

AGENDA

REGULAR SCHOOL BOARD MEETING

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

May 27, 2025

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. April 9, 2025, 4:00 p.m. – School Board Workshop
 - b. April 22, 2025, 4:30 p.m. – School Board Financial Workshop
 - c. April 22, 2025, 6:00 p.m. - Regular School Board Meeting
 - d. May 13, 2025, 9:00 a.m. – Master Board Training
 - e. May 13, 2025, 1:30 p.m. – Special Board Meeting
 - f. May 14, 2025, 9:00 a.m. – Master Board Training

ACTION REQUESTED: The Superintendent recommends approval.

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

- a. Personnel 2024– 2025 – **SEE PAGE #5**

ACTION REQUESTED: The Superintendent recommends approval.

- b. Personnel 2025 – 2026 – **SEE PAGE #7**

ACTION REQUESTED: The Superintendent recommends approval.

8. AGREEMENTS/CONTRACT/PROJECT APPLICATIONS

- a. 2025-26 FSBIT Renewal – **SEE PAGE #8**

Fund Source: General Fund

Amount: \$1,489,397.00

ACTION REQUESTED: The Superintendent recommends approval.

- b. GATE (Graduation Alternative to Traditional Education) Grant Purchase (Computers) **SEE PAGE #10**
Fund Source: GATE Grant
Amount: \$23,963.20
ACTION REQUESTED: The Superintendent recommends approval.
- c. CAP (Capitalization Improvement) Grant (Butcher Block Tables) – **SEE PAGE #16**
Fund Source: CAP Grant
Amount: \$18,431.58
ACTION REQUESTED: The Superintendent recommends approval.
- d. CAP (Capitalization Improvement) Grant (19 Robotic Kits) – **SEE PAGE #19**
Fund Source: CAP Grant
Amount: \$16,126.98
ACTION REQUESTED: The Superintendent recommends approval.
- e. CAP (Capitalization Improvement) Grant (Desktops and Laptops) – **SEE PAGE #23**
Fund Source: CAP Grant
Amount: \$60,922.25
ACTION REQUESTED: The Superintendent recommends approval.
- f. Principals That Make the Grade – **SEE PAGE #32**
Fund Source: Title II, Part A
Amount: \$45,600
ACTION REQUESTED: The Superintendent recommends approval.
- g. Tallahassee State College & Gadsden County Schools Career Pathways Articulation Agreement 2024 – 2025 (This agreement date is always the year before the year the service is provided) – **SEE PAGE #41**
Fund Source: FEFP
Amount: Undetermined – Based Upon Student Enrollment.
ACTION REQUESTED: The Superintendent recommends approval.
- h. Florida State University Articulation Agreement – **SEE PAGE #51**
Fund Source: FEFP
Amount: Undetermined – Based Upon Student Enrollment
ACTION REQUESTED: The Superintendent recommends approval.
- i. Florida State College at Jacksonville (FSCJ) MOU/Internship Agreement – **SEE PAGE #62**
Fund Source: N/A
Amount: N/A
ACTION REQUESTED: The Superintendent recommends approval.
- j. Walden University MOU/Social Work Internship Agreement – **SEE PAGE #71**
Fund Source: N/A
Amount: N/A
ACTION REQUESTED: The Superintendent recommends approval.

k. Request Approval of Contracts – **SEE PAGE #80**

Fund Source: ERATE-USAC/District

Amount: \$392,660 ERATE Portion: \$301,342.50 District Portion: 91,317.50

ACTION REQUESTED: The Superintendent recommends approval.

l. Master Contract for District Participation in PAEC 2025 – 2026 – **SEE PAGE #101**

Fund Source: General Fund

Amount: \$132,547.48

ACTION REQUESTED: The Superintendent recommends approval.

m. English Language Learners (ELL) Plan 2025 – 2028 (English and Spanish) – **SEE PAGE #123**

Fund Source: General Fund

Amount: \$100,000

ACTION REQUESTED: The Superintendent recommends approval.

9. STUDENT MATTERS – **SEE ATTACHMENT**

a. Student Expulsion – See back-up material

Case #131-2425-0231

ACTION REQUESTED: The Superintendent recommends approval.

b. Student Expulsion – See back-up material

Case #132-2425-0231

ACTION REQUESTED: The Superintendent recommends approval.

c. Student Expulsion – See back-up material

Case #133-2425-0231

ACTION REQUESTED: The Superintendent recommends approval.

d. Student Expulsion – See back-up material

Case #134-2425-0231

ACTION REQUESTED: The Superintendent recommends approval.

e. Student Expulsion – See back-up material

Case #135-2425-0231

ACTION REQUESTED: The Superintendent recommends approval.

10. SCHOOL FACILITY/PROPERTY

a. Purchase Order Request for MLD Architects - **SEE PAGE #163**

Fund Source: General Fund

Amount: \$16,642.00

ACTION REQUESTED: The Superintendent recommends approval.

b. Purchase Order Request for Mark's Lawn Maintenance, Inc. - **SEE PAGE #166**

Fund Source: General Fund

Amount: \$45,500.00

ACTION REQUESTED: The Superintendent recommends approval.

- c. Purchase Order Request for Brightly Software, Inc. – **SEE PAGE #169**

Fund Source: General Fund

Amount: \$17,699.00

ACTION REQUESTED: The Superintendent recommends approval.

- d. Purchase Order Request for Green Air Environmental – **SEE PAGE #182**

Fund Source: General Fund

Amount: \$58,000.00

ACTION REQUESTED: The Superintendent recommends approval.

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

- a. Adoption/Approval of Board Policy Revisions – **SEE PAGE #196**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

ITEMS FOR DISCUSSION

12. EDUCATIONAL ITEMS BY THE SUPERINTENDENT

13. SCHOOL BOARD REQUESTS AND CONCERNS

14. ADJOURNMENT



THE GADSDEN COUNTY SCHOOL DISTRICT

Educating Every Student Today, Making Gadsden Stronger Tomorrow

Elijah Key, Superintendent of Schools

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

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

www.GadsdenSchools.org

May 27, 2025

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

Dear School Board Members:

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

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

Item 7B Non-Instructional Personnel 2025-2026

The following reflects the total number of full-time employees in this school district for the 2024-2025 school term, as of May 27, 2025.

<u>Description Per DOE Classification</u>	<u>DOE Object#</u>	<u>#Employees May 2025</u>
Classroom Teachers and Other Certified	120 & 130	298.00
Administrators	110	55.00
Non-Instructional	150, 160, & 170	375.00
		<u>728.00</u>
Part Time Instructional		3.00
Part Time Non-Instructional		<u>4.00</u>
Total		7.00
100% Grant Funded		192.00
Split Grant Funded		<u>23.00</u>
Total Grant Funded of 728 Employees		215.00

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

Stacey Hannigon
DISTRICT NO. 5
Quincy, FL 32351
Midway, FL 32343

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Bass, David***	HMS	Teacher	04/09/2025
Carroll, Taylor	GCHS	Teacher	04/18/2025
Carter, Arlene	SSES	Teacher	05/02/2025

***Name correction from April 22, 2025 Board Meeting

NON INSTRUCTIONAL

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Barnes, Travis	Transportation	Bus Driver	04/22/2025
Derico, Destiny	GTC	Job Development Counselor	05/01/2025
Dubose, Patricia	JASMS	Attendance Assistant	04/29/2025
Golden, Ja'Naysia	GCHS	Secretary	04/21/2025
Hinson, Thomas	District/Finance	Inventory Control Specialist	04/21/2025
Salais, Lorianne	WGMS	Educational Paraprofessional	05/12/2025

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

<u>Name</u>	<u>Location/Position</u>	<u>Beginning Date</u>	<u>End Date</u>
Matos, Gloria	GBES/Teacher	04/08/2025	05/09/2025

RESIGNATION

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Bridges, Minnie	Transportation	Bus Attendant	05/23/2025
Bush, Charmaine	WGMS	Teacher	05/01/2025
Hinson, Thomas*	District/Media	Computer Technician	04/18/2025
Jean Baptiste, Ricarma	WGMS	Teacher	05/30/2025
McGhee, Jennifer	GTC	PT Teacher	01/15/2025
Odonnell, Amy	District/Safety and Security	Administrative Assistant	05/30/2025
Salais, Lorainne*	Maintenance	Administrative Assistant	05/09/2025

*Resigned to accept another position within the District

TRANSFERS

<u>Name</u>	<u>Location/Position Transferring From</u>	<u>Location/Position Transferring To</u>	<u>Effective Date</u>
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DROP RETIREMENT

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Harris, Darlene	Transportation	Bus Attendant	05/31/2025
Harris, Terry	Maintenance	Maintenance Worker	05/31/2025
McGriff, Tammy	District/Academic Services	Assistant Supt of Academic Services	05/30/2025

RETIREMENT

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Carroll, April	SSES	SFS Worker	05/27/2025
Coster, Eula	Transportation	Bus Attendant	05/30/2025
McMillan, Sandra	GBES	Teacher	05/30/2025

SUBSTITUTES

<u>Teacher</u>	<u>SFS Worker</u>
Brown, Aaron	Pennick, Felicia

OUT OF FIELD

<u>Name</u>	<u>Location</u>	<u>Area Out of Field</u>	<u>Effective Date</u>
Carter, Arlene	SSES	Reading Endorsement	All Periods

AGENDA ITEM 7B NON-INSTRUCTIONAL 2025/2026

NON-INSTRUCTIONAL

PERMANENT- NP

Educational Paraprofessionals

Childress, Melinda

Fields, Sandra

McSwain, Gloria

Self Help Assistant

Jessie, Cassandra

Custodians

Kirkland, Juan

Custodial Assistants

Favors, John

Woods, Terrell

School Food Service Workers

Coster, Earnestine

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO: 8a

DATE OF SCHOOL BOARD MEETING: 5/27/2025

TITLE OF AGENDA ITEM: 2025-26 FSBIT Renewal

DIVISION: Business & Finance

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

PURPOSE AND SUMMARY OF ITEM:

(Type and Double Space)

The 2025-26 Florida School Board Insurance Trust (FSBIT) Renewal totals \$1,480,093 for basic coverages and an additional \$9,304 for the additional \$2 million excess liability coverage for a total of \$1,489,397. This is an increase over the prior year of \$180,671. The increase is primarily related to adding the additional excess liability coverage, increase in property exposure by adding more property to the policy, and the increase for casualty exposure from previously underreported payroll records.

FUND SOURCE: General Fund

AMOUNT: \$1,489,397

PREPARED BY: Marleni Bruner  5/12/25

POSITION: Director of Finance

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

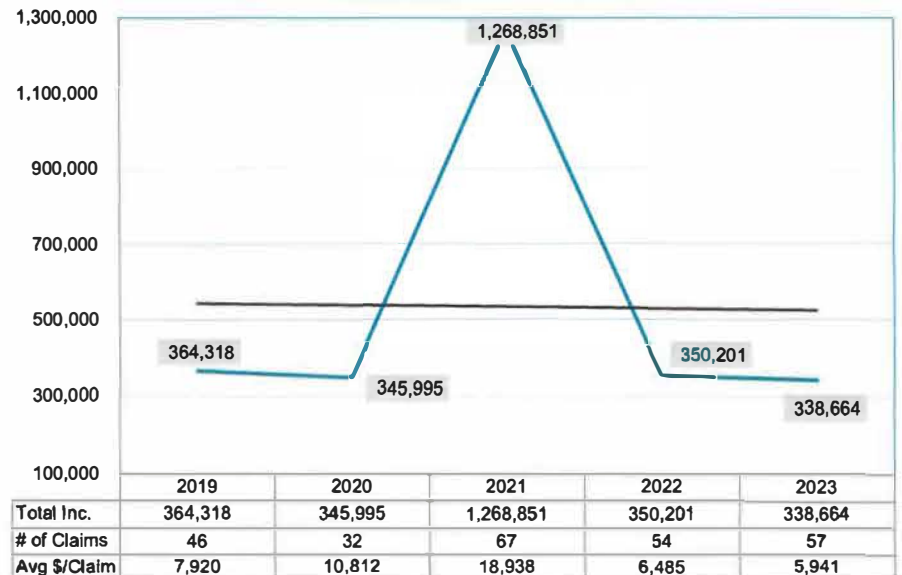


FSBIT 2025-26 RENEWAL Gadsden

Line of Coverage	2024-25 Premium	2025-26 Premium	\$ of Change
Casualty Loss Fund at 80%	\$ 445,959	\$ 534,305	\$ 88,346
Casualty Reinsurance Premium	\$ 47,903	\$ 48,475	\$ 573
Special Contingency Risk (SCR)	\$ 1,331	\$ 1,363	\$ 32
Excess Workers Comp Premium	\$ 24,147	\$ 33,969	\$ 9,823
Excess WC Guaranty Fund 1% Fee	\$ -	\$ -	\$ -
FSBIT Fees	\$ 84,462	\$ 93,199	\$ 8,737
Alliant Pooling Fees	\$ 19,333	\$ 20,983	\$ 1,650
Property Premium	\$ 643,304	\$ 699,408	\$ 56,104
Property Loss Fund	\$ 29,109	\$ 33,001	\$ 3,892
Terrorism (Prop/Liab)	\$ 1,007	\$ 1,142	\$ 134
Boiler and Machinery Premium	\$ 3,820	\$ 4,342	\$ 522
Crime Premium	\$ 528	\$ 529	\$ 1
Pollution 3 yr Premium (Paid by member in 3 annual installments)	\$ 831	\$ 880	\$ 49
Cyber Liability Premium	\$ 6,992	\$ 6,951	\$ (41)
Cat Student Accident (Optional)	\$ -	\$ 1,545	\$ 1,545
TOTAL	\$ 1,308,726	\$ 1,480,093	\$ 171,367
Surplus Distribution Credit	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,308,726	\$ 1,480,093	\$ 171,367
Excess Liability Additional Limits (1Mxs1M) (Optional)	\$ 6,960	\$ 6,804	\$ (156)
Excess Liability Additional Limits (2Mxs1M) (Optional)	\$ 9,460	\$ 9,304	\$ (156)
Excess Liability Additional Limits (3Mxs1M) (Optional)	\$ 11,960	\$ 11,804	\$ (156)
Excess Liability Additional Limits (4Mxs1M) (Optional)	\$ 14,460	\$ 14,304	\$ (156)

Member Exposure Comparison	2024-25 Exposure and Loss Information	2025-26 Exposure and Loss Information	% of Change
Property Exposure Comparison			
Total Insurance Values	194,060,122	220,003,978	13.37%
Casualty Exposure Comparison			
Average Daily Attendance	3,744	3,793	1.32%
Auto Count	84	78	-7.14%
Total Payroll	24,146,502	35,019,719	45.03%
Casualty Loss Comparison			
Claims limited (\$100,000 Casualty / \$300,000 WC) valued as of 12/31/2024	2,401,893	2,686,292	11.84%

Gadsden 2025 Renewal - Casualty and Workers' Compensation Claims



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8b_____

DATE OF SCHOOL BOARD MEETING: May 27, 2025

TITLE OF AGENDA ITEM: Gate Grant Purchase (Computers)
(Graduation Alternative to Traditional Education)

DIVISION:

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

PURPOSE AND SUMMARY OF ITEM:

The requested technology will be used to enhance instructional delivery, provide students with access to online GED prep sources.

FUND SOURCE: GATE GRANT

AMOUNT: \$23,963.20

PREPARED BY: Major Willie Jackson 

POSITION: Director CTAE

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

REVIEWED BY:  _____

Gadsden Technical College

Major (Ret.) Willie A. Jackson, Ed. D.



Director
Career Technical and Adult Education
"Opportunity at Your Fingertips"

201 Martin Luther King Jr. Blvd.
Quincy, FL 32351
Telephone: (850)875-8324 FAX: (850)875-7297
<http://www.gadsdentech.org>

Stephanie L. Moore
Asst. Director - Adult Education
Coordinator

Angela G. Sapp
Career & Technical Education
Coordinator

Check Requisition/Invoice/Authorization to Purchase

1. Complete this form and submit it to Mr. Byrd or Maj. Willie A. Jackson for approval.
2. Return to bookkeeper (Mr. Byrd) for processing.

Stephanie B. Moore is requesting authorization to purchase by:

Name of person making request

Check or vendor charge amount

Credit card () Walmart ()

Account transfer

From GTC's internal account GATE (Grant) 5400 369

The name of account money is to be drawn from

In the amount of \$ 23,963.20

Reason for the requested funds The requested technology will be used to enhance instructional delivery, provide students with access to online GED prep resources and support individualized learning plans to improve pass rates and overall program success.

Payable to: DELL

Name of person, business or department to be paid

Address

S.B. Moore

Person making request

4/16/2025
Date

[Signature]
Approval of Administrator

4-21-25
Date

MISSION STATEMENT

The mission of Gadsden Technical College is to provide industry linked programs and services opportunities to prepare students for the workforce in order to achieve economic self-sufficiency, contribute to the economic prosperity of Gadsden County, and compete in a global market.



A quote for your consideration.

To retrieve this eQuote online, log in to your **Dell Premier Page** and search for your eQuote number under "Quotes" in the top menu bar.

Quote No.: 3000188133405
Total (USD): \$23,963.20
eQuote Name: GTC Moore Student Desktop TAPS 25B205
eQuote Creator: thomasj@gcpsmail.com
Quoted On: Apr. 08, 2025
Expires By: May. 08, 2025

Company Name: -
Customer Number: -
Premier Page Name: Gadsden School District

Contract Name: Dell NASPO Computer Equipment PA - Florida
Contract Code: C000001116132
Customer Agreement Number: 23026 / 43210000-23-NASPO-ACS

Sales Representative: Mullins, Tim
Email: Tim_Mullins@Dell.com

Billing Address:
-

Pricing Summary

	Qty	Unit Price	Discounted Unit Price	Subtotal
1. OptiPlex Small Form Factor Plus	20	\$1,813.84	\$1,079.23	\$21,584.60
Premier discount		- \$734.61		
2. Dell 24 Monitor - E2425H	20	\$162.49	\$118.93	\$2,378.60
Premier discount		- \$43.56		
Subtotal:				\$23,963.20
Shipping:				\$0.00
Estimated Tax:				\$0.00
Total (USD):				\$23,963.20

Product Details

Qty	Unit Price	Subtotal
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1.

OptiPlex Small Form Factor Plus (210-BKWL)

Order Code: s006do7020sffpusr

20

\$1,079.23

\$21,584.60

Module	Description	Product Code	SKU	Qty
OptiPlex Small Form Factor (Plus 7020)	OptiPlex Small Form Factor Plus 7020	G10YIB3	210-BKWL	1
Processor	Intel® Core™ i5 14500 vPro® (24MB cache, 14 cores, 20 threads, up to 5.0 GHz Turbo)	GEW18OT	338-CNCH	1
Operating System	Windows 11 Pro, English, Brazilian Portuguese, French, Spanish	G01OVWE	619-ARSB	1
Microsoft Office	Activate Your Microsoft 365 For A 30 Day Trial	GC7OFJV	658-BCSB	1
Memory	16 GB: 2 x 8 GB, DDR5	G5U7WYB	370-BBPQ	1
Storage	512GB M.2 PCIe NVMe Class 35 Solid State Drive	GMSZ19U	400-BQSB,412-AAQT,773-BBBC	1
Additional Storage	No Additional Hard Drive	G780XKR	401-AANH	1
3rd Storage	No Additional Hard Drive	G780XKR	401-AANH	1
Raid Connectivity	NO RAID	GX5Q06T	817-BBBN	1
Graphics	Intel® Graphics	GZQDA24	490-BBFG	1
Chassis Options	OptiPlex SFF Plus with 260W Bronze Power Supply	GCIBT0P	329-BJWJ	1
Power Cord	System Power Cord (US)	GA5894N	450-AAOJ	1
Optical Drive	No Optical Drive	G69A5CJ	429-ABKF	1
Optical Software	No CyberLink Media Suite Essentials	GMJ62GP	632-BBBJ	1
Additional Storage Devices	No Media Card Reader - Media Reader	GW2K1D6	379-BBHM	1
Wireless	Intel® Wi-Fi 6E AX211, 2x2, 802.11ax, Bluetooth® wireless card, external antenna	G9G8JSE	555-BH DU,555-BHDW	1
Wireless Driver	Wireless Driver, Intel® Wi-Fi 6E AX211 2x2 and Bluetooth® wireless card	G6JLT5E	555-BKJK	1
Serial Port Adapter	No PCIe add-in-card	GVEYOQ7	492-BBFF	1
Additional Video Ports	No Additional Video Ports	GWFXAL0	492-BCKH	1
Keyboard	Dell Pro Keyboard and Mouse - KM5221W - US English - Black	GX0V4JP	580-AJJG	1
Mouse	Mouse included with Keyboard	GU54MYP	570-AADI	1
Cable Cover	No Cable Cover	GDT2C7Z	325-BCZQ	1
External Speakers	No External Speaker	GTNM7E2	817-BBBC	1
Software Stack	Dell Additional Software	G71R0QM	634-CHFP	1
Operating System Recovery Options	OS-Windows Media Not Included	GLA9OQ1	620-AALW	1
ENERGY STAR	ENERGY STAR Qualified	G6J34SM	387-BBLW	1
Documentation	Safety/Environment and Regulatory Guide (English/French Multi-language)	G7RB0GY	340-AGIK	1
System Monitoring Options	Watch Dog SRV	GU1BEH4	379-BFMR	1
Placemat	Quick Start Guide, OptiPlex SFF Plus	G0AIX4O	340-DMJC	1
EAN/UPC Labels	Print on Demand Label	GMRSQ16	389-BDQH	1

Shipping Material	Shipping Material	GDKRO4V	340-CQYR,389-BBUU	1
Label	Regulatory Label for OptiPlex SFF Plus PSU DAO	GTFH0K1	389-FFZD	1
Intel Responsiveness Technologies	Intel® Rapid Storage Technology Driver	GAC78TL	658-BFSK	1
Processor Label	Intel® Core™ i5 Processor Label	G2HQM XF	340-CUEW	1
Transportation from ODM to region	DT BTS/BTP Shipment	GL09IMP	800-BBIP	1
Security Software and PC Protection	No anti-virus software	GD4K19S	650-AAAM	1
Add-in Cards	No Additional Add In Cards	GNV4J7Q	382-BBHX	1
Adapter	No Additional Cable	GIX0L8M	379-BBCY	1
Stands and Mounts	No Stand or Mount	GJO5ZSE	575-BBBI	1
Network Adapters (NIC)	No Additional Network Card Selected (Integrated NIC included)	G9MQCN3	555-BBJO	1
FGA Module	SFFP_1H25_006D/US/BTS	FG0004	998-GRXK	1
EPEAT 2018	EPEAT 2018 Registered (Silver)	GTZ0E2H	379-BDTO	1
Windows AutoPilot	No AutoPilot	GYEO2AP	340-CKSZ	1
Speakers	Internal Speaker	GR068XC	520-AARD	1
Systems Management	No vPro® support	GDH8JV6	631-BBQQ	1
ICPS	Intel® Connectivity Performance Suite	G671LVC	640-BBSX	1
Standard Hardware Support Service	3Y Basic Onsite Service after remote diagnosis with Hardware-Only Support	NBD3	812-3886,812-3887	1

		Qty	Unit Price	Subtotal
2.	 Dell 24 Monitor - E2425H (210-BNHS) Order Code: e2425hsap	20	\$118.93	\$2,378.60

Module	Description	Product Code	SKU	Qty
Dell 24 Monitor - E2425H	Dell 24 Monitor - E2425H	GK2YA5Q	210-BNHS	1
Standard Hardware Support Service	3Y Basic Hardware Service with Advanced Exchange after remote diagnosis	G0N1BI5	814-9381,814-9382	1

Need Help?



We're here to answer any of your Order Support questions. Contact Us.

CONNECT WITH DELL:



Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All products, pricing, and other information is based on the latest information available and is subject to change for any reason, including but not limited to tariffs imposed by government authorities. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@ dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oem/terms), or for cloud-as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm.

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringspecific/terms ("Offer Specific Terms").

In case of Resale only. Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

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SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8c

DATE OF SCHOOL BOARD MEETING: May 27, 2025

TITLE OF AGENDA ITEM: CAP Grant (Butcher Block Tables)
(Capitalization Improvement)

DIVISION:

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

PURPOSE AND SUMMARY OF ITEM:

Equipment for Applied Engineering Technology

FUND SOURCE: CAP GRANT

AMOUNT: \$18,431.58

PREPARED BY: Major Willie Jackson



POSITION: Director CTAE

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered

CHAIRMAN'S SIGNATURE: page(s) numbered

REVIEWED BY: 

Gadsden Technical College

Major (Ret.) Willie A. Jackson, Ed. D.



Director

Career Technical and Adult Education

"Opportunity at Your Fingertips"

201 Martin Luther King Jr. Blvd.

Quincy, FL 32351

Telephone: (850)875-8324 FAX: (850)875-7297

<http://www.gadstetech.org>

Stephanie L. Moore
Asst. Director - Adult Education
Coordinator

Angela G. Sapp
Career & Technical Education
Coordinator

Doris Drake
Practical Nursing
Coordinator

Check Requisition/Invoice/Authorization to Purchase

1. Complete this form and submit it to Mr. Byrd or Maj. Willie A. Jackson for approval.
2. Return to bookkeeper (Mr. Byrd) for processing.

Angela G. Sapp is requesting authorization to purchase by:

Name of person making request

☒ Check or vendor charge amount

☐ Credit card () Walmart ()

☐ Account transfer

From GTC's internal account CAP Grant 5300 643

The name of account money is to be drawn from

In the amount of \$ 19,818.95 18,431.58

Reason for the requested funds Butcher Block Tables - 25

Payable to: Schools in

Name of person, business or department to be paid

P.O. Box 429367 Cincinnati, OH 45242

Street Address

City

State

Zip

Angela G. Sapp
Person making request

4/18/25
Date

W. A. Jackson
Approval of Administrator

4-22-25
Date

MISSION STATEMENT

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PO Box 429367
Cincinnati, OH 45242
www.Schoolsin.com


Quote: QUO-035095-1
Prepared On: 4/23/2025
Valid Until: 4/25/2025

Questions about your Quote?

Contact Shelby
P: 877-808-9444
shelby.hoyng@schoolsin.com



Bill To:	Ship To:
Gadsden Technical College Accounts Payable 201 Martin Luther King Blvd Quincy, FL 32351	Gadsden Technical College Angela Sapp 201 Martin Luther King Blvd Quincy, FL 32351
	Account # A-58426

Shipment 1				
SKU	Description	QTY	Unit Price	Total Price
<u>NPS-HDTD3-3060B</u>	Adjustable Height Heavy Duty Designer Utility Table-Butcher Block - 30"W x 60"L Select frame color: Black	25	\$683.13	\$17,078.25
				
Subtotal:				\$17,078.25
Shipping:				\$1,353.33
Product Total:				\$17,078.25
Shipping Total:				\$1,353.33
Sales Tax:				\$0.00
Grand Total				\$18,431.58

Shipping Methods

Ground: Ground shipping refers to individual packages weighing less than 70 pounds that shippers send through regular carriers, such as FedEx or UPS.

Tailgate: With Tailgate Delivery, the driver brings your items to the back of the trailer. From there, the customer is responsible for moving the items off the truck and into the building. For the safety of our customers, the tailgate delivery option is not available on heavy loads without a loading dock or a fork lift.

Lift Gate: Lift Gate delivery allows a motorized platform on the back of the truck to carefully lower your items to the ground. Once the items are on the ground, you are responsible for moving them into the building. If you do not have an elevated platform/dock or a fork lift, we recommend lift gate service.

Inside Delivery: Inside Delivery allows the driver to deliver the order onto your loading dock or up to 10 feet inside the front door on the ground floor. Freight carriers are not insured to handle packages - which can be heavy or difficult to handle - past the back of the truck unless Inside Delivery is indicated.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8d_____

DATE OF SCHOOL BOARD MEETING: May 27, 2025

TITLE OF AGENDA ITEM: CAP Grant (19 Robotic Kits)
(Capitalization Improvement)

DIVISION:

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

PURPOSE AND SUMMARY OF ITEM:

Equipment for Applied Engineering Technology

FUND SOURCE: CAP GRANT

AMOUNT: \$16,126.98

PREPARED BY: Major Willie Jackson

POSITION: Director CTAE



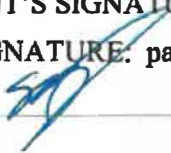
INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

REVIEWED BY: _____



Gadsden Technical College

Major (Ret.) Willie A. Jackson, Ed. D.



Director

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<http://www.gadstentech.org>

Stephanie L. Moore
Asst. Director - Adult Education
Coordinator

Angela G. Sapp
Career & Technical Education
Coordinator

Doris Drake
Practical Nursing
Coordinator

Check Requisition/Invoice/Authorization to Purchase

1. Complete this form and submit it to Mr. Byrd or Maj. Willie A. Jackson for approval.
2. Return to bookkeeper (Mr. Byrd) for processing.

Angela G. Sapp

Is requesting authorization to purchase by:

Name of person making request

☒ Check or vendor charge amount

☐ Credit card () Walmart ()

☐ Account transfer

From GTC's internal account CAP Grant 5300 642

The name of account money is to be drawn from

In the amount of \$ 16,126.98

Reason for the requested funds Equipment (Instructional) for Applied Engineering Technology
19 Robotics Kits

Payable to: Vex Robotics

Name of person, business or department to be paid

6925 W. FM 1570 Greenville, TX 75402

Street Address

City

State

Zip

Person making request

Date

Approval of Administrator

Date

MISSION STATEMENT

The mission of Gadsden Technical College is to provide industry linked programs and services opportunities to prepare students for the workforce in order to achieve economic self-sufficiency, contribute to the economic prosperity of Gadsden County, and compete in a global market.



QUOTE

Quote #: 111157151
Creation Date: Mar 27, 2025
Expiration Date: May 26, 2025

Bill to:
Angela Sapp
Gadsden Technical College
401 MARTIN LUTHER KING JR BLVD
QUINCY, Florida, 32351
United States
T: 8508758324

Ship to:
Angela Sapp
Gadsden Technical College
401 MARTIN LUTHER KING JR BLVD
QUINCY, Florida, 32351
United States
T: 8508758324

Payment Method
Generate Quote

Shipping Method
FedEx - Ground

SKU	Product	Price	Qty	Subtotal
276-7010	VEX V5 Classroom Starter Kit	\$812.79	19	\$15,443.01
Subtotal:				\$15,443.01
Shipping & Handling:				\$683.97
Grand Total:				\$16,126.98

Please note our new remittance address below:

VEX Robotics, Inc.
Dept 140
P O Box 650444
Dallas, TX 75265

Three ways to proceed once you are ready to purchase:

VEX Robotics, Inc. - 6725 W. FM 1570, Greenville, TX 75402 (Headquarters)

1. With an [account](#) you can order from your quote.
Purchase Orders and Credit cards are accepted.
2. Email your Purchase Order to Keith Northcutt at keith_northcutt@vexrobotics.com. Include your quote and your tax exemption certificate (if applicable).
3. Call Keith Northcutt at 903-453-0822 keith_northcutt@innovationfirst.com

VEX Robotics, Inc. - 6725 W. FM 1570, Greenville, TX 75402 (Headquarters)

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8e _____

DATE OF SCHOOL BOARD MEETING: May 27, 2025

TITLE OF AGENDA ITEM: CAP Grant Desktops and Laptops
(Capitalization Improvement)

DIVISION:

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

PURPOSE AND SUMMARY OF ITEM:

Equipment for Applied Engineering Technology

FUND SOURCE: CAP GRANT

AMOUNT: \$60,922.25

PREPARED BY: Major Willie Jackson

POSITION: Director CTAE

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

REVIEWED BY: WJ

Gadsden Technical College

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Check Requisition/Invoice/Authorization to Purchase

1. Complete this form and submit it to Mr. Byrd or Maj. Willie A. Jackson for approval.
2. Return to bookkeeper (Mr. Byrd) for processing.

Angela G. Sapp is requesting authorization to purchase by:

Name of person making request

☒ Check or vendor charge amount

☐ Credit card () Walmart ()

☐ Account transfer

From GTC's internal account CAP Grant

The name of account money is to be drawn from

In the amount of \$ 60,922.25

Reason for the requested funds Equipment for Applied Engineering Technology

5300/443 25 Desktop Computers + monitors

5300/443 25 Laptop Computers

Payable to: Dell

Name of person, business or department to be paid

One Dell Way Mail Stop 8/29

Street Address

Round Rock,

City

TX

State

78682

Zip

Angela G. Sapp
Person making request

4/22/25
Date

W.A. Jackson
Approval of Administrator

4-22-25
Date

MISSION STATEMENT

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A quote for your consideration.

To retrieve this eQuote online, log in to your **Dell Premier Page** and search for your eQuote number under "Quotes" in the top menu bar.

Quote No.. 3000188214373
 Total (USD): \$27,125.00
 eQuote Name: Applied TECH GTC SAPP LAPTOPS
 eQuote Creator: thomasj@gcpsmail.com
 Quoted On: Apr. 10, 2025
 Expires By: May. 10, 2025

Company Name: -
 Customer Number: -
 Premier Page Name: Gadsden School District

Contract Name: Dell NASPO Computer Equipment PA - Florida
 Contract Code: C000001116132
 Customer Agreement Number: 23026 / 43210000-23-NASPO-ACS

Billing Address:

Pricing Summary

	Qty	Unit Price	Discounted Unit Price	Subtotal
Latitude 5550 Laptop	25	\$1,823.53	\$1,085.00	\$27,125.00
Premier discount		- \$738.53		
Subtotal:				\$27,125.00
Shipping:				\$0.00
Estimated Tax:				\$0.00
Total (USD):				\$27,125.00

Product Details



Latitude 5550 Laptop
 (210-BLMN)
 Order Code: s0034l5550usr

Qty	Unit Price	Subtotal
25	\$1,085.00	\$27,125.00

Module	Description	Product Code	SKU	Qty
Base	Dell Latitude 5550 BTX Base	G4QDHMF	210-BLMN	1
Processor	Intel® Core™ Ultra 5 125U (12 cores, up to 4.3 GHz Turbo)	GWR5DJY	379-BFNZ	1

Operating System	Windows 11 Pro, English, Brazilian Portuguese, French, Spanish	G01OVWE	619-ARSB	1
Microsoft Office	Activate Your Microsoft 365 For A 30 Day Trial	GC7OFJV	658-BCSB	1
Base Options	Integrated Intel® graphics for Intel® Core™ Ultra 5 125U processor	GKJA2TQ	338-CNRG,338-CNRK	1
Systems Management	Intel® vPro® Management Disabled	G31NCA7	631-BBSQ	1
Memory	16 GB: 2 x 8 GB, DDR5, 5600 MT/s (5200 MT/s with 13th Gen Intel® Core™ processors)	GDT5YH9	370-BBTL	1
Storage	256 GB, M.2 2230, TLC, Gen 4 PCIe NVMe, SSD	GFMC54E	400-BRFT	1
Displays	15.6", FHD 1920x1080, 60Hz, IPS, Non-Touch, AG, 250 nit, 45% NTSC, FHD Cam	GTXQZ6G	391-BJHB	1
Keyboard	English US backlit Copilot key keyboard with numeric keypad, 99-key	GK5OBMC	583-BLNH	1
Mouse	No Mouse	G8043UZ	570-AADK	1
Wireless Driver	Intel AX211 WLAN Driver	GMPNA8K	555-BKQC	1
Wireless	Intel® Wi-Fi 6E (6 where 6E unavailable) AX211, 2x2, 802.11ax, Bluetooth® 5.3 wireless card	GA8TF6I	555-BKLQ	1
Mobile Broadband	No Mobile Broadband Card	GR957IY	556-BBCD	1
Primary Battery	3-cell, 54 Wh, ExpressCharge™ Capable, ExpressCharge™ Boost Capable	G12ZVN4	451-BDGX	1
AC Adapter	65W AC adapter, USB Type-C, EcoDesign	GHR6U3	492-BDMN	1
PalmRest	No Security	GMWE2XS	346-BKLV	1
Protect your new PC	No anti-virus software	GD4K19S	650-AAAM	1
Operating System Recovery Options	OS-Windows Media Not Included	GLA8OQ1	620-AALW	1
Power Cord	E4 Power Cord 1M for US	GC90V4B	537-BBDO	1
Setup and Features Guides	Latitude 5550 Quick Start Guide	GOWPY9Z	340-DMNY	1
Resource Media	No Resource USB Media	G5KFAU6	430-XXYG	1
Documentation	Safety/Environment and Regulatory Guide (English/French Multi-language)	G7RB0GY	340-AGIK	1
ENERGY STAR	ENERGY STAR Qualified	GFSJ2Q8	387-BBPC	1
FGA Module	5550_1HFY25_042/US/BTS	FG0034	998-GXFN	1
Non-Microsoft Application Software	Dell Additional Software	GX3QS7G	658-BFQB	1
Packaging	BTS MTL 65W ADPT	GCN35QL	340-DMLZ	1
Processor Label	Intel® Core™ Ultra 5 Non-vPro Label	GKG7T5M	389-FGSN	1
Transportation from ODM to region	Smart Selection Shipment (S)	G7V9AUK	800-BBQI	1
EAN POD Label	POD Label	GAX83SM	389-EDJB	1
Camera	FHD HDR RGB Camera, TNR, Camera Shutter, Microphone	GKZIM8N	319-BBKK	1
Windows AutoPilot	No AutoPilot	GYEO2AP	340-CKSZ	1
EPEAT 2018	EPEAT 2018 Registered (Gold)	GBU8CHM	379-BDZB	1
Additional Storage	No Additional Hard Drive	GNTOSJ7	401-AADF	1
Chassis Options	Latitude 5550 Bottom Door, MTL U15	GBKOF2I	321-BKTQ	1
ICPS	No Intel® Connectivity Performance Suite	GJ5LQFG	650-BBBG	1
Intel Responsiveness Technologies	Intel® Rapid Storage Technology Driver	G7P3MRH	409-BCXY	1
Standard Hardware Support Service	1Y Basic Onsite Service after remote diagnosis with Hardware-Only Support	NBD1	997-8317,997-8328	1

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This Quote will, if Customer Issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All products, pricing, and other information is based on the latest information available and is subject to change for any reason, including but not limited to tariffs imposed by government authorities. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@deli.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/ocmt/terms), or for cloud/es-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

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A quote for your consideration.

To retrieve this eQuote online, log in to your [Dell Premier Page](#) and search for your eQuote number under "Quotes" in the top menu bar.

Quote No.:	3000188214776
Total (USD):	\$33,797.25
eQuote Name:	Applied TECH GTC SAPP Desktops
eQuote Creator:	thomasj@gcpsmail.com
Quoted On:	Apr. 10, 2025
Expires By:	May. 10, 2025
Company Name:	-
Customer Number:	-
Premier Page Name:	Gadsden School District
Contract Name:	Dell NASPO Computer Equipment PA - Florida
Contract Code:	C000001116132
Customer Agreement Number:	23026 / 43210000-23-NASPO-ACS

Billing Address:

-
,

Pricing Summary

	Qty	Unit Price	Discounted Unit Price	Subtotal
1. Dell Pro 24 Plus Monitor - P2425H	25	\$249.99	\$174.99	\$4,374.75
Premier discount		- \$75.00		
2. OptiPlex Small Form Factor Plus - Build Your Own	25	\$1,977.99	\$1,176.90	\$29,422.50
Premier discount		- \$801.09		
Subtotal:				\$33,797.25
Shipping:				\$0.00
Estimated Tax:				\$0.00
Total (USD):				\$33,797.25

Product Details

	Qty	Unit Price	Subtotal
1.  Dell Pro 24 Plus Monitor - P2425H (210-BMGH)	25	\$174.99	\$4,374.75
Order Code: p2425hsap			

Module	Description	Product Code	SKU	Qty
Dell Pro 24 Plus		GWP6CXB		1
Monitor - P2425H	Dell Pro 24 Plus Monitor - P2425H		210-BMGH	
Standard		G2V0K68		1
Hardware Support Service	3Y Basic Hardware Service with Advanced Exchange after remote diagnosis		814-5380,814-5381	

	Qty	Unit Price	Subtotal
2.  OptiPlex Small Form Factor Plus - Build Your Own (210-BKWN) Order Code: xctoo7020sffpusr	25	\$1,176.90	\$29,422.50

Module	Description	Product Code	SKU	Qty
OptiPlex Small Form Factor (Plus 7020)	OptiPlex Small Form Factor Plus 7020	GK1Z7M8	210-BKWN	1
Processor	Intel® Core™ i5 14500 vPro® (24MB cache, 14 cores, 20 threads, up to 5.0 GHz Turbo)	GEW16OT	338-CNCH	1
Operating System	Windows 11 Pro, English, Brazilian Portuguese, French, Spanish	G01OVWE	619-ARSB	1
Microsoft Office	Activate Your Microsoft 365 For A 30 Day Trial	GC7OFJV	658-BCSB	1
Memory	16 GB: 1 x 16 GB, DDR5	G5KSJGA	370-BBPY	1
Storage	256GB M.2 PCIe NVMe Class 35 Solid State Drive	G94F1IX	400-BQSD,412-AAQT,773-BBBC	1
Additional Storage	No Additional Hard Drive	G780XKR	401-AANH	1
3rd Storage	No Additional Hard Drive	G780XKR	401-AANH	1
Raid Connectivity	NO RAID	GX5Q06T	817-BBBN	1
Graphics	Intel® Graphics	GZQDA24	490-BBFG	1
Chassis Options	OptiPlex SFF Plus with 260W Bronze Power Supply	GCIBTOP	329-BJWJ	1
Power Cord	System Power Cord (US)	GA5894N	450-AAOJ	1
Optical Drive	No Optical Drive	G69A5CJ	429-ABKF	1
Optical Software	No CyberLink Media Suite Essentials	GMJ62GP	632-BBBJ	1
Additional Storage Devices	No Media Card Reader - Media Reader	GW2K1D6	379-BBHM	1
Wireless	Intel® Wi-Fi 6E AX211, 2x2, 802.11ax, Bluetooth® wireless card, external antenna	G9G8JSE	555-BH DU,555-BHDW	1
Wireless Driver	Wireless Driver, Intel® Wi-Fi 6E AX211 2x2 and Bluetooth® wireless card	G6JLT5E	555-BKJK	1
Serial Port Adapter	No PCIe add-in-card	GVEYOQ7	492-BBFF	1
Additional Video Ports	No Additional Video Ports	GWFXALO	492-BCKH	1
Keyboard	Dell Pro Keyboard and Mouse - KM5221W - US English - Black	GX0V4JP	580-AJJG	1
Mouse	Mouse included with Keyboard	GU54MYP	570-AADI	1
Cable Cover	No Cable Cover	GDT2C7Z	325-BCZQ	1
External Speakers	No External Speaker	GTNM7E2	817-BBBC	1
Software Stack	Dell Additional Software	G71R0QM	634-CHFP	1
Operating System Recovery Options	OS-Windows Media Not Included	GLA9OQ1	620-AALW	1
ENERGY STAR	ENERGY STAR Qualified	G6J34SM	387-BBLW	1

Documentation	Safety/Environment and Regulatory Guide (English/French Multi-language)	G7RB0GY	340-AGIK	1
System		GU18EH4		1
Monitoring Options	Watch Dog SRV		379-BFMR	
Placemat	Quick Start Guide, OptiPlex SFF Plus	G0AJX4O	340-DMJC	1
EAN/UPC Labels	No UPC/EAN Label	G8WGTYN	389-BCGW	1
TPM Security	Trusted Platform Module (Discrete TPM Enabled)	GJMDKT6	329-BBJL	1
Shipping Material	Shipping Material	GDKR04V	340-CQYR,389-BBUU	1
Label	Regulatory Label for OptiPlex SFF Plus PSU DAO	GTFH0K1	389-FFZD	1
Intel Responsiveness Technologies	Intel® Rapid Storage Technology Driver	GAC78TL	658-BFSK	1
Processor Label	Intel® Core™ i5 Processor Label	G2HQMXF	340-CUEW	1
Transportation from ODM to region	Standard shipment	GQT8IGC	800-BBIO	1
Security Software and PC Protection	No anti-virus software	GD4K19S	650-AAAM	1
Add-In Cards	No Additional Add In Cards	GNV4J7Q	382-BBHX	1
Adapter	No Additional Cable	GIX0L8M	379-BBCY	1
Stands and Mounts	No Stand or Mount	GJO5ZSE	575-BBBI	1
Network Adapters (NIC)	No Additional Network Card Selected (Integrated NIC Included)	G9MQCN3	555-BBJO	1
FGA Module	No FGA	NOFGA	817-BB8B	1
EPEAT 2018	EPEAT 2018 Registered (Silver)	GTZ0E2H	379-BD0T	1
Windows AutoPilot	No AutoPilot	GYES02AP	340-CKSZ	1
Speakers	Internal Speaker	GR068XC	520-AARD	1
Systems Management	No vPro® support	GDH8JV6	631-BBQQ	1
ICPS	Intel® Connectivity Performance Suite	G671LVC	640-BBSX	1
Standard Hardware Support Service	3Y ProSupport Next Business Day Onsite Service after remote diagnosis with HW-SW Support	PN3	812-3866,812-3894,812-3908,989-3449	1

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SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8f

DATE OF SCHOOL BOARD MEETING: 05/27/2025

TITLE OF AGENDA ITEM: "Principals That Make the Grade"

DIVISION: Academic Services

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

PURPOSE AND SUMMARY OF ITEM:

The "Principals That Make the Grade" proposal outlines a research, evidence-based leadership development program designed to support school leaders in high yield practices that positively impact students achievement.

FUND SOURCE: Title II, Part A

AMOUNT: \$45,600

PREPARED BY: Kameelah Weeks

POSITION: Director of Professional Learning

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 8

CHAIRMAN'S SIGNATURE: page(s) numbered 8

REVIEWED BY: _____

Handwritten signature and date: 5/27/2025

Executive Summary: Principals Who Make the Grade

Principals Who Make the Grade is a comprehensive year-long leadership development program designed to empower current and aspiring principals with the aptitude needed to cultivate, foster and drive school improvement and student success. Based on the leadership high performance research conducted by Brendon Burchard (2021) and the national leadership standards, the program focuses on key research based practices to provide school principals (especially those new to the profession) the leadership skills, peer support, and mentoring needed to navigate the uncertainties of providing effective school leadership.

Numerous studies have correlated school achievement with principal leadership and have linked higher student grades, teacher performance, low teacher recidivism and positive school climate to the aptitude of the school leader. A recent report funded by The Wallace Foundation, for example, showed indisputable connections between high performing principals and lower rates of teacher turnover, absenteeism and higher student achievement and community engagement in U.S. schools (Grissom, Egalite, & Lindsay, 2021).

Through a combination of 1:1 coaching, peer mentorship from current and veteran principals, comprehensive workshops, and strategic site visits, program participants will receive the supportive resources and constructive feedback needed to build effective leadership skills to move the needle in three key areas that impact student achievement: (1) the people (teachers, students, community engagement); (2) instruction (standard based curriculum, professional learning communities); (3) the organization (data correlation, strategic thinking) (Grissom, Egalite, & Lindsay, 2021).

Key program features include:

- A research-based curriculum aligned with the Florida Educational Leadership Standards.
- Customized 1:1 coaching on research based high performance habits and mentorship from experienced educational leaders and district administrators.
- Practical application of leadership development skills through site-based observations of desired outcomes.

Principals Who Make the Grade aims to cultivate highly effective principals who are not only equipped to lead transformational change, but confident in their abilities to ensure high performing schools. The program is led and designed by Dr. Melissa Harts, who has over 20 years of experience in K-20 education from middle and high school classroom teacher to K-12 district administrator; from adjunct faculty to CIO/CTO Senior Vice President of Technology. She has also served for two years as the global HR leader at an educational software company specifically responsible for all senior leadership training and professional development. She is a certified High-Performance Leadership Coach and co-author of Schools that Make the Grade: What Successful Schools Do to Improve Student Achievement.

Objective:

- To provide school based leaders, especially those new to the profession, with individualized 1:1 coaching on the high performing skills and habits needed to improve school performance
- To support participants with experienced mentors to help them navigate the challenges of moving a school by effectively leading teachers to increase student achievement
- To teach research based leadership practices that can be applied to achieve school based outcomes

Structure

Before the program initiates, participants will receive a leadership self-assessment to indicate their own strengths and weaknesses. They will also be asked to complete a needs analysis which will also survey areas of the school's strengths and weaknesses.

Participants will be given a curriculum which will be structured around the Florida Educational School Leadership Standards and reference resources from the researched based practices of Marzano's School Leadership Model, John Maxwell's Irrefutable Laws of Leadership and Brendon Burchard's work on High Performance Habits.

- Leaders will be asked to target 1-2 key areas that will move the needle in their school and what they need to do as leaders to make that happen.
- Participants will have an opportunity to work one-on-one with the consultant for individualized coaching around high performance habits and behaviors needed to move their school. The habits (seek clarity, generate energy, raise necessity, increase productivity, develop influence, and demonstrate courage) will be aligned to the eight Florida Educational Leadership Standards, connecting effective leadership habits to high performance.
- Interactive workshops will include targeted discussions with experienced and veteran principals who will serve as mentors to help the participants close achievement gaps in their schools. These leaders will share their experiences and strategies in creating effective school environments and improving student achievement.
- Support site visits will be included at the participant's and district's discretion.
- Scheduled check-ins will be a mandatory part of the process to ensure that all participants are making progress.
- A final principal development plan portfolio demonstrating growth areas and areas of continuous improvement is required for completion and training certification.

Expected Outcomes

Following the trainings and interactive workshops, participants will be expected to provide the following at the end of the program:

- Participants will provide a reflective analysis of performance gaps in one of the critical areas of their leadership based on their self-assessment and analysis of the leadership standards.
- Participants will identify gaps in their school performance and provide researched best practices to address them.
- Participants will provide a self-analysis on what they need as a leader to address those gaps and/or what effective habits they need to implement to support strengthening an area of need in their schools.
- Participants will have an action plan that includes progress monitoring timelines on how to move the needle in the 1-2 key areas identified.

Other expected outcomes as a result of *Principals that Make the Grade* include providing the district with a trained cadre of high performing principal leaders who can share researched best practices and demonstrate impactful school improvement in the areas of teacher engagement, effective student achievement, and positive school community outcomes.

High Performance Leadership Coaching

The program offers 1-on-1 coaching services for the leaders in the program. These sessions are 12 one-hour sessions per selected participant over the year. Sessions can cover individual areas of needed improvement, change management, or leadership development training. However, these topics are woven into the researched high performance habits in Burchard's work. (For example, a coaching session on Developing Courage may include a conversation around change management or how to improve teacher retention.)

Pilot Overview

An abbreviated two-month pilot program was conducted in November 2024 and ended January 2025 with 3 principals and 1 assistant principal from the Gadsden County School District. Each had 3 one on one coaching sessions for an hour as well as 3 hour long workshops with current and veteran principals and district administrators.

The coaching sessions focused on building confidence in decision-making, interpersonal relationships, and psychology. The sessions were based on research based high performance habits including the following:

- (1) Clarity: (Purpose, Intention, Goals, Communication);
- (2) Increase Productivity: (Efficiency, Increase Outputs and Results)
- (3) Develop Influence: (Challenging Others, Optimizing Opportunities, Role Modeling)

TESTIMONIALS:

"I am so grateful and thankful for the Professional Development series conducted by Ms. Harts. I am a firm believer that all things happen for a reason and I know that God meant for our paths to cross. Thank you Ms. Harts for your time, your wisdom, your dedication, your ability to connect, and most of all your thoughtfulness for our group of leaders here in Gadsden County. I know I speak for all of us when I say, not only am I inspired by your words but I feel supported in my daily efforts to be the best leader that I can be for my staff and students. Mrs. Weeks, thank you for adding this wonderful event to our bank of knowledge as leaders here in the Gadsden School District. Again, I am most grateful for the opportunity but truly blessed to have crossed paths with Ms. Harts."

"During my participation in the Leadership Coaching Pilot, I had the opportunity to engage in a tailored coaching experience that helped enhance my leadership skills in both personal and professional contexts. The program was structured in a way that allowed me to focus on areas of growth specific to my leadership style, with the overall goal of refining my ability to lead teams, make strategic decisions, and communicate effectively. Each session included exercises and real-world scenarios that allowed me to practice and refine these skills in the context of my daily leadership responsibilities. The support received was very beneficial to my position as a leader."

Pricing

A. Leadership Development Trainings: Includes leadership assessment, curriculum design for (4) quarterly training workshops, workshop facilitation, meetings with appropriate district and school level administrators, additional interactive sessions with participants, documentation and status reports, follow-up with participants for accountability.	
\$3,000 a month X 12	\$36,000
B. Leadership Coaching Services: Virtual coaching services for individual leaders (exclusive of program development): Includes individualized portfolio review and consultation, meeting times, collaboration with appropriate supervisors and district personnel.	
Billable per person @ \$200 per hour (4-6 participant leaders)	
*(12 hours for the year x 4= 48 hours)	\$9,600
(Minimum 4 leaders: Additional 2 leaders at no charge (discount) to Gadsden School District)	
C. VALUE ADD- Leadership Coaching Services: (included) Coaching Services for up to 2 aspiring principals for 6 sessions. Participants will be selected by the district with feedback from the consultant to gauge the participants' level of commitment.	
	\$0
D. VALUE ADD- Mentorship (included): Access to experienced and veteran principal leaders throughout and after the program	
	\$0
E. VALUE ADD- Weekly Motivational Leadership Newsletter (included) for all participants and the selected aspiring principals.....	
	\$0
Total Program Costs:	\$45,600*
*These fees exclude hotel and travel expenses which will be based on the allocated costs per district policy.	

*Sample Timetable

This will be customized to the number of participants, district needs for leadership development, and coordinated to the district's academic calendar. Below is a suggested timeline for the program:

Pre-Program Phase (Weeks 1-2):

- **Week 1:**
 - **Leadership Self-Assessment Distribution:** Participants complete a self-assessment to identify personal strengths and weaknesses.
 - **Needs Analysis Survey:** Participants assess their school's strengths and weaknesses.
- **Week 2:**
 - **Curriculum Distribution:** Provide participants with materials aligned with the Florida Educational Leadership Standards, incorporating resources from Marzano's School Leadership Model, John Maxwell's Irrefutable Laws of Leadership, and Brendon Burchard's High Performance Habits.

Program Initiation (Weeks 3-4):

- **Week 3:**
 - **Kick-off Workshop:** Introduction to program objectives, expectations, and an overview of the curriculum.
 - **Individual Goal Setting:** Leaders identify 1-2 key areas for improvement in their schools and outline leadership actions to address them.
- **Week 4:**
 - **One-on-One Coaching Session 1:** Initial personalized coaching focusing on high-performance habits relevant to participants' goals.
 - **Group Introductory Workshop:** Leaders will work with former principal leaders on the key areas identified in the needs assessment data.

Core Program Delivery (Weeks 5-33):

- **Weeks 5-16:**
 - **Interactive Workshops:** Bi-weekly sessions featuring discussions with experienced principals acting as mentors, sharing strategies to close achievement gaps and enhance school environments.
 - **One-on-One Coaching Sessions 2-4:** Continued personalized coaching, each session addressing specific leadership challenges and development areas.
- **Weeks 17-25:**
 - **Support Site Visits:** Optional visits to participants' schools to observe implementation of leadership strategies and provide feedback, scheduled based on participant and district preferences.
 - **One-on-One Coaching Sessions:** Focused coaching on refining leadership approaches and addressing emerging challenges.
- **Weeks 26-33:**
 - **Scheduled Check-Ins:** Mandatory bi-weekly meetings to monitor progress, discuss challenges, and adjust action plans as needed.
 - **One-on-One Coaching Sessions:** Final coaching sessions emphasizing sustained growth and preparation for program completion.

Program Conclusion (Weeks 34-36):

- **Weeks 34-35:**
 - **Final Workshop:** Review of key learnings, sharing of action plans, and discussion of strategies for continuous improvement.
 - **Submission of Principal Development Plan Portfolios:** Participants submit comprehensive portfolios detailing their growth areas, action plans, and evidence of progress.
- **Week 36:**
 - **Program Evaluation:** Collect feedback from participants to assess program effectiveness and identify areas for future enhancement.

References:

Burchard, B. (2017) High performance habits: how extraordinary people become that way.

Grissom, Jason A., Anna J. Egalite, and Constance A. Lindsay. (2021). "How Principals Affect Students and Schools: A Systematic Synthesis of Two Decades of Research." New York: The Wallace Foundation. Available at <http://www.wallacefoundation.org/principalsynthesis>.

This proposal is accepted and agreed upon by the Gadsden School District to be executed by their duly authorized representatives, on the date and year written.

By: _____

Superintendent, Gadsden County School District

By: _____

Board Chair, Gadsden County School District

Date: _____

Date: _____

**Career and Technical Education
Tallahassee State College & Gadsden County Schools
Career Pathways Articulation Agreement
2024-2025**

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 State College (TSC) will maintain the integrity of its separate programs and enter into this agreement as cooperating educational institutions.

TSC 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 TSC 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 State 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 TSC faculty will review course textbooks, syllabi, and other institutional materials as needed to develop articulated programs of study.
2. Gadsden County Schools and TSC 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 TSC will cooperate in publicizing this program to secondary school students to ensure they are aware of these opportunities.
4. TSC 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 State 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 TSC 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 State 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 State 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 & TSC Assessment	Equivalent TSC Course	Credits to be Awarded			
8207310 Digital Information Technology	Completion of the high school program	CGS 1060 Computer and Information Literacy	3			
9003410 Computer Fundamentals						
9003420 Web Technologies						
9003430 IT Systems & Applications						
9003440 Database Essentials						
9003450 Programming Essentials						
9003460 Web Development Technologies		CGS 1820 Web Page Authoring	3			
9003470 Multimedia Technologies						
9003480 Computer Networking Fundamentals						
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 State College Program: **Graphic Design and Web Technology, A.S.**

High School Course Number and Title	Industry Certification & TSC Assessment	Equivalent TSC Course	Credits to be Awarded
8207310 Introduction to Information Technology	Completion of the high school program And CIW Master Designer PROSO004 OR Adobe Certified Associate Certificate(s)	CGS 1060 Computer and Internet Literacy	3
8209510 Digital Design 1			
8209520 Digital Design 2		PGY2801C Photoshop	3
8209530 Digital Design 3			
8209540 Digital Design 4			
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 State College Program:

Emergency Medical Services A.S.

High School Course Number and Title	Industry Certification & TSC Assessment	Equivalent TSC 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 notlng: • 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 TSC. Students will receive block credit upon submission of the Gadsden Technical College transcript.

Conditions of Agreement

1. Gadsden Technical College and TSC'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 TSC'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 TSC will cooperate in publicizing Career Pathways in order to ensure that students are aware of the opportunities.
4. Tallahassee State 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 State College, and representatives from Gadsden Technical Career Center.

GADSDEN TECHNICAL COLLEGE CAREER PATHWAY

Technical College CTE Pathway Program of Study: **Carpentry (C516300)**

Tallahassee State College Program: **Building Construction Management, A.S.**

Technical College Course Number and Title	Industry Certification & TSC Assessment	Equivalent TSC 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: • Completion of the career certificate program			

Technical College CTE Pathway Program of Study: Practical Nursing (H170607)

Tallahassee State College Program: Nursing A.S.

Technical College Course Number and Title	Industry Certification & TSC Assessment	Equivalent TSC Course	Credits to be Awarded
PRN0098 Practical Nursing Foundations 1	Completion of the career certificate program	NUR1021C Nursing Process I	10
PRN0099 Practical Nursing Foundations 2			
PRN0290 Medical Surgical Nursing 1			
PRN0291 Medical Surgical Nursing 2			
PRN0690 Comprehensive Nursing and Transitional Skills			
Validation Mechanism			
Technical College transcript noting: - 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 State College, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers.

4/21/25
Date

Karen B. Moore
Chair, The District Board of Trustees,
Tallahassee State College, Florida

4/21/25
Date

[Signature]
President, Tallahassee State 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. 8h

DATE OF SCHOOL BOARD MEETING: May 27, 2025

TITLE OF AGENDA ITEM: Florida State University Articulation Agreement

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 Articulation Agreement between the School Board of Gadsden County and Florida State University governing the dual enrollment of students for the 2025-2027 school terms.

FUND SOURCE: FEFP

AMOUNT: Undetermined – Based Upon Student Enrollment

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

POSITION: Assistant Superintendent for Support Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

1

____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

Page 10

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

Page 10

CHAIRMAN'S SIGNATURE: page(s) numbered _____

REVIEWED BY: _____

**ARTICULATION AGREEMENT
2025-2027 Academic Years
Gadsden County School District, Florida
Florida State University, Tallahassee Campus**

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 STATE UNIVERSITY BOARD OF TRUSTEES, a public body corporate existing under the laws of the State of Florida, for and on the behalf of FLORIDA STATE UNIVERSITY, and hereafter referred to as the “University” or “FSU” effective as of the last date signed. The Agreement is entered into in accordance with s. 1007.271, Florida Statutes, and shall be renewed biennially unless requested sooner in writing by either party during the first year.

WITNESSETH

WHEREAS the University and the School Board agree to provide articulated accelerated learning mechanisms through dual enrollment for eligible secondary students in public schools in the County who wish to shorten the time necessary to complete the requirement for obtaining a college 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 public school students in the County; 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 s. 1007.271, Florida Statutes, 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:

ARTICLE I

The parties agree that the foregoing recitals are true and correct and incorporated herein by reference. This Agreement supersedes any prior arrangements put in place by previous High School Dual Enrollment articulation agreements.

ARTICLE II: DEFINITION OF DUAL ENROLLMENT

Dual enrollment at a state university in Florida is a program in which eligible secondary students are permitted to enroll in a postsecondary course creditable toward a standard high school diploma and an associate or baccalaureate degree. Credits and grade points will be assigned according to policies established by the University and the School Board.

ARTICLE III: DUAL ENROLLMENT PROGRAM AT FSU

The University agrees to permit eligible students enrolled in a public secondary school in the County to take dual enrollment courses as non-degree seeking students for a maximum of nine hours per semester in eligible and available courses as set forth in this Agreement and outlined on FSU's High School Dual Enrollment website. Under the provisions of Florida Statutes, applicable state rules or regulations, and University policy, the following terms and conditions apply.

1. Program Information

The University and the School Board will publicize this Agreement and take whatever actions necessary to affect the implementation of said Agreement within their respective organizations.

- A. ***Program Information and Counseling in District Schools.*** School counselors in the district have the following responsibilities in making interested students and their parents or guardians aware of the dual enrollment program requirements at FSU, including:
1. Sharing the specific eligibility criteria, program requirements, and course enrollment limitations of the dual enrollment program as outlined in materials provided by the University.
 2. Clarifying that dual enrollment is non-degree seeking at FSU and that participation in the program and successful completion of dual enrollment courses do not ensure admission into the University as a degree-seeking student.
 3. Ensuring that students and their parents or guardians are informed that dual enrollment course grades are included in the student's college grade point average, become a part of the student's permanent academic record, and may affect the student's future college admission and financial aid eligibility.
 4. Certifying that participating students meet the FSU eligibility requirements for dual enrollment each semester on the school counselor approval form, along with permission for specific courses that fulfill requirements or elective credit for the high school diploma.
 5. Ensuring that students have been granted permission by the parent(s) or guardian(s) to participate in the dual enrollment program.

- B. ***Program Information and Administration at the University.*** Dual enrollment at FSU Tallahassee campus is administered by the Academic Center for Excellence (ACE) in the University Center A3600.

1. Application materials and instructions are outlined in the High School Dual Enrollment Application and Student Guide sent to school counselors before the registration window opens each fall and spring semester and available to the public online at <http://ace.fsu.edu/Dual-Enrollment>.
2. Advisors in ACE are available to assist school counselors and their students with information and to answer questions related to the program.

2. Student Eligibility Requirements

- A. Students must be verified by the school counselor as meeting the following program requirements to enroll as a non-degree seeking student in courses approved for dual enrollment at FSU:
1. Students must be a registered secondary student in a public school in the County. Students who will graduate from high school prior to completion of the postsecondary course may not register through dual enrollment.
 2. Students must have a 3.9 or higher weighted secondary school grade point average on a minimum of 12 graded credits to include at least 2 English credits; 2 mathematics credits, one of which must be Algebra II or higher; at least 1 science credit with lab component; and at least 1 social studies credit. Students who have earned a semester grade below C- in any high school or college course are not eligible to participate in dual enrollment at FSU regardless of overall GPA.
 3. Students must achieve, prior to application for dual enrollment, the following standardized test scores on either the ACT, SAT, or CLT. Composite and subscore minimums may be achieved on separate administrations of the test, which is sometimes referred to as “super scoring.”

ACT Test – 26 or higher Composite Score plus the following subscores:

- Reading subscore of 19 or higher
- English subscore of 17 or higher
- Math subscore of 19 or higher

OR

SAT Test – 1230 or higher Total Score plus the following subscores:

- Reading and Writing subscore of 490 or higher
- Math subscore of 480 or higher

OR

CLT – Composite Score of 86 or higher plus the following section scores

- Verbal Reasoning & Grammar/Writing sections combined subscore of 38 or higher
- Quantitative Reasoning section subscore of 16 or higher

The standardized testing subscore minimums outlined in BOG Regulation 6.008 are incorporated by reference and any changes to the regulation made during the term of this agreement shall be effective as of the amendment date. If testing is unavailable in times of state or national emergency, limited exceptions to test scores may be made available only during the relevant application period. During such emergencies, the University will use concordant scores on alternative approved tests only for those otherwise qualified students who submit verification that the testing date was cancelled or unavailable immediately prior to the application period. Upon application for future semesters, the student may be required to submit a qualifying test score to maintain eligibility.

- B. Students must maintain a 3.0 FSU Cumulative GPA to continue dual enrollment at FSU in subsequent semesters. Any requests for exceptions to this requirement must be submitted to FSU in writing by the student and accompanied by reasons for the request and supporting documentation requested by FSU. The request must be approved by both FSU (ACE and the University Registrar) and the school district.
- C. Students must be free of the following charges or violations:
 - a. Any current charge or finding of responsibility for scholastic or behavioral misconduct at any educational institution.
 - b. Any felony charge even if adjudication has been withheld.
 - c. Any violation of the law which resulted in, or if pending could result in probation, community service, jail sentence, revocation or suspension of a driver's license, or a traffic violation that resulted in a fine of \$200 or more.

3. Approved Coursework

- A. Students may take a **maximum of 9 credit hours per semester** in courses approved for dual enrollment at FSU in accordance with Florida Statutes and the provisions of this Agreement. Dual enrollment students at FSU are limited to a maximum of 30 attempted credit hours consistent with their non-degree seeking status and the provisions of FSU Regulation 5.079.
 - 1. Dual enrollment students may choose from courses that are available during their assigned registration window (Summer term=April; Fall term=August; Spring term=November) unless otherwise designated as excluded.
 - 2. **Dual enrollment students may not take the following types of courses designated as excluded:**
 - Physical education, recreation, or leisure courses

- Any course offered for fewer than 3 credits, graded on S/U basis, or offered as directed individual study (DIS)
 - Any course for which the student has not completed the prerequisite(s) established by the academic department
 - Any course for which a student has already earned or anticipates earning college credit (e.g., AP, IB, AICE, CLEP, or dual enrollment) or any course below a student's current level of proficiency based on a placement test (e.g., math and modern languages)
 - Specialized admission, limited availability, honors, or major-restricted courses.
 - 4000-level courses except under limited special circumstances approved by FSU.
 - Online courses except under limited special circumstances approved by FSU.
 - Other specialized courses designated as excluded from course offerings by FSU or the Florida Department of Education and communicated to students and school counselors at the time of course registration
- B. Students must meet all course prerequisites as set forth in the FSU Undergraduate Bulletin as evidenced by FSU course work, placement tests, or transcripts from other colleges or universities.
- C. Course descriptions for recommended classes are available on FSU's High School Dual Enrollment website and descriptions for any other eligible courses are available in the FSU Undergraduate Bulletin.
- D. Dual enrollment instruction will be provided at the FSU campus exclusively (never at the high school) and in traditional face-to-face classes only (no online classes), unless a state or national emergency requires such classes to be converted to remote instruction.

4. Course Subject Area and Credits

The Florida Department of Education Dual Enrollment Course-High School Subject Area Equivalency List will determine how FSU courses meet subject area requirements and credits for the high school transcript. The University and the School Board shall continue to carry out established articulation procedures to ensure close communication and effective planning.

5. Student Matriculation and Course Registration

As part of the matriculation and course registration process, students will be required to submit the following:

1. Upon enrollment for the first time, students must provide proof of immunization or waiver as required of all University students. This includes a student health history form, signed by parent or guardian for students under 18 years of age.

2. Every semester of participation, students must submit a new dual enrollment application by the published deadlines.
3. Every semester of participation, students must obtain approval from the school counselor or principal/designee on the approval form available from the counselor and then schedule a mandatory academic advising meeting at ACE. Students will be allowed to enroll in only those courses approved by the school counselor for dual enrollment in accordance with Florida Statutes and the provisions of this Agreement.

Participating students will be administratively enrolled in dual enrollment courses by ACE advisors during their assigned registration window, and any changes must be approved by both the school counselor and the ACE advisor.

6. Grades and Transcripts

At the end of each term and after grades have posted, the University will send the official transcript for each dual enrollment student to the district schools. FSU final course grades and unofficial transcripts are also available to students online in Student Central (my.fsu.edu). Final course grades are posted on the Wednesday after finals week each semester.

FSU does not have a grade forgiveness policy, so students are not able to repeat a course to replace a grade at FSU. Dual enrollment courses become part of the student's permanent college transcript, are calculated into the student's permanent postsecondary GPA, and may affect a student's future college admission and financial aid eligibility.

7. Transportation and Parking

All dual enrollment students are responsible for their own transportation to and from the University campus. Those planning to bring a car to campus must obtain a parking decal. Bus transportation is available in a limited on-campus loop around the main campus.

8. University Resources

Dual enrollment students will have access to academic support services at FSU, including academic advising; libraries; accessibility services; and various learning centers that offer writing assistance, tutoring for selected courses, and study skills instruction. Students with disabilities needing accommodations must register with and provide relevant documentation to the Office of Accessibility Services (OAS). The University's criteria will be used to determine the need for accommodations. For more information about OAS services, visit <https://dsst.fsu.edu/oas>.

9. University Policies and Expectations

- A. ***University Policies.*** Dual enrollment students will be held to all applicable University regulations and policies, including the FSU Academic Honor Code and the Student Code of Conduct. Dual enrollments students must comply with academic policies outlined in

the FSU Undergraduate Bulletin unless otherwise amended by the terms of this Agreement. One such amendment is that dual enrollment students are not permitted to drop courses after the add/drop period closes on the fourth day of FSU classes except for documented extenuating circumstances approved by both FSU (ACE and the University Registrar) and the school district. If a student is granted a course drop after this date, FSU 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 FSU Undergraduate Bulletin.

- B. ***Class Attendance.*** Dual enrollment students are expected to attend all FSU classes and are discouraged from taking vacation days during a semester of enrollment. Each faculty member sets attendance expectations in the course syllabus within the parameters of broader FSU policy. Dual enrollment students who have a legitimate high school sponsored activity that unavoidably conflicts with an examination or other assessment at FSU must provide documentation on school letterhead to the faculty member in order to reschedule.
- C. ***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.
- D. ***Non-Degree Seeking Status.*** Successful completion of dual enrollment courses does not ensure admission to the University as a degree-seeking student.

ARTICLE IV: PROGRAM COST SHARING

In accordance with Florida Statutes, students receiving instruction under the provisions of this Agreement shall be exempt from the payment of tuition, fees, and costs related to instructional materials.

- A. ***School Board Tuition Payments in Fall and Spring.*** Pursuant to s. 1007.271(21), 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 and spring semesters.
- B. ***University Fee Waivers.*** The University will waive all dual enrollment student fees in the fall and spring semesters. In the summer, the University will waive all dual enrollment tuition and fees in accordance with Florida Statutes.
- C. ***Textbooks.*** Students receiving instruction under the provisions of this Agreement shall be provided textbooks free of charge.
 - 1. The School Board shall be responsible for providing dual enrollment textbooks and instructional materials during fall and spring semesters.

2. The University will provide textbooks and instructional materials for dual enrollment students during summer semesters.
- D. ***Invoices.*** The University will invoice the School Board at the conclusion of the drop/add period for each fall and spring semester that has student credit hours, including the standard university tuition rate and any eBook or digital subscription charges through the Follett Access program.
1. **The invoice will be sent to the following school district contact:** Dr. Sylvia R. Jackson, jacksons@gcpsmail.com, 850-627-9651
 2. Early admission is a form of dual enrollment through which eligible secondary students enroll on a full-time basis (minimum of 12 credit hours). As such, these students are exempt from tuition and fees and the financial arrangements between the School Board and the University are the same as with other dual enrollment students.

ARTICLE V: 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: Dr. Sylvia R. Jackson
Assistant Superintendent for Support Services
Gadsden County Public Schools
35 Martin Luther King, Jr. Blvd.
Quincy, FL 32351

To University: Dr. Sara Hamon
Assistant Vice President for Academic Affairs
408E Westcott
Florida State University
Tallahassee, Florida 32306-1310
(850) 644-0799 / shamon@fsu.edu

ARTICLE VI: 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.

ARTICLE VII: 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.

ARTICLE VII: NON-DISCRIMINATION PROVISION

The parties shall not discriminate against any employee or participant in this program on the basis of any state or federally protected group status.

ARTICLE IX: 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

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

Leroy McMillan, School Board Chair

Signature: _____

Date: _____

For the University

FLORIDA STATE UNIVERSITY BOARD OF TRUSTEES,
acting for and on the behalf of FLORIDA STATE UNIVERSITY

Dr. Jim Clark, Provost and Executive Vice President for Academic Affairs

Signature:  _____
B18589D3322F414...

5/12/2025 | 9:44 AM EDT

Date: _____

Reviewed for Legal Sufficiency by
Lisa Scoles, Esq.
Deputy General Counsel
Florida State University

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 81

DATE OF SCHOOL BOARD MEETING: May 27, 2025

TITLE OF AGENDA ITEM: Florida State College at Jacksonville (FSCJ) MOU/Internship Agreement

DIVISION: Office of Professional Learning Services

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

PURPOSE AND SUMMARY OF ITEM:

To establish an MOU between Florida State College at Jacksonville (FSCJ) and the Gadsden County School District for receiving field placement students from the College of Education.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Kameelah Weeks

POSITION: Director of Professional Learning

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 1 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) 8

CHAIRMAN'S SIGNATURE: n/a

REVIEWED BY:

**CLINICAL EXPERIENCE AGREEMENT BETWEEN
FLORIDA STATE COLLEGE AT JACKSONVILLE
AND**

Gadsden County School District

THIS AGREEMENT is entered into this 27 day of May 2025, between **Gadsden County School District** (hereinafter referred to as the "SITE") and the DISTRICT BOARD OF TRUSTEES OF FLORIDA STATE COLLEGE AT JACKSONVILLE, a public body corporate of the State of Florida, whose address is 101 West State Street, Jacksonville, Florida (hereinafter referred to as the "COLLEGE").

WHEREAS, the COLLEGE provides approved programs of study in the field of Initial Teacher Preparation-ITP (Early Childhood Education) and Alternative Certification (Educator Preparation Institute-EPI) (hereinafter referred to as the "Program"), and desires its teacher candidates (hereinafter referred to as "Teacher Candidates") in the Program to obtain educational experiences by utilizing appropriate facilities and personnel of third parties;

WHEREAS, the SITE has SITES and personnel for Program Teacher Candidates, and has agreed to make such SITES and personnel available to COLLEGE;

WHEREAS, the SITE and COLLEGE desire to cooperate to establish and implement the Program;

NOW, THEREFORE, in consideration of the recitals and the respective promises contained herein, SITE and COLLEGE agree that the Program described herein be established and implemented by the SITE and the COLLEGE pursuant to the following terms and conditions ("Agreement"):

I. PURPOSE

1. The purpose of this Agreement is to provide educational experiences in the form of hands-on experimental learning at select SITE locations for selected COLLEGE Teacher Candidates which take place at schools within the SITE under the guidance of a fully certified professional (hereinafter referred to as "Cooperating Teacher") and a COLLEGE assigned supervisor (hereinafter referred to as "Faculty Supervisor").

2. The following criteria, instituted by the Florida Department of Education are to be used in the selection of the SITE Cooperating Teachers who will provide supervision to Teacher Candidates during field experience or internship and must have the following.

- a. A valid professional educator certificate
- b. At least 3 years of teaching experience in prekindergarten through grade 12

- c. Earned an effective or highly effective rating on the prior year's performance evaluation or be a peer evaluator under the SITE's evaluation system
- d. Evidence of "clinical educator" training (CET);
- e. a certificate or endorsement in reading.

II. OBLIGATIONS OF THE COLLEGE

1. The COLLEGE will offer education programs accredited by appropriate organizations; and will determine standards of education, hours of instruction, learning experiences, administration, matriculation, promotion, and graduation.
2. The COLLEGE will keep all records and reports on Teacher Candidate's experiences in accordance with COLLEGE policy and regulatory requirements.
3. The COLLEGE will plan with the SITE in advance of commencement of the Program, its schedule of Teacher Candidates assignments to the designated areas within the SITE.
4. The COLLEGE agrees to inform Teacher Candidates that Teacher Candidates shall be responsible for following the rules and regulations of the SITE school, including recognition of the confidential nature of information regarding pupils and their records.
5. The COLLEGE will provide to the SITE a copy of course objectives for the learning experience.
6. The COLLEGE will assign a Faculty Supervisor who will collaborate with the SITE school's Cooperating Teacher. The Faculty Supervisor is required to have a level 2 (state and national/FBI background check and meet the SITE's reasonable guidelines for clearance. For purposes of this Agreement, the term "Cooperating Teacher" shall be defined as the SITE school educator who has been assigned by COLLEGE and the SITE to supervise the Teacher Candidate.
7. Teacher Candidates shall not be considered as employees or agents of the COLLEGE or SITE and shall not be entitled to any compensation or employee benefits by nature or their participation in the Program.

III. ROLE/SUPERVISION OF COOPERATING TEACHER

1. The COLLEGE will provide a student-teacher handbook/practicum guideline (the "handbook") to each Cooperating Teacher on or before reporting date of the Teacher Candidate. The handbook will define the explicit responsibilities of the Cooperating Teacher and the Faculty Supervisor relative to instructions, observation, conferencing, licensure requirements, and evaluation instruments.
2. Upon a reasonable request by the COLLEGE, the SITE's Cooperating Teachers shall participate in a brief overview of the FLDOE's state framework for its "State-Approved Educator Preparation Programs."

3. The COLLEGE will provide Cooperating Teachers training through a Canvas Learning Module prior to the start of the semester they will host a Teacher Candidate.

4. During the Teacher Candidate teaching period, the SITE school's Cooperating Teachers shall complete a minimum of four observations of the Teacher Candidate within the Program, each for a minimum of 45 minutes. Each observation should include timely and meaningful feedback with Teacher Candidate(s).

5. The COLLEGE Faculty Supervisor and the SITE Cooperating Teachers shall use a survey instrument provided by the COLLEGE for the assessment of the Teacher Candidate(s).

IV. OBLIGATIONS OF THE SITE

1. The SITE shall maintain sole responsibility for the instruction, education, and welfare of its pupils.

2. The SITE agrees that Teacher Candidates assigned to the SITE for counseling, administration teaching, and/or observation experiences are under the supervision, control, and responsibility of the SITE.

3. The SITE shall retain the right, in its sole discretion, to request the removal of any individual from any area of the SITE premises. Teacher Candidates shall be instructed by the COLLEGE to promptly, and without protest, leave an area within the SITE premises whenever they are requested to do so by an authorized SITE representative.

4. The SITE shall provide qualified site supervision for Teacher Candidates via one or more "Cooperating Teacher(s)". Cooperating Teachers will be the resource person(s) for Teacher Candidates and COLLEGE Faculty Supervisor while at SITE location. Cooperating Teachers selected by the SITE will: a) assist in orienting Teacher Candidates to the assigned SITE location, classroom, and pupils; b) explain all SITE policies, rules, and regulations to Teacher Candidates; c) provide prompt and substantive feedback to Teacher Candidates regarding all performance activities and interactions with SITE personnel, pupils, and parents; d) complete evaluations of Teacher Candidates' progress and submit them to the COLLEGE Faculty Supervisor, after reviewing them with the applicable Teacher Candidate; immediately inform the COLLEGE Faculty Supervisor of any concerns regarding a Teacher Candidate; f) establish time to meet and discuss with Teacher Candidate their activities, impressions, reflections, and suggestions for goals and areas of improvement; g) supervise Teacher Candidates on a daily basis. However, if the Cooperating Teacher is absent from the Teacher Candidate's assigned classroom for any reason, a certified substitute must be assigned to the classroom. Under no circumstance can a Teacher Candidate serve as the substitute of record during the Teacher Candidate teaching experience within the Program unless a separate agreement has been negotiated in writing by the SITE and the COLLEGE.

5. Teacher Candidates must complete a Level 2 (state and national/F.B.I.) background check, at their cost, according to the pertinent requirements of the State of Florida. Fingerprinting must be done by the SITE. The SITE is responsible for clearing Teacher Candidates based upon SITE guidelines for Teacher Candidates prior to the Teacher Candidates entering any classroom of the SITE.

V. INSURANCE

1. The COLLEGE agrees that Teacher Candidates shall assume responsibility for their own medical care and hospitalization. However, the SITE will provide Teacher Candidates with emergency care for injuries or illnesses of an acute nature incurred while on duty at a SITE location, or provide transportation to the nearest medical care facility. Teacher Candidates shall be personally responsible for any costs or expenses related to medical treatment and/or transportation to the nearest medical facility if an ambulance is required.

2. The SITE acknowledges that COLLEGE is self-insured for workers' compensation, general liability, and other coverage, with said protection being applicable to the COLLEGE's officers, employees, and agents while acting within the scope of their employment by the COLLEGE. The COLLEGE's self-insured fund and various policies are authorized pursuant to Florida Statutes and the College's District Board of Trustees. The COLLEGE agrees to maintain its self-insurance fund and excess policies for the duration of this Agreement. Furthermore, nothing contained herein shall be construed or interpreted as: (i) denying to either party any remedy or defense available to such party under the laws of the State of Florida; (ii) the consent of the COLLEGE to be sued; or (iii) a waiver of sovereign immunity of the College beyond the waiver provided in Section 768.28. Florida Statutes.

VI. GENERAL PROVISIONS

1. Neither the SITE nor the COLLEGE will discriminate against any person because of race, color, religion, sex, veteran or marital status, national origin, or any other federally-protected class of individual, nor discriminate against any Teacher Candidate or Teacher Candidate applicant with a disability pursuant to law as set forth in the Americans With Disabilities Act.

2. This Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association between the COLLEGE and the SITE and their employees, students, or agents but an Agreement by and between two independent contractors. Each Teacher Candidate within the Program is placed in a SITE location in order to receive education experience as part of the Program and duties performed by a Teacher Candidate are not performed as an employee of the SITE, but rather in fulfillment of the academic requirements of the Program and are performed under direct supervision by SITE personnel. Neither the SITE nor the COLLEGE shall have the power to

bind the other party or contract in the name of the other party. All persons employed by the SITE or the COLLEGE in connection with this Agreement shall be considered employees of that party. Teacher Candidates shall participate in the Program hereunder for the sole consideration of obtaining an educational experience.

3. The SITE shall timely notify the COLLEGE when any COLLEGE employee or student has been involved in a reported incident and the COLLEGE shall have the opportunity to participate in any ongoing investigation and shall have access to any oral or written reports and any other documentation related to the reported incident.

4. Neither the SITE nor its employees shall be entitled to compensation from the COLLEGE for services or actions which benefit the COLLEGE, but which are part of, or are related to the Program or the terms of this Agreement.

5. This Agreement constitutes the entire agreement as to the rights and obligations of the parties hereto and supersedes all prior and contemporaneous agreements and undertaking of the parties pertaining to the referenced subject matter referenced herein. Except as may otherwise be expressly set forth in this Agreement, neither COLLEGE nor SITE make any representations, warranties, covenants, or undertakings of any kind, expressed or implied.

6. Amendments to this Agreement may be made at any time, provided, however, that any amendments, modifications, or alterations to this Agreement shall be effective only if they are made in writing and signed by both parties hereto. Further, this Agreement may not be assigned by either party without prior written approval of the other party.

7. No waiver or breach of any term or provision of this Agreement shall be construed to be, nor shall be, a waiver of any other breach of this Agreement. No waiver shall be binding unless the waiver is in writing and signed by the party alleged to have waived the breach.

8. In the event that any provision of this Agreement shall be held void, voidable, or unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall remain in full force and effect, disregarding such unenforceable or invalid provision.

9. This Agreement is not intended to create any rights or interest for any other person or entity other than the SITE or the COLLEGE.

10. This Agreement will be governed by the laws of the State of Florida and shall in all respects be interpreted, enforced, and governed by Florida law.

11. The parties acknowledge that many student educational records are protected by the Family Educational Rights and Privacy Act ("FERPA"), and that student permission must be obtained before releasing specific Teacher Candidate data to anyone other than the COLLEGE. The COLLEGE agrees, upon a reasonable request by the SITE, to provide guidance to the SITE with respect to complying with FERPA.

12. The parties hereto acknowledge and agree that COLLEGE and SITE are each a political subdivision of the State of Florida. As such, the COLLEGE's and SITE's performance under this Agreement, and any amendments hereto or attachments herewith, shall at all times be subject to any and all Florida laws, Florida regulations, and the College's Rules which are applicable to the COLLEGE'S operations, commitments and/or activities, relevant to this Agreement and SITE's rules applicable to the SITE's operations relevant to this Agreement. The parties acknowledge that the COLLEGE's and/or SITE's performance under this Agreement is subject to the provisions and limitations of Section 762.28, Florida Statutes, the provisions and limitations of which are not waived, altered, or expanded by anything herein. Furthermore, nothing contained herein shall be construed or interpreted as: (i) denying to either party any remedy or defense available to each party under the laws of the State of Florida, (ii) the consent of the COLLEGE and/or SITE to be sued; or (iii) a waiver of sovereign immunity of the COLLEGE and/or SITE beyond the waiver provided in Section 768.28, F.S. As COLLEGE and SITE are political subdivisions of the State of Florida, this Agreement is subject to the applicable provisions of Florida Statutes regarding public access and other issues.

13. Both parties acknowledge and agree that as political subdivisions of the State of Florida, they are subject to the provisions of Chapter 119, *Florida Statutes*, regarding public access to records. The parties agree to comply with the applicable Florida Statutes as it relates the maintenance, generation and provision of access to all public records related to this Agreement.

14. The parties agree to keep a current written record of the specific SITES where Teacher Candidates are actually placed.

VII. DISPUTES RESOLUTION

1. The parties agree to periodically review and discuss the operation of the Agreement to ensure that each party's objectives hereunder are being satisfied. The parties shall confer as otherwise necessary to the administration of this Agreement.

2. In cases of conflict between a Teacher Candidate and a Cooperating Teacher that cannot be resolved, an appeal shall be made to the COLLEGE Faculty Supervisor. If resolution is not achieved, an appeal shall be made to the SITE principal or his/her designee and the COLLEGE administrator. If resolution is still not achieved, an appeal shall be made to the COLLEGE and SITE liaisons. Final resolution of conflicts, if necessary, shall be made by the SITE superintendent in consultation with the Dean of Education and Human Services or his/her designee.

VIII. TERMS; TERMINATION; NOTICE

1. This Agreement shall commence on the Effective Date and shall remain in effect for three (3) years, unless sooner terminated by either party in accordance with this section. Either party may terminate this Agreement without cause by giving ninety (90) days' prior written notice to the other party of its intention to terminate. Notwithstanding any such termination, all Teacher

Candidates already enrolled in and participating in education experiences at SITE at the time of the notice of termination shall be given a period of time not to exceed six (6) months from the date of the notice of termination during which to complete their education experiences at SITE.

2. Any notice given under this Agreement may be given by personal delivery, overnight air express, or certified United States mail, return receipt requested. Notice shall be deemed to be given either (a) upon actual receipt, if notice is by personal delivery or by overnight air express; or (b) five (5) business days after mailing, if the notice is by United States mail, return receipt requested. Notice under this Agreement shall be given in writing to the parties at the addresses stated below, or to such other persons or places as either party may from time to time designate by written notice to the other party.

If to the COLLEGE:

Name: Dr. Tara Haley
Title: Dean of Education and Human Services
College/Institution: Florida State College at Jacksonville
Address: 101 West State Street
City, State Zip: Jacksonville, FL 32202

If to the SITE:

Name: Dr. Sonya Jackson
Title: Director of Human Resources
Site: Gadsden County School District
Address: 35 MLK Blvd.
City, State Zip: Quincy, FL 32351

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date with the full intent to be bound by the provisions hereof.

COLLEGE: FLORIDA STATE COLLEGE AT JACKONVILLE

By (Signature): _____

Name: Dr. Tara Haley

Title: Dean of Education and Human Services

Date: _____

SITE: Gadsden County School District

By (Signature):

Name: Elijah Key

Title: Superintendent

Date: May 27, 2025

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8j

DATE OF SCHOOL BOARD MEETING: May 27, 2025

TITLE OF AGENDA ITEM: Walden University MOU/ Social Work Internship Agreement

DIVISION: Office of Professional Learning Services

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

PURPOSE AND SUMMARY OF ITEM:

To establish an MOU between Walden University and the Gadsden County School District for receiving internship students from Walden University's Bachelors of Social Work Program.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Kameelah Weeks

POSITION: Director of Professional Learning

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

1 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) 7

CHAIRMAN'S SIGNATURE: n/a

REVIEWED BY: _____

5/18/20

WALDEN UNIVERSITY

The following *Field Site Affiliation Agreement* is a legal contract between Walden University and a field site that addresses the responsibilities of each party with regard to field experience placements. A current *Field Site Affiliation Agreement* must be on file for any student to begin a field experience.

The *Field Site Affiliation Agreement* only needs to be signed and submitted once per site. Once a student submits their Field Education application, our coordinators will review if an agreement is on file between Walden University and the Field Site. If determined there is not, our coordinators will reach out to the site directly with this *Field Site Affiliation Agreement* for review.

The *Field Site Affiliation Agreement* must be signed by the appropriate signatory as determined by the field site (for example, the site supervisor or agency director). A fully signed agreement will be returned to the site supervisor once the agreement has been signed on Walden's end.

Any revisions to this standard template need to be approved by Walden's legal counsel through the Office of Applied Learning Agreements. If revisions are made to the contract, or if a field site requests to use an alternative contract, this must be reviewed and approved by the Office of Applied Learning Agreements. A copy of either the edited Walden agreement or the field site's alternative contract should be provided to the Walden coordinator who sent this document to the field site.

This template is editable only by the required highlighted fields.

Students and prospective field sites can contact the appropriate Walden Field Office with questions about affiliation agreements.

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U.S. FIELD SITE AFFILIATION AGREEMENT

THIS AGREEMENT (the "Agreement") is made and entered into as of the date of the final signature below by and between WALDEN UNIVERSITY, LLC, located at 100 Washington Avenue South, Suite 1210, Minneapolis, MN 55401 ("Walden") and **Gadsden County School District** located at **35 MLK Blvd. Quincy, FL 32351** ("Field Site").

RECITALS

WHEREAS, Walden offers undergraduate, graduate, and post-graduate programs in the fields of nursing, social work, counseling, psychology, and interdisciplinary studies (the "Programs") and seeks to partner with field sites for educational field experiences for Walden students (the "Students");

WHEREAS, field experiences shall include the Field Site's student education program conducted at the Field Site ("Field Experience Program");

WHEREAS, the Field Site is willing to make available its educational and professional resources to such Students; and

WHEREAS, Walden and the Field Site mutually desire to contribute to the education and professional growth of Walden Students.

NOW, THEREFORE, in consideration of the mutual promises and covenants hereinafter set forth it is understood and agreed upon by the parties hereto, as follows:

I. TERM AND TERMINATION

This Agreement shall commence on **5/27/25** (the "Effective Date") and shall continue for a period of five (5) years (the "Term"). Notwithstanding the foregoing, either party may terminate this Agreement for any reason or no reason, upon thirty (30) calendar days' prior written notice to the other party. In the event of termination or expiration of this Agreement before any participating Student(s) has completed the then-current term, such Student(s) shall be permitted to complete the then-current term subject to the applicable terms of this Agreement, which shall survive until the date of such completion.

II. WALDEN RESPONSIBILITIES

A. Walden shall be responsible for the assignment of Students to the Field Site. Walden agrees to refer to the Field Site only those Students who have completed the prerequisite course of study as determined by Walden.

B. Walden shall provide a field education coordinator (the "Walden Coordinator") who will act as a liaison between Walden and the Field Site and coordinate the Field Experience Program with the Field Site. The Walden Coordinator will be responsible for maintaining communication with the Field Site including, but not limited to:

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(1) Confirming any contact information for Students to the Field Site Coordinator, as defined below, prior to the Student assignment; and

(2) Supplying the Field Site with information regarding each Student's current level of academic preparation as may be required by the Field Site.

C. Walden shall provide an instructor (the "Walden Supervisor") who will serve as the academic course instructor and field experience instructor for the educational experience. The Walden Supervisor will have responsibilities including, but not limited to:

(1) Communicating with the Field Site Supervisor relating to each Student's educational experience at the Field Site;

(2) Evaluating student academic and Field Site work relating to the educational experience at the Field Site.

D. Walden shall provide the Field Site with information regarding the particular requirements relating to Field Experience Programs including required hours and supervision requirements.

E. Walden maintains student professional liability insurance with a single limit of no less than Two Million Dollars (\$2,000,000) per claim and Four Million Dollars (\$4,000,000) annual aggregate and general liability insurance with a single limit of no less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) annual aggregate, with umbrella liability coverage in amounts no less than One Million Dollars (\$1,000,000). Such general liability insurance policies shall provide additional coverage to Walden's Students. Walden shall provide the Field Site with proof of coverage upon request.

III. FIELD SITE RESPONSIBILITIES

A. When available, the Field Site shall assign a staff member to serve as the coordinator for the Field Experience Program at the Field Site (the "Field Site Coordinator"). The Field Site Coordinator shall be responsible for:

(1) Planning and coordinating the education arrangements between the Field Site, the Students and Walden;

(2) Serving as a liaison between the Field Site and Walden; and

(3) Developing and administering an orientation program for Student which will familiarize the Students with the Field Site and all applicable policies and procedures.

B. The Field Site shall assign a qualified staff member having the appropriate and required credentials to serve as the preceptor or supervisor (the "Field Site Supervisor") for each Student. The Field Site shall provide planned and regularly scheduled opportunities for educational supervision and consultation by the Field Site Supervisor. The Program requires supervision

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specifically by the Field Site Supervisor, and such supervision may not be delegated. Field Site Supervisors are responsible for providing, as applicable to the Program, role modeling, direct patient or client supervision, and professional interactions, and sharing expertise and experience. Field Site Supervisors are expected to voice concerns when student behaviors are in question or patient safety is of issue. Field Site Supervisors shall provide instruction and services in accordance with applicable laws and shall educate Students as to the requirements of the applicable laws. The Field Site Supervisor shall work with the Walden Supervisor to review and evaluate the Students in the Field Experience Program.

C. The Field Site shall provide learning experiences for the Students that are planned, organized and administered by qualified staff in accordance with mutually agreed upon educational objectives and guidelines.

D. Where applicable, the Field Site shall provide the Students with an orientation familiarizing students with all applicable State and Federal laws and regulations as they pertain to practice at the Field Site, which may include those pertaining to Standards for Privacy of Individually Identifiable Health Information (the "Privacy Rule") issued under the federal Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), which govern the use and/or disclosure of individually identifiable health information.

E. The Field Site shall ensure that the Students practice within the guidelines of any applicable professional ethics codes. The Field Site shall provide resources to Students for exploring and resolving any ethical conflicts that may arise during field training.

F. The Field Site Supervisor shall complete, with the Walden Supervisor and Student, all written evaluations of the Students' performance according to the timeline established by Walden. Evaluations will be submitted to the Walden Coordinator.

G. The Field Site reserves the right to dismiss at any time any Student whose health condition, conduct or performance is a detriment to the Student's ability to successfully complete the Field Experience Program at the Field Site or jeopardizes the health, safety or well-being of any patients, clients or employees of the Field Site. The Field Site Coordinator or assigned Field Site Supervisor shall promptly notify the Walden Coordinator and/or Walden Supervisor of any problem or difficulty arising with a Student and a discussion shall be held either by telephone or in person to determine the appropriate course of action. The Field Site will, however, have final responsibility and authority to dismiss any Student from the Field Experience Program.

H. If available at the Field Site, the Field Site agrees to provide emergency health care services for Students for illnesses or injury on the same basis as that which is provided to Field Site employees. With the exception of emergency care, the Students are responsible for providing for their own medical care needs. In the event that Field Site does not have the resources to provide such emergency care, Field Site will refer such Students to the nearest emergency facility.

I. The Field Site shall ensure adequate workspace for the Students and shall permit the use of instructional resources such as the library, procedure manuals, and client records as required by the Field Experience Program. Field Site shall provide Students with training on Field

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Site safety protocols, as applicable, and provide prompt notice to Walden of any situation involving threatened hazards or harm that may adversely impact the health or safety of Students.

J. In the event that Field Site allows students to participate in activities that are conducted virtually outside of the Field Site's facilities, such as allowing virtual visits, telehealth services, or other activities that do not involve in-person interaction, Field Site acknowledges that Walden does not control the performance, reliability, or security of the devices or networks used by students for these activities and Field Site shall be responsible for ensuring that such devices or networks meet Field Site's requirements.

K. The Field Site maintains general and professional liability insurance (or comparable coverage under a program of self-insurance) for itself and its employees with a single limit of no less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) annual aggregate. The Field Site shall provide Walden with proof of coverage upon request.

IV. STUDENT RESPONSIBILITIES

Walden shall inform Students that they are responsible for the following:

A. Students shall provide their own transportation to and from the Field Site as well as any meals or lodging required during the field experience.

B. Students shall agree to abide by the rules, regulations, policies and procedures of the Field Site as provided to the Students by the Field Site during their orientation at the Field Site and shall abide by the requirements of all applicable laws.

C. To the extent applicable, students shall agree to comply with the Standards for Privacy of Individually Identifiable Health Information (the "Privacy Rule") issued under HIPAA, which govern the use and/or disclosure of individually identifiable health information.

D. Students shall arrange for and provide to Field Site any required information including, but not limited to, criminal background checks, health information, verification of certification and/or licensure, insurance information and information relating to participation in federally funded insurance programs. It is incumbent on the Field Site, however, to inform Walden what information is required of the students prior to the beginning of the field experience.

V. MUTUAL RESPONSIBILITIES

A. FERPA. For purposes of this Agreement, pursuant to the Family Educational Rights and Privacy Act of 1974 ("FERPA"), the parties acknowledge and agree that the Field Site has an educational interest in the educational records of the Student participating in the Program to the extent that access to those records is required by the Field Site in order to carry out the Field Experience Program. Field Site and Walden shall only disclose such educational records in compliance with FERPA.

B. HIPAA. The parties agree that, if the Field Site is a covered entity under HIPAA:

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(1) to the extent that a Student is participating in the Field Experience Program:

(a) Student shall be considered part of the Field Site's workforce for HIPAA compliance purposes in accordance with 45 CFR §160.103, but shall not otherwise be construed to be employees of the Field Site;

(b) Student shall receive training by the Field Site on, and subject to compliance with, all of Field Site's privacy policies adopted pursuant to HIPAA; and

(c) Student shall not disclose any Protected Health Information, as that term is defined by 45 CFR §160.103, to which a Student has access through Field Experience Program participation that has not first been de-identified as provided in 45 CFR §164.514(a);

(2) Walden will never access or request to access any Protected Health Information held or collected by or on behalf of the Field Site that has not first been de-identified as provided in 45 CFR §164.514(a); and

(3) No services are being provided to the Field Site by Walden pursuant to this Agreement and therefore this Agreement does not create a "business associate" relationship as that term is defined in 45 CFR §160.103.

C. The Field Site and Walden will promote a coordinated effort by evaluating the Field Experience Program annually, planning for its continuous improvement, making such changes as are deemed advisable and discussing problems as they arise concerning this affiliation.

D. The parties agree that Students participating in the Field Experience Program are at all times acting as independent contractors and that Students are not and will not be considered employees of the Field Site or any of its subsidiaries or affiliates by virtue of a Student's participation in the Field Experience Program and shall not as a result of Student's participation in the Field Experience Program, be entitled to compensation, remuneration or benefits of any kind. Notwithstanding the above, Field Site affirms that it will comply with all local wage and labor laws that may be applicable to this Agreement, and Walden agrees to provide information that Field Site may require for such compliance.

E. The Field Site and Walden agree that Students will have equal access to their respective programs and facilities without regard for gender identity, race, color, sex, age, religion or creed, marital status, disability, national or ethnic origin, socioeconomic status, veteran status, sexual orientation or other legally protected status. Field Site and Walden will comply with all applicable non-discrimination laws in providing services hereunder.

F. Field Site represents that it has policies in place that are consistent with applicable laws to prevent and report instances of sexual harassment, sexual discrimination, and sexual misconduct and it will comply with these policies during its participation in the Field Experience Program. In the event that Field Site does not have such policies in place, it shall abide by Walden's

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Code of Conduct located at <https://www.waldenu.edu/legal/student-safety-title-ix> with regard to Walden's Students.

G. The parties understand that Walden is an online institution; therefore, there will be no on-site faculty presence from Walden on Field Site premises. Notwithstanding the foregoing, the Field Site agrees that it will allow representatives of the Walden and/or agencies responsible for approval of the Field Sites for the Field Experience Program or accreditation of the applicable Program curriculum to conduct visits to Field Site premises, in-person or virtually.

H. Field Site agrees to notify Walden of any internal or external allegations or reports of misconduct pertaining to a Student's participation in the Field Experience Program, including but not limited to sexual harassment complaints and ethic investigations, and provide the contact information of the individual responsible for Field Site's investigations. In the event a Student notifies the Walden of sexual misconduct by the Field Site, the Field Site Supervisor, an agent or employee of the Field Site, or another Student in the program, pursuant to Title IX of the Education Amendments of 1972 ("Title IX"), Walden will investigate and the parties will make reasonable efforts to cooperate with the investigation. The parties agree to meet and confer regarding any investigations including but not limited to on-site investigations pertaining to any Student(s), Field Site Supervisor(s), agents, or employees of the Field Site.

I. The terms and conditions of this Agreement may be amended by written instrument executed by both parties.

J. This Agreement is nonexclusive. The Field Site and Walden reserve the right to enter into similar agreements with other institutions.

K. This Agreement shall be governed by the laws of the State of Minnesota.

L. Any notice required hereunder shall be sent by certified or registered mail, return receipt requested and shall be deemed given upon deposit thereof in the U.S. mail (postage prepaid). Notices to Walden shall be sent to the Walden Coordinator at Walden University, LLC; 100 Washington Avenue South, Suite 1210; Minneapolis, MN 55401; with a copy to: Adtalem Global Education Inc., 500 W. Monroe Street, Suite 28, Chicago, IL 60661, Attn: General Counsel. Notices to Field Site shall be sent to **Dr. Sonya Jackson 35 MLK Blvd. Quincy, FL 32351**

M. Each party agrees to indemnify, defend, and hold harmless the other from all losses or liabilities resulting from the negligence or willful misconduct of the indemnifying party and/or its employees or agents arising under this Agreement, except to the extent such losses or liabilities are caused by the indemnified party's negligence or willful misconduct.

N. This Agreement sets forth the entire understanding of the parties hereto and supersedes any and all prior agreements, arrangements and understandings, oral or written, of any nature whatsoever, between the parties with respect to the subject matter hereof. This Agreement and any amendments hereto may be executed in counterparts and all such counterparts taken together shall be deemed to constitute one and the same instrument. The parties agree that delivery of an executed counterpart signature hereof by facsimile transmission, or in "portable document

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format” (“.pdf”) form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same effect as physical delivery of the paper document bearing the original signature.

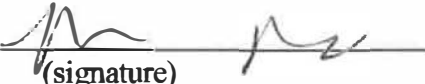
O. Each person signing this Agreement on behalf of a party represents to the other party that the execution and performance of this Agreement is duly authorized to sign this Agreement on behalf of the party and that this Agreement constitutes a valid and binding agreement of such party, enforceable according to its terms.

P. This Agreement will be binding upon and inure to the benefit of each of the parties, their successors, and assigns. Neither party may assign this Agreement or assign its rights or delegate its duties hereunder without the prior written consent of the other party (except in connection with a merger, sale of all or substantially all of a party’s assets, or other form of corporate reorganization of that party) and any purported assignment in violation of this Section will be without force or effect.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement, effective the date first above written:

WALDEN UNIVERSITY, LLC

FIELD SITE

By: 
(signature)

Name: Nina Nabors
(Print name)

Vice Provost,

Title: Division of Healthcare Access and Quality

Date: January 1st, 2024

By: _____
(signature)

Name: Elijah Key
(Print name)

Title: Superintendent

Date: 5/27/25

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8k

DATE OF SCHOOL BOARD MEETING: May 27, 2025

TITLE OF AGENDA ITEM: Request Approval of Contracts

DIVISION: Media & Technology

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

PURPOSE AND SUMMARY OF ITEM:

ERATE-USAC compensated and reimbursable services from vendors were accepted February 21, 2025. These are all renewal services and vendors for the FY beginning July 1, 2025, and continue until June 30, 2026. The services to be provided include Internet, Hosted voice communications, Wide Area Network transport(Connections to all school sites), support services and limited hardware purchase. We are requesting approval for the attached contracts.

FUND SOURCE: ERATE-USAC/District

AMOUNT: ` \$392,660

ERATE PORTION: \$301,342.50

PREPARED BY: John Thomas

District Portion: \$91,317.50

POSITION: Network Coordinator

 5/18/25

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

Contracts to be executed:

- Intratech Alliance
- Applied Com Tek
- TDS/Quincy Telephone

CONTRACT FOR SERVICES AND/OR PRODUCTS FOR
E-RATE YEAR 2024-2025 EXT 1 OF 4

	SERVICE PROVIDER "PROVIDER"	SCHOOL DISTRICT "APPLICANT"
Company Name:	Quincy Telephone Co. (TDS)	Gadsden County Schools
Contact Name:		John Thomas
SPIN:	143001441	
Address:		
City, State, ZIP		
Phone Number:		
Contract Awarded On:	3/11/24	

The **Applicant** and **Provider** sign this document for the purchase of eligible equipment and services as part of the E-Rate Year 2025 effort. Provider was selected based on Provider's response to Applicant's RFP, or on the basis of a qualifying Form 470. Applicant intends to file a Funding Request Form 471 with the Universal Services Administrative Company (USAC), Schools and Libraries Division (SLD) E-Rate Program for eligible equipment and services.

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

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

Provider agrees to abide by all terms and conditions of the Universal Service Act of 1996 as implemented by the SLD E-Rate Discount Program in the procurement, delivery, installation, invoicing and all other transactions associated with the project. The term of this contract shall commence on:

July 1, 2025 and shall terminate on June 30, 2026 (plus 4 one-year extension options) for recurring services.

(or Service Delivery/Contract Extension Date as approved by USAC).

Total costs of the goods and services shall not exceed SLD Pre-Discount Amount of \$ 250,260.00

FOR SERVICE PROVIDER

FOR APPLICANT

SPIN:

Signature:

Print Name:

Title:

Date:

2/21/25

Signature:

Print Name:

Title:

Date:

2/21/25

CONTRACT FOR SERVICES AND/OR PRODUCTS FOR
E-RATE YEAR 2025-2026

	SERVICE PROVIDER "PROVIDER"	SCHOOL DISTRICT "APPLICANT"
Company Name:	Intratech Alliance Corp	Gadsden County Schools
Contact Name:		John Thomas
SPIN:	143019937	
Address:	215 West Jefferson St	
City, State, ZIP	Quincy, FL 32351	
Phone Number:		
Contract Awarded On: 2/21/25		

The **Applicant** and **Provider** sign this document for the purchase of eligible equipment and services as part of the E-Rate Year 2025 effort. Provider was selected based on Provider's response to Applicant's RFP, or on the basis of a qualifying Form 470. Applicant intends to file a Funding Request Form 471 with the Universal Services Administrative Company (USAC), Schools and Libraries Division (SLD) E-Rate Program for eligible equipment and services.

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

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

Provider agrees to abide by all terms and conditions of the Universal Service Act of 1996 as implemented by the SLD E-Rate Discount Program in the procurement, delivery, installation, invoicing and all other transactions associated with the project. The term of this contract shall commence on:

July 1, 2025 and shall terminate on June 30, 2026 for recurring services.

July 1, 2025 and shall terminate on September 30, 2026 for non-recurring services
(or Service Delivery/Contract Extension Date as approved by USAC).

Total costs of the goods and services shall not exceed SLD Pre-Discount Amount of \$ 84,000.00

FOR SERVICE PROVIDER

FOR APPLICANT

SPIN:

Signature:

Print Name:

Title:

Date:

2/21/25

Signature:

Print Name:

Title:

Date:

2/21/25

CONTRACT FOR SERVICES AND/OR PRODUCTS FOR E-RATE YEAR 2025-2026

	<u>SERVICE PROVIDER "PROVIDER"</u>	<u>SCHOOL DISTRICT "APPLICANT"</u>
Company Name:	Applied Com-Tek	Gadsden County Schools
Contact Name:		John Thomas
SPIN:	143019087	
Address:	1750 Old Federal Road	
City, State, ZIP	Quincy, FL 32351	
Phone Number:	850-999-8848	
Contract Awarded On:	2/21/25	

The **Applicant** and **Provider** sign this document for the purchase of eligible equipment and services as part of the E-Rate Year 2025 effort. Provider was selected based on Provider's response to Applicant's RFP, or on the basis of a qualifying Form 470. Applicant intends to file a Funding Request Form 471 with the Universal Services Administrative Company (USAC), Schools and Libraries Division (SLD) E-Rate Program for eligible equipment and services.

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

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

Provider agrees to abide by all terms and conditions of the Universal Service Act of 1996 as implemented by the SLD E-Rate Discount Program in the procurement, delivery, installation, invoicing and all other transactions associated with the project. The term of this contract shall commence on:

July 1, 2025 and shall terminate on June 30, 2026 for recurring services.

July 1, 2025 and shall terminate on September 30, 2026 for non-recurring services
(or Service Delivery/Contract Extension Date as approved by USAC).

Total costs of the goods and services shall not exceed SLD Pre-Discount Amount of \$ 58,400.00

FOR SERVICE PROVIDER

FOR APPLICANT

SPIN:

Signature:

Print Name:

Title:

Date: 2/21/25

Signature:

Print Name:

Title:

Date: 2/21/25

Cable

E-Rate Utilization Summary Chart

FY: [1998](#) | [1999](#) | [2000](#) | [2001](#) | [2002](#) | [2003](#) | [2004](#) | [2005](#) | [2006](#) | [2007](#) | [2008](#) | [2009](#) | [2010](#) | [2011](#) | [2012](#) | [2013](#) | [2014](#) | [2015](#) | [2016](#) | [2017](#) | [2018](#) | [2019](#) | [2020](#) | [2021](#) | [2022](#) | [2023](#) | [2024](#) | [2025](#) | [All](#) [\[Print Version \]](#)

FY	Requested FRNs	Funded FRNs	486 on File	Requested Amount	Committed Category 1	Committed Category 2	Total Committed	Total Disbursed	Remaining Balance	Util. %
2025	5	2	2	\$301,342.50	\$258,714.00	\$0.00	\$258,714.00	\$0.00	\$258,714.00	0%
2024	6	6	6	\$459,847.50	\$267,192.00	\$204,211.50	\$471,403.50	\$17,000.00	\$454,403.50	4%
2023	5	5	5	\$427,956.00	\$254,556.00	\$173,400.00	\$427,956.00	\$427,956.00	\$0.00	100%
2022	6	6	6	\$474,676.12	\$254,556.00	\$220,120.12	\$474,676.12	\$474,676.12	\$0.00	100%
2021	6	5	5	\$472,445.31	\$254,556.00	\$43,265.00	\$297,821.00	\$269,313.50	\$28,507.50	90%
2020	17	6	6	\$658,323.49	\$378,558.00	\$149,403.82	\$527,961.82	\$451,803.82	\$76,158.00	86%
2019	4	4	4	\$500,629.21	\$358,560.00	\$115,951.65	\$474,511.65	\$444,649.64	\$29,862.01	94%
2018	16	7	7	\$474,459.50	\$355,584.01	\$0.00	\$355,584.01	\$333,722.04	\$21,861.97	94%
2017	7	7	7	\$398,815.20	\$389,581.20	\$0.00	\$389,581.20	\$334,298.85	\$55,282.35	86%
2016	7	7	7	\$434,160.00	\$424,884.42	\$0.00	\$424,884.42	\$327,391.05	\$97,493.37	77%
2015	35	32	32	\$1,578,114.39	\$835,560.00	\$683,288.93	\$1,518,848.93	\$1,241,243.04	\$277,605.89	82%
2014	14	5	5	\$7,627,668.82	\$1,005,953.90	\$0.00	\$1,005,953.90	\$623,185.14	\$382,768.76	62%
2013	23	15	15	\$6,915,144.64	\$1,008,475.81	\$0.00	\$1,008,475.81	\$955,669.71	\$52,806.10	95%
2012	15	12	12	\$999,723.78	\$659,246.57	\$0.00	\$659,246.57	\$615,964.79	\$43,281.78	93%
2011	22	21	21	\$2,625,899.83	\$1,151,367.48	\$1,027,580.40	\$2,178,947.88	\$1,370,534.74	\$808,413.14	63%
2010	18	18	18	\$592,379.77	\$480,063.47	\$109,161.70	\$589,225.17	\$588,934.68	\$290.49	100%
2009	16	13	13	\$445,978.19	\$254,539.28	\$88,991.44	\$343,530.72	\$343,530.70	\$0.02	100%
2008	22	20	20	\$784,675.39	\$530,624.22	\$239,016.58	\$769,640.80	\$732,726.75	\$36,914.05	95%
2007	17	14	14	\$1,592,023.08	\$186,416.56	\$363,792.34	\$550,208.90	\$508,105.44	\$42,103.46	92%
2006	18	17	17	\$681,924.74	\$214,401.11	\$392,909.93	\$607,311.04	\$558,191.94	\$49,119.10	92%
2005	19	19	19	\$738,078.47	\$170,982.47	\$567,096.00	\$738,078.47	\$736,812.50	\$1,265.97	100%
2004	15	14	13	\$312,462.95	\$201,059.33	\$96,124.61	\$297,183.94	\$251,514.15	\$45,669.79	85%
2003	16	13	13	\$275,100.82	\$121,163.87	\$145,152.02	\$266,315.89	\$207,851.52	\$58,464.37	78%
2002	20	19	19	\$694,798.03	\$128,576.46	\$503,417.06	\$631,993.52	\$621,619.02	\$10,374.50	98%
2001	25	24	23	\$344,411.97	\$166,456.08	\$173,602.74	\$340,058.82	\$300,504.89	\$39,553.93	88%
2000	35	28	28	\$858,482.26	\$145,409.59	\$671,070.51	\$816,480.10	\$800,778.97	\$15,701.13	98%

1999	39	37	35	\$800,704.83	\$138,387.52	\$624,512.86	\$762,900.38	\$646,287.51	\$116,612.87	85%
1998*	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%

Service Legend: Category 1 includes Telecomm, Voice, Data Transmission and/or Internet Access; Category 2 includes Internal Connections, Internal Connections Maintenance and Managed Internal Broadband Services

*Recurring service funding for FY 1998 was expanded from twelve to eighteen months to align original requests with the new fiscal funding year ending June 30, 1999.

[Last update: 05/08/2025]

E-Rate Organizer Funding Search Analysis for Funding Year 2025

1998 | 1999 | 2000 | 2001 | 2002 | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019
 | 2020 | 2021 | 2022 | 2023 | 2024 | **FY 2025** | All Years

[[Print Version](#)]**Applicant:** Gadsden County School District**Billed Entity:** [127617](#) **Type:** School District**Address:** 35 Martin Luther King Jr Blvd, Quincy, FL 32351

471	FRN	SPIN	Service Provider	Service*	Original Request	Current Commitment	Disbursed	Util. %	Discount
251016593	2599019588	143019087	Applied Com-Tek INC	IC	\$16,660.00	0	0	0%	85%
251016593	2599019593	143019937	Intratech Alliance Corp.	MIB	\$17,382.50	0	0	0%	85%
251016648	2599019664	143003990	Comcast Business Communications	IA	\$33,480.00	\$33,480.00	0	0%	90%
251016648	2599019671	143001441	Quincy Telephone Company (Florida)	IA	\$225,234.00	\$225,234.00	0	0%	90%
251039060	2599055736	143001441	Quincy Telephone Company (Florida)	IA	\$8,586.00	0	0	0%	90%
					\$301,342.50	\$258,714.00	\$0.00		

Service Legend: IA=Internet Access; T=Telecomm; VS=Voice; Services IC=Internal Connections; ICM=Internal Connections Maintenance; MIB = Managed Internal Broadband Service

NF = Not Funded/Denied

[Last update: 05/08/2025]

Funding Commitment Decision Letter

Funding Year 2025

Contact Information:

Hugh Manning
GADSDEN COUNTY SCHOOL DISTRICT
35 MARTIN LUTHER KING JR BLVD
QUINCY, FL 32351
hugh@k12-consultants.com

FCC Form 471: 251016648

BEN: 127617

Wave: 1

Application Nickname: Gadsden 2025 C1

Totals

Total Committed	\$258,714.00
------------------------	---------------------

What is in this letter?

Thank you for submitting your application for Funding Year 2025 Schools and Libraries Program (E-rate) funding. Attached to this letter, you will find the funding statuses for the FCC Form(s) 471, Services Ordered and Certification Form, that you submitted and referenced above.

The Universal Service Administrative Company (USAC) is sending this information to both the associated applicant(s) and the service provider(s) so that you can work together to complete the funding process.

Next Steps

1. Work with your service provider(s) to determine if your bills will be discounted or if you will request reimbursement from USAC after paying the full cost for the services you receive.
2. Review the [Children's Internet Protection Act \(CIPA\)](#) requirements and file the [FCC Form 486](#) (Service Confirmation and CIPA Certification Form). **The deadline to submit this form is 120 days from the date of this letter or from the service start date (whichever is later).**
3. Invoice USAC

- **If you (the applicant) are invoicing USAC:** You must pay your service provider(s) the full cost for the services you receive and file the [FCC Form 472](#), the Billed Entity Applicant Reimbursement (BEAR) Form, to invoice USAC for reimbursement of the discounted amount.
- **If your service provider(s) is invoicing USAC:** The service provider(s) must provide services, bill the applicant for the non-discounted share, and file the [FCC Form 474](#), the Service Provider Invoice (SPI) form, to invoice USAC for reimbursement for the discounted portion of costs. Every funding year, service providers must file an [FCC Form 473](#), the Service Provider Annual Certification Form, to be able to submit invoices and to receive disbursements.
- **To receive an invoice deadline extension, the applicant or service provider must request an extension on or before the last date to invoice. If you anticipate, for any reason, that invoices cannot be filed on time,** USAC will grant a one-time, 120-day invoice deadline extension if timely requested.

How to Appeal or Request a Waiver of a Decision

You can appeal or request a waiver of a decision in this letter **within 60 calendar days** of the date of this letter. Failure to meet this deadline will result in an automatic dismissal of your appeal or waiver request.

Note: The Federal Communications Commission (FCC) will not accept appeals of USAC decisions that have not first been appealed to USAC. However, if you are seeking a waiver of E-rate program rules, you must submit your request to the FCC and not to USAC. USAC is not able to waive the E-rate program rules.

- **To submit your appeal to USAC,** visit the Appeals section in the [E-rate Productivity Center \(EPC\)](#) and provide the required information. USAC will reply to your appeal submissions to confirm receipt. Visit USAC's [website](#) for additional information on submitting an appeal to USAC, including step-by-step instructions.
- **To request a waiver of the FCC's rules,** please submit it to the FCC in proceeding number CC Docket No. 02-6 using the [Electronic Comment Filing System](#) (ECFS). Include your contact information, a statement that your filing is a waiver request, identifying information, the FCC rule(s) for which you are seeking a waiver, a full description of the relevant facts that you believe support your waiver request and any related relief, and any supporting documentation.

For appeals to USAC or to the FCC, be sure to keep a copy of your entire appeal, including any correspondence and documentation, and provide a copy to the affected service provider(s).

Obligation to Pay Non-Discount Portion

Applicants are required to pay the non-discount portion of the cost of the eligible products and/or services to their service providers. Service providers are required to bill applicants for the non-discount portion of costs for the eligible products and/or services. The FCC stated that requiring applicants to pay the non-discounted share of costs ensures efficiency and accountability in the program. If using the BEAR invoicing method, the applicant must pay the service provider in full (the non-discount plus discount portion) **before** seeking reimbursement from USAC. If using the SPI invoicing method, the service provider must first bill the applicant **before** invoicing USAC.

Notice on Rules and Funds Availability

The applicants' receipt of funding commitments is contingent on their compliance with all statutory, regulatory, and procedural requirements of the Schools and Libraries Program and the FCC's rules. Applicants who have received funding commitments continue to be subject to audits and other reviews that USAC and/or the FCC may undertake to assure that committed funds are being used in accordance with such requirements. USAC may be required to reduce or cancel funding commitments that were not issued in accordance with such requirements, whether due to action or inaction of USAC, the applicant, or the service provider. USAC, and other appropriate authorities (including but not limited to the FCC), may pursue enforcement actions and other means of recourse to collect improperly disbursed funds.

Funding Commitment Decision Overview

Funding Year 2025

Application Comments for FCC Form 471: #251016648

BEN 212301 Bold Step Infant Care has been added to the FCC Form 471 application per the supporting documentation. <><><><><> BEN 16083521 Headstart Program has been added to the FCC Form 471 application per the supporting documentation.

Funding Commitment Decision Overview

Funding Request Number (FRN)	Service Provider Name	Amount Requested	Amount Committed	Status
2599019664	Comcast Business Communications	\$33,480.00	\$33,480.00	Funded
2599019671	Quincy Telephone Company (Florida)	\$225,234.00	\$225,234.00	Funded

BEN Name: GADSDEN COUNTY SCHOOL
DISTRICT
BEN: 127617

FCC Form 471: 251016648

Wave: 1

FRN 2599019664	Service Type Data Transmission and/or Internet Access	Status Funded
--------------------------	--	-------------------------

Dollars Committed			
Monthly Cost		One-time Cost	
Months of Service	12		
Total Eligible Recurring Charges	\$37,200.00	Total Eligible One Time Charges	\$0.00
Total Pre-discount Charges		\$37,200.00	
Discount Rate		90.00%	
Committed Amount		\$33,480.00	

Dates	
Service Start Date	7/1/2025
Contract Expiration Date	6/30/2027
Contract Award Date	3/11/2024
Service Delivery Deadline	6/30/2026
Expiration Date (All Extensions)	

Service Provider and Contract Information	
Service Provider	Comcast Business Communications
SPIN (498ID)	143003990
Contract Number	
Account Number	850-627-9651
Establishing FCC Form 470	240018822

Consultant Information	
Consultant Name	Rebecca Link
Consultant's Employer	K12 Consultants
CRN	16043612

Funding Commitment Decision Comments

MR1: Approved as submitted.

BEN Name: GADSDEN COUNTY SCHOOL
DISTRICT
BEN: 127617

FCC Form 471: 251016648

Wave: 1

FRN 2599019671	Service Type Data Transmission and/or Internet Access	Status Funded
--------------------------	--	-------------------------

Dollars Committed			
Monthly Cost		One-time Cost	
Months of Service	12		
Total Eligible Recurring Charges	\$250,260.00	Total Eligible One Time Charges	\$0.00
Total Pre-discount Charges		\$250,260.00	
Discount Rate		90.00%	
Committed Amount		\$225,234.00	

Dates	
Service Start Date	7/1/2025
Contract Expiration Date	6/30/2026
Contract Award Date	3/11/2024
Service Delivery Deadline	6/30/2026
Expiration Date (All Extensions)	6/30/2029

Service Provider and Contract Information	
Service Provider	Quincy Telephone Company (Florida)
SPIN (498ID)	143001441
Contract Number	n/a
Account Number	
Establishing FCC Form 470	240018822

Consultant Information	
Consultant Name	Rebecca Link
Consultant's Employer	K12 Consultants
CRN	16043612

Funding Commitment Decision Comments

MR1: Based on supporting documentation, BEN 35366 GREENSBORO ELEMENTARY SCHOOL, 161851 GADSDEN CENTRAL ACADEMY, 225508 GADSDEN ELEMENTARY MAGNET SCHOOL, 16034655 WEST GADSDEN MIDDLE SCHOOL have been removed from FRN 2599019671.001 as a recipients of service at the request of the applicant.

FCC Form 472 (BEAR) Notification Letter

January 06, 2025

GADSDEN COUNTY SCHOOL DISTRICT
35 MARTIN LUTHER KING JR BLVD
QUINCY, FL 32351

Contact Email Address: rebecca@k12-consultants.com

Re: Invoice Number: BEAR202424218

Applicant Form Identifier: Gadsden 2023 BEAR IA-MIBS F

Billed Entity Number: 127617

Invoice reimbursement payment in this letter: \$93216.00

Invoice reimbursement adjustments in this letter: \$0.00

Summary of reimbursement payments on this invoice to date: \$93216.00

Summary of invoice reimbursements pending payments: \$0.00

The Universal Service Administrative Company (USAC) has processed some or all of your FCC Form 472, Billed Entity Applicant Reimbursement (BEAR) Form.

In certain instances, an invoice line requested amount on this form is denied or modified. The BEAR Letter Applicant Reimbursement Report following this letter provides an explanation for any denials, modifications, or still-pending line items. Further details on invoice decision codes can be found on our website at <https://www.usac.org/e-rate/applicant-process/invoicing/invoice-decision-codes/>.

Once the applicant has resolved the errors indicated by the codes, the applicant may request reimbursement for unpaid or modified lines by logging into their One Portal account at <https://forms.universalservice.org/portal> and submitting a new BEAR Form.

If the applicant is not able to submit a new BEAR Form before the invoice deadline passes, the applicant or the service provider may submit a one-time request for a deadline extension. To request an extension of the invoicing deadline extension, refer to <https://www.usac.org/e-rate/applicant-process/invoicing/invoice-deadline-extensions/>.

For additional questions about this decision, please open a customer service case in the E-Rate Productivity Center (EPC) or call our Customer Service Center at (888) 203-8100. If the applicant or the service provider disagrees with USAC's decision, the applicant or the service provider may appeal this decision. You can find appeals information and instructions on the USAC website at <https://www.usac.org/about/appeals-audits/appeals/>. COMPLETE PROGRAM INFORMATION is posted on our website at <https://www.usac.org/e-rate>.

INVOICE BEAR202424218 LINE DETAILS REVIEWED IN THIS REPORT

Schools and Libraries Division
Universal Service Administration Company

BEAR NOTIFICATION LETTER APPLICANT REIMBURSEMENT REPORT

This report provides details of the status of all the invoice line items submitted on this BEAR Form. You can find specific information below the summary table for each line item processed on the date of this letter.

Further details on invoice decision codes can be found on our website at <https://www.usac.org/e-rate/applicant-process/invoicing/invoice-decision-codes/>.

INVOICE BEAR202424218 LINE SUMMARY TABLE

Line #	FY	FRN	Dollars	Status	Decision Code(s)
20418792	2023	2399029509	\$71400.00	Processed	
20418791	2023	2399029503	\$21816.00	Processed	

Invoice Number: BEAR202424218
 Invoice Line Number: 20418792
 Form 471 Application Number: 231021900
 Funding Request Number: 2399029509
 Service Provider Name: Intratech Alliance Corp.
 SPIN: 143019937
 Funding Year 2023: 07/01/2023 - 06/30/2024
 Contract Number: n/a
 Funding Commitment Decision: \$71400.00
 Reimbursement Request: \$71400.00
 Reimbursement Amount: \$71400.00

Invoice Number: BEAR202424218
 Invoice Line Number: 20418791
 Form 471 Application Number: 231021897
 Funding Request Number: 2399029503
 Service Provider Name: Comcast Business Communications
 SPIN: 143003990
 Funding Year 2023: 07/01/2023 - 06/30/2024
 Contract Number: N/A
 Funding Commitment Decision: \$21816.00
 Reimbursement Request: \$21816.00




Selecting Service Providers

After you close your competitive bidding process, you can evaluate the bids received and choose the bid that is the most cost-effective. You may consider as many factors in your evaluation as you want, but the price of the eligible products and services must be included as a factor and must be weighted more heavily than any other single factor. Remember, your FCC Form 470 and your Request for Proposals (RFP), if you issued one, must both have been publicly available for the same 28-day period as the FCC Form 470 before you can close your competitive bidding process.

If you received one bid, and that bid is cost-effective, you should memorialize that fact with a memo or email for your records. If you did not receive any bids, you can solicit bids. If you currently receive service from a service provider, you can ask your current provider to submit information in response to your FCC Form 470.

Constructing an Evaluation

To evaluate the bids you receive, you must **construct an evaluation**. You decide what factors you want to consider in your evaluation and how important each factor is to you. You can use as few or as many evaluation factors as you like, and you can assign percentages or points to the factors you use to reflect their relative importance. However, you must include the price of the eligible products and services as a factor and that factor must be weighted more heavily than any other single factor.

Preparing a **Bid Evaluation Matrix**  helps you evaluate bids and also provides documentation of the process you followed to select your service provider.

You can receive services:

- Under tariff or on a month-to-month basis. Services such as basic telephone service or Internet access may not require a contract. However, you must post an FCC Form 470 and open a competitive bidding process for these services each year.
- Under a contract: Tariffed or month-to-month services provided under a contract are considered to be contracted services. Eligible products and the upkeep of eligible products are generally provided under a contract. If you post an FCC Form 470 and sign a multi-year contract resulting from that posting, you do not have to post an FCC Form 470 or open a competitive bidding process again for the life of that contract.

Contracts

If you intend to receive services under contract, remember that the contract must have been preceded by the filing of an FCC Form 470. If you have an existing contract that was not signed as a result of posting an FCC Form 470, you can post an FCC Form 470 for the next funding year and consider your existing contract as a bid response. However, you must evaluate any other bids received as well, and your existing contract may not be the most cost-effective solution. The entity that filed the FCC Form 470 must also have followed the Schools and Libraries Program competitive bidding rules and all applicable state and local contract and procurement rules and regulations.

- You can sign a contract, which may be for one or more years and may include the option of voluntary extensions.
- If you are eligible, you can purchase services from a **state master contract**.
- If you are eligible to purchase from a state master contract but that contract will expire before or during the upcoming funding year, you and your state should follow the guidance for **state replacement contracts**.

Next step

Once you have chosen your service provider(s) and signed a contract, if applicable, you can file an FCC Form 471 to apply for discounts as soon as the FCC Form 471 application filing window opens.

Applied Com-Tek, Inc

1750 Old Federal Road

Quincy FL 32351

850-999-8848

Estimate

Date	Estimate #
3/5/2024	07704

Name / Address
USAC c/o Hugh Manning hugh@k12consultants.com SPIN 143019087

Terms	Project
Due on receipt	

Item	Description	Qty	Rate	Total
Cable	CAT 6 Duel Drops	300	400.00	120,000.00
			Total	\$120,000.00

QUOTE

Gadsden County School Board
35 Martin Luther King Jr Blvd
QUINCY FL 32351
USA

Date
28 Feb 2024

Expiry
30 Mar 2024

Quote Number
QU-2435

Intratech Alliance Corp
SPIN: 143019937

Intratech Alliance Corp
215 W Jefferson St
QUINCY FL 32351

2024-2025 Managed Services

Managed Services for Covered Sites

Description	Quantity	Unit Price	Tax	Amount USD
Managed Services Gadsden County School Board - Per Month (Configure, update and support for network equipment in all eligible locations.)	12.00	7,000.00	Tax Exempt	84,000.00
Subtotal				84,000.00
TOTAL USD				84,000.00

Terms

Payable monthly due upon receipt.

Records / FCC Forms 470

Gadsden 2025 A - #250008494

Summary [Generated Documents](#) [News](#) [Related Actions](#)

Please note: The following fields pull the most current data from the Contact User Profile and Applicant Entity Profile: Recipient(s) of Service, Contact Name, and Contact Phone Number. If you would like to review this FCC Form 470 with the data that was present upon certification, please navigate to the Generated Documents related dashboard on the left-hand side and click the Original Version document link.

Application Information

Nickname	Gadsden 2025 A	Created Date	12/6/2024 1:49 PM EST
Application Number	250008494	Created By	Rebecca Link
Funding Year	2025	Certified Date	12/6/2024 1:59 PM EST
Status	Certified	Certified By	Rebecca Link
Allowable Contract Date	1/3/2025	Last Modified Date	12/6/2024 1:59 PM EST
		Last Modified By	Rebecca Link

Billed Entity Information

Name	GADSDEN COUNTY SCHOOL DISTRICT	Billed Entity Number (BEN)	127617
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Application Type and Recipients of Service

Applicant Type	School District	Number of Eligible Entities	13
Recipient(s) of Service	<input type="checkbox"/> Public School		
	<input type="checkbox"/> Adult Education		
	<input type="checkbox"/> Public School District		

Contact Information

Name	Hugh Manning	Phone Number	724-350-4380
Email	hugh@k12-consultants.com		

Services Requested

There are no Services Requested For Category 1

Category 2: Internal Connections and Managed Internal Broadband Services

Type	Function	Number of Entities	Quantity	Unit	Manufacturer	Manufacturer Other Description	Installation and Initial Configuration?	Associated RFP
Internal Connections	Cabling	13	90000	Feet	No Preference		Yes	
Managed Internal Broadband Services	Existing Equipment	13						View RFP Documents

Category Two Narrative

IC: Cable; Quote Qty 600 Cat6 drops (150' per drop). Quote installation separately.
MIBS: See "Gadsden 2025 MIBS Inventory" for details and quantities.

Technical Contact Information

A technical contact has not been indicated

State or Local Procurement Requirements

State or Local Procurement Requirements have not been indicated

Funding Status Report

FRN Fund Year	FRN	Attach Name	Funding Status	471	Service Provider	Cat	Max Pre-Disc Expense Approved	Disc Percent Approved by USAC (FCDL) (T)	Funding Commitment Request (Disc)	Funding Commit Decision (FCDL) (USAC Portion)	District Portion	Appl FCDL Comments (V)	FCDL Comments (W)	FCDL Date
Gadsden County School District (5 FRN records)														
2025	2599019588	Cable		251016593	Applied Com Tek LLC	IC			\$16,660.00					
2025	2599019593	MIBS		251016593	Intratech Alliance Corp.	IC-MB			\$17,382.50					
2025	2599019664	Comcast IA 10G	F	251016648	Comcast Bus Comm	IA	\$37,200.00	90%	\$33,480.00	\$33,480.00	\$3720.00	BEN 212301 Bold Step Infant Care has been added to the FCC Form 471 application per the supporting documentation. BEN 16083521 Headstart Program has been added to the FCC Form 471 application per the supporting documentation.		04-26-25
2025	2599019671	TDS WAN 1G	F	251016648	Quincy Telephone Co.	WAN	\$250,260.00	90%	\$225,234.00	\$225,234.00	\$25,026.00	BEN 212301 Bold Step Infant Care has been added to the FCC Form 471 application per the supporting documentation. BEN 16083521 Headstart Program has been added to the FCC Form 471 application per the supporting documentation.		04-26-25
2025	2599055736	TDS IA 1G		251039060	Quincy Telephone Co.	IA			\$8586.00					
TOT							\$287,460.00		\$301,342.50	\$258,714.00	\$28,746.00			

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO: 8L

DATE OF SCHOOL BOARD MEETING: 5/27/2024

TITLE OF AGENDA ITEM: Master Contract for District Participation in PAEC 2025-2026

DIVISION: Business & Finance

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

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

Gadsden County School District is a member of the Panhandle Area Educational Consortium (PAEC).
This Master Contract covers the following services:

Contract for District Participation	District Point of Contact
Member Services	Elijah Key, Superintendent
Instructional Services	Kameelah Weeks, Director, Professional Learning
Human Resources Services	Dr. Sonya Jackson, Director, Human Resources
Gateway Educational Computing Consultants	Marleni Bruner, Director, Business & Finance
Student Data Services	Darlean Youmans, Coordinator, Admin Technology

This contract is effective **July 1, 2025**, for the 2025-2026 fiscal year.

FUND SOURCE: General Fund

AMOUNT: \$132,547.48

PREPARED BY: Marleni Bruner

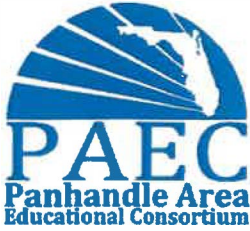
POSITION: Director of Business & Finance

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered

CHAIRMAN'S SIGNATURE: page(s) numbered



John T. Selover
Executive Director

753 West Boulevard
Chipley, FL 32428
Phone: (850) 638-6131
Fax: (850) 638-6134
paec.org

May 6, 2025

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

RE: Request school board approval for 2025-26 Contracts for PAEC Support Services

Dear Superintendent Key,

We appreciate the opportunity to continue serving your school district in 2025-26!

Please see the attached annual contracts for PAEC support service projects in which your district participates.

The contracts require school board approval and signatures:

- Panhandle Area Educational Consortium Member Services District Participation
- PAEC Instructional Services Contract for District Participation
- PAEC Human Resources Services Contract for District Participation
- PAEC Gateway Educational Computing Consultants Contract for District Participation
- PAEC Student Data Services Contract for District Participation

After signatures, please return a scanned signature page by August 15 to Jessica Baker (jessica.baker@paec.org). There is no need to mail the original.

Invoices for each service will be sent to your finance office in July.

Thank you, again, for choosing PAEC for these services.

Sincerely,

A handwritten signature in blue ink, appearing to be "JTS", written over the word "Sincerely,".

John T. Selover
Executive Director

JTS/lsa

Attachments



Advancing Schools & Communities for Student Success

CALHOUN – FAMU D R S – FRANKLIN – FSU BAY - GADSDEN – GULF – HOLMES –
JACKSON – JEFFERSON – LIBERTY – MADISON – TAYLOR – WAKULLA – WALTON - WASHINGTON

**AGREEMENT FOR DISTRICT PARTICIPATION IN THE
PANHANDLE AREA EDUCATIONAL CONSORTIUM**



A contract of the **School Board of Gadsden County, Florida**, hereinafter referred to as “District”, pursuant to Florida Statutes, Sections 1001.31, 1001.42, and 1001.451, adopting a plan for cooperating with school boards of other districts in this state in a Regional Consortium Service Organization, the Panhandle Area Educational Consortium (PAEC), for acquisition of materials, supplies, equipment, contracted services, and participation in programs and projects, when such meets specific needs of the District and is deemed educationally/monetarily beneficial by the District.

WHEREAS, The District has the power and the duty among other responsibilities to cooperate with other agencies in joint projects, programs, and services when it is to the best interest of the taxpayers of their county and for the best interest of the educational system and the school children of the school district, and

WHEREAS, it is necessary to adopt contracts spread upon the minutes of each participating school board, which provide a plan for cooperating with school boards of other districts in the state for the projects and activities cooperatively initiated, and

WHEREAS, the school boards of **Calhoun, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Liberty, Madison, Taylor, Wakulla, Walton, and Washington counties, FAMU Developmental Research School, and FSU Bay** and all such other eligible school boards which adopt a like agreement and are approved for Consortium membership by the Board of Directors, hereinafter called the Member Districts, with each district’s respective Superintendent holding full rights as a voting member of the PAEC Board of Directors, have established and participated in the Panhandle Area Educational Consortium (PAEC), a Regional Consortium Service Organization, jointly performing, bidding, contracting for, and purchasing certain materials, supplies, equipment, and services to be used in respective school systems and

WHEREAS, the school boards of **Calhoun, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Liberty, Madison, Taylor, Wakulla, Walton, and Washington counties, FAMU Developmental Research School, and FSU Bay** and all such other eligible school boards which adopt a like contract, agree to serve as an alternate processing site for each other in the case of a disaster that interrupts their critical information technology operations. The alternate processing site’s responsibility would include providing a location with a computer, printer and internet access.

WHEREAS, the Consortium is operated in compliance with all Florida Statutes and State Board of Education Administrative Rules, with all programs, services, projects, and activities initiated through recommendation of the Board of Directors to its designated District of Record, the Washington County School Board (WCSB), for approval.

- I. SPECIFIC DISTRICT NEEDS.** That specific needs identified by the District School Board can be better met through cooperative programs/services undertaken with other participating school boards. Such needs include, but are not limited to:
- A. Educational/instructional needs of specific student populations.
 - B. Professional learning often mandated by law, for both instructional and non-instructional personnel.
 - A. Supplementary contracted services to compensate for limited staff, staff time, or expertise in federal and state mandated programs.
 - B. Student evaluation services.
 - C. Reduction in overhead costs of administration and conducting specific programs/activities through pooling of resources.
 - D. Financial advantages of cooperatively bidding and/or purchasing: materials, supplies, equipment, services, and programs that afford district protection.
- I. FEE-BASED/GRANT-BASED SERVICES TO DISTRICT.** That the District does hereby determine that it is in the best interest of the taxpayers of their county to cooperate with other school districts in the

operation of the PAEC, availing themselves of the services which meet specific district needs. Projects, programs, and contracted services may also be provided to non-member districts. Non-member districts shall pay for contracted services or goods received in the manner provided in Section IV of this Agreement or in the manner designated by the Board of Directors. Services will be provided through the PAEC. The services provided include, but are not necessarily limited to, the bidding, contracting, and purchasing arrangements pursuant to a plan of implementation for the following:

- A. Professional Learning Center with electronic learning content and management system
- B. Federal and State Discretionary Programs
- C. Federal and State Mandated Programs
- D. Cooperative Bidding & Purchasing
- E. Risk Management Services (Property Casualty Insurance, Group Health Insurance)
- F. Financial and Data Management Information Services (Gateway)
- G. Distance/Virtual Learning Services
- H. Instructional Services
- I. Resource Development
- J. Exceptional Student Education Services
- K. Federal and State Grant Procurement and Coordination
- L. Student Data Services
- M. Any other services recommended by the Board of Directors of the Consortium and approved by the District of Record, currently the Washington County School Board

II. METHOD(S) OF EVALUATION. That the Superintendent or designee will, annually, evaluate the results of services provided through the PAEC as follows:

- A. For services rendered without direct assessment to the district, such as participation in various projects funded by the state or federal government (ex. FDLRS, SEDNET, Migrant Education, Title IV, etc.), your superintendent and staff will review:
 - 1. Quality of service provided, including professionalism of personnel involved
 - 2. Alignment with the district's instructional professional learning plan
 - 3. Alignment of program activity to the needs of the district
- B. For contracted services, (ex. Risk Management, Student Data Services, Gateway Finance/Payroll, Professional Learning Center, PAEC Virtual Instruction , etc.), your superintendent and staff will review:
 - 1. Quality of service provided, including professionalism of personnel involved
 - 2. Cost efficiency
 - 3. Alignment of program activity to the needs of the district
 - 4. Benefits derived by the district. Fulfillment of obligations itemized in the agreement
- C. For professional learning provided, (ex. principal leadership academy, new teacher academy, online professional learning via ePDC, add-on endorsement programs, leadership conference, etc.), your superintendent and staff will review:
 - 1. Quality of service provided, including professionalism of personnel involved
 - 2. Cost efficiency
 - 3. Alignment with the professional learning needs of the district
- D. For cooperative programs/activities (ex. cooperative purchasing, etc.) involving pooling of

districts' resources, your superintendent and staff will review:

1. Quality of service provided, including professionalism of personnel involved
2. Cost efficiency
3. Alignment of program activity to the needs of the district

III. DISTRICT COST-SHARE. The District will pay allocated costs for the services or goods received through participation in specific programs, projects, or activities of the Consortium. All assessments of compensation will be based on actual costs incurred, as itemized in contracts and/or invoices. The projected cost will be furnished to the superintendent prior to implementation of the service, with adjustments for actual costs being made only upon mutual consent of both parties.

IV. PENALTIES AND SEVERABILITY.

- A. Should the District of Record, currently WCSB, in its capacity as fiscal agent for PAEC, be assessed a penalty or fine (including reimbursement of grant funds) by any governmental agency or authority arising out of and based on improper administration of a grant by PAEC, then the Member Districts would share responsibility for satisfaction of the penalty or fine based on the following:
 1. 50% of the fine or penalty shall be allocated equally among all the Member Districts.
 2. The remaining 50% of the fine or penalty shall be allocated among the Member Districts according to each district's percentage of the total FTE.
 3. The total of the amount to be allocated among the Member Districts under subparagraphs 1) and 2) shall first be reduced by any and all amounts recoverable by insurance or other bonds.
- B. Each Member District acknowledges and agrees that, as a condition of continued participation in the PAEC, each Member District is required to comply with and perform the above provision regarding satisfaction of any such fines or penalties. In the event that a Member District fails to satisfy its allocation as set forth above, the PAEC Board of Directors shall determine the repayment schedule for the Member District and any interest due PAEC. Member District agrees that if repayment has not been made by the date of expiration of this repayment period, said district:
 1. Shall no longer be eligible for participation as a Member District in PAEC.
 2. Shall no longer be a member of PAEC.
 3. Shall not be entitled to continue to receive any of the benefits of membership in PAEC. Any Member District whose participation in PAEC is terminated under this agreement shall pay all allocated costs that have accrued to that district by virtue of participation in PAEC through the end of the month during which termination of participation occurs.
- C. In the event a Member District's participation is terminated pursuant to the foregoing paragraph B, and that former member has not satisfied its allocated share of any fine or penalty in accordance with paragraph A, then the allocated share of each of the remaining Member Districts shall then be re-determined in accordance with paragraph A based on the number of the remaining Member Districts and their respective percentage of the total FTE.
- D. The District of Record, currently WCSB, shall be responsible, only as allocated above as a Member District, for any such penalty or fine (including reimbursement of grant funds) assessed by any governmental agency or authority arising out of and based on improper administration of a grant by PAEC. In the event that the other Member Districts fail to comply with the above provisions relating to satisfaction of fines or penalties, WCSB shall have the right to terminate its fiscal agent agreement during the term of said agreement on the following terms:
 1. WCSB must give written notice and a thirty-day opportunity to cure any such failure to comply to the Member District or districts involved and to PAEC;

2. Termination shall not be permitted during the term of the agreement if the noncompliance is cured within the thirty-day period;
 3. Fiscal agent fees from PAEC to WCSB shall continue only through the end of the month during which the Agreement is terminated.
- E. Should the District of Record, currently Washington County School Board (WCSB), based on its own mismanagement or negligence, be assessed a fine or penalty (including reimbursement of grant funds) or be prohibited by any governmental agency or court from receiving any grant, PAEC (through its Board of Directors) shall have the right to terminate the fiscal agent agreement with WCSB by giving written notice and may appoint a new fiscal agent. Fiscal agent fees from PAEC to WCSB shall continue only through the end of the month during which the Agreement is terminated. There shall be no other monetary liability from PAEC or any other Member District to WCSB in the event of any such termination.
- F. Should PAEC be dissolved or moved to a different physical location by action of the PAEC Board of Directors, the District of Record, currently WCSB, shall dispose of the current PAEC facility in accordance with the terms of the Annual Fiscal Agent Agreement Between the Washington County District School Board and the Panhandle Area Educational Consortium ("Annual Agreement"), reflecting PAEC's equitable ownership in its current physical facility. The PAEC Board of Directors would determine the use of the funds from the sale of the property.
- G. It is understood and agreed by all members of PAEC that the foregoing provisions of Section V shall not alter the waiver of sovereign immunity or extend the respective member's liability as set forth in Section 768.28, Florida Statutes.

V. GOVERNANCE OF PAEC. That the organization and governance of the PAEC shall be as follows:

- H. The Board of Directors has designated the WCSB to serve as the District of Record for contractual and reporting purposes for the Consortium. Said Board will:
1. Serve as employer for all Consortium staff, establishing policies in collaboration with the Board of Directors by which all personnel so employed will be governed. The District of Record assumes no liability for continued employment of Consortium staff in the event of loss of funds, discontinuation of project services or a reduction in force by Consortium Board of Directors. Additionally, the provisions of Section V (Penalties and Severability) shall apply to the extent that the District of Record (currently WCSB) were to be found liable and required by an administrative agency or court of competent jurisdiction to make a payment for unpaid wages or other losses to an employee of PAEC as a result of an employment action taken by PAEC so that any such liability shall be shared by the members of PAEC. The provisions of Section V shall only apply, however, in the event the order is not reversed or vacated on appeal. Additionally, nothing herein shall be construed or intended by any member or PAEC to serve as a waiver of any immunity of any kind. This provision shall not apply in the event it was deemed to be any such waiver of any type of immunity from liability. Moreover, it is understood and agreed by all members of PAEC that the foregoing provisions of Section V shall not alter the waiver of sovereign immunity or extend the respective member's liability as set forth in Section 768.28, Florida Statutes.
 2. Serve as title holder for building complex on 753 West Boulevard, Chipley for PAEC and its Member Districts according to "Annual Fiscal Agent Agreement Section B. Equitable Ownership of Building Complex at 753 West Boulevard".
 3. Serve as District of Record for the Consortium, with mutually agreed upon compensation for services. These services will include, but not be limited to:
 - a. Monthly financial report to Member Districts.
 - b. Separate report on the financial status of the Consortium in the annual financial report of the District to the Commissioner.

4. Per Florida Statutes and Florida Administrative Code, approve all programs, projects, contracts, bids, and procedures for operation of the Consortium as part of the District of Record's consent agenda. If an action is not approved, written explanation of just cause shall be provided to the PAEC Board of Directors within fourteen (14) days of the District of Record's decision.
- I. The Board of Directors for the Consortium shall be composed of the Superintendents of all Member Districts. The Directors will:
 1. Determine all policies for operation of the Consortium.
 2. Determine programs, products, contracted services, and charges for services rendered by the Consortium.
 3. Determine Consortium salary schedule and compensation plan.
 4. Recommend establishment of positions and individuals for appointment to the District of Record.

The Board of Directors has full authority to control the Consortium within the parameters of Florida Statutes, State Board of Education administrative rules, and the Board-approved policies of the school board of the District of Record.

- J. An Executive Director, recommended by the Board of Directors and approved by the school board of the District of Record, will manage the operation of the Consortium. Said Executive Director will:
 1. Be responsible for compliance of Consortium operation with all Consortium policies, applicable State Laws, and State Board of Education Regulations.
 2. Keep the Board of Directors and District of Record apprised of all Consortium activities.

VI. TERMS OF AGREEMENT. The term of this Agreement shall commence and be deemed in full force and effective as of July 1, 2025. The terms of this Agreement shall be one (1) fiscal year with an annual renewal option.

VII. TERMINATION OF AGREEMENT. The district must submit a written notice of intent to withdraw ("Terminate") from the Member Services program on district letterhead, signed by the Superintendent, at least six months before the June 30 renewal date. If the Executive Director does not receive timely written notice, the Agreement will automatically renew for one year.

This Agreement among the Member Districts of the Consortium, as set forth in this Agreement, will be in operation and effect from July 1, 2025, by action of the various school boards named herein, and upon adoption by the Cooperating Boards joined together in this Consortium, shall be binding for one (1) fiscal year from said date of July 1, 2025.

For PAEC membership, each district pays a fixed base sum of \$3,000 plus \$2.00 / FTE based on the 3rd calculation of the previous school year.

For the above-described services, **The District** agrees to pay **The School Board of Washington County, Florida**, Fiscal Agent, and District of Record for **PAEC**, the sum of **\$11,541.62** payable upon completion of this Agreement.

BOD approval: April 9, 2025

WCSB approval: April 14, 2025

**PANHANDLE AREA EDUCATIONAL CONSORTIUM
INSTRUCTIONAL SERVICES
CONTRACT FOR DISTRICT PARTICIPATION**



A contract of **The School Board of Gadsden County, Florida**, pursuant to Florida Statutes 1001.42. (14) and the Florida State Board of Education Administrative Rule 6A-1.099, FAC, adopting an agreement made by and between **The School Board of Washington County, Florida**, fiscal agent for **The Panhandle Area Educational Consortium (PAEC)** and **The School Board of Gadsden County, Florida**, has been reviewed by both parties. It is the decision of these participants that the contract for rendering services and benefits shall commence as of July 1, 2025, and shall end on June 30, 2026.

WHEREAS The District has the power and the duty, among other responsibilities, to cooperate with other agencies in joint programs when it is in the best interest of the district, taxpayers, the education system, and the school children of the participating district, and

WHEREAS The District agrees to participate along with other participating and member districts in the PAEC Instructional Services Division and

WHEREAS PAEC operates in compliance with all Florida Statutes and State Board of Education Administrative Rules, with all charges and assessments for services being made as recommended by the PAEC Instructional Services Advisory Council and approved by the Board of Directors of PAEC.

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

I. SERVICES TO DISTRICTS

A. The Instructional Services division will:

1. Comply with all requirements of s.119.07, F.S., Florida's Public Records Act.
2. Collaborate with district curriculum and professional learning directors through a PAEC district liaison to assess content assistance needs.
3. Coordinate and facilitate the PAEC Instructional Services Council meetings with district instructional and curriculum administrators, providing opportunities for networking and sharing effective practices and Florida Department of Education updates.
4. Provide technical assistance with the implementation of legislative mandates and FLDOE initiatives and assist, when appropriate, in seeking legislative funding for local initiatives.
5. Support district efforts to align curriculum with Florida's State Academic Standards by:
 - a. Facilitating ongoing implementation of the standards.
 - b. Assisting with resources and materials.
 - c. Analyzing assessment data to identify strengths and weaknesses.
6. Develop and deliver evidence-based workshops for educators, integrating appropriate technology, adult learning principles, and Florida's Professional Learning Standards.
7. Provide professional learning on standards-based instruction, including:
 - a. Analyzing Florida's academic standards and benchmarks.
 - b. Developing standards-aligned learning targets and success criteria.
 - c. Aligning instruction, student tasks, and assessments with academic rigor.
8. Identify and apply research-based strategies and resources to support effective instruction for all students.
9. Collaborate with district personnel to support classroom walkthroughs upon request.
10. Provide classroom support based on walkthrough/observation findings and administrative requests, including modeling best practices and curriculum planning.

11. Offer online, blended, or in-person professional learning—at no additional cost—for:
 - a. ESOL, Athletic Coaching, and Reading Add-On Endorsement courses
 - b. Classroom Management
 - c. Florida's Reading Multi-Sensory requirement
 - d. Data Analysis
 - e. Clinical Educator Training
12. Provide subject matter experts to assist with identified district needs, such as classroom management, absenteeism, and crisis prevention intervention through face-to-face workshops when applicable.
13. Use a PAEC liaison to conduct needs assessments and develop district-specific support plans with measurable outcomes.
14. Coordinate multi-district professional learning activities in collaboration with district curriculum and literacy contacts.
15. Partner with organizations/agencies to offer professional learning opportunities, handling registration, tracking, and evaluation follow-ups.
16. Collaborate with colleges/universities to share consortium training opportunities.
17. Assist districts/schools in selecting presenters for targeted professional learning.
18. Coordinate key professional events, including:
 - a. Annual Leadership Conference for district and school leadership
 - b. Role-like Cadres/Convenings to include Leadership, Instructional Coaches, Counselors, Content Area teachers, CTE, etc.
 - c. Textbook Adoption Fairs as needed or required by the State.
19. Leverage technology to maximize accessibility and minimize travel when appropriate.

B. Professional Learning Services, to be included under the Instructional Services division, are as follows:

1. Professional Learning Coordination & Compliance
 - a. Manage the 5-year Professional Learning Catalog with annual review, revision, and submission for board approval.
 - b. Develop and update add-on endorsement plans, and the Leadership Development Plan as required by FDOE.
 - c. Integrate a standardized electronic Professional Learning Plan (PLP) through the electronic Professional Development Connections (ePDC).
 - d. Utilize PAEC ePDC to ensure participants earn in-service credit for professional learning activities.
 - e. Review and revise the Annual Professional Learning Needs Assessment, ensuring district access.
 - f. Maintain and update electronic Professional Development Connections (ePDC) to meet Florida Statute and FDOE guidelines.
 - i. Continuously revise ePDC for usability and evolving educator/district needs.
 - ii. Provide annual ePDC training for district administrators.
 - iii. Offer PAEC online courses
2. Provide pre-audit technical assistance for Florida's Professional Learning System Protocol site visits.

II. GOVERNANCE

As part of its work, the PAEC Instructional Services Division shall have an Instructional Services Advisory Council. The officers of the Council will be chairperson and co-chairperson. Officers will also be voting members. The term of office will be two (2) years provided the officeholder has been reappointed to the Instructional Services Council by his/her district school board. Nominees for chairperson shall have served a minimum of 12 months prior to nomination. The Council shall assist the PAEC Executive Director in the overall management of PAEC Instructional Services.

III. DISTRICT RESPONSIBILITIES

- A. The Superintendent will appoint one representative who will serve as the primary Instructional Services Division contact (POC) between PAEC and the district.
- B. POCs will designate a backup contact.
- C. Responsible for facilitating internal communication regarding available training to district personnel.
- D. Responsible for attending conference calls and training.
- E. Responsible for providing feedback on meeting sites, agenda items, etc.

IV. PAEC ASSETS

Training and Website materials provided by the PAEC Instructional Services Division are strictly for the internal use of participating districts, including their administrators, staff, teachers, students, and parents. These materials cannot be reprinted, duplicated, sold, or distributed to anyone outside the participating school or school district without the express written consent of PAEC.

- V. District Financial Participation.** The District will pay for services received through participating in the PAEC Instructional Services. All assessments will be based on actual costs incurred, prorated among participants. Each participating district hereby agrees to pay a sum per most recent unweighted FTE 3rd calculation at a rate of \$6.00/unweighted FTE. Reported unweighted FTE is 4,270.81 and the total participation sum is \$25,624.86. This contribution shall be the total obligation of each participating district during the agreement year. Payment must be made by the District and received by PAEC by October 1.

- VI. TERMS OF AGREEMENT.** The term of this agreement with the PAEC Instructional Services Division shall commence as of July 1 of each school year (the “renewal date”) and shall end on June 30 of each school year (the “termination date”) unless the participating district chooses to renew this contract for an additional year. Each District entering a contract with the PAEC Instructional Services Division shall do so effective July 1 unless specified to the contrary.

VII. TERMINATION OF AGREEMENT

A. TERMINATION BY DISTRICT

Written notice of intent to withdraw (“Terminate”) on district letterhead, signed by the Superintendent from participation in the PAEC Instructional Services contract, must be provided by the participating district to the PAEC Executive Director at least six months prior to the renewal date. This contract will automatically renew for an additional 1-year period if such written notice is not received in a timely manner by the PAEC Executive Director.

B. SUSPENSION OF SERVICES BY PAEC

The Board of Directors of PAEC may suspend and decline providing services to a participating district because of failure to:

- Make full payment by October 1st of each year.
- For DRS schools, provide proof of agreement with their statutorily assigned university affiliate (s. 1003.32, FS) by October 1st of each year.

C. WITHDRAWAL BY FISCAL AGENT

The fiscal agent must provide written notification by certified mail to the Superintendent/DRS Director of each participating district if services are to be discontinued. Notification must be received at least six months prior to the renewal date (July 1st).

VIII. ADMINISTRATIVE/STAFFING

PAEC Instructional Services Division is administered under the PAEC Board of Directors. Washington County Schools will serve as the Fiscal Agent and District of Record. PAEC Instructional Services Division staff will be under the supervision of the PAEC Executive Director and function as part of the consortium staff. The Instructional Services Division shall contribute its pro-rata share of the PAEC/Fiscal Agreement Annual Agreement and PAEC Overhead Funding Plan.

IX. EQUIPMENT PURCHASES AND TRANSFERS

The equipment purchased to facilitate the division operation will be vested in the PAEC District of Record, the Washington County School Board, according to the present PAEC Agreement. If the PAEC Instructional Services Division is transferred to another District of Record, all equipment purchased with PAEC Instructional Services Division funds will be transferred to the new district upon approval of the PAEC Board of Directors.

For the above-described services, The District agrees to pay the District School Board of Washington County, Florida, fiscal agent, and District of Record for PAEC the sum of **\$25,624.86**, payable upon execution of this contract.

BOD approval: April 9, 2025
WCSB approval: April 14, 2025

**PANHANDLE AREA EDUCATIONAL CONSORTIUM
HUMAN RESOURCES SUPPORT SERVICES
CONTRACT FOR DISTRICT PARTICIPATION**



A contract of **The School Board of Gadsden County, Florida**, hereinafter referred to as “District,” pursuant to Florida Statutes 1001.42(14) and Florida State Board of Education Administrative Rule 6A-1.099, FAC, adopting an agreement made by and between **The School Board of Washington County, Florida, fiscal agent for The Panhandle Area Educational Consortium (PAEC)** and **The School Board of Gadsden County Florida**, has been reviewed by both parties. It is the decision of these participants that the contract for rendering of services and benefits shall commence as of July 1, 2025 and shall end on June 30, 2026.

WHEREAS, The District has the power and the duty among other responsibilities to cooperate with other agencies in joint programs when it is to the best interest of the district, taxpayers, the education system, and the school children of the participant, and

WHEREAS, The District agrees to participate along with other participating and member districts in the PAEC Human Resources Support Services and

WHEREAS, PAEC is operated in compliance with all Florida Statutes and State Board of Education Administrative Rules, with all charges and assessments for services being made as recommended by PAEC and approved by the Board of Directors of PAEC.

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

I. SERVICES TO DISTRICT

The specific needs, which will be met by consortium activity as they relate to the Human Resources Support Services to Districts, are:

- A. PAEC Human Resources Support Services will comply with all requirements relating to s.119.07, F.S, Florida’s public records act.
- B. Assist in streamlining Human Capital Management System and utilizing system data metrics.
- C. Facilitate networking and sharing of best practices in school district Human Resources.
- D. Assist district in planning and coordinating targeted professional development.
- E. Collaborate and inform on all matters related to innovative recruitment and retention initiatives/strategies.
- F. Provide training and support for implementation of Skyward Fast Track.
- G. Assist in development of recruitment programs, budgets, brochures, and other related material.
- H. Target specific universities and teaching colleges within Florida and out-of-state, if applicable, for recruitment visits (includes registration fees for respective career fairs).
- I. Coordinate with district staff to plan a recruitment event for the Northwest Florida region.
- J. Work with district and PAEC staff to implement comprehensive induction programs that include mentoring, staffing high need/critical areas, alternative certification options and community involvement in welcoming and supporting new teachers.
- K. Work with districts on grow-your-own teacher initiatives (including Future Educator Clubs).
- L. Serve as a liaison with the Florida Department of Education Educator Recruitment Development and Retention Office and work to secure support for PAEC recruitment initiatives.

II. GOVERNANCE

PAEC Human Resources Support Services shall be under the PAEC Business Services Department.

III. DISTRICT RESPONSIBILITIES

- A. Superintendent will appoint one representative who will serve as the primary HR contact (POC) between PAEC and district.
- B. POCs will designate a backup contact.
- C. Responsible for attending conference calls and trainings.
- D. Responsible for providing feedback on meeting sites, agenda items, etc.

IV. PAEC ASSETS

Training and Website materials provided by the PAEC Human Resources Support Project are strictly for the internal use of participating districts, including their administrators, staff, teachers, students, and parents. These materials cannot be reprinted, duplicated, sold, or distributed to anyone outside the participating school or school district without the express written consent of PAEC.

- V. DISTRICT FINANCIAL PARTICIPATION.** The District will pay for services received through participating in the PAEC Human Resources Project. All assessments will be based on actual costs incurred, prorated among participants on a base sum of \$3,534.82 plus a sum per unweighted FTE. Each participating district hereby agrees to pay a sum per most recent unweighted FTE 3rd calculation at a rate of .66 per unweighted FTE. Reported unweighted FTE is \$4,270.81 and the total participation sum is \$6,353.55 This contribution shall be the total obligation of each participating district during the agreement year unless additional assessments are approved by the District. Payment must be made by the District and received by PAEC by September 15th.

- VI. TERMS OF AGREEMENT.** The term of this agreement with PAEC Human Resources Services shall commence as of July 1 of each school year (the “renewal date”) and shall end on June 30th of each school year (the “termination date”) unless the participating district chooses to renew this contract for an additional year. Each District entering into a contract with PAEC Human Resources Services shall do so effective July 1st unless specified to the contrary.

VII. TERMINATION OF AGREEMENT

A. TERMINATION BY DISTRICT

The district must submit a written notice of intent to withdraw (“Terminate”) from participation in the PAEC Human Resources Services program on district letterhead, signed by the Superintendent, at least six months before the June 30 renewal date. If the PAEC Executive Director does not receive timely notice, the contract will automatically renew for one year.

B. SUSPENSION OF SERVICES BY PAEC

The Board of Directors of PAEC may suspend and decline to provide services to a participating district because of failure to:

- Make full payment by October 1st of each year.

- For DRS schools, provide proof of agreement with their statutorily assigned university affiliate (s. 1003.32, FS) by October 1st of each year.

C. WITHDRAWAL BY FISCAL AGENT

The fiscal agent must provide written notification by certified mail to the Superintendent/DRS Director of each participating district if services are to be discontinued. Notification must be received at least six months prior to the renewal date (July 1st).

VIII. ADMINISTRATIVE/STAFFING

PAEC Human Resources Services Project is administered under the PAEC Board of Directors. Washington County Schools will serve as the Fiscal Agent and District of Record. PAEC Human Resources Services Project staff will be under the supervision of the PAEC Executive Director and function as part of the consortium staff. The Human Resources Services Project shall contribute its pro-rata share of the PAEC/Fiscal Agent Annual Agreement and PAEC Overhead Funding Plan.

IX. EQUIPMENT PURCHASES AND TRANSFERS

The equipment purchased to facilitate the center operation will be vested in the PAEC District of Record, the Washington County School Board according to the present PAEC Agreement. If the PAEC/Human Resources Services Project is transferred to another District of Record, all equipment purchased with PAEC/Human Resources Services Project funds will be transferred to the new district upon approval of the PAEC Board of Directors.

For the above-described services, The District agrees to pay The School Board of Washington County, Florida, fiscal agent, and District of Record for PAEC, the sum of 6353.5546 payable upon execution of this contract.

BOD approval: April 9, 2025

WCSB approval: April 14, 2025

**PANHANDLE AREA EDUCATIONAL CONSORTIUM
GATEWAY EDUCATIONAL COMPUTING CONSULTANTS PROJECT
CONTRACT FOR DISTRICT PARTICIPATION**



A contract of **The School Board of Gadsden, Florida**, pursuant to Florida Statutes 1001.42(14) and Florida State Board of Education Administrative Rule 6A-1.099, FAC, adopting an agreement made by and between **The School Board of Washington County, Florida**, fiscal agent for **The Panhandle Area Educational Consortium (PAEC)** and **The School Board of Washington County Florida**, has been reviewed by both parties. It is the decision of these participants that the contract for rendering of services and benefits shall commence as of July 1, 2025, and shall end on June 30, 2026.

WHEREAS, The District has the power and the duty among other responsibilities to cooperate with other agencies in joint programs when it is to the best interest of the district, taxpayers, the education system, and the school children of the participant, and

WHEREAS, The District agrees to participate along with other participating and member districts in the Gateway Educational Computing Consultants (Gateway) and

WHEREAS, the PAEC is operated in compliance with all Florida Statutes and State Board of Education Administrative Rules, with all charges and assessments for services being made as approved by the Board of Directors of PAEC as extended to include all the superintendents of districts participating in the Gateway Project.

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

- I. SERVICES TO DISTRICTS.** The general services to be provided by Gateway are:
- A.** PAEC Gateway Services will comply with all requirements relating to s.119.07, F.S, Florida's public records act.
 - B.** Contracting for software updates, maintenance, and technical assistance.
 - C.** Application of software updates implemented at hosting service.
 - D.** Training of district personnel with regard to:
 - 1. Initial and continuing implementation of system
 - 2. Operational changes required by software updates
 - 3. Operational changes per requirements of the Florida Department of Education.
 - E.** On-site and telephone consultation to provide technical assistance and problem correction.
 - F.** Technical assistance in the maintenance of files to provide long-term records
 - G.** Technical assistance in the operation of data processing equipment necessary to operate the system.
 - H.** Maintenance of disk packs required for software libraries and online user files.
 - I.** Technical assistance in providing required automated files to DOE.
 - J.** Maintenance of system job control language (JCL) required for the execution of software and changes necessary to the execution of district or institution level jobs within the application of the system.
 - K.** Technical assistance in support of district processes at outside organizations and/or companies where the data being used originates from within the Gateway system. In order to provide this assistance, the districts authorize Gateway to have access to the data stored on such outside systems.
 - L.** PAEC Gateway staff members will serve as backup Security Administrators to the District's Security Manager. As backup Security Administrators PAEC Gateway staff will provide: 1) security access for new users by creating new accounts and giving access to modules and/or screens, and 2) update security for current users who may change jobs or whose job responsibilities have changed. PAEC Gateway staff will have two individual user IDs/passwords with permissions for system-wide access on product setup, and inquiry only setup on finance and payroll. View only access will ensure security control are maintained. Passwords for these two users will change as set by the district and according to the ISCorp Contingency Plan.

PAEC will also have a PAEC user ID/password that will only be utilized to run jobs sent to the auditor general's office including other scheduled jobs as needed by the district.

II. GOVERNANCE

The PAEC Board of Directors has established the PAEC Gateway Educational Computing Consultants entity to work with districts on their financial data processing needs. As part of its work, the PAEC Gateway Educational Computing Consultants shall have an Advisory Committee. The Gateway/PAEC Project is administered under the PAEC Board of Directors extended to include the superintendents from non-PAEC districts participating in the Gateway Project, with each participating district having one (1) vote. Five (5) voting members present will constitute a quorum. Washington County School Board shall serve as Fiscal Agent and District of Record. The Gateway staff will be under the supervision of the PAEC Executive Director and function as a part of the consortium staff. The Gateway PAEC Project shall contribute its pro rata share of the PAEC/Fiscal Agent Annual Agreement, Annual Employee Termination Benefits Plan (for staff paid from project budget) and PAEC Overhead Funding Plan.

III. DISTRICT RESPONSIBILITIES

- A. Superintendent will appoint one representative to serve on the Advisory Committee and that person will serve as the primary Finance contact (POC) between PAEC Gateway and the district.
- B. POCs will designate a backup contact.
- C. Responsible for attending conference calls and trainings.
- D. Responsible for troubleshooting before reporting and providing clear and concise examples when reporting issues.
- E. Responsible for importing data into system.
- F. Responsible for facilitating internal training to district personnel.
- G. Responsible for setting up two individual IDs and passwords for Gateway staff to serve as backup Security Administrators, as needed. Responsible for setting up the general PAEC user ID and password. District will set permissions for individual users as follows: system-wide access on product setup, and inquiry only setup on finance and payroll. Passwords for these two users will change as set by the district and according to the ISCorp Contingency Plan.
- H. District will have established procedures to include periodic evaluations of all system changes to detect and remedy any unauthorized changes.

IV. PAEC ASSETS. Training and Website materials provided by PAEC Gateway are strictly for the internal use of participating districts, including their administrators, staff, teachers, students, and parents. These materials remain the property of PAEC Gateway and cannot be reprinted, duplicated, sold, or distributed to anyone outside the participating school or school district without the express written consent of PAEC Gateway.

V. DISTRICT FINANCIAL PARTICIPATION. The District will pay for services received through participating in the PAEC Gateway Educational Computing Consultants. All assessments will be based on actual costs incurred, prorated among participants on a base sum of \$18,600.00 plus unweighted FTE. Each participating district hereby agrees to pay a base sum per most recent unweighted FTE 3rd calculation at a rate of \$ _2.0395027800_ /unweighted FTE. This contribution shall be the total obligation of each participating district during the agreement year. Payment must be made by the District and received by PAEC by September 15th.

VI. TERMS OF AGREEMENT. The term of this agreement with PAEC Gateway Educational Computing Consultants shall commence as of July 1 of each school year (the “renewal date”) and shall end on June 30 of each school year (the “termination date”) unless the participating district chooses to renew this contract for an additional year. Each District entering into a contract with PAEC Gateway shall do so effective July 1 unless specified to the contrary.

VII. TERMINATION/SUSPENSION OF AGREEMENT

A. TERMINATION BY DISTRICT

Written notice of intent to withdraw (“Terminate”) from the PAEC Gateway Educational Computing Consultants program on district letterhead, signed by Superintendent, at least six months before the

June 30 renewal date. If the PAEC Executive Director does not receive timely notice, the contract will automatically renew for one year.

B. SUSPENSION OF SERVICES BY PAEC

The Board of Directors of PAEC may suspend and decline to provide services to a participating district because of failure to:

- Make full payment by October 1st of each year.
- For DRS schools, provide proof of agreement with their statutorily assigned university affiliate (s. 1003.32, FS) by October 1st of each year.

C. WITHDRAWAL BY FISCAL AGENT

The fiscal agent must provide written notification by certified mail to the Superintendent/DRS Director of each participating district if services are to be discontinued. Notification must be received at least six months prior to the renewal date (July 1st).

VIII. ADMINISTRATIVE/STAFFING

PAEC Human Resources Services Project is administered under the PAEC Board of Directors. Washington County Schools will serve as the Fiscal Agent and District of Record. PAEC Human Resources Services Project staff will be under the supervision of the PAEC Executive Director and function as part of the consortium staff. The Human Resources Services Project shall contribute its pro-rata share of the PAEC/Fiscal Agent Annual Agreement and PAEC Overhead Funding Plan.

IX. EQUIPMENT PURCHASES AND TRANSFERS. The equipment transferred from the former district of record, the School Board of Bay County, will be vested in Washington County School Board according to the present PAEC Agreement. If the Gateway Project is transferred to another District of Record, all equipment purchased with Gateway Project funds will be transferred to the new district upon approval of the PAEC Extended Board of Directors.

For the above-described services, The District agrees to pay The School Board of Washington County, Florida, fiscal agent and District of Record for PAEC the sum of \$22,406.14 for Gateway Services, the Skyward License Fee of \$27,445.61, and the ISCorp hosting fee of \$8311.70- Qmlativ conversion cost of 5,579.99 a total of \$63,743.44 - payable upon execution of this contract.

BOD approval: April 9,2025

WCSB approval: April 14, 2025

**PANHANDLE AREA EDUCATIONAL CONSORTIUM
STUDENT DATA SERVICES
CONTRACT FOR DISTRICT PARTICIPATION**



A contract of The School Board of Gadsden County, Florida (The District), pursuant to Florida Statutes 1001.42(14) and Florida State Board of Education Administrative Rule 6A-1.099, FAC, adopting an agreement made by and between **The School Board of Washington County, Florida**, fiscal agent for **The Panhandle Area Educational Consortium (PAEC)** and The School Board of Gadsden County, Florida (The District), has been reviewed by both parties. It is the decision of these participants that the contract for rendering of services and benefits shall commence as of July 1, 2025 and shall end on June 30, 2026.

WHEREAS, The District has the power and the duty among other responsibilities to cooperate with other agencies in joint programs when it is to the best interest of the district, taxpayers, the education system, and the school children of the participant, and

WHEREAS, The District agrees to participate along with other participating and member districts in the PAEC Student Data Services and

WHEREAS, PAEC is operated in compliance with all Florida Statutes and State Board of Education Administrative Rules, with all charges and assessments for services being made as recommended by the PAEC Student Data Services Advisory Committee and approved by the Board of Directors of PAEC (a/k/a PAEC Student Data Services).

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

I. SERVICES TO DISTRICT. The specific services to be provided pursuant to this agreement by PAEC Student Data Services relate to the Focus Student Information System (SIS), and are:

- A. Student Information System recommendations for compliance with Florida Department of Education (FLDOE) student database and student reporting requirements.
- B. Help desk support will be provided for only district level MIS primary and/or backup contact(s) to provide technical assistance to any SIS application related problem Monday-Friday 8am-5pm Eastern time, excluding holidays scheduled by PAEC District of Record, the Washington County School Board. Programming bugs and enhancement requests will be escalated by PAEC Student Data Services to Focus School Software as necessary and district MIS contacts will be copied.
- C. Upon mutually agreed dates, each district may utilize up to two days per year on-site with a Student Data Services staff member for either consultation with only primary and/or backup contact to provide technical assistance on any SIS application related problem or training for district staff on any SIS application related procedures.
- D. Training of district MIS contact:
 1. Regularly scheduled webinar training sessions to cover topics suggested by PAEC and the districts MIS contacts.
 2. Quarterly training sessions on pertinent procedures involving the Student Information System.
 3. Other specific needs recommended by the Advisory Committee of PAEC Student Data Services and approved by the PAEC Board of Directors.
- E. Weekly hot topic email newsletter.
- F. Web repository of training documents and videos.
- G. Custom PHP programs, Custom SQL Reports, and Custom SQL Integrations as deemed necessary by PAEC Student Data Services.
- H. Import Templates and Instructions for use as deemed necessary by PAEC Student Data Services.

STUDENT DATA SERVICES

CONTRACT FOR DISTRICT PARTICIPATION

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II. GOVERNANCE. The PAEC Board of Directors has established the PAEC Student Data Services entity to work with districts on their SIS needs. As part of its work, PAEC Student Data Services shall have an Advisory Committee. The Committee shall assist the PAEC Executive Director in the overall management of PAEC Student Data Services. The Advisory Committee shall consist of one (1) voting member from each district, appointed by the district Superintendent or equivalent for districts without a Superintendent and that person will serve as the primary MIS contact (POC) between PAEC Student Data Services and the district. POCs will designate an alternate contact. The POC and the alternate will serve on the Committee until 1) a staff change is made prohibiting the appointed representative to serve, or 2) a notice is received by the Superintendent or designee that a change is being made. A quorum must be present to take action. The Committee will have a chair and a co-chair who will serve two (2) year terms on alternating rotations. The chair and co-chair will be elected by the Committee.

III. DISTRICT RESPONSIBILITIES

- A. Provide and report accurate and clean data.
- B. Responsible for attending conference calls and trainings.
- C. Responsible for troubleshooting before reporting and providing clear and concise examples when reporting issues.
- D. Responsible for importing data (i.e. test scores) into the system.
- E. Responsible for facilitating internal training to district personnel.

IV. PAEC ASSETS. Training and Website materials provided by PAEC Student Data Services are strictly for the internal use of participating districts, including their administrators, staff, teachers, students, and parents. These materials remain the property of PAEC Student Data Services and cannot be reprinted, duplicated, sold, or distributed to anyone outside the participating school or school district without the express written consent of PAEC Student Data Services.

V. DISTRICT FINANCIAL PARTICIPATION. The District will pay for services received through participating in the PAEC Student Data Services program. All assessments will be based on actual costs incurred, prorated among participants on a base of \$16,500 plus a sum per unweighted FTE. Each participating district hereby agrees to pay, a sum of \$2.04 per most recent unweighted FTE 3rd calculation or October student count if FTE information is unavailable for a district plus the Workforce Development Information System (WDIS) Adult General Education (AGE) unduplicated headcount as per the 2023-24 year's enrollment. This contribution shall be the total obligation of each participating district during the agreement year. Payment must be made by the District and received by PAEC by September 15th.

VI. TERMS OF AGREEMENT. The term of this agreement with PAEC Student Data Services shall commence as of July 1 of each school year (the "renewal date") and shall end on June 30 of each school year (the "termination date") unless the participating district chooses to renew this contract for an additional year. Each District entering into a contract with PAEC Student Data Services shall do so effective July 1 unless specified to the contrary.

VII. TERMINATION/SUSPENSION OF AGREEMENT

A. TERMINATION BY DISTRICT

Written notice of intent to withdraw ("Terminate") from participation in the PAEC Student Data Services program must be provided by the participating district to the PAEC Executive Director at least

STUDENT DATA SERVICES

CONTRACT FOR DISTRICT PARTICIPATION

Page 3 of 4

six months prior to the renewal date. This contract will automatically renew for an additional 1-year period if such written notice is not received in time by the PAEC Executive Director.

B. SUSPENSION OF SERVICES BY PAEC

The Board of Directors of PAEC may suspend and decline to provide services to a participating district because of failure to:

Make full payment by October 1st.

For DRS schools, provide proof of agreement with their statutorily assigned university affiliate (s. 1003.32, FS) by October 1st.

C. WITHDRAWAL BY FISCAL AGENT

The fiscal agent must provide written notification by certified mail to the Superintendent/DRS Director of each participating district if services are to be discontinued. Notification must be received at least six months prior to the renewal date (July 1st).

VIII. ADMINISTRATIVE/STAFFING. PAEC Student Data Services is administered under the PAEC Board of Directors. Washington County Schools will serve as the Fiscal Agent and District of Record. PAEC Student Data Services staff will be under the supervision of the PAEC Executive Director and function as part of the consortium staff. The Student Data Services program shall contribute its pro-rata share of the PAEC/Fiscal Agent Annual Agreement and PAEC Overhead Funding Plan.

IX. EQUIPMENT PURCHASES AND TRANSFERS. The equipment purchased to facilitate the center operation will be vested in the PAEC District of Record, the Washington County School Board, according to the present PAEC Agreement. If the PAEC Student Data Services program is transferred to another District of Record, all equipment purchased with PAEC Student Data Services program funds will be transferred to the new district upon approval of the PAEC Board of Directors.

X. FERPA STATEMENT. PAEC recognizes that the District is an educational institution subject to the Family Educational Rights and Privacy Act ("FERPA") and that PAEC may have access to student information. PAEC agrees that it is a "School Official" (as that term is used in FERPA) with a "legitimate educational interest" in any Data that is protected by FERPA and, therefore, agrees that with respect to all Data that is protected by FERPA, to the extent that PAEC accesses unencrypted Data that is subject to FERPA, PAEC will comply with all obligations of a School Official with respect to such access.

XI. PUBLIC RECORDS: To the extent that PAEC meets the definition of "contractor" under Section 119.0701, Florida Statutes, in addition to other contract requirements provided by law, PAEC must comply with public records laws, including the following provisions of Section 119.0701, Florida Statutes:

- A. Keep and maintain public records required by the District to perform the service.
- B. Upon request from the District's custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for

STUDENT DATA SERVICES

CONTRACT FOR DISTRICT PARTICIPATION

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the duration of the contract term and following completion of the contract if records are not transferred to the District.

- D. If PAEC transfers all public records to the District upon completion of the contract, PAEC shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If PAEC keeps and maintains public records upon completion of the contract, PAEC shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the District, upon request from the District custodian of public records, in a format that is compatible with the information technology systems of the District.
- E. If PAEC has questions regarding the application of chapter 119, Florida Statutes, to PAEC's duty to provide public records relating to this agreement, contact the custodian of public records at the District.
- F. PAEC acknowledges that the District cannot and will not provide legal advice or business advice to PAEC with respect to its obligations pursuant to this section related to public records. The party further acknowledges that it will not rely on the District or its counsel to provide such business or legal advice, and that the party has been advised to seek professional advice with regard to public records matters addressed by this agreement. The party acknowledges that its failure to comply with Florida law and this contract with respect to public records shall constitute a material breach of this contract and grounds for termination.

For the above-described services, The District agrees to pay The District School Board of Washington County, Florida, fiscal agent and District of Record for PAEC the sum total of \$25,284.01 - payable upon execution of this contract.

BOD approval: April 9, 2025

WCSB approval: April 14, 2025



**Master Contract for
District Participation in PAEC
2025-2026**

This Master Contract is between Panhandle Area Educational Consortium through its District of Record, the School Board of Washington County and the School Board of Gadsden County. This signature page is incorporated into and subject to all terms and conditions of the attached individual contracts.

Support Service:	District Assessment:
PAEC Membership Services	\$11,541.62
Instructional Services	\$25,624.86
Human Resources Support Services	\$6,353.55
Gateway Educational Computing Consultants Services (Finance/Payroll)	
Gateway Support Services (\$4,904.58 credit)	\$22,406.14
Skyward License Fee (<i>flow through to Skyward</i>)	\$27,445.61
Skyward Qmlativ Conversion Fee (<i>flow through to Skyward</i>)	\$5,579.99
ISCorp Hosting Fee (<i>flow through to Skyward</i>)	\$8,311.70
Student Data Services	\$25,284.01
TOTAL	\$132,547.48
<i>Please make payment to PAEC by September 15, 2025</i>	

School Board of Gadsden County

Elijah Key, Superintendent

Date: _____

Leroy McMillan, Board Chairman

Date: _____

**School Board of Washington County on behalf of
Panhandle Area Educational Consortium**

Thomas Register, Superintendent

Date: *5/16/25*

Will Taylor, Board Chairman

Date: _____

John T. Selover, Executive Director
Panhandle Area Educational Consortium

Date: _____

BOD approval: April 9, 2025
WCSB approval: April 14, 2025

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8m

DATE OF SCHOOL BOARD MEETING: May 27, 2025

TITLE OF AGENDA ITEM:

English Language Learners (ELL) Plan 2025-2028

English and Spanish

DIVISION:

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

PURPOSE AND SUMMARY OF ITEM:

The English Language Learners (ELL) Plan is updated by the school district every 3 years per Florida Statue Rule 6A-6.0905 by the Florida Department of Education. The prepared plan is for the period from 2025-2028. The document is signed by the Superintendent, Chairperson of the District PLC, and approved by the school board.

FUND SOURCE: General Fund

AMOUNT: \$100,000

PREPARED BY: Lucia Esquivel

POSITION: PAEC Administrator for Business Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

☒ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 1 ✓
CHAIRMAN'S SIGNATURE: page(s) numbered 1

District English Language Learners (ELL) Plan

**Contact Person: Lucia Esquivel
LEA: Gadsden County, Florida
Email: lucia.esquivel@paec.org
Phone: 850-328-3175**

**Rule 6A-6.0905
Form ESOL 100**

Original signatures on Signature Pages are to be submitted to:

Bureau of Student Achievement through Language Acquisition
Florida Department of Education
325 West Gaines Street
444 Turlington Building
Tallahassee, Florida 32399-0400

FDOE INTERNAL USE ONLY

(1) NAME OF THE DISTRICT:	(2) CONTACT NAME/TITLE:	(3) CONTACT PHONE NO (EXT.): EMAIL ADDRESS:
Gadsden	Lucia Esquivel. EL Director	850-328-3175 Lucia.esquivel@paec.org
(4) MAILING ADDRESS: 35 M.L. King Blvd. Quincy, FL 32351		(5) PREPARED BY: (If different from contact person) First Name: Last Name: Mailing Address: Phone No:
(6) CERTIFICATION BY SCHOOL DISTRICT The filing of this application has been authorized by the School Board and the undersigned representative has been duly authorized to submit this plan and act as the authorized representative of the district in connection with this plan. I, Elijah Key, do hereby certify that all facts, figures, and representations made in this plan are true and correct. Furthermore, all applicable statutes, rules, regulations, and procedures for program and fiscal control and for records maintenance will be implemented to ensure proper accountability.		
Signature of Superintendent or Authorized Agency Head		Date Signed
Date of Governing Board Approval		
(7) Chairperson representing the District ELL Parent Leadership Council (PLC)		
Name of Chairperson representing the District ELL PLC: Maria Luz Oyervides		
Contact Information for District PLC Chairperson: Mailing address: 512 West Washington St., Quincy, FL 32351 E-mail Address: silviaoyervides18@gmail.com Phone Number: 850-743-8409 Date final plan was discussed with PLC: 04/10/2025		
Signature of the Chairperson of the District PLC		Date Signed by PLC Chairperson

DISTRICT ENGLISH LANGUAGE LEARNERS PLAN ASSURANCES AND CERTIFICATION

School districts are required to abide by a set of assurances when developing and implementing programs and services to students classified as English Language Learners (ELLs), and are required to ensure school- and district-level personnel comply with all the requirements and provisions set forth in the laws, rules, regulations, and federal court orders listed below:

- The requirements set forth in Section 1003.56, Florida Statutes;
- The requirements set forth in Rules 6A-6.0902; 6A-6.09022; 6A-6.09091; 6A-6.0903; 6A-6.0907; 6A-1.0503, Florida Administrative Code (F.A.C.), and other applicable State Board of Education Rules;
- The requirements of the Elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act of 2015;
- The requirements of the Consent Decree in the League of United Latin American Citizens et al. v. the State Board of Education, 1990;
- The requirements of the Florida Educational Equity Act, 1984;
- The requirements based on the Fifth Circuit Court decision in Castañeda v. Pickard, 1981;
- The requirements based on the Supreme Court decision in Plyler v. DOE, 1982;
- The requirements based on the Supreme Court decision in Lau v. Nichols, 1974;
- The requirements of the Equal Educational Opportunities Act of 1974;
- The Requirements of Section 504 Rehabilitation Act of 1973;
- The requirements of the Office for Civil Rights Memorandum of May 25, 1970;
- The requirements of the Title VI and VII Civil Rights Act of 1964; and
- The requirements of the Office for Civil Rights Standards for the Title VI Compliance.

By signature below, I, Elijah Key, do hereby certify that procedures, processes and services that are described herein shall be implemented in a manner consistent with the requirements and provisions of the requirements set forth above.

Superintendent's Signature

Date Signed

Section 1: Identification (Rule 6A-6.0902, F.A.C.)

Enrollment Procedures and Administration of the Home Language Survey (HLS).

Describe the Local Education Agency (LEA) registration procedures to register English Language Learners (ELLs). Responses should include the following:

How do LEA procedures compare to those followed for non-ELLs?

Into what languages are the HLS translated?

How does the LEA assist parents and students who do not speak English in the registration process?

How do you identify immigrant students?

How is Date Entered US School (DEUSS) obtained in the registration process?

Please include a link to your HLS.

Section 2: English Language Proficiency Assessment (Rule 6A-6.0902, F.A.C.)

1. English Language Proficiency (ELP) Assessment

What is the title of the person(s) responsible for administering the ELP assessment of potential ELLs in the LEA? (Check all that apply.)

- ☐ Registrar
- ☒ ESOL Coordinator/Administrator
- ☐ Other (Specify)

2. Listening and Speaking Proficiency Assessment

List the Listening and Speaking (Aural/Oral) assessment(s) used in the LEA and procedures followed to determine if a K-12 student is an ELL.

Describe the procedures to ensure that the Listening and Speaking assessment(s) are administered within 20 school days of the student's initial enrollment.

If the student answers yes on the HLS, the registrar places the HLS data in the ESOL contact's mailbox. The ESOL contact or bilingual para will review forms daily, schedule the assessment, records test results and then emails both the teacher and registrar once testing is completed to ensure that the listening and speaking test is performed

within 20 days of enrollment. All students who are not proficient on the Listening and Speaking L/S assessment qualify for ESOL services and are coded as LY. Students enrolled in kindergarten through second grade who score within the fluent English speaking range of the L/S assessment are determined as non-ELL (ZZ). Students in grades 3-12 who score proficient in L/S are then administered a reading and writing assessment that must be completed as soon as possible after initial enrollment, but no later than thirty (30) days after enrollment.

Reading and Writing Proficiency Assessment

List the Reading and Writing assessment(s) used in the LEA and procedures followed to determine if a student is an ELL in grades 3-12. **IPT or WIDA Screener**

3. ELL Committee

Describe the procedures used when the ELL Committee makes an entry (placement) decision. What type of documentation is used to support these decisions?

Upon request of a parent or teacher, a student who is determined not to be an English Language Learner or any student determined to be an English Language Learner based solely on one reading or writing assessment may be referred to an ELL Committee. The parents' preference as to whether a student is determined to fall under the ELL category or not shall be considered in the final decision. The ELL Committee may determine a student to be an English Language Learner or not according to consideration of at least two (2) of the following criteria in addition to the entry of the assessment results:

- a) Extent and nature of prior educational or academic experience, social experience, and a student interview,
- b) Written recommendation and observation by current and previous instructional and supportive services staff,
- c) Level of mastery of basic competencies or skills in English and heritage language according to local, state or national criterion-referenced standards,
- d) Grades from current or previous years, or
- e) Test results other than the entry assessments

Section 3: Programmatic Assessment (Rule 6A-6.0902, F.A.C.)

Academic/Programmatic Assessment

Describe the procedures that have been implemented for determining prior academic experience of ELLs. Also, address the placement of ELLs with limited or no prior school experience(s) or whose prior school records are incomplete or unobtainable. Specify actions taken to obtain prior school records. Include the procedures to determine appropriate grade level placement for ELLs.

When a student's previous records are unattainable, parents are asked to provide contact information regarding prior educational experiences. Students may be assessed for skills and school-readiness competencies in addition to English language assessments. The Guidance department makes records requests, and attempts are made to contact the student's previous schools to get as much information as possible regarding educational and testing history. ELLs are then placed accordingly, and academic success is monitored to ensure that accurate placement decisions are made. These procedures are documented on the programmatic assessment form and are maintained in the student's ELL folder.

Grade Level and Course Placement Procedures – Grades 9-12

Describe the procedures that have been implemented to determine appropriate grade and course placement. Descriptions must include the process used for awarding credit to ELLs entering high school in 9th-12th grades that have completed credits in countries outside of the United States, specifically addressing those students for which there is no documentation.

Per 6A.6.0902 section 3-part b, "The school district shall award equal credit for courses taken in another country or a language other than English as they would be the same courses taken in the United States or taken in English. For foreign-born students, the same district-adopted policies regarding age-appropriate placement shall be followed as are followed for students born in the United States." Student placement is not based solely on English Language Proficiency; an academic skills assessment may be administered in the home language if possible.

Students must have documentation of completed courses to receive high school credit. Course transfer waivers may be given if documentation is provided. Documentation can be created using the programmatic assessment form in the event the student/parents cannot provide transcripts or documentation of prior educational experiences. School counselors and administrators will review transcripts and award credit for courses completed in another country where the course is similar in scope and sequence but may have a different course name. In the absence of transcripts or prior educational experience, diagnostic/placement tests and interviews may also be used as a guideline.

The age of the student will be considered as well. Parent/Guardian and student interviews as well as ELL Committee meetings will also be conducted to help determine placement. When feasible, translators/interpreters will be provided to attend these meetings. The school principal or designee may be included to determine appropriate placement. Each student will receive differentiated instruction at the agreed upon grade level placement to facilitate English language acquisition and academic achievement at the appropriate grade placement.

Explain the process for awarding credit to students transferring from other countries for language arts classes taken in the student's native language and for foreign languages the student may have taken (this may include English).

The school district shall award equal credit for courses taken in another country or a language other than English as they would the same courses taken in the United States or taken in English. Language Arts credits are awarded to students transferring from other countries for language arts classes taken in the student's native language and for foreign languages the student may have taken may be transferred as waivers following the guidelines outlined in the Student Progression Plan approved by the School Board.

What is the title of person(s) responsible for evaluating foreign transcripts? How are they trained? How is documentation maintained?

ELL Director or School Guidance Counselors.

There is no formal training for evaluating transcripts. The ELL Director and/or the ESOL staff contact the previous school or through online research, obtain the grading schema, and compare it to the United States system. When and where possible, the ESOL office staff contact the consulate of that country for further research should gaps exist. Copies of the information obtained are retained, as well as a copy of the foreign transcripts along with the translated version.

Re-evaluation of ELLs that Previously Withdrew from the LEA

Describe the procedures used for re-evaluating ELLs who withdraw from the LEA and re-enroll. Specify the length of time between the ELLs' withdrawal and re-enrollment after which a new English language proficiency assessment is to be administered. Include data reporting procedures.

If the timeframe for re-entering the LEA from another school district in Florida, state or country has been longer than one year, a current English language proficiency assessment will be administered to ELL's who have an affirmative response on the HLS at the time of re-entry/registration. This information will help determine placement and current services, but the original HLS, entry, classification and DEUSS date remain the same.

For LYs transferring from one school district to another within a calendar school year, no new assessment is necessary and ESOL services continue as indicated by previous school records. All original reporting data stays the same. For out of state LYs new to FL, DEUSS date stays the same, but HLS, entry, classification date is changed to reflect Florida services. For students new to the country DEUSS date is the date of enrollment, and the appropriate HLS, classification and entry date must be reported accordingly. DEUSS date can never be after the classification and entry dates.

ELL Student Plan Development

Describe the procedures for developing the Student ELL Plan. Include the title(s) of the person(s) responsible for developing the plan, and updating the ELL data reporting elements. Also, include a description of when and how the plan is updated to reflect the student's current services.

An ELL student plan is developed with input from the guidance counselor, classroom teacher(s), administrator (or designee), EL designee and other interested participants. The guidance counselor or designated ELL contact, along with the classroom teacher(s), is responsible for completing the student ELL plan.

The plan will reflect the student's instructional program or schedule designated by the Program 130 code which will include programs other than ESOL and documentation of the use of appropriate ELL strategies and services. The ELL plan can include specific accommodation procedures for state assessment programs as well as classroom assessments. Additional information such as initial IPT and scores and current state assessment data is included on the ELL plan.

The plan will be updated annually at the beginning of the school year and when services change and must reflect the most current ELL plan and service. It will be updated annually and maintained in the student information system and/or cumulative record folder.

Describe the elements of the plan (e.g., home-school communication, student schedules and classes, progress monitoring, interventions, assessments and other evaluations). What is the teacher's role in development of the plan?

The elements of the student plan will include the student's name, date of entry, and current ACCESS for ELL scores and state assessment data. The plan will reflect the student's instructional program of 130, amount of instructional time or instructional schedule, documentation of the use of appropriate ESOL strategies, and a description of all provided services. The teacher is notified of the aural/oral and reading/writing competencies assessed on the IPT. The student's academic progress may be reviewed, and records from previous schools are examined, if available. Student plan information will include previous and current teacher input through interviews to gain information on socialization and participating on the general classroom setting.

Please include a link to the ELL Student Plan.

Section 4: Comprehensive Program Requirements and Student Instruction

Instructional Models

In addition to using required English for Speakers of Other Languages (ESOL) strategies by teachers who teach ELLs, what instructional model(s) or approach(es) are used to ensure comprehensible instruction? Descriptions of each model can be found in the current Florida Department of Education (FDOE) database manuals on the FDOE website. *(Check all that apply)*

- ☒ Sheltered English Language Arts
- ☐ Sheltered Core/Basic Subject Areas
- ☐ Mainstream-Inclusion English Language Arts
- ☒ Mainstream-Inclusion Core/Basic Subject Areas
- ☐ Maintenance and Developmental Bilingual Education
- ☐ Dual Language (two-way) Developmental Bilingual Education

Describe how the instructional models are used in the LEA. Address how the LEA will monitor schools to ensure that instructional models are implemented with fidelity.

Sheltered English-ELLs are grouped by grade levels in 6-12 based on English proficiency levels indicated on the entry assessment or ACCESS for ELL scores. They receive comprehensible instruction from teachers in Language Arts through ESOL. Bilingual teachers or paraprofessionals provide appropriate native language support at the ELL's individual proficiency level. These courses are designed for non-English speakers or very limited English speakers. As ELLs become more English proficient, they are moved to a mainstream classroom. ELLs in mainstream-inclusion Language Arts and core subject areas receive comprehensible instruction through ESOL strategies, supplemental materials, and language support in classes with both ELLs and non ELLs. Teachers in both instructional models must have the appropriate training requirements, document ESOL strategies and monitor ELLs language acquisition progress.

Describe the process to verify that instruction provided to ELLs is equal in amount, sequence, quality, and scope to that provided to non-ELLs.

To ensure equal access to instruction, ELLs in grades K-12, class schedules are maintained on the student record system and on teacher schedules. Regardless of the instructional approach implemented, ELLs receive instruction that is aligned to state standards, and is comprehensible, equal and comparable in amount, sequence, quality and scope as their non-ELL peers. Equal access evidence will be observed by school site administrators through classroom visits, lesson plans and teacher interviews. Although supplemental instructional materials can be used, textbooks for ELLs are the same as those used for non-ELLs. ELLs in grades 9-12 must have access to and receive credit towards graduation in core subject areas of English Language Arts, mathematics, science, social studies, and computer literacy.

ELLs may not be retained if appropriate instructional strategies, materials, and assessments have not been provided to meet their needs. Furthermore, ELLs cannot be retained based solely on his/her language proficiency. The determination must be based partly on proficiency in reading, writing and math. Teachers can use alternative assessments, portfolios and native language assessments to determine if content standards have been met. School based administrators, guidance counselor and district staff are responsible for monitoring and ensuring comprehensible instruction is provided.

How does the LEA determine if the instructional models are positively affecting student performance?

ELLs academic performance is monitored throughout the year to ensure academic and linguistic progress is being made. Administrative and support staff review instructional models' success through teacher observations, ELL participation, attendance, grades, and statewide assessment, specifically ACCESS for ELL. Teacher input is also requested. If the instructional model does not show that positive student performance goals are being met, then a different model should be considered.

How are ELLs assured equal access to all programs, services and facilities that are available to non-ELLs?

The school-based administrator(s) and counselor(s) are responsible for ensuring that ELLs have equal access to all school programs, services, and facilities and that ELLs are afforded the same rights as their non-ELL peers. The district ELL Director and ELL Resource Specialists serve as advocates for ELLs and their families to ensure equal access and will be responsible for providing information and training to school-based personnel, including bilingual paras, regarding equal access to all programs and services for ELLs.

Describe the method(s) used in the LEA to document the use of ESOL instructional strategies and how this is monitored.

Teachers' lesson plans document instructional strategies for ELL students and are monitored by school administrators. Teachers are encouraged to receive additional training in the areas of Differentiated Instruction and ESOL strategies. Students are given support either individually or in small groups, based on student need, to target specific weaknesses identified by the ACCESS for ELLs, IPT, FAST Assessment, EOC and SAT10.

How does the LEA and school(s) verify the delivery of comprehensible instruction to ELLs?

Each classroom teacher is responsible for incorporating ESOL strategies into daily lessons and must provide evidence in lesson plans, which are checked by school

administrators during ongoing classroom walk-throughs and formal and informal teacher evaluations. Teachers are evaluated by school administration using the district-approved Evaluation System. A part of that system includes providing evidence of planning and preparing for the needs of English Language Learners.

School administrators, counselors, ESOL resource teachers, or ELL District staff will meet with the teacher(s) of the ELL students to conduct a review to monitor the appropriateness of the student's program. Such reviews may include the following:

- A. Reviewing the student grades in all subject areas.
- B. Monitoring the student's level of performance in course areas, Reading, and Mathematics using state approved Progress Monitoring tools.
- C. Monitoring of the student's performance on Statewide Assessments or norm-referenced tests.
- D. Classroom observations.

What safeguards are in place to ensure that all ELLs are being provided equal access to programs and receiving comprehensible instruction? Include the school and LEA personnel responsible for ensuring comprehensible instruction.

School administrators will meet with the teacher(s) of ELL students to ensure equal access. Classroom observation and teacher interviews will be conducted, as well as instructional material evaluation for monitoring the appropriateness of the student's program to ensure that comprehensible instruction is achieved. District ESOL staff also conducts monitoring visits and provides strategies and curriculum development support.

What progress monitoring tools are being used to ensure all ELLs are mastering grade level academic content standards, and benchmarks and the English Language Development (ELD) standards? (Check all that apply)

- ☒ Student Portfolios
- ☐ Other Criterion Referenced Test (Specify) _____
- ☐ Native Language Assessment (Specify) _____
- ☒ LEA/school-wide assessments (Specify) FAST Assessment
- ☒ Other (Specify) I-Ready Assessments

Student Progression

Have the LEA's standards and procedures for promotion, placement, and retention of ELLs been incorporated into the LEA's Student Progression Plan (SPP)? If no, where can this information be found?

- ☒ Yes Please provide a link to the LEA's SPP with specifics to ELLs highlighted.

☐ No (Specify) _____

Describe how the Good Cause Policy is implemented in your LEA when ELLs who have been enrolled for less than two years (based on DEUSS) are exempted from mandatory third-grade retention. Include how parents or guardians are notified of LEA good cause decisions.

As indicated in the district's Student Progression Plan, the Superintendent may exempt students in grade 3 from mandatory retention for good cause if ELLs have received less than 2 years of instruction (based on DEUSS) in an ESOL program. Decisions must be made by an ELL committee recommendation, including input from parents, teachers, and support staff. Good Cause Exemptions for ELLs are communicated to the parents in their native language.

Describe what role the ELL Committee has in the decision to recommend the retention or promotion of any ELL and what documentation is used to support these decisions.

An ELL committee is convened to review documentation and data prior to making a promotion/retention recommendation for an ELL. When determining promotion/retention for ELLs, information and documentation may include, but not be limited to, classroom performance, benchmark testing results, statewide assessment data, progress towards English Language acquisition, progress monitoring tools, I-Ready, and parent/student interviews. The committee makes a recommendation to the principal. The principal sends the final decision to the Superintendent. No determination for retention will be made without first convening an LEP committee meeting.

Section 5: Statewide Assessment (Rule 6A-6.09091, F.A.C.)

Statewide Assessment

Describe the process to ensure that all ELLs participate in Florida statewide assessment programs. Include how responsible staff is trained to administer assessments and maintain documentation of the following:

The District Assessment Director, along with the MIS director, generates and disseminates digital rosters of all ELLs who will be assessed at the school sites, as well as guidelines and materials that school-based testing supervisors use to cross-reference and ensure that all ELLs are appropriately assessed. Train the Trainers workshops provide for testing supervisors who, in turn, train all school-based personnel who will administer assessments to ELLs with specific emphasis on testing accommodations. A designated school counselor is the testing supervisor at the secondary level, and the Assistant Principal or counselor is the testing supervisor at the elementary level. The Office of Assessment provides procedural policies and accountability data to each testing supervisor.

ELL students who are receiving services in an ELL program operating in accordance with an approved ELL plan and who take the state-mandated tests may be offered the accommodations. However, the exact combination of accommodation to be offered to any student shall be individually determined, considering the needs of the student and recommendations of the student's team. Accommodation for ELLs in the administration of FAST Assessment, EOC and ACCESS for ELLs must follow the guidelines as specified in the respective assessment manuals.

Statewide content area assessments:

All ELLs will participate in statewide assessments. The ESOL Director works with the District Assessment Director, school-based assessment coordinators, and teachers to ensure that all ELLs participate in the Statewide Assessment program and are provided with appropriate testing accommodations.

The ESOL teacher assures that the accommodations for statewide assessment, which are indicated in the TAM, include flexible setting, flexible scheduling, flexible timing, assistance in the Heritage Language, and the use of the English-to-Heritage language dictionaries. Additionally, these accommodations are used within the ESOL classroom and with regular classroom assessments. The parents are notified of the different testing accommodations in a letter sent by the ESOL teachers. Parents may choose if a flexible setting is the best testing option for their child.

ACCESS for ELLs assessment programs:

Students coded LY by the first day of the ACCESS for ELL test administration are tested for language proficiency. ACCESS for ELLs is a paper-based assessment for Grades 1-12: Students are administered the Speaking section of the test one-on-one with a teacher; the Listening, Reading, and Writing sections may be administered in a group setting. Kindergarten ACCESS for ELLs is a paper-based assessment for Kindergarten where students are administered all sections of the test, one-on-one with a teacher. Alternate ACCESS for ELLs is a paper-based assessment for students in Grades 1-12 who have significant cognitive disabilities where students are administered all sections of the test, one-on-one with a teacher.

What is/are the title(s) of the school-level person responsible for ensuring and documenting that ELLs are provided appropriate testing accommodations (per test administration requirements)?

School counselors
School based testing administrators
ESOL school contacts
Teachers administering assessments

Describe how parents of ELLs are notified of assessments and testing accommodations. How does the LEA ensure that parents understand Florida's statewide assessment policies, mandates, and student outcomes? Please provide links to communications in parents' languages.

A testing calendar is available on the district's website. The calendar is updated or revised as testing schedules are updated by the state or by the district. Prior to the assessment dates, parents are notified of all statewide testing policies and mandates in a language they can understand, unless clearly not feasible. A letter is sent to parents of ELLs explaining the allowable testing accommodations which also contains specific language for flexible setting options. Parents have the right to choose a flexible setting during testing. Parents are notified of outcomes on assessments through individualized student score reports, which indicate the performance level of the student as well as interpretive guides. These guides are available in multiple languages. Parent/teacher conferences may be convened with a translator present if needed, by the parent or teacher to discuss the assessment policies, mandates, and results.

Section 6: English Language Proficiency Annual Assessment (Rule 6A-6.0903, F.A.C.)

Describe the procedures to determine if ELLs are ready to exit the LEA's ESOL program. Include exiting procedures for all language domains (listening, speaking, reading, and writing), grade-specific academic criteria, and data reporting of status change.

Exit criteria are based on assessment scores per 6A-6.0903. For students taking any administration of the Kindergarten ACCESS for ELLs, the English language proficiency level shall be a 4.0 composite score or greater and at least 4.0 in the domain of reading. The exit code is H.

For students in grades 3-10 taking any administration of the ACCESS for ELLs, the English language proficiency level shall be a 4.0 composite score or greater and at least 4.0 in the domain of reading and an achievement level of at least 3 on the FAST ELA assessment. The exit code is I. For students in grades 10-12 taking any administration of the ACCESS for ELLs, the English language proficiency level shall be a 4.0 composite score or greater and at least 4.0 in the domain of reading and a score on the FAST ELA of 3 or higher or passing concordant score on the SAT or ACT. The exit code is J.

For students with significant cognitive disabilities taking any administration of the Alternate ACCESS for ELLs assessment, the proficiency level shall be a PI composite score or greater and will be exited by an ELL/IEP committee.

Once the student meets exit criteria, the ESOL specialist notifies the ESOL data specialist of exit data, and the student code is changed from LY to LF and is monitored for two years. Parents are notified of exit through a letter in the child's native language, unless clearly not feasible.

What is the title of person(s) responsible for conducting the exit assessments described above? (Check all that apply.)

- ☒ School/LEA based testing administrator
- ☒ ESOL Teacher/Coordinator
- ☒ Other (Specify) _____

When is an ELL Committee involved in making exit decisions? What criteria are used by the Committee to determine language and academic proficiency?

If assessment results do not fully capture the student's academic or linguistic needs, an ELL committee may be convened where input from parents, teachers and support staff is discussed, and placement decisions made. An ELL Committee may recommend that the student be exited from the program with consideration of other data than statewide assessment such as student portfolios or alternative evaluations. An ELL committee can also meet to exit a student from the ESOL program if there is sufficient evidence to indicate that English Language Proficiency is not the issue interfering with the student achieving proficiency either on the Statewide English Language Proficiency exam or the Statewide Academic Assessment. The student may have another documented disability that is being met through an IEP or other student plan. Regardless of reason for exit, an ELL committee would review the student's academic and English language proficiency record and document at least two of the five criteria listed below to exit a student:

- a. Extent and nature of prior educational or academic experience, social experience, and a student interview,
- b. Written recommendation and observation by current and previous instructional and supportive services staff,
- c. Level of mastery of basic competencies or skills in English and heritage language according to local, state or national criterion-referenced standards,
- d. Grades from the current or previous years, or
- e. Test results other than the entry assessments

Describe the procedures if an ELL meets exit qualifications in the middle of a grading period.

Although ELLs usually exit the ESOL program when exit criteria is met through assessment, ELLs can be referred for exit at any time during the school year. Since ACCESS for ELLs and FAST ELA data is normally used as instruments to make the exit decisions, and this data is typically received during the summer, any exit decisions

made in the middle of a grading period or school year would require an ELL committee decision based on a current data analysis and student evaluations. A current listening, speaking, reading, and writing English proficiency assessment will be given, as well as a review of report card grades, benchmark test scores, and portfolio data. Stakeholder input from parents, teachers and support staff will also be requested. The exit code will be L, and the student code will change from LY to LF.

Section 7: Monitoring Procedures (Rule 6A-6.0903, F.A.C.)

During the required two-year monitoring period, what is the title of person(s) responsible for:

Conducting the follow-up performance of former ELLs?

Classroom teachers, ESOL Resource teachers, School Counselors, District EL Director and EL staff

Updating the student ELL plan?

School Counselors, ESOL Resources teachers and/or District EL staff, Data processors

Reclassification of ELL status in data reporting systems?

EL Program Assistant, Resource Specialist, EL Program Staff

What documentation is used to monitor the student's progress? (Check all that apply)

- ☒ Report Cards
- ☒ Test Scores
- ☒ Classroom Performance
- ☒ Teacher Input
- ☒ Other (Specify): Attendance

What are the procedure(s), including possible reclassification, that are implemented when the academic performance of former ELLs is not on grade level?

The performance of former EL Ls (LF) will be reviewed to ensure academic progress.

Per Consent Decree guidelines, reviews will occur as specified below:

1st report card after exiting the ESOL program; at the end of the 1st semester;
at the end of the first year; and
at the end to the second year.

The procedures followed when the academic performance of former ELLs is not on grade level is:

- a) The student is referred to the ELL Committee.
- b) The ELL Committee reviews report cards, student portfolios, attainment of Florida Standards, performance on district/state assessments, parent/teacher input, number of years the student has been enrolled in the ESOL Program, and language acquisition proficiency.
- c) The ELL Committee may determine that the student continues in the regular program.
- d) The ELL Committee may determine that the student needs to be reclassified as an ELL, coded LY, and re-entered into the program or be referred for further evaluation.

After consultation with the ESOL Resource Teacher or school counselor, the District EL Director in consultation with the school counselor is responsible for initiating a new Student ELL Plan, providing the Data Processor with the student data to enter into the student database, and ensuring the appropriate placement after the student has been assessed. Original student data stays the same. The student may be reported in the ELL program for an additional year or extended annually for a period not to exceed a total of six years based on an annual evaluation of the student's status. Lack of ELL funding eligibility does not relieve the district beyond the six years of state ELL program funding.

Compliance of ELL Plan and Student Performance

Describe LEA internal procedures for monitoring the ESOL program for compliance and student academic performance.

The ESOL Teacher/Coordinator and ELL district staff monitor ELL student progress by reviewing information in the ESOL folder and reviewing the targeted skills identified during initial testing, ACCESS for ELL, and academic assessments. Assessment results and targeted skills are kept in the ESOL folder and monitored throughout the course of the school year to demonstrate mastery of key English language acquisition concepts. The person responsible for maintaining these records is the ESOL Coordinator, ELL teacher, or school counselor.

Teacher training records are monitored for compliance with ESOL requirements by the district-level personnel or certification specialist.

Student ELL plans and schedules are updated annually and monitored by the ESOL administrator to ensure that ELLs are being provided with the appropriate program 130. Comprehensible instruction is monitored through classroom observations and review of teacher lesson plans.

How do school sites, parents and stakeholders have access to the approved District ELL Plan?

ELL plans are available on the district's website. All schools provide the link to parents in the welcome back to school letter, as well as provided during PLC meetings. Parents can request copies of the plan at any time. The District ELL plan is available in English and Spanish.

How does the LEA ensure that schools are implementing the District ELL Plan?

District ESOL administrators responsible for implementation of the District ELL Plan meets with school-based administrators to make certain that appropriate instructional practices and procedures are in place. Classroom walk-throughs, observations and documentation of compliance items are also reviewed to ensure that schools are implementing the district plan. Also, the district plan is discussed during PLC meetings with translators available, and parent input and feedback is encouraged so that there is successful implementation.

Section 8: Parent, Guardian, Student Notification and Rights

Describe the procedures used and provide a link to the notice to parents of an ELL identified for participation in a language instruction educational program. Per the Every Student Succeeds Act and per state board rule, this notice must delineate:

1. the reasons for the identification of their child as an ELL and the need for the child's placement in a language instruction educational program;
2. the child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement;
3. the methods of instruction used in the program in which their child is, or will be, participating and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
4. how the program in which their child is, or will be, participating will meet the educational strengths and needs of their child;
5. how such program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;
6. the specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for ELLs, and the expected rate of graduation from high school (for students in high schools);
7. in the case of a student with a disability, how such program meets the objectives of the individualized education program of the student; and
8. information pertaining to parental rights that includes written guidance—

- a. detailing the right that parents have to have their child immediately removed from such program upon their request;
- b. detailing the options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available; and
- c. assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered.

To meet ESSA compliance, districts are required to notify parents of an ELL identified for participation in the program no later than 30 days after the beginning of the school year. For those children identified as ELLs during the school year, the district shall notify the parents during the first 2 weeks of the child being placed in ESOL. Parents will be notified by letters, maintained in student folders and monitored by Title I. All letters, as well as all home-school communication must be provided to parents in a language that they can understand unless clearly not feasible.

Describe the procedures used by school personnel to provide assistance to parents or guardians of ELLs in their home language.

All verbal and written communication is provided to parents/guardians in their home language, whenever feasible. Language assistance is also provided via school and district personnel fluent in the parents/guardians' language-i.e., pre-recorded messages with time-sensitive information sent directly to the parents/guardians' phones, information posted on the district website and interpreted at school functions and community venues. Translation services, specifically in less commonly spoken languages, may also be provided through bilingual staff, university personnel, or community volunteers, when possible.

Describe parent outreach activities that inform parents of how they can be involved in their children's education and how they can assist their children to learn English and meet state academic standards.

The ESOL Department hosts various events throughout the school year to involve parents, including workshops and ESOL Family Nights to discuss topics such as reading for success, why absences count, and understanding title programs. In addition, the ESOL Parent Leadership Council meets in the fall, spring, and summer to ensure that ELL parent needs and concerns are addressed. The district ESOL Department works in cooperation with other district-wide family involvement initiatives, as well as community agencies, to provide additional services that can include referrals to social services agencies, and translations of school enrollment documents.

Check the school-to-home communications that are sent by the LEA or school to parents or guardians of ELLs that are in a language the parents or guardians can understand. (Check all that apply. Please provide links to all boxes checked.):

☒ Results of language proficiency assessment

- ☒ Program placement
- ☐ Program delivery model option(s)
- ☒ Extension of ESOL instruction
- ☒ Exit from ESOL program
- ☐ Post-reclassification of former ELLs monitoring
- ☐ Reclassification of former ELLs
- ☐ State and/or LEA testing
- ☒ Accommodations for testing (flexible setting)
- ☐ Annual testing for language development
- ☐ Growth in language proficiency (Listening, Speaking, Reading, Writing)
- ☐ Exemption from FAST in ELA for ELLs with DEUSS less than one year
- ☐ Retention/Remediation/Good Cause
- ☐ Transition to regular classes or course change
- ☒ Invitation to participate in an ELL Committee Meeting
- ☐ Invitation to participate in the Parent Leadership Council (PLC)
- ☐ Special programs such as Gifted, ESE, Advanced Placement, Dual Enrollment, Pre-K, Career and Technical Education, charter schools, and student support activities
- ☐ Free/reduced price lunch
- ☐ Parental choice options, school improvement status, and teacher out-of-field notices
- ☐ Registration forms and requirements
- ☐ Disciplinary forms
- ☐ Information about the Florida Standards and the English Language Development (ELD) Standards
- ☐ Information about community services available to parents
- ☐ Information about opportunities for parental involvement (volunteering, PTA/PTO, SAC)
- ☒ Report Cards*
- ☐ Other (Specify) _____

*If report cards are not available in other languages, please describe how the academic progress of an ELL is communicated to parents/guardians.

Parents can contact the Migrant/EL office in Quincy if they are in need of translation services for report cards or other academic needs.

Section 9: The Parent Leadership Council (Rule 6A-6.0904, F.A.C.)

What type(s) of Parent Leadership Council (PLCs) exist in the LEA? (Check all that apply. Please provide links to agenda membership and meetings.)

- ☒ LEA Level
☐ School Level

Please address the functions and composition of the PLC:

The goals of the PLC are to acquaint parents of ELLs with school personnel and services available at the individual school sites; provide parents of ELLs with an opportunity to take an active role in the decisions that affect the education of their children and to consult with school personnel and give input on goals related to the program. The District PLC is composed of parents of current and former ELLs as the majority, as well as classroom teachers, curriculum specialists and ESOL resource teachers. Community leaders and ELL advocates are also invited to participate as members. The primary function of the PLC is to make recommendations for the District ELL plan, and review policies which are instrumental in the approval process.

The PLC is "composed in the majority of parents of limited English proficient students." If the PLCs in the LEA do not meet this condition, explain why and when compliance with the rule is expected.

N/A

How does the LEA involve the PLC in other LEA committees?

The PLC develops a school environment that encourages two-way communication between the home and the school and meets annually, but as needed, Bilingual personnel are also available to discuss issues that promote school involvement and provide parents of ELLs with leadership training and opportunities to be represented on existing school and district advisory councils. PLC members are involved in reviewing the ELL District Plan and are encouraged to participate in the School Advisory Committees and Parent Teacher Association as well as ad hoc school-based committees. The PLC makes recommendations for the development of the District ELL Plan. The officers also review and approve the District ELL Plan prior to it being submitted for School Board and State DOE approval.

How is the LEA PLC involved in the development of the District ELL Plan?

The LEA PLC provides input during the development of the ELL Plan and reviews the final District ELL Plan at a scheduled PLC meeting. Translators are available to provide language assistance and clarification, and the ELL Plan is available in Spanish. PLC members may request an emailed version of the plan if they cannot attend the meeting. Parental feedback is encouraged and will be addressed. Upon completion of the review by the members of the PLC, the Chairperson signs and approves the District ELL Plan.

Does the LEA PLC approve of the District ELL Plan? ☒ Yes ☐ No

If no, please provide explanation for PLC's non-approval.

Section 10: Personnel Training (Rules 6A-6.0907 and 6A-1.0503, F.A.C.)

Describe how Category I teachers responsible for the English Language Arts and intensive reading instruction of ELLs who are required to obtain the ESOL endorsement/certification are notified of training requirements and opportunities. Include title of person(s) responsible for issuing the notifications and how the process is documented.

Personnel who will be the primary providers of English or Language Arts and reading courses to an ELL must be appropriately certified for the ESOL teaching assignment. Teachers can be in compliance through an infused ESOL endorsement in conjunction with a DOE-approved teacher preparation program, which is usually completed before employment. Teachers can also complete a DOE-approved district in-service add-on endorsement program by taking the 300- hour in-service of: a) Methods of Teaching ESOL, b) ESOL Curriculum and Materials Development, c) Cross Cultural Communication and Understanding, d) Applied Linguistics, and e) ESOL Testing and Evaluation. Teachers can also pass the ESOL subject area exam and complete 120 hours of ESOL training within three years. Prior ESOL training can be used and documentation is maintained in the teacher's personnel file. Staff members in the Office of Educator Certification will assist personnel who have completed the requirements for the ESOL Endorsement, through preservice, to file for the ESOL Endorsement through the Bureau of Educator Certification. Staff who have passed the ESOL K-12 subject area exam will assist individuals who possess degree majors in ESOL to file for the ESOL coverage with the Bureau of Teacher Certification.

The District Professional Learning Department will be responsible for notifying personnel of their certification requirements and for monitoring them for compliance. The Office of Professional Learning will be responsible for providing personnel with information concerning in-service training, advertising and scheduling of classes.

Describe how content area teachers of math, science, social studies and computer literacy are notified of ESOL training requirements (60 hours) and opportunities. Include title of person(s) responsible for issuing the notifications and how the process is documented.

The District Professional Learning Department will be responsible for notifying personnel of their certification requirements and for monitoring them for compliance.

Describe how all other instructional staff are notified of ESOL training requirements (18 hours) and opportunities. Include title of person(s) responsible for issuing the notifications and how the process is documented.

All other instructional staff are notified of training requirements and opportunities by posting all professional learning opportunities on the District's Professional Learning website.

Describe the procedures used when Category I teachers are reported out of field. Include compliance procedures when claiming weighted FTE 130 for core courses.

The Principal reports Category I teachers who are out of field to the Human Resources Department Director who are then reported to the School Board for approval. A letter notifying parents of out of field status is sent to ELL parents in their native language, unless clearly not feasible. Category I teachers are considered out of field until the ESOL endorsement or certification requirements are met. Once assigned an ELL, Category I teachers must complete 60 hours of ESOL training within two years and at least 60 hours of ESOL training each consecutive year until the ESOL endorsement is complete regardless of ELL assignment. The ESOL endorsement must be added to existing teaching certificate. Teachers following these guidelines are considered in compliance, and weighted FTE 130 can be claimed. Although weighted FTE 130 may be claimed for teachers responsible for teaching Category II, core courses of Math, Science, Social Studies and Computer Literacy, teachers are not considered out of field and no notification letter or school board approval is necessary. All teachers must document that ESOL strategies are being used to ensure comprehensible instruction within their lesson plans.

Describe how the LEA provides the 60-hour ESOL training requirement for school-based administrators and the LEA's tracking system that will be implemented.

The LEA provides the 60-hour ESOL training requirements for school administrators by providing the appropriate training opportunities through a blended learning training model, open enrollment online course, or once every two years and based on need as determined by the District's PD Coordinator. The Office of Professional Learning is responsible for coordinating, issuing, and monitoring notifications of the training for school-based administrators. Administrators, including principals, assistant or vice principals, school-based curriculum and behavior supervisors have three years from school leadership assignment to complete the 60 hours, but prior ESOL coursework can be used. The process is documented through in-service electronic records maintained at the district and in the employee file.

Describe how the LEA provides the 60-hour ESOL training requirements for Guidance Counselors, and the LEA's tracking system.

The LEA provides the 60-hour ESOL training requirements for school counselors by providing the appropriate training opportunities through blended learning training model, open enrollment online course or once every two years and based on need as determined by the District's PL Coordinator. The Office of Professional Learning is

responsible for coordinating, issuing, and monitoring the notifications of the training for school-based counselors who have three years from assignment to complete the 60 hours, but prior ESOL coursework can be used. The process is documented through in-service electronic records maintained at the district and in the personnel file.

Describe the supplemental professional development offered by the LEA to ensure that instructional staff are informed of English Language Development standards and best practices.

ELL and content area teachers, as well as school administrators and bilingual paras are informed of supplemental ESOL training through the Office of Professional Learning. Staff can sign up for courses or activities that are provided by the school district, DOE or WIDA facilitators. Although these courses cannot be used towards the required ESOL training mandates, teachers can receive in-service points when coursework is completed.

If instruction is provided in a language other than English, describe the procedures that are used to assess teachers' proficiency in the other language and in English.

N/A

A bilingual paraprofessional or teacher is required at schools having 15 or more ELLs who speak the same language. Specify the eligibility qualifications required by the LEA for bilingual paraprofessionals. Explain the bilingual paraprofessional's job description and primary assignment.

Bilingual paraprofessional applicants must have an AA/ AS degree or pass the ParaPro test. They must be fluent in English and appropriate native language as determined by the interview, district screening and/or an oral and written exam. The job description will include but is not limited to: participation in in-service activities involving program procedures, curricular and assessment modifications and tutoring strategies; assisting in administering individual and group student tests in appropriate native language or in English; becoming a member of the ELL Committee and as requested participate in developing the student plan; assisting the ELL Committee chairperson and the ESOL Resource Teacher with native language support; working with small groups of students, under the direction of the classroom teacher; acquainting parents with program personnel and services available at the individual school site.

Describe LEA procedures for training bilingual paraprofessionals in ESOL or home language strategies. Include how documentation of training is maintained.

Bilingual Paraprofessionals are provided with in-service on an ongoing basis during pre-planning, orientation, early release days, pre-summer school workshops, small group area meetings, that focus on topics such as the ESOL Consent Decree, student

identification and assessment procedures, cross-cultural differences and similarities, parent involvement, tutoring techniques, curriculum development and accommodation, and strategies for working with ELLs. The process is documented through district electronic files and maintained in the personnel file.

Describe the procedures to determine the bilingual paraprofessional's proficiency in English and in the heritage language of the students served.

Applicants for Bilingual Paraprofessional positions at school sites must pass an oral and written screening or show language fluency through an interview in Spanish, which is administered at the district office. This language is representative of the top language spoken by English language learners in our district.

Please provide an assurance letter from the district superintendent that the district is in compliance with all ESOL training requirements.

Section 11: Extension of Services (Rule 6A-6.09022, F.A.C.)

Describe LEA procedures used to determine extension of services, including appropriate timeline based on DEUSS. Explain the role of the ELL Committee and what supporting documentation is used in determining if continued ESOL services are necessary.

Three (3) years after the date of an ELLs initial enrollment in a school in the United States (DEUSS), an ELL Committee shall be convened annually to re-evaluate the student's progress towards English language proficiency. The ELL Committee shall be convened no earlier than thirty (30) school days prior to the third anniversary of the student's initial enrollment date in a school in the United States, (DEUSS) and no later than the anniversary date, unless the student's anniversary date falls within the first two (2) weeks of any school year. Then, the ELL committee may convene no later than October 1. This process shall be completed annually thereafter. Any student being considered for extension of services shall be assessed on at least one (1) Department approved assessment instrument. The assessment shall be administered no earlier than thirty (30) school days prior to the student's anniversary date. The assessment may be any Department approved assessment that covers all four (4) domains of listening, speaking, reading, and writing. If the student's anniversary date falls between the release of the statewide English Language Proficiency assessment and applicable statewide standardized assessment scores in a given school year and October 1 of the following school year, the student's statewide English Language Proficiency assessment and applicable statewide standardized assessment scores will suffice, and a more recent assessment is not required.

The procedures followed when determining the extension of services are:

- a) Student is referred to the ELL Committee.

- b) ELL Committee reviews report cards, student portfolios, attainment of Florida Standards, performance on district/state assessments, parent/teacher input, number of years the student has been enrolled in the ESOL Program and language acquisition proficiency.
- c) ELL Committee may determine that the student continues in the regular program.
- d) ELL Committee may determine that the student be referred for further evaluation.
- e) ELL Committee may determine that the student needs an extension of services

The ESOL Resource Teacher and ELL Chairperson are responsible for initiating a new Student ELL Plan, providing the Data Processor with the student data to enter into the mainframe and ensuring the appropriate placement after the student has been assessed. Original student data, including DEUSS and entry date stay the same.

Listening and Speaking Proficiency Assessment

List the Listening and Speaking assessment(s) used in the LEA to determine if a student is English proficient for extension of services.

ACCESS for ELLs

IPT

WIDA screener

Reading and Writing Proficiency Assessment

List the Reading and Writing assessment(s) used in the LEA to determine if a student is English proficient for extension of services.

ACCESS for ELLs

WIDA Screener

FAST Assessment in ELA

**School Board of Gadsden County, Florida RENEWAL CONTRACTUAL AGREEMENT
Fiscal Year: 2025-2026**

This contractual AGREEMENT is made between the **School Board of Gadsden County, Florida**, a school district, referred to as the “RECIPIENT”, organized and existing under the laws of the State of Florida, with its principal place of business at 35 Martin Luther King. Jr. Blvd., City of Quincy, County of Gadsden, State of Florida, herein referred to as the Board, (also referred to as the District) and **Panhandle Area Educational Consortium (PAEC) through its fiscal agent the Washington County School Board**, a regional educational agency with their principal place of business at 753 West Boulevard, Chipley, FL 32428 from the purposes of providing English Language Learner (ELL) services to Gadsden County Public School ELL students, families, and community stakeholders. The contractual AGREEMENT will establish uniform administrative requirements for the CONTRACTOR and the School Board of Gadsden County.

NOW, THEREFORE, the parties agree as follows:

ARTICLE 1. ENGAGEMENT OF THE CONTRACTOR

The RECIPIENT agrees to engage the CONTRACTOR and the CONTRACTOR agrees to perform the functions as outlined in their agreement with the Superintendent and School Board of Gadsden County to provide ELL language services in Gadsden County as further set forth below. The CONTRACTOR understands and agrees that all services contracted are to be performed solely by the CONTRACTOR and may not be subcontracted for or assigned without the prior written consent of the RECIPIENT.

The RECIPIENT and CONTRACTOR understand and agree that this AGREEMENT is valid only if approved by the Superintendent and School Board of Gadsden County. In addition, the RECIPIENT and CONTRACTOR understand and agree that continuation of this AGREEMENT is contingent upon provision of acceptable levels of service, positive academic results, approval from the School Board, and continued funding available through General Revenue dollars to fund the required services.

ARTICLE 2. SCOPE OF SERVICES

The CONTRACTOR agrees to provide academic support, tutoring, and mentoring for Gadsden County ELL students as specifically described in Appendix A. Broad areas of services with responsibilities further described in Appendix A include.

- Programmatic
- Staff
- Student and Family Services

Any changes to the services above must be made by mutual AGREEMENT in writing with the Superintendent and Area Directors of Curriculum and Instruction.

ARTICLE 3. DURATION OF AGREEMENT

This AGREEMENT shall begin on the week of July 1, 2025, and end June 30, 2026, contingent upon the approval by the District School Board as stated in Article 1 above. As required by law,

this AGREEMENT shall be subject to review and renewal if performance is deemed satisfactory, and if the School Board and Superintendent approve.

The CONTRACTOR shall begin performing the contract on the week of July 1, 2025, and finish the project by June 30, 2026.

ARTICLE 4. DEFINITIONS

Term	Definition
Advance	means a payment made by Treasury check or other appropriate payment mechanism to a CONTRACTOR upon its request either before outlays are made by the CONTRACTOR or through the use of predetermined payment schedules.
Award	means financial assistance that provides support or stimulation to accomplish a public purpose.
Contract	means a procurement contract under an award or sub-award, and a procurement sub-contract under a RECIPIENT'S or CONTRACTOR'S contract. A contract shall be used when the principal purpose is acquisition of property or services for the direct benefit or use of the federal government and/or organization receiving financial assistance.
Date of Completion	means the date on which all work under an award or sub-award is completed or the date on the award document, or any supplement or amendment thereto, on which Federal sponsorship ends.
Project costs	means all necessary, allocable, reasonable, and allowable costs, as established in the applicable Federal cost principles, incurred by a RECIPIENT and the value of the contributions made by third parties in accomplishing the objectives of the award during the project period.
Project period	means the period established in the award document during which Federal sponsorship begins and ends.
RECIPIENT	means an organization receiving financial assistance directly from the Department of Education to conduct a project or program. The term includes public and private institutions of higher education, public and private hospitals, and other quasi-public and private non-profit organizations such as, but not limited to, community action agencies, research institutes, educational associations, and health centers.
CONTRACTOR	means the legal entity to which a sub-award is made, and which is accountable to the RECIPIENT for the use of funds provided.
Sub-award	means an award of financial assistance in the form of money, or property in lieu of money, made under an award by a RECIPIENT to an eligible CONTRACTOR. The term includes financial assistance when provided by any legal

AGREEMENT, even if the AGREEMENT is called a contract, but does not include procurement, even if the AGREEMENT is called a contract, but does not include procurements of goods or services nor does it include any form of assistance which is excluded from the definition of "award". The sub-award of assistance which is excluded from the definition of "award". The sub-award does not create a sub-contractor relationship with contracted entity. Sub-awards are awarded to vendors for the procurement of goods and/or services.

Termination means the cancellation of award in whole or in part, under an AGREEMENT at any time prior to the date of completion.

Working Capital means a procedure whereby funds are advanced to the RECIPIENT to cover its estimated disbursement needs for a given initial period.

Article 5. PAYMENT

- (a) The RECIPIENT shall pay the CONTRACTOR in two equal payments of \$50,000 (fifty thousand dollars) upon receipt of invoices from the CONTRACTOR that include documentation describing the services rendered by the CONTRACTOR in support of the project for the period that the invoice covers. Invoices will require a minimum of fourteen (14) days to be processed for payment after an invoice has been approved for payment. In full and complete compensation for all services provided by the CONTRACTOR under this AGREEMENT, the RECIPIENT shall pay to PAEC the amount of no more than \$100,000 (one hundred thousand dollars). Invoices shall be prepared and addressed to: Director of Finance. Checks shall be made payable to PAEC and mailed to PAEC. The invoices will document the services provided, monthly activity logs, agendas and minutes of all meetings and workshops/activities, copies of curriculum developed, faculty/staff meetings monitoring student progress, sign-in sheets, and any other content material or lesson plans developed.
- (b) The CONTRACTOR shall not pledge the RECIPIENT's credit or make the RECIPIENT a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness.
- (c) The total cost of the AGREEMENT is no more than \$100,000.

ARTICLE 6. PUBLIC RECORDS

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

ARTICLE 7. ACCESS AND RETENTION OF RECORDS

The RECIPIENT shall have access to all CONTRACTOR'S records that are directly pertinent to this AGREEMENT. The CONTRACTOR will submit all academic records to the principals so that they can be retained for the required (5) years after the RECIPIENT makes the final payment and all other pending matters are closed. The CONTRACTOR shall maintain accurate, current, and complete disclosure of all financial and/or activity results/records of the project in accordance with established Federal and District requirements. The RECIPIENT will grant

access to the CONTRACTOR to produce district-wide reports of academic records of students, including progress reports and report cards, by granting access to the student database (FOCUS).

ARTICLE 8. TERMINATION OF AGREEMENT

The parties hereto contemplate this contract to run for the duration of the grant award subject to annual review and renewal as required by law. Any party wishing to terminate this contract prior to its expiration date shall provide the other party with sixty (60) days written notice. Upon termination, the district shall be responsible for payment of all costs incurred by the CONTRACTOR in the performance of the AGREEMENT prior to termination.

ARTICLE 9. AMENDMENTS

Any changes must be mutually agreed upon and incorporated in written amendments to this AGREEMENT.

ARTICLE 10. INDEPENDENT CONTRACTOR

The CONTRACTOR is an independent agent and not an employee, subcontractor, or agent of the RECIPIENT. The CONTRACTOR agrees to comply with all requirements of the Jessica Lunsford Act. The CONTRACTOR shall be acting as an independent CONTRACTOR in the performance of this AGREEMENT and shall be responsible for the payment of claims for loss, personal injury, death, property damage, or otherwise arising out of any act or omission of their respective employees or agents in connection with the performance of the Services for which they may be held liable under applicable law. Each party shall maintain at its sole expense adequate insurance or self-insurance coverage to satisfy its liability obligations under this AGREEMENT.

ARTICLE 11. NON-DISCRIMINATION AND COMPLIANCE

The CONTRACTOR shall comply with all federal, state and local laws and ordinances applicable to the work and shall not discriminate on the grounds of race, color, religion, gender, national origin, or age in the performance of work.

ARTICLE 12. ADMINISTRATION OF AGREEMENT

- (a) The CONTRACTOR'S contract administrator and contact Lucia Esquivel PAEC Administrator of Business, Technology and Supplemental Services.
- (b) The RECIPIENT contract administrator and contact is Tammy Griffin Director of Federal Programs and/or her designee.
- (c) All written and verbal approvals must be obtained from the parties' contract administrator or their designees. This contract shall be governed by and construed under the laws of the State of Florida.

ARTICLE 13. AGREEMENT AS INCLUDING ENTIRE AGREEMENT

This instrument, including any attachments, embodies the entire AGREEMENT of the parties. There are no other provisions, terms, conditions, or obligations. This AGREEMENT supersedes all previous oral and written communications, representations or AGREEMENTS on this subject.

CONFLICT OR INTEREST: As of the date of this AGREEMENT and throughout the term of this agreement, CONTRACTOR agrees that they are not a party to any oral or written contractor understanding or legal or regulatory obligation that will in any way limit or conflict with its ability to fulfill the terms of the AGREEMENT.

ARTICLE 14. ENFORCEMENT

Jurisdiction for the enforcement of this AGREEMENT shall be in the courts of Gadsden County, Florida. Any action by a party for the enforcement of this agreement shall be maintained in Gadsden County.

In WITNESS WHEREOF, the School Board of Gadsden County, Florida, and Panhandle Area Educational Consortium, through its fiscal agent, the Washington County School District, have executed this AGREEMENT.

Thomas Register
Superintendent,
Washington County School District

Date

Mr. John Selover
Executive Director, PAEC

Date

Mr. Elijah Key
Superintendent,
Gadsden County School District

Date

Mr. Leroy McMillan
Chairman, Gadsden County School Board

Date

APPENDIX A
PROGRAM RESPONSIBILITIES FOR CONTRACTED
ENGLISH LANGUAGE LEARNER SERVICES

PROGRAMMATIC

- Provide leadership, coordination, and support of English Language Learner (ELL) services to ELL students to enhance opportunities for student academic and linguistics growth.
- Development of a district's 3-year ELL Plan for Gadsden County Schools that has input from all ELL stakeholders, including parents, teachers, and other relevant stakeholders as required by state and federal guidance. The current ELL Plan expired in June of 2025. A new ELL Plan has been developed and submitted for school board approval. The board meeting was held April 22, 2025.
- Develop Federal ELL grant applications and serve as the district resource responsible for all reporting, auditing, monitoring, and implementation of ELL program, including Title III and Immigrant grant.
- Review all ELL files to ensure compliance for Florida Public Schools Full Time Equivalent (FTE) audits, work closely with district leadership to ensure FTE audits are maximizing weighted funding by matching endorsed ELL teachers with ELL students at school sites.
- Progress Monitoring of ELL students under the categories LY, LF, LA and LZ
 - Development of all Limited English Proficiency (LEP) Plans
 - Collection of data for LEP Plans
 - Coordination and execution of all LEP meetings
 - Updates to ELL Student Plan
 - ESOL Program Post-Exit Progress Monitoring for LFs (Rule 6A-6.09031, FAC)
 - Reclassification and Reentry of students in the ESOL Program
- Provide direct services to ELL and Immigrant students in Gadsden County Schools (i.e., after-school teachers, tutors, summer schoolteachers, technology and/or programs used during ELL classes and/or tutorials, and supplies for students).

- Translation and interpretation services will be provided exclusively for district and school communication with parents or stakeholders of students in the ESOL program and Immigrants. These language support services will include:
 - Translation of student transcripts from foreign countries to equate listed courses with appropriate district courses.
 - Interpretation for Individual Educational Plans or 504 plan meetings.
- If funding continues for the Title III Immigrant program, provide through the Title III grant: (a) family outreach and training activities designed to assist families to become active participants in the education of their children, (b) provisions of tutorials, mentoring, and academic or career counseling for immigrant children and youth; (c) identification, development, and acquisition of curricular materials, educational software, and technologies to be used in the program carried out with awarded funds. (d) Basic instructional services that are directly attributable to the presence of immigrant children and youth in the district, including the payment of costs of providing additional classroom supplies, costs of transportation, or such other costs as directly attributable to such additional basic instructional services; (e) other instructional services that are designed to assist immigrant and youth to achieve in elementary schools and secondary schools in the United States, such as programs of introduction to the educational system and civics education; (f) activities, coordinated with community-based organizations, institutions or higher education, private sector entities, or other entities with expertise in working with immigrants, to assist parents and families of immigrant children.

STAFF

- Provide staff and data clerk necessary to ensure compliance for FTE audits, input all data entries, and comply with all paperwork for ELL and Immigrant Audits.
- ELL data entry
- Supervise and evaluate PAEC employees working under this contract to implement a successful ESOL program in the district, combining all responsibilities of ESOL state, federal, and local programs.
- Establish an ELL Committee to work in collaboration with district and school staff in providing the appropriate educational support to ELL students. Committee should meet as regularly as necessary to implement a quality program.
- Provide electronic networks and update Gadsden County School's ESOL web page with the District's ELL Plan, parent forms, materials for academic support for parents, announcement of upcoming events, academic financial aid opportunities for students, and other communications from the ESOL office.

PROGRAM STUDENT SERVICES

- Identification, Eligibility and Programmatic Assessments of ELLs (Rule 6.A-6.0902)
 - Upon completion of the Home Language Survey, which contains the following questions:
 - (a) Is a language other than English used in the home?
 - (b) Did the student have a first language other than English?

- (c) Does the student most frequently speak a language other than English?
 - Affirmative responses to the question subsection (b) or (c), or both will be required for the ESOL program to place the student in the ESOL program pending assessment.
 - Outreach, identification, and testing of each student's aural and oral proficiency or listening and speaking will be completed as soon as possible after the student's initial enrollment but no later than twenty (20) school days after the student's enrollment in the school district (compliance with the Florida Consent Decree), assuring appropriate placement with ESOL endorsed and/or certified staff or in other appropriate district academic programs.
 - PAEC staff will assess qualified students for language proficiency using the IDEA Proficiency Test (IPT) Screener or WIDA Screener.
- Ensure equal access of ELL students to a free and appropriate public education.
- Ensure equal access of ELL families to services any parent in Gadsden County Public Schools would be entitled to.
- Align all ELL placements with Gadsden Student Progression Plan.
- Monitor all ELL student progress and work with school administration to adjust individual LEP Plans as necessary for student academic success.
- Progress monitoring tools should include student portfolios, state assessment scores, other criterion reference tests, ACCESS for ELLs, report cards, classroom performance, and student progression reports.
- Maintain all appropriate student records, including entry and exit dates, test scores, ELL committee meetings, and other ELL related documents.
- Collaborate with district Exceptional Student Education (ESE) staff to provide ELL students with appropriate ESE services and/or accommodations.
- ELL Curriculum: Review, purchase, and provide materials and activities which address ELL student needs as requested; supplies and materials will come only from Title III funding.
- Create necessary documentation for prior schooling and help students facilitate its receipt and delivery to Gadsden County Schools.
- School-to-Home Communication: All communication intended for families of ELLs and Immigrants will be translated by the ESOL office upon request from the school. Schools will need to send the documentation to the office at least ten (10) days prior to the distribution target date.
- Prepare appropriate correspondence in the parents' native language to provide notice of enrollment in the ESOL program as required by law.
- Facilitate all ELL withdrawals and reenrollments, re-classifications, and/or reevaluations necessary.
- Facilitate the implementation of an afterschool tutorial for ELL students, in collaboration with schools, dependent upon student participation.
- Summer School Program for ELLs and Migratory Children: Develop and implement a summer school program for ELL students in partnership with Title, Part C Education for Migratory Students, and other district public school summer programs.

- Provide services to ELL families designed to improve the English language skills of ELL students and assist parents and families in helping their children to improve their academic achievement and their own parental engagement in the education of their children. Services include, but are not limited to: family literacy services, and family outreach.
- Seek and provide as many opportunities as possible for ELL students to receive scholarships and/or move into careers and college after graduation.

PROFESSIONAL LEARNING AS IT RELATES TO THE TESTING MATERIAL

- Train and support school personnel to conduct annual assessment WIDA access for ELLS.
- Attend and participate in local, regional, and state meetings and conferences representing ELL populations and issues for the district.

PARENT INVOLVEMENT: (Rule 6A-1.0453, F.A.C.)

- Plan and deliver three in-person ELL Family Engagement Nights
 - The topics to be addressed are but not limited to the following:
 - ESOL Program and Services
 - Strategies for Parents to Support their ELL student at Home
 - Classroom Accommodations for the ELL student
 - Importance of Attendance
 - Monitoring Grades
 - Services Available in the Community for Families and Students
 - Scholar Opportunities
 - After-School and Tutoring Opportunities
 - WIDA ACCESS for ELLs: Purpose and Interpretation of Results
 - FAST Assessments (PM1, PM2 & PM3)
 - Graduation Requirements
 - ESOL and Migrant Summer Program

GENERAL RESPONSIBILITIES

- Combine the existing PAEC Migrant Center in Gadsden County with the ESOL Program to be operated as an ELL/Migrant Resource Center to assist families with referrals and advocacy, as necessary and practicable.
- Participate in interviews for ELL teachers and paraprofessional candidates, when requested by Gadsden County Schools Human Resources Department of School Administrators.
- Provide a link between and among district administrators, school centers, and community as necessary to ensure open and complete communication.
- Maintain a network of ELL peer contacts in professional organizations.

- Assist in developing short and long-range plans for ELL populations.
- Attend and contribute appropriate ELL information to district leadership team and instructional leadership team meetings, as scheduled.
- Assist with the development of and facilitation of ELL student and parent surveys to do need assessments and collect parent input to make ELL programs as customer friendly as possible for ELL populations.
- Provide federal and state legislative updates as frequently as necessary to assist Gadsden leadership to make timely and high-quality decisions about ELL programs and services.
- Ensure that the district remains in compliance with the Florida Consent Decree, programmatically and with staffing.

ELL PAEC Contract will provide:

Summary of bullets below: Program operation to include staff to implement that required ELL operations of the district, student and family services, professional learning, and general operations of the ESOL office:

- Provide leadership, coordination, and support of ESOL services to ELL students to enhance opportunities for student growth and improve student academic and language performance.
- Development of a district 3-year English Language Learner (ELL) Plan for Gadsden County Schools that has input from all ELL stakeholders, including parents, teachers, and other relevant stakeholders as required by state and federal guidance. The current Gadsden County EL Plan expired in 2025. A new ELL Plan was developed and submitted April 10, 2025, for Board Approval April 22, 2025.
- Develop Federal El grant application and serve as the district resource responsible for all reporting, auditing, monitoring, and implementation of ELL programs, including Title III and Immigrant.
- Assist school centers in offering an appropriate scope and sequence for all areas of responsibility.
- Review all ELL files to ensure compliance for FTE audits; work closely with district leadership to ensure FTE audits are maximizing weighted funding by matching ESOL endorsed teachers with ELL students at school sites.
- Provide direct services to ELL and Immigrant students in Gadsden County (i.e. after-school teachers; tutors; summer schoolteachers, technology and/or programs used during ELL classes and/or tutorials, and supplies for students).
- Handle all written communication and recommendations required for ELL plan.
- Provide staff and data clerk necessary to ensure compliance for FTE audits, input all data entries, and comply with all paperwork for ELL or Immigrant Audits.
- Supervise and evaluate PAEC ELL staff to implement a successful ESOL program in the district, combining all responsibilities of ELL state, federal, and local programs.
- Evaluate ELL programs annually to determine trajectory for remaining on course with ELL plans and district goals.

- Establish an ELL committee to work in collaboration with district and school staff in providing the appropriate educational support to ELL students. Committee should meet as regularly as necessary to implement a quality program,
- Provide electronic networks and update Gadsden County Schools ELL web page with materials, training, and other ELL communications.
- Outreach, identification, and testing of all second language students in Gadsden County Schools within 20 days of enrollment in the school district (compliance with Florida Consent Decree), assuring appropriate placement with ESOL endorsed and/or certified staff in other appropriate district academic programs.
- Ensure equal access of ELL students to a free and appropriate public education.
- Ensure equal access of ELL families to services any parent in Gadsden County Public Schools would be entitled to.
- Align all ELL placements with Gadsden County Student Progression Plan.
- Align all ELL student services with school guidance counselors.
- Develop individual Limited English Proficient (LEP) Plans that will be updated annually, or sooner as the situation dictates.
- Monitor ELL student progress and work with school administration to adjust individual LEP Plans as necessary for student academic success.
- Progress monitoring tools should include portfolios, state assessment scores, and another criterion.
- Collaborate with district ESE staff to provide ELL students with appropriate ESE services and/or accommodations.
- Purchase/provide materials and activities which address ELL students' needs as requested supplies and materials will come from Title III funding.
- Create necessary documentation for prior schooling and help students facilitate its receipt and delivery to Gadsden County Schools.
- Translate ELL and Immigrant student transcripts from foreign countries to equate listed courses with appropriate district courses.
- Prepare appropriate correspondence in parent's native language to provide notice of enrollment in the ELL program as required by law.
- Facilitate all ELL withdrawals and reenrollments, reclassifications, and/ or reevaluations necessary.
- Facilitate the implementation of an after-school tutorial for ELL students.
- Develop and implement a summer school program for ELL students in partnership with Title I, Part C Education for Migratory Students, and other district public school summer programs.
- Provide services to ELL families designed to improve the English language skills of ELL students and that assist parents and families in helping their children to improve their academic achievement and their own parental engagement in the education of their children. Services include, but are not limited to: Family literacy services, parent and family outreach services.
- Seek and provide as many opportunities as possible for ELL students to receive scholarships and/or move into careers and college after graduation.

- Train school personnel to conduct annual ACCESS for ELLs testing in the spring as well as assist in schools during testing. The assistance will depend on the staff available at the time of testing, priority will be given to schools with the majority of ELL students.
- Conduct at least three face-to-face ELL Parent Meetings throughout the school year.
- Provide opportunities for parents to develop educational technology skills through family workshops.
- Provide targeted professional learning to build parent educational skills in supporting their children.
- Attend and participate in local, regional, and state meetings and conferences representing ELL populations.
- Coordinate curriculum guides with ELL teachers to promote strong parent, family, and community partnerships by offering language educational programs for parents, families, school staff, and communities of ELLs as required by the Every Child Succeeds Act (ESSA) of 2015.
- Combine the existing PAEC Migrant Center in Gadsden County with the ESOL program to be operated as an ELL/Migrant Resource Center to assist families with referrals and advocacy, as necessary and practicable.
- Participate in interviews for ELL teachers and paraprofessional candidates when requested by the district.
- Provide a link between and among district administrators, school centers, and community as necessary to ensure open and complete communication.
- Maintain a network of ESOL peer contacts in professional organizations.
- Assist in developing short and long-range plans for ELL populations.
- Provide written appropriate ELL information to district leadership team and instructional leadership team. As this is a contract, attendance at district employee meetings will be attended upon request.
- Assist with the development and facilitation of ELL student and parent surveys to conduct needs assessments and collect parent input to make the ESOL program as customer-friendly as possible for ELL populations.
- Provide written federal and state legislative updates as frequently as necessary to assist Gadsden County Schools' Leadership to make timely and high-quality decisions about the ESOL program and services.
- Ensure that the district is in compliance with the Florida Consent Decree, programmatically and with staffing.

This is an annual contract with PAEC for continuing operation of the ESOL and Immigrant Programs. PAEC will provide staff and deliverables for the ESOL/ELL program required of Gadsden County School District (GCSd) for ELL and Immigrant students. Florida Statutes and the Florida Consent Decree require the district to provide staff to manage the requirements of the district program for ELL students. This contract pays PAEC to handle some of the operations, federal and state reporting, and federal and state monitoring of GCS's ESOL/ELL Program.

Statutory requirements of the district to provide these services are included below. Per Florida Statutes 1003.56: Each district school board **shall** implement the following:

- Develop and submit a plan for providing English language instruction for limited English proficient students to the Department of Education for review and approval. The PAEC contract will cover this requirement.
- Identify limited English proficient students through assessment.
- Provide for student exit from the ESOL program and reclassification into the ESOL program.
- Provide limited English proficient students ESOL instruction in English and ESOL instruction or home language instruction in the basic subject areas of reading, mathematics, science, social studies, and computer literacy.
- Maintain a student plan.
- Provide equal access to other programs for eligible limited English proficient students based on needs.
- Provide for parental involvement in the program.
- Each school district board's program for limited English proficient students shall be evaluated and monitored periodically.

Since PAEC is a regional consortium under the Washington County School District, contracted by the legislature to provide competitive services to districts with less than 25,000 students, there is no need to bid for these services. The contract would fall under the purchasing exception (The purchase by the Board of educational services from a governmental agency within the state). This is a contracted service, and the PAEC staff assigned to this project are not Gadsden County School District employees.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10a

DATE OF SCHOOL BOARD MEETING: May 27, 2025

TITLE OF AGENDA ITEM: Purchase Order Request for MLD Architects

DIVISION: Facilities

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

PURPOSE AND SUMMARY OF ITEM: Request for Board approval to issue a purchase order for MLD Architects LLC in the amount of \$16,642.00. Attached is the proposal for Carter Parramore Academy to do a Building Assessment to visually survey the Gymnasium and Cafeteria.

FUND SOURCE: General

AMOUNT: \$16,642.00

PREPARED BY: Brenton Hudson *BEH*

POSITION: Director

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

REVIEWED BY: *[Signature]*



January 31, 2025

Mr. Brenton Hudson
Gadsden County Schools

Re: Carter Parramore Academy
Building Assessment – Cafeteria and Gymnasium
Quincy, Florida

Dear Mr. Hudson:

MLD Architects is pleased to submit this proposal to provide professional Architectural/Engineering services.

Scope of Project

The project shall include a Building Assessment to visually survey the Gymnasium and Cafeteria Buildings located at Carter Parramore academy in Quincy, Florida. The survey will include a visual inspection of all components of the buildings – roofs, exterior envelopes, interior finishes, mechanical, plumbing and electrical equipment to ascertain the life expectancy, cost to replace, and associated future uses of the buildings. A photo, graphic, and written report will be provided detailing what was observed. A budget estimate for associated costs will be provided as part of the report.

Services/Deliverables

1. Project personnel:
 - a. Iain Harnden, Principal, MLD Architects
 - b. JJ Scott, Project Architect, MLD Architects
 - c. Roosevelt Bivens, Project Manager, MLD Architects
 - d. Lendl Hodge, Graduate Architect, MLD Architects
 - e. Robert Gelhardt, FSM Engineering
 - f. Linus Nandati, FSM Engineering
2. Deliverables shall include digital (.pdf) copies of final documents.
3. One meeting at Gadsden County Schools or over virtual meeting to review the findings.
4. Services not included in this proposal are as follows:
 - a. Design work related to the existing buildings or site not specifically addressed in this proposal. No Design or Construction Documents are included in this proposal. No hazardous material testing is included in this proposal.
 - b. Follow up site visits to verify visually observed conditions.

Project Schedule

The following sequential schedule is proposed for this project. Variations from this schedule imposed by delayed Owner Review or changes to the scope may delay the project.

Architects Notice-to-Proceed	Day 1
Testing and envelope evaluation Study	Day 90

ARCHITECTURE - INTERIOR DESIGN - BUILDING ENVELOPE

Fees and Invoicing

Basic Services for the project scope herein shall be provided for as a lump sum fee. The project fee, phasing details, project tasks and billing milestones are as indicated below and on the attached Architectural Fee Schedules.

SUMMARY	BASIC	ADD'TL	TOTAL
Study		\$16,642	\$16,642

Additional Scope of Services

Any changes to the project scope delineated herein following authorization of this proposal shall be undertaken as additional services requiring compensation to the Architect.

Please let me know if you have any other questions or need additional information concerning this project or our proposed services. We look forward to working with you on this project.

Sincerely,

MLD Architects.



Iain Harnden, RID, LEED AP
Principal

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10b

DATE OF SCHOOL BOARD MEETING: May 27, 2025

TITLE OF AGENDA ITEM: Purchase Order Request for Mark's Lawn Maintenance, Inc.

DIVISION: Facilities

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

PURPOSE AND SUMMARY OF ITEM: Request for School Board approval to issue a purchase order to Mark's Lawn Maintenance, Inc. in the amount of \$45,500.00. Attached is the proposal for the athletic fields' maintenance at Gadsden County High, West Gadsden Middle and Havana Magnet Schools.

FUND SOURCE: General

AMOUNT: \$45,500.00

PREPARED BY: Brenton Hudson *BEH*

POSITION: Director

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

REVIEWED BY:  _____



Mark's Lawn Maintenance, Inc.

P. O. Box 180306

Tallahassee, FL 32318

Phone (850) 524-2771

E-mail: markslawninc@yahoo.com

TO: Gadsden County School District, Department of Facilities

DATE: April 14, 2025

RE: Athletic Field Maintenance for Fiscal Year 2025-2026

Athletic Field Maintenance – Fiscal Year 2025-2026

East Gadsden High School
27001 Blue Star Highway, Havana, FL 32333

\$20,800.00 annually
(to be billed at \$1,733.33 per month)

West Gadsden Middle School
200 Providence Road, Quincy, FL 32351

\$20,800.00 annually
(to be billed at \$1,733.33 per month)

Fields Included in Above Cost:

Football
Football Practice
Softball
Baseball

Benton E. Hudson
4/17/25

Havana Magnet School
1210 Kemp Road, Havana FL 32333

\$3,900.00 per year
(to be billed at \$325.00 per month)

Field Included in Above Cost:

Football field only

Scope of Services:

- Athletic playing surfaces grass height shall be maintained between $\frac{3}{4}$ " to $1\frac{1}{4}$ ". A minimum of one mowing per week with additional mowings as required during growing season. Athletic fields are over-seeded during the winter; therefore, athletic playing surfaces must be mowed year-round to maintain between $\frac{3}{4}$ " to $1\frac{1}{4}$ " grass height. Cutting height may be lowered for extenuating circumstances such as: in winter, prior to over seeding to allow seed to have soil contact and in spring, to aid in elimination of ryegrass.

**Gadsden County School District
Athletic Fields Maintenance FY 2025-2026
Page Two**

Scope of Services Continued:

- Grassed area between track and fence is included in mowing area.
- All activities will be coordinated with maintenance department.
- Edge or weedeat along edge of track.
- Spray herbicides or weed eat along fence lines of above fields.
- Athletic field irrigation system will be tested to make sure it is working properly. This includes checking all zones for leaks, clogged nozzles, coverage, broken pipes/heads, etc. Mark's Lawn will coordinate with maintenance department when watering schedule is adjusted to make sure sprinklers do not run during a scheduled event.
- Mark's Lawn will keep maintenance department informed of any conditions that could adversely affect the athletic fields.

BEH
4/17/25

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10c

DATE OF SCHOOL BOARD MEETING: May 27, 2025

TITLE OF AGENDA ITEM: Purchase Order Request for Brightly Software Inc

DIVISION: Facilities

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

PURPOSE AND SUMMARY OF ITEM: Request for School board approval to issue a purchase order to Brightly Software Inc in the amount of \$17,699.00. Attached is the proposal for the software needed to run our work order system.

FUND SOURCE: General Funds

AMOUNT: \$ 17,699.00

PREPARED BY: Brenton Hudson *BEH*

POSITION: Director

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer. SUPERINTENDENT'S

SIGNATURE: page(s) numbered ~~page(s) numbered~~

CHAIRMAN'S SIGNATURE

REVIEWED BY:



PREPARED FOR

Gadsden County Public Schools ("Customer")

35 Martin L King Blvd

Quincy, FL 32351-4400

PREPARED BY

Brightly Software Inc

4242 Six Forks Road, Suite 1400

Raleigh, NC 27609

PUBLISHED ON

April 25, 2025



Q-439471

Aviance Moore
Gadsden County Public Schools
35 Martin L King Blvd
Quincy, FL 32351

Dear Aviance,

Thank you for your interest in our market leading solutions for improving educational operations. We at Brightly are excited about providing you with online tools that will help you save money, increase efficiency and improve services. Brightly is dedicated to providing best in class solutions that are built exclusively for the unique needs of educational institutions, including the following for Gadsden County Public Schools:

Subscription Term: 2 months (05/01/2025 - 06/30/2025)

Cloud Services

Item	Start Date	End Date	Investment
Asset Essentials Core Plus	5/1/2025	6/30/2025	2,949.83 USD
- Dude Analytics	5/1/2025	6/30/2025	Included
2.0 Month(s) included at no additional cost on the first term 05/01/2025 - 06/30/2025			-2,949.83 USD
			Subtotal: 0.00 USD

Professional Services

Item	Investment
Asset Essentials Implementation w/ Consulting Promotion	-10,595.00 USD
Asset Essentials Implementation with Consulting	10,595.00 USD
Subtotal: 0.00 USD	

Total Initial Investment

0.00 USD

Pricing for the First Renewal Services Term is \$17,699.00 USD



Asset Essentials Implementation with Consulting Statement of Work

Summary:

Company will provide specified professional consulting services to Customer to implement Asset Essentials (AE), an on-line Computerized Maintenance Management System. These professional services include meeting with key stakeholders to ensure the set-up and configuration of the system will meet the customer's operational needs; location and category hierarchies are configured appropriately; workflows meet the needs of the business; available data is cleaned, aligned and imported; and end users are trained and ready for go-live.

In Scope: The Deliverables below will be considered in scope of this SOW:

1. Asset Essentials Implementation with Consulting
2. Asset Essentials Training
3. Post Consulting Go-Live Support

Deliverables:

- Project initiation and discovery
- Available location, asset, user, PM schedule Data Loaded
- Account configuration
- User acceptance testing (UAT)
- End User training for Administrator and Full User roles
- Go-Live support

Acceptance Process:

As each deliverable is completed, the Project Coordinator will confirm with the Customer and document acceptance in the Project Community Portal.

- Project initiation and discovery
 - Kickoff call complete
 - Discovery call complete
 - Data, configuration, and training requirements documented
- Available data loaded
 - Available location, asset, user, PM schedule data is loaded in AE to meet documented data requirements.
- Account Configuration
 - Account has been setup and configured to meet documented configuration requirements.
- User Acceptance Testing
 - Consultant-led end-to-end walkthrough and customer UAT has demonstrated to Customer functionality meets configuration requirements.
- End User Training



- Administrator and Full User roles have received training on their role.
- Go-Live Support
 - 30-day Go-Live Support period has been concluded.

Assumptions:

Customer Assumptions:

- There will be a single point of contact/project manager for the duration of the project.
- IT department is responsible for ensuring access to mobile devices, internet connections, email access, and web link access to the software such as white listing IP addresses.
- The appropriate resources will be available for all scheduled activities. Canceling or rescheduling consulting activities within 2 weeks of the scheduled activity may result in a rescheduling fee being assessed.
- For onsite activities, Customer will provide a dedicated space with adequate technology, including but not limited to monitor/projector, computers, mobile devices, quality phone and internet connections.
- Will provide relevant data to be loaded in a timely manner and in Excel or CSV format. Each record type will be provided in one file with one sheet with column headings and one record with corresponding attributes per row.
- If Customer is unable to provide data in an acceptable format for import, Consultant will guide Customer on how to manually create records.
- Customer has up to (5) business days to confirm deliverable acceptance. No response will be interpreted as acceptance.

Company Assumptions:

- Consultant will not access any 3rd party systems for the purpose of exporting data.
- Once End User Training has been completed, 30-day Go-Live Support period begins, consisting of up to 4 weekly 30-minute check-ins with the Implementation Specialist. If customer does not attend a scheduled check-in, it will be assumed no assistance was needed.
- For on-site activities, Company will bill Customer for actual travel and associated expenses incurred.
- Any services not explicitly included in this SOW are assumed to be out of scope.

Project schedule and approach:

- Kick-off Call with Project Coordinator
 - Confirm software and services purchased
 - Identify key stakeholders
 - Assign resources
 - Schedule key milestone dates, including anticipated project completion date
 - Access to Company's on-line Learning Management System
 - Access to an interactive project plan
- Discovery with Consultant
 - Interview key stakeholders to understand specific maintenance & operations objectives
 - Overview of AE with key stakeholders, including data import requirements
 - Determine optimal AE configuration to meet objectives and drive KPIs
 - Document data and configuration requirements



- Schedule required consulting activities and confirm projected completion date
- Data loaded by Consultant
 - Review, cleanse, and load available user, location, asset, and scheduled PM data
- Account configuration by Consultant
 - Populate key drop-down menus
 - Review/modify request and work order templates
 - Configure workflow for request/approval/assignment of work orders
- User Acceptance Testing
 - Configuration demo to walk through the end-to-end workflow from request to completion
 - Demonstrate key functionality meets configuration requirements
- Consultant conducts End User Training for Administrator and Full User roles
 - End-to-end walkthrough for their role
 - Desktop and mobile training
- Go-Live Support
 - Company provides (4) weekly check-in calls with Implementation Specialist and Customer
 - Company Implementation specialist addresses any issues identified. Where issues require product support, Implementation Specialist will submit to Company Support
 - Implementation Specialist adjusts configurations as needed prior to project close
- Project Close

Sample Project Timeline (project timelines may vary):

Timeline (Weeks)	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14
Project Kick Off Call														
LMS (Learning Management System) Implementation														
Discovery Call														
Data Review														
Data Loading														
Account Configuration														
UAT (User Acceptance Testing)														
User Training														
Post-Consulting Call														
GLS (Go Live Support)														
Project Close														

Change Management:

Customer may request that the Company add services not in the specifications by submitting a written proposed change order to the Company. Submitted change requests will be reviewed for approval. Approved change orders will become part of the applicable SOW when executed by both Parties, and the services described therein will become part of the services.

Invoicing:



At the conclusion of Go Live Support, the main consulting milestone will be completed to trigger billing for the full consulting service.

Special Terms for Asset Essentials

Asset Essentials pricing is based on a maximum storage limit of 200GB of data. Data storage that exceeds 200GB may subject to an additional fee.



Order terms

BY SIGNING THIS ORDER FORM, WHETHER BY ELECTRONIC OR WRITTEN SIGNATURE, YOU ARE PLACING A BINDING ORDER FOR THE OFFERINGS SHOWN. IF THE INDIVIDUAL ENTERING INTO THIS AGREEMENT IS ACCEPTING ON BEHALF OF A COMPANY OR OTHER LEGAL ENTITY, THE INDIVIDUAL REPRESENTS THAT THEY HAVE THE AUTHORITY TO BIND SUCH ENTITY AND ITS AFFILIATES TO THE TERMS AND CONDITIONS OF THIS AGREEMENT. IN WHICH CASE THE TERM "CUSTOMER" SHALL REFER TO SUCH ENTITY AND ITS AFFILIATES. IF THE INDIVIDUAL ACCEPTING THIS AGREEMENT DOES NOT HAVE SUCH AUTHORITY OR DOES NOT AGREE WITH THE TERMS AND CONDITIONS SET FORTH HEREIN, THE INDIVIDUAL MUST NOT ACCEPT THIS AGREEMENT AND MAY NOT USE THE OFFERINGS.

- A. The "Effective Date" of the Agreement between Customer and Brightly Software, a Siemens Company ("Siemens") is the date Customer accepts this Order
- B. Proposal expires in sixty (60) days.
- C. The Siemens entity entering into this Agreement is Brightly Software, Inc., a Delaware corporation, and the notice address shall be Corporate Trust Center, 1209 Orange Street, Wilmington, DE 19801 USA, Attn: Brightly Software.
- D. By accepting this Order, and notwithstanding anything to the contrary in any other purchasing agreement, Customer agrees to pay all relevant Subscription Fees for the full Subscription Term defined above.
- E. Payment terms: Net 30
- F. This Order and its Offerings will be subject to the terms and conditions of the Terms of Service (the Base Terms together with any applicable Supplemental Terms) found at <http://brightlysoftware.com/terms> (<http://brightlysoftware.com/terms>) ("Agreement"), unless Customer has a separate written agreement executed by Brightly Software, Inc. for the Offerings, in which case the separate written agreement will govern its defined Term. Acceptance is expressly limited to the terms of the Agreement. No other terms and conditions will apply. The terms of any purchase order or other document from Customer are excluded and such terms will not apply to the Order and will not supplement or modify the Agreement irrespective of any language to the contrary in such document.
- G. Where the Customer is a state, local, or public education entity created by the laws of the applicable state, Siemens and Customer agree that the provisions of the State, Local Government, and Higher Education Addendum ("SLED Addendum") found at <http://brightlysoftware.com/terms> (<http://brightlysoftware.com/terms>) take precedence over any conflicting terms in the Agreement to the extent the deviations set forth therein are required by applicable law.
- H. Siemens shall invoice Customer and Customer agrees to pay Siemens the amount specified on this Order. Quantities purchased may not be decreased during the relevant Subscription Term. Customer is responsible for providing complete and accurate billing and contact information to Siemens and notifying Siemens promptly of any changes to such information.
- I. If Customer is paying by credit card or Automated Clearing House ("ACH"), Customer shall establish and maintain valid and updated credit card information or a valid ACH auto debit account (in each case, the "Automatic Payment Method"). Upon establishment of such Automatic Payment Method, Siemens is hereby authorized to charge any applicable fees, including any processing fees, using such Automatic Payment Method.
- J. Customer is responsible for paying all taxes associated with its purchases hereunder. Siemens shall invoice Customer and Customer shall pay that amount unless Customer provides Siemens with a valid tax exemption



- certificate, direct pay permit, or other government-approved documentation. Notwithstanding the foregoing, Customer is responsible for, and, to the extent permitted by law, will indemnify Siemens for: 1) any encumbrance, fine, penalty or other expense which Siemens may incur as a result of Customer's failure to pay any taxes required hereunder, and 2) any taxes, including withholding taxes, resulting from making an Offering available to Users in geographic locations outside the country in which Customer is located as per the Order. For clarity, Siemens is solely responsible for taxes assessable against Siemens based on its income, property and employees.
- K. Siemens maintains the right to increase fees within the Subscription Term for Recurring Fee Offerings by an amount not to exceed the greater of prices shown in the investment table or the applicable CPI and other applicable fees and charges every 12 months. Any additional or renewal Subscription Terms will be charged at the then-current rate.
- L. In the event Customer purchases the Cloud Services (including any renewals thereof) through an authorized reseller of Siemens, the terms and conditions of this Agreement shall apply and supersede any other agreement except for any terms and conditions related to fees, payment or taxes. Such terms and conditions shall be negotiated solely by and between Customer and such authorized reseller. In the event Customer ceases to pay the reseller, or terminates its agreement with the reseller, Siemens shall have the right to terminate Customer's access to the Cloud Services at any time upon thirty (30) days' notice to Customer unless Customer and Siemens have agreed otherwise in writing.

Cloud Services

- A. Billing frequency: Annual
- B. Cloud Services Offerings will be subject to the terms and conditions of the General Software and Cloud Supplemental Terms found at <http://brightlysoftware.com/terms> (<http://brightlysoftware.com/terms>)
- C. Any Offerings identified as Cloud Services on this Order shall automatically renew for additional periods equal to the expiring Subscription Term or one year, whichever is longer, unless either party has provided written notice of its intent to terminate the Cloud Service subscription not less than forty-five (45) days prior to the expiration of the then-current Subscription Term.
- D. During the Term, Siemens shall, as part of Customer's Subscription Fees, provide telephone and email support ("Support Services") during the hours of 8:00 AM and 6:00 PM EST, Monday through Friday ("Business Hours"), excluding holidays.
- E. Siemens shall use commercially reasonable efforts to make its Software or Cloud Service available 99.9% of the time for each full calendar month during the Subscription Term, determined on twenty-four (24) hours a day, seven (7) days a week basis (the "Service Standard"). The Service Standard availability for access and use by Customer(s) excludes unavailability when due to: (a) any access to or use of the Cloud Service by Customer or any Account User that does not strictly comply with the terms of the Agreement or the Documentation; (b) any failure of performance caused in whole or in part by Customer's delay in performing, or failure to perform, any of its obligations under the Agreement; (c) Customer's or its Account User's Internet connectivity; (d) any Force Majeure Event; (e) any failure, interruption, outage, or other problem with internet service or non-Cloud Service; (f) Scheduled Downtime; or (g) any disabling, suspension, or termination of the Cloud Service by Siemens pursuant to the terms of the Agreement. "Scheduled Downtime" means, with respect to any applicable Cloud Service, the total amount of time (measured in minutes) during an applicable calendar month when such Cloud Service is unavailable for the majority of Customer's Account Users due to planned Cloud Service maintenance. To the extent reasonably practicable, Siemens shall use reasonable efforts to provide eight (8) hours prior notice of Cloud Service maintenance events and schedule such Cloud Service maintenance events outside the applicable

business hours.

- F. Siemens reserves the right to block IP addresses originating a Denial of Service (DoS) attack. Siemens shall notify Customer should this condition exist and inform Customer of its action. Once blocked, an IP address shall not be able to access the Cloud Service and the block may be removed once Customer is satisfied corrective action has taken place to resolve the issue. Siemens also reserves the right to suspend or terminate service if Customer: 1) performs load tests, network scans, penetration tests, ethical hacks or any other security auditing procedure on the Cloud Service, 2) interferes with or disrupts the integrity or performance of the Cloud Service or data contained therein, or 3) otherwise violates the use restrictions under this Agreement.

Professional Services:

- A. Professional Services Offerings will be subject to the terms and conditions of the Services Supplemental Terms found at <http://brightlysoftware.com/terms> (<http://brightlysoftware.com/terms>)
- B. Unless otherwise specified in an applicable Order: (i) Siemens will perform the Professional Services during workdays, Monday through Friday, up to 8 hours a day; (ii) any estimate of hours or costs are reasonable, good faith estimates only; and (iii) each task is performed as firm fixed price work or time and materials as described in this Order. Siemens is only obliged to supply Professional Services and/or Deliverables as expressly stated in this Order. Siemens shall not be obliged to supply any Professional Services and/or Deliverables without a valid Order.
- C. **Scheduling.** Siemens requires at least 6 weeks advanced notice from the acceptance of an Order to schedule Professional Services delivery dates when travel is required. Onsite Professional Services shall be delivered consecutively in a single onsite visit unless the applicable Order includes the additional fees and incidental expenses associated with multiple visits.
- D. **Unused Professional Services.** Unless otherwise specified in the Order, Siemens reserves the right to expire any unused Professional Services 6 months from the Effective Date set forth on the Order, and Customer will not be entitled to receive a refund for any fees prepaid for such expired Professional Services.
- E. **Customer Cooperation.** Customer will cooperate reasonably and in good faith with Siemens in its performance of Professional Services by: (i) providing access to any necessary Customer Data, (ii) allocating sufficient resources and timely performing any tasks reasonably necessary to enable Siemens to perform its obligations under the Order, and (iii) actively participate in scheduled project meetings. Any delays in the performance of Professional Services or delivery of Deliverables caused by Customer may result in additional applicable charges for resource time.
- F. **Incidental Expenses.** Customer will reimburse Siemens for travel and related business expenses incurred in connection with Professional Services. If an estimate of incidental expenses is included in the Order, Siemens will not exceed a 5% inflation of such estimate without the written consent of Customer.

Additional information

- A. Prices shown above do not include any taxes that may apply. Any such taxes are the responsibility of Customer. This is not an invoice. For customers based in the United States, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the "Ship To" location provided by Customer. Tax exemption certifications can be sent to accountsreceivable@brightlysoftware.com (<mailto:accountsreceivable@brightlysoftware.com>)
- B. Billing frequency other than annual is subject to additional processing fees.
- C. Provide Siemens with the purchase order number, if applicable. Acceptance of this Order without a purchase order number indicates that a purchase order is not necessary. Please reference Q-439471 on any applicable purchase order and email to Purchaseorders@Brightlysoftware.com



(mailto:Purchaseorders@Brightlysoftware.com)

- D. Brightly Software, Inc. can provide evidence of insurance upon request.



At Brightly, we understand the yearly budgeting cycle of educational institutions. If you need us to pro-rate the annual fee based on your budget cycle, please let me know. I will provide you with the pro-rated cost based on the number of months remaining in your fiscal year.

Thanks again for your interest in utilizing our web-native solutions to integrate and more efficiently manage your operations. Please feel free to contact me with any questions at (919) 459-3389 or by email at billy.golden@brightlysoftware.com.

Sincerely,
Billy Golden
Brightly

Please address the purchase order to:

Brightly Software, Inc

4242 Six Forks Road, Suite 1400

Raleigh, NC 27609

***** Please mail or email the purchase order to billy.golden@brightlysoftware.com.**



Signature

Presented to:

Gadsden County Public Schools - Q-439471

April 25, 2025, 7:43:33 AM

Accepted by:

Brenton E. Hudson

Printed Name

Brenton E. Hudson

Signed Name

Director

Title

5/2/25

Date

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO: 10d _____

DATE OF SCHOOL BOARD MEETING: 5/27/2025

TITLE OF AGENDA ITEM: Purchase Order Request for Green Air Environmental (Please see attached)

DIVISION: Facilities

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

PURPOSE AND SUMMARY OF ITEM:

Request for Board Approval to issue Purchase Order for Green Air Environmental LLC in the amount of \$58,000.00. Attached are the 4 proposals for West Gadsden Middle School to have 11 Sustainable Air Handler Unit's/HVAC Coil Cleaning's, 6 BARD Unit's and 2 Air Cooled Chillers

FUND SOURCE: General Fund

AMOUNT: \$58,000.00

PREPARED BY: Brenton Hudson *BEH*

POSITION: Director of Facilities

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____ 

PO DATE
05/07/2025



THE SCHOOL BOARD OF GADSDEN COUNTY

Elijah Key, Superintendent of Schools
35 Martin Luther King, Jr. Blvd Quincy, Florida 32351
ATTN: Purchasing Dept, Main: (850) 627-9651

PRINTED 05/19/2025
REPRINTED PO

PAGE 1 OF 1

PURCHASE ORDER NUMBER
0200000982

VENDOR KEY : GREEN AI000
FISCAL YEAR : 2024-2025
ENTERED BY : SALAILOR000
REVISED : 05/19/2025
ORIGINAL REQ # : 0000069175

VENDOR:
GREEN AIR ENVIRONMENTAL, LLC
PO BOX 566
FAYETTEVILLE, GA 30214

SHIP TO:
MAINTENANCE DEPARTMENT
805 S STEWART STREET
QUINCY, FL 32351

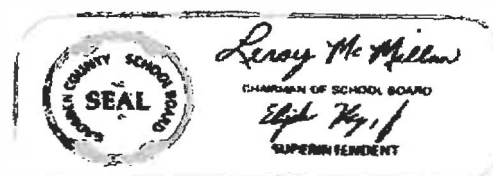
ATTN: LORIANNE SALAIS

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
4		Sustainable Air Handler Unit and HVAC Coil Cleaning at West Gadsden Middle School AHU: 5-1,5-2,7-1,7-2	3625.00000	14,500.00
4	UN	Sustainable Air Handler Unit and HVAC Coil Cleaning at West Gadsden Middle School AHU: 1-1,2-1,4-1,4-2	3625.00000	14,500.00
4	UN	Sustainable Air Handler Unit and HVAC Coil Cleaning at West Gadsden Middle School AHU: 6-1, 8-1, 9-1, 6 BARD Units	3625.00000	14,500.00
4	UN	Sustainable Air Handler Unit and HVAC Coil Cleaning at West Gadsden Middle School AHU: 2 Air Cooled Chillers	3625.00000	14,500.00
ACCOUNT SUMMARY (FOR INTERNAL USE)				
ACCOUNT NUMBER		ACCOUNT AMOUNT		
1100E8100 3500 0052 99999 00000 00000		58,000.00		
			PAGE TOTAL	58,000.00
			TOTAL	58,000.00

State Tax Exemption #85-8012621915C-2 | FEID #59-6000615
All items purchased under this order must be received and invoiced by 06/30/25.
Cancellations must be in writing. No backorders without buyer approval.

PURCHASE APPROVED BY:

By acceptance of a contract or purchase order in excess of \$15,000, and involving federal funds, the vendor/contractor agrees to comply with 2CFR 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, applicable sub-parts and appendices, as related to the project. Termination for cause and for convenience by the grantee or sub-grantee, including the manner by which it will be affected and the basis for settlement, will be decided by the Gadsden County School





**SUSTAINABLE AIR HANDLER UNIT
& HVAC COIL CLEANING**

May 12, 2025

**Brenton Hudson
Gadsden County Public Schools
35 Martin Luther King, Jr. Blvd
Quincy, Florida 32351
hudsonbre@gcpsmail.com**

RE: Sustainable Air Handler Unit and HVAC Coil Cleaning for (4) AHU's Serving:

**West Gadsden Middle School
AHU: 6-1, 8-1, 9-1, 6 BARD Units**

Green Air Environmental, LLC is pleased to provide the following proposal for your approval:

Scope of Work:

- 1. Mobilization of all equipment and tools to area work is to be performed**
- 2. Prepare mechanical room and work area utilizing Green Air Environmental proprietary process**
- 3. Clean cooling and heating coils for listed equipment**
- 4. Clean fan housing, evaporator drain pan, and blower wheels**
- 5. Deep clean sterilization both heating and cooling coils of units via the Green Air Environmental proprietary process**
- 6. Digital images of all surface/coils cleaned before and after cleaning**
- 7. Mold swab testing result reports; before and/or after, at the direction of Gadsden County Schools**
- 8. No chemicals will be used in this Green process of cleaning the coils**
- 9. Results of final visual inspection of each surface/coil cleaned**
- 10. Remove odors from AHU coils**
- 11. Remove and destroys mold, bacteria, viruses, algae and fungi**
- 12. Extend life of coils**
- 13. Record before and after differential pressure readings (if applicable)**
- 14. Will remove any panels to gain access to AHU (any electrical issues will not be handled by our staff).**
- 15. Clean work area daily**

**D 1 800 789 313
F 1 888 725.5474**

**LIVE BREATHE & SAVE GREEN
GreenAirEnv.com**





SUSTAINABLE AIR HANDLER UNIT
& HVAC COIL CLEANING

May 12, 2025
Page Two

Clarifications/Exclusions:
Work to be performed after hours at the direction of Facilities

The costs to perform the above listed work will be

Price to clean equipment:

\$3,625 x 4 AHU\$14,500.00 Initial_____

****Per previous agreement with Timothy Robinson (Green Air Environmental, LLC)****

Please contact me at 850.748.6217

Sincerely,
GREEN AIR ENVIRONMENTAL - Gulf Coast, LLC
Johnny Boyd
Business Development Manager

Customer Approval

Name Brenton E. Hudson

PO# _____

Date 5.21.25

Attached Terms & Conditions have been read and agreed upon
120 Chiefs Way Suite 1 PMB1087 Pensacola, FL 32507, 850-748-6217

D 800 789 734
F 1.888 725

LIVE BREATHE & SAVE GREEN
GreenAirEnv.com



**SUSTAINABLE AIR HANDLER UNIT
& HVAC COIL CLEANING**

May 12, 2025

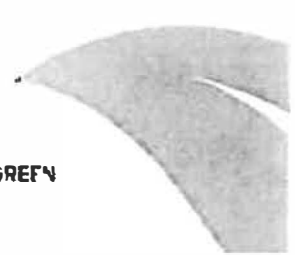
Page Three

GENERAL TERMS AND CONDITIONS

- 1) Payment terms are NET fifteen (15) days from date of invoice.**
- 2) GREEN AIR ENVIRONMENTAL – Gulf Coast, LLC will perform the services herein during regular working hours, Monday through Friday with holidays excepted. If Customer requests special inspections, adjustments or repairs to be made other than during normal working hours, Customer shall be billed separately for the difference between the regular and overtime billing rates.**
- 3) Customer is responsible for daily operation and maintenance of the equipment unless otherwise specified herein, and for maintaining insurance coverage to protect against sudden accidental and/or catastrophic failures GREEN AIR ENVIRONMENTAL – Gulf Coast, LLC is not liable for damage caused by acts of God, fire, power failures, low water pressure, problems with electrical supply and plumbing lines, strikes, or availability of parts.**
- 4) Customer agrees to furnish safe and free access to all equipment covered by this agreement for the purpose of carrying out the terms of this service agreement.**
- 5) This Agreement excludes the identification, detection, abatement, encapsulation, or removal of asbestos or products or materials containing asbestos or similar hazardous substances. In the event the above materials are encountered, GREEN AIR ENVIRONMENTAL – Gulf Coast, LLC will notify Customer, discontinue work and remove its employees. Customer shall be responsible for any claims, liability or fees associated with or relating to any hazardous materials GREEN AIR ENVIRONMENTAL – Gulf Coast, LLC will not resume work until the hazard is corrected or it is determined no hazard exists.**
- 6) Green Air Environmental – Gulf Coast, LLC reserves the right to partially invoice for work not completed.**

D | 800 789 3734
F | 888 725 547

LIVE SAVE GREEN
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**SUSTAINABLE AIR HANDLER UNIT
& HVAC COIL CLEANING**

May 5, 2025

**Brenton Hudson
Gadsden County Public Schools
35 Martin Luther King, Jr. Blvd
Quincy, Florida 32351
HUDSONBRE@gcpsmail.com**

RE: Sustainable Air Handler Unit and HVAC Coil Cleaning for (4) AHU's Serving:

**West Gadsden Middle School
AHU: 5-1, 5-2, 7-1, 7-2**

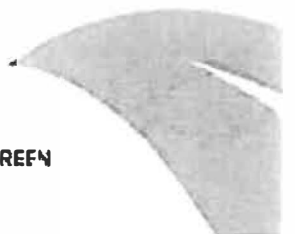
Green Air Environmental, LLC is pleased to provide the following proposal for your approval:

Scope of Work:

- 1. Mobilization of all equipment and tools to area work is to be performed**
- 2. Prepare mechanical room and work area utilizing Green Air Environmental proprietary process**
- 3. Clean cooling and heating coils for listed equipment**
- 4. Clean fan housing, evaporator drain pan, and blower wheels**
- 5. Deep clean sterilization both heating and cooling coils of units via the Green Air Environmental proprietary process**
- 6. Digital images of all surface/coils cleaned before and after cleaning**
- 7. Mold swab testing result reports; before and/or after, at the direction of Gadsden County Schools**
- 8. No chemicals will be used in this Green process of cleaning the coils**
- 9. Results of final visual inspection of each surface/coil cleaned**
- 10. Remove odors from AHU coils**
- 11. Remove and destroys mold, bacteria, viruses, algae and fungi**
- 12. Extend life of coils**
- 13. Record before and after differential pressure readings (if applicable)**
- 14. Will remove any panels to gain access to AHU (any electrical issues will not be handled by our staff).**
- 15. Clean work area daily**

**D 8 0 7 9 3734
F 725**

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SUSTAINABLE AIR HANDLER UNIT
& HVAC COIL CLEANING

May 5, 2025
Page Two

Clarifications/Exclusions:
Work to be performed after hours at the direction of Facilities

The costs to perform the above listed work will be

Price to clean equipment:

\$3,625 x 4 AHU.....\$14,500.00 Initial_____

****Per previous agreement with Timothy Robinson (Green Air Environmental, LLC)****

Please contact me at 850.748.6217

Sincerely,
GREEN AIR ENVIRONMENTAL – Gulf Coast, LLC
Johnny Boyd
Business Development Manager

Customer Approval
Name Benton F. Miller
PO# _____
Date 5/2/25

Attached Terms & Conditions have been read and agreed upon
120 Chiefs Way Suite 1 PMB1087 Pensacola, FL 32507, 850-748-6217

D 800.78.1734
F 888.725.5474

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**SUSTAINABLE AIR HANDLER UNIT
& HVAC COIL CLEANING**

**May 5, 2025
Page Three**

GENERAL TERMS AND CONDITIONS

- 1) Payment terms are NET fifteen (15) days from date of invoice.
- 2) GREEN AIR ENVIRONMENTAL – Gulf Coast, LLC will perform the services herein during regular working hours, Monday through Friday with holidays excepted. If Customer requests special inspections, adjustments or repairs to be made other than during normal working hours, Customer shall be billed separately for the difference between the regular and overtime billing rates.
- 3) Customer is responsible for daily operation and maintenance of the equipment unless otherwise specified herein, and for maintaining insurance coverage to protect against sudden accidental and/or catastrophic failures GREEN AIR ENVIRONMENTAL – Gulf Coast, LLC is not liable for damage caused by acts of God, fire, power failures, low water pressure, problems with electrical supply and plumbing lines, strikes, or availability of parts.
- 4) Customer agrees to furnish safe and free access to all equipment covered by this agreement for the purpose of carrying out the terms of this service agreement.
- 5) This Agreement excludes the identification, detection, abatement, encapsulation, or removal of asbestos or products or materials containing asbestos or similar hazardous substances. In the event the above materials are encountered, GREEN AIR ENVIRONMENTAL – Gulf Coast, LLC will notify Customer, discontinue work and remove its employees. Customer shall be responsible for any claims, liability or fees associated with or relating to any hazardous materials GREEN AIR ENVIRONMENTAL – Gulf Coast, LLC will not resume work until the hazard is corrected or it is determined no hazard exists.
- 6) Green Air Environmental – Gulf Coast, LLC reserves the right to partially invoice for work not completed.

**D 1 800 789 3734
F 1 888 725 547**

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GreenAirEnv.com**



**SUSTAINABLE AIR HANDLER UNIT
& HVAC COIL CLEANING**

April 30, 2025

**Brenton Hudson
Gadsden County Public Schools
35 Martin Luther King, Jr. Blvd
Quincy, Florida 32351
hudsonbre@gcpsmail.com**

RE: Sustainable Air Handler Unit and HVAC Coil Cleaning for (4) AHU's Serving:

**West Gadsden Middle School
AHU: 1-1, 2-1, 4-1, 4-2**

Green Air Environmental, LLC is pleased to provide the following proposal for your approval:

Scope of Work:

- 1. Mobilization of all equipment and tools to area work is to be performed**
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- 15. Clean work area daily**

**D 18 (3734
F 888 725**

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SUSTAINABLE AIR HANDLER UNIT
& HVAC COIL CLEANING

April 30, 2025
Page Two

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****Per previous agreement with Timothy Robinson (Green Air Environmental, LLC)****

Please contact me at 850.748.6217

Sincerely,
GREEN AIR ENVIRONMENTAL – Gulf Coast, LLC
Johnny Boyd
Business Development Manager

Customer Approval

Name Brenton E. Anderson

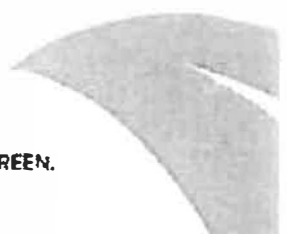
PO# _____

Date 5/2/25

Attached Terms & Conditions have been read and agreed upon
120 Chiefs Way Suite 1 PMB1087 Pensacola, FL 32507, 850-748-6217

D 789 3134
F 1 888 725.5474

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**SUSTAINABLE AIR HANDLER UNIT
& HVAC COIL CLEANING**

**April 30, 2025
Page Three**

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**D 1 789 3/34
F 1 888 547**

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**SUSTAINABLE AIR HANDLER UNIT
& HVAC COIL CLEANING**

May 19, 2025

**Brenton Hudson
Gadsden County Public Schools
35 Martin Luther King, Jr. Blvd
Quincy, Florida 32351
HUDSONBRE@gcpsmail.com**

RE: Sustainable Air Handler Unit and HVAC Coil Cleaning for (4) AHU's Serving:

**West Gadsden Middle School
AHU: 2 Air Cooled Chillers**

Green Air Environmental, LLC is pleased to provide the following proposal for your approval:

Scope of Work:

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**D 1 734
F 1 888 547**

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SUSTAINABLE AIR HANDLER UNIT
& HVAC COIL CLEANING

May 19, 2025
Page Two

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\$3,625/day x 2 Air Cooled Chillers.....\$14,500.00 Initial_____

****Per previous agreement with Timothy Robinson (Green Air Environmental, LLC)****

Please contact me at 850.748.6217

Sincerely,
GREEN AIR ENVIRONMENTAL – Gulf Coast, LLC
Johnny Boyd
Business Development Manager

Customer Approval

Name Brendon E. Hudson

PO# _____

Date 5/21/25

Attached Terms & Conditions have been read and agreed upon
120 Chiefs Way Suite 1 PMB1087 Pensacola, FL 32507, 850-748-6217

D | 789 3734
F | 888 5474

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**SUSTAINABLE AIR HANDLER UNIT
& HVAC COIL CLEANING**

**May 19, 2025
Page Three**

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**D | 8 0
F | 888.725.5474**

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SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 11a

DATE OF SCHOOL BOARD MEETING: May 27, 2025

TITLE OF AGENDA ITEM: Adoption/Approval of Board Policy Revisions

DIVISION: Support Services

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

PURPOSE AND SUMMARY OF ITEM:

Support Services is requesting Board approval and adoption of the following Gadsden County School Board policies:

BP 3.40	Safe and Secure Schools	Revision
BP 4.24	Artificial Intelligence Acceptable Use	New

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 _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

REVIEWED BY: _____

CHAPTER 3.00 - SCHOOL ADMINISTRATION

SAFE AND SECURE SCHOOLS

3.40+

I. Introduction

The Gadsden County District School Board has as its first obligation to provide a safe, secure and orderly learning environment in all schools and at all sponsored activities for students, school personnel, and other persons.

II. Orderly Environment

An orderly environment can only be achieved by developing procedures to control students, personnel, and other persons on school property and attending School Board or school sponsored events or activities. All procedures shall reflect the following policy provisions:

- A. No person other than a student and employee of a school site shall be on a school campus during school hours unless they are in compliance with Policy 9.60, Visitors.
- B. A student who is suspended or expelled is not in good standing and is not permitted on the school campus, school grounds, or at a school sponsored activity.
- C. Any person on a school campus or school grounds not in accordance with this policy is hereby declared to be a trespasser and shall be asked to leave immediately by any staff member. Each principal shall keep a log of such incidents which shall provide the name of the person asked to leave and other pertinent information. If said person shall again be seen upon the school campus or school grounds, any staff member shall immediately notify the principal or appropriate local law enforcement officials without further warning.
- D. Individuals who enter School Board property, activity, or School Board meeting without a legitimate reason and create a disturbance or refuse to leave the property or activity when asked by the Board chairperson, Superintendent/designee, principal or person in charge are subject to criminal penalty as provided in Florida Statutes. The person in charge shall contact appropriate law enforcement officials in cases of disruptive activity or refusal to leave the school property or activity and take appropriate actions to have the offender punished as prescribed by law. The Superintendent shall be notified of any such action at schools or school activities.
- E. No person except law enforcement and security officers may have in his/her possession any weapon, illegal substance, or dangerous substance while on school property or at school events.

- III. The following emergency response agency(ies) will notify the District in the event of an emergency:

Emergency Response Agency

Agency	Address	Telephone	Type of Emergency
Quincy Police Department	121 E. Jefferson St. Quincy, FL 32351	850-627-7111	Public Safety/First Responder
Gadsden County Sheriffs Office	339 E. Jefferson St. Quincy, FL 32351	850-627-9233	Public Safety/First Responder
Gretna Police Department	120 Beech Ave. Gretna, FL 32332	850-856-5257	Public Safety/First Responder
Chattahoochee Police Department	32 Jefferson St. Chattahoochee, FL 32324	850-663-4383	Public Safety/First Responder
Havana Police Department	121 7 th Avenue E Havana, FL 32333	850-539-2800	Public Safety/First Responder
Quincy Fire Department	20 N. Stewart Street Quincy, FL 32351	850-875-7315	Emergency Medical Resoonse/Fire Prevention
Midway Police Department	50 M.L. King Blvd Midway, FL 32343	850-875-8825 850-574-3057	Public Safety/First Responder
Gadsden County Emergency Management	9 E. Jefferson St. Quincy, FL 32353	850-875-8650	Emergency Operations (Weather related disaster)

IV. Safety, Security and-Emergency Plans

- A. The Superintendent shall develop a School Safety and Security Plan with input from representatives of the local law enforcement agencies, the local Fire Marshall(s), representative(s) from emergency medical services; building administrators, representative(s) from the local emergency management agency, School Resource Officer(s) and/or representative(s) of the Gadsden County Health Department.
- B. As required by state law, the Superintendent shall require the use of the Safe School Assessment Survey based on the School Safety and Security Best Practices Indicators created by FL DOE Safe School Assessment Tool (FSSAT) to conduct a self-assessment of the District's current safety and security practices.
- C. Upon completion of these self-assessments, the Superintendent shall convene a safety and security review meeting for the purpose of (a) reviewing the current School Safety and Security Plan and the results of the self-assessment; (b) identifying necessary modifications to the plan; (c) identifying additional necessary training for staff and students; and (d) discussing any other related matters deemed necessary by the meeting participants.
- D. The Superintendent shall present the findings of the safety and security review meeting to the Board for review and approval appropriate school safety, emergency management and preparedness plans. The Superintendent shall make any necessary recommendations to the Board that identify strategies and activities that the Board should incorporate into the School Safety and Security Plan and/or implement in order to improve school safety and security. The School Safety and Security Plan is, however, confidential and is not subject to review or release as a public record.

- E. The Superintendent shall report the self-assessment results and any action taken by the Board to review the School Safety and Security Plan to the Commissioner of Education within thirty (30) days after the Board meeting.
 - F. Emergency management and preparedness plans shall include notification procedures for weapon use and active assailant/hostage situations, hazardous materials and toxic chemical spills, weather emergencies, and exposure resulting from a manmade emergency.
 - G. Emergency management and preparedness procedures for active assailant situations shall engage the participation of the district school safety specialist, threat assessment team members, faculty, staff and students for each school and be conducted by the law enforcement agency or agencies designated as first responders to the school's campus.
 - H. Each school shall develop and maintain an up-to-date plan based upon the uniform guidelines and including the provisions of Florida law, State Board of Education rules, and other applicable regulations.
 - I. Copies of school plans shall be provided county and city law enforcement agencies, fire departments, and emergency preparedness officials.
- V. Threat Assessment
- A. The primary purpose of a threat management is to identify individuals exhibiting threatening or other concerning behavior, assess the risk of harm, and coordinate appropriate interventions and services for such individuals. The Board's threat management process is a systematic, fact-based method designed to identify, using threat assessment protocols, whether behaviors or communications constitute a concern for violence or harm to another person. Florida Harm Prevention and Threat Management Model is designed to identify, assess, manage, and monitor threats to schools, school staff and students. The goal of the threat management process is to prevent violence or harm to members of the school community. The threat management process uses a methodology that identifies students exhibiting threatening or other concerning behavior, gathers information to assess the risk of harm to themselves or others, and identifies appropriate interventions to prevent violence and promote successful outcomes.
 - B. The Board authorizes the Superintendent to designate a Threat Management Coordinator; a District Threat Management Team and school-based threat management teams.
 - 1. The District Threat Management Coordinator (DTMC) must complete all trainings specific to the Coordinator role and will oversee threat management at all public k-12 schools, including charter schools sponsored by the District. The DTMC must:

- a. Ensure all district-level and school-level threat management team personnel are trained in threat management and on the Florida Model.
 - b. Serve as Chair of the District Threat Management Team and as the liaison to the Department of Education's Office of Safe Schools.
 - c. Ensure procedures are outlined for making referrals to mental health services for students exhibiting threatening or concerning behavior of self-harm or harm to others.
 - d. Assist School Based Threat Management Teams in the District.
- 2. District Threat Management Team (DTMT) will receive referrals from the School Based Threat Management Teams, assess serious situations, and provide support to school-based teams, including charter schools in their district. The DTMT must include the DTMC, persons from school district administration and persons with expertise.
- 3. School Based Threat Management Team (SBTMT) will be headed by a Chair and Vice-Chair who are appointed by the principal or designee.
 - a. The Chair serves as the point person for threat management at the school-level and is responsible for triaging reported threats or concerning behavior and communications to determine whether the matter should be summarily closed, or whether it should be reviewed by the full SBTMT.
 - b. The team shall be comprised of a minimum of four (4) members, including a person with expertise in counseling (school/psychological), instructional personnel, school administration, and law enforcement (school resource officer)-
 - c. If none of the SBTMT members are familiar with the student of concern, the SBTMT Chair will assign a member of the school's staff who is familiar with the student to consult with and provide background information to the threat management team. Consulting personnel do not have to complete Florida Model training and may not participate in the decision-making process.
 - d. All members of the threat management team must be involved in the threat management process and final decision making.
 - e. Parental Notification
 - i. If the SBTMT Chair determines the concerning threat or behavior reported is a low level of concern and summarily closes the case, the Chair/designee must use reasonable efforts to notify the parent or guardian of the student concern.

- ii. If the Chair does not summarily close the case and refers the matter to the SBTMT, reasonable efforts must be made to notify the student of concern's parent or guardian on the same day the SBTMT assigns the preliminary level of concern. The SBTMT must document all attempts to make contact with the parent or guardian using the contact information shared by the parent or guardian with the District.
 - iii. If the preliminary level of concern is high, the SBTMT chair or designee must notify the Superintendent or designee to ensure the requirements of F.S. Stat. 1006.07 are met.
 - iv. The SBTMT Chair must notify the student of concern's parent or guardian if the threat management process reveals information about their student's mental, emotional, or physical health or well-being or results in a change in related services or monitoring, including but not limited to implementation of a Student Support Management Plan (SSMP).
 - v. The SBTMT Chair or designee must provide a copy of the SSMP to the student of concern's parent or guardian upon the plan's finalization and anytime the SSMP is substantially revised.
 - vi. The SBTMT Chair must make a reasonable effort to notify the parent or guardian of the targeted student before the end of the school day that the report was received unless the Chair has determined the concern is unfounded.
- 4. The threat management team will be responsible for the assessment of individuals whose behavior may pose a threat to the safety of school staff and/or students and coordinating resources and interventions for the individual.
 - 5. If a student with a disability is reported to have made a threat to harm others and the student's intent is not clear, a referral will be made to the threat management team for evaluation.
 - 6. Upon a preliminary determination that a student poses a threat of violence or physical harm to him/herself or others, the threat management team may obtain criminal history record information. The team must immediately report its determination to the Superintendent who must immediately attempt to notify the student's parent or legal guardian. A parent or guardian has the right to inspect and review the threat management. The team will coordinate resources and interventions to engage behavioral and or mental health crisis resources when mental health or substance abuse crisis is suspected.

7. The threat management team must plan for the implementation and monitoring of appropriate interventions to manage or mitigate the student's risk for engaging in violence and increasing the likelihood of positive outcomes.
8. Upon the student's transfer to a different school, the threat management team must verify that any intervention services provided to the student remain in place until the threat management team of the receiving school independently determines the need for intervention services. Threat management teams must meet as often as needed to fulfill their duties of assessing and intervening with persons whose behavior may pose a threat to school staff or students, but no less than monthly. The teams must maintain documentation of all meetings, including meeting dates and times, team members in attendance, cases discussed and actions taken.
9. Through the DTMC, the District must ensure that all threat management teams in the District report to the DOE office on the team's activities during the previous year. The District School Safety Specialist must ensure all schools in the District timely report all required information. The report will contain all data or information required by Florida law.

VI. Safety- Procedures

- A. School alarms shall be monitored on a weekly basis and malfunctions shall be reported for immediate repair.
- B. A safety program shall be established consistent with the provisions of the Gadsden County School District's Crisis Response Manual, which identifies the individuals responsible for contacting the primary emergency response agency and the emergency response agency that is responsible for notifying the school district for each type of emergency.
- C. Emergency evacuation drills (fire, hurricane, tornado, active assailant/hostage situation, other natural disaster, and school bus) shall be held in compliance with state requirements and formulated in consultation with the appropriate public safety agencies. Each principal, site administrator or transportation official is responsible for
 1. Developing and posting emergency evacuation routes and procedures;
 2. Assigning and training all staff members in specified responsibilities to ensure prompt, safe and orderly evacuation;
 3. Identifying and reporting hazardous areas requiring corrective measures; and
 4. Preparing and submitting within fifteen (15) calendar days an after-action report of each emergency drill and fire drill to the District school safety specialist for review.

- D. In the event of an emergency, the Superintendent is authorized to dismiss early or close any or all schools. Except that the principal may dismiss the school when the Superintendent or designee cannot be contacted and an extreme emergency exists endangering the health, safety, or welfare of students. Any such actions shall be reported immediately to the Superintendent or designee along with a statement describing the reasons for the action. Such report shall be submitted to the School Board at the next regular meeting unless a special meeting is held relating to the emergency.
- E. Parents, as defined by law, have a right to timely notification of threats, unlawful acts, and significant emergencies that occur on school grounds, during school transportation or during school-sponsored activities pursuant to sections 1006.07(4) and (7), F.S.
 - 1. Parents have a right to access school safety and discipline incidents as reported pursuant to section 1006.07(9), F.S.

VII. Safety - Violence Prevention

- A. The Superintendent shall develop a violence prevention plan for use by each school that establishes policies and procedures for the prevention of violence on school grounds; including assessment of and intervention with individuals whose behavior poses a threat to the safety of the school community.
- B. Training in identification of potentially violent behaviors and the procedures to be implemented shall be provided to personnel of the schools.

VIII. Security

- A. The Superintendent shall establish and implement a Domestic Security Plan consistent with the requirements of the National Incident Management System (NIMS).
- B. The Superintendent shall develop and implement guidelines and procedures for reviewing each school's security provisions. The security provisions shall include procedures restricting the ingress to or egress from a school campus when students are on the campus. Unless the gate or access point is attended or actively staffed, the security procedures shall state how all gates or other access points will remain closed and locked. If the school safety specialist determines there are other safety measures in place to allow a gate or access point to not be locked, the determination must be documented in the FSSAT.
- C. Within the first ten (10) days of school students must be notified of the safest areas to shelter in a classroom. The safety areas for students to shelter within the classrooms and/or instructional spaces must be clearly marked. All classrooms and other instructional spaces must be locked or actively staffed when occupied by students except between class periods.
- D. The Superintendent shall designate an administrator or a law enforcement officer employed by the County Sheriff's Office as the school safety specialist for the

District. The School Safety Specialist is responsible for the supervision and oversight for all school safety and security personnel, policies, and procedures in the District. The School Safety Specialist's responsibilities include, but are not limited to the following:

1. On an annual basis the school safety specialist will review district and charter school policies and procedures for compliance with state law and rules and ensure the timely and accurate submission of the school environmental safety incident report (FSSAT) to the Department.
2. The School Safety Specialist must provide recommendations to the superintendent and school board at a publicly noticed board meeting identifying strategies and activities that the Board should implement in order to address the findings to improve school safety and security.
3. No later than November 1, the School Safety Specialist shall submit a district best-practice assessment in the FSSAT that includes the school board's action(s) to the school security risk assessment findings and recommendations provided to them.
4. Provide training and resources to students and staff in matters relating to mental health awareness and assistance; emergency procedures (including active assailant training), and school safety and security.
5. The School Safety Specialist will develop a process related to safety used to identify and correct instances of noncompliance at the school.
 - a. On a quarterly basis, the school safety specialist will report to the superintendent and school board any non-compliance by the district or school(s) with school safety laws or rules.
 - b. Deficiencies relating to safe-school officer coverage must be resolved by the next school day.
 - c. Within 24 hours, the School Safety Specialist must notify the Office of Safe Schools of the deficiencies related to safe- school officer coverage and any instance of noncompliance that is determined to be an imminent threat to the health, safety and welfare of students or staff. The Office of Safe Schools shall be notified within three (3) days of any instance of noncompliance that is not corrected within 60 days.
6. The School Safety Specialist must make unannounced visits while school is in session to all public schools in the district, including charter schools and perform inspections for safe school compliance. The school safety specialist must notify and report to the district's superintendent or charter school principal, if there are any violations discovered or if non-compliance of the safe school requirements is suspected by a district school or charter school.

- E. A review of each school's security provisions shall be conducted annually by the principal with a written report submitted to the Superintendent or designee for submission to the Board for review.
- F. Each school's emergency plan shall include security provisions including emergency lockdown procedures.
- G. Establishing policies and procedures for the prevention of violence on school grounds; including assessment of and intervention with individuals whose behavior poses a threat to the safety of the school community.
- H. Adhering to background screening procedures for all staff, volunteers and mentors.
- I. Security trailers may be located on school property.

IX. Mental Health

- A. The School Board shall identify a mental health coordinator for the District. The mental health coordinator shall serve as the primary contact for the district's coordination, communication, and implementation of student mental health policies, procedures, responsibilities, and reporting.
- B. The mental health coordinator shall be responsible for:
 - 1. working with the Office of Safe Schools;
 - 2. maintaining records and reports regarding student mental health as it relates to school safety and the mental health assistance allocation;
 - 3. facilitating the implementation of school district mental health policies relating to the respective duties and responsibilities of the school district, the superintendent, and school principals;
 - 4. coordinating the staffing and training of threat assessment teams with the school safety specialist, and facilitating referrals, to mental health services, as appropriate for students and their families;
 - 5. coordinating with the school safety specialist, the training and resources for students and school district staff relating to youth mental health awareness and assistance; and
 - 6. annually review of the district's policies and procedures related to student mental health for compliance with state law and alignment with current best practices and making recommendations, as needed, for amending said policies and procedures to the superintendent and the district school board.

STATUTORY AUTHORITY:
LAW(S) IMPLEMENTED:

1001.41, 1001.42, F.S.
316.614, 1001.43, 1001.51
1006.062, 1006.07, 1006.145
1006.1493, 1006.21, 1013.13, F.S.
6A-1.0403, 6A-3.0171
ADOPTED: 10/22/2019
REVISION DATE(S): 12/15/2020
7/27/2021
1/24/2023
FORMERLY: _____

STATE BOARD OF EDUCATION RULE(S):
HISTORY:

CHAPTER 4.00 – CURRICULUM AND INSTRUCTION

Artificial Intelligence Acceptable Use

4.24+

The Gadsden County School Board supports the use of technology to improve teaching and learning, and to support innovations throughout the educational system. This includes the use of Alternative Intelligence (AI) platforms. The Gadsden County School Board is adopting this policy to emphasize the role of AI as a tool to support learning, while ensuring the platforms aren't used as a replacement for student or employee work.

Since AI systems could lead to bias in how patterns are detected and unfairness in how decisions are automated, it is essential for the District to develop this policy in how AI is used in education. This policy outlines the acceptable use of AI tools and applications within the Gadsden County School District to ensure their safe, ethical, and responsible use.

A. Teachers and staff need to be aware and understand:

1. AI is not a substitute for human creativity, judgement, and creation.
2. Supervisors must be notified when AI is being used to complete a task.
3. AI use requires authorization to protect against violation of District Policy.
4. Any use of AI platforms shall include a review of the generated result for accuracy, appropriateness, or potential bias (depending on the nature of the work).
5. Employees shall not integrate AI tools with other District software.
6. Employees shall not allow AI to learn passwords, confidential, proprietary or sensitive district data.
7. Employees shall not share or upload personally identifiable employee or student records, names, addresses, etc.
8. Employees shall not use AI tools to record meetings, classroom instruction/activities, or training sessions, unless approved by their school principal or District Level Administrator and other parties involved are aware they are being recorded.
9. Employees shall not upload recordings of meetings, classroom instruction/activities, or training sessions to AI platforms, unless approved by their school principal or District Level Administrator.
10. Employees shall not use AI for employment decisions about applicants or employees.

11. Employees shall not use AI tools specifically prohibited or (if applicable) not on approved lists.

B. Students Responsible Use:

1. AI is not a substitute for human creativity, judgement, and creation. Students may not use AI when their teacher or school has expressly forbidden its use.
2. Students shall not use Artificial Intelligence (AI) platforms to avoid doing their own work. AI platforms should only be used as a supplement when authorized by a teacher. Should AI be used, the student must acknowledge and cite the use of AI, attributing text, images, multimedia, etc. to the AI source and criteria used to show how AI contributed to result of the assignment. A violation of this rule is considered a violation of District Policy 5.55 Academic Honesty.
3. AI programs can have implicit bias, and present incorrect information. Students using AI acknowledge that it is not always factually accurate, nor seen as a credible source, and should be able to provide evidence to support its claims.
4. Students who choose to use an AI platform for purposes authorized within this policy need to be aware that they are sharing data with a third-party platform.
5. AP, IB and Dual Enrollment college and university classes may have additional restrictions and limitations regarding the use of AI.
6. Student access to certain websites using AI may be granted, however privacy guidelines and age restrictions must be considered prior to allowing the usage.
7. Any use of AI should be in compliance with Policy 3.43 Internet Safety.

C. Any misuse of AI tools and applications, such as hacking or altering data, is strictly prohibited.

D. In selecting an AI platform for use, the platform must:

1. Use large language models based on GPT-4, its equivalent, or a successor, and is on a closed system;
2. Provide professional learning to teachers;
3. Provide one-on-one tutoring aligned to the Benchmarks for Excellent Student Thinking (B.E.S.T) Standards for reading and math;
4. Provide standards-aligned lesson plans and provides insights on student

progress; and

5. Provide District and school-level reporting and parental access to AI interactions

- E.** Staff or students using AI software with a personal device and/or personal credentials should be aware that the platforms they are uploading information to is collecting various forms of data and their privacy may not be protected.
- F.** This policy shall be reviewed continuously to ensure the District remains aligned with emerging and changing AI capabilities, Federal or State Law, Florida Department of Education Rule, and industry best practices.

STATUTORY AUTHORITY: **1001.41, 1001.42, F.S.**

LAW(S) IMPLEMENTED: **1001.02, 1003.02, F.S.**

STATE BOARD OF EDUCATION RULE(S): **6A-1.0957, 6A-1.0955**

HISTORY: **ADOPTED: 04/2025**
REVISION DATE(S): NA