: Kenny Sholl

Aug. 29, 2024-Thursday

10:00am- Leave GCHS
1:00 pm-3:00pm: Stop in ATL for lunch and College tour (College: TBA)
5:00pm: Arrive in Chattanooga, TN
6:00pm: Dinner/ Check-in Hotel
8:00pm: Team meeting (position meeting)
11:00: Lights out

Aug. 30, 2024- Friday

8:00 am- Breakfast
11:00 am- Team meeting/ walk through
12:30 pm- Lunch
3:00 pm-Pregame Meal
5:00 pm- Arrive McCallie High School Football Stadium
7:00 pm- Gadsden County High School vs McCallie High School Game
11:00 pm - Leave Chattanooga, TN (Post game meal on bus)

Aug. 31, 2024- Saturday

7am- Arrive at GCHS

Chaperones

- Dennis Moye (District Employee)
- Russell Ellington (District Employee)
- Travis Gordon
- Tyree Johnson (District employee)
- Mikhal Kornegay (District employee)
- Eric Toussiant (District employee)
- 5 other football coaches that will be named at a later date

Hotel Rules

Hotel: TBA

Hotel Rules

- 1) No leaving the hotel for any circumstance
- 2) No visitors in players rooms; family meet in lobby
- 3) Chaperones will rotate every hour after curfew on the team floor
- 4) All parents will sign a contract agreeing to all rules
- 5) Coaches will have keys to all rooms

GCHS 2024 Football Roster

- **Will be added after Spring Football Season**

- 10. J
- 11. L
- 12. J
- 13. N
- 14. R
- 15. Z
- 16. B
- 17. D
- 18. J
- 19. R
- 20. J
- 21. C
- 22. J
- 23. A
- 24. Is
- 25. Z
- 26. M
- 27. J
- 28. A
- 29. J
- 30. L
- 31. J
- 32. R
- 33. G
- 34. J
- 35. K
- 36. T
- 37. K
- 38. A
- 39. J
- 40. T

H
C

Chaperones

Coach Ellington

Coach Kornegay

Dennis Moye

Travis Gordon

Christian Candidate

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 11d

DATE OF SCHOOL BOARD MEETING: April 23, 2024

TITLE OF AGENDA ITEM: Gadsden County High School Football Team

DIVISION: Academic Services

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

PURPOSE AND SUMMARY OF ITEM:

According to School Board Policy 2340 (Field and Other District-Sponsored Trips), all out-of-state field trips must be approved by the School Board. Gadsden County High School football team is requesting approval for out-of-state field trips to Douglas, GA.

Please see attached documentation.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Tammy McGriff, EdS



POSITION: Assistant Superintendent, Academic Services PreK-12

INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

REVIEWED BY: _____



THE SCHOOL BOARD OF GADSDEN COUNTY

Florida Department of Education, 3300 Reid Street, Tallahassee, Florida 32304

FIELD TRIP REQUEST

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

| | | |
|---|---|---|
| DATE OF REQUEST: March 14, 2024 | SCHOOL: Gadsden County Highschool | CONTACT FOR FIELD TRIP: Russell Ellington |
|---|---|---|

| | |
|---------------------------------|--|
| DATE OF TRIP: 9/13/24 | WHO IS ATTENDING: (grade/organization) Football Players (all grades) |
|---------------------------------|--|

| | |
|---------------------------------|--|
| LOCATION: Douglas, GA | TRAVELING BY: <input type="checkbox"/> School Bus/District Vehicle <input type="checkbox"/> Charter Bus |
|---------------------------------|--|

PURPOSE:
Football game

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

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

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

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

Signature of Person Requesting Trip

Approval of Principal (Signature required)

| | |
|----------------------------------|---------------|
| ____ APPROVED | ____ DENIED |
| _____ Superintendent/Designee | _____ Date |

Please forward the completed form via email, district mail or fax:
 Mrs. Eureka Fields, Program Assistant for Instructional Services
 Fax: (850) 627-3530 Email: fieldse@gcpsmail.com

Gadsden County High School Football Itinerary vs. Coffee County HS

Date: Friday, September 13, 2024

Location: Coffee County High, 159 Trojan Way, Douglas, GA 31533

12:30pm Release Football Players

12:45pm Load Equipment/Load Bus

1:00pm depart GCHS

3:00pm arrive in Douglas, Georgia/Pre Game Meal

Pre-Game Meal Golden Carroll

4:30pm Depart Golden Carroll

4:45pm arrive at Coffee County High

7:30pm KICK OFF

9:30pm Post Game Meal at Stadium

10:00pm Depart Tallahassee, Florida

12:00pm arrive back at GCHS (Parent Pick Up)

Football Roster

1. Ke
2. O
3. M
4. Ja
5. N
6. Je
7. Si
8. A
9. D
10. Jo
11. La
12. Je
13. N
14. R
15. Z
16. B
17. D
18. Ja
19. R
20. Ja
21. C
22. J
23. A
24. Is
25. Z
26. M
27. J
28. A
29. J
30. L
31. J
32. R
33. C
34. J
35. K
36. T
37. K
38. A
39. J
40. T

Chaperones

Coach Ellington

Coach Kornegay

Dennis Moye

Travis Gordon

Christian Candidate

Henry Milton

Otis Perkins

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 11e

DATE OF SCHOOL BOARD MEETING: April 23, 2024

TITLE OF AGENDA ITEM: Gadsden County High School Football Team

DIVISION: Academic Services

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

PURPOSE AND SUMMARY OF ITEM:

According to School Board Policy 2340 (Field and Other District-Sponsored Trips), all out-of-state field trips must be approved by the School Board. Gadsden County High School football team is requesting approval for out-of-state field trips to Donalsonville, GA.

Please see attached documentation.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Tammy McGriff, EdS.



POSITION: Assistant Superintendent, Academic Services PreK-12

INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

REVIEWED BY: _____



THE SCHOOL BOARD OF GADSDEN COUNTY

Ensuring a bright future for every child

FIELD TRIP REQUEST

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

| | | |
|---|---|---|
| DATE OF REQUEST: March 14, 2024 | SCHOOL: Gadsden County Highschool | CONTACT FOR FIELD TRIP: Russell Ellington |
|---|---|---|

| | |
|---------------------------------|--|
| DATE OF TRIP: 9/20/24 | WHO IS ATTENDING: (grade/organization) Football Players (all grades) |
|---------------------------------|--|

| | |
|---------------------------------------|--|
| LOCATION: Donalsonville, GA | TRAVELING BY: <input type="checkbox"/> School Bus/District Vehicle <input type="checkbox"/> Charter Bus |
|---------------------------------------|--|

PURPOSE:
Football game

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


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

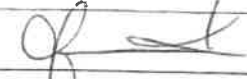
SCHOOL BUS -Required items for approval:

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

CHARTER BUS-Required items for approval:

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


 Signature of Person Requesting Trip


 Approval of Principal (Signature required)

| | |
|----------------------------------|---------------|
| ____ APPROVED | ____ DENIED |
| _____ Superintendent/Designee | _____ Date |

Gadsden County High School Football Itinerary vs. Seminole County HS

Date: Friday, September 20, 2024

Location: Seminole County High , 5582 GA-39, Donalsonville, GA 39845

12:30pm Release Football Players

12:45pm Load Equipment/Load Bus

3:30 pm depart GCHS

4:30pm arrive at Seminole County High

7:30pm KICK OFF

10:00pm Depart Tallahassee, Florida

11:00pm arrive back at GCHS (Parent Pick Up)

Football Roster

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]

5. [REDACTED]
6. [REDACTED]
7. [REDACTED]
8. [REDACTED]
9. [REDACTED]

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Chaperones

Coach Ellington

Coach Kornegay

Dennis Moye

Travis Gordon

Christian Candidate