

AGENDA

REGULAR SCHOOL BOARD MEETING

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

October 27, 2015

6:00 P.M.

THIS MEETING IS OPEN TO THE PUBLIC

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

ITEMS FOR CONSENT

5. REVIEW OF MINUTES – **SEE ATTACHMENT**
  - a. September 22, 2015, 4:30 p.m. – School Board Workshop
  - b. September 22, 2015, 6:00 p.m. – Regular School Board Meeting

ACTION REQUESTED: The Superintendent recommends approval.
6. PERSONNEL MATTERS (resignations, retirements, recommendations, leaves of absence, terminations of services, volunteers, and job descriptions) **SEE PAGE #7**
  - a. Personnel 2015 – 2016

ACTION REQUESTED: The Superintendent recommends approval.
7. AGREEMENTS/PROJECT/GRANT APPLICATIONS
  - a. Sports Safety Equipment – **SEE PAGE #10**

Fund Source: 110 General Fund  
Amount: \$21,230.82

ACTION REQUESTED: The Superintendent recommends approval.
  - b. Federal Programs Purchase Orders – **SEE PAGE #12**

Fund Source: Federal  
Amount: \$30,645.02

ACTION REQUESTED: The Superintendent recommends approval.

- c. Food Service Purchase Orders - **SEE PAGE #15**
- Fund Source: 410 Food Service  
Amount: \$188,716.30
- ACTION REQUESTED: The Superintendent recommends approval.
- d. Fiscal Year Printer Purchase Orders - **SEE PAGE #23**
- Fund Source: General Fund  
Amount: \$232,600.00
- ACTION REQUESTED: The Superintendent recommends approval.
- e. Capital City Consultants - **SEE PAGE #31**
- Fund Source: Federal  
Amount: \$8,000.00
- ACTION REQUESTED: The Superintendent recommends approval.
- f. Communities In Schools of Florida – **SEE PAGE #33**
- Fund Source: Federal  
Amount: \$6,000.00
- ACTION REQUESTED: The Superintendent recommends approval.
- g. Food Service Consultant Contract – **SEE PAGE #35**
- Fund Source: 410 Food Service  
Amount: \$10,500.00
- ACTION REQUESTED: The Superintendent recommends approval.
- h. Gadsden County SSTRIDE Program Support – **SEE PAGE #39**
- Fund Source: FEFP  
Amount: \$44,359.78
- ACTION REQUESTED: The Superintendent recommends approval.
- i. DESF Contract Agreement – **SEE PAGE #41**
- Fund Source: General Fund  
Amount: \$36,692.75 each for a total of \$73,385.50
- ACTION REQUESTED: The Superintendent recommends approval.



- j. Approval of Payment for Health Screening and Services – **SEE PAGE #48**

Fund Source: General Revenue  
Amount: \$25,025.00

ACTION REQUESTED: The Superintendent recommends approval.

- k. Approval of 2013 – 2015 (2<sup>nd</sup> Year Negotiations 2014 – 2015) GESPA Contract  
**SEE PAGE #62**

Fund Source: N/A  
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- l. MSP Grant / GFAST Project – **SEE PAGE #107**

Fund Source: Title II, Part B, Sections 2201 – 2203 of the Elementary and  
Secondary Education Act of 1965 as amended by the No Child Left  
Behind Act of 2001 (P.L. 107-110); 20 U.S.C. 6661-6663,  
CFDA#84.366B  
Amount: \$328,722.00

ACTION REQUESTED: The Superintendent recommends approval.

8. **STUDENT MATTERS - SEE ATTACHMENT**

- a. Student Expulsion - See back-up material

Case #01-1516-9102

ACTION REQUESTED: The Superintendent recommends approval.

- b. Student Expulsion – See back-up material

Case #02-1516-9102

ACTION REQUESTED: The Superintendent recommends approval.

- c. Student Expulsion – See back-up material

Case #06-1516-0071

ACTION REQUESTED: The Superintendent recommends approval.

- d. Student Expulsion – See back-up material

Case #07-1516-0071

ACTION REQUESTED: The Superintendent recommends approval.

- e. Student Expulsion – See back-up material  
Case #08-1516-0071  
ACTION REQUESTED: The Superintendent recommends approval.
- f. Student Expulsion – See back-up material  
Case #11-1516-0051  
ACTION REQUESTED: The Superintendent recommends approval.

9. SCHOOL FACILITY/PROPERTY

- a. Change Order #1500 for HVAC Project – James A. Shanks Health Clinic/Keith Lawson Services, LLC - **SEE PAGE #152**  
  
Fund Source: 420  
Amount: N/A  
  
ACTION REQUESTED: The Superintendent recommends approval.
- b. Change Order #1 for HVAC Project – James A. Shanks Health Clinic/Keith Lawson Services, LLC – **SEE PAGE #154**  
  
Fund Source: 420  
Amount: \$14,000.00  
  
ACTION REQUESTED: The Superintendent recommends approval.
- c. Installation of Heating Boiler at James A. Shanks – **SEE PAGE #156**  
  
Fund Source: 340  
Amount: \$15,941.57  
  
ACTION REQUESTED: The Superintendent recommends approval.
- d. Emergency Repair – HVAC (Rebuild of Chilled Water Check Valve)  
**SEE PAGE #159**  
  
Fund Source: 340  
Amount: \$1,688.00  
  
ACTION REQUESTED: The Superintendent recommends approval.
- e. Inter-Local Agreement – **SEE PAGE #164**  
  
Fund Source: 110  
Amount: N/A  
  
ACTION REQUESTED: The Superintendent recommends approval.

10. EDUCATIONAL ISSUES

- a. School Field Trip Requests (Out-of-State) James A. Shanks Middle School  
**SEE PAGE #171**

Fund Source: N/A  
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- b. School Field Trip Requests (Out-of-State) West Gadsden High School  
**SEE PAGE #180**

Fund Source: N/A  
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- c. School Field Trip Requests (Out-of-State) West Gadsden High School  
**SEE PAGE #188**

Fund Source: N/A  
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- d. 2015-16 SAC Rosters – **SEE PAGE #193**

Fund Source: N/A  
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

ITEMS FOR DISCUSSION

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

- a. Approval of School Board Policies Requiring Adopting and/or Amending  
**SEE PAGE #197**

Fund Source: N/A  
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

12. FACILITIES UPDATE
13. EDUCATIONAL ITEMS BY THE SUPERINTENDENT
14. SCHOOL BOARD REQUESTS AND CONCERNS
15. ADJOURNMENT

# The School Board of Gadsden County

**Reginald C. James**

SUPERINTENDENT  
OF SCHOOLS



*"Building A Brighter Future"*

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

October 27, 2015

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

Dear School Board Members:

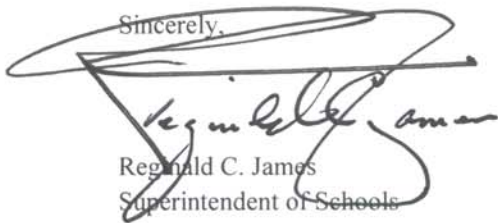
**I am recommending that the attached list of personnel actions be approved, as indicated. I further recommend that all appointments to grant positions be contingent upon funding.**

## **Item 6A Instructional and Non-Instructional Personnel 2015-2016**

The following reflects the total number of full-time employees in this school district for the 2015-2016 school term, as of October 27, 2015.

<u>Description Per DOE Classification</u>	<u>DOE Object#</u>	<u>#Employees October 2015</u>
Classroom Teachers and Other Certified	120 & 130	416.00
Administrators	110	54.00
Non-Instructional	150, 160, & 170	<u>378.00</u>
		848.00

Sincerely,



Reginald C. James  
Superintendent of Schools

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

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

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

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

Roger P. Milton  
DISTRICT NO. 5  
Quincy, FL 32351

**AGENDA ITEM 6A, INSTRUCTIONAL AND NON INSTRUCTIONAL 2015/2016****INSTRUCTIONAL**

<u>Annual</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Arrieta, Ana	WGHS	Teacher	09/22/2015
Davis, Alma	GRES	Teacher	10/12/2015
Davis, Teresa	CES	Teacher	09/11/2015
Diaz, Jose	WGHS	JROTC	09/24/2015
Franquiz, Myrna	WGHS	Teacher	10/16/2015
Jones, Kiyonna	JASMS	Teacher	09/21/2015
Posey, Aaron	WGHS	Teacher	10/05/2015
Shaffer, Deborah	JASMS	Teacher	09/29/2015

**NON-INSTRUCTIONAL**

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Robinson, Demetrice	CPA	Secretary	10/13/2015

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

<u>Name</u>	<u>Location/Position</u>	<u>Beginning Date</u>	<u>Ending Date</u>
Bailey, Latrisa	SSES/Teacher	09/03/2015	10/12/2015

**RESIGNATION**

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Daigle, Alicia	GWM	Teacher	
Honablew, Tulani	CES	Teacher	09/09/2015
Sink, Alexander	WGHS	Teacher	09/24/2015
Tedder, Bobby	EGHS	Teacher	09/17/2015
Wyche, Monique	EGHS	Teacher	09/04/2015

**TRANSFERS**

<u>Name</u>	<u>Location/Position</u> <u>Transferring From</u>	<u>Location/Position</u> <u>Transferring To</u>	<u>Effective Date</u>
Clarke, Jonnie	GRES/Teacher	WGHS/Teacher	09/14/2015
Hunter, Cassandra*	HES/Teacher	GWM/Teacher	08/10/2015
Jackson, Derrick	CPA/SFS Worker	JASMS/SFS Worker	10/15/2015
Jones, Hasan	WGHS/Teacher	EGHS/Teacher	10/05/2015

\*correction from July 28, 2015 Board Letter

**RETIREMENTS**

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Barrett, Barbara	SSES	Teacher	10/15/2015
Davenport, Mary	JASMS	SFS Worker	09/19/2015

**D.R.O.P. RETIREMENTS**

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Sapp, Angela	GTI	Coordinator	10/31/2015

**TERMINATIONS**

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Hawkins, Tangela	GWM	Teacher	09/25/2015

**OUT-OF-FIELD**

<u>Name</u>	<u>Location</u>	<u>Out-of-Field Area</u>	<u>No. of Periods</u>
Arrieta, Ana	WGHS	Language Arts	Four
Davis, Alma	GRES	Elementary	All Day
Jones, Kiyonna	JASMS	ESE	All Day

Substitutes

Teacher

French, Janis  
Ivery, April  
Kennedy, Solomon  
Macklin, Mirandas  
Montgomery, Salem  
Perkins, Jalen  
Robinson, Demetrice  
Simmons, Larry

SFS

Lee, Gregory\*

\*SFS and Custodial Sub

Suspension:

I hereby recommend that employee #15100231-01 be suspended without pay beginning October 28, 2015, through June 6, 2016.

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 7a

**DATE OF SCHOOL BOARD MEETING:** October 27, 2015

**TITLE OF AGENDA ITEMS:** Sports safety equipment

**DIVISION:** Finance Department

**PURPOSE AND SUMMARY OF ITEMS:** Approve PO 188377 for the purchase of emergency purchase for football safety equipment needed to ensure the student players safety and compliance with regulations.

**FUND SOURCE:** General Fund

**AMOUNT:** \$21,153.00

**PREPARED BY:** Kim Ferree

**POSITION:** Assistant Superintendent for Business Services

**INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER**

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

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

**CHAIRMANS'S SIGNATURE:** page(s) numbered \_\_\_\_\_

Be sure that the Comptroller has signed the budget page.





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SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7b

DATE OF SCHOOL BOARD MEETING: October 27, 2015

TITLE OF AGENDA ITEM: Federal Programs Purchase Orders

DIVISION: Federal

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

PURPOSE AND SUMMARY OF ITEM:

<u>Vendor</u>	<u>PO#</u>	<u>Fund</u>	<u>Amount</u>
Wood, Dorothy	188428	420	\$ 14,370.00
Quintanilla, Ashley	188429	420	\$ 16,275.02

FUND SOURCE: Federal

AMOUNT: \$ 30,645.02

PREPARED BY: Rose Raynak *R. Raynak jt*

POSITION: Director of Federal Programs

2015 OCT 12 AM 8:11  
SCHOOL BOARD AGENDA

**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









SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7c

DATE OF SCHOOL BOARD MEETING: October 27, 2015

TITLE OF AGENDA ITEMS: Food Service Purchase Orders

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS: To approve the following food service purchase orders that upgrades the cafeteria furniture, purchase need food stocks, and enhance safety and production of food preparation.

PO #188176 \$26,040 and #188469 \$8,000 for food preparation equipment.

POs: # 188178 \$51,974.24; # 188179 \$25,128; #188180 \$25,492.61; and # 188201 \$7,161.50 for cafeteria furnishing upgrades.

PO #188468 \$44,919.95 for food stocks.

FUND SOURCE: 410 Food Service.

AMOUNT: \$188,716.30

PREPARED BY: Kim Ferree

POSITION: Assistant Superintendent for Business Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

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

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

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

Be sure that the Comptroller has signed the budget page.

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE  
08/27/15

PURCHASE ORDER NO.  
188176

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

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

<b>VENDOR</b> FC07000000 CENTRAL RESTAURANT PRODUCTS 7750 GEORGETOWN RD INDIANAPOLIS IN 46268		<b>SHIP TO THIS ADDRESS</b> SCHOOL FOOD SVC-GADSDEN CO 203-A MARTIN LUTHER KING JR BL QUINCY FL 32351	
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PRINCIPAL / SUPERVISOR <i>Paula Milton</i>	COMPTROLLER	SUPERINTENDENT
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QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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SAFETY ISSUE -URGENT

FOR:SOFT FRUIT,VEGETBLS,TOMATO

QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
12	115.VLT	GOVT PRICING/NET 15 DAYS: W745-356XL EDLUND TOMATO SLICER ELECTRIC, 3/16" BLADE ASSEMBLY X	1675.00	20100.00
12		W745-K35601 PUSHER ASSEMBLY, 3/16" SLICE, PLASTIC INSERT FOR 350 SERIES	495.00	5940.00
NOTE:		FREE SHIPPING/FEDEX GRND		

TOTAL 26,040.00

PAY TERMS: NET 30

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. 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 School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

DISTRIBUTION TO BE COMPLETED BY ORIGINATOR					TOTAL	26,040.00	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	AMOUNT	
410	7600	640	0231	0701		2170.00	
410	7600	640	0151	0702		2170.00	
410	7600	640	0141	0704		2170.00	
410	7600	640	0051	0705		2170.00	
410	7600	640	0171	0706		2170.00	
410	7600	640	0091	0707		2170.00	
410	7600	640	0071	0709		2170.00	
410	7600	640	0041	0710		2170.00	
410	7600	640	0101	0711		2170.00	
410	7600	640	0211	0712		2170.00	
410	7600	640	0201	0713		2170.00	
410	7600	640	0191	0714		2170.00	

















THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

10/13/15

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351  
 PHONE (850) 627-9651 FAX (850) 627-2760  
 www.gcps.k12.fl.us

188469

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

<b>VENDOR</b> FB06000000	<b>SHIP TO THIS ADDRESS</b>
BIG BEND RESTAURANT SUPPLY 400 CAPITAL CIRCLE, SE #1 TALLAHASSEE FL 32301	SCHOOL FOOD SVC-GADSDEN CO 203-A MARTIN LUTHER KING JR BL QUINCY FL 32351

PRINCIPAL / SUPERVISOR	BUDGET DIRECTOR	SUPERINTENDENT
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QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
		FFVP-P II OCT'15-MAY 30, 2015		
1		ITEMS NEEDED/EQUIPMENT TO RUN FFV PROGRAM. BEST LOCAL VENDOR.	8000.00	8000.00

PAY TERMS: NET 30

TOTAL 8,000.00

- All correspondence/shippments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. 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 School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

DISTRIBUTION TO BE COMPLETED BY ORIGINATOR					TOTAL PROGRAM	8,000.00 AMOUNT	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT			
410	7600	510	0151	4103210		1000.00	
410	7600	510	0171	4103210		1500.00	
410	7600	570	0091	4103210		2000.00	
410	7600	510	0191	4103210		1500.00	
410	7600	570	0201	4103210		2000.00	























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SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7e

DATE OF SCHOOL BOARD MEETING: October 27, 2015

TITLE OF AGENDA ITEM: Capital City Consultants

DIVISION:

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

PURPOSE AND SUMMARY OF ITEM:

This is a renewal contract for year two of this 21st CCLC. The project rate for an external evaluation is \$2,000 per school. This project has four schools at \$2,000 per school for a total of \$8,000. This purchase order will take this vendor over the \$15,000 threshold for the school year. There are 10 different schools in three 21<sup>st</sup> CCLC projects. The schools that are being served by this project are Greensboro Elementary, West Gadsden High, Havana Magnet, and George Munroe Elementary.

FUND SOURCE: Federal

AMOUNT: \$8,000.00

PREPARED BY: Rose Raynak *RR*

POSITION: Director of Federal Programs

**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: \_\_\_\_\_

2015 OCT -9 AM 8:34  
SCHOOL BOARD AND  
OFFICE OF SUPERINTENDENT  
SCHOOL BOARD



**THE SCHOOL BOARD OF GADSDEN COUNTY**

DATE  
09/29/15

PURCHASE ORDER NO.  
188389

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

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

<b>VENDOR</b> VC02540000	<b>SHIP TO THIS ADDRESS</b>
CAPITAL CITY CONSULTANTS, LLC 2910 KERRY FOREST PKWY SUITE D4-278 TALLAHASSEE FL 32309	FED PRGMS-SCHOOL BOARD GADSDEN 35 MARTIN LUTHER KING JR BLVD QUINCY FL 32351

PRINCIPAL / SUPERVISOR <i>[Signature]</i>	BUDGET DIRECTOR <i>[Signature]</i> 9/30/15	SUPERINTENDENT <i>[Signature]</i>
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QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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ATTN: ROSE RAYNAK/DM

1	SM.CHKD	***VENDOR NOT SUBRECIPIENT*** EDUCATIONAL CONSULTANT FOR 21ST CCLC PROGRAM (SEE ATTACHED CONTRACT)	8000.00	8000.00
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PAY TERMS: NET 30

TOTAL 8,000.00

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. 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 School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

DISTRIBUTION TO BE COMPLETED BY ORIGINATOR					TOTAL	8,000.00	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	AMOUNT	
420	5900	390	0141	4224465		2000.00	
420	5900	390	0051	4224465		2000.00	
420	5900	390	0091	4224465		2000.00	
420	5900	390	0041	4224465		2000.00	

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SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7f

DATE OF SCHOOL BOARD MEETING: October 27, 2015

TITLE OF AGENDA ITEM: Communities in Schools of Florida

DIVISION:

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

PURPOSE AND SUMMARY OF ITEM:

Renewal of annual Memorandum of Understanding with Communities in Schools of Florida was board approved September 22, 2015 in order to provide the establishment and operation of a local project under the AmeriCorps VISTA program pursuant to Title I, Part A of the Domestic Volunteer Service Act. The primary purpose of this MOU is for the Gadsden County Schools to provide the site with up to (5) AmeriCorps VISTA members (serving as Parent Liaisons) to perform volunteer service to strengthen and supplement efforts to eliminate poverty and poverty-related human, social and environmental problems as specified in the Project Application. This purchase order is for the additional VISTA that was approved in the MOU in September.

FUND SOURCE: Federal

AMOUNT: \$6,000.00

PREPARED BY: Rose Raynak *RR*

POSITION: Director of Federal Programs

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INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

       Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered       

CHAIRMAN'S SIGNATURE: page(s) numbered       

REVIEWED BY:       

2015 OCT -9 AM 8:34  
GADSDEN COUNTY SCHOOLS BOARD  
OFFICE OF THE SUPERINTENDENT  
300 W. GADSDEN ST. GADSDEN, FL 32304









## **CONSULTING CONTRACT FOR THE GADSDEN COUNTY FOOD SERVICE PROGRAM**

THIS CONTRACT is entered into this 27th day of October, 2015 by and between CELESTIAL FARE, LLC. 60 DJ Ln. Quincy, FL 32352, hereinafter referred to as "PROVIDER", and Gadsden County School District, whose address is 35 Martin Luther King, Jr. Blvd., Quincy, FL 32351, hereinafter referred to as "DISTRICT".

### **SCOPE OF WORK**

CELESTIAL FARE is a company that was created to promote living a healthier lifestyle through focusing on the "whole" person which encompasses the physical, mental, and spiritual state of being. After a few health setbacks, Chelsea Graham knew it was time to make a change in her life and devote her time to helping educate others. Ms. Graham is a program consultant who has been recognized by other institutions for lending valuable information on educating students, faculty and staff, and parents on the importance of health and nutrition. She is currently enrolled in American College of Healthcare Sciences in the Complimentary Alternative Medicine (CAM) program studying to become a Master Herbalist. She also creates natural body care products and is the proud mother of two girls who attend Gadsden County Schools. CELESTIAL FARE proposes to provide services to students in the After School Programs with a broad array of health and nutritional awareness sessions that engage students in supportive and interactive modules necessary to grasp the importance of overall health and nutrition.

### **DESCRIPTION OF CELESTIAL FARE SERVICES AND RESOURCES**

The major objective for CELESTIAL FARE is to provide the following: (a.) Health and nutrition sessions that will positively impact students' outlook on eating better and living a healthier lifestyle. Studies show that most students do not enjoy the food that is served at school which results in high plate waste. Studies also show that there is an increase in childhood obesity which can be attributed to children not being properly educated on how living a healthier lifestyle is vital to their well-being. (b.) Training faculty and staff on how proper/improper diet affects students' behavior and learning. Studies have shown that kids tend to perform better academically when they are consuming foods that are high in nutritional value which in turn makes for happy and productive students. (c.) Assisting parents with informational literature on how to improve their family's holistic health. Studies have shown that children tend to mimic the lifestyle habits of their parents via observing what food is being eaten and the stress level within the household.

### **DELIVERABLES**

CELESTIAL FARE would like to better accommodate the students by finding out their nutritional interests and needs. Based on surveys group sessions will be implemented:

- Sessions will include but will not be limited to: nutrition and health education but resources for the school's community.

- Additionally, one on one counseling and resources can be provided for parents of students whom wish to get more in-depth information on assisting their family.
- Provide sessions to students each week emphasizing the importance of exemplifying a positive attitude about health and nutrition, demonstrations, and nutritional activities.
- Provide nutritional resources to School Food Service managers
- Provide Health and Nutritional Newsletter to faculty, staff and School Food Service Employees
- Participate in School Food Service manager's meetings upon request.
- Provide a focus for fresh fruit and vegetables during sessions and awareness venues.
- Work in partnership with the school's Parent Expo and School Advisory Council (SAC) to spread awareness of health and nutrition.

## **REPORTING**

The Consultant shall prepare monthly reports and deliverables on specified dates agreed upon with the District's School Food Service Coordinators.

## **TERM**

The term of this Agreement shall begin October 2015 and shall expire May 2016.

## **COMPENSATION**

Payments should be made to Celestial Fare, LLC for consultant services provided. Included each month, 30 hours will be dedicated for travel, collaboration with students, faculty and staff, and parents, providing informational tips and strategies.

## **TOTAL COST OF SERVICES FOR PROJECT YEAR**

10,500.00 total compensation for the entire year of services (\$50.00 hourly times 30 hours per month =\$1,500.00). The amount is contingent upon services for October 2015 - May 2016 (7 months of services).

## **INVOICING**

PROVIDER shall provide an invoice pursuant to the District's Billing Guidelines hereunder every thirty (30) days during any period of performance hereunder or upon satisfactory completion of the work to be performed. PROVIDER shall submit invoices electronically to School Food Service Coordinator. Invoices must contain the following information: (1) Invoice date and number, (2) Company name and address, (3) Payable to, (4) Federal ID number, (5) Total amount invoiced, (6) Service dates, (7) Numbers of hours of services delivered for amount invoiced, and (8) Signature. Documentation of deliverables met must accompany invoices.



## SIGNATORIES TO AGREEMENT OF CONTRACT

IN WITNESS WHEREOF, PROVIDER and DISTRICT have caused this agreement be executed by their duly authorized representatives as of the date first written above

### CELESTIAL FARE, LLC

By:

X 

Chelsea Graham  
Consultant Service Provider

10/12/2015

### MAILING ADDRESS

60 DJ Lane

Quincy, FL 32352

Federal I.D. Number 474651295

### GADSDEN COUNTY SCHOOL BOARD

By:

X 

Food Service Coordinator

10/12/2015

*R. D. Carter*

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

**AGENDA ITEM NO.** 7h

**DATE OF SCHOOL BOARD MEETING:** October 27, 2015

**TITLE OF AGENDA ITEM:** Gadsden County SSTRIDE Program Support

**DIVISION:** Secondary Education

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

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

This request asks the School Board to approve the Gadsden County SSTRIDE Program Support for the 2015-2016 school term. The Science Students Together Reaching Instructional Diversity & Excellence (SSTRIDE) program promotes student achievement in the fields of science and mathematics with the ultimate goal of increasing matriculation into college, medical, and health professional schools. This is a request to maintain the current programs at Havana Middle School, James A. Shanks Middle School, East Gadsden High School and West Gadsden High School for the 2015-2016 school term.

**FUND SOURCE:** FEFP

**AMOUNT:** \$44,359.78

**PREPARED BY:** Dionne Mathews-Nelloms *DMN*

**POSITION:** K-12 Supervisor

GADSDEN COUNTY BOARD OF EDUCATION  
2015 SEP 23 PM 02:54

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 \_\_\_\_\_















**This Letter Purchase Order (LPO) for Services is issued pursuant to Agreement No. DESF 030928-PAEC between Panhandle Area Educational Consortium, Gadsden County School Board (Buyer) and DES of Florida, LLC (Seller). Buyer hereby authorizes Seller's contractor to perform the following described Services:**

1. **Scope of Work:** Interim 4<sup>th</sup> Grade Teacher, Greensboro Elementary School
  
2. **Seller Contact:** Roy F DeCastro  
DES of Florida LLC  
PO Box 13935  
Tallahassee, Florida 32317-3935  
Phone: 850-893-1315  
Fax: 850-894-1313
  
3. **Buyer Contact:** Kimberly Ferree  
Assistant Superintendent for Business and Finance  
35 Martin Luther King, Jr. Blvd  
Quincy, Florida 32351  
Phone: 850-627-9651
  
4. **LPO Term:** September 14, 2015 – June 06, 2016. This LPO may be terminated by Buyer upon thirty (30) days written notice to the Seller and provided, however, that such termination by Buyer shall not become effective until any/all work and transfer of knowledge specified in subject LPOs in effect at the time of said termination notice either has been completed by Seller or terminated by Buyer.
  
5. **LPO Cost:** Total cost, excluding expenses, shall not exceed \$36,692.75. Invoices will be billed monthly in the amount of \$4,076.97. Without exception, the fees listed in this LPO shall be in effect throughout the term of this LPO. 0 Vacation Days, 10 Sick/ Personal days, Holidays to follow Gadsden County School Board Policy. Any days not used will not be paid at the termination of contract Any and all expenses, including travel are included in the total. No travel will be associated with this LPO.



PRIVATE/PROPRIETARY/LOCK  
CONTAINS PRIVATE AND/OR PROPRIETARY INFORMATION. MAY NOT BE USED OR DISCLOSED OUTSIDE Gadsden County School Board  
EXCEPT PURSUANT TO A WRITTEN AGREEMENT. MUST BE STORED IN LOCKED FILES WHEN NOT IN USE.

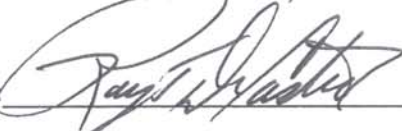
6. **Invoicing:** Invoices detailing the fees and expenses, including a reference to the LPO number, shall be submitted to the Buyer Contact listed in Item 3 of this LPO.

7. **Deliverables:** Deliverables shall be those items described in Item 1 of this LPO and will be further defined on an on-going basis throughout the term of this LPO and due as requested by the Buyer Contact listed in this LPO.

DES of Florida, LLC

Gadsden County School Board

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



(Authorized Signature)

Name: Roy F DeCastro

Date: October 1, 2016

Title: Managing Partner

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

(Authorized Signature)

Name: Ms. Audry Lewis

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

Title: Chair

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

(Authorized Signature)

Name: Reginald James

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

Title: Superintendent



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DES of Florida LLC  
PO Box 13935  
Tallahassee, Florida 32317-3935  
Phone: 850-893-1315  
Fax: 850-894-1313
  
3. **Buyer Contact:** Kimberly Ferree  
Assistant Superintendent for Business and Finance  
35 Martin Luther King, Jr. Blvd  
Quincy, Florida 32351  
Phone: 850-627-9651
  
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**DES of Florida, LLC**

**Gadsden County School Board**

By:   
(Authorized Signature)  
Name: Roy F DeCastro  
Date: 09/14/2015  
Title: Managing Partner

By: \_\_\_\_\_  
(Authorized Signature)  
Name: Ms. Audry Lewis  
Date: \_\_\_\_\_  
Title: Chair

By: \_\_\_\_\_  
(Authorized Signature)  
Name: Reginald James  
Date: \_\_\_\_\_  
Title: Superintendent



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FLORIDA DEPARTMENT OF HEALTH  
 GADSDEN COUNTY HEALTH DEPARTMENT  
 POST OFFICE 1000  
 QUINCY, FLORIDA 32353-1000

VOICE: (850) 875-7200  
 EXT.339  
 FAX: (850) 875-7210  
 CONTACT: BARBARA SQUIRE

To: Gadsden County School Board  
 38 Martin Luther King Jr. Blvd  
 Quincy, Florida 32351

Invoice Number: GCHDBOC15-16-01

Date: September 30, 2015

**SERVICES RENDERED** **AMOUNT**

Services provided under Purchase Order Number \_\_\_\_\_ \$25,025.00  
 Gadsden County Health Department School Health Program  
 First Installment.

Encounter Total \$25,025.00

**Make checks payable to:**

**Florida Department of Health Gadsden County**

*Please reference the **INVOICE NUMBER** on your check—Mail to the above address.*

**Deposit Transmittal Codes: For CHD Use Only**

ORG: 64-37-20-54-234 EO: LO  
 OBJ: 008050 CAT: 000810  
 Invoice #: GCHDSH 15-16-01

Submitted by

BASIC SCHOOL HEALTH SERVICES  
COUNTY REPORT - TOTALED BY SERVICE CODE  
July 2015 THROUGH September 2015

GADSDEN County Health Department

Service Code	Grade Level	Services	FTTY	Results	Outcome	Service Time (Hrs.Mins)
<b>GADSDEN</b>						
<b>0000:DIRECT SERV TIME</b>						
	Unknown	0	0	0	0	22:00
Service Code Total		0	0	0	0	22:00
<b>0510:VISION SCREENING</b>						
	1st Grade	53	47	6	0	0:00
	3rd Grade	57	48	9	0	0:00
	6th Grade	77	65	12	0	0:00
	Kindergarten	54	52	2	0	0:00
Service Code Total		241	212	29	0	0:00
<b>0515:HEARING SCREENING</b>						
	1st Grade	48	47	1	0	0:00
	6th Grade	65	65	0	0	0:00
	Kindergarten	52	52	0	0	0:00
Service Code Total		165	164	1	0	0:00
<b>0520:HEIGHT/WEIGHT/GRAPH</b>						
	1st Grade	47	47	0	0	0:00
	3rd Grade	48	48	0	0	0:00
	6th Grade	65	65	0	0	0:00
Service Code Total		160	160	0	0	0:00
<b>0561:SCOLIOSIS SCREENING</b>						
	6th Grade	65	65	0	0	0:00
Service Code Total		65	65	0	0	0:00
<b>0598:NEW ENROLLEE REC REVIEW</b>						
	7th Grade	75	75	0	0	0:00
	Kindergarten	53	53	0	0	0:00
Service Code Total		128	128	0	0	0:00
<b>4050:LICENSED PRACTICAL NURSE EN</b>						
	Unknown	8	0	0	0	0:00
Service Code Total		8	0	0	0	0:00
<b>5031:FIRST AID ADMIN</b>						
	Unknown	2	0	0	0	0:00
Service Code Total		2	0	0	0	0:00
<b>5033:IMMUNIZATION F/U</b>						
	7th Grade	26	26	0	0	0:00
	Kindergarten	17	17	0	0	0:00
	Unknown	3	0	0	0	0:00
Service Code Total		46	43	0	0	0:00
<b>5051:SCH HLTH STAFF CONSULT</b>						
	7th Grade	8	0	0	0	0:00
	Kindergarten	6	0	0	0	0:00
	Unknown	6	0	0	0	0:00
Service Code Total		20	0	0	0	0:00
<b>7500:COMMUNITY PRESENTATION</b>						
	Unknown	2	134	0	0	15:00
Service Code Total		2	134	0	0	15:00
<b>8020:EDUCATION: CLASS</b>						
	Unknown	139	1,576	0	0	220:00
Service Code Total		139	1,576	0	0	220:00
<b>8070:INSERVICE/PRESERVICE</b>						
	Unknown	0	0	0	0	49:00
Service Code Total		0	0	0	0	49:00
<b>9040:HEALTH EDUCATION SUPPORT</b>						
	Unknown	0	0	0	0	73:00

**BASIC SCHOOL HEALTH SERVICES  
COUNTY REPORT - TOTALED BY SERVICE CODE  
July 2015 THROUGH September 2015**

**GADSDEN County Health Department**

Service Code	Grade Level	Services	FTTY	Results	Outcome	Service Time (Hrs: Mins)
<b>Service Code Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>73:00</b>
<b>9041:COMMUNITY MEETING</b>						
	<b>Unknown</b>	5	0	0	0	9:30
<b>Service Code Total</b>		<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9:30</b>
<b>9080:PROFESSIONAL SUPPORT</b>						
	<b>Unknown</b>	0	0	0	0	1,204:00
<b>Service Code Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,204:00</b>
<b>9096:LEAVE TIME</b>						
	<b>Unknown</b>	0	0	0	0	318:30
<b>Service Code Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>318:30</b>
<b>Other</b>						
	<b>Unknown</b>	17	270	0	0	31:30
<b>Service Code Total</b>		<b>17</b>	<b>270</b>	<b>0</b>	<b>0</b>	<b>31:30</b>
<b>County Total</b>		<b>998</b>	<b>2,752</b>	<b>30</b>	<b>0</b>	<b>1,942:30</b>



FULL SERVICE SCHOOL HEALTH SERVICES  
 COUNTY REPORT - TOTALED BY SERVICE CODE

July 2015 THROUGH September 2015

GADSDEN County Health Department

County/Service	Services	FTTY	Results Abnormal	Outcomes	Service Time (Hrs:Mins)
<b>GADSDEN</b>					
0000:DIRECT SERV TIME	0	0	0	0	191:10
0510:VISION SCREENING	146	139	7	0	0:00
0515:HEARING SCREENING	100	100	0	0	0:00
0520:HEIGHT/WEIGHT/GRAPH	107	107	0	0	0:00
0521:GROWTH & DEV SCREEN: BMI HEALTHY WEIGHT	57	0	0	0	0:00
0522:GROWTH & DEV SCREEN: BMI UNDERWEIGHT	4	0	4	3	0:00
0523:GROWTH & DEV SCREEN: BMI OVERWEIGHT	15	0	0	0	0:00
0524:GROWTH & DEV SCREEN: BMI OBESE	29	0	29	6	0:00
0561:SCOLIOSIS SCREENING	27	27	0	0	0:00
0590:PREGNANCY TEST	4	0	0	0	0:00
0598:NEW ENROLLEE REC REVIEW	292	292	0	203	0:00
0610:Vision Screening: Student Opt-Out/Unscreenable/In	0	14	0	0	0:00
0615:Hearing Screening: Student Opt-Out/Unscreenable/In	0	12	0	0	0:00
0621:Growth & Development Screening With BMI: Studer	0	10	0	0	0:00
0661:Scoliosis Screening: Student Opt-Out/Unscreenable/In	0	3	0	0	0:00
4000:PARAPROF RESPONSE	84	0	0	0	0:00
5000:NURSING A/C	128	116	0	0	0:00
5024:POSTPARTUM VISIT	2	0	0	0	0:00
5030:MEDICATION ADMINISTRATION	175	0	0	0	0:00
5031:FIRST AID ADMIN	62	0	0	0	0:00
5032:COMPLEX MEDICAL PROC	131	0	0	0	0:00
5033:IMMUNIZATION F/U	53	23	0	0	0:00
5051:SCH HLTH STAFF CONSULT	49	0	0	0	0:00
5053:CARE PLAN DEVELOPMENT	57	57	0	0	0:00
7500:COMMUNITY PRESENTATION	1	1	0	0	1:00
8070:INSERVICE/PRESERVICE	0	0	0	0	65:30
9041:COMMUNITY MEETING	4	0	0	0	4:30
9080:PROFESSIONAL SUPPORT	0	0	0	0	370:50
9096:LEAVE TIME	0	0	0	0	91:00
Other:Other	907	2	0	0	0:00
<b>County Total</b>	<b>2,434</b>	<b>903</b>	<b>40</b>	<b>212</b>	<b>724:00</b>

COMPREHENSIVE SCHOOL HEALTH SERVICES  
 COUNTY REPORT - TOTALED BY SERVICE CODE

July 2014 THROUGH September 2015

GADSDEN County Health Department

County/Service	Services	FTTY	Results Abnormal	Outcomes	Service Time (Hrs:Mins)
<b>GADSDEN</b>					
0000:DIRECT SERV TIME	0	0	0	0	5,515:30
0505:HYPERTENSION SCREEN	14	0	14	0	0:00
0510:VISION SCREENING	3,048	2,836	205	117	0:00
0515:HEARING SCREENING	2,185	2,156	27	9	0:00
0520:HEIGHT/WEIGHT/GRAPH	2,414	2,410	0	0	0:00
0521:GROWTH & DEV SCREEN: BMI HEALTHY WEIGHT	930	0	0	0	0:00
0522:GROWTH & DEV SCREEN: BMI UNDERWEIGHT	26	0	23	11	0:00
0523:GROWTH & DEV SCREEN: BMI OVERWEIGHT	255	0	0	0	0:00
0524:GROWTH & DEV SCREEN: BMI OBESE	405	0	349	254	0:00
0561:SCOLIOSIS SCREENING	602	592	10	9	0:00
0571:PEDICULOSIS/SCABIES SCR	454	350	69	73	0:00
0581:HIV SCREENING	1	0	0	0	0:00
0590:PREGNANCY TEST	2	0	0	0	0:00
0598:NEW ENROLLEE REC REVIEW	5,331	5,201	590	3,675	0:00
0610:Vision Screening: Student Opt-Out/Unscreenable/In	1	1	0	0	0:00
0615:Hearing Screening: Student Opt-Out/Unscreenable/In	1	1	0	0	0:00
0621:Growth & Development Screening With BMI: Studer	94	139	0	0	0:00
0661:Scoliosis Screening: Student Opt-Out/Unscreenable	1	1	0	0	0:00
4000:PARAPROF RESPONSE	5,583	0	0	0	0:00
4050:LICENSED PRACTICAL NURSE ENCOUNTER	620	0	0	0	0:00
4500:NUTRITION A/C	1	0	0	0	0:00
5000:NURSING A/C	645	271	0	0	0:00
5030:MEDICATION ADMINISTRATION	7,421	0	0	0	0:00
5031:FIRST AID ADMIN	2,806	0	0	0	0:00
5032:COMPLEX MEDICAL PROC	1,694	0	0	0	0:00
5033:IMMUNIZATION F/U	1,232	751	0	0	0:00
5051:SCH HLTH STAFF CONSULT	2,217	0	0	0	0:00
5052:ESE STAFFING/SCREEN	46	0	0	0	0:00
5053:CARE PLAN DEVELOPMENT	621	621	0	0	0:00
5500:EXAM	57	0	0	0	0:00
6000:MEDICAL MGMT	50	0	0	0	0:00
7500:COMMUNITY PRESENTATION	515	2,820	0	0	132:25
8020:EDUCATION: CLASS	175	818	0	0	40:30
8021:HEALTH EDUCATION CLASS	1	18	0	0	0:40
8030:HIV COUNSEL	1	0	0	0	0:00
8050:ORIENTATION/PRESERVICE	0	0	0	0	409:15
8070:INSERVICE/PRESERVICE	0	0	0	0	309:40
8080:CHILD-SPECIFIC TRAINING OF SCHOOL STAFF	3	14	0	0	0:00
9041:COMMUNITY MEETING	3	0	0	0	5:00
9080:PROFESSIONAL SUPPORT	0	0	0	0	7,835:25
9096:LEAVE TIME	0	0	0	0	3,125:10
9510:Vision Referral: Parent/Guardian Non-Response or I	22	0	0	0	0:00
9515:Hearing Referral: Parent/Guardian Non-Response o	8	0	0	0	0:00
9522:BMI Underweight Referral: Parent/Guardian Non-Res	1	0	0	0	0:00
9524:BMI Obese Referral: Parent/Guardian Non-Respons	6	0	0	0	0:00
Other:Other	455	1	0	0	0:00
<b>County Total</b>	<b>39,947</b>	<b>19,001</b>	<b>1,287</b>	<b>4,148</b>	<b>17,373:35</b>

COMPREHENSIVE SCHOOL HEALTH SERVICES  
COUNTY REPORT - TOTALED BY DAU/SCHOOL  
July 2015 THROUGH September 2015  
GADSDEN County Health Department

County/DAU/School/Program/Service	Grade Level	Services	FTTY	Results Abnormal	Outcomes	Service Time (Hrs:Mins)
<b>GADSDEN</b>						
<b>020HN6:JAMES A. SHANKS MIDDLE SCHOOL</b>						
<b>34:SCHOOL HEALTH SERVICES</b>						
<b>0000:DIRECT SERV TIME</b>						
	Unknown	0	0	0	0	142:30
<b>0510:VISION SCREENING</b>						
	6th Grade	162	148	14	0	0:00
<b>0515:HEARING SCREENING</b>						
	6th Grade	151	148	3	0	0:00
<b>0520:HEIGHT/WEIGHT/GRAPH</b>						
	6th Grade	127	127	0	0	0:00
<b>0561:SCOLIOSIS SCREENING</b>						
	6th Grade	149	148	1	0	0:00
<b>0598:NEW ENROLLEE REC REVIEW</b>						
	7th Grade	170	170	0	0	0:00
	Unknown	0	0	0	367	0:00
<b>0621:Growth &amp; Development Screening With BMI: Studer</b>						
	6th Grade	0	21	0	0	0:00
<b>4000:PARAPROF RESPONSE</b>						
	Unknown	72	0	0	0	0:00
<b>5000:NURSING A/C</b>						
	Unknown	26	19	0	0	0:00
<b>5030:MEDICATION ADMINISTRATION</b>						
	7th Grade	3	0	0	0	0:00
	Unknown	175	0	0	0	0:00
<b>5031:FIRST AID ADMIN</b>						
	Unknown	11	0	0	0	0:00
<b>5032:COMPLEX MEDICAL PROC</b>						
	Unknown	166	0	0	0	0:00
<b>5033:IMMUNIZATION F/U</b>						
	7th Grade	119	119	0	0	0:00
<b>5051:SCH HLTH STAFF CONSULT</b>						
	Unknown	54	0	0	0	0:00
<b>5053:CARE PLAN DEVELOPMENT</b>						
	Unknown	38	38	0	0	0:00
<b>7500:COMMUNITY PRESENTATION</b>						
	Unknown	1	332	0	0	33:00
<b>8070:INSERVICE/PRESERVICE</b>						
	Unknown	0	0	0	0	42:00
<b>8080:CHILD-SPECIFIC TRAINING OF SCHOOL STAFF</b>						
	Unknown	1	4	0	0	0:00
<b>9080:PROFESSIONAL SUPPORT</b>						
	Unknown	0	0	0	0	512:50
<b>9096:LEAVE TIME</b>						
	Unknown	0	0	0	0	454:40
<b>Program Total</b>		<b>1,425</b>	<b>1,274</b>	<b>18</b>	<b>367</b>	<b>1,185:00</b>
<b>DAU/School Total</b>		<b>1,425</b>	<b>1,274</b>	<b>18</b>	<b>367</b>	<b>1,185:00</b>
<b>020HN9:GEORGE MUNROE ELEMENTARY</b>						
<b>34:SCHOOL HEALTH SERVICES</b>						
<b>0000:DIRECT SERV TIME</b>						
	Unknown	0	0	0	0	233:45
<b>0510:VISION SCREENING</b>						
	1st Grade	83	82	2	0	0:0
	3rd Grade	84	78	6	0	0:0
	Kindergarten	85	73	12	0	0:0
<b>0515:HEARING SCREENING</b>						
	1st Grade	82	82	0	0	0:0
	Kindergarten	73	73	0	0	0:0



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County/DAU/School/Program/Service	Grade Level	Services	FTTY	Results Abnormal	Outcomes	Service Time (Hrs:Mins)
<b>0520:HEIGHT/WEIGHT/GRAPH</b>						
	1st Grade	82	82	0	0	0:0
	3rd Grade	78	78	0	0	0:0
<b>0598:NEW ENROLLEE REC REVIEW</b>						
	Kindergarten	78	78	0	0	0:0
<b>4000:PARAPROF RESPONSE</b>						
	Unknown	213	0	0	0	0:0
<b>5000:NURSING A/C</b>						
	Unknown	34	21	0	0	0:0
<b>5030:MEDICATION ADMINISTRATION</b>						
	Unknown	151	0	0	0	0:0
<b>5031:FIRST AID ADMIN</b>						
	Unknown	9	0	0	0	0:0
<b>5032:COMPLEX MEDICAL PROC</b>						
	Unknown	56	0	0	0	0:0
<b>5033:IMMUNIZATION F/U</b>						
	Kindergarten	37	37	0	0	0:0
<b>5051:SCH HLTH STAFF CONSULT</b>						
	Unknown	14	0	0	0	0:0
<b>5052:ESE STAFFING/SCREEN</b>						
	Unknown	8	0	0	0	0:0
<b>5053:CARE PLAN DEVELOPMENT</b>						
	Unknown	77	77	0	0	0:0
<b>8070:INSERVICE/PRESERVICE</b>						
	Unknown	0	0	0	0	4:00
<b>9080:PROFESSIONAL SUPPORT</b>						
	Unknown	0	0	0	0	103:45
<b>9096:LEAVE TIME</b>						
	Unknown	0	0	0	0	232:00
<b>Program Total</b>		<b>1,244</b>	<b>761</b>	<b>20</b>	<b>0</b>	<b>573:30</b>
<b>DAU/School Total</b>		<b>1,244</b>	<b>761</b>	<b>20</b>	<b>0</b>	<b>573:30</b>
<b>027106:WEST GADSDEN HIGH</b>						
<b>34:SCHOOL HEALTH SERVICES</b>						
<b>0000:DIRECT SERV TIME</b>						
	Unknown	0	0	0	0	44:50
<b>0505:HYPERTENSION SCREEN</b>						
	10th Grade	2	0	2	0	0:0
	11th Grade	3	0	3	0	0:0
	12th Grade	7	0	7	0	0:0
	9th GRADE	2	0	2	0	0:0
<b>0510:VISION SCREENING</b>						
	10th Grade	2	2	0	0	0:0
	6th Grade	78	72	6	0	0:0
	9th GRADE	12	12	0	0	0:0
<b>0515:HEARING SCREENING</b>						
	6th Grade	73	72	1	0	0:0
<b>0520:HEIGHT/WEIGHT/GRAPH</b>						
	10th Grade	2	2	0	0	0:0
	11th Grade	3	3	0	0	0:0
	12th Grade	7	7	0	0	0:0
	6th Grade	50	50	0	0	0:0
	9th GRADE	2	2	0	0	0:0
<b>0521:GROWTH &amp; DEV SCREEN: BMI HEALTHY WEIGHT</b>						
	6th Grade	32	0	0	0	0:0
<b>0522:GROWTH &amp; DEV SCREEN: BMI UNDERWEIGHT</b>						
	6th Grade	2	0	2	0	0:0
<b>0523:GROWTH &amp; DEV SCREEN: BMI OVERWEIGHT</b>						
	6th Grade	3	0	0	0	0:0

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County/DAU/School/Program/Service	Grade Level	Services	FTTY	Results Abnormal	Outcomes	Service Time (Hrs: Mins)
<b>0524:GROWTH &amp; DEV SCREEN: BMI OBESE</b>						
	6th Grade	13	0	13	0	0:0
<b>0561:SCOLIOSIS SCREENING</b>						
	6th Grade	72	72	0	0	0:0
<b>0598:NEW ENROLLEE REC REVIEW</b>						
	6th Grade	17	16	1	0	0:0
	7th Grade	89	89	1	0	0:0
<b>0621:Growth &amp; Development Screening With BMI: Studer</b>						
	6th Grade	0	22	0	0	0:0
<b>4000:PARAPROF RESPONSE</b>						
	Unknown	30	0	0	0	0:0
<b>5030:MEDICATION ADMINISTRATION</b>						
	Unknown	35	0	0	0	0:0
<b>5031:FIRST AID ADMIN</b>						
	Unknown	5	0	0	0	0:0
<b>5032:COMPLEX MEDICAL PROC</b>						
	Unknown	14	0	0	0	0:0
<b>5033:IMMUNIZATION F/U</b>						
	6th Grade	10	10	0	0	0:0
	7th Grade	95	95	0	0	0:0
<b>5051:SCH HLTH STAFF CONSULT</b>						
	7th Grade	16	0	0	0	0:0
	Unknown	43	0	0	0	0:0
<b>9080:PROFESSIONAL SUPPORT</b>						
	Unknown	0	0	0	0	59:35
<b>9096:LEAVE TIME</b>						
	Unknown	0	0	0	0	4:05
<b>Program Total</b>		<b>719</b>	<b>526</b>	<b>38</b>	<b>0</b>	<b>108:30</b>
<b>DAU/School Total</b>		<b>719</b>	<b>526</b>	<b>38</b>	<b>0</b>	<b>108:30</b>
<b>027112:CARTER-PARRAMORE ACADEMY</b>						
<b>34:SCHOOL HEALTH SERVICES</b>						
<b>0000:DIRECT SERV TIME</b>						
	Unknown	0	0	0	0	1:30
<b>0510:VISION SCREENING</b>						
	6th Grade	13	11	2	0	0:0
<b>0515:HEARING SCREENING</b>						
	6th Grade	12	11	1	0	0:0
<b>0520:HEIGHT/WEIGHT/GRAPH</b>						
	6th Grade	11	11	0	0	0:0
<b>0521:GROWTH &amp; DEV SCREEN: BMI HEALTHY WEIGHT</b>						
	6th Grade	4	0	0	0	0:0
<b>0522:GROWTH &amp; DEV SCREEN: BMI UNDERWEIGHT</b>						
	6th Grade	1	0	0	0	0:0
<b>0524:GROWTH &amp; DEV SCREEN: BMI OBESE</b>						
	6th Grade	6	0	1	0	0:0
<b>0561:SCOLIOSIS SCREENING</b>						
	6th Grade	11	11	0	0	0:0
<b>0598:NEW ENROLLEE REC REVIEW</b>						
	7th Grade	19	19	0	0	0:0
	Unknown	2	2	0	0	0:0
<b>5033:IMMUNIZATION F/U</b>						
	7th Grade	14	14	0	0	0:0
<b>Program Total</b>		<b>93</b>	<b>79</b>	<b>4</b>	<b>0</b>	<b>1:30</b>
<b>DAU/School Total</b>		<b>93</b>	<b>79</b>	<b>4</b>	<b>0</b>	<b>1:30</b>
<b>027113:CHATTAHOOCHEE ELEMENTARY</b>						
<b>34:SCHOOL HEALTH SERVICES</b>						
<b>0000:DIRECT SERV TIME</b>						
	Unknown	0	0	0	0	38:20

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<b>0510:VISION SCREENING</b>						
	1st Grade	33	33	0	0	0:00
	3rd Grade	25	20	1	0	0:00
	Kindergarten	28	28	0	0	0:00
<b>0515:HEARING SCREENING</b>						
	1st Grade	30	30	0	0	0:00
	Kindergarten	28	28	0	0	0:00
<b>0520:HEIGHT/WEIGHT/GRAPH</b>						
	1st Grade	33	33	0	0	0:00
	3rd Grade	20	20	0	0	0:00
<b>0521:GROWTH &amp; DEV SCREEN: BMI HEALTHY WEIGHT</b>						
	1st Grade	21	0	0	0	0:00
	3rd Grade	7	0	0	0	0:00
<b>0523:GROWTH &amp; DEV SCREEN: BMI OVERWEIGHT</b>						
	1st Grade	2	0	0	0	0:00
	3rd Grade	4	0	0	0	0:00
<b>0524:GROWTH &amp; DEV SCREEN: BMI OBESE</b>						
	1st Grade	10	0	10	0	0:00
	3rd Grade	9	0	9	0	0:00
<b>0598:NEW ENROLLEE REC REVIEW</b>						
	1st Grade	60	60	0	0	0:00
	2nd Grade	27	27	0	0	0:00
	3rd Grade	19	19	0	0	0:00
	4th Grade	24	24	0	0	0:00
	5th Grade	22	22	0	0	0:00
	Kindergarten	58	58	0	0	0:00
	Unknown	1	0	0	131	0:00
<b>5031:FIRST AID ADMIN</b>						
	Unknown	32	0	0	0	0:00
<b>5033:IMMUNIZATION F/U</b>						
	Kindergarten	11	4	0	0	0:00
	Unknown	2	0	0	0	0:00
<b>5051:SCH HLTH STAFF CONSULT</b>						
	Unknown	1	0	0	0	0:00
<b>9080:PROFESSIONAL SUPPORT</b>						
	Unknown	0	0	0	0	29:40
<b>Program Total</b>		<b>507</b>	<b>406</b>	<b>20</b>	<b>131</b>	<b>68:00</b>
<b>DAU/School Total</b>		<b>507</b>	<b>406</b>	<b>20</b>	<b>131</b>	<b>68:00</b>
<b>027114:GREENSBORO ELEMENTARY</b>						
<b>34:SCHOOL HEALTH SERVICES</b>						
<b>0000:DIRECT SERV TIME</b>						
	Unknown	0	0	0	0	80:10
<b>0510:VISION SCREENING</b>						
	1st Grade	47	45	2	0	0:0
	3rd Grade	54	52	2	0	0:0
	Kindergarten	50	50	0	0	0:0
<b>0515:HEARING SCREENING</b>						
	1st Grade	45	45	0	0	0:0
	Kindergarten	50	50	0	0	0:0
<b>0520:HEIGHT/WEIGHT/GRAPH</b>						
	1st Grade	45	45	0	0	0:0
	3rd Grade	50	50	0	0	0:0
	Pre-Kindergarten	16	16	0	0	0:0
<b>0521:GROWTH &amp; DEV SCREEN: BMI HEALTHY WEIGHT</b>						
	1st Grade	31	0	0	0	0:0
	3rd Grade	32	0	0	0	0:0
<b>0522:GROWTH &amp; DEV SCREEN: BMI UNDERWEIGHT</b>						
	1st Grade	3	0	3	0	0:0



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County/DAU/School/Program/Service	Grade Level	Services	FTTY	Results Abnormal	Outcomes	Service Time (Hrs:Mins)
0523:GROWTH & DEV SCREEN: BMI OVERWEIGHT	3rd Grade	1	0	1	0	0:0
	1st Grade	2	0	0	0	0:0
	3rd Grade	7	0	0	0	0:0
0524:GROWTH & DEV SCREEN: BMI OBESE	1st Grade	9	0	9	0	0:0
	3rd Grade	10	0	10	0	0:0
0571:PEDICULOSIS/SCABIES SCR	1st Grade	23	20	0	0	0:0
	3rd Grade	21	17	0	0	0:0
	4th Grade	18	14	0	0	0:0
	Pre-Kindergarten	1	1	0	0	0:0
0598:NEW ENROLLEE REC REVIEW	Kindergarten	52	52	0	0	0:0
	Pre-Kindergarten	18	18	0	0	0:0
	Unknown	0	0	0	127	0:0
0621:Growth & Development Screening With BMI: Studer	3rd Grade	0	2	0	0	0:0
4000:PARAPROF RESPONSE	Unknown	67	0	0	0	0:0
5030:MEDICATION ADMINISTRATION	Unknown	5	0	0	0	0:0
5031:FIRST AID ADMIN	Unknown	18	0	0	0	0:0
5032:COMPLEX MEDICAL PROC	Unknown	3	0	0	0	0:0
5033:IMMUNIZATION F/U	Pre-Kindergarten	6	6	0	0	0:0
5051:SCH HLTH STAFF CONSULT	Unknown	64	0	0	0	0:0
5052:ESE STAFFING/SCREEN	Unknown	1	0	0	0	0:0
7500:COMMUNITY PRESENTATION	Unknown	1	266	0	0	4:45
9080:PROFESSIONAL SUPPORT	Unknown	0	0	0	0	114:20
9096:LEAVE TIME	Unknown	0	0	0	0	39:15
<b>Program Total</b>		<b>750</b>	<b>749</b>	<b>27</b>	<b>127</b>	<b>238:30</b>
<b>DAU/School Total</b>		<b>750</b>	<b>749</b>	<b>27</b>	<b>127</b>	<b>238:30</b>
027116:ST. JOHNS ELEMENTARY						
34:SCHOOL HEALTH SERVICES						
0000:DIRECT SERV TIME	Unknown	0	0	0	0	21:20
0510:VISION SCREENING	1st Grade	30	28	2	0	0:00
	3rd Grade	40	37	3	0	0:00
	Kindergarten	30	30	0	0	0:00
0515:HEARING SCREENING	1st Grade	28	28	0	0	0:00
	Kindergarten	30	30	0	0	0:00
0520:HEIGHT/WEIGHT/GRAPH	1st Grade	28	28	0	0	0:00
	3rd Grade	37	37	0	0	0:00
0521:GROWTH & DEV SCREEN: BMI HEALTHY WEIGHT	1st Grade	19	0	0	0	0:00
	3rd Grade	15	0	0	0	0:00
0523:GROWTH & DEV SCREEN: BMI OVERWEIGHT						

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	1st Grade	7	0	0	0	0:00
	3rd Grade	12	0	0	0	0:00
<b>0524:GROWTH &amp; DEV SCREEN: BMI</b>	<b>OBESE</b>					
	1st Grade	2	0	2	0	0:00
	3rd Grade	10	0	10	0	0:00
<b>0598:NEW ENROLLEE REC REVIEW</b>						
	Kindergarten	33	33	0	0	0:00
<b>4000:PARAPROF RESPONSE</b>						
	Unknown	5	0	0	0	0:00
<b>9080:PROFESSIONAL SUPPORT</b>						
	Unknown	0	0	0	0	38:40
<b>Program Total</b>		<b>326</b>	<b>251</b>	<b>17</b>	<b>0</b>	<b>60:00</b>
<b>DAU/School Total</b>		<b>326</b>	<b>251</b>	<b>17</b>	<b>0</b>	<b>60:00</b>
<b>027117:STEWART STREET ELEMENTARY</b>						
<b>34:SCHOOL HEALTH SERVICES</b>						
<b>0000:DIRECT SERV TIME</b>						
	Unknown	0	0	0	0	230:10
<b>0510:VISION SCREENING</b>						
	1st Grade	90	90	0	0	0:00
	3rd Grade	108	106	2	0	0:00
	Kindergarten	95	93	3	0	0:00
<b>0515:HEARING SCREENING</b>						
	1st Grade	90	90	0	0	0:00
	Kindergarten	94	93	1	0	0:00
<b>0520:HEIGHT/WEIGHT/GRAPH</b>						
	1st Grade	90	90	0	0	0:00
	3rd Grade	106	106	0	0	0:00
<b>0521:GROWTH &amp; DEV SCREEN: BMI</b>	<b>HEALTHY WEIGHT</b>					
	1st Grade	46	0	0	0	0:00
	3rd Grade	39	0	0	0	0:00
<b>0522:GROWTH &amp; DEV SCREEN: BMI</b>	<b>UNDERWEIGHT</b>					
	1st Grade	1	0	1	0	0:00
	3rd Grade	5	0	3	0	0:00
<b>0523:GROWTH &amp; DEV SCREEN: BMI</b>	<b>OVERWEIGHT</b>					
	1st Grade	21	0	0	0	0:00
	3rd Grade	13	0	0	0	0:00
<b>0524:GROWTH &amp; DEV SCREEN: BMI</b>	<b>OBESE</b>					
	1st Grade	22	0	10	0	0:00
	3rd Grade	49	0	10	0	0:00
<b>0598:NEW ENROLLEE REC REVIEW</b>						
	2nd Grade	90	90	0	0	0:00
	4th Grade	92	92	0	0	0:00
	5th Grade	82	82	0	0	0:00
	Kindergarten	54	54	0	0	0:00
	Pre-Kindergarten	6	6	0	0	0:00
	Unknown	0	0	0	218	0:00
<b>4000:PARAPROF RESPONSE</b>						
	Unknown	203	0	0	0	0:00
<b>5030:MEDICATION ADMINISTRATION</b>						
	Unknown	572	0	0	0	0:00
<b>5031:FIRST AID ADMIN</b>						
	Unknown	235	0	0	0	0:00
<b>5033:IMMUNIZATION F/U</b>						
	Kindergarten	37	24	0	0	0:00
	Unknown	52	1	0	0	0:00
<b>5051:SCH HLTH STAFF CONSULT</b>						
	Unknown	65	0	0	0	0:00
<b>7500:COMMUNITY PRESENTATION</b>						

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8070:INSERVICE/PRESERVICE	Unknown	42	106	0	0	13:00
	Unknown	0	0	0	0	29:40
8080:CHILD-SPECIFIC TRAINING OF SCHOOL STAFF	Unknown	1	1	0	0	0:00
9080:PROFESSIONAL SUPPORT	Unknown	0	0	0	0	312:10
9096:LEAVE TIME	Unknown	0	0	0	0	260:00
<b>Program Total</b>		<b>2,400</b>	<b>1,124</b>	<b>30</b>	<b>218</b>	<b>845:00</b>
<b>DAU/School Total</b>		<b>2,400</b>	<b>1,124</b>	<b>30</b>	<b>218</b>	<b>845:00</b>
<b>027120:GRETNA ELEMENTARY</b>						
<b>34:SCHOOL HEALTH SERVICES</b>						
<b>0000:DIRECT SERV TIME</b>						
	Unknown	0	0	0	0	25:20
<b>0510:VISION SCREENING</b>						
	1st Grade	30	28	2	0	0:00
	3rd Grade	27	25	2	0	0:00
	Kindergarten	37	37	0	0	0:00
<b>0515:HEARING SCREENING</b>						
	1st Grade	28	28	0	0	0:00
	3rd Grade	2	0	2	0	0:00
	Kindergarten	37	37	0	0	0:00
<b>0520:HEIGHT/WEIGHT/GRAPH</b>						
	1st Grade	28	28	0	0	0:00
	3rd Grade	25	25	0	0	0:00
<b>0521:GROWTH &amp; DEV SCREEN: BMI HEALTHY WEIGHT</b>						
	1st Grade	34	0	0	0	0:00
	3rd Grade	26	0	0	0	0:00
<b>0522:GROWTH &amp; DEV SCREEN: BMI UNDERWEIGHT</b>						
	1st Grade	1	0	1	0	0:00
	3rd Grade	1	0	1	0	0:00
<b>0523:GROWTH &amp; DEV SCREEN: BMI OVERWEIGHT</b>						
	1st Grade	4	0	0	0	0:00
	3rd Grade	1	0	0	0	0:00
<b>0524:GROWTH &amp; DEV SCREEN: BMI OBESE</b>						
	1st Grade	5	0	5	0	0:00
	3rd Grade	17	0	17	0	0:00
<b>0598:NEW ENROLLEE REC REVIEW</b>						
	2nd Grade	58	58	0	0	0:00
	4th Grade	32	32	0	0	0:00
	5th Grade	33	33	0	0	0:00
	Kindergarten	72	72	0	0	0:00
<b>4000:PARAPROF RESPONSE</b>						
	Unknown	23	0	0	0	0:00
<b>5030:MEDICATION ADMINISTRATION</b>						
	Unknown	6	0	0	0	0:00
<b>5031:FIRST AID ADMIN</b>						
	Unknown	1	0	0	0	0:00
<b>5033:IMMUNIZATION F/U</b>						
	Kindergarten	2	2	0	0	0:00
<b>5051:SCH HLTH STAFF CONSULT</b>						
	Unknown	4	0	0	0	0:00
8070:INSERVICE/PRESERVICE	Unknown	0	0	0	0	4:00
9080:PROFESSIONAL SUPPORT	Unknown	0	0	0	0	84:40
9096:LEAVE TIME	Unknown	0	0	0	0	



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County/DAU/School/Program/Service	Grade Level	Services	FTTY	Results Abnormal	Outcomes	Service Time (Hrs:Mins)
	Unknown	0	0	0	0	4:00
<b>Program Total</b>		<b>534</b>	<b>405</b>	<b>30</b>	<b>0</b>	<b>118:00</b>
<b>DAU/School Total</b>		<b>534</b>	<b>405</b>	<b>30</b>	<b>0</b>	<b>118:00</b>
<b>027305:HAVANA MAGNET SCHOOL</b>						
<b>34:SCHOOL HEALTH SERVICES</b>						
<b>0000:DIRECT SERV TIME</b>						
	Unknown	0	0	0	0	292:20
<b>0510:VISION SCREENING</b>						
	1st Grade	78	77	1	0	0:00
	3rd Grade	56	51	5	0	0:00
	Kindergarten	50	50	0	0	0:00
<b>0515:HEARING SCREENING</b>						
	1st Grade	79	77	2	0	0:00
	Kindergarten	50	50	0	0	0:00
<b>0520:HEIGHT/WEIGHT/GRAPH</b>						
	1st Grade	77	77	0	0	0:00
	3rd Grade	51	51	0	0	0:00
	Pre-Kindergarten	49	49	0	0	0:00
<b>0598:NEW ENROLLEE REC REVIEW</b>						
	7th Grade	77	77	0	0	0:00
	Kindergarten	36	36	0	0	0:00
<b>4000:PARAPROF RESPONSE</b>						
	Unknown	172	0	0	0	0:00
<b>4050:LICENSED PRACTICAL NURSE ENCOUNTER</b>						
	Unknown	233	0	0	0	0:00
<b>5030:MEDICATION ADMINISTRATION</b>						
	Unknown	225	0	0	0	0:00
<b>5031:FIRST AID ADMIN</b>						
	Unknown	175	0	0	0	0:00
<b>5033:IMMUNIZATION F/U</b>						
	7th Grade	132	33	0	0	0:00
	Kindergarten	8	8	0	0	0:00
	Unknown	5	0	0	0	0:00
<b>5051:SCH HLTH STAFF CONSULT</b>						
	7th Grade	33	0	0	0	0:00
	Kindergarten	8	0	0	0	0:00
	Unknown	216	0	0	0	0:00
<b>7500:COMMUNITY PRESENTATION</b>						
	Unknown	1	300	0	0	6:00
<b>9080:PROFESSIONAL SUPPORT</b>						
	Unknown	0	0	0	0	333:10
<b>9096:LEAVE TIME</b>						
	Unknown	0	0	0	0	24:30
<b>Program Total</b>		<b>1,811</b>	<b>936</b>	<b>8</b>	<b>0</b>	<b>656:00</b>
<b>DAU/School Total</b>		<b>1,811</b>	<b>936</b>	<b>8</b>	<b>0</b>	<b>656:00</b>
<b>County Total</b>		<b>9,809</b>	<b>6,511</b>	<b>212</b>	<b>843</b>	<b>3,854:00</b>

*[Handwritten signature]*  
R.W.S.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7k

DATE OF SCHOOL BOARD MEETING: October 27, 2015

TITLE OF AGENDA ITEM: Approval of 2013-2015 (2<sup>nd</sup> year Negotiations 2014-2015)  
GESPA Contract.

**DIVISION:**

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


**PURPOSE AND SUMMARY OF ITEM:**

Approval, pending Union ratification, is requested of the Collective Bargaining Contract for the 2013-2015 Gadsden Educational Staff Professional Association.

This is the 2<sup>nd</sup> year negotiations for 2014-2015.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Rocky Pace 

POSITION: Chief Negotiator

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INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

       Number of ORIGINAL SIGNATURES NEEDED by preparer.

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

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

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



EA 5/4/15  
UM 5/4/15

SMD 5/4/15

## ARTICLE V EMPLOYEE RIGHTS, PROTECTION AND RESPONSIBILITIES

- A. Pursuant to the Florida Public Employees – Collective Bargaining Act, as amended, *Florida Statutes* 447.01 et seq., the Board hereby agrees that every employee shall have the right to freely join and participate in any employee organization of his/her own choosing and to negotiate collectively, through a certified bargaining agent, with his/her public employer in the determination of the wages, hours, terms and conditions of his/her employment, and to engage in concerted activities not prohibited by law and/or school board policy, for the purpose of collective bargaining. While the Board understands and agrees that it will not interfere with, restrain, or coerce employees in the exercise of any rights conferred by *Florida Statute* 447 or encourage or discourage membership in any employee organization, or refuse to bargain collectively, fail to bargain in good faith, or take action against any employee because he/she has filed charges or given testimony under *Florida Statute* 447, the Board reserves the right to communicate with its employees as it deems necessary and appropriate.
  - B. The employee, upon written request, shall have the right to review and reproduce the contents of the personnel file, being accompanied by a representative of the GESPA, if desired, and in the presence of the administrator responsible for the safekeeping of such file.
  - C. Unless otherwise provided by Florida Statute 1012.31, the personnel file of each employee shall be open to inspection only by the School board, the Superintendent, the supervisor, the employee and such other person(s) the employee or the Superintendent may authorize in writing.
  - D. No derogatory material shall be placed in an employee's personnel file that the employee has not had the opportunity to see. An employee shall sign any reviewed material. However, such signing does not indicate agreement but rather that the employee has seen the material. In the event an employee does not review and sign such material within five (5) working days after notification of the existence of such material, the material shall be filed in the personnel file.
  - E. Any case of assault on an employee shall be promptly reported to the principal or his designated representative. The Board agrees to advise the employee of his/her rights and obligations with respect to such assault and shall render all reasonable assistance to the employee in connection with the handling of the incident with law enforcement and judicial authorities.
1. **All employees are entitled to a safe place to work. When an unsafe condition exists where continued work could result in injury to the employee or other employees, the unsafe condition shall be reported immediately to the supervisor. The supervisor shall take whatever action necessary to correct the condition. Should correction not occur to remedy the condition, the employee shall**



**report the condition to the Superintendent/designee. This does not waive the right of an employee to grieve.**

Employees hired to assist with students with special behavioral problems will be made aware of the personal risk. The involvement of law enforcement will be at the discretion of the building administrator.

- F. The School Board shall have the right to take disciplinary action against its employees for just cause. Just cause shall be defined to mean:
1. Prior to taking official action, the board or its designee made an effort to determine if the employee violated or disobeyed a rule or order of management.
  2. The Board or its designees conducted an investigation to determine the facts.
  3. The Board applied its rule and penalties uniformly and without discrimination to all employees.
  4. The employee was given an opportunity to present her/his side prior to official action being taken.
  5. The Board's rule or order that the employee is alleged to have violated was not arbitrary, capricious or discriminatory.
  6. The Board gave the employee forewarning of the consequences or possible consequences if the employee did not obey the rule or order.
  7. When determining the degree of discipline, consideration will be given to the employee's service record and the nature of the offense.
- G. Each employee who resides in the district and is employed at least half time, or who resides outside the district and is employed full time shall have the opportunity to enroll his or her child (ren) in the school of choice, subject to Gadsden County School Board Policy 5.20 entitled Student Assignment. In no instance will the child(ren) interfere with the performance of the employees' assigned duties.
- H. Nothing contained within this Contract shall be construed to deny or restrict any employee's rights that he/she may have under Florida School Laws or other applicable State or Federal laws or regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.
- I. The employee shall be entitled to full rights of citizenship, and no religious or political activities of any employee or lack thereof, shall be grounds for any discipline or discrimination with respect to the employment of such employees. The private and personal life of any employee is not within the appropriate concern or attention of the Board unless it interferes with the performance of his or her prescribed duties.
- J. The Board agrees that it will in no way discriminate against any employee covered by this Contract because of their race, creed, religion, color, national

origin or ancestry, age, sex, marital status, sexual orientation, physical characteristics or disability.

- K. The Board will repair or reimburse employees the current value of any clothing or other personal property damaged or destroyed as a result of battery upon the employee suffered in the course of his/her assigned duties, unless such loss is covered by insurance or reimbursement obtained from other sources. Written requests for reimbursement may be submitted to the employee's immediate supervisor. Such requests shall be governed by procedures developed by the Board.
- L. Each work site shall, when feasible, notify employees of emergency phone calls immediately upon their receipt, and make reasonable efforts to place other phone messages in an employee's mailbox within thirty (30) minutes of their receipt.
- M. **The Board shall include in the District Master Plan for Staff Development components for ~~members of the Association~~ non-instructional employees designed to improve the competencies of employees. A classified staff development committee shall be established consisting of representatives of each class of employees. The committee shall elect its own chairperson and shall consider the inservice needs of all classified non-instructional employees and make recommendations to the Professional Development Coordinator for inclusion in the Master Staff Development Plan.**



TA 3/4/15  
AA  
UM 5/4/15  
SPM 5/4/15

## ARTICLE IX GENERAL EMPLOYMENT PRACTICES

- A. Notice of all openings and vacancies shall be posted by the Superintendent or his designee for five (work days) days prior to the filling of the vacancy, in the district administration building and shall be transmitted to all work-site supervisors, who shall post the notice at the site. A copy of all vacancies shall be e-mailed or sent to the GESPA President prior to the five day posting notifying GESPA of all vacancies.
- B. For consideration for appointment to a summer employment position, an employee must file with the Superintendent on or before May 1 of each year, a written application on a form to be furnished by the Superintendent. In making assignments of employees to summer positions, the Board will take into consideration relevant factors including but not limited to continuous employment by the Board.
- C. A person employed to fill a full-time position shall be appointed to that position on probationary status for a period of six (6) months. A probationary employee is entitled to all benefits provided a regular employee including the right to become or not to become a member of the union.
- D. Employees may be dismissed from a position in which they hold probationary status at anytime without the necessity for the showing of cause.
- E. For the first three years of employment, non-instructional personnel can be non-renewed at the end of a contractual year without specifying cause. After three (3) consecutive years of active employment and a recommendation for the fourth year, non-instructional personnel shall be classified as permanent employees.
- F. A permanent status person promoted within a job class shall serve in the higher classification on probationary status for three (3) months. The employee shall retain permanent status in the lower classification unless dismissed for cause for other than unsatisfactory performance. A permanent status person who voluntarily transfers to another job class shall serve in the new position on probationary status for three (3) months after which he/she will be granted permanent status.
- G. A permanent employee's status shall continue from year to year unless the Superintendent terminates the employee for just cause or the Superintendent reduces the number of employees on a district-wide basis for financial reasons.
- H. In an effort to assure the safety of all students and employees, the Gadsden County School Board has developed and implemented a Drug-Free Workplace and Drug and Alcohol Testing Program. The Policies and Procedures governing the Drug Free Work place and Drug and Alcohol Testing Program will be strictly adhered to.
- I. Employees under contract who admit they have an alcohol and/or drug problem, or who test positive, will be required to complete a substance abuse rehabilitation program at an authorized rehabilitation center. Accrued sick leave, vacation, short term disability benefits and leave of absence may be used for the period of time the employee is in rehabilitation. The School Board, with the cooperation of



the employee, will make a one-time attempt to rehabilitate the employee prior to any job action being taken.

- J. For each classification, job descriptions will be developed and job incumbents will be provided the opportunity to have input into their job descriptions when developed and/or revised. Employees have the right to have their job descriptions reviewed by their manager/director. Job descriptions shall be distributed to all current bargaining unit members non-instructional employees for the position to which they are assigned. The description shall include as a minimum:**
- 1. Job title and Description**
  - 2. Minimum skills and qualifications required**
  - 3. A specific statement of required tasks and responsibilities. Any evaluations of bargaining unit members' non-instructional employees' work performance shall be based solely upon said job descriptions and in accordance with Article VII – Performance Appraisal.**

**COLLECTIVE BARGAINING**

**BETWEEN**

**The School Board of  
Gadsden County**

**And**

**Gadsden Educational Staff  
Professional Association**

**2013-2015 Contract  
2<sup>nd</sup> Year Negotiations 2014-2015 SY**

Board Approved 00/00/0000

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**ARTICLE I  
RECOGNITION**

- A. The Board hereby recognizes the GESPA as the exclusive collective bargaining representative for a unit of non-instructional employees of The School Board of Gadsden County I Florida described as follows:
1. INCLUDED: All full-time and regular part-time non-instructional employees of the Gadsden County School District in the following positions: Maintenance Worker, Custodian, Custodial Assistant, Food Service Worker, Bus Driver, Bus Attendant, Educational Paraprofessional, Assistant Secretary, Clerical Worker, District Receptionist, Warehouse Supervisor's Secretary, Assistant Food Service Manager, and District Secretaries not designated as confidential.
  2. EXCLUDED: Director of Transportation; Director of Facilities; Supervisor of School Food Service; Food Service Manager; Vehicle Service Supervisor; District Finance Account Clerk; Administrative Assistants; Warehouse Supervisor; Office Managers; District Executive Secretaries to Superintendent, Deputy Superintendent, Assistant Superintendents, and Director of Instruction, Coordinators of Instructional Materials, School Food Service and Personnel; and all other full-time and regular part-time District employees not listed as included in the bargaining unit.
- B. Whenever used herein, the term "employee" shall mean any employee who is included in the foregoing appropriate unit.

**ARTICLE II  
NEGOTIATION PROCEDURE**

- A. In negotiating this Agreement, neither party shall have control over the selection of the representatives of the other party. However, the number of representatives per team shall not exceed five (5). Throughout negotiations, the chief negotiators shall sign all tentative agreements. There shall be six (6) signed copies of the final agreement. Four (4) copies shall be retained by the Board and two (2) copies retained by the Union.
- B. Following tentative agreement of the contract, the Board agrees to print a maximum of three (3) draft copies per work site for GESPA to distribute to its bargaining unit members for the purpose of ratification. The cost of printing shall be at the expense of the Board.
- C. Negotiation sessions not involving third party neutrals shall begin at a mutually agreed upon time. When it is necessary for a negotiation session to take place during normal working hours, only the members of the bargaining team shall be granted leave-in-line-of-duty. Such leave may include time for travel from the member's work site to the session site.
- D. Primary access to this Contract shall be through an electronic version that shall be available on the District and Association websites. A limited number of copies shall be printed at the expense of the Board within sixty (60) days after ratification for new employees and for administrative purposes. The Board also shall furnish fifty (50) copies to GESPA for its use.

**ARTICLE III  
GRIEVANCE PROCEDURE**

- A. Definitions.
1. "Grievance" shall be defined as a dispute involving the interpretation, application, or violation of a provision(s) of this contract.

2. "Grievant" shall mean any employee or group of employees who have filed a grievance.
  3. "Day" shall mean a district workday based on the calendar approved by the Board the application of this provision shall not, however, result in the extension of a time period stated in this Article for more than ten (10) days.
  4. Grievance Forms. Each grievance, request for review, and notice of arbitration must be submitted in writing on the appropriate grievance form and signed by the grievant(s). All grievance forms shall be dated when received. The grievance forms may be filed in person or by means of FAX, U.S. mail, or other recognized means of delivery.
- B. Informal Resolution. When employees have a problem or complaint, they should attempt to resolve it through discussions with their supervisor or other appropriate personnel. If the problem or complaint cannot be resolved in that manner, the grievance procedure is provided as a formal means for resolving the grievances of employees as defined below. An effort to resolve a problem or complaint under this provision does not waive the time limits for filing a grievance at Step 1 as provided in Section E.3, below.
- C. Resort to Other Procedures.
1. It is the intent of the parties to first provide a reasonable opportunity for resolution of a matter that constitutes a grievance through the grievance procedure. If prior to seeking resolution of a dispute by filing a grievance hereunder, or while a grievance is being processed, an employee formally initiates resolution of the matter in any other forum, whether administrative or judicial, the Board shall have no obligation to proceed further with the matter pursuant to this grievance procedure.
  2. As an exception of the provisions of paragraph A., above, a grievant may file an EEOC charge while the grievance is in progress when such filing becomes necessary to meet federal filing deadlines pursuant to 42 U.S.C. s. 2000e et seq. Furthermore, an employee may seek resolution of a dispute through site or school procedures prior to filing a grievance and may request of the site administrator, an extension of the time limits for initial filing of the grievance for this purpose.
- D. Representation and Appearances.
1. An employee shall choose at Step 1 and Step 2 whether to be represented by GESPA or to represent him/herself. GESPA shall not be required to process grievances for employees who are not members of the Association.
  2. The resolution of any grievance as defined herein shall not be inconsistent with the provisions of this contract, and the grievant shall have the opportunity to have GESPA present at any meeting involving the grievant called to discuss such a resolution.
  3. Time spent by grievant and GESPA representatives investigating and processing grievances outside regular working hours shall not be counted as time worked.
- E. Formal Grievance Procedure.
1. If the parties are unable or unwilling to resolve a grievable concern or problem through the informal process described in Section A, 1 above, a formal grievance may be filed under this Section.
  2. Time Limits.
    - a. The time limits provided in the Article shall be observed, but may be extended by written agreement of the parties. Whenever illness or other incapacity of a party necessary to hear the grievance prevents his/her presence at a grievance meeting, the time limits shall be extended, by mutual consent, to such time that the party can be present. In the event a grievance is filed after May 15 of any year and strict adherence to the time limits may result in hardship to any party, the Board shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.
    - b. Upon failure of any administrator to provide a decision at any step, within the time limits provided in this Article, the grievant may proceed to the next step. Upon failure of the grievant



to file at the next step within the time limits provided, the grievance shall be deemed to have been resolved by the decision at the prior step.

- c. Upon written agreement of the parties, any step in this procedure may be waived.
- d. A grievant may withdraw his/her grievance at any step but that same grievance may not be filed a second time unless it is of a continuous nature.

#### STEP I

- 3. A grievance shall be filed with the employee's site administrator within twenty (20) days following the occurrence of the alleged violation of the contract if the informal resolution process is used, or ten (10) days if the informal resolution process is not used. The grievance shall state the facts giving rise to the alleged violation, the specific section(s) of the contract alleged to have been violated, the employee's contention with respect to these provisions, and the specific relief sought, and shall be signed by the grievant. Within twenty (20) days after receiving the grievance, the site administrator shall meet with the grievant and representative, if representation is being used, and communicate his/her decision in writing to the grievant and the grievant's representative or otherwise resolve the grievance.

#### STEP II

- 4. If the grievant is not satisfied with the decision at Step I, he/she may, within ten (10) days following receipt of the Step I decision or following the date on which the Step I decision was due if no decision is provided, file a request for review of the Step I decision with the Superintendent's designee on the appropriate form. The Superintendent's designee shall, upon request, meet with the grievant and/or representative and may conduct whatever investigation is necessary to make a finding. Within twenty (20) days of the receipt of the grievance at Step 2, the Superintendent's designee shall communicate his/her Step 2 written decision to the grievant and/or representative or otherwise resolve the grievance.

#### STEP III

- 5. If the aggrieved is not satisfied with the disposition at Step II he/she may, within ten (10) days after the answer at Step II, appeal in writing on the proper form the original grievance to the Superintendent. The Superintendent may conduct whatever investigation is necessary to make a finding. Within twenty (20) days after the receipt of the grievance, the Superintendent shall notify the grievant as to his/her disposition of the grievance.

#### STEP IV

- 6. Mediation. The parties may, by written agreement, submit a grievance to mediation to be conducted by the Federal Mediation and Conciliation Service (FMCS), prior to being submitted to arbitration. When the parties agree to mediate an issue, the time limits to file for arbitration shall automatically be extended for the period necessary to conclude the mediation process.

#### STEP V

- 7. Arbitration
  - a. If the grievance has not been satisfactorily resolved at Step III, GESPA may, within ten (10) days following receipt of the Step III decision or following the date on which the Step III decision was due if no decision is provided, file an intent to submit the grievance to arbitration with the superintendent or his/her designee.



- b. A grievance filed at Step III on which no action has been taken by the grievant for twenty (20) days shall be deemed withdrawn and resolved in accordance with the decision issued at the prior step.
  - c. Disclosure of Information. Neither the Board nor the grievant shall be permitted to assert in an arbitration preceding any grounds or rely on any evidence that has not previously been disclosed to the other party.
  - d. Selection of Arbitrator. The parties shall follow the American Arbitration Association procedure for selection of an arbitrator and shall conduct the arbitration under its rules and procedures except as modified by the provisions of this Contract. The arbitration shall be scheduled within sixty (60) days following selection of the arbitrator.
  - e. Authority of the Arbitrator.
    - 1. The arbitrator shall have no power to alter, add to, or subtract from the terms of this contract. Arbitration shall be confined to the application and interpretation of this Contract and the precise issue(s) submitted for arbitration. The arbitrator shall refrain from issuing statements of opinion or conclusions not essential to the determination of the issues submitted.
    - 2. In rendering decisions, an arbitrator shall give due regard to the responsibilities of the Board and the Superintendent and their designees as provided in law and rule and shall so construe such responsibilities, except as they may be specifically conditioned by this Contract.
    - 3. The arbitrator's decision shall be final and binding on the parties as provided in Section 447.401, Florida Statutes, provided that either party may ask that an appropriate court vacate such a decision on one or more of the grounds stated in Section 682.13, Florida Statutes.
    - 4. An arbitrator's award may be retroactive as the equities of a case may demand, but an award shall not be retroactive to a date earlier than sixty (60) days prior to the date the grievance was initially filed except for those provisions of State or federal law that may require an earlier date.
  - f. Fees and Expenses. The losing party shall pay the fees and expenses of the arbitrator. A party desiring a transcript of the arbitration proceedings shall provide written notice to the other party at least five (5) days prior to the date of the arbitration and shall be responsible for scheduling a stenotype reporter to record the proceedings and for paying the appearance fee of the reporter and the cost of obtaining an original transcript. The party shall also provide a photocopy of the transcript to the other party upon written request and payment of reasonable copying expenses.
8. Processing.
- a. The site administrator shall refuse consideration of a grievance not filed or processed in accordance with this Article.
  - b. If a grievance arises as the result of a condition that the immediate supervisor is without jurisdiction to resolve, the grievance shall be filed at Step II after discussing such filing with the Superintendent's designee.
9. Precedent – No complaint informally resolved, or grievance resolved at either Step I or II, shall constitute a precedent for any purpose unless agreed to in writing by the Board and GESPA.
- F. Documents. The grievant or representative shall be provided, upon request and with reasonable copying charge, with a copy of any identifiable document relevant to the grievance. All written materials dealing with the processing of a grievance shall be filed separately from the grievant's personnel file except an arbitration decision or a settlement agreement that requires personnel action(s) that affects the grievant.



- G. Notwithstanding the expiration of this contract, any claim or grievance arising while it was in effect may be processed through the grievance procedure until resolution, provided it is timely filed.
- H. Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses, entitled to be present, to attend, and will be held, insofar as possible, after regular school hours, or during working time of personnel involved. When such hearings and conferences are held, at the option of the administration, during school working hours, all employees whose presence is required shall be excused, with pay, for that purpose.
- I. Adjustment of any grievance as described herein shall not be inconsistent with the provisions of this Agreement.

**ARTICLE IV  
ASSOCIATION RIGHTS AND RESPONSIBILITIES**

- A. **Use of facilities**  
GESPA and its representative shall have the right to use the Board's work sites and equipment in accordance with the applicable provisions of Gadsden County School Board Policy 9.30 entitled Use of Facilities. When fees are required, they will be assessed to GESPA for payment based on the fee schedule recommended by the Superintendent and approved by the School Board of Gadsden County.
- B. **Communication to Employees**
  - 1. **Bulletin Boards.** GESPA shall have the right to post notification of activities and matters of GESPA concern on a designated bulletin board at each work site. The designated bulletin board will be established by mutual agreement of the site administrator and the president of GESPA.
  - 2. GESPA shall have the right to use any intra-school communications system, the inter-school mail and e-mail systems (based on server availability), and mailbox distribution system. Distribution of materials shall be in compliance with procedures agreed upon by the site administrator and GESPA and the rules and policies of the Board. These communication systems shall not be used to transmit or display materials if the content of which relates to election campaigns for public office. In the event that the Board must collect postage for GESPA's use of the district inter-mail system, GESPA will be responsible for the payment of all such postage and cooperatively work out procedures for such payment.
- C. **Information Provided to GESPA**
  - 1. **Reports Provided to GESPA:** The board shall provide GESPA without charge, during the weeks of September 1 and February 1 of each year a list of employees including the following information: name, classification, pay grade, hourly rate of pay, work site, home address, work phone number, and district hire date.
  - 2. **GESPA Access to District Policies and Rules:** GESPA shall have access to District policies and rules and Board agendas and shall be notified of changes of such policies and rules when site administrators and other District Administrators are notified of such changes and at least five (5) days prior to the implementation, if feasible. The site administrator shall provide the site representative with one (1) copy of any district policy or rule requested by the site representative.
- D. Upon appropriate authorization by any employee, the board will directly deposit the employee's entire salary into any official financial institution that provides a bank routing number. In addition, the board will directly deposit a part or all of the employee's salary into the Envision Credit Union.



E. The Board shall deduct from the pay of each employee all current membership dues and uniform assessments of the GESPA, provided that at the time of each such deduction there is in the possession of the Board a valid signed membership form provided by GESPA for each such deduction, executed by the employee, in the form and according to the terms of the membership form. Membership shall continue year after year unless revoked by the employee. Authorization for dues revocation is revocable upon written request by the employee on the Employee Association Dues Revocation Form. The employee must first secure the written acknowledgement of GESPA on the Form, signed and dated, and then submit the form to the District Payroll Office. The revocation of the authorization for dues deduction will be effective at the beginning of the pay period no fewer than 30 calendar days from the date of the employee's submission of the completed Dues Revocation Form to the Payroll Office.

1. Any employee may authorize dues deduction by presenting to the Board on or before September 10 of the applicable school year a signed membership form authorizing the Board to deduct from the employee's salary an amount certified in writing by the GESPA to the Board, on or before September 1 of the applicable school year, as being due to the GESPA from each member thereof as membership dues for that fiscal year, which amount shall be evenly divisible by ten (10) and deducted monthly beginning with the September pay check and continuing consecutively until ten (10) deductions have been made presenting said membership form to the Board after September 10 and at the time during the applicable school year, in which case the total amount to be deducted shall be a fraction of the annual dues based on the number of checks still to be issued in that year, beginning with the first check issued at least fifteen (15) calendar days after the Board's receipt of the employee's completed membership form. Sums so deducted from the employee's remaining salary checks shall be as nearly equal in amount as practicable. Provided, however that any employee whose employment begins after September 10 of the applicable school year may apply for such dues deduction, if the appropriate completed membership form is received by the Board not later than thirty (30) days after the beginning of the employee's employment by the Board. All such deductions and remittances by the school board shall be made in accordance with stipulations established by the Board or the Superintendent of Schools and remitted to the Big Bend Service Unit.
2. The District will provide GESPA with one payroll deduction slot for the purpose of deducting premiums (after tax) for companies participating in the benefits programs sponsored by GESPA through the NEA Member Benefits Program. All deductions shall be made on a twelve month basis using a mutually agreeable form to be provided by GESPA and transmitted to the common remitter selected by GESPA or its affiliates for such purpose as a single check amount to the remitter each payroll period. GESPA will hold the Board harmless for any claims arising out of the use of these payroll deduction slots. These deductions shall not be limited or restricted to any certain number of participants by the Board.
3. The GESPA shall indemnify and save harmless the board and its employees from any and all claims, demands, suits, judgments, awards and costs incurred in connection with any such claim, demand, or suit resulting from any action taken or omitted by the Board or its employees for the purpose of complying with the provisions of the Article.

F. The Board also agrees to furnish to the union in response to reasonable requests all available information concerning names, addresses, seniority and experience credit of all bargaining unit members; compensation paid thereto; agencies, minutes, and reports of all open Board meetings; census and membership data; and such other information as will assist the Union in developing intelligent, accurate, informed and constructive programs or proposals on behalf of employees together with information which the Union may require to process any grievance or complaint.



G. Representatives of the Board and GESPA will meet upon the written request of either party during the term of the contract at a time convenient for both parties for the purpose of reviewing the administration of this contract and to resolve problems that may arise. These meetings are not intended to bypass the negotiations or grievance procedures.

H. Temporary Duty for GESPA Activities

1. Work Responsibilities and Temporary Duty for the GESPA President.

a. It is the joint responsibility of the President, GESPA, and the District to limit the impact of the President's responsibilities and accompanying temporary duty on the President's work site through the following measures:

- 1) Work interruptions for GESPA business shall be minimized through the use of E-mail, voice mail, answering machine, call forwarding, where available.
- 2) GESPA shall make available to the District a list of site Association representatives with whom employees may conduct GESPA business during the workday. The parties shall strive to limit the time during the President's hours used to conduct GESPA business. Not more than fifteen (15) minutes of the President's normal working hours will be used to conduct GESPA business, in addition to lunch or break time which the President may use for this purpose. If the President has reason to expect that pending issues will require additional work time, the President shall request one or more hours of temporary duty leave for such purposes.

2. The GESPA President or designee shall be provided up to twenty (20) days of temporary duty each fiscal year to conduct GESPA business or carry out GESPA activities.

I. The Board may grant employees leave-in-line-of-duty each fiscal year as described below to carry out GESPA activities.

1. Legislative Committee – A legislative committee comprised of five (5) members appointed by the GESPA President shall be allowed three (3) days during the Legislative Session to lobby for educational concerns benefiting the Gadsden County School District.
2. Florida Education Association Delegate Assembly – The Board agrees to grant two (2) days to each elected delegate to attend the Annual Delegate Assembly of the Florida Educational Association.
3. Summer Leadership Training. Up to six (6) members of the GESPA Executive Board shall be granted up to a total of eighteen (18) days to attend Summer Leadership Training programs.
4. Collective Bargaining Committee. A list of members of the GESPA bargaining committee shall be provided to the Board's negotiator by April 1 of each year. Such members shall be provided temporary duty for negotiations under the provisions of Article II, Section C of the Contract.
5. Other GESPA Activities. Authorized GESPA representatives may request temporary duty to meet with employees at their work site for up to two hours to address GESPA business, provided the authorized representatives report their presence to the work site administrator or his/her designee and meet in a non-work area during the employee's duty-free time.
6. GESPA Committee Representation. The GESPA President may appoint a GESPA representative(s) to any committee(s) appointed by the School Board that has an effect, long-term or short-term, on its membership. These shall include but not be limited to budget, compensation, sick leave bank, capital outlay, and staffing. Membership on committee(s) is advisory in nature.



- J. Paid leave for GESPA Activities – Each year of this contract, representatives of the GESPA may be granted up to a total of ten (10) days of paid leave to conduct GESPA business provided the following conditions are met:
1. An employee shall provide the site administrator with a leave request form for the paid leave a minimum of forty-eight (48) hours prior to such leave.
  2. The site administrator shall approve the request for paid leave unless he/she document in writing at least 24 hours in advance that the employee's absence would significantly impede the operation of the work unit, and under no circumstances shall the leave be denied after the leave has been duly authorized and approved by the administrator.
  3. No more than two (2) employees may be absent from any faculty on any day on such paid leave.
  4. No more than ten (10) employees in the district may be absent on such paid leave on any day.
  5. Except for the president of the GESPA, no employee may be absent on paid leave for GESPA activities for more than ten (10) days.
  6. The School Board, in conjunction with the GESPA, shall be responsible for tracking the amount of paid leave taken for GESPA activities.
- K. During the regular workday, the Executive Director of Big Bend Service Unit of the Florida Education Association and/or the president of GESPA may visit bargaining unit employees at the site, provided the authorized representatives report their presence to the site administrator or his/her designee and they do not interfere with, nor disturb, normal site operations or cause the loss of instructional time. No authorized representative shall use this privilege except to conduct GESPA business.

#### ARTICLE V EMPLOYEE RIGHTS, PROTECTION AND RESPONSIBILITIES

- A. Pursuant to the Florida Public Employees – Collective Bargaining Act, as amended, *Florida Statutes* 447.01 et seq., the Board hereby agrees that every employee shall have the right to freely join and participate in any employee organization of his/her own choosing and to negotiate collectively, through a certified bargaining agent, with his/her public employer in the determination of the wages, hours, terms and conditions of his/her employment, and to engage in concerted activities not prohibited by law and/or school board policy, for the purpose of collective bargaining. While the Board understands and agrees that it will not interfere with, restrain, or coerce employees in the exercise of any rights conferred by *Florida Statute* 447 or encourage or discourage membership in any employee organization, or refuse to bargain collectively, fail to bargain in good faith, or take action against any employee because he/she has filed charges or given testimony under *Florida Statute* 447, the Board reserves the right to communicate with its employees as it deems necessary and appropriate.
- B. The employee, upon written request, shall have the right to review and reproduce the contents of the personnel file, being accompanied by a representative of the GESPA, if desired, and in the presence of the administrator responsible for the safekeeping of such file.
- C. Unless otherwise provided by *Florida Statute* 1012.31, the personnel file of each employee shall be open to inspection only by the School board, the Superintendent, the supervisor, the employee and such other person(s) the employee or the Superintendent may authorize in writing.
- D. No derogatory material shall be placed in an employee's personnel file that the employee has not had the opportunity to see. An employee shall sign any reviewed material. However, such signing does not indicate agreement but rather that the employee has seen the material. In the event an employee does not review and sign such material within five (5) working days after notification of the existence of such material, the material shall be filed in the personnel file.
- E. Any case of assault on an employee shall be promptly reported to the principal or his designated representative. The Board agrees to advise the employee of his/her rights and obligations with respect



to such assault and shall render all reasonable assistance to the employee in connection with the handling of the incident with law enforcement and judicial authorities.

1. All employees are entitled to a safe place to work. When an unsafe condition exists where continued work could result in injury to the employee or other employees, the unsafe condition shall be reported immediately to the supervisor. The supervisor shall take whatever action necessary to correct the condition. Should correction not occur to remedy the condition, the employee shall report the condition to the Superintendent/designee. This does not waive the right of an employee to grieve.

Employees hired to assist with students with special behavioral problems will be made aware of the personal risk. The involvement of law enforcement will be at the discretion of the building administrator.

- F. The School Board shall have the right to take disciplinary action against its employees for just cause. Just cause shall be defined to mean:
1. Prior to taking official action, the board or its designee made an effort to determine if the employee violated or disobeyed a rule or order of management.
  2. The Board or its designees conducted an investigation to determine the facts.
  3. The Board applied its rule and penalties uniformly and without discrimination to all employees.
  4. The employee was given an opportunity to present her/his side prior to official action being taken.
  5. The Board's rule or order that the employee is alleged to have violated was not arbitrary, capricious or discriminatory.
  6. The Board gave the employee forewarning of the consequences or possible consequences if the employee did not obey the rule or order.
  7. When determining the degree of discipline, consideration will be given to the employee's service record and the nature of the offense.
- G. Each employee who resides in the district and is employed at least half time, or who resides outside the district and is employed full time shall have the opportunity to enroll his or her child(ren) in the school of choice, subject to Gadsden County School Board Policy 5.20 entitled Student Assignment. In no instance will the child(ren) interfere with the performance of the employees' assigned duties.
- H. Nothing contained within this Contract shall be construed to deny or restrict any employee's rights that he/she may have under Florida School Laws or other applicable State or Federal laws or regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.
- I. The employee shall be entitled to full rights of citizenship, and no religious or political activities of any employee or lack thereof, shall be grounds for any discipline or discrimination with respect to the employment of such employees. The private and personal life of any employee is not within the appropriate concern or attention of the Board unless it interferes with the performance of his or her prescribed duties.
- J. The Board agrees that it will in no way discriminate against any employee covered by this Contract because of their race, creed, religion, color, national origin or ancestry, age, sex, marital status, sexual orientation, physical characteristics or disability.
- K. The Board will repair or reimburse employees the current value of any clothing or other personal property damaged or destroyed as a result of battery upon the employee suffered in the course of his/her assigned duties, unless such loss is covered by insurance or reimbursement obtained from other sources. Written



requests for reimbursement may be submitted to the employee's immediate supervisor. Such requests shall be governed by procedures developed by the Board.

- L. Each work site shall, when feasible, notify employees of emergency phone calls immediately upon their receipt, and make reasonable efforts to place other phone messages in an employee's mailbox within thirty (30) minutes of their receipt.
- M. The Board shall include in the District Master Plan for Staff Development components for non-instructional employees designed to improve the competencies of employees. A staff development committee shall be established consisting of representatives of each class of employees. The committee shall elect its own chairperson and shall consider the inservice needs of all non-instructional employees and make recommendations to the Professional Development Coordinator for inclusion in the Master Staff Development Plan.

## ARTICLE VI LEAVE

Each employee must, for any absence from his/her work, secure official permission in advance, and no action purporting to grant leave retroactively shall be recognized. Leave for sickness or other emergency which was verbally approved in advance may be deemed to have been granted in advance if the employee makes to his/her principal or other immediate supervisor, at the earliest practicable time on the first day that he/she returns to work after such absence, a proper written report and explanation of the absence.

### A. Sick Leave

1. Each member of the non-instructional staff employed on a full-time basis shall be credited with four (4) days of sick leave at the end of the first month of employment and shall thereafter be credited with one additional day of sick leave at the end of each month of service.
2. Sick leave may be taken by any non-instructional employee who is unable to perform his/her duties as such because of his/her own illness, or because of the illness or death of his/her father, mother, brother, sister, husband, wife, child or other close relative, or member of his/her own household, and who consequently has to be absent from his/her work.
3. Sick leave may not be used prior to the time it is earned and credited to the employee.
4. The employee shall be entitled to earn no more than one day of sick leave times the number of months of employment during each year of employment.
5. Sick leave shall be taken only when necessary because of sickness as herein prescribed.
6. A member of the non-instructional staff may transfer sick leave earned as an employee with another Florida school district.
7. Sick leave shall be cumulative from year to year, without limitation on the number of days of sick leave that may accrue to an employee: and provided, further, that at least one-half of such cumulative leave must be earned with this school district.
8. In case of reasonable doubt as to the validity of any sick leave claim, the Superintendent may require a supporting certificate of illness from a licensed physician.
9. Sick Leave Transfer to a Family Member. An employee may transfer earned sick leave to a spouse, sister, brother, parent, child or any designated person who is employed by the District under the provisions of District Policy and related procedures.

### B. Personal Leave

Personal leave up to a maximum of six (6) days per fiscal year, with compensation, may be granted by the Superintendent, provided that the use of such leave shall be charged to the individual's currently accrued sick leave, and provided further that such personal leave shall be non-cumulative.



C. Illness-In-Line-Of-Duty-Leave

Any full-time employee shall be entitled to illness-in-line-of-duty leave when she/he has to be absent from her/his duties because of illness from any contagious or infectious disease contracted therein. Any employee requesting such leave shall provide proof, when so requested, that illness was contracted while discharging her/his duties as such employee. Such leave may be authorized for a total of not over ten (10) days during any fiscal year, subject to the provisions of Section 1012.63, F.S.

Where the amount of compensation payable hereunder for injuries, accidents or other disabilities which would entitle the employee to compensation under the provisions of the Florida Worker's Compensation Law, exceeds the amounts payable under said compensation law, payments hereunder shall be made for the difference between the amount paid under said Florida Workers' Compensation Law and the amount otherwise due under the provisions of this section.

D. Temporary Duty

1. Any person who is sponsoring or participating in a school-sponsored activity;
2. Any person who is sent to an out-of-county meeting by the Superintendent or another authorized county official, to represent Gadsden District; and
3. Any person who is loaned to another county for special assignment such as evaluations and plant surveys.
4. Any GESPA member, who is an elected voting delegate to the Annual FEA Delegate Assembly, shall be assigned temporary duty for the purpose of attending this meeting. Names of voting delegates shall be submitted to the Deputy Superintendent or his designee annually by the GESPA president in order to secure leave for this purpose.

E. Leave for Jury Duty and/or Court Processes

For court appearances or duty performed, pursuant to court process, by an employee during school work hours, the employee shall receive from the Board full pay, allowances and/or reimbursements as follows:

1. When summoned to appear as a juror, or as a witness (except as a character witness) in any civil or criminal action in which the employee is neither plaintiff nor defendant: full pay, without allowances or reimbursements, with the employee retaining any payments or fees received from the court or other third parties for such appearance; but,
2. When summoned to appear as a defendant or as a witness in any action arising out of and in the course of her/his employment by the Board: full pay, allowances and/or reimbursements as though on "leave in line of duty" with any payments or fees received from the court or other third parties for such appearances to be endorsed to the Board. In all of the above circumstances, when, prior to 11 a.m., the employee is dismissed or excused by the court, the employee shall promptly return to work that day.

F. Military Leave

Military leave shall be granted as required by law or Florida State Board of Education Rules, and may be granted as thereby permitted.

Military Caregiver and Qualifying Contingency Leave. An employee who is a caregiver of a relative who suffers serious injury or illness during active military duty, or who has a qualifying exigency as a result of a family member being on active duty in the National Guard or Reserves in support of a contingency operation, may qualify for category of FMLA leave as described in District Policy.

G. Parental Leave

Any employee or her/his spouse may be granted leave without pay, not to exceed one year in duration, incident to the birth or adoption of a child.

The application for such leave must be accompanied by a licensed physician's certificate attesting to the pregnancy of the applicant or the spouse of the applicant, the probable term thereof and the recommended period of confinement, or, in the case of adoption, by satisfactory evidence of the date custody of the child shall be delivered to the applicant.



Upon the filing of an application for parental leave, the employee and the principal shall, subject to the approval of the Superintendent and the Board, mutually determine the commencement date for such leave, based on evaluation of the capacity of the prospective mother to discharge her duties and/or the expected date of birth of the child or receipt of custody of the child to be adopted, as the case may be, and the leave shall continue for the remainder of the school year unless otherwise requested by the employee and approved by the Board.

H. Outside Employment

Employees who are on Board approved leave of absence shall not accept employment elsewhere unless written approval is granted in advance by the Superintendent of Schools. Acceptance of other employment without such approval shall cancel the leave and may subject the employee to disciplinary action.

I. Vacation Leave; lump sum payment for accrued vacation leave.

1. All personnel employed full-time on a twelve-month basis will be allowed in each fiscal year vacation leave which may be taken at any time during the year as approved by the Superintendent; and in amounts as follows:
  - a. During the first ten (10) years of the employee's full-time service for this School District, twelve (12) days per fiscal year. Such vacation leave may be cumulative up to a maximum of twenty (20) days.
  - b. During and after the eleventh (11th) year of the employee's full-time service for this School District, eighteen (18) days per fiscal year. Such vacation leave, taken together with vacation leave accumulated in previous years, may be cumulative up to a maximum as defined by Florida Statute.
2. Subject to law and applicable rules and regulations, a lump-sum payment for any accrued vacation leave will be made to each employee upon termination of employment or upon retirement, or to employee's beneficiary if service is terminated by death. The amount of such lump- sum payment will be computed by multiplying the daily rate of pay of the employee at the time of such termination, retirement or death by the number of accrued vacation leave days which the employee has at that time, up to a maximum as defined by Florida Statute. In such computation, accrued vacation leave days may be counted whether earned before or after the effective date of this rule.

J. Abandonment of Position

Except in case of extreme emergency (sudden incapacitation, sudden illness, or accident which prevents prior approval for absence), if an UNREPORTED ABSENCE is for three (3) consecutive workdays, the School Board, upon the recommendation of the School Administrator and Superintendent, may consider the employee to have abandoned the position and resigned from the School District.

K. Employees Voluntary Sick Leave Bank

1. Membership - Any full-time employee, having been employed by the School Board for at least one (1) year and having at least five (5) days accrued sick leave at the end of the preceding year, may enroll in the Sick Leave Bank by voluntarily contributing one (1) sick leave day to the bank between August 15 and September 15 of any fiscal year. An eligible employee is defined as a person employed in a non-instructional position designated by the School Board as full time. A participating employee shall contribute one (1) sick leave day at the time of enrollment and one (1) additional day each employment year thereafter. Should the Bank need replenishment, an additional day may be assessed of persons desiring to continue participation, with two (2) days maximum contribution per year. An exception to the two (2) day maximum shall be considered in the case where a participating employee is suffering a medical hardship. In this case, employees may contribute additional days over the maximum amount.  
A day is defined as the number of hours of work per day shown in the GESPA Agreement.



2. Establishment and Duration - The Sick Leave Bank will not come into existence until at least 150 sick leave days have been contributed and will remain in existence until termination by the Board or it is discontinued because of depletion of sick leave days.
3. Sick Leave Bank Committee - The Sick Leave Bank Committee shall be composed of two (2) employees, two (2) members appointed by the Superintendent and the following ex-officio members: GESPA President and one (1) School Board member. The Committee shall determine how many days, if any, an employee may receive from the Sick Leave Bank. The Committee will develop routine procedures for considering applications for use of the Sick Leave Bank including, but not limited to:
  - a. provision of standard forms for participating in or withdrawal from the Bank by an employee;
  - b. provision for medical documentation of need;
  - c. provision for monitoring eligibility of an employee;
  - d. provision for monitoring of days in the Bank and determination of when a replenishing of the Bank may be needed;
  - e. provision for investigation of possible abuse of the Bank; and
  - f. provision for furnishing the parties with status reports on the condition of the Bank on an annual basis.
4. Changes in Procedures -- Changes in procedures for administration of the Sick Leave Bank will be subject to approval of the Association and the Board's representative.
5. Participation -- Participation in the Sick Leave Bank is voluntary.
6. Utilization of Days -- Use of days from the Bank will be subject to the following conditions:
  - a. The claim must be based on a personal and catastrophic illness, injury, or accident.
  - b. Prior to eligibility, an employee must exhaust all accumulated sick leave and other types of leave granted by the Board related to the accident, illness, or injury.
  - c. An employee may not utilize more than sixty (60) days from the Bank without reapplication to the Committee for a further draw on the Bank. Such reapplication will be subject to all conditions which would apply to an original application.
  - d. The salary of an employee participating in the Sick Leave Bank will be reduced by any benefits drawn from Worker's Compensation.
  - e. An employee otherwise eligible for full disability retirement will not continue to utilize the Sick Leave Bank.
7. Abuse -- Allegations of abuse of the Sick Leave Bank will be investigated by the Committee which will submit a report of its investigation to the Board and the Association including a recommendation for appropriate action, if any. The School Board will consider the report and recommendation prior to taking such action on the matter as it deems proper.

L. Unpaid Leave

Personal leave is that leave granted for non-work related reasons and does not entitle an employee to pay except as is provided in Article IV.

M. Policies and Procedures Governing Unpaid Leave

1. Unpaid Leaves of Ten (10) Days or Less. The immediate supervisor and Superintendent must approve a request for personal leave of ten (10) days or less before it is taken.
2. Unpaid Leaves of More Than Ten (10) Days.
  - a. An unpaid leave of absence for more than ten (10) days may be granted at the discretion of the School Board, upon affirmative recommendation of the Superintendent, provided that a qualified replacement is available. Except under compelling circumstances, such leave shall not be granted to probationary employees.
  - b. Application for such leave must be made at least thirty (30) days prior to its commencement and shall include information regarding the purpose and length of the leave. In the interest of continuity in the instructional program, such leaves shall normally be taken in semester increments.
  - c. Leave granted under this section shall be limited to two (2) years within a five-year period with the following exception:

An employee who wishes to serve in public office may request an exception of the two (2) year unpaid leave limitation in accordance with the provisions of this section.
  - d. Reasons for such leave shall include personal health problems, including rehabilitation and regeneration. Employees may accept gainful employment during such leave to include, but not be limited to, Peace Corps, religious reasons, VISTA, and work with other government agencies.
  - e. An employee granted a leave under this section shall notify the site administrator in writing of his/her intent to return or seek additional leave as follows:
    1. For leaves granted for the first semester, thirty (30) work days prior to the end of the semester; or
    2. For leaves granted for the second semester or one school year, no later than March 1
3. Benefits During Unpaid Leave
  - a. Any employee granted a leave of absence as provided in this article shall be given the opportunity, unless otherwise provided, to continue insurance coverage in existing District programs during the leave, provided the entire premiums (Board and employee contribution) for such insurance programs shall be paid by the employee on a monthly basis in advance of the month due.
  - b. To the extent permitted by the Florida Retirement System, employees shall be given the opportunity to continue retirement programs, provided the employee pays the full cost of such programs. Forms are available from the Florida Retirement System for the employee to purchase such leave time.
4. Family Medical Leave - Employees requesting unpaid leave for serious personal or family illness are entitled to continued Board contributions to insurance programs as provided for in the Family Medical Leave Act. Employees wishing to receive this benefit must identify their leave request as a "Family Medical Leave" prior to taking the leave and submit a completed "Certification of Physician" form with their leave request. Employees who do not return to work with the District shall be required to repay the Board contributions made during their unpaid leave.
  - A. Eligibility:

All full-time employees covered by this agreement who have worked for the Board at least twelve (12) months preceding the start of leave may be entitled to a total of twelve (12) work weeks of unpaid leave during any twelve (12) month period when leave is taken for one or more of the following circumstances:

    1. The birth of a son or daughter of an employee and to care for the child.
    2. The placement of a son or daughter with an employee for adoption or foster care.
    3. To care for the spouse, son, daughter or parent of an employee, if the family member has a serious health condition.
    4. The employee is unable to perform the functions of the position because of the educational support personnel's own serious health condition.



**ARTICLE VII  
PERFORMANCE APPRAISAL**

The parties recognize that the evaluation of the performance of all employees is the responsibility of the administration. The evaluation process is designed to assess and communicate performance effectiveness, to aid in improving performance of assigned duties, and if necessary, to develop a performance improvement plan to assist in addressing deficiencies for the employee whose performance is not satisfactory. The process is not to be used as a vindictive measure.

- A. An annual performance assessment shall be made of each employee by his or her immediate supervisor or the superintendent's designee. The period covered by the annual evaluation shall coincide with an employee's school year/fiscal year contract.
- B. Within two (2) weeks after the beginning of employment, or as soon thereafter as practicable, each employee shall be given a copy of the non- instructional assessment criteria or the appropriate form to be used. This distribution shall be followed by an explanation and discussion of the assessment process.
- C. The supervisor shall schedule a meeting with the employee to discuss the Annual Performance Assessment no later than fifteen (15) days after the completion of the evaluation period or by June 30, whichever is earlier. Each completed assessment form for the employee and all copies of it shall be dated and signed by the immediate supervisor and the employee, with the employee receiving one copy. The employee's signature indicates only that he/she has read the completed form, and not necessarily that he/she agrees with the assessment. The employee may attach any written comments to any written assessment within ten (10) days of the assessment review meeting.
- D. If the assessment indicates that the employee is not performing in a satisfactory manner, the immediate supervisor or the superintendent's designee shall provide assistance to the employee in correcting the areas of poor performance within a reasonable prescribed period of time.
- E. The process of performance assessments of each employee shall continue throughout the duration of her/his employment, with each assessment subject to amendment whenever such amendment shall, in the opinion of assessor, be justified, and may be based on any information that is available to him/her at the time assessment is made.
- F. "Needs Improvement" or "Unsatisfactory" Evaluations.
  - 1. "Needs Improvement" Evaluation.
    - a. An employee who receives an overall "Needs Improvement" evaluation shall be provided a Professional Development Assistance Form within ten (10) days of such receipt that contains at least the following information:
      - 1. a description of the performance that needs to be improved;
      - 2. the performance improvement desired;
      - 3. assistance to be provided the employee including supervisory feedback, training, etc;
      - 4. length of time within which to achieve the improvement; and
      - 5. possible consequences for failure to improve performance.
    - b. An employee, excluding employees within their first 97 days of employment, shall be provided a total of at least sixty (60) days or until the end of their work year whichever comes first, within which to improve performance to a "Satisfactory" level. The employee's performance shall be reevaluated within ten (10) days of the conclusion of the performance period.
    - c. Annual salary increases shall not be withheld based on a "Needs Improvement" evaluation.
  - 2. "Unsatisfactory" Evaluation.
    - a. An employee who receives an overall "Unsatisfactory" evaluation shall be provided a Professional Development Assistance Form within ten (10) days of such receipt that contains at least the following information:
      - 1. a description of the unsatisfactory performance;
      - 2. the performance improvement desired;
      - 3. assistance to be provided the employee including supervisory feedback, training, etc;
      - 4. length of time within which to achieve the improvement; and
      - 5. possible consequences for failure to improve performance.



- b. An employee shall be provided a total of at least forty (40) days, or until the end of their work year whichever comes first, within which to improve performance to a "Satisfactory" or "Needs Improvement" level. The employee's performance shall be reevaluated within ten (10) days of the conclusion of the performance period.
  1. If, at the end of such period, an employee's performance continues to be evaluated as "Unsatisfactory", the supervisor may provide the employee with up to an additional forty (40) days to improve to a "Satisfactory" or "Needs Improvement" level, or may proceed to terminate the employee's appointment.
  2. If, at the end of such period, an employee's performance is evaluated as "Needs Improvement", the supervisor will continue to evaluate the employee under the procedures in F, 1, above.
3. An employee whose performance is evaluated as "Unsatisfactory" shall not receive a salary increase during the period that such evaluation is in effect. If an employee's evaluation improves to "Satisfactory" or "Needs Improvement" during a period of no more than forty (40) days after the effective date of a salary increase, the employee shall be provided the salary increase on a prorated basis from the date of such evaluation.

**ARTICLE VIII  
TRANSFER AND REASSIGNMENT, LAYOFF AND RECALL**

**TRANSFER AND REASSIGNMENT**

**1 Definitions**

- A. Reassignments defined – A reassignment is movement of an employee from one position to another at the same work site.
- B. Transfer defined – A transfer is movement of an employee from one work site to another.
- C. Seniority defined – Seniority is defined as the total number of years the employee has been continuously employed by the Gadsden County School Board.
- D. Qualifications: No employee shall be required to re-qualify for a position when seeking a transfer or reassignment to a position of equal qualifications.

**2. Voluntary reassignment will be accomplished in the following manner:**

- A. Employees desiring reassignment may submit a written request to the facility manager during the vacancy period as posted.
- B. All employees submitting the written request for reassignment within the worksite where a vacancy exists will be interviewed first.
- C. The worksite manager will take the voluntary reassignment request for the position(s) available, and make a final determination among the candidates based on the following:
  1. Qualifications,
  2. Length of service in the district,
  3. Preferences of those requesting voluntary reassignment and,
  4. An interview.
- D. Employees who are reassigned shall retain all experience credit for the purpose of their hourly wage rates and benefits as provided by this contract.

**3. Voluntary transfers will be accomplished in the following manner:**

- A. Employees desiring voluntary transfer will submit a copy of a transfer form to the employee's immediate supervisor, and the district personnel office, during the vacancy period as posted.
- B. All employees submitting transfer forms shall be interviewed following those employees who submitted reassignment forms.

- C. The work site manager will take the voluntary transfer list and the list of positions available, making final determination based on the following:
    - 1. Qualifications,
    - 2. Length of service in the district,
    - 3. Preferences of the voluntary transfers and,
    - 4. An interview.
  - D. Employees who are voluntarily transferred shall retain all experience credit for the purpose of their hourly wage rates and benefits as provided by this contract.
  - E. Paraprofessionals who are employed in a Title 1 program and fall under the guidelines of ESEA will be given priority to interview for vacancies to other work sites rather than meet additional requirements placed on Title 1 employees.
4. When involuntary transfer(s) in a school or department is necessary, the following procedure shall be followed:
- A. The Superintendent shall determine the areas of reduction in specific departments.
  - B. Volunteers shall first be considered. Volunteers shall be transferred provided there is a school or program that is entitled to an employee with the volunteer's qualifications and the volunteer is approved by the receiving facility manager.
  - C. When there are not enough volunteers, involuntary transfers may be made. An involuntary transfer list shall be made based on the length of service in the district with the lowest in length of service being transferred first.
  - D. A list of positions with necessary qualifications to fill each position will be made from all school or departments needing additional employees. Said list will be made available to all who are being transferred involuntarily.
  - E. Involuntary transfers will indicate their preference of the available positions.
  - F. The Superintendent will take the involuntary transfer list and the list of positions available, making assignments based on the following:
    - 1. Qualifications,
    - 2. Length of service in the district,
    - 3. Preferences of the involuntary transfers and,
    - 4. An interview.
  - G. In the event that no position exists for which the involuntary transfer is qualified, the employee will be placed in layoff according to Article VIII.
  - H. Employees who are involuntarily transferred shall retain all experience credit for the purpose of their hourly wage rates and benefits as provided by this contract.
5. A volunteer is qualified if:
- A. He/she is currently employed in a position with the same job classification; or
  - B. He/she has met the same requirements as specified on the job description.
6. A hiring freeze shall be in effect within that category while the involuntary transfer process is in progress.

**Reduction in Personnel**

In the event the School Board determines that the number of employees must be reduced, written notice shall be provided to GESPA. For the purpose of this article, the non-renewal of an annual status employee at the end of his/her contract shall not be deemed a reduction in personnel. The following procedures shall be controlling:



## LAYOFFS

1. The School Board shall determine the departments, programs, areas, schools, work locations, and/or classifications in which the reductions or layoffs of employees shall take place.
2. Before laying off permanent status employees, the School Board will place permanent status employees in positions within the same job classification held by annual status employees.
3. The order of layoff of members of the bargaining unit shall be employees having the least amount of experience in the Gadsden County School District within the affected job classifications.

## RECALL

1. The School Board shall determine the positions in which recall will be made and the number of employees to be recalled.
2. Employees shall be recalled in-the inverse order of layoff.
3. It shall be the responsibility of the employee to keep the Board informed of a current mailing address where a letter of recall can be sent. Letters of recall will be mailed by certified mail to the employee to the last address provided to the Board. Failure to respond to the letter of recall within ten (10) days after the receipt will be considered a resignation and the employee shall have no further right to recall.
4. If the employee has not been recalled within twelve (12) months, the layoff shall be considered permanent.

## ARTICLE IX GENERAL EMPLOYMENT PRACTICES

- A. Notice of all openings and vacancies shall be posted by the Superintendent or his designee for five (work days) days prior to the filling of the vacancy, in the district administration building and shall be transmitted to all work-site supervisors, who shall post the notice at the site. A copy of all vacancies shall be e-mailed or sent to the GESPA President prior to the five day posting notifying GESPA of all vacancies.
- B. For consideration for appointment to a summer employment position, an employee must file with the Superintendent on or before May 1 of each year, a written application on a form to be furnished by the Superintendent. In making assignments of employees to summer positions, the Board will take into consideration relevant factors including but not limited to continuous employment by the Board.
- C. A person employed to fill a full-time position shall be appointed to that position on probationary status for a period of six (6) months. A probationary employee is entitled to all benefits provided a regular employee including the right to become or not to become a member of the union.
- D. Employees may be dismissed from a position in which they hold probationary status at any time without the necessity for the showing of cause.
- E. For the first three years of employment, non-instructional personnel can be non-renewed at the end of a contractual year without specifying cause. After three (3) consecutive years of active employment and a recommendation for the fourth year, non-instructional personnel shall be classified as permanent employees.
- F. A permanent status person promoted within a job class shall serve in the higher classification on probationary status for three (3) months. The employee shall retain permanent status in the lower classification unless dismissed for cause for other than unsatisfactory performance. A permanent status person who voluntarily transfers to another job class shall serve in the new position on probationary status for three (3) months after which he/she will be granted permanent status.
- G. A permanent employee's status shall continue from year to year unless the Superintendent terminates the employee for just cause or the Superintendent reduces the number of employees on a district-wide basis for financial reasons.
- H. In an effort to assure the safety of all students and employees, the Gadsden County School Board has developed and implemented a Drug-Free Workplace and Drug and Alcohol Testing Program. The Policies and Procedures governing the Drug Free Work place and Drug and Alcohol Testing Program will be strictly adhered to.
- I. Employees under contract who admit they have an alcohol and/or drug problem, or who test positive, will be required to complete a substance abuse rehabilitation program at an authorized rehabilitation center. Accrued sick leave, vacation, short term disability benefits and leave of absence may be used for the period of time the employee is in rehabilitation. The



School Board, with the cooperation of the employee, will make a one-time attempt to rehabilitate the employee prior to any job action being taken.

- J. For each classification, job descriptions will be developed and job incumbents will be provided the opportunity to have input into their job descriptions when developed and/or revised. Employees have the right to have their job descriptions reviewed by their manager/director. Job descriptions shall be distributed to all current non-instructional employees for the position to which they are assigned. The description shall include as a minimum:
1. Job title and Description
  2. Minimum skills and qualifications required
  3. A specific statement of required tasks and responsibilities. Any evaluations of non-instructional employees' work performance shall be based solely upon said job descriptions and in accordance with Article VII – Performance Appraisal.

## ARTICLE X EMPLOYEE DISCIPLINE AND PERSONNEL FILES

Provisions of this article shall not pertain to probationary employees.

- A. The Superintendent, acting through his/her designees, may discipline employees for just cause. Just Cause shall be defined as:
1. The Board or its designees made an effort to discover if, in fact, the employee did violate or disobey a rule or order of management or did commit any of the acts referred to by Section 1012.33, Florida Statutes or violate any provision of the Department of Education Code of Ethics, prior to taking official action or,
  2. The Board or its designees conducted a fair and objective investigation of the facts.
  3. The Board applied its rule and penalties uniformly and without discrimination to all employees.
  4. The employee was given an opportunity to present her/his side prior to official action being taken.
  5. The Board's rule or order that the employee is alleged to have violated was not arbitrary, capricious or discriminatory.
  6. The Board gave the employee forewarning of the consequences or possible consequences if the employee did not obey the rule or order.
  7. When determining the degree of discipline, consideration will be given to the employee's service record and the nature of the offense.
- B. Representation at Investigatory Discussion. When an employee is requested to appear before a site administrator/supervisor for the purpose of discussing matters that could be expected to lead to discipline or dismissal, the employee is entitled to have a representative present, upon request. An employee shall be notified at least forty-eight (48) hours in advance of such meetings, unless the seriousness of the matter dictates a shorter period of twenty-four (24) hours advance notice, and shall be advised of his/her right to have representation at the meeting. This provision shall not apply to meetings related to the employee assessment process described in Article 7 except for meetings that may be held to discuss a Professional Development Assistance Form related to an overall "Unsatisfactory" or "Needs Improvement" evaluation under Section C.
- C. Disciplinary Procedures - Suspension without Pay and Dismissal. When disciplinary action in the form of suspension without pay or dismissal is proposed, an employee shall be provided the procedural safeguards described below. These procedures include providing the employee with a "Predetermination Notice" (Section C 1.), an opportunity for a "Predetermination Conference" (Section C 2.), and a "Notice of Recommended Final Action" (Section C 3.)
1. Predetermination Notice: Form and Delivery.
    - a. The employee shall be provided a written "Predetermination Notice" of the proposed action by personal delivery or certified mail, return receipt requested, at least ten (10) days prior to the date the action is to be taken. An employee may be suspended temporarily with pay, however, without such prior notice, until a decision is rendered and effective in the evidentiary hearing described in Section D, below.



- b. The "Predetermination Notice" shall be signed by the site administrator/supervisor who is authorized by the Superintendent to discipline employees and shall include the following contents:
  1. The disciplinary action proposed and its effective date.
  2. The specific charges or reasons for the action, including identification of any documents and witnesses on which the charges are then known to be based.
  3. A statement advising the employee that he/she may, within five (5) days of receipt of the "Notice," submit a request in writing on a form enclosed with the "Notice" for a "Predetermination Conference" in order to make an oral or written statement, or both, to the Superintendent's designee to refute or explain the charges made against the employee. The "Notice" shall state that failure of the employee to submit the written form requesting a "Conference" within five (5) days constitutes a waiver of his/her rights to such "Conference" and that in the absence of a response, the proposed disciplinary action shall become effective as proposed in the "Notice."
  4. The "Notice" shall give the name and address of the person with whom the request for a "Predetermination Conference" shall be filed. The "Notice" shall advise the employee that the "Conference" will be held prior to the proposed effective date of the action, at a time and place determined by the Superintendent's designee, normally during regular business hours.
  5. A statement that the Superintendent and the Board are sincere in their desire to reduce the risk of error in taking the disciplinary action against the employee and to avoid wrongful damaging of the employee's reputation by untrue or erroneous charges, and therefore, the Superintendent and the Board are sincerely interested in receiving and considering the employee's response.
  6. A statement advising the employee of his/her right to representation at the "Predetermination Conference."
2. Predetermination Conference.
  - a. The "Conference" shall be conducted by the Superintendent's designee who shall recommend action to the Board concerning the employee.
  - b. The "Conference" shall be set on at least five (5) days notice, and accommodation shall be made to insure it is conducted at a time and in a manner mutually agreed upon by both parties.
  - c. The person conducting the "Conference" shall convene the "Conference" at the time and place set and shall identify himself/herself, the employee and all other participants, and explain that the purpose of the "Conference" is to hear all sides of the charges so as to protect the employee from erroneous or arbitrary adverse action.
  - d. The "Conference" shall be formal. Its purpose shall be to discuss the basis of the proposed action and to reach a recommendation for final action. The Rules of Evidence shall not apply. The employee and the Board may bring a qualified representative to assist or advise him/her.
  - e. In order to promote an atmosphere conducive to free and open discussion of the charges and proposed disciplinary action, the parties may not cross-examine unwilling persons – managers or employees. The Superintendent's designee is responsible, however, for gathering information relevant to his/her decision and may, therefore, question anyone present in order to gather such information. In this regard, the Superintendent's designee shall ask questions of a party or witness, as requested by either party, in an area that is relevant to the decision.
  - f. The employee shall be permitted to submit relevant information personally and by witness, orally and in writing, with the privilege being reserved by the Superintendent's designee to give that information such weight, as he/she deems proper.
  - g. At the conclusion of the "Conference," the Superintendent's designee shall inform the employee when he/she will recommend whether to uphold the proposed disciplinary action.
3. Notice of Final Action.
  - a. The Superintendent or designee shall notify the employee of his/her decision in writing by personal delivery or by certified mail, return receipt requested. If the decision is to uphold the proposed discipline, the "Notice of Recommended Final Action" must be



provided to the employee at least five (5) days prior to the date the discipline is to be effective.

- b. The "Notice of Recommended Final Action" shall specify the facts relied upon by the Superintendent's designee in reaching his/her decision, and shall refer to the policies, rules, laws or other legal basis on which the action is premised. The "Notice" shall endeavor to place the employee on actual notice of the decision-maker's rationale.
  - c. The "Notice of Recommended Final Action" shall also describe the employee's right to have the decision reviewed through an evidentiary hearing (see Section D, below). If the employee does not request an evidentiary hearing, the recommended final action will become Final Action when acted upon by the School Board. The Board or its designee will issue a Notice of Final Action within 5 working days of Board action.
4. Period between Notice of Final Action and Effective Date of Action. During the period between the issuance of the "Notice of Final Action" and the effective date of any disciplinary action, the employee shall be expected to perform his/her usual duties without disrupting fellow employees, or other persons or the employer's activities. If it is deemed highly desirable or necessary that the employee not continue to perform the same duties in the same location during this period, the Superintendent or designee may temporarily assign the employee to other duties. Alternatively, an employee may be suspended with pay, as provided in Section C, 1.a.
5. No Reprisal. An employee who participates in these disciplinary procedures shall not be subjected to reprisal, interference, or coercion as a result of such participation.

D. Post-Determination Hearing.

1. A permanent employee who is suspended without pay or dismissed and who has participated in a "Predetermination Conference" and received a "Notice of Final Action" as described in Section C, 2 and 3., above, shall be entitled to a *de novo* evidentiary hearing in accordance with the procedures outlined in the Florida Administrative Procedures Act, Chapter 120, Florida Statutes. An employee must elect in writing to proceed with such a hearing within fourteen (14) days of receipt of a "Notice of Final Action" (see Section C. 3. c, above.)
2. An employee who prevails in a post-determination hearing shall be entitled to back pay, less mitigating earnings; legal interest; other equitable relief, including correction of personnel records; and reasonable attorney fees and costs. The amount of any monetary award for back pay, interest, and attorney fees shall be determined by the Board, in the exercise of its discretion, based upon the evidence submitted.

E. Public Reprimand. An administrator shall not reprimand an employee in the presence of the employee's colleagues, teachers (other than the supervising teachers), or in the presence of students or the parents of such students. When reprimand or criticism is deemed necessary, it shall be made with discretion and out of public view and hearing.

F. Personnel Files.

1. An employee shall have the right to review the contents of all records of the Board pertaining to the employee originating after initial employment and to have a representative of GESPA accompany him/her in such review. Other examination of an employee's file shall be limited to qualified supervisory personnel, except that GESPA representatives, with an employee's permission, may review such files when necessary for contract administration purposes or to provide the employee representation in other administrative or legal proceedings. Each file shall contain a record indicating who has reviewed it, the date reviewed, and the reason for such review.
2. Material relating to work performance or other matters that may be cause for discipline originating after initial employment must be reduced to writing within 45 days, exclusive of the summer vacation period, of the school system administration becoming aware of the facts reflected in the material before being placed in an employee's personnel file. The employee shall be given an opportunity to review and sign the material. The employee's signature shall acknowledge that the employee has reviewed the material but shall not be interpreted to indicate his/her agreement with its contents. Complaints against the employee shall be put in writing with names of complainants, administrative action taken, and remedy clearly stated. The employee may respond in writing to any material, including complaints, which response shall be attached to the file copy of the material in question.
3. All recommendations shall be based solely on the contents of the employee's personnel file.



**ARTICLE XI  
INSURANCE**

- A. Board shall provide for each employee, without cost to him/her, group term life and dental insurance. The Board will contribute for each employee no less than seventy-five percent (75%) for Capital Health Plan Insurance monthly to be applied toward payment of the single rate premium for Hospital-Medical-Surgical insurance.
  
- B. The Board during the life of this Agreement may at its sole option increase or decrease any and/or all of the benefits provided under this plan notifying the GESPA of any such increase(s) or decrease(s) at least thirty (30) days in advance.
  
- C. An insurance committee consisting of 3 members appointed by each bargaining unit and 3 members appointed by the Superintendent shall be established to investigate insurance alternatives and make recommendations to the Board and their respective members. This committee shall convene in January of each year and shall report its findings to each party prior to the regularly scheduled March Board meeting. The committee shall be advisory in nature and devise its own internal working procedure. Should the committee not convene and make recommendations as required, the Board shall proceed, as it deems appropriate in matters relating to its insurance provisions.

**ARTICLE XII  
HOURS AND WORKING CONDITIONS**

The employee work year shall be as indicated in the chart below:

CODE	JOB TITLE	STATUS	HRS. PER DAY
	Ass't Secretary	10 Month 195 days	8
*	Ass't Food Service Mg	10 Month	6.5 – 8
*	Bus Driver	10 Month - 180 days	2 – 8
*	Bus Attendants	10 Month – 180 days	2 – 8
	Routing Specialist	12 Month – 240 days	8
	Custodian	12 Month – 240 days	8
	District Receptionist	12 Month – 240 days	8
	District Secretary	10 Month	8
*	Food Service Worker	10 Month – 183 days	2 – 7.5
	Custodial Assistant	11 Month – 214 days	8
	Maintenance Employees	12 Month – 240 days	8
	Ed. Paraprofessional	10 Month – 191 days	7.5
	Warehouse Employees	12 Month – 240 days	8

(\*) These positions carry a range of hours as indicated. Hours are designated based on specific position need.

For the 2013-2015 school years, a committee consisting of 3 members appointed by GESPA and 3 members appointed by the Superintendent, shall be established to review working conditions and make recommendations as needed. The committee shall be advisory in nature and shall devise its own internal working procedure. The committee shall convene in October and shall report its findings to the chief negotiators before December 31 each year.

A. Compensatory Time. Compensatory time shall be granted when the following provisions are met.

1. Earning of Compensatory Time.

- a. Pursuant to the provisions of the Fair Labor Standards Act and pertinent CFR provisions, the Board may choose to offer compensatory time, at a rate of one and one-half hours for each overtime hour worked, in lieu of overtime compensation, for time spent by employees engaging in duties beyond the normal contractual day causing them to work beyond their normal work week (40 hours).
- b. Compensatory time is not actually accrued and available for use until the end of the work week during which the additional hours were performed. Further, while long-term additional duties beyond the normal work weeks may be pre-approved by a supervisor and/or a representative of the Superintendent for administrative convenience, compensatory time for carrying out such long-term, extra duties only accrues and becomes usable on a weekly basis at the end of each work week in which the employee carries out the extra duties extending beyond the normal work week;
- c. Federal law applicable to this bargaining unit's members presently authorized the accrual for compensatory time up to 240 hours; however, the District supervisors shall make every reasonable effort to limit the number of accrued compensatory time hours to 40. Notwithstanding the intention of the parties to manage and restrict compensatory time hours in this manner, employees must either be allowed to continue to accrue compensatory time beyond 40 hours up to the maximum allowable number of 240, or be paid overtime wages at one and one-half times their normal pay rate whenever their supervisors ask or expect them to take additional duties that cause them to have an accrued balance of more than 240 hours of compensatory time, the District must pay appropriate overtime wage compensation for all compensatory hours accrued beyond 240;
- d. The nature and extent of employee assignments beyond the normal workday for which compensatory time will be granted shall be determined by the site administrator consistent with the provisions of this Contract.



- e. Compensatory time accrual shall apply to activities, such as faculty meetings, bus duty beyond the normal workday, parent-teacher organization meetings, school open houses and other extra, school related activities that require employees to carry out additional duties beyond their normal work day/work weeks.
2. Use of Compensatory Time.
- a. Consistent with the parties' stated goal of restricting the accrual of compensatory time to a maximum of 40 hours, site administrators shall approve all reasonable employee compensatory time leave requests unless doing so would demonstrably create an unavoidable burden upon the function of the site administrator's operation;
  - b. The District may, at its discretion, substitute the payment of overtime wages, at a rate of no less than one and one-half times the employee's normal hourly rate, for accrued compensatory time;
  - c. Accrued compensatory time shall remain available for the employee's future use and cannot be forfeited or otherwise determined to have lapsed;
  - d. Within the first 30 days of the employee contract year, each site administrator shall provide to employees at the site a copy of the plan for implementing compensatory time at that site that is consistent with the provisions of this section.
  - e. Upon an employee's termination, resignation, retirement or separation from employment for any reason, accrued compensatory time shall be converted to into overtime wages and paid to the employee at a rate of not less than one and one-half times the regular rate of compensation.
- B. An employee shall be given written notice of his/her employment status for the forthcoming school year/fiscal year no later than the final day of the employee's school year/fiscal year contract. In the event changes in an employee's appointment are proposed, the employee affected shall be notified promptly in writing. The employer reserves the right to adjust hours of work to meet program needs.
- C. Work Break and Lunch Period.
- 1. Work Break. Employees shall be granted one fifteen (15) minute break near the middle of each four (4) consecutive hour work period. Unused work breaks shall not be accumulated nor shall work breaks be scheduled at the beginning or end of a work shift.
  - 2. Lunch Period. An unpaid duty-free lunch period of at least thirty (30) minutes shall be provided for any employee scheduled to work more than four (4) consecutive hours.
- D. Cafeteria workers and assistant managers who were certified by the Florida School Food Service Association during the prior school year shall be paid \$150.00 bonus in August of the new school year, provided they are reemployed and included on the current membership roster of the Florida School Food Service Association.
- 1. One lunch is provided for school food service employees for 180 school days. One breakfast is provided for school food service employees who work in the breakfast program.
  - 2. The School Board will provide three uniforms for all cafeteria employees.
- E. Transportation Employees
- 1. Bus drivers shall be paid for actual time worked.
    - a. All bus drivers will be hired for a minimum of four (4) hours including one (1) hour for related duties. In the event the actual driving time exceeds three (3) hours plus one (1) hour for related duties, the driver's salary shall be based on actual driving time plus one (1) hour for related duties.
    - b. Definitions
      - 1. "Driving time" is defined as that time necessary to drive a school bus from a central storage location or residence to the first student pick-up of the route and from the last drop-off to the appropriate parking location.
      - 2. "Related duties" is defined as any duty assigned or required that does not fall under the definition of driving time.



3. "Reposition" is movement of a bus driver from one route to another during the school year or during rerouting in the summer months.
4. "Medically complex children" are children who are health impaired that have a physical condition that is chronic in nature.
2. Days and hours of other transportation employees will be recommended by the Supervisor of Transportation.
3. Field Trip Procedures
  - a. Employees may be employed in addition to their regular duties to drive school buses for field trips and other extracurricular activities, providing they hold the proper license. Regular bus drivers will be paid at a rate of \$9.00 per hour, if paid from school internal accounts, and \$15.00 per hour for all grants, but not less than school internal accounts rate and substitute drivers will be paid at a substitute rate for field trips and extracurricular activities.
  - b. Bus drivers wishing to drive for field trips and other extracurricular activities may be considered by completing a request to be placed on a list for field trips or other extracurricular activities. Bus drivers who request that their names be placed upon such a list will be selected to drive in order of seniority. Each driver on the list will be offered an opportunity to drive for field trips or extracurricular activities before repeat drivers are offered additional trips.
  - c. There will be two (2) documented attempts over a period of two (2) days to contact a driver. If an answering machine is contacted, a message will be left to call the Transportation office. In the event of less than two days notice of a field trip is given, management will use the first available driver according to the seniority list. Drivers who cannot be contacted because of the short notice will not lose their regular rotation.
 

In the event of a short notice (two hours prior to the trip) the next eligible driver may reject without losing their position on the roster. Except in cases of emergency, in the event a bus driver fails to show for a scheduled field trip, he/she shall forfeit his/her position on that field trip roster for one rotation. Operators who fail to report for assigned trips or who regularly reject trips without legitimate reasons shall be counseled concerning whether they wish to remain on the list. Continuation of either practice shall cause an operator to be deleted from the list. In addition they will not be allowed to make up the trip they failed to show for.
  - d. Management has the right to pass over drivers that would earn overtime if assigned a field trip at that time. Drivers passed over will not lose their regular rotation.
  - e. All trips assigned for the previous month will be posted in the Transportation Department by the tenth of the month. Postings will show persons assigned, hours, dates and number of trips taken.
  - f. When a driver's turn for a field trip occurs in during regular working hours, a substitute must be placed on that route. If the regular driver is out past midnight, the substitute is to return for the A.M. route. The driver is to report for the P.M. route.
  - g. Trips are to be issued by geographic area unless other wise requested.
    - a. Work in geographic area
    - b. Work district wide
4. Transportation positions available for summer employment for bus drivers shall be filled as follows:
  - a. Available positions shall be posted at each work site as soon as practical prior to the beginning of summer for bus drivers.
  - b. Applicants from within the school system shall be afforded the first opportunity to apply for the available positions.
  - c. Seniority among current employees shall be the determining criteria for the filling of the available positions. If a driver is assigned a position and a grant position later becomes available a driver may apply in writing for the posted grant position.
  - d. Management reserves the right to assign drivers the routes involving medically complex children without regard to seniority. Medically complex children are defined as children who are health impaired children that have a physical condition which is chronic in nature. Criteria for selection of such drivers shall be experience transporting medically complex children and/or special training relating to providing services to medically complex children.
5. Repositioning of drivers:



- a. Employees desiring to reposition may submit a written request to the Supervisor of Transportation when an open route becomes available.
  - b. The Supervisor of Transportation will make a determination of the repositioning of drivers based on the following:
    - 1. qualifications
    - 2. length of service to the district as a bus driver
  - 6. Bus drivers who serve as Lead Drivers will be paid ten percent (10%) above the salary to which they are otherwise entitled.
- F. The Association and the employer will work collaboratively to comply with any Federal or State law that has an adverse impact on any bargaining unit member. A committee consisting of three members appointed by the bargaining unit and three members appointed by the Superintendent shall be established to work collaboratively to develop a district wide plan to develop implementation and guideline procedures relating to any federal or state law. This committee shall convene and shall report its findings to the School Board at a board meeting. The committee shall be advisory in nature and devise its own internal working procedure. Shall the committee not convene and make its recommendations as required, the Board shall proceed as it deems appropriate in contractual matters that are mandatory subjects of bargaining in accordance with Florida Statute 447.

**ARTICLE XIII  
TERMINAL PAY**

- A. All payments made pursuant to this Article shall be subject to law and rules and regulations of the Florida State Board of Education.
- B. Terminal pay for accumulated sick leave will, except as hereinafter otherwise indicated, be provided to all full-time employees at resignation without retirement, at normal retirement, or to the beneficiary if such service is terminated by death. The sick leave days used in calculating the amount of such terminal pay shall not include any such days earned otherwise than in full-time service of this School District. Such terminal pay shall not exceed an amount determined as follows:
  - 1. For the individual herself/himself, upon separation from such service by resignation without retirement, PROVIDED that he/she must then have been in the full-time creditable service of this School District for at least twenty (20) years: the daily rate of pay of the individual at that time multiplied by one hundred (100) percent times the number of days of accumulated sick leave.
  - 2. For the individual herself/himself, upon normal retirement, PROVIDED that he/she must then have been in the full-time creditable service of this School District for at least ten (10) creditable years, a sum determined by multiplying the individual's then current average daily rate of pay by her/his number of days of accumulated sick leave, times a percentage figure depending on her/his number of years of such service, as hereinafter indicated:
    - After the 10th year 50%
    - After the 11th year 50%
    - After the 12th year 50%
    - After the 13th year 65%
    - After the 14th year 70%
    - After the 15th year 75%
    - After the 16th year 80%
    - After the 17th year 85%
    - After the 18th year 90%
    - After the 19th year 95%
    - After the 20th year 100%
  - 3. For the beneficiary, upon the death of the individual in the service of this School District, a sum determined by multiplying the decedent's then current average daily rate of pay by her/his number of days of accumulated sick leave, times a percentage figure depending on her/his number of years of such service, as hereinafter indicated:
    - During the first 3 years 35%
    - During the next 3 years 40%
    - During the next 3 years 45%
    - During the next 3 years 50%



- During the 13th year 60%
- During the 14th year 65%
- During the 15th year 70%
- During the 16th year 75%
- During the 17th year 80%
- During the 18th year 85%
- During the 19th year 90%
- During the 20th year 95%
- During and after the 21st year 100%

Such terminal pay, when paid upon resignation without retirement, or upon normal retirement, shall be paid only where the individual's resignation or retirement is concurrent in time with her/his separation from the full-time service of this School District, except those employees enrolled in DROP, and then only if he/she is resigning or retiring under favorable circumstances, and not, for example, if the individual is being or has been dismissed by the Board, or if proceedings for such dismissal are pending. Further, such payment shall not be made if, within three (3) calendar years preceding the individual's separation from the full-time service of this School District, the individual has or shall have been convicted, under the laws of the United States of America or any State thereof, of a felony. The plea of guilty in any court, or the decision of guilty by any court, or the forfeiture of a bond in any court of law, or the written acknowledgment of having so committed any such offense, duly witnessed and made to the Superintendent or his duly appointed representative or the School Board, shall, for the purpose of this Article, have the same effect as that of a conviction of the offense.

- C. "Normal retirement," is defined as having 10 years of creditable service and age 62; or 30 years of creditable service regardless of age (this can include credit for up to 4 years of military service). For those employees who elect to participate in DROP, compensation will be disbursed according to School Board Policy.
- D. Terminal pay for accumulated sick leave paid to any person pursuant to this Article XIII shall totally replace and be in lieu of any and all payments to which the recipient might otherwise be entitled pursuant to any rule or other provision by the Board relating to terminal pay for accumulated sick leave.

#### ARTICLE XIV PROFESSIONAL COMPENSATION

The basic salaries of employees covered by this Agreement shall be set forth in Appendix A of this Agreement. Salaries shall be paid to the employee on a monthly basis.

- A. Classroom Coverage. An employee may be placed in charge of a classroom under the following circumstances:
  1. An employee may be assigned to a classroom for up to two hours when the unanticipated absence of a certified teacher requires such classroom coverage. If an employee is assigned to provide such coverage for more than two hours during a day, the site administrator shall compensate the employee for the total hours worked during the day in this capacity under the provisions of paragraph 2 below. In circumstances of unanticipated absence that extend beyond two hours, site administrators shall, consistent with other staffing needs, assign one employee to provide coverage during the entire period rather than two or more employees at various times throughout the day. Site administrators shall, where possible, assign for this purpose only those employees who have indicated an interest in receiving such assignments.
  2. When a teacher notifies a site administrator that s/he is sick, going to be on personal leave, or on temporary duty, an employee may be assigned as a substitute teacher. Administrators shall, consistent with other staffing needs, assign one employee to provide coverage during the entire period of absence rather than two or more employees at various times throughout the period. Site administrators shall, where possible, assign for this purpose only those employees who have indicated an interest in receiving such assignments. If the employee is assigned to provide such coverage for more than two hours during a day, the employee will be paid one and one-half times their regular hourly rate of pay or at the current substitute teacher rate, whichever is greater, for the total time worked as a substitute, including any time worked during the day in the status described in paragraph A above.



- B. Automobile Allowance: An employee covered by this Contract who uses his/her automobile for School Board business shall be compensated for such travel at the current rate established by the Board. Such mileage reimbursement shall not include routine travel to or from the employee's home and an assigned work location. In order to receive mileage reimbursement, the employee must complete the proper forms and have the proper authorization as provided in Board policy.
- C. Employees who are required to be on call District-wide and carry an emergency phone that significantly restricts their freedom of movement and may necessitate their returning to the work site may use their assigned county vehicle to travel between their home and regular work site as well as to travel to the site of any emergency during the days that they are assigned such district-wide on-call assignment.
- D. Employees who are required to participate in Staff Development outside their regular workday will be compensated at their hourly rate of pay, including overtime where applicable.
- E. Employment after retirement – Beginning July 1, 2008 all retirees who remain unemployed for the appropriate time as defined by law and are reemployed with the School Board to appropriate positions as defined by F.S. 121.09 (9) (b) (3) will be placed on the salary schedule at Step 0 for their appropriate job assignment. Retirees will have the ability to move through normal step progressions for each year of service. Retirees who return to service with the School Board will remain on annual contract status until their relationship with the district is severed.

**ARTICLE XV  
AMENDMENT AND DURATION**

**A. Entire Agreement.**


1. The parties acknowledge that during the negotiations resulting in this Contract, each had the unlimited right and opportunity to make demands and proposals with respect to any and all subjects or matters not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties after exercise of that right and opportunity are set forth in this Contract. This Contract constitutes the entire agreement between the parties and concludes collective bargaining for its term, subject only to a mutual agreement by the parties to modify the Contract. Such changes shall be reduced to writing, ratified and signed by the parties, and shall become an amendment to this Contract.
2. The Board and GESPA each voluntarily and unqualifiedly waive the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Contract, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Contract. As an exception to this provision, the parties will enter into negotiations that are necessary to address changes in terms and conditions of employment mandated by State or federal legislation.

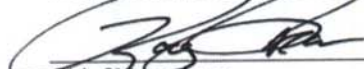
**B.** If a provision of this Contract is declared illegal or invalid by a court of competent jurisdiction, or rendered invalid by reason of subsequently enacted legislation, such action shall not invalidate the remaining provisions. In the event of such occurrence, the parties to enter into immediate negotiations for the purpose of arriving at a mutually satisfactory replacement for the part declared illegal or invalid.

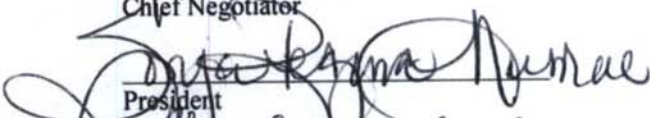
**C.** This Contract shall be effective on the date of its ratification by both parties and shall remain in full force and effect through June 30, 2015. New provisions shall be effective on the date of ratification unless a provision provides otherwise by its terms. Renegotiations for this multi-year contract shall begin by mutual agreement of both parties.

For the GESPA

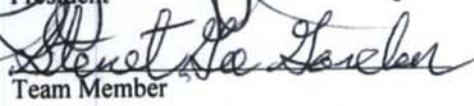
For the District School Board of Gadsden

  
\_\_\_\_\_  
Chief Negotiator

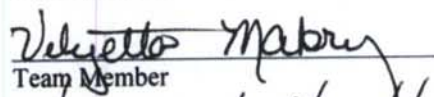
  
\_\_\_\_\_  
Chief Negotiator

  
\_\_\_\_\_  
President

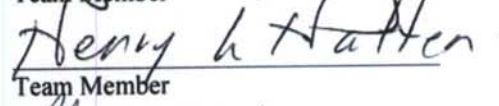
\_\_\_\_\_  
Superintendent

  
\_\_\_\_\_  
Team Member

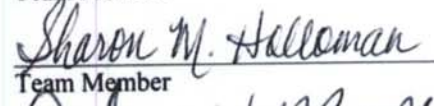
\_\_\_\_\_  
Chairman

  
\_\_\_\_\_  
Team Member

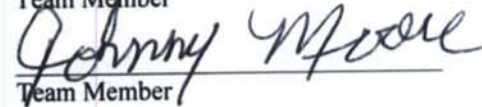
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Team Member

  
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Team Member

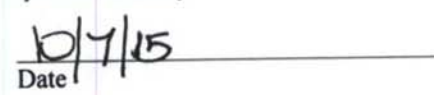
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Team Member

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Team Member

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Date



**APPENDIX A-1  
GUIDE TO POSITIONS FOR APPENDIX A:  
NON-INSTRUCTIONAL SALARY SCHEDULE,  
DISTRICT/SCHOOL LEVEL, 2013-2015**

PAY GRADE 1:	Educational Aide, Clerical Assistant, Media Assistant, Parent Liaison, ESE Self Help Assistant-No College
PAY GRADE 2:	Educational Paraprofessional, Clerical Assistant, Media Assistant -AA Degree or Equiv.
PAY GRADE 3:	Educational Paraprofessional, Clerical Assistant, Media Assistant -Bachelors Degree
PAY GRADE 4:	Custodial Assistant, Bus Attendant
PAY GRADE 5:	Lead Custodian, Mechanic I, Warehouse Worker, Maintenance Assistant
PAY GRADE 6:	Bus Driver
PAY GRADE 7:	Cafeteria Worker
PAY GRADE 8:	Assistant Cafeteria Manager
PAY GRADE 9:	Receptionist-Xerox, Assistant Secretary
PAY GRADE 10:	Secretary I
PAY GRADE 11:	Secretary II
PAY GRADE 12:	Routing, Parts & Inventory Specialist, Maintenance Worker
PAY GRADE 13:	Parts Manager, Mechanic II,
PAY GRADE 14:	Audio Visual Equip. Technician, Boiler Mechanic, Electrician, Plumber, AC/Refrig.-Mechanic, Fire & Safety Inspector, Head Mechanic, Carpenter
PAY GRADE 15:	Lead Plumbing/Gas Mechanic, Lead Electrician, Lead HVAC Refrigeration Mechanic, Lead Boiler Mechanic and Lead Carpenter

Salaries are annual amounts based on the number of days indicated. Positions requiring less work days than those shown will be paid based on the salary rate for the classification times the number of days employed during the regular employment period.

Salaries for food service employees are based on 7.5 hours per day. Rates for food service employees who are hired to work less than 7.5 hours per day shall be determined by dividing the applicable annual rate by 183 days and by 7.5 hours per day, then multiplying the hourly rate times the hours and days to be worked. Hours worked by school food service employees shall be at the discretion of the School Food Service Supervisor.

Cafeteria workers and assistant managers who were certified by the Florida School Food Service Association during the prior school year shall be paid \$150.00 bonus in August of the new school year, provided they are reemployed and included on the current membership roster of the Florida School Food Service Association.

Lunch is provided for school food service employees for 180 school days. One breakfast is provided for school food service employees who work in the breakfast program.

Non-instructional Personnel will receive their step increases based upon completed years of experience and One classification, as verified by the District, each year beginning July 1 as reflected in the salary schedule in Appendix A.

The Superintendent may recommend that a new employee be credited with a maximum of five years of previous experience, based upon the individual's job training and/or knowledge of the position for which employed. The Superintendent may recommend that an employee be placed in a lower step than to which he/she might normally be placed, or held at the salary paid for the previous year, based upon limited experience and/or failure to perform his/her duties in a satisfactory manner.



APPENDIX A

NON-INSTRUCTIONAL SALARY SCHEDULE  
DISTRICT/SCHOOL-LEVEL  
2013-2015

PAYGRADE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Step															
0	15,967	16,762	17,823	16,498	19,521	10,397	13,423	14,537	22,332	23,128	23,658	22,597	26,841	27,902	32,876
1	16,126	16,922	17,983	16,656	19,691	10,582	13,535	14,649	22,555	23,361	23,924	22,958	27,265	28,380	33,905
2	16,285	17,080	18,141	16,816	19,860	10,769	13,647	14,760	22,777	23,594	24,189	23,318	27,689	28,856	34,935
3	16,444	17,240	18,301	16,974	20,029	10,954	13,758	14,872	23,000	23,828	24,454	23,680	28,114	29,334	35,965
4	16,604	17,399	18,460	17,134	20,199	11,139	13,869	14,984	23,223	24,061	24,719	24,040	28,538	29,811	36,993
5	16,762	17,528	18,619	17,293	20,369	11,325	13,981	15,095	23,446	24,295	24,985	24,401	28,963	30,289	38,023
6	16,922	17,717	18,778	17,452	20,539	11,511	14,092	15,206	23,668	24,528	25,249	24,761	29,387	30,766	39,052
7	17,080	17,887	18,938	17,611	20,709	11,697	14,203	15,317	23,892	24,761	25,515	25,122	29,811	31,244	40,082
8	17,240	18,035	19,096	17,771	20,878	11,882	14,315	15,429	24,114	24,995	25,780	25,483	30,236	31,721	41,112
9	17,399	18,195	19,256	17,929	21,048	12,067	14,426	15,550	24,337	25,228	26,046	25,844	30,660	32,199	42,141
10	17,558	18,354	19,414	18,089	21,218	12,254	14,537	15,651	24,560	25,462	26,310	26,204	31,084	32,676	43,171
11	17,717	18,513	19,574	18,247	21,388	12,439	14,649	15,763	24,783	25,695	26,576	26,565	31,509	33,154	44,200
12	17,877	18,672	19,733	18,407	21,558	12,625	14,760	15,874	25,005	25,928	26,841	26,925	31,933	33,631	45,230
13	18,035	18,831	19,892	18,566	21,727	12,810	14,872	15,985	25,228	26,162	27,107	27,287	32,357	34,108	46,260
14	18,195	18,990	20,051	18,725	21,897	12,997	14,984	16,098	25,451	26,395	27,371	27,647	32,782	34,585	47,338
15	18,354	19,150	20,211	18,884	22,067	13,182	15,095	16,209	25,674	26,629	27,637	28,008	33,206	35,063	48,318
16	18,513	19,308	20,369	19,044	22,237	13,367	15,206	16,320	25,896	26,862	27,902	28,368	33,631	35,540	49,348
17	18,672	19,468	20,794	19,414	22,703	13,553	15,317	16,431	26,523	27,095	28,167	29,175	34,055	36,495	50,398

Lead worker as indicated on the Guide to Positions for Appendix A will be paid ten percent (10%) above the salary to which they are otherwise entitled.





# The School Board of Gadsden County

"Building A Brighter Future"

**REGINALD C. JAMES**  
SUPERINTENDENT OF SCHOOLS

**Memorandum of Understanding (MOU)**  
**Gadsden County Classroom Teachers Association, Gadsden Educational Staff Professional Association**  
**Gadsden County Public Schools (GCPS),**  
**GCPS & FSU Advancement of STEM Teaching (GFAST)**  
**Mathematics and Science Project**

**Gadsden County Public Schools with partner organization**  
**Florida State University, College of Education**

The Gadsden County Classroom Teachers Association (GCCTA), the Gadsden Educational Staff Professional Association (GESPA) and the Gadsden County Public Schools (GCPS) hereby tentatively agree to the provisions set out below and will support the ratification of such provisions by the members of the GCCTA bargaining unit and the Gadsden County School Board:

Gadsden County Schools Title II Mathematics and Science Partnership Grant, Sections 2201-2203 herein called MSP:  
GCCTA, GESPA and the GCPS acknowledge that the Gadsden County Public Schools has qualified for the MSP grant for the sole purpose of increasing the academic achievement of students in mathematics and science by enhancing the content knowledge and teaching skills of classroom teachers through partnerships between high-need school districts and the science, technology, engineering, and mathematics (STEM) faculty in institutions of higher education (IHE). In complying with the requirements of the MSP grant, GCCTA, GESPA and the Gadsden County Public Schools, hereby agree to this Memorandum of Understanding to address any changes in the Collective Bargaining Agreement (CBA) between the parties and the effect of these changes on the employees of any Gadsden County Public Schools who receive said grant.

The parties further recognize that the successful execution of the Mathematics and Science Partnership Grant is wholly dependent upon the cooperative and collaborative efforts of the parties.

This cooperative agreement reflects the overall commitment, as well as the specific responsibilities and the roles of the Gadsden County Public Schools (GCPS), Gadsden County Classroom Teachers Association (GCCTA), and the Gadsden Educational Staff Professional Association (GESPA) to support the Mathematics and Science Partnership GFAST project. The purpose of the project is to implement a NSF-endorsed STEM curriculum, It's About Time, that will help teachers enhance their content and pedagogical instructional skills in order to increase student engagement and achievement in mathematics and science.

AUDREY D. LEWIS  
DISTRICT NO. 1  
HAVANA, FL 32333

STEVE SCOTT  
DISTRICT NO. 2  
QUINCY, FL 32351

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

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

ROGER P. MILTON  
DISTRICT NO. 5  
QUINCY, FL 32353





# The School Board of Gadsden County

"Building A Brighter Future"

**REGINALD C. JAMES**  
SUPERINTENDENT OF SCHOOLS

**Project Period:** July 1, 2015-June 30, 2016

## Specific Roles and Responsibilities

The partnership between the Gadsden County Public Schools, Gadsden County Classroom Teachers Association, and Gadsden Educational Staff Professional Association entails the following:

<b>Gadsden County Public Schools (GCPS) agrees to:</b>	<b>Gadsden County Classroom Teachers Association (GCCTA) agrees to:</b>
<ul style="list-style-type: none"> <li>• Recruit up to 75 teachers across K-12 within GCPS.</li> <li>• Provide associated STEM curriculum materials for PD workshop/activities.</li> <li>• Provide supplies for teachers to use during district PLCs, school PLCs, and lesson study opportunities conducted by FSU.</li> <li>• Provide travel for teachers and/or students to attend monthly sessions with STEM experts.</li> <li>• Provide teacher incentives (\$1000.00) for a published CPalms lesson. GFAST goal is twelve (12) total published lessons</li> <li>• Provide teacher incentive (\$500.00) for chosen student work samples demonstrating mastery of standard aligned to PD. Three (3) per quarter. Student samples will be selected by GFAST participants during the PD session at FSU.</li> <li>• Provide access to FSU facilities for PD work.</li> <li>• Provide monthly face-to-face PD for up to 75 participating teachers throughout the project period.</li> <li>• Provide follow-up (classroom) assistance to increase participating teachers' specialized skills in implementing grade-level STEM Curriculum It's About Time.</li> <li>• Coordinate activities for participating teachers/students with STEM experts (e.g., High Magnetic Field Laboratory).</li> <li>• Conduct a graduate course on culturally relevant pedagogy and provide tuition and fees so that up to 30 participating teachers may take the course.</li> </ul> <p>Continued on next page</p>	<ul style="list-style-type: none"> <li>• Allow the GFAST team access to participating teachers' classrooms for the purposes of classroom observations and interacting with participating teachers and their students.</li> <li>• Allow the GFAST team to collect teacher / student work samples and/or classroom materials (e.g., lesson plans, activities, assessments).</li> <li>• Allow the GFAST team to video record classroom instruction for purposes of reflection.</li> <li>• Allow for teacher release time, as needed, to complete project-related tasks (i.e., travel to FSU), as supported by project funds.</li> <li>• Teach science in all grades five days a week</li> <li>• Principals monitoring daily science instruction in all grades.</li> </ul>

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# The School Board of Gadsden County

**REGINALD C. JAMES**  
SUPERINTENDENT OF SCHOOLS

"Building A Brighter Future"

<ul style="list-style-type: none"> <li>• Conduct onsite visits to meet with participating teachers and/or district staff to discuss project-related issues and/or feedback during the semesters included in the project period:             <ul style="list-style-type: none"> <li>○ Fall 2015</li> <li>○ Spring 2016</li> <li>○ Summer 2016</li> </ul> </li> <li>• Develop an online (Blackboard) site for participating teachers' digital content integration related MSP activities (e.g., PD, lesson planning, etc.).</li> <li>• Provide teachers an in-depth analysis and report for all data generated during the project period.</li> <li>• Provide regular updates (as needed) regarding PD activities in order to ascertain STEM curriculum implementation.</li> <li>• Assist teachers with sustainability planning and development.</li> </ul>	
--	--

This Memorandum of Understanding shall expire June 30, 2016.

<b>Gadsden County Public School Superintendent/Representative</b>	
Signature (in blue ink) <i>Rocky Pace</i>	Date 10/7/15
Type or print name and title Rocky Pace, Chief Negotiator	
<b>Gadsden County Classroom Teachers Association Representative</b>	
Signature (in blue ink) <i>Ronte Harris</i>	Date 10/12/15
Type or print name and title Ronte Harris, GCCTA President	
<b>Gadsden Educational Staff Professional Association Representative</b>	
Signature (in blue ink) <i>Sonia Regina Munroe</i>	Date 10/7/2015
Type or print name and title Sonia Regina Munroe, President	
<b>Gadsden County Public School Principal</b>	
Signature (in blue ink)	Date
Type or print name and title	

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DISTRICT NO. 5  
QUINCY, FL 32353

35 Martin Luther King Jr BLVD, Gadsden County Public Schools, Quincy, Florida 32351  
Telephone 850.627.9651, Fax 850.627.2760 · <http://www.gcps.k12.fl.us/>

## LETTER OF AGREEMENT

### The Gadsden County Classroom Teachers Association and The Gadsden Educational Staff Professional Association and The Gadsden County School District

The Gadsden County Classroom Teachers Association (GCCTA), the Gadsden Educational Staff Professional Association (GESPA), and the Gadsden County School District (GCSD) hereby tentatively agree to the provisions set out below.

Whereas, the 2014 Florida Legislature has decreed a mandate, through House Bill 5101 Chapter 2014-56, that requires the School District of Gadsden County to implement an extra hour of reading instruction at three elementary schools that are among the lowest 300 elementary schools in the state in reading proficiency;

Whereas, the legislation requires that all students with a Level 1 through Level 4 in Reading on the state assessment must be provided an extra hour of reading intervention, every day of the school year, in addition to their regular school day;

Whereas, the legislation requires that all reading instruction be provided by only teachers or reading specialists who are effective in teaching reading or by a K-5 mentoring reading program supervised by a teacher who is effective at teaching reading;

Whereas, this legislation will increase the typical school year from 900 hours per year to 1080 hours per year at the identified schools;

Whereas, the school district has been directed by the Florida Department of Education to not supplement the costs of this additional reading instruction by federal awards since it is a state mandate;

Whereas, the projected costs of providing the extra hour of reading instruction at the identified schools is estimated to be almost \$1,000,000.00 but the state has only provided additional appropriations through the district reading instruction allocation and Supplemental Academic Instruction (SAI) funding in the amount of \$153,000.00 to pay for the implementation of the mandate at the identified schools;

Whereas, this legislation does not mandate if the teachers must be hired from the regular school day staff at the identified schools or the rate of pay that must be provided to the teachers;

The Gadsden County School District proposes the following compromise to the bargaining unit to meet the state mandate and provide the additional services to the students in a manner that will not cause undue stress to the already declining general revenue budget:

#### **Personnel Included in the Extra Hour of Reading**

Intensive reading instruction delivered in this additional hour must include research-based reading instruction that has been proven to accelerate the progress of students exhibiting a reading deficiency; differentiated instruction based on student assessment data to meet students' specific reading needs; explicit and systematic reading development in phonemic awareness, phonics, fluency, vocabulary, and comprehension, with more extensive opportunities for guided practice, error correction, and feedback; and the integration of social studies, science, and mathematics-text reading, text discussion, and writing in response to reading. Based on these



requirements, the only personnel that should be asked to participate in the extra hour of reading instruction at the identified schools should include highly qualified reading teachers and/or those teachers who hold an NGCAR-PD endorsement in reading who have been proven records of effectiveness in providing instruction that leads to increased student proficiency in reading, as evidenced by the Value Added Model (VAM). Other teachers, paraprofessionals, support staff, guidance, and ancillary staff should not be required to work longer than the stated work time in the most recent bargaining agreement. The principal at the school should stagger the schedules of staff not participating in this initiative so that the school building has adequate adult coverage and supervision at all times and is a safe environment for children.

**Students to be included in the Extra Hour of Reading**

The school district recognizes the need to improve reading proficiency for all students. The state mandate only includes the extra hour of reading requirement for students who have test scores indicating that they are Level 1 through Level 4 in reading on the Florida Comprehensive Assessment Test (FCAT). The mandate allows students with a Level 5 assessment score in reading to participate in the additional hour of reading on an optional basis. The mandate does not include Exceptional Student Education (ESE) centers. Based on these requirements and the desire of the district to help as many students as possible, within the restrictions of the general revenue dollars available to pay for the instruction, the school district proposes to offer services at the identified schools to all students in grades 3, 4, and 5. The remainder of the students will participate in the regular school day and will be transported home after the end of the regular school day that leads to 900 hours of instruction per year.

**Teacher Salaries**

All eligible highly qualified/certified teachers in the Lowest 300 identified schools will be paid on the following schedule. The schedule is the same as it has been agreed upon by the bargaining union for all other similar after school programs through federal programs. Per the most recent Board Approved Miscellaneous Salary Schedule, instructional employees who participate in special duty...beyond their normal work day and year "...may be paid up to but not to exceed their normal hourly salary rate..." Rates proposed to be paid for mandated reading instruction program are:

<b>Professional Status</b>	<b>Hourly rate of Pay</b>
Certified Highly Qualified Teachers	\$20.00 per hour plus applicable benefits

**Transportation Salaries**

In order to implement this mandate, the district will be required to provide additional school bus routes to the children in grades Pre-Kindergarten through Grade 2 at the identified schools. The cost of these additional bus routes is part of the estimated \$1,000,000.00 total costs of implementing the program. The school district proposes to pay the same rates of pay to the drivers that they are paid for other after school programs. Rates proposed to be paid for transportation services are:


<b>Professional Status</b>	<b>Hourly rate of Pay</b>
Transportation Staff (bus drivers)	\$15.00 per hour plus applicable benefits

This Letter of Agreement shall expire June 30, 2015.


**Gadsden County School District**

\_\_\_\_\_  
Audrey Lewis, Chairwoman      Date

\_\_\_\_\_  
Reginald C. James,  
Superintendent of Schools      Date

  
\_\_\_\_\_  
Rocky Pace,  
District Negotiator      1/16/15  
Date

**Gadsden County Classroom Teachers Association**

  
\_\_\_\_\_  
GCCTA President      1/16/15  
Date


  
\_\_\_\_\_  
GCCTA Chief Negotiator      1/16/15  
Date

  
\_\_\_\_\_  
Michael Monroe, Director BBSU      1/14/15  
Date

**Gadsden County School District**

\_\_\_\_\_  
Audrey Lewis, Chairwoman      Date

\_\_\_\_\_  
Reginald C. James,  
Superintendent of Schools      Date

  
\_\_\_\_\_  
Rocky Pace,  
District Negotiator      1/16/15  
Date

**Gadsden Educational Staff Professional Association**

  
\_\_\_\_\_  
GESPA President      3/24/2015  
Date

  
\_\_\_\_\_  
GESPA Chief Negotiator      1/16/15  
Date

  
\_\_\_\_\_  
Michael Monroe, Director BBSU      1/14/15  
Date



*R. W. Smiter*

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 71

DATE OF SCHOOL BOARD MEETING: \_\_\_\_\_

TITLE OF AGENDA ITEM: MSP Grant / GFAST Project

DIVISION: Education Transformation Operations (ETO)

No: This is a CONTINUATION of a current project, grant, etc.

**PURPOSE AND SUMMARY OF ITEM:**

The, GCPS & FSU Advancement of STEM Teaching (GFAST), project will partner Gadsden County Public Schools with Florida State University College of Teaching in an effort to provide professional develop in the areas of STEM teaching. GFAST will train approximately (75) (K-6) teachers using It's About Time college curricula Everyday Life Science, Everyday Physics, Everyday Physical Science, and Engineering the Future. The GFAST project has a requested budget of (328,722.00) to achieve the goal of improving teacher content knowledge tied directly to the Florida Standards for the purpose of creating quality educators, and increasing student achievement.

**FUND SOURCE:** Title II, Part B, Sections 2201-2203 of the Elementary and Secondary Education Act of 1965 as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110); 20 U.S.C. 6661-6663, CFDA#84.366B

**AMOUNT:** 328,722.00

**PREPARED BY:** Calvin Trombley

**POSITION:** Science Program Specialist

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: \_\_\_\_\_

2015 SEP 22 PM 04:13  
SCHOOL BOARD AGENDA  
AGENDA ITEM NO. 71

**Florida Department of Education  
Project Award Notification**

<b>1 PROJECT RECIPIENT</b> Gadsden County School District	<b>2 PROJECT NUMBER</b> 200-2355B-6CM01
<b>3 PROJECT/PROGRAM TITLE</b> Mathematics and Science Partnership Title II Part B  <p align="right">TAPS 16A071</p>	<b>4 AUTHORITY</b> <b>84.366B Mathematics and Science Partnerships USDE or Appropriate Agency</b>  FAIN#: S366B140010
<b>5 AMENDMENT INFORMATION</b> Amendment Number: Type of Amendment: Effective Date:	<b>6 PROJECT PERIODS</b>  Budget Period: 07/01/2015 - 06/30/2016 Program Period: 07/01/2015 - 06/30/2016
<b>7 AUTHORIZED FUNDING</b> Current Approved Budget: \$328,722.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$328,722.00	<b>8 REIMBURSEMENT OPTION</b> Federal Cash Advance
<b>9 TIMELINES</b> <ul style="list-style-type: none"> <li>Last date for incurring expenditures and issuing purchase orders: <u>06/30/2016</u></li> <li>Date that all obligations are to be liquidated and final disbursement reports submitted: <u>08/20/2016</u></li> <li>Last date for receipt of proposed budget and program amendments: <u>06/30/2016</u></li> <li>Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400:</li> <li>Date(s) for program reports:</li> <li>Federal Award Date :</li> </ul>	
<b>10 DOE CONTACTS</b> <b>Program:</b> Dr. Jonathan P. Keener <b>Phone:</b> (850) 245-0808 <b>Email:</b> <a href="mailto:Jonathan.Keener@fldoe.org">Jonathan.Keener@fldoe.org</a> <b>Grants Management:</b> Unit A (850) 245-0496	<b>Comptroller Office</b> <b>Phone:</b> (850) 245-0411  <b>Duns#:</b> 152811279 <b>FEIN#:</b> F596000615001
<b>11 TERMS AND SPECIAL CONDITIONS</b> <ul style="list-style-type: none"> <li>This project and any amendments are subject to the procedures outlined in the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book) and the General Assurances for Participation in Federal and State Programs.</li> <li>For federal cash advance projects, monthly expenditures must be submitted to the Comptroller's Office by the 20<sup>th</sup> of each month for the preceding month's disbursements utilizing the On-Line Disbursement Reporting System.</li> <li>The following documents must be completed and returned to the Department of Education no later than September 30, 2015, as a condition for final approval of this award:           <ul style="list-style-type: none"> <li>General Assurances, Terms and Conditions for Participation in Federal and State Programs</li> <li>DOE 610/620 (as applicable): Risk Analysis, Federal and State Grant Programs</li> </ul>           Failure to submit these documents by September 30, 2015, may result in suspension or termination of this award         </li> </ul>	
<b>12 APPROVED:</b> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">             Authorized Official on behalf of Pam Stewart            Commissioner of Education         </div> <div style="text-align: center;">             Date of Signing         </div> <div style="text-align: right;">             FLORIDA DEPARTMENT OF  <small>fldoe.org</small> </div> </div>	



**INSTRUCTIONS  
PROJECT AWARD NOTIFICATION**

- 1 Project Recipient: Agency, Institution or Non-Governmental entity to which the project is awarded.
- 2 Project Number: This is the agency number, grant number, and project code that must be used in all communication. (Projects with multiple project numbers will have a separate DOE-200 for each project number).
- 3 Project Description: Title of program and/or project. TAPS #: Departmental tracking number.
- 4 Authority: Federal Grants - Public Law or authority and CFDA number. State Grants - Appropriation Line Item Number and/or applicable statute and state identifier number.
- 5 Amendment Information: Amendment number (consecutively numbered), type (programmatic, budgeting, time extension or others) in accordance with the Project Application and Amendment Procedures for Federal and State Programs (Green Book), and effective date.
- 6 Project Periods: The periods for which the project budget and program are in effect.
- 7 Authorized Funding: Current Approved Project (total dollars available prior to any amendments); Amendment Amount (total amount of increase or decrease in project funding); Estimated Roll Forward (roll forward funds which have been estimated into this project); and Total Project Amount (total dollars awarded for this project).
- 8 Reimbursement Options:
  - Federal Cash Advance –On-Line Reporting required monthly to record expenditures.
  - Advance Payment – Upon receipt of the Project Award Notification, up to 25% of the total award may be advanced for the first payment period. To receive subsequent payments, 90% of previous expenditures must be documented and approved by the Department.
  - Quarterly Advance to Public Entity – For quarterly advances of non-federal funding to state agencies and LEAs made in accordance within the authority of the General Appropriations Act. Expenditures must be documented and reported to DOE at the end of the project period. If audited, the recipient must have expenditure detail documentation supporting the requested advances.
  - Reimbursement with Performance - Payment made upon submission of documented allowable expenditures, plus documentation of completion of specified performance objectives.
- 9 Timelines: Date requirements for financial and program reporting/requests to the Department of Education.
- 10 DOE Contacts: Program contact for program issues, Grants Management Unit for processing issues, and Comptroller's Office number for payment information.
- 11 Terms and Special Conditions: Listed items apply to this project. (Additional space provided on Page 2 of 2 if needed.)
- 12 Approved: Approval signature from the Florida Department of Education and the date signature was affixed.

DOE-200  
Revised 07/15

PRIORITIZED FUNDING LIST APPROVAL

Project Title: MSP - "ONE YEAR" GRANT: MATH/SCIENCE

TAPS # 16A071

The attached list of projects recommended for funding is consistent with the Preapproval Project Plan.

J P KEENER  
Program Administrator

7/23/15  
Date

Mary Jane Japper  
Bureau Chief/Office Director

8/4/15  
Date

[Signature]  
Grants Management

7/24/15  
Date

Mary Jane Japper  
Deputy Chancellor

8/4/15  
Date

[Signature]  
Chancellor/Deputy Commissioner

8/6/15  
Date

Adrian K. Pasky  
Assistant Deputy Commissioner, Finance & Operations

8/12/15  
Date

[Signature]  
Deputy Commissioner, Finance & Operations

8/12/15  
Date

Pam Stevas  
Commissioner

8/12/15  
Date

The attached list of projects recommended for funding is approved pending completion of all requirements.

ATTACHMENT(S)

Preapproval Project Plan

DOE 930



**Prioritized Funding List**

Project Title Title II Part B Math and Science Partnership STEM 2014-2017 Year 1			TAPS Number 16A071	
Project Number	Agency	Score	Amount Requested	Amount Recommended
371-2355B-6CM05	Florida State University	100	500,000	400,000
080-2355B-6CM01	Charlotte County Public Schools	97.5	420,191.58	420,191.58
011-2355B-6CM01	University of Florida	94.5	500,000	500,000
160-2355B-6CM01	Duval County Public Schools	94	500,000	488,960
110-2355B-6CM01	Collier County Public Schools	93	312,285.85	262,112.45
350-2355B-6CM01	School Board of Lake County	90.5	500,000	473,280
420-2355B-6CM01	The School Board of Marion County	90.5	175,041	175,041
670-2355B-6CM02	Panhandle Area Educational Consortium	90	500,000	470,667
410-2355B-6CM01	School District of Manatee County	89.5	165,783.01	191,757.51
370-2355B-6CM03	Florida State University	85	500,000	400,000
450-2355B-6CM01	The Nassau County School District	80	500,000	475,000
540-2355B-6CM01	Putnam County School District/NEFEC	78.5	500,000	466,157.25
200-2355B-6CM01	District School Board of Gadsden County	77	380,000	328,722
560-2355B-6CM01	St. Lucie Public School	73.5	428,191	300,272
010-2355B-6CM01	Alachua County	50	435,786	

310-2355B-6CM01	Indian River State College	50	488,488	
171-2355B-6CM01	The University of West Florida	50	441,309	
620-2355B-6CM01	Taylor County School District		445,798.70	
371-2355B-6CM02	Florida State University		500,000	
210-2355B-6CM01	Gilchrist County Schools		238,941	
371-2355B-6CM04	Florida State University		500,000	
510-2335B-6CM01	Pasco County		446,188	
480-2355B-6CM01	School Board of Orange County		499,935.72	
670-2355B-6CM01	PAEC		493,101.60	
371-2355B-6CM01	Florida State University		496,402	
		<b>TOTALS</b>	<b>10,867,441.02</b>	<b>5,352,160.79</b>

**COMMENTS:**

**DOE 930**  
Revised April 2011





**THE FLORIDA STATE UNIVERSITY**  
**COLLEGE OF EDUCATION**

*School of Teacher Education*

**Memorandum of Understanding (MOU)**  
**Gadsden County Public Schools (GCPS)/Florida State University (FSU), College of Education**  
**GCPS & FSU Advancement of STEM Teaching (GFAST)**  
**Mathematics and Science Project**

**Gadsden County Public Schools with partner organization**  
**Florida State University, College of Education**

This cooperative agreement reflects the overall commitment, as well as the specific responsibilities and the roles of the Gadsden County Public Schools and Florida State University, College of Education to support the Mathematics and Science Partnership GFAST project. The purpose of the project is to implement a NSF-endorsed STEM curriculum, It's About Time, that will help teachers enhance their content and pedagogical instructional skills in order to increase student engagement and achievement in mathematics and science.

**Project Period:** July 1, 2015-June 30, 2016

**Specific Roles and Responsibilities**

The partnership between the Gadsden County Public Schools and the Florida State University, College of Education entails the following:

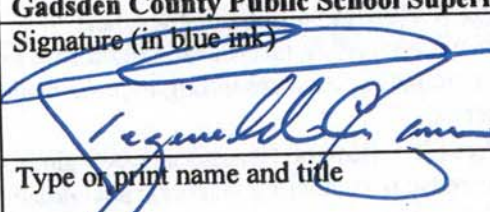
<b>Gadsden County Public Schools (GCPS) agrees to:</b>	<b>Florida State University College of Education (FSU) agrees to:</b>
<ul style="list-style-type: none"> <li>• Recruit up to 75 teachers across K-12 within GCPS.</li> <li>• Provide access to data pertaining to teachers, schools, and/or students participating in the project.</li> <li>• Provide associated STEM curriculum materials for PD workshop/activities.</li> <li>• Allow the FSU team access to participating teachers' classrooms for the purposes of classroom observations and interacting with participating teachers and their students.</li> <li>• Allow the FSU team to collect teacher work samples and/or classroom materials (e.g., lesson plans, activities, assessments).</li> <li>• Allow for teacher release time, as needed, to complete project-related tasks (i.e., travel to FSU), as supported by project funds.</li> <li>• Provide supplies for teachers to use during district PLCs, school PLCs, and lesson study opportunities conducted by FSU.</li> <li>• Provide travel for teachers and/or students to attend monthly sessions with STEM experts.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide access to FSU facilities for PD work with participating teachers.</li> <li>• Provide monthly face-to-face PD for up to 75 participating teachers throughout the project period.</li> <li>• Provide follow-up (classroom) assistance to increase participating teachers' specialized skills in implementing grade-level STEM Curriculum It's About Time.</li> <li>• Coordinate activities for participating teachers/students with STEM experts (e.g., High Magnetic Field Laboratory).</li> <li>• Conduct a graduate course on culturally relevant pedagogy and provide tuition and fees so that up to 30 participating teachers may take the course.</li> <li>• Conduct a total of six onsite visits to meet with participating teachers and/or district staff to discuss project-related issues and/or feedback during the semesters included in the project period:               <ul style="list-style-type: none"> <li>○ Fall 2015</li> </ul> </li> </ul>

G107 Stone Building, Florida State University, Tallahassee, Florida 32306-4459  
 Telephone 850.644.4880, Fax 850.644.8715 • <http://www.coe.fsu.edu/ste>



**THE FLORIDA STATE UNIVERSITY**  
**COLLEGE OF EDUCATION**  
*School of Teacher Education*

	<ul style="list-style-type: none"> <li>○ Spring 2016</li> <li>○ Summer 2016</li> <li>• Develop an online (Blackboard) site for participating teachers' digital content integration related MSP activities (e.g., PD, lesson planning, etc.).</li> <li>• Provide GCPS an in-depth analysis and report for all data generated during the project period.</li> <li>• Provide regular updates (as needed) regarding PD activities in order to ascertain STEM curriculum implementation.</li> <li>• Assist GCPS with sustainability planning and development.</li> <li>• Provide travel funds to the PI and Co-PIs to attend conferences and disseminate project results to a broader audience.</li> <li>• Develop, plan, and coordinate a regional dissemination activity in consultation with GCPS representative(s) for the purpose of highlighting project implementation and findings.</li> </ul>
--	---

<b>Gadsden County Public School Superintendent/Representative</b>	
Signature (in blue ink) 	Date 8/19/15
Type or print name and title Reginald C. James Superintendent of Schools	
<b>Florida State University, College of Education Representative</b>	
Signature (in blue ink)	Date
Type or print, name and title	





State Board of Education

Gary Chartrand, *Chair*  
John R. Padget, *Vice Chair*  
*Members*  
John A. Colón  
Marva Johnson  
Rebecca Fishman Lipsey  
Michael Olenick  
Andy Tuck

**Contact Information**

Dr. JP Keener  
850-245-0808  
[Jonathan.Keener@fldoe.org](mailto:Jonathan.Keener@fldoe.org)  
**DPS: 2015-50**

**MEMORANDUM**

**TO:** School District Superintendents

**FROM:** Hershel Lyons

**DATE:** May 1, 2015

**SUBJECT:** **2015-2016: K-12 Mathematics and Science Partnership (MSP) STEM: One Year**

We are pleased to provide you with electronic access to the Request for Proposal (RFP) for the Mathematics and Science Partnership application at <http://fldoe.org/academics/standards/program-grants.stml>. The documents provide guidance and instructions necessary to apply for competitive funding to establish a partnership consisting of a high-need local education agency as defined in the RFP; science, mathematics and engineering departments within public or private universities and colleges; and other partners as described in the RFP. The focus of the RFP is teacher training opportunities through intensive, enhanced and ongoing professional development for K-12 mathematics and/or science teachers to increase content knowledge of such teachers as well as strategies for integration of science, technology, engineering and mathematics (STEM) concepts and instruction.

Questions concerning the RFP should be directed in writing to Dr. JP Keener by email at [Jonathan.Keener@fldoe.org](mailto:Jonathan.Keener@fldoe.org). All questions with answers and information regarding the RFP will be posted on the Bureau of Standards and Instructional Support webpage at <http://www.fldoe.org/academics/standards/index.stml>. The last date that questions will be received is May 14, 2015. Due to the competitive nature of this grant, questions will not be answered on an individual basis. Please visit the above website for updated question and answer information.

HL/jpk

HERSHEL LYONS  
CHANCELLOR OF PUBLIC SCHOOLS

**Request for Proposal (RFP) for Discretionary, Competitive Projects**

**Bureau/Office**

Bureau of Standards and Instructional Support

**Program Name**

2015-2016: K-12 Mathematics and Science Partnership (MSP) STEM 1 year grant.

**Specific Funding Authority (ies)**

Title II, Part B, Sections 2201-2203 of the Elementary and Secondary Education Act of 1965 as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110); 20 U.S.C. 6661-6663, CFDA#84.366B

**Funding Purpose/Priorities**

The Mathematics and Science Partnerships (MSP) program is intended to increase the academic achievement of students in mathematics and science by enhancing the content knowledge and teaching skills of classroom teachers through partnerships between high-need school districts and the science, technology, engineering, and mathematics (STEM) faculty in institutions of higher education (IHE). MSP programs should focus on the following priorities:

- The education of STEM teachers as a career-long process through lesson study;
- Bringing STEM teachers together with scientists, mathematicians, and engineers to improve their content knowledge and teaching skills; and
- Developing rigorous STEM model lessons and professional development modules that are aligned to Florida's standards for mathematics through integration and application of STEM concepts and skills.

Florida's MSP program is aligned to current STEM initiatives in the [Florida State Board of Education Strategic Plan](#). Sustainable regional STEM partnerships are encouraged.

**The requirements for all funded MSP programs include:**

- Quarterly reports
- Completion of the online Annual Performance Report (APR) providing project information and reporting the partnership's progress in meeting the objectives described in the evaluation and accountability plan. These objectives must include



measures of increased teacher content knowledge in STEM and impact on student achievement.

- Notification to the Florida DOE MSP Program Coordinators of all activities and dates/locations to monitor all projects on a continuing basis and ensure compliance with all requirements. Monitoring may include FDOE site visits.

### **Target Population(s)**

Grades K-12 Florida school teachers who teach mathematics and/or science, have an interest in STEM, and who are members of a school-based professional learning community.

### **Eligible Applicant(s)**

Eligible applicants are partnerships of a high-needs local educational agency (LEA) and one science, mathematics, and/or engineering department within a public or private institution of higher education (IHE). If the LEA is not identified as a high-needs agency, they may partner with one that is. **Priority review and selection will be given to LEAs not currently participating in an MSP award.** Other partners may include public charter schools, businesses, nonprofit or for-profit organizations concerned with mathematics and science education, and other LEAs or IHEs.

The term “high-need” means the Local Education Agency(ies) (LEA) or regionally-based consortium of small rural schools falls within the following criteria:

- Has at least 50% of their student population participating in the free and reduced lunch program (Attachment A) and
- Lower than statewide average of percentage of students performing at or above proficiency in one or more state assessments to include 2014 Algebra EOC, Geometry EOC, Biology EOC, Elementary, Middle, and High School FCAT Math and Science scores (<http://fcat.fldoe.org/fcat2/>) .

In addition to the IHE and LEA partners, each eligible partnership receiving a grant shall develop and evaluation and accountability plan that includes rigorous objectives that measure the impact of activities funded.

A Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) from all partners must be included with the application but will not impact the page limit. This memorandum must specifically address the level of collaboration that is required of all partners (e.g. regularly scheduled meetings, specific points of contact, joint initiatives such as newsletters, regularly scheduled conference calls and/or WebEx sessions). Each of the partners must commit to building and sustaining the program for the full term of the grant (For the period of one year).

A comprehensive needs assessment must be included in the application to document teacher professional development needs and student achievement in the participating LEAs and baseline data must be identified for evaluation of the progress of the MSP project and informed decision-making as the project is implemented. Applicants must

demonstrate a need for improvement in student performance in mathematics and/or science and a need for improving STEM learning opportunities for students.

Partnerships may submit an application for a **1 year grant (July 1, 2015- June 30, 2016).**

### **Application Due Date**

The intent to apply is due **May 8, 2015.** Intentions may be emailed to Dr. JP Keener: [jonathan.keener@fldoe.org](mailto:jonathan.keener@fldoe.org). A phone conference for interested applicants will be held on **May 15, 2015.** Questions regarding this RFP will be received by **May 14,** discussed on the phone conference, and answers will be posted by **May 17.** Send all questions to [jonathan.keener@fldoe.org](mailto:jonathan.keener@fldoe.org). The application is due by **close of business Friday, June 12, 2015 .** The due date refers to the date of receipt in Grants Management. Facsimile and e-mail submissions are not acceptable.

### **Total Funding Amount/Approximate Number of Awards**

*This is a federally-funded program. Project timeline, reporting dates, and requirements are contingent upon the FDOE receiving future funding from the U. S. Department of Education and are subject to change as federal requirements change. Pending receipt of federal funding, FDOE may award **multiple awards with a maximum of \$500,000 per participating LEA for a 1 year grant award, and a high-need LEA or an IHE must be designated as the fiscal agent.***

### **Matching Requirement**

None required

**Budget/Program Performance Period for:** 2015-2016: Mathematics and Science Partnership (MSP) STEM  
**1 year grant (July 1, 2015- June 30, 2016).**

**Federal Programs:** The project effective date will be the date that the application is received within FDOE in Substantially Approvable Form, or the effective date of the Federal Award Notification, whichever is later.

### **Contact Persons**

#### **Grants Management Contact**

Sue Wilkinson  
Grants Management  
(850) 245-0498

[sue.wilkinson@fldoe.org](mailto:sue.wilkinson@fldoe.org)

#### **Program Management Contact**

Dr. Jonathan P. Keener



### **Assurances**

The Florida Department of Education developed and implemented a document entitled General Terms, Assurances and Conditions for Participation in Federal and State Programs, to comply with:

- 34 CFR 76.301 of the Education Department General Administration Regulations (EDGAR) which requires Local Educational Agencies (LEAs) to submit a common assurance for participation in federal programs funded by the U.S. Department of Education (USDOE);
- Applicable regulations of other Federal agencies; and
- State regulations and laws pertaining to the expenditure of state funds.

In order to receive funding, applicants must have on file with the Florida Department of Education, Office of the Comptroller, a signed statement by the agency head certifying applicant adherence to these General Assurances for Participation in State or Federal Programs. The complete text may be found at: <http://fldoe.org/comptroller/doc/gbsectiond.doc>.

### **School Districts, Community Colleges, Universities, and State Agencies**

The certification of adherence, currently on file with the Department of Education Comptroller's Office, shall remain in effect indefinitely. The certification does not need to be resubmitted with this application, unless a change occurs in federal or state law, or there are other changes in circumstances affecting a term, assurance, or condition.

### **Private Colleges, Community-Based Organizations, and Other Agencies**

In order to complete requirements for funding, applicants must certify adherence to the General Terms, Assurances, and Conditions by submitting the certification of adherence page, signed by the agency head.

Private colleges, Community and Faith-Based Organizations, and other non-public agencies must also submit:

- (1) A copy of the organization's current budget,
- (2) A list of the board of directors
- (3) Chart of Accounts
- (4) Proof of Eligibility to operate a business in Florida, and if available,
- (5) A copy of the institution or agency's most recent annual audit report prepared by an independent Certified Public Accountant licensed in this state.

*[These items must be submitted, with the application, prior to the issuance of a project award.]*



**Narrative Components and Scoring Criteria**

The standard scoring *Criteria* are based on a 100 point scale, with a minimum score of 70 points required for an application to be considered eligible for funding. *Maximum number of pages for this application is 11.*

**1. Project Summary – not to exceed 2 pages 10 points**

**Instructions**

Provide a brief summary of the proposed project including general purpose, specific goals, brief program design, and significance (contribution and rationale).

***Criteria***

- *The proposed project is described in a brief summary, including general purpose, specific goals, brief program design, and significance (contribution and rationale).*
- *It is clear that the proposed project aligns with the intended Funding Purpose/Priorities.*
- *The proposed project is tied to the Florida Strategic Plan:  
<http://www.fldoe.org/core/fileparse.php/7734/urlt/0075039-strategicv3.pdf>*

**2. Project Need – not to exceed 2 pages 10 points**

**Instructions**

Describe the need for the proposed project and provide supporting data as evidence.

***Criteria***

- *The magnitude or severity of the problem is evident, compelling, and clearly linked to the outcome(s) of the proposed project.*
- *The magnitude of the need for the services to be provided or the activities to be carried out is apparent.*
- *The need for the proposed project is strongly justified through supportive data.*

**3. Project Design and Implementation not to exceed 4 pages 40 points**

**Instructions**

*Describe the measurable objectives, activities, and timeline for the proposed project. Include a brief discussion on how this project may have continued impact after the end of funding.*

***Criteria***

- *A discussion of how the project or project goals may continue after the end of the funding is included.*
- *The objectives are measurable, qualitative, challenging, yet achievable, and address all expected outcomes of the proposed project.*
- *The timelines are specific, realistic, and consistent with measurable objectives and outcomes.*
- *Project illustrates how participating teachers will be involved in a rigorous professional development program.*
- *Project illustrates how the partnering organizations will assist in the development of collaborative teacher training opportunities*
- *Work products: describe the training modules, video presentations, lesson plans, that will be made available to the Florida Department of Education.*
- *Project shows that STEM PD is based on current research (Attachment B) and aligned with the current Florida Standards to assist professional educators in providing quality STEM instruction and provide a framework for developing a high-achieving STEM Student.*
- *STEM PD must be aligned to the Professional Development System Evaluation Protocol, (<http://www.fldoe.org/profdev/pdstandards.asp>).*

**4. Evaluation not to exceed 1 page**

**10 points**

**Instructions**

Describe the instruments and method(s) for evaluating the proposed project.

**Criteria**

- *The methods are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.*
- *The evaluation methods provide for examining the effectiveness of project implementation strategies and are appropriate to the context within which the project operates.*
- *The methods include the use of objective performance measures that clearly relate to the intended outcomes of the proposed project and will produce quantitative and qualitative data.*
- *The evaluation instruments are designed to effectively measure program progress and success.*



**5. Dissemination and Sustainability Plan not to exceed 1 page 10 points**

**Instructions**

Describe the products that may be useful to the Florida Department of Education as a result of this project. Discuss how these project goals may continue after the end of funding.

**6. Budget not to exceed 1 page 20 points**

**Instructions**

Present a budget that reflects objectives and proposed costs of the project.

***Criteria***

- *The budget is thorough, specific, and supports the proposed project.*
- *The proposed project budget presents expenses that are allowable, realistic, accurate, and clearly relate to and reflect project activities, objectives, and outcomes.*
- *The costs are reasonable in relation to the objectives, design, and potential significance of the proposed project.*
- *The costs are reasonable in relation to the number of persons to be served and to the anticipated results and benefits.*
- *The required personnel, professional and technical services, and/or travel for the proposed project are clearly and adequately explained.*
- *The justifications for expenditures are reasonable and clearly explained.*

Maximum number of pages for this application is 11.

### **Funding Method(s)**

#### **CARDS - Cash Advance and Reporting of Disbursements System (C)**

Federal cash advances will be made by state warrant or electronic funds transfer (EFT) to a recipient for disbursements. For federally funded projects, requests for federal cash advance must be made on the CARDS - Cash Advance and Reporting of Disbursements System. If at times it is determined that disbursements are going to exceed the amount of cash on hand plus cash in transit, an on-line amendment can be made prior to the due date of the next Federal Cash Advance distribution on the CARDS System.

### **Fiscal Requirements**

Supporting documentation for expenditures is required for all funding methods. Examples of such documentation include but are not limited to: payroll records, contracts, invoices with check numbers verifying payment, and/or bank statements; all or any of which must be available upon request.

Funded projects and any amendments are subject to the procedures outlined in the Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the General Assurances for Participation in Federal and State Programs.

#### **The project award notification (DOE 200) will indicate:**

- Project budget
- Program periods
- Timelines:
  - Last date for receipt of proposed budget
  - Program amendments
  - Incurring expenditures and issuing purchase orders
  - Liquidating all obligations
  - Submitting final disbursement reports.

NOTE: Project recipients **do not** have the authority to report expenditures before or after these specified dates.

**Allowable Expenses:** Project funds must be used for activities that directly support the accomplishment of the project purpose, priorities, and expected outcomes. All expenditures must be consistent with applicable state and federal laws, regulations, and guidance.

**Unallowable Expenses:** Project funds may not be used to supplant existing programs and/or funding. Additionally:

- Supplementary materials may be provided for teachers only; classroom sets of materials may not be provided. Funds for capital equipment may not exceed 1.5% of the total budget.
- Total personnel salaries and benefits may not exceed 15% of the total budget.
- Out of state travel is not allowed except for the Principal Investigator and representative to attend one regional or national MSP Conference annually.



- Personal digital assistants (PDAs) such as cell phones, blackberries, and other smart phones can no longer be purchased with project funds, including the costs to support such devices.
- Food and beverage costs are not permissible.

**Administrative Costs including Indirect Costs:** For Federally funded projects, indirect costs for LEAs are capped at the applicant's current approved negotiated rate. For Universities and Colleges, including Community Colleges (IHEs), indirect cost is capped at 5%. For businesses, nonprofit or for-profit organizations, indirect cost is 0%.

**Executive Order 11-116 (Supersedes Executive Order 11-02)**

The employment of unauthorized aliens by any contractor is considered a violation of Section 274A (e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract. In addition, pursuant to Executive Order 11-116, for all contracts providing goods or services to the state in excess of nominal value; (a) the Contractor will utilize the E-Verify system established by the U.S. Department of Homeland Security to verify the employment eligibility of all new employees hired by the contractor during the Contract term, (b) require that Contractors include in such subcontracts the requirement that subcontractors performing work or providing services pursuant to the state contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

**Grants Fiscal Management Training Requirement**

Community-Based Organizations (CBOs), Faith-Based Organizations (FBOs), and other private not-for-profit organizations that are recipients or sub-recipients of DOE grants are required to participate, annually, in Grants Fiscal Management Training offered by the DOE. Failure to obtain the training can have a negative impact on the ability of the Florida Department of Education to provide future funding to the organization.

**Project Performance Accountability and Reporting Requirements**

The Department's project managers will track each project's performance, based on the information provided and the stated criteria for successful performance, and verify the receipt of required deliverables/services prior to payment, as required by Sections 215.971, and 287.058(1)(d)&(e), Florida Statutes. For projects funded via Cash Advance, the Department's project managers will verify that the project's activities/deliverables are progressing in a satisfactory manner, consistent with the Project Narrative and Performance Expectations, on a quarterly basis. For projects funded via reimbursement, the Department's project managers will verify that the project's expenditures are allowable and that performance objectives are progressing in a satisfactory manner, consistent with the Project Narrative and Performance Expectations.

**The reporting requirements for all funded MSP programs are:**

- Participation in Florida DOE-hosted conference calls via WebEx, to review and evaluate the progress of the outcomes and measures.



- Quarterly status updates to summarize accomplishments and address potential barriers and solutions will be required via email to [Jonathan.Keener@fldoe.org](mailto:Jonathan.Keener@fldoe.org) .
- Completion of the online Annual Performance Report (APR) providing project information and reporting the partnership's progress in meeting the objectives described in the evaluation and accountability plan. These objectives must include measures of increased teacher content knowledge in STEM and impact on student achievement. ***The last five percent of funds will be withheld annually and released when the APR has been submitted and approved.***

The Florida DOE MSP Program Coordinators will monitor all projects on a continuing basis to ensure compliance with all requirements.

### **Notice of Intent-to-Apply**

The due date to notify the Program contact person, *Dr. JP Keener*; [Jonathan.Keener@fldoe.org](mailto:Jonathan.Keener@fldoe.org), of Intent-to-Apply is **May 8, 2015**. This notification is sent as an e-mail and should include a return e-mail address. Providing the Intent-to-Apply is not required for an application to be considered, but assists the applicant by assuring receipt of answers to Frequently Asked Questions and competition updates. Conversely, eligible organizations which file Intent-to-Apply are not required to submit an application.

### **Method of Answering Frequently Asked Questions (FAQs) or Providing Changes**

Questions must be submitted via email to [Jonathan.Keener@fldoe.org](mailto:Jonathan.Keener@fldoe.org) by close of business on **May 14, 2015**; A phone conference will be held on **May 15, 2015**; All Frequently Asked Questions will be posted on the Program Office website by close of business on **May 17, 2015**.

### **Method of Review**

A peer review process will be used to evaluate the Mathematics and Science Partnership competitive proposals. Reviewers are selected to reflect a balance of backgrounds, experience, race, ethnicities, and geographic locations within Florida.

Project proposals are screened by DOE program staff to ensure that federal regulations and state requirements (as conditions for acceptance) in the RFP are addressed (see next section for conditions).

Proposals that meet all state and federal requirements are evaluated and scored according to the following process:

- Each proposal meeting the conditions for acceptance is reviewed and scored by three to five qualified reviewers representing experienced [enter program specific exp. as needed] and educational professionals and stakeholders from Florida and, when applicable, around the country.
- The Program Office ranks the proposals in order from highest to lowest score.
- DOE staff will review recommended proposals for compliance with the programmatic and fiscal policies of the project.



- Awards are subject to the availability of funds.
- Proposals with a final score of less than 70 are not eligible for funding consideration.

**The Department reserves the right to negotiate with all responsive Applicants, serially or concurrently, to determine the best-suited solution. The ranking of the proposals indicates the perceived overall benefits of the application, but the Department retains the discretion to negotiate with other qualified Applicants, as deemed appropriate.**

### **Conditions for Acceptance/Substantially Approvable Form**

The requirements listed below **must** be met for applications to be considered in Substantially Approvable form and thus eligible for review:

- Application is received within DOE no later than the close of business on the due date.
- Application includes required forms:
  - DOE 100A or 100B Application Form bearing the original signature of the Superintendent for the school district or the agency head for other agencies.  
NOTE: Applications signed by officials other than the appropriate agency head **must** have a letter signed by the agency head or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official.
  - DOE 101S- Budget Narrative
  - Submission of the signed certification signifying compliance with the "General Assurances for Participation in Federal and State Programs," (if not already on file in the DOE Comptroller's Office).

### **Other Requirements**

#### **For Federal Programs**

##### **General Education Provisions Act (GEPA)**

In accordance with the requirements of Section 427 of the GEPA Public Law 103-382, a current fiscal year General Education Provisions Act (GEPA) plan is required. The applicant **must submit**, with this application, a one page summary description of the plan proposed by the District or other entity to ensure equitable access to, and participation of students, teachers, and other program beneficiaries with special needs.

For details, refer to URL: <http://www.ed.gov/fund/grant/apply/appforms/gepa427.pdf>

##### **Equitable Services for Private School Participation**

In accordance with P.L. 107-110, No Child Left Behind (NCLB) Title IX, Part E Uniform Provisions, Subpart 1, Section 9501, the applicant **must submit** a detailed plan of action for providing consultation for equitable services to private school children and teachers within the Local Education Agency(ies) service area.

For details, refer to URL: <http://www.ed.gov/policy/elsec/leg/esea02/pg111.html>

**Technical/Formatting and Other Application Submission Requirements**

- Number of copies plus original: **5**
- Font Type/Size [recommend Arial/12 pt]
- Margin size [recommend 1" – both side and top/bottom margins]
- Single/Double Spacing [recommend double spacing]
- Single or Two-sided pages [recommend single-sided pages]
- No Bound Copies
- Narrative does not exceed 20 pages total (not including budget).

**Application must be submitted to:**  
**Office of Grants Management**  
**Florida Department of Education**  
**325 W. Gaines Street, Room 332**  
**Tallahassee, Florida 32399-0400**



## **Project Performance Accountability Information, Instructions, and Forms**

**NOTE: The following pages are included in the RFP (DOE 905) template and are to be completed by the applicant.**

The Florida Department of Education has a standardized process for preparing proposals/applications for discretionary funds. This section of the RFP, Project Performance Accountability, is to assure proper accountability and compliance with applicable state and federal requirements. The Department's project managers will:

- track each project's performance based on the information provided and the stated criteria for successful performance
- verify the receipt of required deliverables prior to payment.

For projects funded via Cash Advance, the Department's project managers will verify that the project activities/deliverables are progressing in a satisfactory manner, consistent with the Project Narrative and Performance Expectations, on a quarterly basis.

**The Project Narrative/Scope of Work** must include the specific tasks that the grantee is required to perform. Deliverables must:

- be directly related to the specific tasks.
- identify the minimum level of service to be performed.
- be quantifiable, measureable, and verifiable.

**Deliverables** include, but are not limited to:

- documents such as manuals, reports, videos, CD ROMs, training materials, brochures, and any other tangible product to be developed by the project.
- training and technical assistance activities whether provided onsite, through distance learning media, conferences, workshops, or other delivery strategies.
- measures that are specific to student performance (e.g., test scores, attendance, behavior, award of diplomas, certificates, etc. "Students" may include prekindergarten, K-12, and adult learners, as well as parents.
- specific services to target population (e.g., adult literacy services, child find services, student evaluation services, etc.).

The Department of Education's criteria for the acceptance of the above deliverables includes, but is not limited to, the following:

- documents are compliant with the Americans with Disabilities Act (ADA)
- meet technical specifications, as appropriate
- design, organization, format, and readability levels are appropriate for intended use and audience
- content is accurate and grammatically correct
- copyright and funding information is noted on products
- use of consultants
- review of follow-up data or participant feedback that indicates level of effectiveness and usefulness of service

- review of state/district/school/student data indicates level of effectiveness of service
- participation rate meets established minimums
- quality of service meets generally accepted guidelines
- quantity of evaluations/assessments meet established minimums
- quantity of service meets established minimums
- referrals are appropriate to identified needs
- specified agencies collaborate
- student evaluations/assessments are administered appropriately
- units of service meet established minimums.

The applicant must complete the information related to the required tasks to be performed and timelines/due dates for the respective tasks/deliverables consistent with the provided instructions.



**Definitions**

- Tasks** Specific activities that are required to be performed to complete the Project Narrative/Scope of Work.
- Deliverables** Products and/or services that directly related to a Task specified in the Scope of Work. Deliverables must be quantifiable, measurable, and verifiable.
- Due Date** Date for completion of tasks.

(Use additional pages, as appropriate.)

<b>Project Performance and Accountability</b>			
<b>Scope of Work (see Project Design – Narrative)</b>	<b>Tasks (see Project Design – Narrative)</b>	<b>Deliverables</b>	<b>Due Date</b>
Objective 1	Administer 5Essentials survey to students, teachers, and parents in the fall and spring	Survey results from fall and spring administrations	June 30, 2016
Objective 1	Purchase the <i>It's About Time</i> curriculum for use by the targeted schools and IHE	Purchase order for the <i>It's About Time</i> curriculum	August 30, 2015
Objective 1	Teachers attend monthly collaboration meetings with the IHE	Sign-in sheets; agendas; lesson plans	June 30, 2016
Objective 1	Develop Memorandum of Agreement with IHE for professional and technical services related to MSP	Memorandum of Agreement	August 30, 2015
Objective 1	Develop Professional Learning Community calendar for school and district meetings	Professional Learning Community Calendars	August 30, 2015
Objective 1	Submit lesson plans developed through the lesson study process to CPALMS for publication	Submitted lesson plans to CPALMS	June 30, 2016
Objective 1	Video lessons at individual school sites using the <i>It's About Time</i> curriculum	Videos of lessons involving teachers participating in the MSP, along with students	June 30, 2016
Objective 1	Quarterly teacher surveys of attitudes and beliefs related to instruction developed by the IHE	Survey results from the IHE	June 30, 2016

Objective 1	Reflective journals maintained by teachers throughout the duration of the MSP	Reflective journals	June 30, 2016
Objective 2	Monthly field experiences for teachers and students to centers and institutes at the IHE	Calendar of field experiences; reflective journals from teachers and students	June 30, 2016
Objective 3	Conduct parent and community workshops related to STEM topics	Announcements of parent and community workshops; agendas and videos of parent and community workshops	June 30, 2016
Objective 4	Implement the Mathematics Formative Assessment System (MFAS) in mathematics classes	Lesson plans; student data from MFAS activities	June 30, 2016
Objective 4	Teachers and students attend partnership activities led by the IHE	Calendar, photos, and sign-in sheets	June 30, 2016
Objective 4	Collect student proficiency data from mathematics and science statewide, standardized assessments	Student data	June 30, 2016



*Revised original w/ modifications attached*

**FLORIDA DEPARTMENT OF EDUCATION  
PROJECT APPLICATION**

<b>Please return to:</b> Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0496	<b>A) Program Name:</b> 2015-2016: K-12 Mathematics and Science Partnership (MSP) STEM 1 year grant.  <b>TAPS NUMBER:</b> 16A071	<b>DOE USE ONLY</b> Date Received RECEIVED 2015 JUN 12 OFFICE OF GRANTS MANAGEMENT								
<b>B) Name and Address of Eligible Applicant:</b> District School Board of Gadsden County 35 Martin Luther King Jr. BLVD Quincy, Florida 32351		<b>Project Number (DOE Assigned)</b> 200-2358-6601								
<b>C) Total Funds Requested:</b> <del>\$ 380,000.00</del> <u>328,722.00</u>  <b>DOE USE ONLY</b> <b>Total Approved Project:</b> \$ 328,722.00	<b>D) Applicant Contact &amp; Business Information</b> <table border="1"> <tr> <td>Contact Name: Calvin Trombley</td> <td>Telephone Numbers: 850.627.9651 x 1402</td> </tr> <tr> <td>Fiscal Contact Name: Kimberly Ferree</td> <td>850.627.9651 x1222</td> </tr> <tr> <td>Mailing Address: 35 Martin Luther King Jr. BLVD Quincy, Florida 32351</td> <td>E-mail Addresses: trombleyc@gcpsmail.com ferreek@gcpsmail.com</td> </tr> <tr> <td>Physical/Facility Address: 35 Martin Luther King Jr. BLVD Quincy, Florida 32351</td> <td>DUNS number: 15-2811-279 FEIN number: 59-6000615</td> </tr> </table>		Contact Name: Calvin Trombley	Telephone Numbers: 850.627.9651 x 1402	Fiscal Contact Name: Kimberly Ferree	850.627.9651 x1222	Mailing Address: 35 Martin Luther King Jr. BLVD Quincy, Florida 32351	E-mail Addresses: trombleyc@gcpsmail.com ferreek@gcpsmail.com	Physical/Facility Address: 35 Martin Luther King Jr. BLVD Quincy, Florida 32351	DUNS number: 15-2811-279 FEIN number: 59-6000615
Contact Name: Calvin Trombley	Telephone Numbers: 850.627.9651 x 1402									
Fiscal Contact Name: Kimberly Ferree	850.627.9651 x1222									
Mailing Address: 35 Martin Luther King Jr. BLVD Quincy, Florida 32351	E-mail Addresses: trombleyc@gcpsmail.com ferreek@gcpsmail.com									
Physical/Facility Address: 35 Martin Luther King Jr. BLVD Quincy, Florida 32351	DUNS number: 15-2811-279 FEIN number: 59-6000615									

**CERTIFICATION**

I, Reginald C. James, as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.

*By: Rosaleyn W. Smith, Deputy Supt.*

E) Reginald C. James Superintendent  
 Signature of Agency Head Title

6/11/15  
 Date



## **Project Summary**

### **GCPS & FSU Advancement of STEM Teaching (GFAST)**

The goal of this proposal is to improve teacher content knowledge – tied directly to the Florida Standards - for the purpose of creating quality educators, and increasing student achievement. Gadsden County Public Schools (GCPS) with Florida State University, School of Teacher Education serving as the supporting partner for research-based professional development and practicum experiences, requests funding for a K-12 Mathematics and Science Partnership (MSP) STEM award. This proposal is responsive to the Florida Strategic Plan, highlighting target performance Goal 1: Highest Student Achievement under the teachers and leaders priority, which seeks to “increase the percentage of effective and highly-effective teachers, as well as Goal 2: Seamless Articulation/Maximum Access, which seeks to “increase the percentage of effective and highly effective teachers at high-minority, high-poverty and low-performing schools”. GFAST proposes a framework for organizing a sustainable professional development model for meeting instructional practices to optimize the effectiveness of teaching focused on student achievement in mathematics and science, underlined by culturally responsive practices. GFAST is a one-year K-6 STEM teacher professional development program driven by It’s About Time, a National Science Foundation endorsed STEM curriculum, exposing teachers to practicing scientists, mathematicians, and engineers, and fostering collaborative lesson planning through professional learning communities (PLCs). Models of teaching and learning by Charlotte Danielson (1996) and Robert Marzano (2007) highlight the positive effects of professional development on school-based and/or grade level collaborative practices. The GFAST project will



allow teachers the opportunity to analyze their instructional practices through the lens of a scientist, mathematician, or engineer while improving “content knowledge and teaching skills”. This exposure will give teachers the ability to modify their own practice as part of a PLC and is imperative in promoting improved learning for *all* students (Danielson, 2009, Zemelman, Daniels, & Hyde, 2012). Marzano and Toth (2014) suggest that in identifying instructional practices that are effective in helping students reach high levels of understanding and achievement, teachers need models and training to help them step back to the role of skilled facilitators in moving toward instructional rigor focused on strategies that place students “squarely at the center” of instruction, which support higher student engagement and achievement, as well as guide student ownership of their learning. GFAST promotes a year-long professional development model designed to: (1) Increase teacher participation in PLCs for the purpose of developing content knowledge in mathematics and science, (2) Increase the percentage of teachers participating in cooperative learning experiences through an institute of higher education, and (3) Increase the proficiency of students on statewide, standardized assessment in mathematics and science. This structured opportunity is intended to challenge teachers' thinking, encourage reflective thought, and provide a continuous and connected professional development model for effective instructional changes in approaches to teaching so *all* students can achieve high academic success (Cochran-Smith & Lytle, 2001).

## **Project Need**

Gadsden County Public Schools (GCPS) provides a unique environment blending low socio-economic levels with a racially and ethnically diverse population (see Table 1 for demographical breakdown) wherein, approximately 94.5% of the elementary student population being served by the targeted teachers identifies with a minority group (Hispanic or African-American), with 89.6% of the students qualifying for free or reduced lunch based on the 2013-2014 SPAR.

**Table 1. Demographical Data**

<b><i>Participating Project Schools</i></b>			
<b>Ethnicity</b>	<b>Gadsden County</b>	<b>State of Florida</b>	<b>National</b>
African-Americans	75.9%	22.9%	16%
Hispanic	18.6%	30.0%	24%
White	3.3%	40.9%	51%
Multiracial	2.2%	6.2%	9%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

Source: Florida Department of Education, 2013-2014

The problem identified by data in GCPS is the transference of mathematics skills to science. GCPS mathematics performance in the elementary grades is on par with the state average but science is under performing (see Table 2 for data disaggregation).

**Table 2. Elementary Science & Mathematics Grade 5 Data**

<b><i>Participating Project Schools</i></b>				
	<b>2012 (%) Proficient</b>	<b>2013 (%) Proficient</b>	<b>2014 (%) Proficient</b>	<b>Avg (%) Proficient</b>
GCPS Science	35	47	43	42
State of Florida Science	51	53	54	53
GCPS Math	58	50	61	56
State of Florida Math	57	55	56	56

Source: Florida Department of Education, 2012-2014

Data indicates a need for science activities that allow for the application of mathematics. As the Florida standards and assessments blend content driven and performance driven tasks teachers must possess the ability to cross cut mathematics and science



concepts. Without the development of these skills the science and mathematics achievement gaps may grow exponentially. If said conjecture proves to be true and the elementary grades achievement gap increases then intermediate grades is facing dire straits.

Based on current data the increasing demand of assessments and skills is increasing the achievement gap between the state and GCPS proficiencies in both science and mathematics (see Table 3 for data disaggregation).

**Table 3. Intermediate Science & Mathematics Grade 8 Data**

<i>Participating Project Schools</i>				
	<b>2012 (%) Proficient</b>	<b>2013 (%) Proficient</b>	<b>2014 (%) Proficient</b>	<b>Avg (%) Proficient</b>
GCPS Science	26	17	32	25
State of Florida Science	46	47	49	47
GCPS Math	46	33	40	40
State of Florida Math	57	51	47	52

Source: Florida Department of Education, 2012-2014

To combat this trend GCPS will provide students with a strong foundation in science and mathematics by teaching science 5 days a week in grades k-6 as a part of core/essential instruction. Principals recognize/realize that participation in the GFAST project includes monitored daily science instruction in all grades. The partnership with the Florida State University, an institution that has a history of implementing large initiatives with measurable gains, is imperative for the students and teachers of GCPS. In the proposed project FSU will train K-6 teachers in STEM pedagogies that cross cut science, mathematics, and engineering concepts. By addressing the instructional practices in grades K-6, teachers will be afforded the opportunity to use STEM pedagogical practices underlined with research responsive strategies that will build a solid foundation in science and mathematics.

## **Project Design and Implementation**

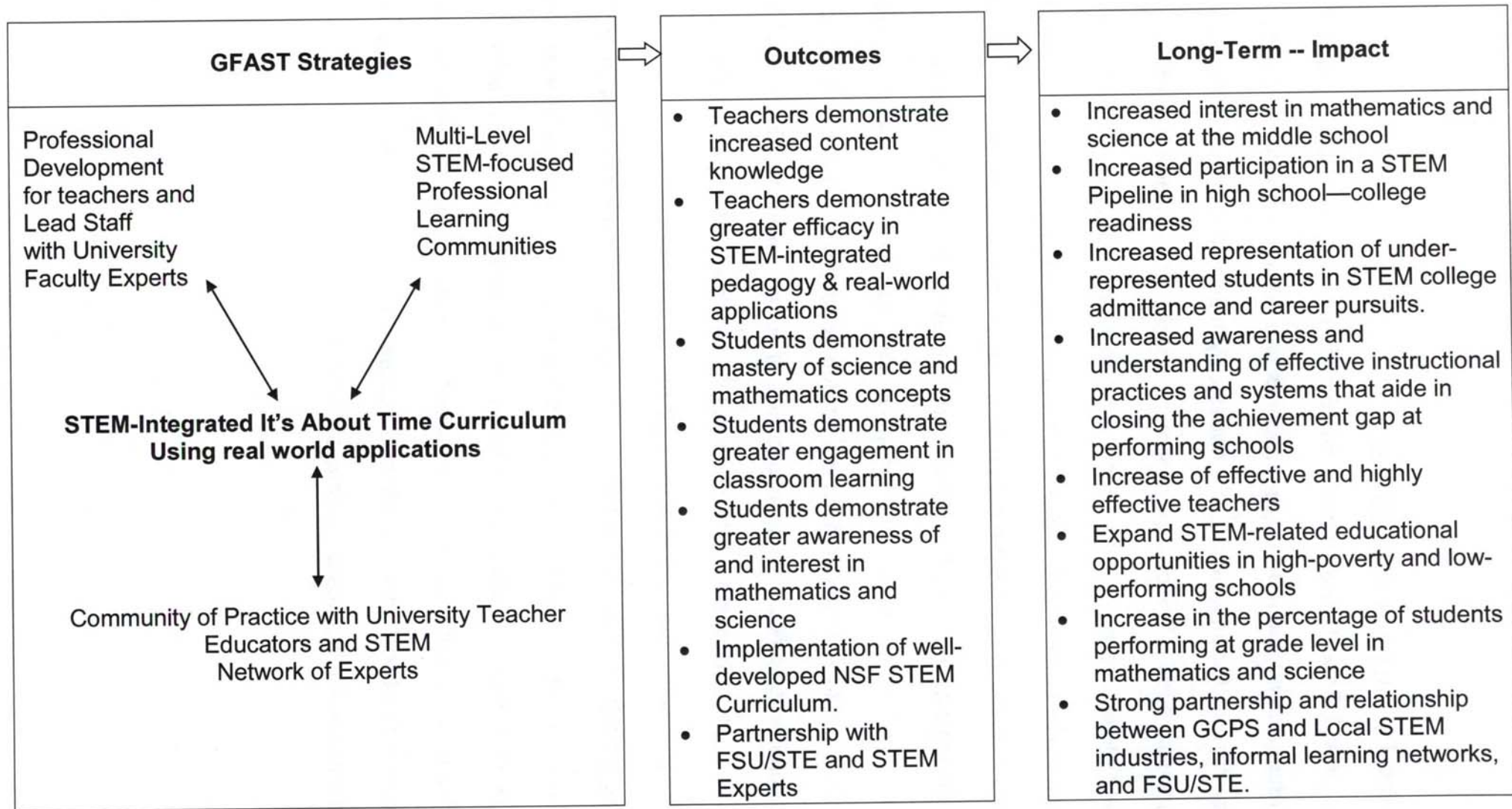
The GFAST Project will address Florida State Board Strategic Plan, **Goal 1: Highest Student Achievement under the teachers and leaders priority** and **Goal 2: Seamless Articulation/Maximum Access**, by infusing the It's About Time STEM Curriculum and Professional Development redesign of instructional practices on a K-6 pipeline to ensure increased student engagement and achievement in mathematics and science. The primary goal of GFAST Project is to create a (5)% increase in math and (10)% increase in science proficiency by the end of the grant period. GFAST will test our design model at (4 of 13) GCPS schools, (Havana Magnet, Greensboro Elementary, Chattahoochee Elementary, and West Gadsden High [6-12]). The study will impact (75) teachers and (1,227) students. In this section, we define our project goals and measurable outcomes, provide an overview of our proposed NSF supported It's About Time STEM curriculum, include a brief detail of the planned project activities to achieve these goals within the context of our logic model.

**Logic Model:** As shown in the logic model (see figure 1), the It's About Time STEM curriculum being used will be the basis for accomplishing the project's objectives. After the GFAST Project, teachers will demonstrate increased proficiency in science and mathematics pedagogical skills and content knowledge therefore will be able to better prepare instructional activities, which increases student's achievement and success in mathematics and science at the targeted schools.



**Figure 1. GFAST Logic Model and Program Outcomes**

**Program Outcomes: Increased mathematics/science achievement of high-needs students.**



**Clear Set of Goals and Explicit Strategies: Goals and Indicators.** The project's

**overarching priority** is to improve STEM education through a relevant and robust, effectively designed professional development model that utilizes, It's About Time STEM Curriculum, underlined by culturally responsive instructional strategies. Three specific project objectives stem from addressing FL Strategic Plan Goals 1 and 2.

**Objective 1:** Increase the percentage of teachers involved in professional learning communities related to mathematics and science for the purpose of developing content knowledge; **Objective 2:** Increase the percentage of teachers participating in cooperative learning experiences through an institute of higher education; **Objective 3:** Increase the proficiency of students on statewide, standardized assessment in mathematics and science. **Explicit Strategies:** To improve STEM education (FL Strategic Plan Goals 1 and 2) and achieve Objectives 1-3, the GFAST project will train and engage teachers in a coherent, innovative, and rigorous approach to instructional redesign using three explicit strategies: 1) Professional Development (PD) in STEM-Integrated real world instructional modeling with university faculty and STEM programs, 2) Multi-Level STEM Professional Learning Communities (PLCs), and 3) Community of Practice with University STEM Network of Experts. **Strategy 1:** A three-tiered PD in STEM-Integrated Modeling. PD in STEM-Integrated instructional modeling will include a three tier process involving monthly activities as described below using the research-based core design approaches to teacher training and development as outlined by the Florida Professional Development Protocol. PD activities, as such, will be driven by the learning objectives outlined in the NGSSS and MAFS correlated with the It's About Time STEM Curriculum.



<b>Tier 1</b>	Two one day (Winter and Spring) PD Institute, led by GFAST project team of University Faculty and district content specialist, It's About STEM Curriculum
<b>Tier 2</b>	One monthly full-day PD session for each teacher during the school year to support development, implementation, and refinement of curriculum materials (e.g., lesson plans), led by University Faculty (School of Teacher Education)
<b>Tier 3</b>	At least one field/study externship per teacher, engaging in real world settings with University Faculty and STEM Experts.

**Strategy 2:** Multi-Level STEM Professional Learning Communities. Teachers will collaborate weekly using lesson study format on site-based PLC teams for collective inquiry, reflection, designing instructional tasks, and incorporating strategies for developing and sustaining shared base of mathematics and science pedagogical content knowledge to support each other and student learning. Similarly, GFAST project team (GCPS personnel, University faculty and STEM experts) will operate as a PLC, meeting regularly to develop/plan curriculum design and PD activities, implementing project plans as a team, reflecting collectively on practices and results, and refining practices—in short, modeling high-functioning and essential components of PLCs.

**Strategy 3:** Community of Practice with University STEM Network of Experts.

Representing a diverse academic background University Faculty and STEM Experts will facilitate field studies for participating teachers building content knowledge and real-world applicability. On a monthly basis, teachers will engage in field experiences at a STEM related facility encouraging enhanced learning/partnership among teachers and the STEM experts. Ultimately allowing the teacher to answer the proverbial questions of “when in my life will I ever use this information” or “why do I need to know this stuff”.

## Evaluation

GFAST project evaluation will be based on quantitative and qualitative data relative to the three (3) objectives outlined in the design and implementation. The GFAST project will use a quasi-experimental design to measure the efficacy of the intervention. The treatment schools (sample x) data will be compared to control schools (sample y). Quantitative data will be derived from district nine week benchmark assessments and proficiency data from student achievement on the state standardized assessments (see Objective 3). For objectives 1 and 2, the number and percentage of teachers from the treatment schools who attend each session with the IHE will be collected, along with participation in school and district PLC meetings. Qualitative measurements will be derived from lessons from the lesson study process, observation of classroom activities, and teacher belief surveys administered by FSU. All teacher participants are required to submit student examples demonstrating competency in the standards. Each teacher participant will submit 3 examples of student work that demonstrates mastery of a standard that has been addressed in the professional development. Student work samples will illustrate mastery of a standard (or related standards) through writing, speaking, or recorded presentation. Student work will be submitted to the district office for initial review. Student work that truly illustrates mastery will then have all teacher and student information removed and sent to the state office to be reviewed and (possibly) placed on CPALMS. All work will be submitted in electronic form. Any work with student pictures will include a county media release form. The collection of deliverables, artifacts, and data analysis will be completed by the project manager.



## **Dissemination and Sustainability**

In GCPS, it is critical to our STEM education/professional development improvement efforts that our K-6 teachers become adept at providing an instructional environment in which they are able to “find ways to support students’ interests and connect lessons to students’ lives” (Hardre and Reeve, 2003), thereby increasing students’ mastery of math and science at earlier grade levels, as well as transform STEM education to a district priority. GFAST will develop a written sustainability plan to assess existing capacity using evaluation results to clarify programmatic elements that should be preserved and solutions to any challenges encountered with a focus on leveraging district, community, and/or partnership resources. The support and commitment from our partner, FSU, is critical to the Project’s dissemination/sustainability efforts. Since the NGSS and FL Math Standards (MAFS) are intended as national/state adoptions respectively, using an NSF supported STEM Curriculum, as the bases of our project will ensure the work will have broad applicability for GCPS/FSU partnership in the preparation, training, and development of pre-service and in-service teachers’ math/science proficient knowledge. Similarly, the GFAST project will develop a systematic strategy for dissemination of findings through two focal points: 1) presentations and publications, 2) engagement in local, state, and national STEM networks. Findings from best practices from GFAST will be shared with researchers, policy makers, and practitioners. Ultimately FLDOE benefits greatly, as GFAST provides practical examples of STEM professional development exemplars, advances the scope, nature, pedagogical aspects of STEM education, theory, knowledge, and practices on teachers’ development and students’ understanding of math and science at the elementary education levels.

Budget Narrative

The GFAST project has allocated (100000) to partner with Florida State University College of Education (FSU). FSU has agreed to perform professional services (see table 4) for GCPS in an effort to achieve objectives 1-3.

**Table 4. FSU Professional Services**

<ul style="list-style-type: none"><li>• Provide access to FSU facilities for PD work with participating teachers</li><li>• Provide monthly face-to-face PD for up to 75 participating teachers throughout the project</li><li>• Provide professional technical assistance to increase participating teachers specialized skills in implementing grade-level STEM related content</li><li>• Coordinate activities for participating teachers/students with STEM Experts (e.g., Magnet lab).</li><li>• Conduct a graduate course on culturally relevant pedagogy (access for up to 30 participating teachers)</li></ul>	<ul style="list-style-type: none"><li>• Develop an on-line site for participating teachers digital content integration related MSP activities (e.g., PD, lesson planning, etc.)</li><li>• Provide GCPS an in-depth analysis and report for all data generated during project implementation</li><li>• Assist GCPS with sustainability planning and development</li><li>• Provide funds to FSU faculty to offset travel expenses associated with increasing exposure to research and advocacy for university-school partnerships to disseminate project results to a broader audience</li></ul>
---	--

Objective 1-3 monies are allocated for purchasing It's About Time STEM training curriculum (35000), substitute teacher salary (66737), travel reimbursement (12000) to attend PDs at FSU, video recording of all PDs and twelve lessons using two iPad/Swivl systems (2856), robotic video recording, one system will record the instructor while the other system will track the audience, lesson studies/PLC/PD supplies (30906) and CPALMS lesson certification (24000). The GFAST project has allocated (12000) for grant management and (12709) to cover indirect costs.



FLORIDA DEPARTMENT OF EDUCATION  
BUDGET NARRATIVE FORM

A) Name of Eligible Recipient/Fiscal Agent:

Gadsden County Public Schools

B) DOE Assigned Project Number:

C) TAPS Number:

16A071

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE POSITION	AMOUNT	% ALLOCATED to this PROJECT	ALLOWABLE DOE USE ONLY	REASONABLE DOE USE ONLY	NECESSARY DOE USE ONLY
5100	140	Substitute Teacher: Salary for substitute teachers for teachers to attend MSP activities with the IHE		\$ 60,000.00	100			
5100	220	FICA: for substitute teachers for teachers to attend MSP activities with the IHE at 7.65% x 60000		\$ 4,590.00	100			
5100	240	Worker's Comp: for substitute teachers for teacher attend MSP activities with the IHE at 1.33% x 60000		\$ 798.00	100			
6400	121	Certified Teacher Salary: Other Miscellaneous Performance Pay for Approved Student Work Samples and Lessons for CPALMS Certification		\$ 31,500.00	100			
6400	131	Other Certified: Program supplement for management and program operations outside of regular work hours		\$ 10,000.00	100			
6400	210	Retirement: Program manager at 9.85% x 10000		\$ 985.00	100			
6400	220	FICA: Program manager at 7.65% x 10000		\$ 765.00	100			
6400	240	Worker's Comp: Program manager at 1.33% x 10000		\$ 133.00	100			
6400	311	Professional and technical services: provided by the IHE for the purposes of teacher training, lesson planning, attendance at district PLCs and practicum experience		\$ 25,000.00	100			

6400	312	Professional and technical services: provided by the IHE for the purposes of teacher training, lesson planning, attendance at district PLCs and practicum experience	\$ 75,000.00	100			
6400	330	Travel: Program Manager 1 per day x 25 mi. RT x 5 days = 125 miles per week = \$55.63 per week in mileage x 4 weeks a month = \$222.50 per month x 10 months = \$2,250 per year	\$ 2,000.00				
6400	330	Travel: for teachers to attend monthly sessions with the IHE calculated @ .445 per mile - using Google map mileage - round trip from Quincy to Tallahassee is about 46 miles (per map mileage) 46 x .445 x number of trips x number of teachers (46 x .445 x 8 x 75 = 12282)	\$ 12,000.00	100			
6400	390	Supplies: It's About Time curriculum materials	\$ 35,787.28	100			
6400	390	Other Purchase Services: cPalms curriculum review, approval, and training at \$2000.00 x 12	\$ 24,000.00	100			
6400	510	Supplies: Lesson Study Kits {k-2 (160.00 x 75)=12,000.00} + {3-5 (160.00 x 75)=12,000.00} + {facilitator (535 x 2)=1070.00}	\$ 25,070.00	100			
6400	510	Supplies: National Brand Laboratory Notebook, 4 X 4 Quad, Brown, Carbonless, 11 x 9.25 Inches (20.99 x 75)	\$ 1,574.25	100			
6400	510	Supplies: Dry Erase Easel (377.99 x 4)	\$ 1,511.96	100			
6400	510	Supplies: Rule Easel Pad (pack of 2 ~52.99x8)	\$ 872.92	100			
6400	510	Supplies: Rule Easel Pad (pack of 4 ~109.99x8)	\$ 423.92	100			
6400	510	Supplies: Dry Erase Markers {1 per teacher (4.99x75)}	\$ 374.25	100			
6400	510	Supplies: Dry Erase Cleaning Towelettes (8x9.69)	\$ 77.52	100			
6400	510	Supplies: Dry Eraser for Easel (4x4.49)	\$ 25.96	100			
6400	510	Supplies: office supplies	\$ 187.94	100			
6400	643	Capitalized Computer Hardware: iPad 2 Air with apple care for recording PD and lessons at \$778.00 x 2	\$ 1,556.00	100			



6400	Noncapitalized Computer Hardware: Swivl 644 recording device at \$650.00 x 2	\$ 1,300.00	100			
7200	Indirect Cost: School Board of Gadsden 791 County at 4.18%	\$ 13,189.00	100			
<b>D) TOTAL</b>		<b>\$ 328,722.00</b>				

DOE 101S- Print version - Page 1 of 2  
September 2011

**DOE USE ONLY (Program)**

I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

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

**DOE USE ONLY (Grants Management)**

I certify that the cost for each line item budget category has been evaluated and determined to be allowable as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

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





"Building A Brighter Future"

# The School Board of Gadsden County

**REGINALD C. JAMES**  
SUPERINTENDENT OF SCHOOLS

**Memorandum of Understanding (MOU)**  
**Gadsden County Classroom Teachers Association, Gadsden Educational Staff Professional Association**  
**Gadsden County Public Schools (GCPS),**  
**GCPS & FSU Advancement of STEM Teaching (GFAST)**  
**Mathematics and Science Project**

**Gadsden County Public Schools with partner organization**  
**Florida State University, College of Education**

The Gadsden County Classroom Teachers Association (GCCTA), the Gadsden Educational Staff Professional Association (GESPA) and the Gadsden County Public Schools (GCPS) hereby tentatively agree to the provisions set out below and will support the ratification of such provisions by the members of the GCCTA bargaining unit and the Gadsden County School Board:

Gadsden County Schools Title II Mathematics and Science Partnership Grant, Sections 2201-2203 herein called MSP:

GCCTA, GESPA and the GCPS acknowledge that the Gadsden County Public Schools has qualified for the MSP grant for the sole purpose of increasing the academic achievement of students in mathematics and science by enhancing the content knowledge and teaching skills of classroom teachers through partnerships between high-need school districts and the science, technology, engineering, and mathematics (STEM) faculty in institutions of higher education (IHE). In complying with the requirements of the MSP grant, GCCTA, GESPA and the Gadsden County Public Schools, hereby agree to this Memorandum of Understanding to address any changes in the Collective Bargaining Agreement (CBA) between the parties and the effect of these changes on the employees of any Gadsden County Public Schools who receive said grant.

The parties further recognize that the successful execution of the Mathematics and Science Partnership Grant is wholly dependent upon the cooperative and collaborative efforts of the parties and that utilization of Florida Statute 447.403 is counterproductive to achieving the goals contained within the Mathematics and Science Partnership Grant.

This cooperative agreement reflects the overall commitment, as well as the specific responsibilities and the roles of the Gadsden County Public Schools (GCPS), Gadsden County Classroom Teachers Association (GCCTA), and the Gadsden Educational Staff Professional Association (GESPA) to support the Mathematics and Science Partnership GFAST project. The purpose of the project is to implement a NSF-endorsed STEM curriculum, It's About Time, that will help teachers enhance their content and pedagogical instructional skills in order to increase student engagement and achievement in mathematics and science.

AUDREY D. LEWIS  
DISTRICT NO. 1  
HAVANA, FL 32333

STEVE SCOTT  
DISTRICT NO. 2  
QUINCY, FL 32351

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

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

ROGER P. MILTON  
DISTRICT NO. 5  
QUINCY, FL 32353



"Building A Brighter Future"

# The School Board of Gadsden County

**REGINALD C. JAMES**  
SUPERINTENDENT OF SCHOOLS

**Project Period:** July 1, 2015-June 30, 2016

## Specific Roles and Responsibilities

The partnership between the Gadsden County Public Schools, Gadsden County Classroom Teachers Association, and Gadsden Educational Staff Professional Association entails the following:

<b>Gadsden County Public Schools (GCPS) agrees to:</b>	<b>Gadsden County Classroom Teachers Association (GCCTA) agrees to:</b>
<ul style="list-style-type: none"> <li>• Recruit up to 75 teachers across K-12 within GCPS.</li> <li>• Provide associated STEM curriculum materials for PD workshop/activities.</li> <li>• Provide supplies for teachers to use during district PLCs, school PLCs, and lesson study opportunities conducted by FSU.</li> <li>• Provide travel for teachers and/or students to attend monthly sessions with STEM experts.</li> <li>• Provide teacher incentives (\$1000.00) for a published CPalms lesson. GFAST goal is twelve (12) total published lessons</li> <li>• Provide teacher incentive (\$500.00) for chosen student work samples demonstrating mastery of standard aligned to PD. Three (3) per quarter. Student samples will be selected by GFAST participants during the PD session at FSU.</li> <li>• Provide access to FSU facilities for PD work.</li> <li>• Provide monthly face-to-face PD for up to 75 participating teachers throughout the project period.</li> <li>• Provide follow-up (classroom) assistance to increase participating teachers' specialized skills in implementing grade-level STEM Curriculum It's About Time.</li> <li>• Coordinate activities for participating teachers/students with STEM experts (e.g., High Magnetic Field Laboratory).</li> <li>• Conduct a graduate course on culturally relevant pedagogy and provide tuition and fees so that up to 30 participating teachers may take the course.</li> </ul> <p>Continued on next page</p>	<ul style="list-style-type: none"> <li>• Allow the GFAST team access to participating teachers' classrooms for the purposes of classroom observations and interacting with participating teachers and their students.</li> <li>• Allow the GFAST team to collect teacher / student work samples and/or classroom materials (e.g., lesson plans, activities, assessments).</li> <li>• Allow the GFAST team to video record classroom instruction for purposes of reflection.</li> <li>• Allow for teacher release time, as needed, to complete project-related tasks (i.e., travel to FSU), as supported by project funds.</li> <li>• Teach science in all grades five days a week</li> <li>• Principals monitoring daily science instruction in all grades.</li> </ul>

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# The School Board of Gadsden County

**REGINALD C. JAMES**  
SUPERINTENDENT OF SCHOOLS

"Building A Brighter Future"

<ul style="list-style-type: none"> <li>• Conduct onsite visits to meet with participating teachers and/or district staff to discuss project-related issues and/or feedback during the semesters included in the project period:             <ul style="list-style-type: none"> <li>○ Fall 2015</li> <li>○ Spring 2016</li> <li>○ Summer 2016</li> </ul> </li> <li>• Develop an online (Blackboard) site for participating teachers' digital content integration related MSP activities (e.g., PD, lesson planning, etc.).</li> <li>• Provide teachers an in-depth analysis and report for all data generated during the project period.</li> <li>• Provide regular updates (as needed) regarding PD activities in order to ascertain STEM curriculum implementation.</li> <li>• Assist teachers with sustainability planning and development.</li> </ul>	
--	--

This Memorandum of Understanding shall expire June 30, 2016.

<b>Gadsden County Public School Superintendent/Representative</b>	
Signature (in blue ink)	Date
Type or print name and title	
<b>Gadsden County Classroom Teachers Association Representative</b>	
Signature (in blue ink)	Date
Type or print, name and title	
<b>Gadsden Educational Staff Professional Association Representative</b>	
Signature (in blue ink)	Date
Type or print name and title	
<b>Gadsden County Public School Principal</b>	
Signature (in blue ink)	Date
Type or print, name and title	

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DISTRICT NO. 4  
GRETNA, FL 32332  
QUINCY, FL 32352

ROGER P. MILTON  
DISTRICT NO. 5  
QUINCY, FL 32353

*AS for KWS.*

# SUMMARY SHEET

## RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 9a

Date of School Board Meeting: October 27, 2015

TITLE OF AGENDA ITEM: Change Order #1500 for HVAC Project – James A.

Shanks Health Clinic/Keith Lawson Services, LLC

DIVISION: Department of Facilities

(Example: Secondary Education, Property Records, etc.)

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

PURPOSE AND SUMMARY OF ITEM: For board approval of Change Order #1500 for the HVAC Project – James A. Shanks Health Clinic/Keith Lawson Service, LLC. The change order is due to the project contingency was not utilized therefore a \$1,000.00 credit to the contract is in order.

FUND SOURCE: 420

AMOUNT: N/A

PREPARED BY: Wayne Shepard

POSITION: Director of Facilities

2015 OCT -5 AM 7:40  
SCHOOL BOARD AGENDA

### INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

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

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

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

Be sure that the COMPTRROLLER has signed the budget page.



# AIA<sup>®</sup> Document G701<sup>™</sup> – 2001

## Change Order

<b>PROJECT:</b> <i>(Name and address)</i> Hvac Proj Shanks Health Clinic 1400 W. King St, Quincy, FL	<b>CHANGE ORDER NUMBER:</b> 1500	<b>OWNER</b> <input checked="" type="checkbox"/>
	<b>DATE:</b> 9-1-15	<b>ARCHITECT</b> <input checked="" type="checkbox"/>
	<b>ARCHITECT'S PROJECT NUMBER:</b> 14-013h	<b>CONTRACTOR</b> <input checked="" type="checkbox"/>
<b>TO CONTRACTOR:</b> <i>(Name and address)</i> Keith Lawson Services, LLC P.O. Box 37309 Tallahassee, FL 32315	<b>CONTRACT DATE:</b> 7-30-2015	<b>FIELD</b> <input type="checkbox"/>
	<b>CONTRACT FOR:</b> Construction HVAC	<b>OTHER</b> <input type="checkbox"/>

The Contract is changed as follows:  
*(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives.)*  
 The project contingency was not utilized on the project therefore a \$1,000. credit to the contract is in order.

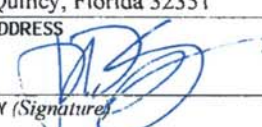
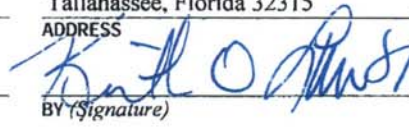
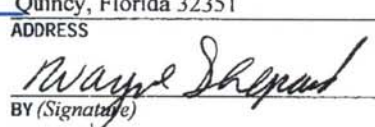
The original Contract Sum was	\$	<u>15,000.00</u>
The net change by previously authorized Change Orders	\$	<u>14,000.00</u>
The Contract Sum prior to this Change Order was	\$	<u>29,000.00</u>
The Contract Sum will be decreased by this Change Order in the amount of	\$	<u>1,000.00</u>
The new Contract Sum, including this Change Order, will be	\$	<u>28,000.00</u>

The Contract Time will be unchanged by --- ( --- ) days.

The date of Substantial Completion as of the date of this Change Order, therefore, is August 29, 2015

*(NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.)*

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

<u>Joel Sampson Architect, Inc.</u> ARCHITECT <i>(Firm name)</i>	<u>Keith Lawson Services, LLC</u> CONTRACTOR <i>(Firm name)</i>	<u>Gadsden County School Board</u> OWNER <i>(Firm name)</i>
<u>212 N Adams St</u> <u>Quincy, Florida 32351</u> ADDRESS	<u>P.O. Box 37309</u> <u>Tallahassee, Florida 32315</u> ADDRESS	<u>35 Martin Luther King Jr. Blvd</u> <u>Quincy, Florida 32351</u> ADDRESS
 BY <i>(Signature)</i>	 BY <i>(Signature)</i>	 BY <i>(Signature)</i>
<u>Joel Sampson</u> <i>(Typed name)</i>	<u>Keith Lawson</u> <i>(Typed name)</i>	<u>Wayne Shepard</u> <i>(Typed name)</i>
<u>9-9-2015</u> DATE	<u>9/4/15</u> DATE	<u>9-9-2015</u> DATE

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*Handwritten initials/signature*

# SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 9b

Date of School Board Meeting: October 27, 2015

TITLE OF AGENDA ITEM: Change Order #1 for HVAC Project – James A. Shanks

Health Clinic/Keith Lawson Services, LLC

DIVISION: Department of Facilities  
(Example: Secondary Education, Property Records, etc.)

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

PURPOSE AND SUMMARY OF ITEM: For board approval of Change Order #1 for the HVAC Project – James A. Shanks Health Clinic/Keith Lawson Service, LLC. The change order consisted of removal and replacement of all ductwork for two HVAC systems.

Change order amount of \$14,000.00.

FUND SOURCE: 420

AMOUNT: \$14,000.00

PREPARED BY: Wayne Shepard

POSITION: Director of Facilities

2015 OCT -5 AM 7:40  
184

**INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER**

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

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

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

Be sure that the COMPTROLLER has signed the budget page.





**AIA**<sup>®</sup>

# Document G701<sup>™</sup> – 2001

## Change Order

<b>PROJECT:</b> <i>(Name and address)</i> HVAC Proj Shanks Health Clinic 1400 West King St, Quincy, Fla	<b>CHANGE ORDER NUMBER:</b> 001	<b>OWNER</b> <input checked="" type="checkbox"/>
	<b>DATE:</b> 8-7-2015	<b>ARCHITECT</b> <input checked="" type="checkbox"/>
	<b>ARCHITECT'S PROJECT NUMBER:</b> 14-013H	<b>CONTRACTOR</b> <input checked="" type="checkbox"/>
<b>TO CONTRACTOR:</b> <i>(Name and address)</i> Keith Lawson Services, LLC P.O. Box 37309 Tallahassee, FL 32315	<b>CONTRACT DATE:</b> 7-30-2015	<b>FIELD</b> <input type="checkbox"/>
	<b>CONTRACT FOR:</b> CONSTRUCTION-HVAC	<b>OTHER</b> <input type="checkbox"/>

The Contract is changed as follows:  
*(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives.)*


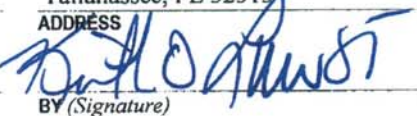

Remove all ductwork for existing heating ventilation and air conditioning systems and install new insulated sheet metal ductwork at attic area. Replace all boots, registers, grills. Replacement shall be at two (both) hvac systems.

The original Contract Sum	was	\$	15,000.00
The net change by previously authorized Change Orders		\$	0.00
The Contract Sum	prior to this Change Order was	\$	15,000.00
The Contract Sum	will be increased by this Change Order in the amount of	\$	14,000.00
The new Contract Sum	, including this Change Order, will be	\$	29,000.00
The Contract Time will be unchanged by	---- ( -- ) days.		

The date of Substantial Completion as of the date of this Change Order, therefore, is August 29, 2015

*(NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.)*

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

Joel Sampson Architect, Inc. <i>ARCHITECT (Firm name)</i>	Keith Lawson Services, LLC <i>CONTRACTOR (Firm name)</i>	Gadsden County School Board <i>OWNER (Firm name)</i>
212 N. Adams St. Quincy, Florida <i>ADDRESS</i>	P.O.Box 37309 Tallahassee, FL 32315 <i>ADDRESS</i>	35 Martin Luther King Jr. Blvd. Quincy, Florida <i>ADDRESS</i>
 <i>BY (Signature)</i>	 <i>BY (Signature)</i>	 <i>BY (Signature)</i>
Joel Sampson <i>(Typed name)</i>	Keith Lawson, Jr. <i>(Typed name)</i>	Wayne Shepard <i>(Typed name)</i>
8-10-15 <i>DATE</i>	8-18-15 <i>DATE</i>	8-12-2015 <i>DATE</i>

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# The School Board of Gadsden County



*"Building A Brighter Future"*

**Reginald C. James**  
Superintendent of Schools

**Wayne Shepard, Director**  
Department of Facilities  
805 South Stewart Street  
Quincy, FL 32351  
TEL: (850) 627-9888  
FAX: (850) 875-8795

September 28, 2015

Mrs. Ferree,

I am requesting an emergency purchase order for the installation of a heating boiler at James A. Shanks Middle School. The weather is changing and will be turning cold soon. We need to have the boiler in place as soon as possible in order for the school to have heat. We obtained three quotes and Parker Services had the lowest.

Thank you,

*Barbara Smith*

Barbara Smith

cc: Mr. Wayne Shepard  
Mr. Reginald James

AUDREY LEWIS  
DISTRICT NO. 1  
HAVANA, FL 32333

Steve Scott.  
DISTRICT NO. 2  
QUINCY, FL 32351

ISAAC SIMMONS, JR.  
DISTRICT NO. 3  
CHATTACHOOCHEE, FL 32324

Charlie D. Frost  
DISTRICT NO. 4  
GREENSBORO, FL 32330

ROGER P. MILTON  
DISTRICT NO. 5  
QUINCY, FL 32351

**BOARD MEETS FOURTH TUESDAY OF EACH MONTH**  
EQUAL OPPORTUNITY EMPLOYER



1600 Mill Street Phone: (850) 222-7722  
Tallahassee, FL 32310 Fax: (850) 222-1677  
"Comfort Is Just A Call Away"

CMC050334

**PROPOSAL**

**7-6-12**

To:  
Gadsden County School Board  
35 Martin Luther King BLVD  
Quincy FL

Location Of Work:  
James A Shanks Middle School  
1400 West King Street  
Quincy Fl

Scope of work:  
• Install Heating Boiler Provided by Owner  
Includes all labor and Materials for the following

- Connect to existing 4 inch supply and return lines
- Install 2 new lug style 4 inch butterfly valves
- Install new thermometers
- Reconnect make up water
- Insulate piping involved in this scope of work
- Install New Shot Feeder tank
- Reconnect gas piping
- Remove existing flue
- Run new 14" Category 2 Stainless Steel Boiler Vent Thru Roof
- Electrical and controls by others***
- Will assist factory technician with startup. See Attachment from hurst

**The Price for the above work.....\$ 11,800.03**

**Alt 1 Install new expansion Tank**

- **Taco CA140 Tank**
- **All Labor and Materials Needed.....\$4,141.54**

**Submitted by: Roy Parker**











Wayne Shepard <shepardw@gcpsmail.com>

---

**WGHS Pump Check Valve**

1 message

---

**Tom Zimmerly** <TZimmerly@brookssolutions.net>

Fri, Sep 25, 2015 at 8:41 AM

To: Wayne Shepard <shepardw@mail.gcps.k12.fl.us>

Cc: Nichole Taylor <NTaylor@brookssolutions.net>, Mel Kiper <MKiper@brookssolutions.net>

Wayne,

This is the check valve that caused the outage Monday morning. It is on Pump #2 and bypasses causing the pump to run backwards. Any time the system switches from pump #1 to #2 this happens. With the pump running backwards it can't start and goes off on overload. We have been trying to keep pump #1 as lead but that doesn't always happen. This was on the list for repairs. Let me know your thoughts

Tom

**Tom Zimmerly CAC, CN I Sales Engineer**

**Brooks Building Solutions | formerly Brooks Air Systems**

2815-1 Industrial Plaza Dr I Tallahassee, FL 32301

P (850)-701-2350 x380 I C (850)-528-4041 I F (850)-701-2355

tzimmerly@brookssolutions.net

www.brookssolutions.net

 **WGHS check valve rebuild 9-25-15.doc**  
149K

shepardw@gcps...

Mail

COMPOSE

- Inbox (6)
- Starred
- Important
- Sent Mail
- Drafts
- Follow up (48)
- Misc
- Priority
- More



Search people

- Beverly Ne
- Bruce Jam
- Farrah Fin
- Lisa Robin
- youmansd
- butlerj
- Curtis Rich
- Mary Rutte
- sgauss
- Annela Ro



# Brooks

Building Solutions

### Proposal

**Date:** September 25, 2015

**To:** Wayne Shepard - Gadsden County Schools

**Project:** West Gadsden High School Chilled Water Check Valve Rebuild

We propose to furnish the following equipment and/or service for the above referenced project. Upon approval, Brooks Building Solutions may invoice for 35% of the project amount for material purchase and mobilization. Brooks Building Solutions standard terms and conditions apply to this quotation.

**This proposal includes: The complete kit to rebuild the 12" Pump Check Valve**

- 759-468RP packing kit
- 759-473RP Seal Kit
- 759-472RP Spring
- 759-465RP disc kit
- 759-466RP Spindle kit
- 759-572RP Bracket Kit
- 759-596RP Memory Kit
- 759-252RP Pressure Tap Kit
- Labor and any miscellaneous materials needed to complete

**This proposal does not include:**

- Refrigerant, parts other than listed above, overtime or weekend work or anything not specifically mentioned above

**Total Price: One Thousand Six Hundred Eighty Eight Dollars and no/100's \$1,688.00**

\*This proposal is valid for Thirty (30) days from date of issue.  
\*Full freight allowed and all applicable taxes are included.

**BROOKS BUILDING SOLUTIONS, INC.**

Accepted By: Wayne Shepard  
 Date: SEPT. 25, 2015

P. O. Number: \_\_\_\_\_

Tom Zimmerly  
Sales Engineer

11196 St. Johns Industrial Parkway, South - Jacksonville, Florida 32246 - (904) 642-5303 - FAX (904) 641-8722  
FL: CA C058729 GA: CN 209606

340.8100.350.0051.3405



*Barbara*

09/25/15 00 FY: 16

12. REQUEST/PURCH ORDER SCAN

TIME: 11:11

TYPE CNTR  
P

FND

---VENDOR--  
V B10990000

E S I  
---

FR--ISSUE--TO  
070115 092515

START

REQ-NO	REQ-NUM	DATE	CNTR	VENDOR	ESI	ORIGINAL	LIQ/PAID	CURRENT
000000	00000002	070115	9020	VB10990000	BY	5,841.00	5,841.00	.00
000033	90204368	080515	9020	VB10990000	YBN	13,290.00	.00	13,290.00
000069	90204373	081215	9020	VB10990000	YBY	59,756.00	9,959.32	49,796.68
000070	90204374	081215	9020	VB10990000	YBY	76,924.00	12,820.68	64,103.32
000071	092515	092515	9020	VB10990000	YB	1,688.00	.00	1,688.00

TOTAL 157,499.00 28,821.00 128,678.00

ALL RECORDS DISPLAYED. NEXT?

PF3 FOR ACCOUNT NUM SCAN TERM: 9/25/15

4-@

1

Sess-1

199.44.72.2

TW1H0064

4/9

*This needs to go to board, \$ exceed \$15,000/vendor w/o Biding.*

*This was not done by contract 7/1/15 began, Wayne says Not covered in "maintenance plan."*

*R. W. Smith*

## SUMMARY SHEET

### RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 9e

Date of School Board Meeting: October 27, 2015

TITLE OF AGENDA ITEM: Inter-Local Agreement

DIVISION: Department of Facilities

(Example: Secondary Education, Property Records, etc.)

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

PURPOSE AND SUMMARY OF ITEM: For board approval of Inter-Local agreement with the Board of Commissioners for various materials and services as per attached.

FUND SOURCE: 110

AMOUNT: N/A

PREPARED BY: Wayne Shepard

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 \_\_\_\_\_

Be sure that the COMPTROLLER has signed the budget page.

2015 SEP 24 AM 10:27  
SUPERINTENDENT'S OFFICE  
1000 W. 10TH ST. SUITE 100  
MILWAUKEE, WI 53233





**COMMISSIONERS:**  
**ERIC F. HINSON**  
District 1  
**ANTHONY O. VIEGBESIE, PhD**  
District 2  
**GENE MORGAN**  
District 3  
**BRENDA A. HOLT**  
District 4  
**SHERRIE D. TAYLOR**  
District 5

**GADSDEN COUNTY**  
**Board of County Commissioners**  
**DEPARTMENT OF PUBLIC WORKS**

**ROBERT M. PRESNELL**  
County Administrator  
**CURTIS P. YOUNG**  
Director

September 15, 2015

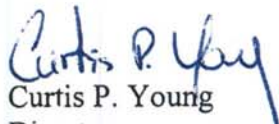
Mr. Wayne Sheppard  
Gadsden County School Board  
35 M. L. King Jr. Blvd  
Quincy, FL 32351

Dear Mr. Sheppard,

Enclosed is the Interlocal Agreement for unpaved/paved road maintenance for FY 2015/2016. This Agreement has already been approved by the Board of County Commissioners and needs your signature for processing.

If you have any concerns, questions or changes, please contact me at your earliest convenience.

Sincerely,

  
Curtis P. Young  
Director

## INTERLOCAL AGREEMENT

This AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2015, by and between Gadsden County, Florida, a political subdivision of the State of Florida, hereinafter called "County" and the Gadsden County School Board, within the County of Gadsden, hereinafter called "School Board."

The School Board has determined that it may need to request the services of the County to assist with maintenance:

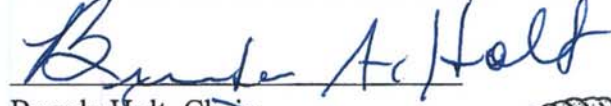
It is agreed to by and between School Board and County as follows:

1. During the term of this Agreement, the County, upon the School Board's request, shall perform the needed or desired maintenance on the paved and unpaved roads/drive ways accessing school properties and hauling various materials to school properties within Gadsden County.
2. During the term of this Agreement, should the School Board's desire County assistance with a special project, the School Board shall provide a written request submitted to the County Administrator. If approved by the County Administrator, the County shall provide a written quotation to the School Board for the work requested for special projects (i.e. athletic fields, drainage structures, or right-of-way maintenance). If the written quote is acceptable and approved by the School Board, then upon receiving written notice of approval, the County will schedule and perform the requested work.
3. The Superintendent of the School Board or his/her authorized designee shall be the agent of the School Board for administration and implementation of this Agreement, and shall provide the Public Works Department with information concerning the need and necessity for County maintenance on unpaved or paved drive ways and/or special projects within Gadsden County. The County will undertake reasonable efforts to commence and complete the work depending on the availability of County equipment, personnel and materials. Such work shall be performed to applicable County standards, unless otherwise agreed in writing between the parties.
4. As compensation for maintenance requested by the School Board, the County shall bill based upon services rendered at the rate(s) indicated in "Attachment B."
5. If the School Board does not agree with billing fees for work performed, they may contact the County Administrator for resolution of billing disputes.
6. Should the School Board be in payment default of more than 30 days, the County Administrator shall cease all work under this agreement, unless prior payment arrangements have been made and agreed upon between the School Board and the County.



7. The School Board acknowledges maintenance responsibility for any property upon which any maintenance is requested or performed. In performing any work pursuant to this Agreement, the County is acting solely in its capacity as an independent contractor and is not taking or exercising custody, control, ownership, or possession of the subject property. The performance of any work pursuant to this Agreement shall not render the County responsible, in whole or in part, for any past, present, or future maintenance.
8. The agreement remains in effect from the date of execution until September 30, 2016.

GADSDEN COUNTY  
BOARD OF COUNTY COMMISSIONERS



Brenda Holt, Chair



Clerk



GADSDEN COUNTY SCHOOL  
BOARD

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Clerk

## ATTACHMENT A

The following are schools designated to the School Board in Gadsden County, Florida that are to be covered by the Inter-Local Agreement between the School Board and Gadsden County Board of County Commissioners.

Carter Parramore Academy  
East Gadsden High School  
George W. Munroe  
Greensboro Elementary  
Gretna Elementary  
Havana Elementary  
Havana Middle School  
Shanks Middle School  
Stewart Street Elementary  
St. John Elementary  
West Gadsden High School



**Attachment B  
Billing Rate Table**

**Road Scraping (Basis for Hourly Rate)**

	<u>Duration</u>	<u>Item</u>	<u>Hourly Rate</u>	<u>Fringes</u>	<u>Total</u>
1	15 mins	Secretary	\$14.70	51.79%	\$ 5.58
2	15 mins	Billing - Office Manager	\$19.10	51.79%	\$ 7.25
3	10 mins	Operations Supervisor	\$20.98	51.79%	\$ 5.31
4	1 hour	Grader Operator	\$16.17	51.79%	\$ 24.54
	1 hour	Grader	\$22.00		\$ 22.00
	1 hour	Fuel	\$61.49		\$ 16.49
	1 hour	Insurance	\$0.80		\$ 0.80
					-----
					\$ 81.97
Contingency to cover unexpected damages					\$ 8.03
					-----
Estimated hourly cost for providing work related to scraping roads					<b>\$ 90.00</b>

**Other Materials & Services (per ton)**

	<u>Costs</u>
Cost of #57 Rock per ton	\$ 21.00
Cost of Crushed Concrete per ton	\$ 12.00
Cost of Granite Rock	\$ 37.25
Cost of Limerock per ton	\$ 12.00
Cost of Millings per ton	\$ 16.75
Cost of Sand per ton	\$ 5.34
Cost of Sandy Clay per ton	\$ 8.75
Cost of Shellrock per ton	\$ 10.00
Cost of Top Soil per ton	\$ 16.25

**Equipment & Operators (per hour)**

Cost of Back Hoe per hour w/Operator	\$ 45.00
Cost of Boom Mower per hour w/Operator	\$ 75.00
Cost of Dump Truck per hour w/Operator	\$ 45.00
Cost of Excavator/ditch cleaning (Gradall) per hour w/Operator	\$ 75.00
Cost of Front End Loader per hour w/Operator	\$ 50.00
Cost of Grabber Truck per hour w/Operator	\$ 45.00
Cost of Grader w/Operator	\$ 45.00
Cost of Grader w/side arm (sloper) & Operator	\$ 50.00
Cost of Inmate Van per hour w/Supervisor	\$ 45.00
Cost of Jetter Truck per hour w/Operator	\$ 150.00
Cost of Maintenance Worker I per hour	\$ 9.86
Cost of Roller w/Operator	\$ 50.00
Cost of Small Tractor per hour w/Operator	\$ 25.00
Cost of Sweeper w/Operator	\$ 30.00
Cost of Track Hoe per hour w/Operator	\$ 75.00
Cost of Tractor per hour w/Operator	\$ 50.00
Cost of Tractor w/Tiller per hour w/Operator	\$ 45.00



Angela Roberts <robertsa@gcpsmail.com>

**Inter-Local Agreement for Maintenance**

1 message

**Rosia Barnes** <rbarnes@gadsdencountyfl.gov>

Wed, Sep 23, 2015 at 9:46 AM

To: "robertsa@gcpsmail.com" <robertsa@gcpsmail.com>

Cc: Curtis Young <cyoung@gadsdencountyfl.gov>, Deborah Meeks <dmeeks@gadsdencountyfl.gov>

Ms. Roberts,

Confirming our conversation of earlier today, Chattahoochee Elementary and Gadsden Elementary Magnet School are covered under the Inter-Local Agreement; even though they were not individually listed. We also understand that Havana Elementary is inactive, and will delete it from future Agreements.

If we can be of further assistance, please do not hesitate to call.

Thank you,

Rosia Barnes

Administrative Services Assistant

Public Works Department

Phone: (850) 875-8672

Fax: (850) 875-8676

Email: [rbarnes@gadsdencountyfl.gov](mailto:rbarnes@gadsdencountyfl.gov)

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. The information contained in this email and/or attachment(s) may be confidential and intended solely for the use of the individual or entity to whom it is addressed. This email and/or attachment(s) may contain material that is privileged or protected from disclosure under applicable law. If you are not the intended recipient or the individual responsible for delivering to the intended recipient, please notify sender immediately by telephone to obtain instructions as to whether information in this email and/or attachment(s) is confidential and privileged or protected from disclosure under applicable law.



*[Handwritten signature]*

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

**AGENDA ITEM NO.** 10a

**Date of School Board Meeting:** October 27, 2015

**TITLE OF AGENDA ITEM:** School Field Trip Requests (Out-of-State) – James A. Shanks Middle School

**DIVISION:** Pre-K – 12 Education

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

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

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

**FUND SOURCE:** N/A

**AMOUNT:** N/A

**PREPARED BY:** Rosalyn W. Smith

**POSITION:** Deputy Superintendent

-----  
INSTRUCTIONS TO BE COMPLETED BY PREPARER

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

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

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

*[Faint red stamp: 91:0111 5:11:16]*

# James A. Shanks Middle School

## School Bus Request

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

### Sponsor Group Information

Requested By: Stan Norton Group Name: Marching Tigers  
Group Contact: Stan Norton Trip Purpose: Parade

Est. # of Students: 120 Est. # of Chaperones: 11 # of Bag Lunches required: \_\_\_\_\_

### Transportation Required

Type of Transportation required: Bus Est. # of Vehicles required: 2 large Buses with carriers  
Volunteer Drivers Available: \_\_\_\_\_ Specify any Special Needs Required: \_\_\_\_\_

### Itinerary

Depart Date: 4/21/16 Return Date: 4/21/16 Depart Time: 4:00pm Return Time: 10:45pm  
Trip Destination: Downtown City: Thomasville State: GA

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

REQUEST APPROVED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Principal Signature <u>Janette B. Ellis</u>	
DATE: <u>9/25/15</u>	Comments:	
Date Submitted:	Dated Inputted:	Inputted By:
Comments:		



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

## FIELD TRIP REQUEST

<b>SCHOOL:</b> JASMS	<b>CONTACT FOR FIELD TRIP:</b> Stan Norton
-------------------------	---

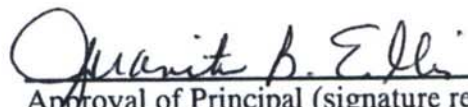
<b>DATE OF TRIP:</b> April 21, 2016	<b>WHO IS ATTENDING: (grade/organization)</b> 6-8 bands
--	--

<b>LOCATION:</b> Thomasville, GA	<b>TRAVELING BY:</b> <input checked="" type="checkbox"/> School bus <input type="checkbox"/> Charter bus
-------------------------------------	---

<b>PURPOSE:</b> To serve as a motivation for improving grades and conduct. MUA 2.3.2 perform, as a member of a music ensemble, with expression, easy to moderate music literature from diverse genres and styles Parade
--

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

  
 \_\_\_\_\_  
 Signature of Person Requesting Trip

  
 \_\_\_\_\_  
 Approval of Principal (signature required)

_____ APPROVED	_____ DENIED
_____ Rosalyn W. Smith Deputy Superintendent	_____ Date

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



# MARCHING TIGERS PARADE REMINDER



**GMAC MUSIC CAMP:** June 8<sup>th</sup>-July 31<sup>st</sup>



**Mandatory Rehearsals:** Monday-Thursday 2:45PM-6:00PM

## "Rose Bud Parade"

**THURSDAY: April 21, 2016**

**Location:** Thomasville, Georgia

**FEATURED AUXILIARY:** Dancer's

Report to band room.....	2:45pm
Load buses.....	3:15pm
Parade Line-up.....	6:00pm
Show Time.....	7:00pm

**Parade route:** Washington and broad to south on Broad Street turning left onto Smith Avenue to Crawford Street.

**Band attire:** Band uniform pants( Students should wear pants to school with a white polo worn over band tour t-shirt to keep t-shirt clean.

**Auxiliary uniform:** Band tour t-shirt, jazz pants and jazz shoes

All band class students are invited to participate in our last events for the year. This will be a great opportunity for your child to experience being in a parade where elementary and middle school students are featured and going back to their elementary school to perform for future band members. We will provide uniform pants. However: students will need to order the band tour t-shirt.

**Dinner:**.....  
**Location:** 2014 Capital Circle S. E Tallahassee, Florida



## Estimated Spending Money \$10

Please send students with money to this event. We cannot afford to feed every student who does not have money.

When money has been loaned out in the past we were not reimbursed.

Estimated Return time.....10:45pm

**Note:** The director will send out a text in addition to students contacting parents if we are running behind schedule to give you an accurate pick-up time.

**Items needed:** STUDENTS SHOULD REMEMBER TO BRING MOUTHPIECES and REEDS IF NEEDED

**Chaperones:** Parents who would like to chaperone please contact Mrs. Bryant at 850-322-0489

## FRIDAY: April 24, 2015 "Relay for Life"

**Location:** Martin Luther King Boulevard

Report to band room.....	2:45pm
Load buses.....	4:00pm
Show Time.....	6:00pm

**Note:** We have secured transportation to this event. However, parents will need to attend the Relay 4 Life function in order to provide immediate transportation home for your band student.

**Items needed:** Spending money for vendor food items

**Band uniform attire:** Wind pants, SMS Band t-shirt and all black tennis shoes ( Wear items

**Auxiliary Attire:** Jazz Pants, band t-shirt and all black tennis or jazz shoes



2015-2016 SHANKS BAND		
FLUTE	Parent cell	Student cell
1.		
2. K		
3. GU		
4. DA		
5. TA		
6. M		
CLARINETS		
7.		
8. SI		
9.		
10.		
11. AL		
12.		
13. AY		
14.		
15. SH		
16. KA		
17.		
18.		
19. AP		
20.		
SAXOPHONES		
21. KIE		
22. TON		
23. JAT		
TRUMPETS		
24. TR		
25. DO		
26. DE		
27. AL		
28. AV		
29. JA		
30. DE		
31. AH		
32. SH		

33. AZ			
34. IR			
35.			
36.			
37.			
38.			
<b>39. BARITONES</b>			
40. FR			
41.			
42.			
43.			
<b>TROMBONES</b>			
44. DE		7 <sup>th</sup>	
45. SH		7 <sup>th</sup>	
46. AL		7 <sup>th</sup>	
47. D		7 <sup>th</sup>	
48. TE		8 <sup>th</sup>	
49.			
50.			
51.			
<b>TUBAS</b>			
52. CH		7 <sup>th</sup>	
53. X7		7 <sup>th</sup>	
54.			
55.			
<b>DRUM LINE</b>			
56. DM		7 <sup>th</sup>	
57. TR		8 <sup>th</sup>	
58. CJ		7 <sup>th</sup>	
59. AT		8 <sup>th</sup>	
60. TE		8 <sup>th</sup>	
61. GE		8 <sup>th</sup>	
62. DD		8 <sup>th</sup>	
<b>BAND CAMP NEW STUDENTS</b>			
<b>POM POM DIVAS</b>			
1. Da			
2. Ale			



3. Aza		
4. Ver		
5. Sha		
6. Ky'		
7. Ja'		
8. Ja'		
9. Cha		
10. Ja'		
11. Sh		
12. Am		
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17.		
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19.		
20.		

**FLAGGETTES**

1. Mi		
2. As		
3. Za		
4. Al		
5. Br		
6. W		
7. Ke		

**MAJORETTES**

1. Sh		
2. Bri		
3. Sh		
4. Ja		
5. Sh		
6. Hid		
7. Sh		
8. As		

9. Yan			
10. Ant			
11. Ny/			
<b>DANCING DIAMOND DOLLS</b>			
1. Ny			
2. Tyl			
3. Niy			
4. Ja			
5. Sh			
6. No			
7. Kar			
8. Tyk			
9.			
10.			



**2015-16 SHANKS  
BAND LIST CHAPERONE  
LIST**

MS. FELICIA CARTER

MRS. ASHLEY QUINTANILLA

MR. KEVIN WARD

MS. PHILLIPS

MS. SANURA FRAZIER

MR. ANTONY LUCKY

MS.SIMMONS

MRS. ROBINSON

MR. TYRONE SMITH

MR. ROGER MILTON

MS. EVELYN HUDEC

*W/S for RUS*

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

**AGENDA ITEM NO.** 10b

**Date of School Board Meeting:** October 27, 2015

**TITLE OF AGENDA ITEM:** School Field Trip Requests (Out-of-State) – West Gadsden High

**DIVISION:** Pre-K – 12 Education

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

**PURPOSE AND SUMMARY OF ITEM:**

(Type and Double Space)

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

**FUND SOURCE:** N/A

**AMOUNT:** N/A

**PREPARED BY:** Rosalyn W. Smith

**POSITION:** Deputy Superintendent

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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 \_\_\_\_\_

RECEIVED BY BOARD  
OCT 27 2015 11:55 AM



CBS  
T 8/15 RCVD

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

### FIELD TRIP REQUEST

<b>SCHOOL:</b> West Gadsden High School	<b>CONTACT FOR FIELD TRIP:</b> William E. Denington
--	--


<b>DATE OF TRIP:</b> Tuesday, 10 Nov 15	<b>WHO IS ATTENDING: (grade/organization)</b> West Gadsden Self Contained CBI class
--	--

<b>LOCATION:</b> The National Peanut festival, Dothan Alabama	<b>TRAVELING BY:</b> <input checked="" type="checkbox"/> School bus <input type="checkbox"/> Charter bus
--	---

**PURPOSE:** The purpose of this trip is to educate the students regarding the exhibits that will be at the fair, as well as giving them an opportunity to exhibit the proper manners that they have been taught in class in a laboratory setting.

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

  
Signature of Person Requesting Trip

  
Approval of Principal (signature required)

<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
_____ Rosalyn W. Smith Deputy Superintendent	_____ Date

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

**FIELD TRIP REQUEST  
EXCEPTIONAL STUDENT EDUCATION**

**Person in charge of field Trip:** William E. Denington      **Date(s) of field trip:** Tue, 10 Nov 15

**Destinations:** National Peanut Festival, Dothan Alabama

**Teachers attending:** William Denington, Coach Johnson, Coach Moten,

**Grade Group and School organization going on field trip:** West Gadsden High School CBI Class

**Departure time:** 0800      **Return Time:** 1400

**The Exact destination and purpose of the trip:** National Peanut Festival, Dothan Alabama. The purpose of the trip is view the exhibits on display and to put into practice the manners that we have been teaching them in class.

**Street Address:** 5622 Highway 231 South

**City,State:** Dothan, AL

**Purpose:** To give the students the opportunity to observe the exhibits on display and practice good manners.

THE SUNSHINE STATE STANDARDS (S) BEING REINFORCED:  
Se.A.!.Su.1: The student will cooperate in groups situations  
CL.B.1.in.z: The students will practice to follow directions to complete productive activities in the community, such as listening and paying attention.

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

**SPECIAL REQUEST/COMMENTS:** We will need a bus with a lift.

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

Approved by: [Signature]  
Principal

\_\_\_\_\_  
Date

Approved by: [Signature]  
Program Specialist

\_\_\_\_\_  
Date

Approved By: [Signature]  
ESE Director

10/12/15  
Date



# ITINERARY

Departure Date: Tue, 10 Nov 15

Group: West Gadsden CBI

Depart Time 0800

Depart Location: West Gadsden High School

Trip Destination: National Peanut Festival, Dothan, AL

1<sup>st</sup> stop (time/place): 0930 : National Peanut Festival, Dothan Alabama

2<sup>nd</sup> stop (time/place): N/A

3<sup>rd</sup> stop(time/place): N/A

4<sup>th</sup> stop (time/place) N/A

5<sup>th</sup> Stop (time/place) N/A

Return Date: Tue, 10 Nov 15

Return Time: 1400 Hours

Return Location: West Gadsden High School

## PARTICIPANTS AND CHAPERONES

STUDENTS	TEACHERS/CHAPERONES
Louis Becerra	William Denington
Aaliyah Fleming	Coach Moten
Alvin Ford	Coach Johnson
Detrevion House	Mrs. Pace
Jekilla Jones	Mrs. Mary Brock
Billy Lovejoy	
Keith Madry	
Kailyn Palacios	
Alfredo Perez	
Tyler Revis	
John Shipp	
Jamichael Williams	
Tynicia Woodard	
Ken Shipp	
Savannah Kinch	



# National Peanut Festival Association, Inc.

5622 Highway 231 South, Dothan, Alabama 36301 (334) 793-4323

## MEMORANDUM

TO: SPECIAL CITIZENS' GROUPS  
FROM: JOEL BARFIELD AND JAMES ETHEREDGE

Again this year the National Peanut Festival has designated one (1) day for visitation by special citizens' groups. On Tuesday, November 10, you will have the opportunity to bring your group to visit the fairgrounds and view the exhibits during non-fair operation times.

**In order for your group to be eligible for this special day, it will be mandatory to have a representative from your school or organization at a meeting scheduled for Tuesday, October 27 at 1:00 p.m. (CST) in the National Peanut Festival Volunteer Building. The Volunteer Building is located directly behind the National Peanut Festival Office. Please be on time.**

**The criteria for attendance is as follows:** 1. Autism: (Moderate –Severe); 2. Visual Impairment: (Those who require mobility assistance – Vision 20/100 or less with correction.); 3. Intellectual Disability with **55** and below IQ's; 4. Multiple Disabilities; 5. Orthopedic Impairment; 6. Other Health Impairment (Medical only) or 7. Hearing Impairment (Those who have a hearing impairment and are in a special education class.)

At this meeting on October 27, you will receive an armband for each individual registered who meets the criteria. On the back of these armbands, you will write a name and cell number of a chaperon who will be responsible for the group that day. Chaperons will receive stickers. Be sure to count your bus driver as a chaperon. To save time on the morning of November 10, you may want to have the armbands on the individuals before they exit the bus or van.

This special day is **Tuesday, November 10, 2015** and check in will begin at 8:00 a.m. At 8:30 a.m. the rides will begin. Shane Owens will be our entertainment and his performance will begin at 11:30. The entertainment will be in the **WELLS FARGO ARENA**. Lunch will be served at noon by the Dothan Civitan Club.

YOU are asked to do five (5) things:

1. Be on Time - Check in starts at 8:00 a.m. (CST). Please have one representative from your group come to the registration table to verify numbers attending and numbers eating lunch.



2. Leave on Time - 1:00 p.m. (CST)
3. Fill out the enclosed form and return it to us at the meeting on **Tuesday, October 27, 2015.**
4. Each individual with a disability will be required to wear an armband and each chaperon will need to wear a sticker for entry. No one will be admitted without the proper identification.

We hope that your group will be able to attend. We look forward to seeing you on **Tuesday, October 27 for the meeting and on Tuesday, November 10th for Special Citizens' Day.**

Please be sure to have someone from your group sign the liability disclaimer form. If you prefer not to sign for the entire group attending, please feel free to duplicate the disclaimer form so that each individual can have it signed by their guardian or parent.

2015

**NATIONAL PEANUT FESTIVAL  
SPECIAL CITIZENS' GROUPS**

**LIABILITY DISCLAIMER**

I, JAMES R. NEW, do hereby agree on  
(Individual's Name)

behalf of my heirs, executor, administrators, and assigns, to indemnify the **NATIONAL PEANUT FESTIVAL ASSOCIATION, INC.**, and **REITHOFFER SHOWS**, and all members and officials of both, jointly and severally and hold harmless from and against any and all actions, claims, demands, and liabilities, loss damages and expense of whatever kind or nature, including attorney fees, which may at any time be incurred by reason of my participation in the **NATIONAL PEANUT FESTIVAL SPECIAL CITIZENS' DAY**.

West Gadsden CBI CLASS

GROUP NAME

10/06/2015

DATE

James R. New

SIGNATURE OF INDIVIDUAL RESPONSIBLE



**NATIONAL PEANUT FESTIVAL  
SPECIAL CITIZENS' GROUPS  
2015 VISITATION REQUEST  
SPECIAL CITIZENS' DAY - TUESDAY, NOVEMBER 10, 2015**

Name of Group: West Gadsden High School - CBI

Mailing Address: 200 Providence Road  
Greensboro, Florida 32330

(850) 442-9500, Ext 2356                      (850) 693-6749  
(850) 442-9500, Ext 2358                      (850) 559-1291

Daytime Telephone number and Cell number for individual in charge  
johnsonh@gcpsmail.com

E-mail Address: deningtonw@gcpsmail.com

Number of Chaperons	Number of Clients	Total Number Eating
_____	_____	_____

Please check below the appropriate type(s) of handicap(s) of your clients or students.

- (1) Autism: (Moderate -Severe)
- (2) Visual Impairment: (Those who require mobility assistance - Vision 20/100 or less with correction.)
- (3) Intellectual Disability with 55 and below IQ's
- (4) Multiple Disabilities
- (5) Orthopedic Impairment
- (6) Other Health Impairment - Medical only
- (7) Hearing Impairment (Those with hearing impairments that are in a special education class.)

By my signature below, I attest that all individuals served (clients and/or students) meet with one or more of the above criteria.

  
Signature of Authorized Representative of Group or School *Principal*

**Please bring this form to the meeting scheduled for 1:00 p.m. (CST) on Tuesday, October 27, 2015.** The meeting will be held in the Volunteer Building located behind the National Peanut Festival Office. You may choose to sign a blanket disclaimer for your entire group and keep all the individual disclaimers or you may bring the individually signed disclaimers to us on Special Citizens' Day.

*[Handwritten signature]*

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

**AGENDA ITEM NO.** 10c

**Date of School Board Meeting:** October 27, 2015

**TITLE OF AGENDA ITEM:** School Field Trip Requests (Out-of-State) – West Gadsden High

**DIVISION:** Pre-K – 12 Education

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

**PURPOSE AND SUMMARY OF ITEM:**

(Type and Double Space)

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

**FUND SOURCE:** N/A

**AMOUNT:** N/A

**PREPARED BY:** Rosalyn W. Smith

**POSITION:** Deputy Superintendent

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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 \_\_\_\_\_

2015 OCT -6 AM 10:15  
OFFICE OF THE SUPERINTENDENT  
WEST GADSDEN COUNTY SCHOOLS



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

### FIELD TRIP REQUEST

<b>SCHOOL:</b> WEST GADSDEN HIGH SCHOOL	<b>CONTACT FOR FIELD TRIP:</b> MS. CECELIA MADRY
--	---

<b>DATE OF TRIP:</b> NOVEMBER 14, 2015	<b>WHO IS ATTENDING: (grade/organization)</b> MARCHING BAND STUDENTS/ 6 <sup>TH</sup> -12 <sup>TH</sup> GRADE
---	--

<b>LOCATION:</b> <del>QUINCY, FLORIDA</del> Dothan, Alabama	<b>TRAVELING BY:</b> <input checked="" type="checkbox"/> School bus <input type="checkbox"/> Charter bus
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<b>PURPOSE:</b> NATIONAL PEANUT FESTIVAL PARADE
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<b>SCHOOL BUS – Required items for approval:</b> <ol style="list-style-type: none"> <li>1. Principal's signature</li> <li>2. Complete list of participants and chaperones</li> <li>3. Complete final itinerary</li> </ol>	<b>CHARTER BUS – Required items for approval:</b> <ol style="list-style-type: none"> <li>1. Principal's signature</li> <li>2. Complete list of participants and chaperones</li> <li>3. Complete final itinerary</li> <li>4. Copy of charter bus contract with signatures</li> <li>5. Proof of Insurance showing either district or school as insured</li> </ol>
---	---

*Cecelia Madry*  
Signature of Person Requesting Trip

*J. A. Hill*  
Approval of Principal (signature required)

APPROVED  DENIED

*Rosalyn W. Smith*  
Rosalyn W. Smith  
Deputy Superintendent

*Note: Must get del approval @ October 2015 session.*  
*10/2/15*  
Date

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

**WEST GADSDEN HIGH SCHOOL MARCHING BAND  
2015-2016**

**PEANUT FESTIVAL AGENDA  
DOTHAN, ALABAMA**

**DEPART: 7:00 AM WGHS**

**ARRIVE: 8:00AM PARADE SITE**

**PARADE BEGINS: 9:30 AM**

**FAIR: 10:30 AM – 1:30 PM**

**LUNCH: AT THE FESTIVAL**

**ARRIVE: WGHS @ 3:00 PM**



WEST GADSDEN HIGH SCHOOL MARCHING BAND  
2015-2016

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**WEST GADSDEN HIGH SCHOOL MARCHING BAND  
2015-2016**

**CHAPERONES**

- 1. MS. CECELIA MADRY**
- 2. MR. DENNIS MOYE**
- 3. MR. JOHNNIE BEAMON**
- 4. MS. BRANDIE GODWIN**
- 5. MR. ABRIA HARRIS**



**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 10d

**DATE OF SCHOOL BOARD MEETING:** October 27, 2015

**TITLE OF AGENDA ITEM:** The 2015/16 SAC Roster

**DIVISION:** Gadsden County Parent Services

**PURPOSE AND SUMMARY OF ITEM:**

Parent Services is seeking Board approval for the 2015 – 16 School Advisory Committee (SAC) Rosters for (West Gadsden High School, Carter Parramore Academy & St. John Elementary)

**AMOUNT:** N/A

**PREPARED BY:** Sherrie Taylor

**POSITION:** Coordinator – Communities in Schools

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**INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER**

**1 Number of ORIGINAL SIGNATURES NEEDED by preparer.**

**SUPERINTENDENT'S SIGNATURE: YES**

**CHAIRMAN'S SIGNATURE: YES**

**This form is to be duplicated on light blue paper.**

Gadsden County  
School Advisory Council Membership Roster

School Year 2016

School: West Gadsden High School

Telephone #: 850-442-9500

Principal's Signature: \_\_\_\_\_

Date: 10/8/15

SAC Chairperson's Signature: \_\_\_\_\_

Date: 10/08/15

Name	Address	Phone #	Sex	Race	Position	Method of Selection*
James Mills	200 Providence Road Quincy, FL 32351	850-442-6666	M	W	Principal	Appointed
Max Chavez	228 Lincoln Drive Chattahoochee, FL 32324	850-320-5580	M	H	Chair/Parent	Voted
Latoria Stokes	84 Peoples Road Quincy, FL 32351	850-597-3321	F	B	Vice-Chair/Parent	Voted
Sue Ortiz	86 Acye Lane Quincy, FL 32351	850-566-9746	F	W	Secretary/Parent	Voted
Raquel Chavez	228 Lincoln Drive Chattahoochee, FL 32324	850-320-5580	F	H	Parliamentarian/ Parent	Voted
Mary Jackson	19 Atsco Street Quincy, FL 32351	850-875-1099	F	B	Parent	Voted
Arlene Chamber	412 Liberia Street Chattahoochee, FL 32324	850-508-8410	F	W	Parent	Voted
Deborah Lawson	162 Fitz Simmons St Chattahoochee, FL 32324	850-694-4036	F	B	Parent	Voted
Matias Ortiz	86 Acye Lane Quincy, FL 32351	850-566-9746	M	H	Student	Voted
Jakobi Randall	414 West Street Chattahoochee, FL 32324	850-296-4146	M	B	Student	Voted
Ayriana Dubose	412 Liberia Street Chattahoochee, FL 32324	850-508-8410	F	B	Student	Voted
Towanda Thomas	67 W. 11 <sup>th</sup> Street Quincy, FL 32351	850-442-3481	F	B	Parent	Voted
Evelyn Tomas	6551 Juniper Creek Rd. Quincy, FL 32351	850-442-4357	F	H	SGA Rep/Student	Voted



**Gadsden County  
School Advisory Council Membership Roster**

School Year 2015-2016

School: Carter-Parramore Academy Telephone # (850) 627-6030

Principal's Signature  Date 9/28/15

SAC Chairperson's Signature  Date 9/28/15

Name	Address	Phone #	Sex	Race	Position	Method of Selection*
Tony Hannah	P.O. Box 481 Quincy, FL 32353	875-2810	M	B	Community	Elected
Rick Soskis	270 Small Pond Road Havana, FL 32333	567-0984	M	W	Community	Elected
Charles Flowers	799 Friday Road Quincy, FL 32352	766-2883	M	B	Community	Elected
Bill Stinson	5800 Old Federal Road Quincy, FL 32351	627-4391	M	W	Community	Elected
Arrie Battles	919 Hardin Street Quincy, FL 32351	570-1296	F	B	Community	Elected
Lillie Jackson	400 Deerwood Quincy, FL 32352	627-2794	F	B	Community	Elected
Avonette Henry	635 S. Cleveland St. Quincy, FL 32351	662-4934	F	B	Parent	Elected
Hakim Smith	231 S.E. 5 <sup>th</sup> Street Quincy, FL 32351	539-6814	M	B	Business	Elected
Ann Sherman	320 W. Jefferson St. Quincy, FL 32351	228-5084	F	B	Community	Elected
Frances Harrell	631 S. Stewart St. Quincy, FL 32351	627-6030	F	B	Faculty	Elected
Shereka Hutley	631 S. Stewart St. Quincy, FL 32351	627-6030	F	B	Behav. Spec.	Elected
Whitney Branch	631 S. Stewart St. Quincy, FL 32351	627-6030	F	B	Instructor	Elected
Angela Phillips	10586 Cleveland Street Quincy, FL 32351	510-9120	F	H	Parent	Elected
Dorothy Woods	35 MLK Quincy, FL 32351	627-9651	F	B	Parent	Elected
Donna Wright	911 S. Warren St.	627-0772	F	B	Parent	Elected

<b>Ardella Frison</b>	<b>330 Holt Lane Quincy, FL 32352</b>	<b>241-4786</b>	<b>F</b>	<b>B</b>	<b>Parent</b>	<b>Elected</b>
<b>Yesenia Quintero</b>	<b>133 Beulah Street Quincy, FL 32351</b>	<b>956-408 -1734</b>	<b>F</b>	<b>H</b>	<b>Parent</b>	<b>Elected</b>
<b>Princess Pride</b>	<b>P.O. Box 1963 Quincy, FL 32352</b>	<b>879-1210</b>	<b>F</b>	<b>B</b>	<b>Parent</b>	<b>Elected</b>
<b>Rev. Dan Mackey</b>	<b>728 Rice Road Chattahoochee 32324</b>	<b>688-4052</b>	<b>M</b>	<b>B</b>	<b>Parent</b>	<b>Elected</b>
<b>Catherine Washington</b>	<b>35 Lake Gretna Ave. Gretna, FL 32332</b>	<b>296-5407</b>	<b>M</b>	<b>B</b>	<b>Parent</b>	<b>Elected</b>
<b>Tonya Green</b>	<b>65 Monroe Creek Dr. Midway, FL 32332</b>	<b>661-4038</b>	<b>F</b>	<b>B</b>	<b>Parent</b>	<b>Elected</b>
<b>Tynesha Carter</b>	<b>814 Coleman St. Chattahoochee, FL 32324</b>	<b>274-3734</b>	<b>F</b>	<b>B</b>	<b>Student</b>	<b>Elected</b>
<b>Jose Juarez</b>	<b>95 Kever Lane Quincy, FL 32351</b>	<b>743-7778</b>	<b>M</b>	<b>H</b>	<b>Student</b>	<b>Elected</b>
<b>Keith Dowdell</b>	<b>631 S. Stewart Street Quincy, FL 32351</b>	<b>627-6030</b>	<b>M</b>	<b>B</b>	<b>Principal</b>	<b>Staff</b>





GADSDEN COUNTY SCHOOL BOARD  
REGULAR MEETING: October 27, 2015

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

CHAIRWOMAN	<p>The next agenda item is Item Number ____ which includes consideration of, and action upon adopting and/or amending School Board Policies. Based upon professional judgment and past experience, modifications of these policies will have little to no economic impact. For this reason no action is being taken on an economic impact statement. THIS PUBLIC HEARING IS INCLUDED IN THE REGULAR MEETING OF THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA, held on October 27, 2015, in the regular School Board Meeting Room in the Max D. Walker Administration Building at Number 35 Martin Luther King Jr. Blvd., Quincy, Florida. The hearing is for the purpose of receiving input and comments from the public on adopting and/or amending policies. This hearing is being electronically recorded. The hour is now ____ p.m. At an appropriate time, the Chair will invite from the audience questions, comments, evidence, arguments, oral statements or other information regarding the proposed action. At that time, each individual wishing to address the Board will please first rise, be recognized by the Chair, and state her or his name.</p>
SUPERINTENDENT	<p>Madam Chairwoman, each member of the Board has been furnished a copy of the proposed policies previously described by you. I recommend that the Board adopt and/or amend School Board Policies.</p>
CHAIRWOMAN	<p>If there is anyone who wishes to ask questions, make comments, present evidence or oral arguments or present other information regarding the proposed action, you may do so at this time. (QUESTIONS, COMMENTS, ETC., IF ANY.)</p>



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

**REVISED POLICY**

**SUPERINTENDENT OF SCHOOLS**

The Superintendent, as secretary and executive officer of the School Board, shall have the responsibility for the administration and management of the District's schools and for the supervision of instruction in the District.

The Superintendent shall enforce the rules of the State Board of Education, rules of the Florida Department of Education, and the policies of this Board.

The Superintendent shall provide educational direction for the instructional staff and supervision for the support staff.

The Florida statutes vest in the Superintendent the following powers:

- A. exercise general oversight over the District in order to determine problems and needs, and recommend improvements.
- B. advise and counsel with the Board on all educational matters and make recommendations to the Board for action regarding such matters as should be acted upon.
- C. recommend to the Board such policies as the Superintendent may consider necessary for the District's more efficient operation.
- D. prepare and submit to the Board for adoption such policies to supplement those rules adopted by the State Board of Education that, in the Superintendent's judgment, will contribute to the efficient operation of the District, and, upon adoption by the Board, require compliance with these policies.
- E. from time-to-time prepare, organize, and submit to the Board for adoption such minimum standards relating to the operation of any phase of the District program as are needed, in the Superintendent's judgment, to supplement standards of the State Board of Education and as will contribute to the efficient operation of the District's program, and, upon adoption by the Board, require that said standards are observed.

- F. perform such duties and exercise such responsibilities as are assigned to the Superintendent by law and by rules of the State Board of Education.

The Superintendent shall perform the duties and responsibilities set forth in the Florida statutes, including, but not limited to, the following:

- A. require the participation of all instructional staff members and school administrators in training on the District's standards of ethical conduct and the related policies and procedures upon employment and annually thereafter;
- B. make recommendations, nominations, proposals, and reports required by law to be acted upon by the Board;
- C. keep the Board informed of school operation by preparing Board agendas, providing oral and written communication, scheduling management meetings, and requesting special Board meetings that become necessary to keep the Board properly informed
- D. require that all aspects of District operation comply with State laws and regulations as well as Board contracts and policies
- E. require that all laws, rules of the State Board of Education, and the policies of the Board are properly observed
- F. prepare and submit the annual budget to the Board for adoption and to direct all expenditures within the appropriations adopted by the Board
- G. direct the work of all personnel in accordance with the Florida statutes, Federal law, and the policies of the Board
- H. recommend measures to the Board so that adequate educational facilities are available throughout the District
- I. prepare reports to the Board on the conditions and needs of the schools and to acquaint the public with the said activities and needs



- J. assign staff to their respective teaching duties
- K. work cooperatively with parents and community groups concerned with programs in the schools
- L. participate in such conferences and courses of continuing professional education so that s/he may function more efficiently and effectively
- M. authorize administrators to enter into agreements with consultants
- N. delegate authority to staff in any matters, when it becomes expedient to do so, and assume full responsibility for the execution and satisfactory completion of the delegated activities
- O. recommend to the Board an annual plan for instructional programs

The Superintendent may authorize changes or exceptions as necessary for implementing the instructional program.

Pursuant to State law, the superintendent shall complete four (4) hours of ethics training each calendar year that addresses, at a minimum, the constitutional "Sunshine Law" provisions (Article II, Section 8), the statutory Code of Ethics for Public Officers and Employees (F.S. Chapter 112, Part III), and the public records and public meetings laws. This requirement may be satisfied by completion of a continuing legal education class or other continuing professional education class, seminar, or presentation if the required subjects are covered.

Pursuant to the Florida statutes, the Superintendent shall not knowingly sign and transmit to any state official a report that the Superintendent knows to be false or incorrect. Furthermore, the Superintendent shall investigate any allegation of misconduct by instructional staff members or school administrators, as defined in F.S. 1012.01, which affects the health, safety, or welfare of a student, and shall report the alleged misconduct to the Department as required the Florida statutes and Policy 8141 – Reporting Misconduct.

F.S. 1001.49, 1001.51

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REVISED POLICY

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PREFERENCE FOR VETERANS IN EMPLOYMENT

Preference in employment, reemployment, promotion, and retention shall be given to an eligible veteran, pursuant to the provisions below, as long as the veteran meets the minimum eligibility requirements and has the knowledge, skills, and abilities required for the particular position.

**Appointment or Retention in Positions of Employment**

Preference shall be given pursuant to the following:

A. Those disabled veterans:

1. who have served on active duty in any branch of the United States Armed Forces ~~of the United States~~, have ~~been separated therefrom under honorable conditions~~ received an honorable discharge, and have established the present existence of a service-connected disability ~~which that~~ is compensable under public laws administered by the U.S. Department of Veterans' Affairs; or
2. who are receiving compensation, disability retirement benefits, or pension by reason of public laws administered by the U.S. Department of Veterans' Affairs and the Department of Defense.

B. The spouse of any a person who has a total disability, permanent in nature, resulting from a service-connected disability and who, because of this disability, cannot qualify for employment, and the spouse of any a person missing in action, captured in line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power.

C. A wartime veteran ~~of any war~~ as defined in F.S. 1.01(14). ~~The veteran must have who has~~ served at least one (1) day during a wartime period ~~to be eligible for veterans' preference~~. Active duty for training ~~shall may~~ not be allowed for eligibility under this paragraph.

D. The unmarried widow or widower of a veteran who died of a service-connected disability.







**THE SCHOOL BOARD OF  
GADSDEN COUNTY**

ADMINISTRATION  
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Further, the District shall reemploy or reinstate the person who was a veteran when employed by the District and who was recalled to extended active duty in the Armed Forces of the United States and was discharged or separated therefrom with an honorable discharge to the same position that s/he held prior to service in the Armed Forces, or to an equivalent position, provided the person returns to the position within one (1) year of his/her date of separation or, in the case of extended active duty, within one (1) year of the date of discharge or separation subsequent to the extension. The person shall also be awarded preference in promotion and shall be promoted ahead of all others who are as well qualified or less qualified for the position. For the purposes of this section, "extended active duty" means active duty, other than for training, beyond the date of honorable discharge or separation, due to military requirements.

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The provisions in the preceding two (2) paragraphs pertaining to persons who are reemployed or reinstated shall apply only to a veteran's first promotion after reinstatement or reemployment, without exception.

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F.S. 110.2135, 295.07, 295.08, 295.085, 295.09

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**REVISED POLICY**

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1                                    STUDENT SUPERVISION AND WELFARE

2 Each administrator shall maintain a standard of care for the supervision, control,  
3 and protection of students commensurate with their assigned duties and  
4 responsibilities that include but are not limited to:

- 5            A.    An administrator shall report immediately any accident, safety  
6                    hazard, or other potentially harmful condition or situation about  
7                    which s/he is informed or detects to his/her supervisor as well as to  
8                    other authorities or District staff members as may be required by  
9                    established policies and procedures.
- 10           B.    An administrator shall require staff under his/her supervision to  
11                    provide proper instruction in safety matters as presented in  
12                    assigned course guides.
- 13           C.    An administrator shall immediately report to the Superintendent, as  
14                    well as other appropriate authorities, knowledge of threats of  
15                    violence by students.
- 16           D.    An administrator shall not send students on any non-school related  
17                    errands.
- 18           E.    An administrator shall not inappropriately associate with students  
19                    at any time in a manner which may give the appearance of  
20                    impropriety, including, but not limited to, the creation or  
21                    participation in any situation or activity which could be considered  
22                    abusive or sexually suggestive or involve illegal substances such as  
23                    drugs, alcohol, or tobacco. Any sexual or other inappropriate  
24                    conduct with a student by any staff member will subject the offender  
25                    to potential criminal liability and discipline up to and including  
26                    termination of employment.



- 1 F. If a student approaches an administrator to seek advice or to ask  
2 questions regarding a personal problem related to sexual behavior,  
3 substance abuse, and/or mental or physical health, the  
4 administrator may attempt to assist the student by facilitating  
5 contact with certified or licensed individuals in the District or  
6 community who specialize in the assessment, diagnosis, and  
7 treatment of the student's state problem. However, under no  
8 circumstances should an administrator attempt, unless properly  
9 licensed and authorized to do so, to counsel, assess, diagnose, or  
10 treat the student's problem or behavior.
- 11 G. An administrator shall not knowingly distribute to a minor any  
12 material that is obscene and harmful to minors, as defined in F.S.  
13 847.012, in any format and/or by any manner. An administrator  
14 who knowingly distributes any such material to a minor also  
15 commits a felony under State law, and is subject to disciplinary  
16 action up to and including termination.
- 17
- 18 H. An administrator who is transporting a student should not do so  
19 unless accompanied by another adult.
- 20 IH. A student shall not be required to perform work or services that may  
21 be detrimental to his/her health.
- 22 JI. Administrators are discouraged from engaging students in social  
23 media and online networking media, such as Facebook, Twitter,  
24 MySpace, etc.
- 25 KJ. Administrators are prohibited from posting any video or comment  
26 pertaining to any student on social network sites or similar forums,  
27 such as YouTube, without express permission of the students'  
28 parent(s).

29 Since most information concerning a child in school, other than directory  
30 information described in Policy 8330 - Student Records, is confidential under  
31 Federal and State laws, any staff member who shares confidential information with  
32 another person not authorized to receive the information may be subject to  
33 discipline and/or civil liability. This includes, but is not limited to, information  
34 concerning assessments, grades, behavior, family background, and alleged child  
35 abuse.

**THE SCHOOL BOARD OF  
GADSDEN COUNTY**

ADMINISTRATION  
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1 Pursuant to the laws of the State and School Board Policy 8462 - Student Abuse and  
2 Neglect, each administrator shall report to the proper legal authorities immediately  
3 any sign of suspected child abuse or neglect.

| 4 F.S. 119.011, 847.012, 1001.51, 1002.22, 1003.32  
5 20 U.S.C. 1232  
6 34 C.F.R. Part 99

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**REVISED [POLICY]**

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COMPENSATION

The ~~base salary~~Salaries of all administrators shall be determined by the School Board and shall be authorized by the ~~annual-following~~ salary schedules adopted by the Board upon the recommendation of the Superintendent.

- A. the annual salary schedule for District-based administrators;
- B. the grandfathered salary schedule for school administrators who were hired before July 1, 2014; and
- C. the performance salary schedule for school administrators who are hired after July 1, 2014, and those administrators who have opted into this performance salary schedule.

If budget constraints in any given year limit the Board's ability to fully fund all adopted salary schedules, the performance salary schedule shall not be reduced on the basis of total cost or the value of individual awards in a manner that is proportionally greater than reductions to any other salary schedules adopted by the District

**Annual Salary Schedule for District-Based Administrators**

The annual salary schedule for district-based administrators shall be used as the basis for paying administrators classified as district-based instructional administrators and district-based non-instructional administrators. For purposes of this salary schedule District-based instructional administrators include assistant, associate, or deputy superintendents and directors of major instructional areas, such as curriculum, federal programs such as Title I, specialized instructional program areas such as exceptional student education, career education, and similar areas, and non-instructional administrators include assistant, associate, or deputy superintendents and directors of major non-instructional areas, such as personnel, construction, facilities, transportation, data processing, and finance.

The annual salary schedule shall provide a salary adjustment for advanced degrees earned.

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4 **Grandfathered Salary Schedule for School Administrators**  
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6 The grandfathered salary schedule shall be used as the basis for paying school  
7 administrators hired before July 1, 2014. For purposes of this salary schedule,  
8 “school administrators” include school principals; school directors who are staff  
9 members performing the assigned activities as the administrative head of a school;  
10 career center directors; and, assistant principals.  
11

12 Per statutory requirements, the grandfathered salary schedule for school  
13 administrators shall base a portion of each employee’s school administrator’s  
14 compensation paid pursuant to the Board-adopted salary schedule shall based on  
15 demonstrated performance as required by State law and evaluated in accordance  
16 with State law and Policy 1220, Evaluation of Administrative Personnel. In addition,  
17 the prior teaching experience of a person who has been designated State Teacher of  
18 the Year by any state in the United States, and prior professional experience in the  
19 field of education gains in position in addition to District level instructional and  
20 administrative positions must be considered.

21 The grandfathered salary schedule for school administrators shall provide  
22 differentiated pay that is based upon the following District-determined factors:  
23 Further, pursuant to statutory requirements and subject to negotiation, the adopted  
24 salary schedule shall also provide differentiated pay based upon District-determined  
25 factors, including the following:

26 A. additional responsibilities;

By the end May, upon the recommendation of the Superintendent,  
the Board shall approve a list of additional responsibilities for which  
school administrators shall receive differentiated pay.

By the end of June, the Director of Human Resources shall submit  
to the Superintendent a list of school administrators who are  
assigned one (1) or more of the additional responsibilities approved  
by the Board for the current school year.

By the end of June, the Superintendent will authorize payment of  
the salary adjustment specified in the Board adopted salary  
schedule to the school administrators who are assigned additional  
responsibilities.

At a subsequent regular meeting of the Board, the list of school  
administrators who will receive this salary adjustment shall be  
provided to the Board members.

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B. school demographics;

By the end of May, upon the recommendation of the Superintendent, the Board shall approve a list of school demographics for which school administrators shall receive differentiated pay.

By end of June, the Director of Human Resources shall submit to the Superintendent a list of school administrators who are assigned to schools that have the demographics that were approved by the Board for the current school year.

By end of June, the Superintendent will authorize payment of the amount specified in the Board adopted salary schedule as a salary adjustment for assignment to a school that has the demographics listed above.

At a subsequent regular meeting the Board, the list of school administrators who will receive this salary adjustment shall be provided to the Board members.

C. critical shortage areas;

By the end of June, the Director of Human Resources shall submit to the Superintendent a list of school administrators assigned to positions that have been identified as critical shortage areas by the State Board of Education or District.

By the end of June, the Superintendent will authorize payment of the amount specified in the collective bargaining contract as an adjustment to the compensation of the school administrators assigned in critical shortage areas.

At a subsequent regular meeting of the Board, the list of school administrators who will receive this adjustment shall be provided to the Board members.

D. level of job performance difficulties.

By the end of May, upon the recommendation of the Superintendent, the Board shall approve a list of job performance difficulties for which school administrators shall receive differentiated pay.



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By the end of June, the Director of Human Resources shall submit to the Superintendent a list of staff members whose assignment is characterized by the job performance difficulties that were approved by the Board for the current school year.

By end of June, the Superintendent will authorize payment of the amount specified in the adopted salary schedule as a salary adjustment to the school administrators eligible as a result of these job performance difficulties inherent in their assignment.

At a subsequent regular meeting of the Board, the list of school administrators who will receive this adjustment shall be provided to the Board members.

As provided by law, these annual salary adjustments become part of the school-based administrator's base salary for the next school year.

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3 **Salary Supplements**

4  
5 In addition to the annual salary adjustments described above, the Board shall also  
6 award the following salary supplements as annual additions to the salaries:  
7

- A. for administrators who were hired before July 1, 2011 for any advanced degree held;
- B. for administrators who were hired after July 1, 2011 if they hold an advanced degree in their area of certification.

8  
9 **Performance Salary Schedule for School Administrators**

10  
11 Beginning July 1, 2014, school administrators new to the district, returning to the  
12 district after a break in service without an authorized leave of absence, or appointed  
13 for the first time to a school-based administrative position in the District shall be  
14 placed on the performance salary schedule. After receiving a recommendation from  
15 the Superintendent, the Board shall establish the base salary for these school-based  
16 administrators.  
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The base salary for administrators who choose to move from the grandfathered salary schedule to the performance salary schedule will be the salary they received in the prior year, including adjustments only.

A. Salary Adjustments

The annual salary adjustment under the performance salary schedule for a school-based administrator rated as highly effective must be greater than the highest annual salary adjustment available to a school-based administrator of the same classification through any other salary schedule adopted by the District.

The annual salary adjustment under the performance salary schedule for a school-based administrator rated as effective must be equal to at least fifty percent (50%), and no more than seventy-five percent (75%), of the annual adjustment provided for a highly effective school-based administrator of the same classification.

The performance salary schedule shall not provide an annual salary adjustment for a school-based administrator who receives a rating other than highly effective or effective for the year.

B. Salary Supplements

In addition to the annual salary adjustments described above, the Board shall also award salary supplements that are annual additions to the school-based administrator's salary. Salary supplements shall be paid for the following activities:

1. assignment to a Title I eligible school;

By the end of June, the Director of Human Resources will submit to the Superintendent a list of school-based administrators who are assigned to a Title I school.

The Superintendent will authorize payment of the supplement specified in the performance salary schedule for school-based administrators for assignment to a Title I school.

At a subsequent regular meeting of the Board, the list of administrators who will receive this supplement shall be provided to the Board members.

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2. assignment to a school that received an "F" or three (3) consecutive grades of "D" pursuant to the school grading system established by State law;

By the end of June, the Director of Human Resources will submit to the Superintendent a list of administrators who were assigned to a school that improved by at least one grade level for the previous school year.

3

The Superintendent will authorize payment of the supplement specified in the performance salary schedule for school-based administrators for one (1) year following improved performance in the school regardless of whether or not the administrator is assigned to the school that improved for the current school year.

At a subsequent regular meeting of the Board, the list of administrators who will receive this supplement shall be provided to the Board members.

3. certification and teaching in the critical teacher shortage areas identified by the State Board of Education and/or District pursuant to State law;

By the end of June, the Director of Human Resources shall submit to the Superintendent a list of school-based administrators assigned to positions that have been identified as critical shortage areas by the State Board of Education or District.

By the end of June, the Superintendent will authorize payment of the supplement specified in the performance salary schedule for school-based administrators for the school-based administrators assigned in critical shortage areas.

4

At a subsequent regular meeting, the list of staff members who will receive this supplement shall be provided to the Board members.

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4. advanced degree in the area of certification.

By the end of June, the Director of Human Resources shall submit to the Superintendent a list of staff members who have earned advanced degrees in their area of certification.



By the end of June, the Superintendent will authorize payment of the supplement specified in the performance salary schedule for school-based administrators for the school-based administrators who have earned advanced degrees in their area of certification.

At a subsequent regular meeting, the list of staff members who will receive this supplement shall be provided to the Board.

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2 **Credit for Previous Experience**

3  
4 The salary established for district administrators, and the base salary established  
5 for school administrators under the grandfathered salary schedule or the  
6 performance salary schedule will include a credit for previous experience in a  
7 position with similar responsibilities, as follows:

8  
9 A. The minimum time that will be recognized as a year of service is full-time  
10 actual service rendered for more than one-half (1/2) of the number of days  
11 or more than one-half (1/2) of the number of hours for the normal  
12 contractual period of service for the position held. In determining such  
13 service, sick leave and paid holidays shall be counted, but all other types  
14 of leave and holidays will be excluded.

15  
16 B. Credit for service in another state or as otherwise allowed under the  
17 adopted salary schedule shall be determined by using the minimum  
18 service required in this District for a comparable position.

19  
20 C. Transfer of previous experience in a position with similar responsibilities

21 1. will include all previous experience with this district;

22  
23 2. may not exceed ten (10) years of experience from other employers;

24  
25  
26 3. must have been earned in a position that contributed to a state  
27 retirement system or at a school that was, at the time the experience  
28 was earned, fully accredited by one of the six regional accrediting  
29 bodies listed below:

30 a. Southern Association of Colleges and Schools.

31  
32 b. Western Association of Schools and Colleges.

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35 c. Northwest Association of Accredited Schools.  
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3 d. North Central Association of Colleges and Schools

4 e. New England Association of Schools and Colleges

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7 f. Middle States Association of Colleges and Schools

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9 D. An employee who claims credit for previous experience must complete and  
10 submit the Experience Verification Form within the first 14 days of  
11 employment, in order to receive credit for years of service.

12 **Bonuses or Severance Pay**

13 Any salary adjustments or supplements that would constitute ~~award~~ of a bonus  
14 must be based upon work performance. The determination of such bonus must  
15 include a process that describes performance standards and an evaluation process  
16 consistent with Policy 1220, Evaluation of Administrative Personnel. All employees  
17 eligible for such a bonus will be notified before the beginning of the evaluation  
18 period on which the bonus is to be based.

19 If the Board provides a bonus and/or severance pay to administrative staff that is  
20 not included in the employment contract, the bonus and/or severance pay shall  
21 strictly comply with the provisions of F.S. 215.425 that pertain to such bonuses  
22 and/or severance pay.

23 F.S. 215.425, 1001.42, 1001.43, 1011.60, 1012.01, 1012.22, 1012.32, 1012.33,  
24 1012.34

25 F.A.C. 6A-1.052, Salary Schedules to be Adopted for All Personnel

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**REVISED POLICY**

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1 **PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS**

2 The School Board provides coverage to eligible employees under fully insured group  
3 health plans. The Board has established the following fully insured group health  
4 plans:

5 A. Group Health Plan

6 B. Dental Plan

7 The Board acknowledges that these group health plans are required to comply with  
8 the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule as  
9 amended by Title I of the Genetic Information Nondiscrimination Act (GINA) and its  
10 implementing Federal regulations. Fully insured group health plans generally are  
11 exempt from many of the requirements imposed upon self-funded group health  
12 plans.

13 The Board also acknowledges that these fully insured group health plans are  
14 required to comply with the HIPAA Security Rule and its implementing Federal  
15 regulations. The group health plans, working together with the insurer, will ensure  
16 the confidentiality, integrity, and availability of the group health plans' electronic  
17 protected health information in accordance with the HIPAA Security Rule.

18  
19 The Board hereby appoints [Director of Human Resources](#)  
20 to serve as the security official of the group health plans. The Board delegates  
21 authority to the security official to perform an information technology risk analysis  
22 and to develop risk management procedures, if necessary.

23  
24 The security official shall review the insurer's internal policies and procedures  
25 implementing various security measures required by the HIPAA Security Rule with  
26 respect to electronic protected health information. All of the group health plans'  
27 functions are carried out by the insurer and the insurer owns and/or controls all of  
28 the equipment and media used to create, maintain, receive, and transmit electronic  
29 protected health information relating to the group health plans. Accordingly, the  
30 insurer is in the best position to implement the technical, physical, and  
31 administrative safeguards required by the HIPAA Security Rule. The security official  
32 may elect to utilize, as administrative procedures, the insurer's own policies

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**THE SCHOOL BOARD OF  
GADSDEN COUNTY**

ADMINISTRATION  
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- 1 addressing security measures for the group health plans' electronic protection
- 2 health information, as appropriate.
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The fully insured group health plans established by the Board shall:

- A. refrain from taking any retaliatory action against any individual for exercising any right under the plan, filing a complaint with Health and Human Services, participating in any proceeding under Part C of Title XI of the Social Security Act, or opposing any act or practice made unlawful by the Privacy Rule provided that the individual has a good faith belief that the practice opposed is unlawful;
- B. not impose a requirement that participants waive their rights under the Privacy Rule as a condition of the provision of payment, enrollment in a health plan, or eligibility of benefits;
- C. if the plan document is amended in accordance with the Privacy Rule, the plan must retain a copy of the plan as amended for six (6) years from the date of its amendment or the date when it last was in effect, whichever is later.
- D. provide notification to affected individuals, the Secretary of the U.S. Department of Health and Human Services, and the media (when required), if the plan or one of its business associates discovers a breach of unsecured protected health information, in accordance with the requirements of HIPAA and its implementing regulations.

Fully insured group health plans established by the Board shall not create or receive protected health information, except for:

- A. summary health information;  
Summary health information is de-identified information that summarized claims history, claims expenses, or type of claims experienced by health plan participants.
- B. information on whether an individual is participating in a group health plan, or is enrolled in or has disenrolled from a health insurance issuer or HMO offered by the plan.

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C. information disclosed to the plan under a signed authorization that meets the requirements of the Privacy Rule.

6 F.S. 1002.02  
7 20 U.S.C. 1232g  
8 42 U.S.C. 1320d-2  
9 Health Insurance Portability and Accountability Act (HIPAA)  
10 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act  
11 29 C.F.R. Part 1635  
12 45 C.F.R. 160.102(a), 164.302, 164.308 (a)(2), 164.404, 164.406, 164.408  
13 45 C.F.R. 164.502, 164.502(a), 164.530(g), 164.530(h), 164.530(i)  
14 45 C.F.R. 164.530(k)

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LEAVES OF ABSENCE

2 A leave of absence is permission granted or allowed by the School Board under its  
3 adopted policies for an employee to be absent from duty for a specified period of time  
4 with the right to return to employment upon the expiration of the leave.

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5 Administrators shall not be absent from their assigned duties except as authorized  
6 by the Superintendent or designated representative. An administrator who is absent  
7 from duty and is not eligible for leave shall forfeit compensation for the time of such  
8 absence. Contracts or appointments may be subject to cancellation by the School  
9 Board and administrator may be subject to immediate dismissal.

10 All leave shall expire no later than June 30<sup>th</sup> of each school year except as otherwise  
11 permitted by law. If leave is requested to extend beyond June 30<sup>th</sup>, the  
12 administrator shall re-apply for leave to begin July 1<sup>st</sup> of the following school year.

13  
14 Leave shall be used for the purposes set forth in the leave application. An  
15 administrator who uses leave for purposes other than that set forth in the leave  
16 application shall be subject to discipline, up to and including termination.

17  
18 Leave may be with or without pay as provided by law, regulations of the State Board,  
19 and this policy. For any absence that is without pay, the deduction in compensation  
20 for each day of absence shall be determined by dividing the annual salary by the  
21 number of days/hours for the employment period.

22  
23 A. Paid leaves of absence may include: vacation, sick leave, personal  
24 charged to sick, jury duty/court service, illness or injury-in-line-of  
25 duty, professional and military.

26  
27 B. Unpaid leaves of absence may include: professional study, personal  
28 leave not paid, illness leave not paid, family and medical leave,  
29 maternity/adoption and child rearing leave.

30  
31 **Vacation Leave**

32 When an employee transfers from a vacation earning position to a non-vacation  
33 earning position, the employee will be paid for the accrued vacation at the time of  
34 the transfer and at the rate of pay at the time of transfer for the vacation earning  
35 position.

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**Unused Leave at Separation**

5 When an employee terminates employment with the Board, the employee will be  
6 compensated for unused and earned sick leave in accordance with agency policies or  
7 the employee may have the leave transferred upon written request (within  
8 twenty (20) days of separation) to another FRS agency.

9 **Used Unearned Sick Leave for Employees Who Resign/Retire**

10 When an employee resigns or retires and has used credited but unearned sick leave,  
11 (~~six~~ four (4) days credited at the beginning of the year) the employee will have  
12 unearned leave deducted from the final compensation.

13 **Unearned Leave from Outside the District for Employees Who Resign/Retire**

14 When an employee has a remaining balance of sick leave transferred in from outside  
15 the District, and terminates prior to earning it in the District, the employee will  
16 forfeit the leave.

17 F.S. 1012.22, 1012.61, 1012.63, 1012.64, 1012.66, 1012.67  
18 F.A.C. ~~6A-1.079~~, 6A-1.080

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**NEW POLICY**

SICK LEAVE

Administrators who are appointed to work full-time shall earn one (1) day of paid sick leave for each full month of employment. Earned sick leave shall be pro-rated in proportion to the number of hours employed per day. Sick leave may not be used before it is earned and credited.

**A. Accrual**

1. Four (4) days of earned sick leave credit shall be annually advanced at the end of the first month of employment of each contract year, and one (1) day of sick leave will be advanced at the end of each successive month of employment. However, each employee is entitled to earn no more than one (1) day of sick leave times the number of months of employment during the year of employment.
2. An employee who is in an active pay status, including leave with pay, shall earn sick leave for each month in which s/he receives pay for one (1) day more than half the number of work days during that month.
3. An employee who is on leave without pay during a month shall earn sick leave for that month if s/he has worked one (1) day more than half the number of work days during that month.
4. If the employee terminates his or her employment and has not accrued the four (4) days of sick leave available to him/her, the School Board may withhold the average daily amount for the days of sick leave used but unearned by the employee.
5. Sick leave shall be cumulative from year to year.

**B. Use**

1. An employee taking sick leave shall notify the appropriate supervisor and file a certificate of absence before beginning the leave, if possible. In an emergency, the certificate of absence may be filed immediately following return to duty.
2. Sick leave may be taken for the following reasons:
  - a. when the employee is unable to perform his/her duty in the school on account of personal sickness, accident, disability, or extended personal illness, and consequently has to be absent from his/her work;
  - b. for the illness or death of the employee's spouse, child, father, mother, brother, sister, other close relative, or member of the employee's own household;
  - c. as personal leave with pay for up to six (6) days per fiscal year; and
  - d. for the maternity or paternity of the employee or the employee's spouse, child, other close relative, or member of the employee's own household.

**C. Transfer**

1. From Other Public Schools

Sick leave may be transferred from other public schools in Florida funded through the Florida Education Finance Program. Transferred days may only be credited in a number equal to the number of days earned in this District.



2. From Department of Children and Families (DCF)

Educational personnel in DCF residential care facilities who are employed by the Board under the provisions of F.S. 402.22(1)(d) may request, and the Board shall accept, a lump sum transfer of accumulated sick leave for such person employed by the Board in a position that is eligible to accrue sick leave under policies of the Board.

3. From any other agency of the State of Florida

Sick leave may be transferred from other agencies of the State of Florida. Transferred days may only be credited in a number equal to the number of days earned in this District.

4. To Family Members

An employee may authorize transfer of accrued sick leave to his/her spouse, child, parent, or sibling, who is also a District employee, provided that the transfer relates to one of the reasons set forth in Paragraph (B)(2) herein.

The personnel administrator approving the leave may require documentation of the recipient's relationship to the authorizing employee.

(F.S. 1012.61(2)(e)1)

5. To Other Board Employees

An employee may donate (i.e., authorize transfer of) his/her accrued sick leave to another Board employee, provided that the transfer relates to one of the reasons set forth in Paragraph (B)(2) herein. The authorizing employee must retain at least five (5) days of sick leave, as of the time of donation under this policy.

The recipient must provide documentation from the treating physician of the illness, accident, or injury for which leave is needed.

The recipient must anticipate the need for at least \_\_\_ days of sick leave in order to receive transfers under this policy.

Any transferred sick leave that is not used as anticipated shall be returned to the authorizing administrator, upon the recipient's return to work. In the case of multiple donors, the unused leave will be returned pro rata to each donor.

The person receiving the transfer may not use the donated sick leave until s/he has exhausted all of his/her own accrued sick leave, excluding sick leave from a sick leave bank, if the recipient participated in a sick leave bank.

Donated sick leave shall have no value for terminal pay.

(F.S. 1012.61(2)(e)2)

**D. Terminal Pay for Sick Leave**

When an administrator has a remaining balance of sick leave that was transferred in from outside the District, and the administrator terminates employment, retires or dies prior to earning it in the District, the administrator will forfeit the balance of the sick leave.

Upon request at separation from employment or upon the retirement or death of an administrator, s/he, or his/her beneficiary, will be paid for sick leave accumulated through the end of the last full month worked, but not including the last partial month worked.

Sick leave accrued after June 30, 2004, shall be compensated at no more than the daily rate of pay applicable at the time the sick leave was earned.

Sick leave accrued before June 30, 2004, shall be compensated at the daily rate of pay applicable at the time of separation from employment, retirement, or death.

The terminal pay amount shall be determined as follows:

1. during the first three (3) years of service, the daily rate of pay multiplied by thirty-five percent (35%) times the number of days of accumulated sick leave
2. during the next three (3) years of service, the daily rate of pay multiplied by forty percent (40%) times the number of days of accumulated sick leave
3. during the next three (3) years of service, the daily rate of pay multiplied by forty-five percent (45%) times the number of days of accumulated sick leave
4. during the next three (3) years of service, the daily rate of pay multiplied by fifty percent (50%) times the number of days of accumulated sick leave
5. During and after the 13th year of service, the daily rate of pay multiplied by 100% times the number of days of accumulated sick leave.

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F.S. 402.22, 1001.41, 1001.42(5), 1001.43(11), 1012.22, 1012.23, 1012.61  
F.S. 1012.62, 1012.66

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**NEW POLICY**

**PERSONAL LEAVE**

Administrators may use up to six (6) days of leave with pay for personal reasons each year. This personal leave is to be charged against accrued sick leave. Personal leave shall be non-cumulative and must be approved in advance. Personal leave may be granted in increments of one-half or full days.

Administrators may also request personal leave without pay.

Normally personal leave without pay requests will not be for more than one (1) school year (from July 1st through the following June 30th), but may be extended for one (1) more year with the approval of the School Board. Such leave will not be available for the purpose of accepting employment of a permanent nature. Leave may be granted at the discretion of the Board for the following:

A. Maternity/Paternity Leave

Any full-time administrator will be granted maternity/paternity leave up to six (6) weeks for the birth or adoption of a baby. Such leave will be with pay if accrued sick or vacation leave is available. Unpaid personal leave may not exceed the balance of the school fiscal year in which the child is born or adopted. Additional sick leave may be granted if the application for leave is accompanied by a physician's statement verifying the medical necessity of such leave.

B. Parental Leave

Any full-time administrator may be granted parental leave for a period of up to one (1) year for the purpose of child-rearing.

Parental leave shall not extend beyond the balance of the school fiscal year in which the leave begins. When an administrator wishes a leave of absence to extend beyond June 30th, re-application shall be made in accordance with Board policy.

C. Extended Personal Leave Without Pay

A request for extended personal leave without pay shall be considered by the Board. Requests for extended leave to take another position for salary shall be denied, unless there are extenuating circumstances that are acceptable to the Board. When possible, requests for such leave should be initiated no later than June 1st.

F.S. 1012.23, 1012.61(2)(a)2, 1012.66  
F.A.C. 6A-1.080, Maximum Extent of Leave

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**NEW POLICY**

**ILLNESS- OR INJURY-IN-LINE-OF-DUTY LEAVE**

Administrators shall be entitled to illness- or-injury-in-line-of-duty leave when they has to be absent from work because of a personal injury received in the discharge of duty or because of illness from any contagious or infectious disease contracted in school work. The illness or injury received in the performance of duties shall be certified by an authorized workers compensation physician

Such leave shall be authorized for a total of not to exceed ten (10) school days during any school year and shall be applicable only to the year during which the accident/illness occurred.

Any administrator who has any claim for compensation while absent because of illness contracted or injury incurred as prescribed herein shall file a claim in the manner prescribed in F.S. 1012.61 (2)(b) within five (5) working days following the administrator's return from such absence. The School Board shall approve the claims and authorize the payment thereof if the Board is satisfied that the claim correctly states the facts and that the claim is entitled to payment in accordance with the provisions of F.S. 1012.61.

F.S. 1012.22(2), 1012.61, 1012.63

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**NEW POLICY**

VACATION LEAVE

Administrators who are employed in twelve (12) month positions earn paid vacation leave.

A. Accrual

Vacation leave with pay is accrued by eligible administrators at the rate of two (2) days per month.

Administrators who fill established twelve (12) month positions on a part-time basis shall earn vacation leave in direct proportion to the time actually worked.

Vacation leave will be credited the last day of each month.

An administrator who is in an active pay status shall earn vacation leave for each month in which s/he received pay for more than half the number of workdays in the month.

An administrator who is on leave without pay during a calendar month shall earn vacation leave for that month if s/he has worked more than half the number of work days that month.

Unused vacation leave may be accrued without limit.

B. Transfer

Vacation leave that is accrued at other government agencies cannot be transferred to the School Board for credit. However, educational personnel in Department of Children and Family Services residential care facilities who are employed by the Board under the provisions of F.S. 402.22(1)(d) may request, and the Board shall accept, a lump sum transfer of accumulated annual leave for such person employed by the Board in a position that is eligible to accrue vacation leave under policies of the Board.

C. Use

Vacation leave can be taken only with the prior approval of the supervising administrator. Use of vacation leave shall not be approved before the time it is earned. Vacation leave shall be used in increments of one-half or full days.

Non-scheduled vacation leave may not be taken during the first six (6) months of employment. If an administrator has not accrued a sufficient number of vacation days when scheduled vacation must be taken, the administrator will take leave without pay. Administrators may be required to encumber enough vacation days to cover scheduled vacation.

Vacation leave shall be scheduled in the workplace to permit minimum disruption of the operation of the school system.

Vacation leave may be used for purposes other than vacation. It is at the employee's discretion to use vacation leave in lieu of sick leave, to work elsewhere, or for other purposes.

D. Terminal Pay

When an administrator is released or resigns, s/he will be paid for vacation time accumulated through the end of the last full month worked, not including the last partial month worked. For vacation leave accrued after July 1, 2001, terminal pay may not exceed a maximum of sixty (60) days of actual payment.

This limit does not impair any contractual agreement established before July 1, 2001. For unused vacation leave accumulated before July 1, 2001, terminal payment shall be made pursuant to the Board's policies, contracts, or rules that were in effect on June 30, 2001.

F.S. 1011.60(3), 1012.22(2), 1012.65



**NEW POLICY**

**MILITARY LEAVE**

The School Board supports individuals willing to serve in the armed forces of the United States or the State of Florida to protect our country and State. In accordance with State and Federal laws, administrators who must be absent from work for military service are entitled to take a military leave of absence in accordance with this policy.

Administrators called to duty are required to notify the Superintendent immediately unless notice is impossible or prevented by military necessity or, under all of the relevant circumstances, the giving of such notice is otherwise impossible or unreasonable.

**Reserve or Guard Training**

All administrators in this District who are commissioned reserve officers or reserve enlisted personnel in the United States military or naval service or members of the National Guard are entitled to leaves of absence from their respective duties, without loss of vacation leave, pay, time, or efficiency rating, on all days during which they are engaged in training ordered under the provisions of the United States military or naval training regulations for such personnel when assigned to active or inactive duty.

Compensation allowed for military leave to participate in required training exercises shall not exceed 240 hours in any one (1) annual period as provided in F.S. 115.07. Such leave is not charged as vacation. It shall be established that the period selected is not at the convenience of the employee but a military necessity, if it falls within the school year. Upon the recommendation of the Superintendent, leaves of absence for additional or longer periods of time for assignment to duty functions of a military character shall be without pay and may be granted by the Board and when so granted shall be without loss of time or efficiency rating.

When an administrator's assigned employment duty conflicts with ordered active or inactive duty training, it is the responsibility of the Board to provide a substitute employee, if necessary, for the assumption of such employment duty while the employee is on assignment for the training.

**Active Military Service**

Administrators who are service members of the National Guard or a reserve component of the Armed Forces of the United States shall be granted leave to perform active military service, the first thirty (30) days of any such leave to be with full pay.

Leave of absence for additional or longer periods of time for assignment to duty functions of a military character shall be without pay. Administrators on military leave may substitute accrued paid vacation for unpaid leave.

**Re-Employment**

Re-employment of all administrators granted military leave shall be governed in accordance with 38 U.S.C. 4312. An administrator who is granted military leave for active duty shall, upon the completion of the tour of duty, be returned to employment without prejudice, provided that the administrator gives notice and files an application for re-employment within the time limitations contained in 38 U.S.C. 4312. The administrator will be returned to duty in the same or a similar position as previously held in accordance with 38 U.S.C. 4312.

**Benefits During Military Leave**

The Board shall continue to provide all health insurance and other existing benefits to administrators as required by the Uniformed Services Employment and Reemployment Rights Act, Chapter 43 of Title 38 U.S.C.

**Voluntary Service**

When an employee enters voluntarily into any branch of the armed forces for temporary or an extended period of service, military leave shall be granted at the Board's discretion. An employee whose absence will interfere with the orderly operation of the school program shall be denied military leave, except in unusual cases.

F.S. 115.07, 115.09, 115.14, 121.111, 250.341, 1012.23  
38 U.S.C. 2021 et seq., 4312, 4323



**NEW POLICY**

**PROFESSIONAL LEAVE**

With prior approval, administrators may take paid professional leave (vacation or personal leave) to engage in activities during the workday which will result in his/her professional benefit or advancement, including earning college credits and degrees, or that will contribute to the profession of education.

The administrator must submit to his/her supervisor a description of the course or activity, time needed away from work, and a narrative describing the relationship with the course and/or activity and their administrative position. All documentation, including the administrator's work schedule while attending the course and/or activity, must be approved prior to attending courses or activities.

"Extended professional leave" is also available for professional leave exceeding more than thirty (30) consecutive days if the administrative staff member has accumulated enough paid professional leave (vacation or personal leave).

In no case shall an administrator be permitted to work toward an advanced or supplemental degree or receive college credit during the workday or at any time when salary, or other reimbursement, is received from the Board, unless such time is covered by appropriate leave.

Professional leave shall be approved only if specific times and frequency will not adversely affect the administrator's job performance.

The Board may grant any administrator three (3) consecutive weeks professional leave during any fiscal year with compensation when school is not in session; however, such leave shall be cumulative for not more than two (2) years.

**Sabbatical Leave**

The Board may grant an administrator sabbatical leave for a period not to exceed one (1) year.



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An administrator who receives such leave may be paid one-half of his/her ordinary salary during the period of such leave. Administrators approved for sabbatical leave shall also receive full benefits during such period. A person compensated for sabbatical may not be compensated for other employment during the period of sabbatical leave so that s/he would receive combined compensation in excess of his/her annual salary.

F.S. 1012.23

F.A.C. 6A-1.081, Professional Leave and Extended Professional Leave; Definition

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**NEW POLICY**

**JURY/WITNESS DUTY LEAVE**

**Jury Duty Leave**

An administrator summoned to serve on a jury shall be granted temporary leave with pay for all hours required for the duty up to his or her normal workday hours.

Any jury fees may be retained by the administrator.

However, if jury duty does not require absence for the entire workday, an administrator is expected to return to work immediately upon release by the court.

The School Board shall not reimburse the administrator for meals, lodging, and travel expenses incurred while serving as a juror.

Jury/Witness duty leave will be granted for a maximum of fifteen (15) days, unless additional leave is recommended by the Superintendent and approved by the Board.

**Witness Duty Leave**

An administrator who is subpoenaed as a witness may be granted temporary leave with pay for all hours required for the duty, up to his/her normal workday hours, provided the subpoena is not related to personal litigation in which the administrator is a party.

Any witness fees may be retained by the administrator.

The Board shall not reimburse administrators for meals, lodging, and travel expenses incurred while serving as a witness.

When an administrator is subpoenaed or called as a witness by the Board at a deposition, hearing, trial or other civil proceeding, s/he may be granted temporary leave with pay for all hours required for the duty.

Any witness fees may be retained by the administrator.

In the event no fees are received from the court, s/he may be paid per diem and for travel expenses pursuant to Policy 6550, Travel and Per Diem.

**Personal Litigation**

In no case shall temporary leave with pay be granted for court attendance when an administrator is engaged in his/her own personal litigation. In such cases, an administrator may request vacation or personal leave.

F.S. 1012.23

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NEW POLICY

COMPLAINTS AGAINST ADMINISTRATIVE STAFF

Any complaint against an administrator which arises within the membership of the School Board or which comes to the attention of the Board (except through the Superintendent) shall be referred to the Superintendent for decision. In cases where the administrator or the complainant is not satisfied with the decision of the Superintendent, an appeal may be taken by either party to the Board through the Superintendent for a final decision.

Pursuant to State law, a complaint of misconduct against a District administrator, and all information obtained pursuant to an investigation by the District of the complaint of misconduct, are confidential and exempt from inspection or copying until the investigation ceases to be active, or until the District provides written notice to the employee who is the subject of the complaint, in the manner set forth below, that the District has either:

- A. concluded the investigation with a finding not to proceed with disciplinary action or file charges; or
- B. concluded the investigation with a finding to proceed with disciplinary action and/or to file charges. If the investigation results in such a finding, the District shall also file a legally sufficient complaint regarding the misconduct as required by State law and Policy 8141 - Mandatory Reporting of Misconduct by Certificated Employees.

Any material that is derogatory to an employee shall not be open to inspection for an additional ten (10) days after the employee has been notified either:

- A. by certified mail, return receipt requested, to his/her address of record; or

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B. by personal delivery. The employee's signature on a copy of the materials to be filed shall be proof that such materials were given to the employee, with the understanding that such signature merely signifies receipt and does not necessarily indicate agreement with its contents.

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F.S. 119.071(2)(k), 1012.31, 1012.795, 1012.796

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REVISED POLICY

PERSONNEL FILE

It is necessary for the orderly operation of the School District to prepare a personal information system for the retention of appropriate files bearing upon an employee's duties and responsibilities to the District and the District's responsibilities to the employee.

The School Board requires that sufficient records exist to determine an employee's qualifications for the job held, compliance with Federal, State, and local benefit programs, conformance with District rules, and evidence of completed evaluations. Such records will be kept in compliance with the laws of the State of Florida.

The term personnel file as used in this section shall mean all records, information, data, or materials maintained by a public school system, in any form or retrieval system whatsoever, with respect to any of its instructional staff, which are uniquely applicable to that employee, whether maintained in one (1) or more locations.

Only that information which pertains to the professional role of the employee and submitted by duly authorized school administrative personnel and the Board may be entered in the official record file.

Pursuant to State law, a complaint of misconduct against a District employee, and all information obtained pursuant to an investigation by the District of the complaint of misconduct, are confidential and exempt from inspection or copying until the investigation ceases to be active, or until the District provides written notice to the employee who is the subject of the complaint, in the manner set forth below, that the District has either:

A. concluded the investigation with a finding not to proceed with disciplinary action or file charges, or

B. concluded the investigation with a finding to proceed with disciplinary action and/or to file charges. If the investigation results in such a finding, the District shall also file a legally sufficient complaint regarding the misconduct as required by State law and Policy 8141 - Mandatory Reporting of Misconduct by Certificated Employees.

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6  
7 Any material that is derogatory to an employee shall not be open to inspection for an  
8 additional ten (10) days after the employee has been notified either:

9 A. by certified mail, return receipt requested, to his/her address of  
10 record; or

11 B. by personal delivery. The employee's signature on a copy of the  
12 materials to be filed shall be proof that such materials were given to  
13 the employee, with the understanding that such signature merely  
14 signifies receipt and does not necessarily indicate agreement with its  
15 contents.

16 No record in a personnel file which is confidential and exempt from inspection and  
17 copying pursuant to applicable law shall be disclosed except as provided by  
18 applicable law

19  
20 The Superintendent shall maintain a record in each personnel file of those persons  
21 reviewing the files each time they are reviewed.

22 A copy of each such entry shall be given to the employee by certified mail or  
23 personal delivery. The employee's signature on a copy of the materials to be filed  
24 shall be proof that such materials were given to the employee, with the  
25 understanding that such signature merely signifies receipt and does not necessarily  
26 indicate agreement with its contents.

27 The employee shall have access to his/her file upon request.

28 The related procedures manual is entitled Personnel File Procedures.

29 F.S. 119.011, 119.07, 119.071, 1012.31

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1     EMPLOYMENT OF SUBSTITUTE AND PART-TIME INSTRUCTIONAL STAFF

2     When it becomes necessary to employ instructional personnel on a temporary basis,  
3     such employment is on a limited-time basis for the purpose of filling a vacancy for  
4     which a regular employee cannot be found, or to perform some task of a temporary  
5     nature. This employment shall end at the close of the school term, at the end of the  
6     fiscal year, or at the time when the temporary task is completed.

7             A.     Substitute Teachers

8             The School Board authorizes the employment of of State and District  
9             certificated substitute teachers in accordance with State law. The  
10            employment of substitute teachers shall be in accordance with a  
11            planned program developed by the District.

12            Each school principal is authorized to employ a substitute teacher  
13            when an instructional staff member is unable to perform assigned  
14            duties. The principal shall obtain substitute teachers from the  
15            approved list published by the Human Resource Office.

16            Applicants who seek employment as substitute teachers shall meet  
17            the following minimum qualifications and provide the appropriate  
18            materials as required by the Human Resource Office:

- 19            1.     hold a high school diploma or equivalent;
- 20            2.     be at least eighteen (18) years of age;
- 21            3.     submit a complete set of fingerprints taken by a law  
22                enforcement agency or properly trained District personnel  
23                and the appropriate processing fee to obtain a records check  
24                by the Florida Department of Law Enforcement (FDLE) and  
25                the Federal Bureau of Investigation (FBI);
- 26            4.     submit to a drug/alcohol screening; and
- 27            5.     complete an orientation/training program and other training  
28                required by Florida law.

1 The Human Resource Office shall approve applicants as substitute  
2 teachers provided their qualifications are found to be satisfactory.  
3 Applicants shall not be eligible for substitute teaching until  
4 approved.

5 In the absence of a regular teacher, a substitute teacher shall be  
6 employed under the following conditions:

- 7 1. Absences of regular teachers shall be filled by highly qualified  
8 substitute teachers whenever possible.
- 9 2. All substitute teachers shall observe the same hours and  
10 perform the same duties as regular teachers. Substitutes  
11 may be excused by the principal from instructional meetings.
- 12 3. Each substitute teacher shall conduct classes according to  
13 lesson plans and schedules prepared by the teacher who is  
14 absent.
- 15 4. Each substitute shall leave for the returning teacher a  
16 summary of the work covered and work assigned to students.
- 17 5. Compensation of substitute teachers shall be established by  
18 the Board.
- 19 6. Each substitute teacher shall file a complete set of  
20 fingerprints as required in Policy 3121.01 - Employment  
21 History and Criminal Background Checks.
- 22 7. The Superintendent may remove a substitute teacher from  
23 the approved list of substitute teachers with or without cause.  
24 The substitute teacher removed from the approved list shall  
25 not have no further recourse against the District unless  
26 removal from the approved list is in violation of State or  
27 Federal law.  
28

Upon request from an early learning coalition serving students in  
Gadsden County, the District will make available to the coalition a  
list of persons eligible to act as a substitute teacher in this District.



1           B.    Temporary Teachers

2                   A temporary teacher is a person whose employment is expected to  
3                   be for a limited time to fill a vacancy for which a permanent teacher  
4                   is not available or to perform some work of a temporary nature.  
5                   Such employment will cease at the close of the school term or school  
6                   fiscal year or when the temporary work has been completed. A  
7                   temporary teacher shall not be considered an annual contract,  
8                   probationary teacher for purposes of assessment or evaluation.

9                   In the absence of a regular teacher, a temporary teacher shall be  
10                  employed when it is known or determined that the regular teacher  
11                  will be absent for more than thirty (30) consecutive days or for the  
12                  remainder of the school year. A highly qualified teacher shall be  
13                  appointed as a replacement as soon as possible so that there is  
14                  continuity in the instructional program. To be eligible to be  
15                  recommended as a temporary teacher for the period to be served,  
16                  the individual selected as the replacement shall have a valid Florida  
17                  certificate and meet the criteria established by the FLDOE to be  
18                  considered highly qualified for the assignment.

19                  A temporary teacher shall be paid on the teacher salary schedule,  
20                  once they have met all conditions to be employed as a replacement,  
21                  and shall assume the full duties of a regular teacher.

22           C.    Part-Time Instructional Staff

23                  The Superintendent is authorized to employ part-time personnel as  
24                  needed. A part-time instructional staff member is a teacher who is  
25                  employed to render less than the number of hours each day as  
26                  established by the Board for a regular full-time teacher.

27    F.S. 1002.83(14), 1012.35, 1012.36

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**REVISED POLICY**

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1                   CONTRACTS: INSTRUCTIONAL PERSONNEL

2 Any person employed as a member of the instructional staff shall hold a valid  
3 Florida Teaching Certificate except as noted elsewhere in policy. All instructional  
4 staff members shall be entitled to and shall enter into a written contract with the  
5 School Board as provided by law. All contracts shall be on forms prescribed by the  
6 Commissioner of Education. Any member of the instructional staff who is willfully  
7 absent from duty without leave shall forfeit compensation for the time absent, and  
8 the staff member's contract shall be subject to cancellation by the Board.

9  
10 Contracts with, as well as contracts pertaining to, instructional staff that provide for  
11 extra compensation, bonuses, and/or severance pay, shall strictly comply with the  
12 provisions of F.S. 215.425.

13 Each individual newly hired as instructional personnel by the Board must be  
14 awarded a one (1) year probationary contract. Upon successful completion of the  
15 probationary contract, the Board may award an annual contract. An annual  
16 contract may be awarded for instructional personnel who have successfully  
17 completed a probationary contract with the Board and have received one (1) or more  
18 annual contracts from the Board. An annual contract may be awarded only if the  
19 employee:

- 20           A.   holds an active professional certificate or temporary certificate  
21                   issued pursuant to F.S. 1012.56 and rules of the State Board of  
22                   Education;
- 23           B.   has been recommended by the Superintendent for the annual  
24                   contract based upon the individual's evaluation under F.S. 1012.34  
25                   and approved by the Board;
- 26           C.   has not received two (2) consecutive annual performance evaluation  
27                   ratings of unsatisfactory, two (2) annual performance evaluation  
28                   rating of unsatisfactory within a three (3) year period, or three (3)  
29                   consecutive annual performance evaluation ratings of needs  
30                   improvement or a combination of needs improvement and  
31                   unsatisfactory under F.S. 1012.34.

32 A true signed copy of the contract shall be retained by the Board in the office of the  
33 Superintendent.



1 Probationary employees may be dismissed without cause or may resign without their  
2 resignation constituting a breach of contract. Instructional personnel who have  
3 successfully completed a probationary contract and have received an annual  
4 contract may be suspended or dismissed at any time during the term of the contract  
5 for just cause as defined by State law. Instructional personnel shall have the right  
6 to contest or challenge any such suspension or dismissal in accordance with the  
7 procedures set forth in State law.

8 **Year of Service Defined for Instructional Personnel**

9 The minimum time which may be recognized as a year of service for contractual  
10 purposes shall be full-time actual service rendered under contract for more than  
11 one-half (1/2) of the number of days or more than one-half (1/2) the number of total  
12 hours required for the normal contractual period of service for the position held. In  
13 determining such service, sick leave and holidays for which the employee received  
14 compensation shall be counted, but all other types of leave and holidays shall be  
15 excluded.

16 Any claim to a year of service for salary purposes shall be the equivalent of the  
17 service required for a continuing, instructional service, annual, or multi-year  
18 contract. Credit for service rendered in another state or as otherwise allowed under  
19 the adopted salary schedule shall be determined by using the minimum service  
20 required in the District for a comparable position and in accordance with provisions  
21 of the applicable collective bargaining agreement.

22 In determining the number of days that must be served to constitute a full year of  
23 out-of-state teaching experience, the existing regulations of the State or District in  
24 which the contract was executed shall be used as the criteria.

25 F.S. 215.425, 1001.42, 1001.43, 1011.60, 1012.22, 1012.32, 1012.33, 1012.335,  
26 1012.34, 1012.56  
27 F.A.C. 6A-1.0502, 6A-1.064

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**REVISED POLICY**

**APPOINTMENT, ASSIGNMENT, TRANSFER, AND  
PROMOTION OF INSTRUCTIONAL STAFF**

The School Board believes that the appropriate placement of qualified and competent staff is essential to the successful functioning of the District.

~~Pursuant to statutory requirements, the percentage of temporarily certified teachers, teachers in need of improvement, or out-of-field teachers assigned to schools in one (1) of the three (3) lowest performing categories under State law shall not be greater than the District average of temporarily certified teachers, teachers in need of improvement, or out-of-field teachers. Such assignments shall be consistent with the collective bargaining agreement.~~

~~The District shall annually certify to the Commission of Education that this requirement is being met.~~

**Appointment and Assignment**

When developing his/her recommendation for ~~staff~~ staff appointments of instructional staff, the Superintendent shall consider nominations for staff appointments submitted by the principals. Further, if the Superintendent intends to recommend placement of a staff member in a school who was not nominated by the principal, the Superintendent will consult with that principal. In accordance with State law, a principal may refuse to accept the Superintendent's proposed assignment of an instructional staff member to his/her school unless that instructional staff member has a performance rating of effective or highly effective under F.S. 1012.34.

After such required consideration and consultation, the Superintendent shall submit written recommendations with regard to the appointment and assignment of instructional staff for Board action.

The Board shall act not later than June 30th on the Superintendent's nominations of supervisors, principals, and members of the instructional staff.

In accordance with State law, the Board may reject the Superintendent's recommendation for initial appointment and assignment, or re-appointment and assignment, for good cause.

1 **Assignment to Schools Graded “D” or “F”**

2  
3 Pursuant to statutory requirements, the percentage of temporarily certified teachers,  
4 teachers in need of improvement, or out-of-field teachers assigned to schools graded  
5 “D” or “F” under State law shall not be greater than the District average. Such  
6 assignments shall be consistent with the collective bargaining agreement.

7  
8 A newly hired instructional staff member may be assigned to a school that has  
9 earned a grade of “F” in the previous year, or any combination of three (3)  
10 consecutive grades of “D” or “F” in the previous years, if the individual:

- 11  
12 A. has received an “effective” or “highly effective” rating in the  
13 immediate prior year’s performance evaluation;  
14  
15 B. has successfully completed or is enrolled in a teacher preparation  
16 program, is provided with high-quality mentoring during the first  
17 two (2) years of employment, holds a professional certificate and  
18 holds a probationary contract; or  
19  
20 C. holds a probationary contract, holds a professional certificate and  
21 has successful teaching experience, and if, in the judgment of the  
22 school principal students would benefit from the placement of that  
23 individual.

24  
25 The Superintendent will annually certify to the Commission of Education that these  
26 requirements are being met.

27  
28 **Assignment to Teacher Preparation Programs**

29  
30 All instructional personnel who supervise or direct teacher preparation students  
31 during field experience courses or internships in which candidates demonstrate an  
32 impact on student learning growth must have evidence of “clinical educator”  
33 training, a valid professional certificate and at least three (3) years K-12 teaching  
34 experience and must have earned an “effective” or “highly effective” rating on the  
35 prior year’s performance evaluation or be a peer evaluator under the District’s  
36 evaluation system.

37  
38 All instructional personnel who supervise or direct teacher preparation students  
39 during field experience courses or internships in another state, in which a candidate  
40 demonstrates an impact on student learning growth, through a Florida online or  
41 distance program must have received “clinical educator” training or its equivalent in  
42 that state, hold a valid professional certificate issued by the state in which the field  
43 experience takes place, and have at least three (3) years of K-12 teaching experience.  
44



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4 All instructional personnel who supervise or direct teacher preparation students  
5 during field experience courses or internships, in which a candidate demonstrates  
6 an impact on student learning growth, on a United States military base in another  
7 country through a Florida online or distance program must have received “clinical  
8 educator” training or its equivalent, hold a valid professional certificate issued by the  
9 United States Department of Defense or a state or territory of the United States, and  
10 have at least three (3) years of K-12 teaching experience.  
11

12 **Promotion and Transfer**

13 Pursuant to State law, the Superintendent's primary consideration in recommending  
14 an individual for promotion must be the individual's demonstrated effectiveness  
15 pursuant to F.S. 1012.34 State law.

16 Before transferring an instructional staff member from one (1) school to another, the  
17 Superintendent shall consult with the principal of the school to which the teacher  
18 will be assigned and allow the principal the opportunity to review the teacher's  
19 records, including student performance demonstrated under F.S. 1012.34, and  
20 interview the teacher. If, in the judgment of the principal, students would not  
21 benefit from the placement, an alternative placement may be sought. A principal  
22 may refuse to accept the Superintendent's assignment or transfer of an instructional  
23 staff member who holds a professional teaching certificate to his/her school, unless  
24 that instructional staff member has a performance rating of effective or highly  
25 effective under F.S. 1012.34.

26 After the required considerations and consultations, the Superintendent shall  
27 submit written recommendations with regard to the promotion or transfer of  
28 instructional staff for Board action.

29 In accordance with State law, the Board may reject the Superintendent's  
30 recommendation for the transfer or promotion of an instructional staff member for  
31 good cause.

32 **Required Reporting**

33 The Superintendent must annually notify the parent of any student who is assigned  
34 to classroom with a teacher having two (2) consecutive annual performance  
35 evaluation ratings of unsatisfactory, two (2) annual performance evaluation ratings  
36 of unsatisfactory within a three (3) year period, or three (3) consecutive annual  
37 performance evaluation ratings of needs improvement or a combination of needs  
38 improvement and unsatisfactory.



1 **Duties, Days, and Hours**  
2

3 The Superintendent shall make known through administrative channels the duties,  
4 days, and hours of the various classes of instructional personnel.

5 A. Instructional staff members shall perform the duties required by  
6 Florida statutes, Board policy, and the collective bargaining  
7 agreement, as well as other reasonable duties as may be assigned by  
8 their immediate supervisor. Failure to perform such duties in an  
9 acceptable manner shall constitute a violation of the instructional  
10 staff member's contract and just cause for disciplinary action.

11 B. Instructional staff members are responsible for student control and  
12 supervision at any location on campus or during school-sponsored  
13 activities.

14 C. Instructional staff members shall not permit their family members  
15 or friends by their presence to interfere with performance of their  
16 duties during working hours.

17 **Employment and Supervision of Relatives (Nepotism)**

18 An employee may not be recommended for employment or be supervised by a close  
19 relative. Further, two or more close relatives may not work in the same  
20 administrative unit except by special permission of the Superintendent. All  
21 employees shall disclose to the Superintendent, the names of close relatives working  
22 at the same work location.

23 For purposes of this policy, close relatives are defined as mother, father, son,  
24 daughter, brother, sister, and spouse and in-laws of the same.

|25 F.S. 112.3135, 1004.04, 1012.22, 1012.23, 1012.2315, 1012.27, 1012.28

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1                                    STUDENT SUPERVISION AND WELFARE

2 Each instructional staff member shall maintain a standard of care for the  
3 supervision, control, and protection of students commensurate with their assigned  
4 duties and responsibilities that include but are not limited to:

5            A.    An instructional staff member shall report immediately to a building  
6                   administrator any accident, safety hazard, or other potentially  
7                   harmful condition or situation s/he detects.

8            B.    An instructional staff member shall provide proper instruction in  
9                   safety matters as presented in assigned course guides.

10           C.    An instructional staff member shall immediately report to a building  
11                   administrator knowledge of threats of violence by students.

12           D.    An instructional staff member shall not send students on any  
13                   non-school related errands.

14           E.    An instructional staff member shall not inappropriately associate  
15                   with students at any time in a manner which may give the  
16                   appearance of impropriety, including, but not limited to, the creation  
17                   or participation in any situation or activity which could be  
18                   considered abusive or sexually suggestive or involve illegal  
19                   substances such as drugs, alcohol, or tobacco. Any sexual or other  
20                   inappropriate conduct with a student by any staff member will  
21                   subject the offender to potential criminal liability and discipline up  
22                   to and including termination of employment.

23           F.    If a student approaches a staff member to seek advice or to ask  
24                   questions regarding a personal problem related to sexual behavior,  
25                   substance abuse, mental or physical health, and/or family  
26                   relationships, etc., the staff member may attempt to assist the  
27                   student by facilitating contact with certified or licensed individuals  
28                   in the District or community who specialize in the assessment,  
29                   diagnosis, and treatment of the student's stated problem. However,  
30                   under no circumstances should a staff member attempt, unless  
31                   properly licensed and authorized to do so, to counsel, assess,  
32                   diagnose, or treat the student's problem or behavior, nor should  
33                   such staff member inappropriately disclose personally identifiable  
34                   information concerning the student to third persons not specifically  
35                   authorized by law.

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1 G. An instructional staff member shall not knowingly distribute to a  
2 minor any material that is obscene and harmful to minors, as  
3 defined in F.S. 847.012, in any format and/or by any manner. An  
4 instructional staff member who knowingly distributes any such  
5 material to a minor also commits a felony under State law, and is  
6 subject to disciplinary action up to and including termination.  
7

8 H. An instructional staff member shall not transport students in a  
9 private vehicle without the approval of the principal.

10 IH. A student shall not be required to perform work or services that may  
11 be detrimental to his/her health.

12 JI. Staff members are discouraged from engaging students in social  
13 media and online networking media, such as Facebook, Twitter,  
14 MySpace, etc.

15 KJ. Staff members are expressly prohibited from posting any video or  
16 comment pertaining to any student on social network sites or  
17 similar forums, such as YouTube, without express permission of the  
18 students' parent(s).

19 Since most information concerning a child in school, other than directory  
20 information described in Policy 8330- Student Records, is confidential under Federal  
21 and State laws, any staff member who shares confidential information with another  
22 person not authorized to receive the information may be subject to discipline and/or  
23 civil liability. This includes, but is not limited to, information concerning  
24 assessments, grades, behavior, family background, and alleged child abuse.

25 Pursuant to the laws of the State and School Board Policy 8462 - Student Abuse and  
26 Neglect, each instructional staff member shall report to the proper legal authorities  
27 immediately any sign of suspected child abuse or neglect.

28 F.S. 119.011, 847.012, 1001.51, 1002.22, 1003.32  
29 20 U.S.C. 1232  
30 34 C.F.R. Part 99

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EVALUATION OF INSTRUCTIONAL PERSONNEL

Pursuant to State law, evaluations shall be conducted for the purpose of increasing student learning growth by improving the quality of instructional services in the District. Except for classroom teachers who are newly hired in the District and excluding substitute teachers, a performance evaluation must be conducted for each instructional staff member at least once per year. Newly hired teachers must be observed and evaluated at least twice during their first year of teaching in the District.

The Principal is responsible for the performance of all personnel employed by the Board and assigned to the school to which the Principal is assigned. The Principal shall appropriately and effectively apply the personnel evaluation system that has been recommended by the Superintendent and approved by the Board, and approved, as required by State law, by the Florida Department of Education.

As set forth in State law, at least fifty percent (50%) of the performance evaluation of an instructional staff member must be based on data and indicators of student learning growth assessed annually by Statewide assessments for the students assigned to that teacher's classroom or, in the case of co-teaching or team teaching, within the teacher's academic sphere of responsibility. For classroom teachers for whom at least three (3) years of growth data for students assigned to that teacher the percentage of the evaluation that is based upon student learning growth shall be reduced to not less than forty percent (40%) as provided by State law. If less than three (3) years of data are available, the years for which data are available must be used and the percentage of the evaluation based upon student learning growth may be reduced to not less than forty percent (40%).

Student achievement measures for courses associated with Statewide assessments may be used only if a Statewide growth formula has not been approved for that assessment or, for courses associated with School District assessments, if achievement is demonstrated to be a more appropriate measure of teacher performance.

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4 The student performance data used in the performance evaluation of non-classroom  
5 instructional personnel must be based on student outcome data that reflects the  
6 actual contribution of such personnel to the performance of the students assigned to  
7 the individual in the individual's areas of responsibility.  
8

9 For purposes of performance salary schedules adopted in accordance with State law,  
10 the student assessment data in the performance evaluation must be from Statewide  
11 assessments or District-determined assessments in the subject areas taught.

12 For instructional personnel who are not classroom teachers, the student learning  
13 growth portion of the evaluation must include growth data on Statewide  
14 assessments for students assigned to the instructional personnel over the course of  
15 at least three (3) years, or may include a combination of student learning growth  
16 data and other measurable student outcomes that are specific to the assigned  
17 position, provided that the student learning growth data accounts for not less than  
18 thirty percent (30%) of the evaluation. If less than three (3) years of student growth  
19 data are available, the years for which data are available must be used and the  
20 percentage of the evaluation based upon student learning growth may be reduced to  
21 not less than twenty percent (20%).

22 The evaluation criteria must include, but are not limited to, the following:

- 23 A. student performance, as described above;
- 24 B. instructional practice, including indicators based upon each of the  
25 Florida Educator Accomplished Practices adopted by the State  
26 Board and specific job expectations related to student support for  
27 instructional staff members who are not classroom teachers;
- 28 C. professional and job responsibilities adopted by the State Board, as  
29 well as additional professional and job responsibilities established  
30 by the Board.

31 Lastly, each evaluation shall also relate, but not be limited to, the duties specified in  
32 the job description.

33 The Principal shall inform all instructional personnel of the criteria and procedures  
34 associated with the performance evaluation process before evaluation begins.  
35 Additionally, the Principal shall assist the teachers within the school to use student  
36 assessment data, as measured by student learning growth gains pursuant to State  
37 law, for self-evaluation and improvement.

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4 The evaluation shall be completed and on file in accordance with the time schedule  
5 established by the Superintendent. The written report of the evaluation must be on  
6 file and provided to the employee within ten (10) days after the evaluation  
7 conference. The evaluator must discuss the written evaluation report with the  
8 employee. The employee shall have the right to initiate a written response to the  
9 evaluation, and the response shall become a permanent attachment to his/her  
10 personnel file. The evaluator may amend an evaluation based upon assessment  
11 data from the current year if the data becomes available within ninety (90) days after  
12 the close of the school year.

13 If an employee who holds a professional service contract is not performing his/her  
14 duties in a satisfactory manner, the evaluator shall notify the employee in writing of  
15 such determination. The notice must describe such unsatisfactory performance and  
16 include notice of the procedural requirements set forth in F.S. 1012.34.

17 An evaluation shall be submitted at the time an instructional staff member leaves  
18 the District if services terminate prior to annual evaluations.

19 An instructional staff member shall be given a copy of any documents relating to  
20 his/her performance ~~which~~ that are to be placed in the personnel file.

21 A portion of each instructional staff member's compensation shall be based on the  
22 employee's performance evaluation as required by State law.

23 In addition, the Superintendent shall annually report the evaluation results of  
24 instructional staff members using the four (4) levels of performance set forth in State  
25 law to the FLDOE. The results shall be provided by school and shall be  
26 disaggregated by classroom teachers, as defined in State law, excluding substitute  
27 teachers, and all other instructional personnel, also as defined in State law.

28 The Superintendent shall also notify the FLDOE of any instructional staff members  
29 who receive two (2) consecutive unsatisfactory evaluations, as well as any  
30 instructional personnel who are given written notice by the District of intent to  
31 terminate or not renew their employment.

32 ~~The instructional personnel assessment system shall be evaluated annually to~~  
33 ~~determine compliance with State law and this policy. All substantial revisions to an~~  
34 ~~approved system shall be approved by the Board, upon the recommendation of the~~  
35 ~~Superintendent, before being submitted to the Florida Department of Education for~~  
36 ~~approval.~~  
37



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4 **Annual Review of District Instructional Personnel Evaluation System**  
5

6 The Superintendent shall appoint a District Evaluation System Review Committee  
7 who shall be responsible for annually reviewing the instructional staff evaluation  
8 system to analyze whether it complies with Florida law and this policy. The District  
9 Evaluation System Review Committee shall follow procedures adopted by the  
10 Superintendent when reviewing the evaluation system. All substantial revisions to  
11 the evaluation system must be reviewed and approved by the Board before being  
12 used to evaluate instructional personnel.

13  
14 The District Evaluation System Review Committee shall be composed of no less than  
15 (3—(—)) individuals from the following areas:

16  
17  instructional staff member;

18  
19  school administrator;

20  
21  assistant superintendent;

22  
23  district curriculum and  
24 instruction  
25 .

26 F.S. 1012.22, 1012.28, 1012.34, 1012.986

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1 The in-service activities for instructional personnel shall focus on analysis of student  
2 achievement data, ongoing formal and informal assessments of student  
3 achievement, identification and use of enhanced and differentiated instructional  
4 strategies that emphasize rigor, relevance, and reading in the content areas,  
5 enhancement of subject content expertise, integrated use of classroom technology  
6 that enhances teaching and learning, classroom management, parent involvement,  
7 and school safety. Additionally, in-service activities will be made available for  
8 instructional personnel of nonpublic schools in the District and the State certified  
9 teachers who are not employed by the Board on a fee basis not to exceed the cost of  
10 the activity per all participants.

11 ~~Each School principals shall may, but are not required to,~~ establish and maintain  
12 an individual professional development plan for each instructional employee  
13 assigned to the school ~~as a seamless component to the school improvement plans~~  
14 ~~developed pursuant to State law.~~ The individual professional development plan  
15 ~~established by the principal shall must:~~

- 16 A. be related to specific performance data for the students to whom the  
17 teacher is assigned;
- 18 B. define the in-service objectives and specific measurable  
19 improvements expected in student performance as a result of the in-  
20 service activity;
- 21 C. include an evaluation component that determines the effectiveness  
22 of the professional development plan;
- 23 ~~D. provide for systematic consultation with regional and State~~  
24 ~~personnel designated to provide technical assistance and evaluation~~  
25 ~~of local professional development programs;~~
- 26 ~~E. provide for delivery of professional development by distance learning~~  
27 ~~and other technology based delivery systems to reach more~~  
28 ~~educators at lower costs;~~
- 29 ~~F. provide for the continuous evaluation of the quality and~~  
30 ~~effectiveness of professional development programs in order to~~  
31 ~~eliminate ineffective programs and strategies and to expand effective~~  
32 ~~ones. Evaluations must consider the impact of such activities on~~  
33 ~~the performance of participating educators and their students'~~  
34 ~~achievement and behavior.~~



1 **Certification of an Approved Comprehensive Professional Development Plan**

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2  
3 By July 1st of each year and prior to the release of funds for instructional materials,  
4 pursuant to statutory requirements, the Superintendent will certify to the  
5 Commissioner of Education that the Board has approved a comprehensive  
6 professional development plan that requires fidelity of implementation of  
7 instructional materials that are in the first two (2) years of the adoption cycle. The  
8 report will also include verification that the training was provided.

9 F.S. 1001.42, 1011.62, 1011.67, 1012.22, 1012.34, 1012.56, 1012.98, 1012.985,  
10 1012.986

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REVISED POLICY

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COMPENSATION

2 Salaries of all instructional staff members shall be determined by the School Board  
3 and shall be authorized by the following annual salary schedules adopted by the  
4 Board upon the recommendation of the Superintendent.

5  
6 A. grandfathered salary schedule for instructional staff who have  
7 continuing contracts or professional service contracts and were  
8 hired before July 1, 2014; or  
9

10 B. the performance salary schedule for instructional staff who were  
11 hired after July 1, 2014, or who held annual contracts as of July 1,  
12 2014.  
13

14 The base salary set forth in these salary schedules, as well as the amounts provided  
15 for adjustments and supplements shall be subject to collective bargaining.  
16

17 If budget constraints in any given year limit the Board's ability to fully fund all  
18 adopted salary schedules, the performance salary schedule shall not be reduced on  
19 the basis of total cost or the value of individual awards in a manner that is  
20 proportionally greater than reductions to any other salary schedules adopted by the  
21 District.  
22

23 **Grandfathered Salary Schedule for Instructional Staff**  
24

25 The grandfathered salary schedule for instructional staff shall be used as the basis  
26 for paying instructional personnel hired before July 1, 2014, who have a continuing  
27 contracts or a professional service contract. Each year instructional staff members  
28 who were hired before July 1, 2014 and who have a continuing contract or a  
29 professional service contract will have the opportunity to move from this salary  
30 schedule to the performance salary schedule for instructional staff.

31 Per statutory requirements, a portion of each employee's compensation paid  
32 pursuant to the Board-adopted grandfathered salary schedule for instructional staff  
33 shall be based on demonstrated performance as required by State law and evaluated  
34 in accordance with State law and Policy 3220, Evaluation of Instructional Personnel.  
35 In addition, the prior teaching experience of a person who has been designated State  
36 Teacher of the Year by any state in the United States, and prior professional  
37 experience in the field of education gained in position in addition to District level  
38 instructional and administrative positions must be considered.

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~~Further, pursuant to statutory requirements and subject to negotiation, the adopted grandfathered salary schedule for instructional staff shall provide differentiated pay based upon the following District-determined factors, including the following:~~

A. additional responsibilities;

The list of additional responsibilities for which instructional staff members shall receive differentiated pay is set forth in the collective bargaining agreement.

By end of June, the Director of Human Resources shall submit to the Superintendent a list of staff members who are assigned one (1) or more of the additional responsibilities on the list that is set forth in the collective bargaining agreement.

By end of June, the Superintendent will authorize payment of the salary adjustment specified in the Board adopted annual salary schedule for instructional staff to the instructional staff members who are assigned these additional responsibilities.

At a subsequent regular meeting of the Board, the list of instructional staff members who will receive this salary adjustment shall be provided to the Board members.

B. school demographics;

The list of school demographics for which instructional staff members shall receive differentiated pay is set forth in the collective bargaining agreement.

By the end of June, the Director of Human Resources shall submit to the Superintendent a list of instructional staff members who are assigned to schools that have the demographics that were approved by the Board for the current school year.

By the end of June, the Superintendent will authorize payment of the amount specified in the Board adopted salary schedule for instructional staff as a salary adjustment for assignment to a school that has the demographics listed above.

At a subsequent regular meeting the Board, the list of instructional staff members who will receive this salary adjustment shall be provided to the Board members.

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C. critical shortage areas;

By the end of May each year, upon the recommendation of the Superintendent, the Board shall approve any instructional staff positions that the District has identified as critical shortage areas.

By the end of June, the Director of Human Resources shall submit to the Superintendent a list of staff members assigned to positions that have been identified as critical shortage areas by the State Board of Education or the District.

By the end of June, the Superintendent will authorize payment of the amount specified in the annual salary schedule for instructional staff as an adjustment to the compensation of the staff members assigned in critical shortage areas.

At a subsequent regular meeting of the Board, the list of instructional staff members who will receive this adjustment shall be provided to the Board members.

D. level of job performance difficulties.

The list of job performance difficulties for which instructional staff members shall receive differentiated pay are set forth in the collective bargaining agreement.

By the end of June, the Director of Human Resources shall submit to the Superintendent a list of instructional staff members whose assignment is characterized by the job performance difficulties set forth in the collective bargaining agreement.

By the end of June, the Superintendent shall authorize payment of the amount specified in the grandfathered salary schedule for instructional staff as a salary adjustment to the instructional staff members eligible as a result of these job performance difficulties inherent in their assignment.

At a subsequent regular meeting of the Board, the list of instructional staff members who will receive this adjustment shall be provided to the Board members.

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4 **Salary Supplements**

5  
6 In addition to the annual salary adjustments described above, the Board shall also  
7 award salary supplements that are annual additions to the instructional staff  
8 member's salary. Salary supplements shall be paid to all instructional staff  
9 members who were hired before July 1, 2011 for any advanced degree held, and to  
10 all instructional staff members hired after July 1, 2011 but before July 1, 2014 for  
11 advanced degrees earned in their area of responsibility.

- 12  
13 A. By the end of June, the Director of Human Resources shall submit  
14 to the Superintendent a list of instructional staff members who are  
15 eligible for the additional compensation provided by the annual  
16 salary schedule for all instructional staff members who were hired  
17 before July 1, 2011 for any advanced degree held, and to all  
18 instructional staff members hired after July 1, 2011 but before July  
19 1, 2014 for advanced degrees earned in their area of responsibility.  
20  
21 B. By the end of June, the Superintendent will authorize payment of  
22 the amount specified in the grandfathered salary schedule for  
23 instructional staff as a salary adjustment to the instructional staff  
24 members eligible for advanced degrees held.  
25  
26 C. At a subsequent regular meeting, the list of instructional staff  
27 members who will receive this supplement shall be provided to the  
28 Board.

29  
30 As provided by law, these annual salary supplements shall not become part of the  
31 instructional staff member's permanent base salary.

32  
33 **Performance Salary Schedule for Instructional Staff**

34  
35 Beginning July 1, 2014, the performance salary schedule shall be the basis for  
36 paying instructional staff members new to the District, returning to the District after  
37 a break in service without an authorized leave of absence, or appointed for their first  
38 time to an instructional staff position in the District.

39  
40 The performance salary schedule shall also be the basis for paying instructional  
41 staff members on annual contract as of July 1, 2014.

42  
43 Additionally, the performance salary schedule shall be the basis for paying  
44 instructional staff members with a continuing contract or a professional service  
45 contract who opt out of the grandfathered annual salary schedule and into the  
46 performance salary schedule.  
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4 The base salary for instructional staff members who opt into the performance salary  
5 schedule or who are required by State law to move to the performance salary  
6 schedule must be the salary paid in the prior year, including adjustments only.  
7

8 The annual salary adjustment under the performance salary schedule for an  
9 instructional staff member rated as "highly effective" must be greater than the  
10 highest annual salary adjustment available to an instructional staff member of the  
11 same classification through any other salary schedule adopted by the Board.  
12

13 [ ] The performance salary schedule for instructional staff shall provide a  
14 cost-of-living adjustment that does not discriminate among comparable  
15 classes of employees based on the salary schedule under which they are  
16 compensated and does not exceed fifty percent (50%) of the annual  
17 adjustment provided to instructional staff rated as effective.  
18

19 The performance salary schedule must not provide an annual salary adjustment for  
20 an instructional staff member who receives a rating other than highly effective or  
21 effective for the year.  
22

### 23 **Salary Adjustments**

24  
25 The performance salary schedule for instructional staff shall provide for the  
26 following salary supplements:  
27

A. assignment to a Title I eligible school;

By the end of June, the Director of Human Resources will submit to  
the Superintendent a list of staff members who are assigned to a  
Title I school for the upcoming school year.

The Superintendent will authorize payment of the supplement  
specified in the collective bargaining contract for assignment to a  
Title I school.

28 At a subsequent regular meeting, the list of staff members who will  
receive this supplement shall be provided to the Board.

B. assignment to a school that received an "F" or three (3) consecutive  
grades of "D" pursuant to the school grading system established by  
State law;

By the end of June, the Director of Human Resources will submit to  
the Superintendent a list of staff members who are assigned for the  
upcoming year to a school that improved by at least one grade level  
for the previous school year.

By end of June, the Superintendent will authorize payment of the supplement specified in the collective bargaining contract for one (1) year following improved performance in the school regardless of whether or not the teacher assignment is at the school that improved.

At a subsequent regular meeting, the list of staff members who will receive this supplement shall be provided to the Board.

- C. certification and teaching in the critical teacher shortage areas identified by the State Board of Education and/or District pursuant to State law;

By the end of May, upon the recommendation of the Superintendent, the Board shall approve any instructional staff positions that the District has identified as critical shortage areas.

By the end of June, the Director of Human Resources shall submit to the Superintendent a list of staff members assigned to positions that have been identified as critical shortage areas by the State Board of Education or District.

By end of June, the Superintendent will authorize payment of the supplement specified in the collective bargaining contract for the staff members assigned in critical shortage areas.

At a subsequent regular meeting, the list of staff members who will receive this supplement shall be provided.

- D. assignment of additional academic responsibilities;

The list of additional academic responsibilities for which instructional staff members shall receive salary supplements are set forth in the collective bargaining agreement.

By the end of September each Principal shall submit to the Superintendent a list of staff members assigned additional academic responsibilities.

By the end of October, the Superintendent will authorize payment of the supplement specified in the collective bargaining contract for the staff members assigned additional academic responsibilities. At a subsequent regular meeting, the list of staff members who will receive this supplement shall be provided to the Board.

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E. advanced degree in the area of certification.

The end of August, the Director of Human Resources shall submit to the Superintendent a list of instructional staff members who have earned advanced degrees in their area of certification.

By the end of August, the Superintendent will authorize payment of the supplement specified in the collective bargaining contract for the staff members who have earned advanced degrees in their area of certification.

At a subsequent regular meeting, the list of staff members who will receive this supplement shall be provided to the Board.

The amount paid for each of these salary supplements shall be subject to collective bargaining.

**Credit for Previous Experience**

The salary established for instructional personnel under the grandfathered salary schedule, and the base salary established under the performance salary schedule, will include a credit for previous experience earned in a position with similar responsibilities, as follows:

A. The minimum time that will be recognized as a year of service is full-time actual service rendered for more than one-half (1/2) of the number of days or more than one-half (1/2) of the number of hours for the normal contractual period of service for the position held. In determining such service, sick leave and paid holidays shall be counted, but all other types of leave and holidays will be excluded.

B. Credit for service in another state or as otherwise allowed under the adopted salary schedule shall be determined by using the minimum service required in this District for a comparable position, and in accordance with provisions of the applicable collective bargaining agreement. In determining the number of days that must be served to constitute a full year of out-of-state teaching experience, the existing regulations of the State or District in which the contract was executed shall be used as the criteria.

Commented [O1]: See FS 1012.01(4)

Commented [O2]: Moved from policy 3128, Contracts

C. Transfer of previous experience in a position with similar responsibilities

1. Will include all previous experience with this district;
2. May not exceed twelve (12) years of experience from other employers;
3. Must have been earned in a position that contributed to a state retirement system or at a school that was, at the time the experience was earned, fully accredited by one of the six regional accrediting bodies listed below:
  - a. Southern Association of Colleges and Schools.
  - b. Western Association of Schools and Colleges.
  - c. Northwest Association of Accredited Schools.
  - d. North Central Association of Colleges and Schools.
  - e. New England Association of Schools and Colleges.
  - f. Middle States Association of Colleges and Schools.

D. An employee who claims credit for previous experience must complete and submit to the Human Resources Department the Experience Verification Form (Form 3410 F-1) within the first 14 days of employment, in order to receive credit for years of service.

**Bonuses and/or Severance Pay**

Any award of a bonus must be based upon work performance. The determination of such bonus must include a process that describes performance standards and an evaluation process consistent with Policy 3220. All employees eligible for such a bonus will be notified before the beginning of the evaluation period on which the bonus is to be based.

If the Board provides bonuses and/or severance pay to instructional staff that are not included in an individual employment contract and/or pursuant to a collective bargaining contract, those bonuses and/or severance pay are subject to negotiations, but must strictly comply with the provisions of F.S. 215.425 that pertain to such bonuses and/or severance pay.

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1 [Instructional staff members should refer to the current collective bargaining](#)  
2 [agreement for more information regarding compensation.](#)

3 F.S. 215.425, [1001.42, 1001.43, 1011.60, 1012.22, 1012.32, 1012.33, 1012.335,](#)  
4 [1012.34, 1012.36](#)  
5 [F.A.C. 6A-1.052, Salary Schedules to be Adopted for All Personnel](#)  
6 [F.A.C. 6A-1.064, Forms for Contracts for Instructional and Professional Administrative](#)  
7 [Personnel, and Other Personnel](#)

8 © NEOLA [20112015](#)

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**REVISED POLICY**

1        PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS

2        The School Board provides coverage to eligible full-time employees under fully  
3        insured group health plans. The Board has established the following fully insured  
4        group health plans:

- 5            A.        Group Health Plan
- 6            B.        Dental Plan

7        The Board acknowledges that these group health plans are required to comply with  
8        the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule—as  
9        amended by Title I of the Genetic Information Nondiscrimination Act (GINA) and all  
10       implementing Federal regulations. Fully insured group health plans generally are  
11       exempt from many of the requirements imposed upon self-funded group health  
12       plans.

13       The Board also acknowledges that these fully insured group health plans are  
14       required to comply with the HIPAA Security Rule. The group health plans, working  
15       together with the insurer, will ensure the confidentiality, integrity, and availability of  
16       the group health plans' electronic protected health information in accordance with  
17       the HIPAA Security Rule.

18  
19       The Board hereby appoints \_\_\_\_\_ to serve as the security official of  
20       the group health plans. The Board delegates authority to the security official to  
21       perform an information technology risk analysis and to develop risk management  
22       procedures, if necessary.

23  
24       The security official shall review the insurer's internal policies and procedures  
25       implementing various security measures required by the HIPAA Security Rule with  
26       respect to electronic protected health information. All of the group health plans'  
27       functions are carried out by the insurer and the insurer owns and/or controls all of  
28       the equipment and media used to create, maintain, receive, and transmit electronic  
29       protected health information relating to the group health plans. Accordingly, the  
30       insurer is in the best position to implement the technical, physical, and  
31       administrative safeguards required by the HIPAA Security Rule. The security official  
32       may elect to utilize, as administrative procedures, the insurer's own policies  
33       addressing security measures for the group health plans' electronic protected health  
34       information, as appropriate.



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The fully insured group health plans established by the Board shall:

- A. refrain from taking any retaliatory action against any individual for exercising any right under the plan, filing a complaint with Health and Human Services, participating in any proceeding under Part C of Title XI of the Social Security Act, or opposing any act or practice made unlawful by the Privacy Rule provided that the individual has a good faith belief that the practice opposed is unlawful;
- B. not impose a requirement that participants waive their rights under the Privacy Rule as a condition of the provision of payment, enrollment in a health plan, or eligibility of benefits;
- C. if the plan document is amended in accordance with the Privacy Rule, the plan must retain a copy of the plan as amended for six (6) years from the date of its amendment or the date when it last was in effect, whichever is later.
- D. provide notification to affected individuals, the Secretary of the U.S. Department of Health and Human Services, and the media (when required), if the plan or one of its business associates discovers a breach of unsecured protected health information, in accordance with the requirements of HIPAA and its implementing regulations.

Fully insured group health plans established by the Board shall not create or receive protected health information, except for:

- A. summary health information;  
  
Summary health information is de-identified information that summarized claims history, claims expenses, or type of claims experienced by health plan participants.

1 B. information on whether an individual is participating in a group  
2 health plan, or is enrolled in or has disenrolled from a health  
3 insurance issuer or HMO offered by the plan.

C. information disclosed to the plan under a signed authorization that  
meets the requirements of the Privacy Rule.

4 F.S. 1002.02

5 20 U.S.C. 1232g

6 42 U.S.C. 1320d-2

7 Health Insurance Portability and Accountability Act (HIPAA)

8 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

9 29 C.F.R. Part 1635

10 45 C.F.R. 160.102(a), 164.302, 164.308 (a)(2), 164.404, 164.406, 164.408

11 45 C.F.R. 164.502, 164.502(a), 164.530(g), 164.530(h), 164.530(j)

12 45 C.F.R. 164.530(k)

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**REVISED POLICY**

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LEAVES OF ABSENCE

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A leave of absence is permission granted by the School Board or allowed under its adopted policies for an employee to be absent from duty for a specified period of time with the right to return to employment upon the expiration of the leave.

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Instructional staff shall not be absent from their assigned duties except as authorized by the Superintendent. An instructional staff member who is absent from duty and is not eligible for leave shall forfeit compensation for the time of such absence. Contracts or appointments may be subject to cancellation by the School Board and the instructional staff members may be subject to immediate dismissal.

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All leave shall expire no later than June 30<sup>th</sup> of each school year. Automatic renewals of leave are not allowed. If leave is requested to extend beyond June 30<sup>th</sup>, the instructional staff member shall re-apply for leave to begin July 1<sup>st</sup> of the following school year.

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Leave shall be used for the purposes set forth in the leave application. An instructional staff member who uses leave for purposes other than that set forth in the leave application shall be subject to discipline, up to and including termination.

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Leave may be with or without pay as provided by law, regulations of the State Board, and this policy. For any absence that is without pay, the deduction in compensation for each day of absence shall be determined by dividing the annual salary by the number of days/hours for the employment period.

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A. Paid leaves of absence may include: vacation, sick leave, personal charged to sick, jury duty/court service, illness or injury-in-line-of-duty, professional and military.

B. Unpaid leaves of absence may include: professional study, personal leave not paid, illness leave not paid, family and medical leave, maternity/adoption and child rearing leave.

**THE SCHOOL BOARD OF  
GADSDEN COUNTY**

INSTRUCTIONAL STAFF  
3430/page 2 of 2

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4 Instructional staff should refer to the collective bargaining agreement for specific  
5 leave requirements.

6 F.S. 1012.22, 1012.61, 1012.63, 1012.64, 1012.66, 1012.67  
7 F.A.C. ~~6A-1.079~~, 6A-1.080

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**NEW POLICY**

**PERSONAL LEAVE**

Instructional staff members may be allowed up to six (6) days of leave with pay for personal reasons each year, to be charged against accrued sick leave. Personal leave shall be non-cumulative, and must be approved in advance. Personal leave may be granted in increments of one-half or full days.

Instructional staff members may also request personal leave without pay.

Normally personal leave without pay requests will not be for more than one (1) school year (from July 1st through the following June 30th), but may be extended for one (1) more year with the approval of the School Board. Such leave will not be available for the purpose of accepting employment of a permanent nature. Leave may be granted at the discretion of the Board for the following:

A. Maternity/Paternity Leave

Any full-time instructional staff member will be granted maternity/paternity leave up to six (6) weeks for the birth or adoption of a baby. Such leave will be with pay if accrued sick or vacation leave is available. Unpaid personal leave may not exceed the balance of the school fiscal year in which the child is born or adopted. Additional sick leave may be granted if the application for leave is accompanied by a physician's statement verifying the medical necessity of such leave.

B. Parental Leave

Any full-time instructional staff member may be granted parental leave for a period of up to one (1) year for the purpose of child-rearing.

Parental leave shall not extend beyond the balance of the school fiscal year in which the leave begins. When an instructional staff member requests that a leave of absence to extend beyond June 30th, re-application shall be made in accordance with Board policy.

C. Extended Personal Leave Without Pay

Upon the recommendation of the Superintendent, the Board may approve an instructional staff member's request for extended personal leave without pay. Requests for extended leave to take another position for salary shall be denied, unless there are extenuating circumstances that are acceptable to the Board. When possible, requests for such leave should be initiated no later than June 1st.

Bargaining unit members should refer to the collective bargaining agreement for more information pertaining to personal leave.

F.S. 1012.23, 1012.61(2)(a)2, 1012.66  
F.A.C. 6A-1.080, Maximum Extent of Leave

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**NEW POLICY**

**ILLNESS- OR INJURY-IN-LINE-OF-DUTY LEAVE**

Instructional staff members shall be entitled to illness- or-injury-in-line-of-duty leave when they have to be absent from work because of a personal injury received in the discharge of duty or because of illness from any contagious or infectious disease contracted in school work. An authorized workers compensation physician shall certify the illness or injury received in the performance of duties.

Such leave shall be authorized for a total of not to exceed ten (10) school days during any school year and shall be applicable only to the year during which the accident/illness occurred.

Any instructional staff member who has any claim for compensation while absent because of illness contracted or injury incurred as prescribed herein shall file a claim in the manner prescribed in F.S. 1012.61 (2)(b) within five (5) working days following the staff member's return from such absence. The School Board shall approve the claims and authorize the payment if the Board is satisfied that the claim correctly states the facts and that the claim is entitled to payment in accordance with the provisions of F.S. 1012.61.

Bargaining unit members should refer to the collective bargaining agreement for more information pertaining to illness or injury-in-the-line-of-duty leave.

F.S. 1012.22(2), 1012.61, 1012.63

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**NEW POLICY**

**MILITARY LEAVE**

The School Board supports individuals willing to serve in the armed forces of the United States or the State of Florida to protect our country and State. In accordance with State and Federal laws, instructional staff members who must be absent from work for military service are entitled to take a military leave of absence in accordance with this policy.

Instructional staff members called to duty are required to notify the Superintendent immediately unless notice is impossible or prevented by military necessity or, under all of the relevant circumstances, the giving of such notice is otherwise impossible or unreasonable.

**Reserve or Guard Training**

All instructional staff members in this District who are commissioned reserve officers or reserve enlisted personnel in the United States military or naval service or members of the National Guard are entitled to leaves of absence from their respective duties, without loss of vacation leave, pay, time, or efficiency rating, on all days during which they are engaged in training ordered under the provisions of the United States military or naval training regulations for such personnel when assigned to active or inactive duty.

Compensation allowed for military leave to participate in required training exercises shall not exceed 240 hours in any one (1) annual period as provided in F.S. 115.07. Such leave is not charged as vacation. It shall be established that the period selected is not at the convenience of the employee but a military necessity, if it falls within the school year. Upon the recommendation of the Superintendent, leaves of absence for additional or longer periods of time for assignment to duty functions of a military character shall be without pay and may be granted by the Board and when so granted shall be without loss of time or efficiency rating.

When an instructional staff member's assigned employment duty conflicts with ordered active or inactive duty training, it is the responsibility of the Board to provide a substitute employee, if necessary, for the assumption of such employment duty while the employee is on assignment for the training.



**Active Military Service**

Instructional staff members who are service members of the National Guard or a reserve component of the Armed Forces of the United States shall be granted leave to perform active military service, the first thirty (30) days of any such leave to be with full pay.

Leave of absence for additional or longer periods of time for assignment to duty functions of a military character shall be without pay. Instructional staff members on military leave may substitute accrued paid vacation for unpaid leave.

**Re-Employment**

Re-employment of all instructional staff members granted military leave shall be governed in accordance with 38 U.S.C. 4312. An instructional staff members who is granted military leave for active duty shall, upon the completion of the tour of duty, be returned to employment without prejudice, provided that the instructional staff member gives notice and files an application for re-employment within the time limitations contained in Federal law. Instructional staff members will be returned to duty in the same or a similar position as previously held in accordance with Federal law.

**Benefits During Military Leave**

The Board shall continue to provide all health insurance and other existing benefits to instructional staff members as required by the Uniformed Services Employment and Reemployment Rights Act, Chapter 43 of Title 38 U.S.C.

**Voluntary Service**

When an employee enters voluntarily into any branch of the Armed Forces for temporary or an extended period of service, military leave shall be granted at the Board's discretion. An employee whose absence will interfere with the orderly operation of the school program shall be denied military leave, except in unusual cases.

**THE SCHOOL BOARD OF  
GADSDEN COUNTY**

INSTRUCTIONAL STAFF  
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Bargaining unit members should refer to the collective bargaining agreement for more information pertaining to military leave.

F.S. 115.07, 115.09, 115.14, 121.111, 250.341, 1012.23  
38 U.S.C. 2021 et seq.  
38 U.S.C. 4312  
38 U.S.C. 4323

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**NEW POLICY**

**MILITARY LEAVE**

The School Board supports individuals willing to serve in the armed forces of the United States or the State of Florida to protect our country and State. In accordance with State and Federal laws, support staff members who must be absent from work for military service are entitled to take a military leave of absence in accordance with this policy.

Support staff members called to duty are required to notify the Superintendent immediately unless notice is impossible or prevented by military necessity or, under all of the relevant circumstances, the giving of such notice is otherwise impossible or unreasonable.

**Reserve or Guard Training**

All support staff members in this District who are commissioned reserve officers or reserve enlisted personnel in the United States military or naval service or members of the National Guard are entitled to leaves of absence from their respective duties, without loss of vacation leave, pay, time, or efficiency rating, on all days during which they are engaged in training ordered under the provisions of the United States military or naval training regulations for such personnel when assigned to active or inactive duty.

Compensation allowed for military leave to participate in required training exercises shall not exceed 240 hours in any one (1) annual period as provided in F.S. 115.07. Such leave is not charged as vacation. It shall be established that the period selected is not at the convenience of the employee but a military necessity, if it falls within the school year. Upon the recommendation of the Superintendent, leaves of absence for additional or longer periods of time for assignment to duty functions of a military character shall be without pay and may be granted by the Board and when so granted shall be without loss of time or efficiency rating.

When an support staff member's assigned employment duty conflicts with ordered active or inactive duty training, it is the responsibility of the Board to provide a substitute employee, if necessary, for the assumption of such employment duty while the employee is on assignment for the training.

**Active Military Service**

Support staff members who are service members of the National Guard or a reserve component of the Armed Forces of the United States shall be granted leave to perform active military service, the first thirty (30) days of any such leave to be with full pay.

Leave of absence for additional or longer periods of time for assignment to duty functions of a military character shall be without pay. Support staff members on military leave may substitute accrued paid vacation for unpaid leave.

**Re-Employment**

Re-employment of all support staff members granted military leave shall be governed in accordance with 38 U.S.C. 4312. A support staff members who is granted military leave for active duty shall, upon the completion of the tour of duty, be returned to employment without prejudice, provided that the support staff member gives notice and files an application for re-employment within the time limitations contained in Federal law. Support staff members will be returned to duty in the same or a similar position as previously held in accordance with Federal law.

**Benefits During Military Leave**

The Board shall continue to provide all health insurance and other existing benefits to support staff members as required by the Uniformed Services Employment and Reemployment Rights Act, Chapter 43 of Title 38 U.S.C.

**Voluntary Service**

When employee support staff member enters voluntarily into any branch of the armed forces for temporary or an extended period of service, military leave shall be granted at the Board's discretion. A support staff member whose absence will interfere with the orderly operation of the school program shall be denied military leave, except in unusual cases.



**THE SCHOOL BOARD OF  
GADSDEN COUNTY**

SUPPORT STAFF  
4430.07/page 3 of 3

Bargaining unit members should refer to the collective bargaining agreement for more information pertaining to military leave.

F.S. 115.07, 115.09, 115.14, 121.111, 250.341, 1012.23  
38 U.S.C. 2021 et seq.  
38 U.S.C. 4312  
38 U.S.C. 4323

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WEAPONS

2 Pursuant to State law, ~~the~~ The School Board prohibits students from ~~possessing,~~  
3 ~~storing, making, or using a weapon, including openly carrying a handgun or~~  
4 ~~carrying~~ a concealed weapon ~~or firearm~~, in a school safety zone, ~~into any elementary~~  
5 ~~or secondary school, into any administration building, as well as into any Board~~  
6 ~~meeting, and~~ any setting that is under the control and supervision of the District for  
7 the purpose of school activities approved and authorized by the District including,  
8 but not limited to, property leased, owned, or contracted for by the District, a  
9 school-sponsored event, or in a District vehicle ~~without the permission of the~~  
10 ~~Superintendent. Furthermore, the Board prohibits District employees and students~~  
11 ~~from having an unloaded firearm securely encased within the interior of a private~~  
12 ~~motor vehicle when that vehicle is parked on property leased, owned, or contracted~~  
13 ~~for by the Board.~~

14 Weapons and firearms as defined in F.S. 790.001 and include, but are not limited  
15 to, firearms, guns of any type, knives, razors, clubs, electric weapons, metallic  
16 knuckles, martial arts weapons, ammunition, and explosives.

17 For purposes of this policy, the term "weapon" also means any object which, in the  
18 manner in which it is used, is intended to be used, or is represented, is capable of  
19 inflicting serious bodily harm or property damage, as well as endangering the health  
20 and safety of persons.

21 This policy shall also encompass such actions as look-alike items, false fire alarms,  
22 bomb threats, or intentional calls to falsely report a dangerous condition.

23 The Superintendent is authorized to establish administrative procedures on  
24 weapons ~~which that~~ require students to immediately report knowledge of weapons  
25 and threats of violence by students and staff to the building principal. Failure to  
26 report such knowledge may subject the student to immediate suspension and  
27 potential expulsion from school.

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4 Exceptions to the Board's prohibition from openly carrying a handgun or carrying a  
5 concealed weapon or firearm in the school safety zone of any elementary or  
6 secondary school, into any administration building, as well as into any Board  
7 meeting, any setting that is under the control and supervision of the District for the  
8 purpose of school activities approved and authorized by the District including, but  
9 not limited to, property leased, owned, or contracted for by the District, any school-  
10 sponsored event, or in a District vehicle include the following:

- 11  
12       A. A student may carry an unloaded firearm in a case to a firearms  
13 program, class, or function which has been approved in advance by  
14 the Principal or site administrator as a program or class to which  
15 firearms could be carried.
- 16  
17       B. A student eighteen (18) years of age or older may carry an unloaded  
18 firearm in a case to a career center having a firearms training range.
- 19  
20       C. Members of the Armed Forces, National Guard, police or other  
21 licensed law enforcement officers, as well as students enrolled in the  
22 District's Junior ROTC Program while under the direct supervision  
23 of District staff members, may possess a firearm or weapon.
- 24  
25       D. Items pre-approved by the building principal as part of a class or  
26 individual presentation or a theatrical prop used under adult  
27 supervision, if used for the purpose and in the manner approved,  
28 would be an exception to this policy. (Working firearms and any  
29 ammunition will never be approved as part of a presentation.)

30  
31 The Superintendent will refer any student who violates this policy to the student's  
32 parents or guardians and to the criminal justice or juvenile delinquency system.  
33 The student may also be subject to disciplinary action, up to and including  
34 expulsion.

The Superintendent shall post notices at each entrance of a school and/or school  
building and in areas inside the building where visitors are required to report  
prohibiting an individual from openly carrying a handgun or carrying a concealed  
weapon or firearm in a school safety zone, including schools and school buildings,  
on school premises and school buses, and at school activities. Such notices shall  
also be posted at each entrance leading into a school activity (particularly those  
activities held outside of the school building) and school campuses. Further, notices  
shall be posted in each school bus and other Board-owned vehicle, including a  
school van.

35 ~~Items pre-approved by the building principal as part of a class or individual~~  
36 ~~presentation or a theatrical prop used under adult supervision, if used for the~~

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**THE SCHOOL BOARD OF  
GADSDEN COUNTY**

STUDENTS  
5772/page 3 of 3

1 ~~purpose and in the manner approved, would be an exception to this policy. Working~~  
2 ~~firearms and any ammunition will never be approved as part of a presentation.~~

3 F.S. ~~790, 790.001, 790.06, 790.115, 790.251,~~ 1001.43(1)(a), 1006.07  
4 18 U.S.C. 922  
5 20 U.S.C. 7151

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WEAPONS

2 But for the exceptions specified below, pursuant to State law, †The School Board  
3 prohibits visitors from possessing, storing, making, or using a weapon, including  
4 openly carrying a handgun or carrying a concealed weapon or firearm, in thea school  
5 safety zone of any elementary or secondary school, into any administration building,  
6 as well as into any Board meeting, and any setting that is under the control and  
7 supervision of the District for the purpose of school activities approved and  
8 authorized by the District including, but not limited to, property leased, owned, or  
9 contracted for by the District, any school-sponsored event, or in a District vehicle.

10 The term "weapon" means any object which, in the manner in which it is used, is  
11 intended to be used, or is represented, is capable of inflicting serious bodily harm or  
12 property damage, as well as endangering the health and safety of persons. Weapons  
13 include, but are not limited to, firearms, guns of any type, including air and  
14 gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric  
15 weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.  
16 (F.S. 790.001)

17  
18 The Superintendent shall refer a visitor who violates this policy to law enforcement  
19 officials and may take any necessary steps to exclude the visitor from District  
20 property and District sponsored events, regardless of whether such visitor possesses  
21 a valid concealed weapon license.

22 Exceptions

23  
24 Exceptions to the Board's prohibition from openly carrying a handgun or carrying a  
25 concealed weapon or firearm, in the school safety zone of any elementary or  
26 secondary school, into any administration building, as well as into any Board  
27 meeting, any setting that is under the control and supervision of the District for the  
28 purpose of school activities approved and authorized by the District including, but  
29 not limited to, property leased, owned, or contracted for by the District, any school-  
30 sponsored event, or in a District vehicle include the following:

31  
32 A. Members of the Armed Forces, National Guard, police or other  
33 licensed law enforcement officers, as well as other persons approved  
34 by the school or District on a case-by-case basis, may possess a  
35 firearm or weapon.  
36

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4 B. A person may have an unloaded firearm securely encased within the  
5 interior of a private motor vehicle if the firearm or weapon is carried  
6 for a lawful purpose and is not readily available for immediate use.  
7

8 This exception does not apply to adult students or to employees who  
9 park their vehicle on property leased, owned, or contracted for by  
10 the Board.  
11

12 C. A person may carry an unloaded firearm in a case to a firearms  
13 program, class or function which has been approved in advance by  
14 the Principal or site administrator as a program or class to which  
15 firearms could be carried.  
16

17 D. A person may carry an unloaded firearm in a case to a career center  
18 having a firearms training range.  
19

20 E. Staff members, contractors, vendors, or their employees may  
21 possess and use tools, instruments, and other devices on District  
22 property or at District-sponsored events, including in vehicles in  
23 either situation, even though such items fall within the definition of  
24 weapons, provided that such possession and use is in accordance  
25 with the terms of a written contract with the Board, or is otherwise  
26 in furtherance of their duties under such a contract and is  
27 authorized in advance by the Superintendent.  
28

29 Concealed Weapon or Firearm

30  
31 A person may be in lawful possession of a concealed weapon or firearm on School  
32 Board property with certain exceptions; a concealed weapon or firearm may not be  
33 carried:  
34

35 A. into any District elementary or secondary school facility or career  
36 center;  
37

38 B. into an administration building as defined below;  
39

40 C. into an athletic event that is not related to firearms; or  
41

42 D. into a Board meeting.  
43

44 For purposes of this policy the term "administration building" is any Board-owned or  
45 leased facility where one or more administrative employees are assigned.  
46



**THE SCHOOL BOARD OF  
GADSDEN COUNTY**

PROPERTY  
7217/page 3 of 3

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For the purposes of this policy, "school property" means the property of any preschool, elementary school, middle school, junior high school, secondary school, career center, or postsecondary school, whether public or nonpublic.

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The ~~Board directs the~~ Superintendent ~~to shall~~ post notices prohibiting the carrying and possession of concealed weapons in a school safety zone, including schools and school buildings, on school premises and school buses, and at school activities.

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The Superintendent shall conspicuously post such notices at each entrance of a school and/or school building and in areas inside the building where visitors are required to report prohibiting an individual from openly carrying a handgun or carrying a concealed weapon or firearm in a school safety zone, including schools and school buildings, on school premises and school buses, and at school activities. Such notices shall also be posted at each entrance leading into a school activity (particularly those activities held outside of the school building) and ~~parcel of~~ land school campuses. Further, notices shall be posted in each school bus and other Board-owned vehicle, including a school van.

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F.S. 790.001, 790.06, 790.115, 790.251, 1001.43 (1)(a), 1006.07  
18 U.S.C. 922

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REVISED

FOOD SERVICE PROGRAM

The School Board shall, upon the recommendation of the Superintendent, employ the staff necessary to a food service program in each school in accordance with Federal and State laws, regulations, Board policies, and District procedures.

The Food Services Program shall participate in the National School Lunch and Breakfast Programs and comply with all Federal and State regulations pertaining to the program.

A. Food Service Program

The District recognizes the importance of good nutrition to each student's educational performance.

This program shall be operated primarily as a service to students by providing:

1. attractive and nutritious meals for students;
2. food service facilities designed to achieve the maximum in efficiency and cleanliness;
3. worthwhile learning experiences which will contribute to the emotional, spiritual, aesthetic, and social development of students;
4. the opportunity for developing in the students good eating and social habits.

5. competitive food items and beverages that are available for sale to students a la carte in the dining area that comply with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs, the USDA Smart Snacks in Schools regulations, F.A.C. 5P-1.003, and applicable State law. (see also Policy 8550, Competitive Foods)



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B. Staffing

1. Administrative Responsibility

The Assistant Superintendent for Business Services shall have the direct responsibility for supervision and administration of the food service program and shall provide system-wide coordination and supervision directed toward the most efficient and nutritional operation at the lowest possible cost to the student.

2. Principal

The principal and local school staff shall have the following responsibilities:

- a. to comply with Federal and State laws, regulations, and the Board's policies
- b. to effect, through classroom instruction and learning experiences outside the classroom, ways to increase the students knowledge of nutrition
- c. to schedule students to effect the greatest participation in the school food service program
- d. to comply with food holds and recalls in accordance with USDA regulations.

3. Food Service Manager

The Food Service Manager shall work under the direct supervision of the principal of the assigned school in accordance with Board policy, State law, and other applicable legal requirements.

4. Other Food Service Personnel

Additional personnel shall be employed in accordance with established procedures and job classifications.

1                   5.     Employment of Minors  
2

3                   The rate of pay for employed minors shall be that of a  
4                   beginning cafeteria worker. Length of workday and duties  
5                   performed shall be in compliance with the Child Labor Laws.  
6                   No student shall be required to work for a free or  
7                   reduced-price meal.

8                   C.     General Provisions

9                   1.     Availability of Meals  
10

11                  Students, employees of the Board, Board members, and the  
12                  invited guests of school principals are the only persons who  
13                  may eat in the school cafeteria.

14                  2.     Commodities  
15

16                  U.S. Department of Agriculture (USDA) commodities shall be  
17                  used in accordance with current USDA and applicable State  
18                  rules and regulations.

19                  3.     Sanitation  
20

21                  A copy of each school's most recent sanitation inspection  
22                  report shall be posted in a publicly visible location and on the  
23                  school website.

24                  4.     Food Safety  
25

26                  As required by law, a food safety program based on the  
27                  principles of the Hazard Analysis and Critical Control Points  
28                  (HACCP) system shall be implemented with the intent of  
29                  preventing food-borne illnesses. For added safety and  
30                  security, access to the facility and food stored therein shall be  
31                  limited to food service staff and other authorized personnel.

32                  D.     Cost of Meals  
33

34                  The food service program shall be operated on a nonprofit basis.  
35                  The price of meals shall be set by the Board upon the  
36                  recommendation of the Superintendent. Food service employees are  
37                  given a lunch as part of their salary; other adults shall pay the  
38                  Board-adopted adult sale price.



1 E. Eligibility for Free or Reduced-Price Meals

2  
3 It is the intent of the Board to participate in the National School  
4 Lunch and Breakfast Program and to offer paid, free, or  
5 reduced-price meals in accordance with the USDA guidelines.

6 F. School Breakfast Program

7  
8 Breakfast meals shall be available to all students in each  
9 elementary, middle, and high school. The Board will do so by  
10 participating in the National School Breakfast Program and offering  
11 paid, free, and reduced-price breakfast meals in accordance with the  
12 USDA Guidelines.

13  
14 Further, regardless of the percentage of students in a school who  
15 qualify for free or reduced-price meals, the Board shall offer  
16 breakfast meals free of charge to all students in each of the District's  
17 elementary, middle, and high school in accordance with USDA  
18 guidelines.

19 G. Accounting

20 1. Superintendent

21  
22 The Superintendent shall be responsible for the accurate  
23 accounting of all commodities, equipment, supplies, and cash  
24 in accordance with School District requirements and for  
25 making such reports as required.

26  
27 A periodic review of the food-service accounts shall be made  
28 and any surplus funds from the National School Lunch  
29 Program shall be used to reduce the cost of the service to  
30 students or to purchase cafeteria equipment. Surplus funds  
31 from a-la-carte foods purchased using funds from the  
32 nonprofit food service account must accrue to the nonprofit  
33 food service account.

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2. Food Service Management Team

The Assistant Superintendent for Business Services appoints key District level staff as the food service management team, who shall be responsible for the food service manager's accurate accounting of all commodities, equipment, supplies, and cash in accordance with School District requirements, and for making such reports as required.

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F.S. 1001.41, 1001.42, 1001.51, 1006.06, 1013.12  
F.A.C. 6A-7.0411, 6A-7.41, 6A-7.42(2), 6A-7.421, 6A-7.45, 6A-7.46  
7 C.F.R. 210, 215, 220, 240

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REVISED

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1 WELLNESS

2 As required by law, the School Board establishes the following wellness policy for the  
3 School District.

4 The Board recognizes that good nutrition and regular physical activity affect the  
5 health and well-being of the District's students. Furthermore, research suggests  
6 that there is a positive correlation between a student's health and well-being and  
7 his/her ability to learn. Moreover, schools can play an important role in the  
8 developmental process by which students establish their health and nutrition habits  
9 by providing nutritious meals and snacks through the schools' meal programs, by  
10 supporting the development of good eating habits, and by promoting increased  
11 physical activity both in and out of school.

12 The Board, however, believes this effort to support the students' development of  
13 healthy behaviors and habits with regard to eating and exercise cannot be  
14 accomplished by the schools alone. It will be necessary for not only the staff, but  
15 also parents and the public at large to be involved in a community-wide effort to  
16 promote, support, and model such healthy behaviors and habits.

17 The Board sets the following goals in an effort to enable students to establish good  
18 health and nutrition habits:

19 A. With regard to nutrition education:

- 20 1. Nutrition education shall be included in the sequential,  
21 comprehensive Health curriculum in accordance with the  
22 curriculum standards and benchmarks established by the  
23 State.
- 24 2. Nutrition education shall include opportunities for  
25 appropriate student projects related to nutrition, involving,  
26 when possible, community agencies and organizations.
- 27 3. Nutrition education shall extend beyond the classroom by  
28 engaging and involving the school's food service staff.
- 29 4. Nutrition education posters, such as the Food Pyramid Guide,  
30 will be displayed in the cafeteria.

- 1                    5.    The school cafeteria shall serve as a learning lab by allowing  
2                    students to apply the knowledge, attitudes, and skills taught  
3                    in the classroom when making choices at mealtime.
- 4                    6.    Nutrition education shall extend beyond the school by  
5                    engaging and involving families and the community.
- 6                    7.    Nutrition education standards and benchmarks promote the  
7                    benefits of a balanced diet that includes fruits, vegetables,  
8                    whole grain products, and low-fat and fat-free dairy products.
- 9                    8.    Staff responsible for providing instruction in nutrition  
10                    education shall regularly participate in professional  
11                    development activities designed to better enable them to  
12                    teach the benchmarks and standards.
- 13                    9.    The District shall provide information to parents that is  
14                    designed to encourage them to reinforce at home the  
15                    standards and benchmarks being taught in the classroom.
- 16                    B.    With regard to physical activity:
- 17                    1.    Physical Education
- 18                    a.    A sequential, comprehensive physical education  
19                    program shall be provided for students in K-12 in  
20                    accordance with the standards and benchmarks  
21                    established by the State.
- 22                    b.    All students, including those with disabilities, special  
23                    health care needs and in alternative educational  
24                    settings (to the extent consistent with the students'  
25                    IEPs), shall receive instruction in physical education  
26                    pursuant to Policy 2280 - Physical Education.
- 27                    c.    Planned instruction in physical education shall be  
28                    sufficient for students to achieve a proficient level with  
29                    regard to the standards and benchmarks established  
30                    by the State.
- 31                    d.    Properly certificated, highly qualified teachers shall  
32                    provide all instruction in physical education.



- 1 e. Planned instruction in physical education shall teach  
2 cooperation, fair play, and responsible participation.
- 3 f. Planned instruction in physical education shall be  
4 presented in an environment free of embarrassment,  
5 humiliation, shaming, taunting, or harassment of any  
6 kind.
- 7 g. Planned instruction in physical education shall  
8 promote participation in physical activity outside the  
9 regular school day.
- 10 2. Physical Activity
- 11 a. Physical activity shall not be employed as a form of  
12 discipline or punishment.
- 13 b. Physical activity and movement shall be integrated,  
14 when possible, across the curricula and throughout  
15 the school day.
- 16 c. Schools shall encourage families to provide physical  
17 activity outside the regular school day, such as  
18 outdoor play at home, participation in sports  
19 sponsored by community agencies or organizations,  
20 and in lifelong physical activities like bowling,  
21 swimming, or tennis.
- 22 d. All students in grades K-5 shall be provided with a  
23 daily recess period at least forty (40) minutes in  
24 duration. Recess shall not be used as a reward or  
25 punishment.
- 26 e. The school shall provide students in grades 9 - 12 with  
27 the opportunity to use physical activity in which they  
28 participate outside the regular school day (other than  
29 organized interscholastic athletics) to satisfy curricular  
30 requirements.
- 31 f. All students in grades K - 12 shall have the  
32 opportunity to participate in extracurricular activities  
33 and intramural programs that emphasize physical  
34 activity.

- 1                   g. All students in grades 6 -12 shall have the opportunity  
2                   to participate in interscholastic sports programs.
- 3           C. With regard to other school-based activities:
- 4           1. The schools shall provide at least thirty (30) minutes daily for  
5           students to eat.
- 6           2. The schools shall schedule mealtimes so there is minimum  
7           disruption by bus schedules, recess, and other special  
8           programs or events.
- 9           3. The school shall provide attractive, clean environments in  
10           which the students eat.
- 11           4. Students, parents, and other community members shall have  
12           access to, and be encouraged to use, the school's outdoor  
13           physical activity facilities outside the normal school day.
- 14           5. The schools may provide opportunities for staff, parents, and  
15           other community members to model healthy eating habits by  
16           dining with students in the school dining areas.
- 17           6. The schools may demonstrate support for the health of all  
18           students by hosting health clinics and screenings and  
19           encouraging parents to enroll their eligible children in  
20           Medicaid or in other children's health insurance programs for  
21           which they may qualify.
- 22           7. Schools in our system utilize electronic identification and  
23           payment systems, therefore, eliminating any stigma or  
24           identification of students eligible to receive free and/or  
25           reduced meals.
- 26           8. Students are discouraged from sharing their foods or  
27           beverages with one another during meal times, given  
28           concerns about allergies and other restrictions on some  
29           students' diets.



1 Furthermore, with the objectives of enhancing student health and well-being, and  
2 reducing childhood obesity, the following guidelines are established:

3 A. In accordance with Policy 8500, entitled Food Service, the food  
4 service program shall comply with Federal and State regulations  
5 pertaining to the selection, preparation, consumption, and disposal  
6 of food and beverages as well as to the fiscal management of the  
7 program.

8 B. The sale of foods of minimal nutritional value in the food service  
9 area during the lunch period is prohibited.

10 C. As set forth in Policy 8531, entitled Free and Reduced Price Meals,  
11 the guidelines for reimbursable school meals are not less restrictive  
12 than the guidelines issued by the U.S. Department of Agriculture  
13 (USDA).

14 D. The food service program will strive to be financially self-supporting;  
15 however, if it is necessary to subsidize the operation, it will not be  
16 through the sale of foods with minimal nutritious value.

17 E. The food service program will provide all students affordable access  
18 to the varied and nutritious foods they need to be healthy and to  
19 learn well.

20 F. All food items and beverages available for sale to students for  
21 consumption on campus during the between midnight and thirty  
22 (30) minutes after the close of the regular school day shall comply  
23 with the current USDA *Nutrition Standards for the National School*  
24 *Lunch and School Breakfast Programs*, the USDA *Smart Snacks in*  
25 *Schools* regulations, F.A.C. 5P-1.003, and applicable State  
26 law Dietary Guidelines for Americans, including competitive foods  
27 that are available to students a la carte in the dining area, as well as  
28 food items and beverages from vending machines, from school  
29 stores, or as fund-raisers by student clubs and organizations,  
30 parent groups, or boosters clubs, as classroom snacks, from vending  
31 machines, for classroom parties, or at holiday celebrations.

32 G. All foods available to students in the dining area during school food  
33 service hours shall comply with the current USDA Dietary  
34 Guidelines for Americans, including competitive foods available to  
35 student a la carte or from vending machines.



1           H.    ~~All foods available on campus at any time shall comply with the~~  
2           ~~current USDA Dietary Guidelines for Americans, including~~  
3           ~~competitive foods that are available to students a la carte in the~~  
4           ~~dining area, as well as foods that are served from vending machines~~  
5           ~~or at any school related event.~~

6           GI.   The school food service program may involve students, parents,  
7           staff, and/or school officials in the selection of competitive food  
8           items to be sold in the schools.

9           HJ.   Nutrition information for competitive foods available during the  
10           school day shall be readily available near the point of purchase.

11          IK.   All foods available to students in District programs, other than the  
12           food service program, shall be served with consideration for  
13           promoting student health and well-being.

14          LJ.   The school shall prepare and distribute to staff, parents, and  
15           after-school program personnel a list of snack items that comply  
16           with the current USDA Dietary Guidelines for Americans.

17          MK.   All food service personnel shall receive pre-service training in food  
18           service operations.

19          NL.   Continuing professional development shall be provided for all staff of  
20           the food service program.

21   The Board designates the Superintendent as the individual(s) charged with  
22   operational responsibility for measuring and evaluating the District's  
23   implementation and progress under this policy. The Superintendent shall develop  
24   administrative procedures necessary to implement this policy.

25   The Superintendent shall appoint the District wellness committee that includes  
26   parents, students, representatives of the school food authority, educational staff  
27   (including physical education teachers), school health professionals, members of the  
28   public, and school administrators to oversee the development, implementation,  
29   evaluation, and periodic update, if necessary, of the wellness policy.

30   The wellness committee shall be an ad hoc committee of the Board with members  
31   recruited and appointed annually.  
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4 The appointed District wellness committee shall be responsible for accomplishing  
5 the following:

- 6  
7       A. assess the current environment in each of the District's schools;  
8  
9       B. measure the implementation of the District's wellness policy in each  
10 of the District's schools;  
11  
12       C. review the District's current wellness policy;  
13  
14       D. recommend revision of the policy, as necessary; and  
15  
16       E. present the wellness policy, with any necessary revisions, to the  
17 Board for approval or re-adoption if revisions are necessary.

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19 Before the end of each school year the wellness committee shall submit to the  
20 Superintendent and Board their report in which they describe the environment in  
21 each of the District's schools and the implementation of the wellness policy in each  
22 school, and identify any revisions to the policy the committee deems necessary.

23  
24 The Superintendent shall report annually to the Board on the work of the wellness  
25 committee, including their assessment of the environment in the District, their  
26 evaluation of wellness policy implementation District-wide, and the areas for  
27 improvement, if any, that the committee identified. The committee shall also report  
28 on the status of compliance by individual schools and progress made in attaining  
29 goals established in the policy.

30  
31 The Superintendent shall also be responsible for informing the public, including  
32 parents, students and community members, on the content and implementation of  
33 this policy. In order to inform the public, the Superintendent shall distribute  
34 information at the beginning of the school year to families of school children, and  
35 post the wellness policy on the District's website, including the assessment of the  
36 implementation of the policy prepared by the District.

37 Upon the recommendation of the Superintendent, the Board shall appoint members  
38 of a committee who will review this policy annually. The committee shall include  
39 representative(s) of the Board, the administration, parents, students, and the public.  
40 After measuring and evaluating the progress towards achieving the goals set forth  
41 herein, the committee shall submit a report to the Superintendent and Board that  
42 includes a summary of their evaluation and lists any recommended changes to this  
43 policy.

44 42 U.S.C. 1751 et seq.  
45 42 U.S.C. 1771 et seq.

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**THE SCHOOL BOARD OF  
GADSDEN COUNTY**

OPERATIONS  
8510/page 8 of 8

- 1 F.S. 1001.41, 1001.42, 1001.43, 1006.06, 1006.0605, 1006.0606
- 2 F.A.C. 6A-7.0411

| 3 © NEOLA ~~2010~~2014

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**REPLACEMENT POLICY – SEPTEMBER 2015**

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HOME EDUCATION PROGRAMS

A "home education program" means the sequentially progressive instruction of a student directed by his or her parent in order to satisfy the attendance requirements set forth in State law.

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Home education programs are an available public school choice option for parents of students in the District and are excluded from meeting the day or hour requirements of the school day or school year.

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**Establishment of a Home Education Program**

Parents residing in the District seeking to establish a home education program for their child shall notify the Superintendent of their intent to establish and maintain a home education program.

The notice shall be in writing, signed by the parent, and shall include the names, addresses, and birthdates of all children who shall be enrolled as students in the home education program. Parents establishing and maintaining a home education program are not required to hold a valid regular Florida teaching certificate.

The notice shall be filed in the Superintendent's office within 30 days of the establishment of the home education program.

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A written notice of termination of the home education program shall be filed in the Superintendent's office within 30 days after said termination.

**Portfolios**

Parents who establish a home education program shall maintain a portfolio of records and materials. The portfolio shall consist of the following:

- a. A log of educational activities that is made contemporaneously with the instruction and that designates by title any reading materials used; and
- b. Samples of any writings, worksheets, workbooks, or creative materials used or developed by the student.

The portfolio shall be preserved by the parent for 2 years and shall be made available for inspection by the Superintendent, if requested, upon 15 days' written notice.



**Annual Educational Evaluation**

Parents who establish a home education program shall provide for an annual educational evaluation documenting their child's demonstration of educational progress at a level commensurate with her or his ability. The parent shall select the method of evaluation and shall file a copy of the evaluation annually with the Superintendent's office in the District. The annual educational evaluation shall consist of one of the following:

- a. A teacher selected by the parent shall evaluate the student's educational progress upon review of the portfolio and discussion with the student. Such teacher shall hold a valid regular Florida certificate to teach academic subjects at the elementary or secondary level;
- b. The student shall take any nationally normed student achievement test administered by a certified teacher;
- c. The student shall take a state student assessment test used by the District and administered by a certified teacher, at a location and under testing conditions approved by the District;
- d. The student shall be evaluated by an individual holding a valid, active license pursuant to the provisions of State law; or
- e. The student shall be evaluated with any other valid measurement tool as mutually agreed upon by Superintendent and the parent.

The Superintendent shall review and accept the results of the annual educational evaluation of the student in a home education program. If the student does not demonstrate educational progress at a level commensurate with her or his ability, the Superintendent shall notify the parent, in writing, that such progress has not been achieved.

- ( ) and request that the parent submit the student's portfolio for review. Pursuant to State law, the parent must submit the portfolio within 15 days of receiving this notice.

The parent shall have 1 year from the date of receipt of the written notification to provide remedial instruction to the student. At the end of the 1-year probationary period, the student shall be reevaluated as specified in State law. Continuation in a home education program shall be contingent upon the student demonstrating educational progress commensurate with her or his ability at the end of the probationary period.

**Home Education Student Participation in Certain Activities**

In accordance with Florida law, home education program students may participate in certain activities associated with the District. These activities include, but are not limited to, the following:

- a. Interscholastic extracurricular student activities,
- b. Dual enrollment programs, and
- c. District virtual instruction programs,

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**Exceptional Student Education**

Parents of students not enrolled in the District who suspect that their child has a disability should (1) contact the District's exceptional student education office and request that their child be tested and evaluated or (2) contact FLDOE's regional testing and resource center for testing and evaluation and request that their child be evaluated in accordance with State law. If requested to do so by a parent of student suspected of having a disability, the District shall perform testing and evaluation services for the child.

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If it is determined that a child meets eligibility requirements for exceptional student education, his/her parent(s) may enroll the child in the District's ESE program to receive a free appropriate public education, choose to educate the child in a home education program, or choose to access other educational options provided by State law, such as Personal Learning Scholarship Account (PLSA), McKay Scholarship Program, or Virtual Education. The District is not obligated to provide services to students with disabilities who are served in any way other than in the District's ESE program.

If the parent of a child with a disability who is currently enrolled in a home education program chooses to enroll the child full time in the District, the District shall provide a free appropriate public education in accordance with the terms of Policy 2460 - Exceptional Student Education, the Individuals with Disabilities Education Improvement Act (IDEIA), Section 504 of the Rehabilitation Act of 1973, and any other applicable Florida and Federal laws.

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F.S. [490.003](#), [1001.41](#), [1002.20](#), [1002.41](#), [1002.45](#), [1003.01](#), [1003.21](#), [1006.03](#), [1006.15](#), [1007.27](#), [1007.271](#)

[FL DOE Home Education and ESE Services FAQs](#)

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