

AGENDA

REGULAR SCHOOL BOARD MEETING

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

May 23, 2017

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. April 25, 2017, 4:30 p.m. – School Board Workshop
- b. April 25, 2017, 6:00 p.m. – Regular School Board Meeting
- c. May 9, 2017, 5:30 p.m. – Special 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 #5**

- a. Personnel 2016 - 2017

ACTION REQUESTED: The Superintendent recommends approval.

7. FINANCIAL TRANSACTIONS

- a. Ashmore and Ashmore Finding of Money due to the District - **SEE PAGE #7**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

8. AGREEMENT/CONTRACT/PROJECT APPLICATIONS

- a. Insurance Committee Recommendation – Standard Insurance Company
SEE PAGE #9

Fund Source: N/A
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- b. Insurance Committee Recommendation – American Fidelity Assurance Company – **SEE PAGE #12**

Fund Source: N/A
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- c. Memorandum of Understanding Between Liberty Community Health Care, Inc., and Gadsden County Schools – **SEE PAGE #14**

Fund Source: N/A
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- d. Letter Purchase Order for Services Pursuant to Agreement No. DESF-030928-PAEC – **SEE PAGE #17**

Fund Source: N/A
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- e. Contractual Agreement Between SBGC and PAEC - **SEE PAGE #20**

Fund Source: General Revenue
Amount: \$72,000.00

ACTION REQUESTED: The Superintendent recommends approval.

9. STUDENT MATTERS

- a. Student Expulsion – See back-up material

Case #89-1617-0211

ACTION REQUESTED: The Superintendent recommends approval.

- b. Student Expulsion – See back-up material

Case #91-1617-0091

ACTION REQUESTED: The Superintendent recommends approval.

- c. Student Expulsion – See back-up material

CASE #97-1617-0051

ACTION REQUESTED: The Superintendent recommends approval.

- d. Student Expulsion – See back-up material

CASE #99-1617-0051

ACTION REQUESTED: The Superintendent recommends approval.

10. SCHOOL FACILITY/PROPERTY

- a. LP Gas Contract for FY 2017 – 2018 (Suburban Propane) - **SEE PAGE #28**

Fund Source: 110

Amount: \$45,000.00 (Facilities - \$25,000.00 – Food Service - \$20,000.00)

ACTION REQUESTED: The Superintendent recommends approval.

- b. Grounds Maintenance – Athletic Fields at East Gadsden High School & West Gadsden High School (Bid No. 1617-07) – **SEE PAGE #30**

Fund Source: 110

Amount: \$1,965.00 per month – EGHS
\$1,965.00 per month – WGHS

ACTION REQUESTED: The Superintendent recommends approval.

- c. Pest and Weed Control for Athletic Fields – East Gadsden High School & West Gadsden High School – **SEE PAGE #32**

Fund Source: 110

Amount: \$17,491.50

ACTION REQUESTED: The Superintendent recommends approval.

- d. Florida Safe Schools Assessment Certification (FSSA) 2016 – 2017
SEE PAGE #36

Fund Source: N/A
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

11. EDUCATIONAL ISSUES

- a. School Field Trip Requests (Out-of-State) – James A. Shanks Middle School
SEE PAGE #69

Fund Source: N/A
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

ITEMS FOR DISCUSSION

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

THE SCHOOL BOARD OF GADSDEN COUNTY

35 Martin Luther King, Jr. Blvd
 Quincy, Florida 32351
 Main: (850) 627-9651 or Fax: (850) 627-2760
 www.gcps.k12.fl.us

Roger P. Milton
Superintendent
 miltonr@gcpsmail.com



"Putting Children First"

May 23, 2017

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 2016-2017

Item 6B Instructional and Non-Instructional Personnel 2017-2018

The following reflects the total number of full-time employees in this school district for the 2016-2017 school term, as of May 23, 2017.

<u>Description Per DOE Classification</u>	<u>DOE Object#</u>	<u>#Employees May 2017</u>
Classroom Teachers and Other Certified	120 & 130	411.00
Administrators	110	49.00
Non-Instructional	150, 160, & 170	<u>396.00</u>
		856.00

Sincerely,

Roger P. Milton
 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

Tyrone D. Smith
 DISTRICT NO. 5
 Quincy, FL 32351

AGENDA ITEM 6A, INSTRUCTIONAL AND NON INSTRUCTIONAL 2016/2017

NON-INSTRUCTIONAL

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Estrada, Jaquelin*	District	Administrative Assistant	05/08/2017
Price, Demarrius*	District	Inventory Intake Specialist	05/08/2017

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

<u>LEAVE</u>	<u>Location/Position</u>	<u>Beginning Date</u>	<u>Ending Date</u>
Stephens, Vann*	GWM/Teacher	03/20/2017	06/05/2017

*Correction: FLMA submitted to April Board for March 20, 2017 through May 17, 2017.

<u>RESIGNATION</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Estrada, Jaquelin*	District	Receptionist	05/05/2017
Mendez, Yesenia	EGHS	Teacher	06/05/2017
Mills, James	WGHS	Principal	05/26/2017
Price, Demarrius*	Transportation/District	**Inventory Intake Spec/Bus Driver	05/05/2017
Smith, Tere'	CES	Teacher	06/05/2017
Willis, Patsy	GBES	Teacher	05/05/2017

*Resigning to accept another position within the district. **Part time

<u>TRANSFERS</u>	<u>Location/Position</u>	<u>Location/Position</u>	<u>Effective Date</u>
<u>Name</u>	<u>Transferring From</u>	<u>Transferring To</u>	
Jackson-Clark, Priscilla	PreK/PreK Program Asst.	SSES/Ed. Paraprofessional	05/22/2017
Moten, Andrew	WGHS/Behavior Specialist	EGHS/Behavior Specialist	04/21/2017

DROP RETIREMENT

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Monroe, Janice	SJES	Teacher	06/30/2017
Powell, Gracie	SSES	Teacher	06/30/2017
Reynolds, Cynthia	WGHS	Teacher	06/30/2017
Roberts, Carolyn	HMS	SFS Worker	06/30/2017
Willis, Debbie	GRES	Teacher	06/30/2017

RETIREMENT

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Logue, June	GBES	Teacher	06/05/2017

Substitutes

Bus Driver

Borden, Cynthia

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7a

DATE OF SCHOOL BOARD MEETING: May 23, 2017

TITLE OF AGENDA ITEM: Ashmore and Ashmore Findings of Money Due to the District

DIVISION: Adult Career and Technical Education

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

PURPOSE AND SUMMARY OF ITEM:

Ashmore and Ashmore issued an audit finding based on the fact that GTI used tuition and testing fees collected to address school and program operation needs before formerly submitting the fees to the district finance department. To alleviate future findings, these fees will be submitted to the district at the end of each semester and the school will submit requisitions, not to exceed the amount of fees submitted, to cover necessary school and program expenses.

FUND SOURCE: NA

AMOUNT: NA

PREPARED BY: Dr. Sylvia R. Jackson



POSITION: Director, Adult Career and Technical Education

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 _____



THE SCHOOL BOARD OF GADSDEN COUNTY

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Roger P. Milton
Superintendent
miltonr@gcpsmail.com

"Putting Children First"

21 April 2017

TO: Superintendent Milton
Gadsden County School Board Members

FROM: Dr. Sylvia R. Jackson, Director

RE: Ashmore and Ashmore Audit Findings of Money Due to the District

Superintendent Milton and Gadsden County School Board Members, Gadsden Technical is formally requesting that all GTI debts identified by Ashmore and Ashmore as due to the school board be formally forgiven. Their audit finding is based on the fact that GTI used tuition and testing fees collected to address school and program operation needs before formerly submitting the fees to the district finance department. To alleviate future findings, these fees will be submitted to the district at the end of each semester and the school will submit requisitions, not to exceed the amount of fees submitted, to cover necessary school and program expenses.

Respectfully Submitted,

Sylvia R. Jackson
Gadsden Technical Institute
Director, Adult Career and Technical Education



"Putting Children First"

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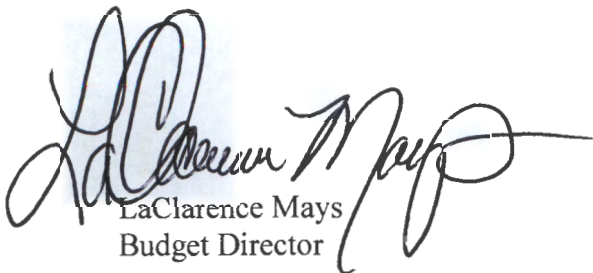
ROGER P. MILTON
Superintendent
miltonr@gcpsmail.com

May 17, 2017

Recommendations:

To: Gadsden County School Board
From: Insurance Committee
Subject: Insurance Committee Recommendations

After reviewing all bids the Insurance Committee would like to recommend Standard Life Insurance as well as Dental Insurance to the Gadsden County School District. This will cover the 2017-2018 School year.



LaClarence Mays
Budget Director

Gadsden School Board Life and Dental History

Year	Company	Life Rates		Company	Dental Rates	
2009-2010	Assurant (Bob Butler)	\$0.60		FCL (Pat Thomas)	\$18.62	
2010-2011	FCL (Pat Thomas)	\$0.30	-50%	FCL (Pat Thomas)	\$17.69	-5%
2011-2012	FCL (Pat Thomas)	\$0.30		FCL (Pat Thomas)	\$17.69	
2012-2013	FCL (Pat Thomas)	\$0.27	-10%	FCL (Pat Thomas)	\$17.69	
2013-2014	FCL (Pat Thomas)	\$0.23	-15%	FCL (Pat Thomas)	\$17.69	
2014-2015	FCL (Pat Thomas)	\$0.23		FCL (Pat Thomas)	\$17.69	
2015-2016	FCL (Pat Thomas)	\$0.21	-9%	FCL (Pat Thomas)	\$17.69	
2016-2017	FCL (Pat Thomas)	\$0.21		FCL (Pat Thomas)	\$17.69	
**2017-2018	The Standard (Pat Thomas)	\$0.15	-29%	The Standard (Pat Thomas)	\$17.34	-2%
Total decrease since 2009			-75%			-7%

** Proposed Rates



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ROGER P. MILTON
Superintendent
miltonr@gcpsmail.com

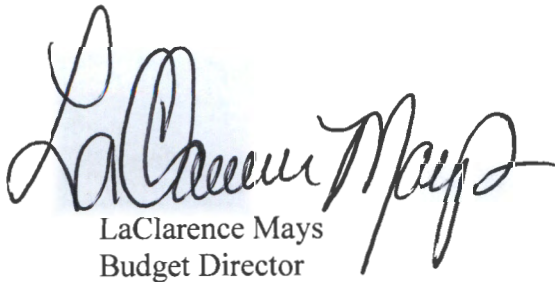
"Putting Children First"

May 17, 2017

Recommendation:

To: Gadsden County School Board
From: Insurance Committee
Subject: Insurance Committee Recommendations

The Insurance Committee would like to recommend American Fidelity to offer their services as a vendor to include Flex Spending Account free of charge to the District. This is for the 2017-2018 School year.



LaClarence Mays
Budget Director

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8c

DATE OF SCHOOL BOARD MEETING: May 23, 2017

TITLE OF AGENDA ITEM: Memorandum of Understanding Between Liberty Community Health Care, Inc., and Gadsden County Schools

DIVISION: Administration

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

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

This Memorandum of Understanding between the two parties would allow the Healthy Smiles, Happy Students preventative dental program to provide a school-based dental sealant program on campus.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Roger P. Milton

POSITION: Superintendent

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

MEMORANDUM OF UNDERSTANDING

Liberty Community Health Care, Inc.
P.O. Box 175
Hosford, FL 32334
(850) 379-5800
Peggy Howland, Chief Executive Officer
And
Gadsden County Schools
35 Martin Luther King, Jr. Blvd.
Quincy, FL 32351
(850) 627-9651
Roger P Milton, Superintendent

Period Covered: July 2017 through June 2018

This Memorandum of Understanding, hereinafter referred to as "the MOU," between the two above-captioned parties contains basic provisions, which will guide the working relationship between all parties concerning the Healthy Smiles, Happy Students preventive dental program. This MOU is an expression of understanding to facilitate cooperation on matters relating to the execution of the program as outlined below.

Liberty Community Health Care, Inc. Responsibilities:

- Coordinate communication between the partners
- Recruit and coordinate with Gadsden County Schools to have schools participate in the program
- Work with principals to develop a schedule for each school, schools to be included but not limited to: Greensboro, West Gadsden, Chattahoochee, Stewart Street, George Monroe, Shanks, East Gadsden High School, Carter Paramore and Gadsden Central Academy
- Work with school principals to identify a site coordinator
- Ensure that site coordinators distribute and collect all required paperwork from families who wish to take advantage of the program within a prescribed time frame
- Work with site coordinator to secure a location in each school that meets Liberty Community Health Care, Inc.'s (LCHC) specific requirements
- Provide parental permission forms for each school.
- Perform necessary paperwork and prepare charts prior to going to a selected school
- Coordinate transportation of dental equipment to each scheduled site
- Set up all necessary equipment and materials at each school site in advance of services
- Provide registered dental hygienists to provide services at each school
- Coordinate with site coordinator and other school employees to come up with a system of gathering the students
- Provide each student with a dental assessment, cleaning, sealants (when applicable), fluoride varnish and dental education at least one time per year in grades Pre-K through 8.

- Provide fluoride varnish 4 times per year to Pre-K and Kindergarten, twice per year to grades 1-6, with oral hygiene instruction.
- Provide oral hygiene instruction to high school students one time per year.
- Provide parents of students with information/education on where to find a dental home.
- Notify school administration and school health staff about students with acute needs.
- Bill Medicaid providers to ensure reimbursement
- Assure that HIPPA and FERPA guidelines are meet.

Gadsden County Schools Responsibilities:

- Allow Liberty Community Health Care to provide services on school campuses – inclusive of Head Start, elementary, middle and high Schools as stated above.
- Provide suitable and dedicated space at each school for the duration of the scheduled visit
- Facilitate coordination with custodial staff at each school for set up and breakdown.
- Designate at least one site coordinator at each school to work with program staff and school faculty in scheduling students for services.
- Assist program staff in disbursement of parental permission forms.
- Facilitate communication with parents and students about program through email, announcements and take home information.
- Assist in facilitating education of school faculty and staff in regard to the benefits of a preventive dental program.

The parties whose signatures appear below attest to having the authority to enter into this MOU and agree that this MOU will become effective on the aforementioned date.

Liberty Community Health Care, Inc.

Gadsden County Schools

(Responsible Party)

(Responsible Party)

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. ___ 8d ___

DATE OF SCHOOL BOARD MEETING: May 23, 2017

TITLE OF AGENDA ITEM: Letter Purchase Order for Services pursuant to Agreement No.
DESF-030928-PAEC

DIVISION: Administration

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

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

Board approval is requested to authorize the use of Agreement No. DESF-030928-PAEC for the following Letter of Purchase Order for Interim Director of Federal Programs.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Roger P. Milton

POSITION: Superintendent of Schools

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 _____

LETTER PURCHASE ORDER

This Letter Purchase Order (LPO) for services to be provided by DES of Florida, LLC (DESF/Seller) to Gadsden County School Board (GCSB/Buyer) is issued pursuant to the above-referenced General or Master Agreement between Panhandle Area Educational Consortium and DESF. Buyer hereby authorizes Seller to perform the following described services:

1. **Scope of Work:** Interim Director Federal Programs

2. **Seller Contact:** Roy F. DeCastro
DES of Florida, LLC
P.O. Box 13935
Tallahassee, FL 32317-3935
P: 850/893-1315 * F: 888/219-7972 * Email: rdecastro@desfsolutions.com

3. **Buyer Contact:** Thomas Kauffman
Interim Assistant Superintendent for Business & Finance
35 Martin Luther King Jr. Blvd
Quincy, Florida 32351
P: 850-627-9651 * Email: kauffmant@gcpsmail.com

4. **LPO Term:** July 01, 2017 – June 30, 2018. This LPO may be terminated without cause by Buyer upon 30 days' written notice to Seller. Buyer shall be required to pay Seller for services rendered to the effective date of termination. During the term of this LPO, Buyer may terminate or discontinue the items covered in this LPO for lack of appropriated funds.

5. **LPO Cost:** The total cost of this LPO, excluding expenses, shall not exceed \$93,383.75. Invoices will be billed at a rate of \$7,781.98 per billable month. Without exception, the fees listed in this LPO shall be in effect throughout the term of this LPO. No overtime will be required with this LPO. Any and all expenses, including travel, will be reasonable, verifiable and documented and must be pre-approved by Buyer. Included in the total cost is Paid Time Off (PTO), as follows:
 - Paid Holidays to match Buyer's holiday schedule,
 - Sick/Personal and Vacation days will follow Buyer's policy, and
 - Any unused PTO at the completion of this LPO will be considered "used, paid and all obligations fulfilled."

6. **Invoicing:** Invoices detailing the fees and expenses, including a reference to this LPO number, shall be submitted to the Buyer. The normal terms of payment will be "Net 30 Days" from receipt of Seller's invoice.

7. **Deliverables:** Deliverables shall be those items described in Item 1 of this LPO and shall be further defined on an ongoing basis throughout the term of this LPO. In addition, deliverables shall be due as requested by the Buyer or Buyer-designated representatives associated with the Scope of Work referenced by this LPO.

8. **Public Records:** Seller specifically acknowledges its obligation to comply with State of Florida public records laws that require Seller to keep and maintain public records that Buyer would ordinarily and necessarily require in order to perform the services under this LPO; provide public access to such records on the same terms and conditions that Buyer would provide such public records, at a cost that does not exceed that provided by law; ensure that public records that are exempt, or confidential and exempt, from public records are not disclosed, except as authorized by law for the duration of the contract term and following completion of the contract if Seller does not transfer the records to Buyer; comply with all requirements for retaining public records and transfer, at no cost to Buyer, all public records in Seller's possession upon termination of this LPO; and destroy any duplicate public records which are exempt, or confidential and exempt, from public records disclosure requirements in accordance with §119.0701, Fla. Stats. (2015). If Seller keeps and maintains public records upon completion of the LPO, Seller shall meet all applicable requirements for retaining public records. All records stored electronically will be provided to Buyer, upon request, in a format that is compatible with the information technology systems of Buyer.

IF SELLER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SELLER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS LPO, SELLER SHOULD CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT Gadsden County Public Schools, Dr. Pink Hightower, 850-627-9651, 35 Martin Luther King Jr. Blvd. Quincy, Florida 32351, hightowerp@gcpsmail.com.

BUYER: Gadsden County School Board

SELLER: DES of Florida, LLC

By: _____
(Authorized Signature)

By: _____
Authorized Signature)

Name: **Roger P. Milton**
Title: Superintendent

Name: **Roy F. DeCastro**
Title: Managing Partner

Date: _____

Date: _____

By: _____
(Authorized Signature)

Name: Isaac Simmons, Jr.
Title: Chairman

Date: _____

SUMMARY SHEET



RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8e

DATE OF SCHOOL BOARD MEETING: May 23, 2017

TITLE OF AGENDA ITEM: Contractual Agreement between SBGC and PAEC

DIVISION:

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

PURPOSE AND SUMMARY OF ITEM:

This contract is for the purpose of providing English Language Learner (EL) Services to Gadsden County Public School EL students, families, and community stakeholders. Approval is requested.

FUND SOURCE: General Revenue

AMOUNT: \$72,000.00

PREPARED BY: Pink Hightower, Ph.D.

POSITION: Deputy Superintendent _____

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: _____

School Board of Gadsden County, Florida
CONTRACTUAL AGREEMENT
Fiscal Year: 2017-2018

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

NOW, THEREFORE, the parties agree as follows:

ARTICLE 1. ENGAGEMENT OF THE CONTRACTOR

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

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

ARTICLE 2. SCOPE OF SERVICES

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

- Programmatic
- Staff
- Student and Family Services
- Professional Development
- Curriculum
- General

Any changes to the services above must be made by mutual AGREEMENT in writing with the Superintendent, Deputy Superintendent and Supervisor of K12.

ARTICLE 3. DURATION OF AGREEMENT

This AGREEMENT shall begin on the week of July 1, 2017 and end June 30, 2018 contingent upon the approval by the district School Board as stated in Article 1 above. As required by law,

this AGREEMENT shall be subject to review and renewal if funding permits, performance is deemed satisfactory, and if the School Board and Superintendent feel the initiative should continue.

(b). The CONTRACTOR shall begin performing the contract on the week of July 1, 2017 and finish the project by June 30, 2018.

ARTICLE 4. DEFINITIONS

Term	Definition
Advance	means a payment made by Treasury check or other appropriate payment mechanism to a CONTRACTOR upon its request either before outlays are made by the CONTRACTOR or through the use of predetermined payment schedules.
Award	means financial assistance that provides support or stimulation to accomplish a public purpose.
Contract	means a procurement contract under an award or sub-award, and a procurement sub-contract under a RECIPIENT'S or CONTRACTOR'S contract. A contract shall be used when the principal purpose is acquisition of property or services for the direct benefit or use of the federal government and/or organization receiving financial assistance. .
Date of Completion	means the date on which all work under an award or sub-award is completed or the date on the award document, or any supplement or amendment thereto, on which Federal sponsorship ends.
Project costs	means all necessary, allocable, reasonable, and allowable costs, as established in the applicable Federal cost principles, incurred by a RECIPIENT and the value of the contributions made by third parties in accomplishing the objectives of the award during the project period.
Project period	means the period established in the award document during which Federal sponsorship begins and ends.
RECIPIENT	means an organization receiving financial assistance directly from the Department of Education to carry out a project or program. The term includes public and private institutions of higher education, public and private hospitals and other quasi-public and private non-profit organizations such as, but not limited to, community action agencies, research institutes, educational associations, and health centers.
CONTRACTOR	means the legal entity to which a sub-award is made and which is accountable to the RECIPIENT for the use of the funds provided.
Sub-award	means an award of financial assistance in the form of money, or property in lieu of money, made under an award by a RECIPIENT to an eligible CONTRACTOR. The term includes financial assistance when provided by any legal AGREEMENT, even if the AGREEMENT is called a contract, but does not include procurement of goods and services nor does it include any form of assistance which is excluded from the definition of "award". The sub-award does not create a sub-contractor relationship with contracted entity. Sub-awards are awarded to vendors for the procurement of goods and/or services.
Termination	means the cancellation of award, in whole or in part, under an AGREEMENT at any time prior to the date of completion.
Working Capital	means a procedure whereby funds are advanced to the RECIPIENT to cover its estimated disbursement needs for a given initial period.

ARTICLE 5. PAYMENT

The RECIPIENT shall pay the CONTRACTOR in four equal payments of \$18,000 (eighteen thousand dollars) upon the receipt of invoices from the CONTRACTOR that include documentation describing the services rendered by the CONTRACTOR in support of the project for the period that the invoice covers. Invoices will require a minimum of fourteen (14) days to be processed for payment after an invoice has been approved for payment. In full and complete compensation for all services provided by the CONTRACTOR under this AGREEMENT, the RECIPIENT shall pay to **PAEC** the amount of no more than \$72,000.00 (seventy two thousand dollars). Invoices shall be prepared and addressed to: Dr. Pink Hightower, Deputy Superintendent. Checks shall be made payable to **PAEC** and mailed to PAEC. The invoices will document the services provided, monthly activity logs, agendas and minutes of all meetings and workshops/activities, copies of curriculum developed, faculty/staff meetings monitoring student progress, sign-in sheets, and any other content material or lesson plans developed.

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

(c) The total cost of the AGREEMENT is no more than \$72,000.00

ARTICLE 6. PUBLIC RECORDS

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

ARTICLE 7. ACCESS AND RETENTION OF RECORDS

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

ARTICLE 8. TERMINATION OF AGREEMENT

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

ARTICLE 9. AMENDMENTS

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

ARTICLE 10. INDEPENDENT CONTRACTOR

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

adequate insurance or self-insurance coverage to satisfy its liability obligations under this AGREEMENT.

ARTICLE 11. NONDISCRIMINATION AND COMPLIANCE

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

ARTICLE 12. ADMINISTRATION OF AGREEMENT

(a) The CONTRACTOR'S contract administrator and contact is Dr. Maria Pouncey, Administrator for Instructional Services and/or her designee.

(b) The RECIPIENT contract administrator and contact is Dr. Pink Hightower, Deputy Superintendent and/or her designee.

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

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

ARTICLE 13. AGREEMENT AS INCLUDING ENTIRE AGREEMENT

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

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

ARTICLE 14. ENFORCEMENT

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

IN WITNESS WHEREOF, the School Board of Gadsden County, Florida and Panhandle Area Educational Consortium have executed this AGREEMENT.

Mr. John Selover
Executive Director, PAEC

Date

Mr. Roger P. Milton
Superintendent of Schools

Date

Mr. Isaac Simmons
Chairman, Gadsden County School Board

Date

Appendix A

Program Responsibilities for Contracted English Learner Services

Programmatic:

- Provide leadership, coordination and support of EL services to EL students to enhance opportunities for student growth and improved student academic performance.
- Development of a district 3-year English Learner (EL) Plan for Gadsden that has input from all EL stakeholders, including EL parents, teachers, and other relevant stakeholders as required by state and federal guidance.
- Develop Federal EL grant applications and serve as the district resource responsible for all reporting, auditing, monitoring, and implementation of EL programs, including Title III and Immigrant.
- Assist school centers in offering appropriate scope and sequence for all areas of responsibility.
- Review all EL files to ensure compliance for FTE audits; work closely with district leadership to ensure FTE audits are maximizing weighted funding by matching endorsed EL teachers with EL students at school sites.
- Provide direct services to ESOL, EL, Immigrant students in Gadsden County (i.e. after school teachers; tutors; summer school teachers, technology and/or programs used during ELL classes and/or tutorials, and supplies for students).
- Handle all written communications and recommendations required of the EL plan.
- Coordinate translations of school and district documents.
- If funding continues for the **Title III Immigrant** program provide: (A) family literacy, parent and family outreach, and training activities designed to assist parents and families to become active participants in the education of their children (B) provision of tutorials, mentoring, and academic or career counseling for immigrant children and youth; (C) identification, development, and acquisition of curricular materials, educational software, and technologies to be used in the program carried out with awarded funds. (D) basic instructional services that are directly attributable to the presence of immigrant children and youth in the district, including the payment of costs of providing additional classroom supplies, costs of transportation, or such other costs as are directly attributable to such additional basic instructional services; (E) other instructional services that are designed to assist immigrant children and youth to achieve in elementary schools and secondary schools in the United States, such as programs of introduction to the educational system and civics education; (F) activities, coordinated with community-based organizations, institutions of higher education, private sector entities, or other entities with expertise in working with immigrants, to assist parents and families of immigrant children.

Staff:

- Provide staff and data clerk necessary to ensure compliance for FTE audits, input all data entries, and comply with all paperwork for EL or Immigrant Audits.
- Supervise and evaluate EL staff to implement a successful EL program in the district, combining all responsibilities of EL state, federal, and local programs.
- Evaluate EL programs annually to determine trajectory for remaining on course with EL plans and district goals
- Establish an EL Committee to work in collaboration with district and school staff in providing the appropriate educational supports to EL students. Committee should meet as regularly as necessary to implement a quality program.
- Provide electronic networks and update Gadsden EL web pages on the www.gcps.k12.fl.us website with materials, training, and other EL communications.

Student Services:

- Outreach, identification, and testing of all second language students in Gadsden within 20 days of enrollment in the school district (compliance with Florida Consent Decree), assuring appropriate placement with ESOL endorsed and/or certified staff or in other appropriate district academic programs.
- Ensure equal access of EL students to a free and appropriate public education.
- Ensure equal access of EL families to services any parent in Gadsden County Public Schools would be entitled to.
- Align all placements with Gadsden Student Progression Plan.

- Align EL student services with school guidance counselors.
- Develop individual EL student plans that will be updated annually, or sooner as the situation dictates
- Monitor EL student progress and work with school administration to adjust individual EL plans as necessary for student academic success.
 - Progress monitoring tools should include student portfolios, state assessment scores, other criterion reference tests, ACCESS 2.0, report cards, classroom performance, and student progression reports.
- Maintain all appropriate student records, including entry and exit dates, test scores, EL committee meetings, and other EL related documents.
- Develop student study teams as necessary to assist EL students who need accommodations.
- Collaborate with district ESE staff to provide EL students with appropriate ESE services and/or accommodations.
- Purchase/provide materials and activities which address EL student needs as requested – supplies and materials will come from funding from Title III projects.
- Create necessary documentation for prior schooling and help students facilitate its receipt and delivery to Gadsden County schools.
- Translate student transcripts from foreign countries to equate listed courses with appropriate district courses
- Prepare appropriate correspondence in parent's native language to provide notice of enrollment in the EL program as required by law.
- Facilitate all EL withdrawals and reenrollments, re-classifications, and/or reevaluations necessary
- Facilitate the implementation of an afterschool tutorial for EL students, in collaboration with school 21st Century Community Learning Center programs.
- Develop and implement a summer school program for EL students in partnership with 21st CCLC, Title I, Migrant, and other district public school summer programs.
- Provide services to EL families designed to improve the English language skills of EL students and that assist parents and families in helping their children to improve their academic achievement and their own parental engagement in the education of their children. Services include, but are not limited to: Family literacy services, parent and family outreach.
- Seek and provide as many opportunities as possible for EL students to receive scholarships and/or move into careers and college after graduation.

Professional Development:

- Organize and direct EL in-service programs, including the district 60-hour ESOL certification training, at no cost to district teachers, leaders, and guidance counselors.
- Train school personnel to conduct annual ACCESS 2.0 testing in the spring as well as assist in the schools during testing.
- Conduct at least three EL meetings (quarterly throughout the school year).
- Provide EL teachers opportunities to participate in PAEC EL professional development trainings at no cost to the district, coordinating training with Gadsden's staff development office.
- Provide opportunities for parents to develop educational technology skills through family workshops.
- Provide targeted workshops to build parent educational skills in supporting their children.
- Attend and participate in local, regional, and state meetings and conferences representing EL populations and issues for the district.
- Provide translators for enrollment, IEP, and other school meetings as requested by parents, district, and/or school leaders/teachers.

Curriculum:

- Preview, evaluate, and recommend EL classroom materials as requested.
- Provide Deputy Superintendent and K12 Director with recommendations for EL curriculum and EL staff
- Coordinate EL educational programs with community organizations.
- Coordinate curriculum guides with EL teachers Promote strong parent, family, and community partnerships by offering language educational programs for parents, families, school staff, and communities of English Learners as required by the Every Child Succeeds Act (ESSA) of 2015.

General Responsibilities:

- Combine the existing PAEC Migrant Center in Gadsden County with the EL program to be operated as an English Learner/Migrant Resource Center to assist families with referrals and advocacy, as necessary and practicable.
- Participate in all interviews for EL teacher and paraprofessional candidates.

- Provide a link between and among district administrators, school centers, and community as necessary to ensure open and complete communication.
- Maintain a network of EL peer contacts in professional organizations.
- Assist in developing short and long-range plans for EL populations.
- Attend and contribute appropriate EL information to district leadership team and instructional leadership team meetings, as scheduled.
- Assist with the development of and facilitation of EL student and parent surveys to do needs assessments and collect parent input to make EL programs as customer friendly as possible for EL populations.
- Provide federal and state legislative updates as frequently as necessary to assist Gadsden leadership to make timely and high quality decisions about EL programs and services.
- Ensure that the district is in compliance with the Florida Consent Decree, programmatically and with staffing.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10a

Date of School Board Meeting: May 23, 2017



TITLE OF AGENDA ITEM: LP Gas Contract for FY 2017 - 2018 (Suburban Propane)

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 School Board approval to piggyback Leon County School Bid #5388-2017 Liquid Propane Gas for the 2017-2018 fiscal year beginning July 1, 2017. Terms are current market price per gallon plus \$0.2290 firm markup. School locations include: Greensboro Elementary and West Gadsden High School (name change of schools to be determined).

Facilities: \$25,000.00 Food Service: \$20,000.00

FUND SOURCE: 110

AMOUNT: \$45,000.00

PREPARED BY: Bill Hunter

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.



THE SCHOOL BOARD OF GADSDEN COUNTY

35 Martin Luther King, Jr. Blvd
Quincy, Florida 32351
Main: (850) 627-9651 or Fax: (850) 627-2760
www.gcps.k12.fl.us

Roger P. Milton
Superintendent
miltonr@gcpsmail.com

"Putting Children First"

April 10, 2017

Suburban Propane
Attn: Debra Feinberg McNeely
4420 Woodville Hwy.
Tallahassee, FL 32305

Dear Ms. McNeely,

In preparation for the upcoming fiscal year, we are contacting you in reference to the agreement with the *School Board of Gadsden County/Leon County School Bid No. 5388-2017 Liquid Propane Gas*.

We would like to extend this agreement through the 2017-2018 fiscal year providing the same service and cost per service as noted in the original agreement (*terms are current market price per gallon plus \$0.2290 firm markup*). Please give us your response and return this letter to my office no later than April 24, 2017.

I agree to extend our services at the same price and schedule as the original agreement (Bid No. 5388-2017) starting July 1, 2017 through June 30, 2018

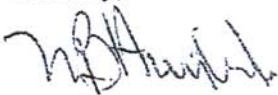
I do not wish to extend this agreement for the 2017/2018 fiscal year


Signature

4-19-17
Date

Please advise if new contracts will need to be executed for each location with the District or if the original contracts will suffice. In addition, review the specifications and terms of your original agreement and if you choose to extend our service agreement, please provide the School Board Department of Facilities with updated forms and exemptions (i.e. proof of insurance, exemption from workman's compensation coverage, etc.)

Sincerely,



William Hunter
Director of Facilities

WBH/abr

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 32324
GREENSBORO, FL 32337

Charlie D. Frost
DISTRICT NO. 4
GRETNA, FL 32332
QUINCY, FL 32352

Tyrone D. Smith
DISTRICT NO. 5
QUINCY, FL 32351



THE SCHOOL BOARD OF GADSDEN COUNTY

35 Martin Luther King, Jr. Blvd
Quincy, Florida 32351
Main: (850) 627-9651 or Fax: (850) 627-2760
www.gcps.k12.fl.us

Roger P. Milton
Superintendent
miltonr@gcpsmail.com

"Putting Children First"

April 10, 2017

Mark's Lawn Maintenance
Mark Langston
PO Box 180306
Tallahassee, FL 32318

Dear Mr. Langston,

In preparation for the upcoming fiscal year, we are contacting you in reference to the agreement with the *School Board of Gadsden County Bid No. 1617:07 Grounds Maintenance - Athletic Fields at EGHS & WGHS.*

We would like to extend this agreement through the 2017-2018 fiscal year providing the same service and cost per service as noted in the contract. Please give us your response and return this letter to my office no later than April 24, 2017.

I agree to extend our services at the same price and schedule as the original agreement (Bid No. 1617:07) starting July 1, 2017 through June 30, 2018


I do not wish to extend this agreement for the 2017/2018 fiscal year


Signature

4-20-17
Date

Please review the specifications and terms of your original agreement and if you choose to extend our service agreement, please provide the School Board Department of Facilities updated forms and exemptions (i.e. proof of insurance, exemption from workman's compensation coverage, etc.)

Sincerely,


William Hunter
Director of Facilities

WBH/abr

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
CHATTAHOCHEE, FL 32312
GREENSBORO, FL 32309

Charlie D. Frost
DISTRICT NO. 4
GRETN, FL 32332
QUINCY, FL 32352

Tyrone D. Smith
DISTRICT NO. 5
QUINCY, FL 32351

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10c

Date of School Board Meeting: May 23, 2017

TITLE OF AGENDA ITEM: Pest and Weed Control for Athletic Fields – East Gadsden High School & West Gadsden High School

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 School Board approval to piggyback Leon County School Bid #5262-2014 Pest & Weed Control Services for Athletic Fields for the 2017-2018 fiscal year beginning July 1, 2017. Services are provided to the athletic fields as follows: East Gadsden High School (\$8,745.75) and West Gadsden High School (\$8,745.75).

FUND SOURCE: 110

AMOUNT: \$17,491.50

PREPARED BY: Bill Hunter

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.



"Raising Children First"

THE SCHOOL BOARD OF GADSDEN COUNTY

35 Martin Luther King, Jr. Blvd
Quincy, Florida 32351
Main: (850) 627-9651 or Fax: (850) 627-2760
www.gcps.k12.fl.us

Roger P. Milton
Superintendent
miltonr@gcpsmail.com

April 10, 2017

Professional Pest Management
Attn: Keith Collinsworth
4123 Neil Court
Tallahassee, FL 32303

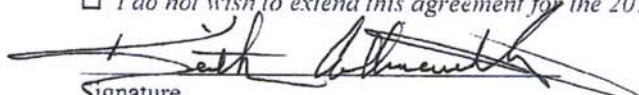
Dear Mr. Collinsworth,

In preparation for the upcoming fiscal year, we are contacting you in reference to the agreement with the *School Board of Gadsden County Leon County School Bid No. 5262-2014 Pest & Weed Control Services for Athletic Fields (EGHS & WGHS)*.

We would like to extend this agreement through the 2017-2018 fiscal year providing the same service and cost per service as noted in the original agreement. Please give us your response and return this letter to my office no later than April 24, 2017.

I agree to extend our services at the same price and schedule as the original agreement (Bid No. 5262-2014) starting July 1, 2017 through June 30, 2018


I do not wish to extend this agreement for the 2017/2018 fiscal year


Signature

4/19/17
Date

Please review the specifications and terms of your original agreement and if you choose to extend our service agreement, please provide the School Board Department of Facilities with updated forms and exemptions (i.e. proof of insurance, exemption from workman's compensation coverage, etc.)

Sincerely,


William Hunter
Director of Facilities

WBH/abr

Audrey Lewis
DISTRICT NO. 1
HAVANA, FL 32333
MIDWAY, FL 32349

Steve Scott
DISTRICT NO. 2
QUINCY, FL 32351
HAVANA, FL 32338

Isaac Simmons, Jr.
DISTRICT NO. 3
CHATTahooCHEE, FL 32324
GREENSBORO, FL 32309

Charlie D. Frost
DISTRICT NO. 4
GREYNA, FL 32332
QUINCY, FL 32352

Tyrone D. Smith
DISTRICT NO. 5
QUINCY, FL 32351

PROFESSIONAL PEST MANAGEMENT, INC.
 4123 NEIL COURT
 TALLAHASSEE, FL 32303

OFFICE 850-562-3934
 CELL 850-599-5928
 FAX 850-562-7580

keithppm57@yahoo.com

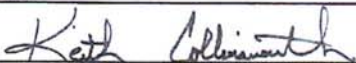
PROPOSAL SUBMITTED TO:	PROPOSAL DATE: 4/24/17
GADSDEN COUNTY SCHOOLS ATT: BILL HUNTER, FACILITIES 35 MARTIN LUTHER KING JR. BLVD. QUINCY, FL 32351	PROPOSED SERVICE LOCATION: East Gadsden High School Football Field = 2.50 Acres Baseball Field = 2.70 Acres Softball Field = 1.25 Acres Practice Field = 2.00 Acres

Turf Proposal for Fiscal Year July 1, 2017-June 30, 2018

SEASON/MONTH:	DESCRIPTION OF APPLICATION:	ACREAGE:	COST/ACRE:	TOTAL:
JULY-SC#1	POSTEMERGENCE HERBICIDE APPLICATION FOR SEDGE CONTROL. BID LINE ITEM # 11	8.45	190.00	1,605.50
AUGUST-SC#2	FOLLOW-UP POSTEMERGENCE HERBICIDE APPLICATION FOR SEDGE CONTROL. BID LINE ITEM # 11	8.45	190.00	1,605.50
OCTOBER	PRE/POSTEMERGENCE HERBICIDE APPLICATION FOR BROADLEAF AND GRASSY WEED CONTROL. BID LINE ITEM # 5	8.45	165.00	1394.25
MARCH-2018	SPRING PRE/POSTEMERGENCE HERBICIDE APPLICATION FOR BROADLEAF AND GRASSY WEED CONTROL. BID LINE ITEM # 5	8.45	165.00	1394.25
MAY-2018	INSECTICIDE (TOP CHOICE) APPLICATION FOR MOLE CRICKET/FIRE ANT CONTROL. BID LINE ITEM # 1	8.45	325.00	2746.25
ADDON APPL-ASN.	INSECTICIDE APPLICATION FOR ARMY WORM OR SOD WEBWORM IS DONE ON AN AS NEEDED BASIS AND NOT ALL FIELDS MAY BE AFFECTED. THE PER ACRE RATE IS \$110.00. BID LINE ITEM # 2.	0.00	110.00	0.00
SCOUTING	FIELDS WILL BE SCOUTED PERIODICALLY FOR POTENTIAL PROBLEMS SUCH AS SOD WEBWORMS OR ARMYWORMS. YOU WILL BE NOTIFIED EACH SCOUTING, IF PROBLEMS ARE FOUND WE WILL DISCUSS A TREATMENT PLAN.	0.00	0.00	0.00
BID REFERENCE NO.	WE AGREE TO ALLOW YOU TO PIGGYBACK ON OUR BID AGREEMENT WITH LEON COUNTY SCHOOLS BID # 5262-2014 PEST AND WEED CONTROL SERVICES FOR ATHLETIC FIELDS DISTRICT WIDE.		0.00	0.00

*CONTACT ME IF YOU HAVE ANY QUESTIONS OR CONCERNS REGARDING THIS INFORMATION. AFTER YOUR REVIEW PLEASE SIGN BELOW AND RETURN A COPY TO ME BY MAIL, FAX OR EMAIL. THANK YOU FOR YOUR VALUED BUSINESS.

Total: \$8,745.75

BEST REGARDS,  KEITH COLLINSWORTH, PRESIDENT

YES, WE AGREE TO THE ABOVE PROPOSAL.

 CUSTOMER SIGNATURE/TITLE DATE

PROFESSIONAL PEST MANAGEMENT, INC.
 4123 NEIL COURT
 TALLAHASSEE, FL. 32303

OFFICE 850-562-3934
 CELL 850-599-5928
 FAX 850-562-7580

keithppm57@yahoo.com

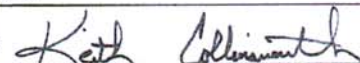
PROPOSAL SUBMITTED TO:	PROPOSAL DATE:	4/24/17
	PROPOSED SERVICE LOCATION:	
GADSDEN COUNTY SCHOOLS ATT: BILL HUNTER, FACILITIES 35 MARTIN LUTHER KING JR. BLVD. QUINCY, FL 32351	West Gadsden High School Football Field = 2.50 Acres Baseball Field = 2.70 Acres Softball Field = 1.25 Acres Practice Field = 2.00 Acres	

Turf Proposal for Fiscal Year July 1, 2017-June 30, 2018

SEASON/MONTH:	DESCRIPTION OF APPLICATION:	ACREAGE:	COST/ACRE:	TOTAL:
JULY-SC#1	POSTEMERGENCE HERBICIDE APPLICATION FOR SEDGE CONTROL. BID LINE ITEM # 11	8.45	190.00	1,605.50
AUGUST-SC#2	FOLLOW-UP POSTEMERGENCE HERBICIDE APPLICATION FOR SEDGE CONTROL. BID LINE ITEM # 11	8.45	190.00	1,605.50
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MARCH-2018	SPRING PREF/POSTEMERGENCE HERBICIDE APPLICATION FOR BROADLEAF AND GRASSY WEED CONTROL. BID LINE ITEM # 5	8.45	165.00	1394.25
MAY-2018	INSECTICIDE (TOP CHOICE) APPLICATION FOR MOLE CRICKET/FIRE ANT CONTROL. BID LINE ITEM # 1	8.45	325.00	2746.25
ADDON APPL-AsN.	INSECTICIDE APPLICATION FOR ARMY WORM OR SOD WEBWORM IS DONE ON AN AS NEEDED BASIS AND NOT ALL FIELDS MAY BE AFFECTED. THE PER ACRE RATE IS \$110.00. BID LINE ITEM # 2.	0.00	110.00	0.00
SCOUTING	FIELDS WILL BE SCOUTED PERIODICALLY FOR POTENTIAL PROBLEMS SUCH AS SOD WEBWORMS OR ARMYWORMS. YOU WILL BE NOTIFIED EACH SCOUTING, IF PROBLEMS ARE FOUND WE WILL DISCUSS A TREATMENT PLAN.	0.00	0.00	0.00
BID REFERENCE NO.	WE AGREE TO ALLOW YOU TO PIGGYBACK ON OUR BID AGREEMENT WITH LEON COUNTY SCHOOLS BID # 5262-2014 PEST AND WEED CONTROL SERVICES FOR ATHLETIC FIELDS DISTRICT WIDE.		0.00	0.00

*CONTACT ME IF YOU HAVE ANY QUESTIONS OR CONCERNS REGARDING THIS INFORMATION. AFTER YOUR REVIEW PLEASE SIGN BELOW AND RETURN A COPY TO ME BY MAIL, FAX OR EMAIL. THANK YOU FOR YOUR VALUED BUSINESS.

Total: \$8,745.75

BEST REGARDS,  KEITH COLLINSWORTH, PRESIDENT

YES, WE AGREE TO THE ABOVE PROPOSAL.

 CUSTOMER SIGNATURE/TITLE DATE

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA



AGENDA ITEM NO. 10d

DATE OF SCHOOL BOARD MEETING: **May 23, 2017**

TITLE OF AGENDA ITEMS: **Florida Safe Schools Assessment Certification (FSSA) 2016-2017**

DIVISION: **Finance Department**

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested for the 2016-2017 FSSA

FUND SOURCE: **N/A**

AMOUNT: **N/A**

PREPARED BY: **Bruce James** 

POSITION: **Coordinator Safety**

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.

School Safety & Security Best Practices With Their Associated Indicators
2016-2017 School Safety and Security Self-Assessment Form

Efficiency and Effectiveness

1. **The district has established and implemented accountability mechanisms to ensure the performance, efficiency, and effectiveness of the safety and security program.**

Indicators of Meeting the Best Practice

a. The district has clearly stated goals and outcome-based, measurable, objectives for the program that reflect the intent (purpose) of the program and address the major aspects of the program's purpose and expenditures.	Yes X	No	In Progress	N/A
b. The district uses appropriate performance and cost-efficiency measures and interpretive benchmarks to evaluate the school safety and security program and uses these in management decision making. ^{1, 2}	Yes X	No	In Progress	N/A
c. The district regularly conducts an assessment of performance and cost of the safety program and analyzes the potential cost savings of alternatives, such as outside contracting and privatization. ³	Yes X	No	In Progress	N/A

Related Statutes and Rules

Does the District Meet the Best Practice (explain if applicable)	Yes X	No	In Progress	N/A
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Strategies and Actions to Be Taken

The indicators are addressed in the School Board Policy and Administrative Procedures and are monitored via local, state inspectors as well as the Health Department and Law Enforcement Agencies.

Fiscal Impact and Timeline

The District was allocated \$194,013.00 for (2013-2014) for Safe Schools expenditures. Annually, the School District expends approximately \$570,000.00 on school safety needs which include but are not limited to the following: Security Officer's-Barkley's Security, Inc, Crossing Guards, School Resource Officer's (SRO)- Gadsden County Sheriff's Department, School Nurses, Inspectors-Gadsden County Health Department, Security Alarms- Sonitrol Security, and EMS standby for athletic events.

¹ This means that in budgeting and shifting resources the district considers several factors including goals, objectives, critical safety needs, and past performance of safety initiatives.

² Performance measures should include appropriate comparisons with peer districts in areas such as safety and discipline incidents, etc.

³ This assessment would include examining whether the overall safety program and individual safety initiatives (such as DARE or Crime Watch) are achieving the outcomes they are expected to achieve.

School Safety & Security Best Practices With Their Associated Indicators
2016-2017 School Safety and Security Self-Assessment Form

Efficiency and Effectiveness

2. **The district ensures the accuracy of its discipline and safety and security related data and reports accurate data to the Department of Education.**

Indicators of Meeting the Best Practice

a. The district and its schools have a process in place to collect, revise, and update the appropriate data for the School Environmental Safety Incident Report (SESIR) system. ⁴	Yes X	No	In Progress	N/A
b. The district and its schools have a process in place to collect, revise, update and ensure the accuracy of the discipline data.	Yes X	No	In Progress	N/A
c. The district has established and implemented strategies to ensure the reliability of SESIR, discipline, and other safety and security program data.	Yes X	No	In Progress	N/A

Related Statutes and Rules: ss. 1006.09(8) and 1006.13(3), F.S.

Does the District Meet the Best Practice (explain if applicable)	Yes X	No	In Progress	N/A
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Strategies and Actions to Be Taken

The indicators are addressed in the School Board Policy and Administrative Procedures.

Fiscal Impact and Timeline

The District was allocated \$194,013.00 for (2013-2014) for Safe Schools expenditures. Annually, the School District expends approximately \$570,000.00 on school safety needs which include but are not limited to the following: Security Officer's-Barkley's Security, Inc, Crossing Guards, School Resource Officer's (SRO)- Gadsden County Sheriff's Department, School Nurses, Inspectors-Gadsden County Health Department, Security Alarms- Sonitrol Security, and EMS standby for athletic events.

⁴ The district uses the state-approved reporting form if available. If the state form is not available, the district develops its own form based on some standardized criteria such as the Uniform Crime Reports.

*School Safety & Security Best Practices With Their Associated Indicators
2016-2017 School Safety and Security Self-Assessment Form*

Efficiency and Effectiveness

3. **The district regularly reviews the organizational structure and staffing levels of the safety and security program and minimizes unnecessary administrative layers and processes.**

Indicators of Meeting the Best Practice

a. The district has a process in place to determine the staffing levels necessary to ensure that staff can respond to safety crises.	Yes X	No	In Progress	N/A
b. On at least an annual basis, the district uses applicable comparisons and/or benchmarks and reviews the program's organizational structure and staffing levels to minimize administrative layers and processes.	Yes X	No	In Progress	N/A
c. The program structure includes reasonable lines of authority and spans of control given the responsibilities of each organizational unit.	Yes X	No	In Progress	N/A
d. In conducting its staffing review, the district obtains broad stakeholder input.	Yes X	No	In Progress	N/A
e. The district reports organizational structure and administrative staffing review findings in writing and distributes these findings to school board members.	Yes X	No	In Progress	N/A

Related Statutes and Rules

Does the District Meet the Best Practice (explain if applicable)	Yes X	No	In Progress	N/A
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Strategies and Actions to Be Taken

The indicators are addressed in the School Board Policy and Administrative Procedures.

Fiscal Impact and Timeline

The District was allocated \$194,013.00 for (2013-2014) for Safe Schools expenditures. Annually, the School District expends approximately \$570,000.00 on school safety needs which include but are not limited to the following: Security Officer's-Barkley's Security, Inc, Crossing Guards, School Resource Officer's (SRO)- Gadsden County Sheriff's Department, School Nurses, Inspectors-Gadsden County Health Department, Security Alarms- Sonitrol Security, and EMS standby for athletic events.

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Safety Planning

4. **The district has implemented a school safety plan that includes district wide emergency and safety procedures and identifies those responsible for them.**

Indicators of Meeting the Best Practice

a. The district has a school safety plan that includes goals and procedures to ensure that students are in orderly, disciplined classrooms conducive to learning.	Yes X	No	In Progress	N/A
b. The district has implemented a comprehensive school safety plan that establishes emergency and safety procedures for school and district employees and students to follow. At a minimum, the plan addresses <ul style="list-style-type: none"> • the evaluation of the principal’s performance regarding school safety, monitoring and evaluating the implementation of the plan at the school level, and coordinating with local law enforcement and the Department of Juvenile Justice;⁵ • the roles and responsibilities of the school principal and other administrators, teachers, and other school personnel for restoring, if necessary, and maintaining a safe, secure, and orderly school environment; • the roles and responsibilities of the transportation staff for restoring, if necessary, and maintaining a safe, secure, disciplined, and orderly bus environment; • the goals and objectives of the school resource officers, if any; • the mechanisms for identifying and serving the needs of students most at risk for engaging in disruptive and disorderly behavior; • arrangements to work with local emergency officials;⁶ • safety issues and policies at school-sponsored events;⁷ and • processes by which the district will instruct parents and the local community as to how to respond to an emergency situation.⁸ 	Yes X	No	In Progress	N/A

Related Statutes and Rules: ss. 1006.10 and 1002.20(22), F.S.

Does the District Meet the Best Practice (explain if applicable)	Yes X	No	In Progress	N/A
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Strategies and Actions to Be Taken

The indicators are addressed in the School Board Policy and Administrative Procedures.

Fiscal Impact and Timeline

The District was allocated \$194,013.00 for (2013-2014) for Safe Schools expenditures. Annually, the School District expends approximately \$570,000.00 on school safety needs which include but are not limited to the following: Security Officer's-Barkley's Security, Inc, Crossing Guards, School Resource Officer's (SRO)- Gadsden County Sheriff's Department, School Nurses, Inspectors-Gadsden County Health Department, Security Alarms-Sonitrol Security, and EMS standby for athletic events.

⁵ Principals may be evaluated on criteria such as the school climate report and school incident reports.

⁶ Including, but not limited to, law enforcement, fire department, emergency management, hospital, mental health, health and social services agencies, court officials and the media.

⁷ Such as when students are off campus at official school events.

⁸ Parents and the community should be provided this information prior to an emergency through such mechanisms as newsletters and the district's website.

*School Safety & Security Best Practices With Their Associated Indicators
2016-2017 School Safety and Security Self-Assessment Form*

Safety Planning

5. The district develops and maintains its school safety plan and emergency response procedures with stakeholder input.

Indicators of Meeting the Best Practice

a. A broad cross-section of stakeholders including parents, community representatives, local emergency agencies, teachers, staff and students were involved in developing the comprehensive school safety plan and emergency procedures.	Yes X	No	In Progress	N/A
b. The comprehensive school safety plan and emergency procedures have been shared with appropriate emergency response agencies. ⁹	Yes X	No	In Progress	N/A
c. The comprehensive school safety plan and emergency procedures have been distributed to designated administrators and staff. ¹⁰	Yes X	No	In Progress	N/A
d. The comprehensive school safety plan and emergency procedures are reviewed and revised annually or more often if events warrant.	Yes X	No	In Progress	N/A
e. The district seeks input from local law enforcement on the level of local youth gang activity and incorporates relevant recommendations from the Florida Gang Reduction Strategy 2008 – 2012 into its safety plan. ¹¹	Yes X	No	In Progress	N/A

Related Statutes and Rules: ss. 119.071, F.S.

Does the District Meet the Best Practice (explain if applicable)	Yes X	No	In Progress	N/A
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Strategies and Actions to Be Taken

Since last reporting, the district has reviewed and revised the School Safety Plan and developed a Crisis Response Flip Chart and manual as required by Board Policy and Administrative Procedures.

Fiscal Impact and Timeline

The District was allocated \$194,013.00 for (2013-2014) for Safe Schools expenditures. Annually, the School District expends approximately \$570,000.00 on school safety needs which include but are not limited to the following: Security Officer's-Barkley's Security, Inc, Crossing Guards, School Resource Officer's (SRO)- Gadsden County Sheriff's Department, School Nurses, Inspectors-Gadsden County Health Department, Security Alarms- Sonitrol Security, and EMS standby for athletic events.

⁹ Emergency response agencies may include the fire department, police department, hospitals, social service, and health agencies., i.e. county health department

¹⁰ In accordance with s. 119.071, F.S., the district should take steps to ensure the confidentiality of security-related information. The district should identify those administrators and staff directly responsible for emergency response procedures, such as principals and school resource officers, and ensure that they have received copies of the safety plans. Districts may chose to disclose descriptive information regarding the safety and security plans to teachers, advisory councils, and the public. However, the district must still protect sensitive security information so as not to compromise the district's safety efforts.

¹¹ Please see <http://www.floridagangreduction.com/flgangs.nsf/pages/Strategy>, pages 34-35.

*School Safety & Security Best Practices With Their Associated Indicators
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Safety Planning

6. **The district conducts an annual review of all relevant health and safety issues for each educational facility.** ¹²

Indicators of Meeting the Best Practice

a. The district ensures that each educational facility conducts an assessment of the safety hazards faced at that facility by a qualified person. ¹³	Yes X	No	In Progress	N/A
b. A certified fire safety inspector conducts an annual fire safety inspection of all educational and ancillary plants to ensure compliance with Florida law.	Yes X	No	In Progress	N/A
c. The district ensures that they report to the State Fire Marshall that the fire safety inspection has been completed. ¹⁴	Yes X	No	In Progress	N/A
d. An annual inspection is conducted to determine whether educational facilities comply with the State Requirements for Educational Facilities (SREF) Chapter 5 and State Fire Marshal's Rule Chapter 69A-58, Florida Administrative Code.	Yes X	No	In Progress	N/A
e. The board submits annual fire safety reports to the State Fire Marshal's Office by June 30 of each year.	Yes X	No	In Progress	N/A

Related Statutes and Rules: s. 381.0056 and Rule 64F-6.004, F.A.C. ss. 1006.07(6), 1013.12(1)(b), 1013.12(2)(b), 1013.12(2)(c), F.S., and Rule 69A-58.004(6), F.A.C.

Does the District Meet the Best Practice(explain if applicable)	Yes X	No	In Progress	N/A
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Strategies and Actions to Be Taken

The indicators are addressed in the School Board Policy and Administrative Procedures.

Fiscal Impact and Timeline

The District was allocated \$194,013.00 for (2013-2014) for Safe Schools expenditures. Annually, the School District expends approximately \$570,000.00 on school safety needs which include but are not limited to the following: Security Officer's-Barkley's Security, Inc, Crossing Guards, School Resource Officer's (SRO)- Gadsden County Sheriff's Department, School Nurses, Inspectors-Gadsden County Health Department, Security Alarms- Sonitrol Security, and EMS standby for athletic events.

¹² Conducting this self-assessment does not meet the requirements of this practice.

¹³ The safety assessment should include a review of the unique safety considerations at a given school site. In reviewing potential hazards, the district should consider those listed in Best Practice 8 along with any others appropriate to that school.

¹⁴ Please see <http://www.fldoe.org/edfacil/sref.asp>. Note that life-threatening deficiencies must be corrected immediately or the facility is withdrawn from use.

School Safety & Security Best Practices With Their Associated Indicators
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Safety Planning

7. The district has developed emergency response procedures.

Indicators of Meeting the Best Practice

a. The district has developed a district wide plan for potential attacks against school sites or students and incorporates the appropriate school responses in the emergency procedures checklist.	Yes X	No	In Progress	N/A
b. The district has procedures for contacting all schools simultaneously in the event of a district wide emergency.	Yes X	No	In Progress	N/A
c. The district has an emergency crisis team available to each school that provides counseling and other support to aid in dealing with people's reactions, making the adjustment after the emergency, and re-entering the school environment.	Yes X	No	In Progress	N/A
d. The district has developed a media response plan and distributed it to each educational facility and each support service administrator. At a minimum, the plan addresses <ul style="list-style-type: none"> • communicating necessary information to the media and parents;¹⁵ • identifying established separate staging areas (e.g., specified locations) for media and parents; and • providing guidelines on how to respond to media questions and interviews. 	Yes X	No	In Progress	N/A
e. The district ensures that all appropriate district personnel are familiar with the Statewide Policy for Strengthening Domestic Security in Florida Public Schools to identify protective measures and ensure NIMS compliant. The policy requirements include the following elements: <ul style="list-style-type: none"> • Access Control • Emergency Equipment • Training • Communication & Notification Procedures • Coordination with Partners • Vulnerability Assessment • National Incident Management System (NIMS) 	Yes X	No	In Progress	N/A

Related Statutes and Rules: ss. 1006.07 and 1006.08

Does the District Meet the Best Practice(explain if applicable)	Yes X	No	In Progress	N/A
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Strategies and Actions to Be Taken

The indicators are addressed in the School Board Policy and Administrative Procedures.

Fiscal Impact and Timeline

The District was allocated \$194,013.00 for (2013-2014) for Safe Schools expenditures. Annually, the School District expends approximately \$570,000.00 on school safety needs which include but are not limited to the following: Security Officer's-Barkley's Security, Inc, Crossing Guards, School Resource Officer's (SRO)- Gadsden County Sheriff's Department, School Nurses, Inspectors-Gadsden County Health Department, Security Alarms- Sonitrol Security, and EMS standby for athletic events.

¹⁵ Necessary information should include where parents should go or whom they should contact to find out about their children and where to get further information.

School Safety & Security Best Practices With Their Associated Indicators
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Safety Planning

8. **The district has provided each school with an emergency checklist.**

Indicators of Meeting the Best Practice

<p>a. A checklist that explains step-by-step emergency procedures is readily available in every classroom. The emergency situations include, at a minimum,¹⁶</p> <ul style="list-style-type: none"> • weapons and hostage situations; • terrorist acts; • bomb threats; • hazardous materials or toxic chemical spills; • weather emergencies including hurricanes, tornadoes, severe storms, and flooding; and • exposure as a result of a manmade emergency. 	<p>Yes X</p>	<p>No</p>	<p>In Progress</p>	<p>N/A</p>
<p>b. The emergency checklist includes emergency contact numbers and provisions for backup communication with faculty, support service administrators, and emergency agencies.</p>	<p>Yes X</p>	<p>No</p>	<p>In Progress</p>	<p>N/A</p>
<p>c. The emergency checklist includes evacuation, lockdown, and shelter-in-place procedures developed with school transportation personnel, the local fire authority, law enforcement agencies, and other local agencies as appropriate, and includes procedures for evacuating students with disabilities.¹⁷</p>	<p>Yes X</p>	<p>No</p>	<p>In Progress</p>	<p>N/A</p>

Related Statutes and Rules: ss. 1006.07(4), F.S.

<p>Does the District Meet the Best Practice(explain if applicable)</p>	<p>Yes X</p>	<p>No</p>	<p>In Progress</p>	<p>N/A</p>
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Strategies and Actions to Be Taken

The indicators are addressed in the School Board Policy and Administrative Procedures.

Fiscal Impact and Timeline

The District was allocated \$194,013.00 for (2013-2014) for Safe Schools expenditures. Annually, the School District expends approximately \$570,000.00 on school safety needs which include but are not limited to the following: Security Officer's-Barkley's Security, Inc, Crossing Guards, School Resource Officer's (SRO)- Gadsden County Sheriff's Department, School Nurses, Inspectors-Gadsden County Health Department, Security Alarms- Sonitrol Security, and EMS standby for athletic events.

¹⁶ Schools cannot have lists for every possible emergency. However, to be comprehensive, the plan should address other issues such as suicide threats/acts; bomb threats; out-of-control person/student; fighting; sexual assault; health emergency, serious injury, homicide of student; child abuse; trespassing; exposure to blood-borne pathogens; armed robbery; removal/attempted removal of a student; and utility emergency.

¹⁷ In the event of an evacuation, schools should have separate areas for student assembly, parent request/release, and media operations.

School Safety & Security Best Practices With Their Associated Indicators
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Safety Planning

9. **The district and each school regularly practice emergency responses based on potential safety concerns at each site and develops an improvement plan based on the event/drill.**

Indicators of Meeting the Best Practice

a. The district school board has developed and implemented procedures for emergency drills in accordance with state law.	Yes X	No	In Progress	N/A
b. The district uses its annual self-assessment to identify the potential hazards for each educational facility and has developed and implemented procedures for practicing responses to identified hazards. ¹⁸	Yes X	No	In Progress	N/A
c. The district has implemented procedures for verifying that required and planned emergency drills have been conducted.	Yes X	No	In Progress	N/A
d. Each school varies the conditions under which required emergency drills are performed such as time of day, location of hazard, etc. to ensure that students and staff are prepared for a range of scenarios.	Yes X	No	In Progress	N/A

Related Statutes and Rules: ss. 1006.07(4), F.S.

Does the District Meet the Best Practice(explain if applicable)	Yes X	No	In Progress	N/A
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Strategies and Actions to Be Taken

The indicators are addressed in the School Board Policy and Administrative Procedures.

Fiscal Impact and Timeline

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¹⁸ This will include fire drills, but should also include responses to any other hazards identified in Best Practice 6.

School Safety & Security Best Practices With Their Associated Indicators
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Safety Planning

10. The district provides emergency response agencies with floor plans and blueprints as appropriate.

Indicators of Meeting the Best Practice

a. The district provides floor plans of each educational facility to local law enforcement agencies and fire departments.	Yes X	No	In Progress	N/A
b. The district has construction documents (plans and specifications) of each educational facility readily available for review during an emergency.	Yes X	No	In Progress	N/A
c. A back-up set of construction documents is stored in at least one other remote, secure location off-site.	Yes X	No	In Progress	N/A

Related Statutes and Rules: ss. 1013.01 and 1013.13, F.S.

Does the District Meet the Best Practice(explain if applicable)	Yes X	No	In Progress	N/A
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Strategies and Actions to Be Taken

The indicators are addressed in the School Board Policy and Administrative Procedures.

Fiscal Impact and Timeline

The District was allocated \$194,013.00 for (2013-2014) for Safe Schools expenditures. Annually, the School District expends approximately \$570,000.00 on school safety needs which include but are not limited to the following: Security Officer's-Barkley's Security, Inc, Crossing Guards, School Resource Officer's (SRO)- Gadsden County Sheriff's Department, School Nurses, Inspectors-Gadsden County Health Department, Security Alarms- Sonitrol Security, and EMS standby for athletic events.

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Safety Planning

11. **The district's Master Plan for In-Service Training identifies district and school personnel training needs and provides for appropriate levels of safety training, including classroom management and violence and alcohol, tobacco, and other drugs training, for all appropriate personnel. Early Warning Systems, Mental Health issues and Suicide Prevention.**

Indicators of Meeting the Best Practice

a. The district has a process in place and has identified the training required for all types of school staff as well as the staff that require specialized safety training and incorporates those needs in its Master Plan for In-Service Training. ^{19, 20} This training should include classroom management and violence and alcohol, tobacco, and other drugs training for appropriate personnel.	Yes X	No	In Progress	N/A
b. The district's required training in school-wide discipline, classroom management, conflict resolution, and other safety training components are included in the district's Master Plan for In-service Training.	Yes X	No	In Progress	N/A
c. The district reviews and uses the relevant training opportunities provided by the Department of Education and other appropriate organizations.	Yes X	No	In Progress	N/A
d. School principals can demonstrate that staff has received training based on the needs identified in the Master Plan for In-Service Training, the school's safety assessment, and the staff members' roles and responsibilities. ²¹	Yes X	No	In Progress	N/A
e. The district supplies trained personnel with the appropriate safety equipment. ²²	Yes X	No	In Progress	N/A
f. Teachers at each grade level are provided in-service training to teach students positive social skills and violence prevention, conflict resolution, and communication/decision making skills.	Yes X	No	In Progress	N/A
g. The district has a procedure for providing instruction to parents, teachers, school administrators, counseling staff, bus operators, and school volunteers on identifying, preventing, and responding to bullying or harassment.	Yes X	No	In Progress	N/A
h. In counties where local law enforcement has identified youth gang activity, the district provides teachers and school personnel with appropriate training such as gang awareness, conflict resolution, de-escalating methods for verbal conflicts, diversity training, self-defense training, and safe techniques to intervene in a fight.	Yes XX	No	In Progress	N/A

Related Statutes and Rules: ss. 1006.147(4)(l), 1012.98 (4)(b)4. and 1012.98(4)(b)5., *F.S.*; s. 381.0015, *F.S.*

Does the District Meet the Best Practice(explain if applicable)	Yes X	No	In Progress	N/A
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Strategies and Actions to Be Taken

The indicators are addressed in the School Board Policy and Administrative Procedures.

Fiscal Impact and Timeline

The District was allocated \$194,013.00 for (2013-2014) for Safe Schools expenditures. Annually, the School District expends approximately \$570,000.00 on school safety needs which include but are not limited to the following. Security Officer's-Barkley's Security, Inc. Crossing Guards, School Resource

¹⁹ Training should include both instructional and non-instructional staff as well as substitute teachers and bus drivers. Districts may want to establish the minimum number of working days a substitute must have before being provided with training.

²⁰ Specialized training may include suicide prevention and responses for specific emergency situations as outlined in the emergency checklist in Best Practice 8.

²¹ Depending on their duties, staff training can include emergency planning and intervention, classroom management, conflict resolution, CPR and first aid, the use of life-saving equipment, sexual harassment and abuse, and the early warning signs of violence, to the personnel identified in 11a.

²² This includes equipment such as first aid kits, fire extinguishers, or portable defibrillators.

School Safety & Security Best Practices With Their Associated Indicators
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Discipline Policies and Code of Student Conduct

12. **The district and each school have a code of student conduct based on stakeholder input and revised on an annual basis.**

Indicators of Meeting the Best Practice

a. The school district is in compliance with relevant laws and regulations regarding discipline policies, including the code of student conduct. ²³	Yes X	No	In Progress	N/A
b. The district school board and school administrators annually review discipline policies and revise those policies with input from teachers, staff, parents, and students.	Yes X	No	In Progress	N/A
c. The code of student conduct is clearly written and avoids the use of technical terminology.	Yes X	No	In Progress	N/A
d. Parents are an integral part of the student discipline procedures and actions. They are made aware of expectations of students and are informed of changes in a timely manner.	Yes X	No	In Progress	N/A
e. Each year the discipline policies are clearly and thoroughly communicated to students, parents, and other stakeholders. ²⁴	Yes X	No	In Progress	N/A

Related Statutes and Rules: ss. 1006.07(2) and 1006.07(2)(c), *F.S.*

Does the District Meet the Best Practice(explain if applicable)	Yes X	No	In Progress	N/A
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Strategies and Actions to Be Taken

The indicators are addressed in the School Board Policy and Administrative Procedures.

Fiscal Impact and Timeline

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²³ This includes laws and regulations such as respect for authority, respect for school property, respect for others, daily attendance, use of obscenities, and harming or demeaning others.

²⁴ This can be done by sending student handbooks to parents and posting to the school and district websites.

School Safety & Security Best Practices With Their Associated Indicators
2016-2017 School Safety and Security Self-Assessment Form

Discipline Policies and Code of Student Conduct

13. **The district's code of student conduct and other policies provide clear procedures for handling disciplinary actions.**

Indicators of Meeting the Best Practice

a. The district, in cooperation with local law enforcement agencies, promotes and enforces a zero tolerance policy for crime, substance abuse, and victimization that requires the district to report all violations subject to Florida law to a local law enforcement agency.	Yes X	No	In Progress	N/A
b. Alternatives to suspension and expulsion have been built into the disciplinary policy and are appropriately and consistently used.	Yes X	No	In Progress	N/A
c. The district has a process in place to relocate students who are regularly dismissed from their classroom.	Yes X	No	In Progress	N/A
d. Disciplinary policies include statements regarding anti-harassment, anti-bullying, and anti-violence policies and due process rights in accordance with state and federal laws.	Yes X	No	In Progress	N/A
e. Disciplinary policies include procedures regarding interviewing students by law enforcement agencies and the Department of Children and Families.	Yes X	No	In Progress	N/A
f. Disciplinary policies include procedures governing locker searches.	Yes X	No	In Progress	N/A
g. The district's discipline policies are consistent with the state and federal requirements for students with disabilities.	Yes X	No	In Progress	N/A

Related Statutes and Rules: ss. 1006.09(9) and 1006.13(3), F.S.

Does the District Meet the Best Practice(explain if applicable)	Yes X	No	In Progress	N/A
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Strategies and Actions to Be Taken

The indicators are addressed in the School Board Policy and Administrative Procedures.

Fiscal Impact and Timeline

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School Safety & Security Best Practices With Their Associated Indicators
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School Climate and Community Outreach

14. The district has a process in place to minimize danger to students from community members, staff, or other students, and minimize danger to teachers from students.

Indicators of Meeting the Best Practice

a. The district requires each student to disclose at registration legally required information regarding the student's prior disciplinary history of expulsions, arrest resulting in a charge, and juvenile justice actions. ²⁵	Yes X	No	In Progress	N/A
b. The district requires all school personnel to report to the principal or the principal's designee any suspected unlawful use, possession, or sale by a student of any controlled substance.	Yes X	No	In Progress	N/A
c. The district uses available information to track charges and convictions of students and employees from within the district as well as other school districts. ^{26, 27}	Yes X	No	In Progress	N/A
d. The district has a policy to encourage and facilitate principals, or their designees, to regularly monitor websites that identify registered sex offenders who reside in the vicinity of their school community. ²⁸ The district has a policy to share information on sexual predators and offenders who reside in close proximity of the school with school crossing guards, custodians and other persons who work or volunteer in student drop-off and pick-up areas or have a responsibility in access control. Additionally, the information is also made available to after school programs and other youth events that occur on the school's campus.	Yes X	No	In Progress	N/A
e. The district school board outlines the standards for use of reasonable force by school personnel that complies with relevant state laws in order to maintain an orderly environment.	Yes X	No	In Progress	N/A
f. The district school board, superintendent, and principal fully support the authority of each teacher and school bus driver to remove disobedient, disrespectful, violent, abusive, uncontrollable, or disruptive students from the classroom and the school bus, and the school board, superintendent, and principal have the authority to place such students in an alternative educational setting, when appropriate and available. ²⁹	Yes X	No	In Progress	N/A
g. Each school has established a process to determine placement of a student when a teacher withholds consent to the return of a student to the teacher's class. Each school principal has notified each teacher in that school about the availability, the procedures, and the criteria for the placement review committee as outlined in s. 1003.32, F.S. ³⁰	Yes X	No	In Progress	N/A
h. The school district has a procedure to ensure that, prior to any decision to appoint or employ any person to volunteer at any place where children regularly congregate, a search of that person's name or information is made against the FDLE sexual offender/predator database.	Yes X	No	In Progress	N/A

²⁵ The student should be given the opportunity to provide his/her account of the incident(s) and this should be included in the student's file. All such information should be kept confidential and disclosed only to those individuals specifically required by law.

²⁶ Charges and convictions tracked should be limited to felonies, abuse of a minor, and sale or possession of a controlled substance.

²⁷ Agencies that should be consulted for this information include the Department of Juvenile Justice, the Florida Department of Law Enforcement, other appropriate law enforcement agencies, state attorneys, the courts, and the Department of Education.

²⁸ The information regarding sexual offenders, such as photographs, should be shared with bus drivers, teachers, front office staff, custodial staff, and cafeteria staff.

²⁹ The policy should allow a teacher to send a student to the principal's office to maintain effective discipline in the classroom and to recommend an appropriate consequence consistent with the district code of student conduct. In the event that the principal does not employ the teacher's recommended consequence (or a more serious disciplinary action if the student's history of disruptive behavior warrants it), the principal should consult with the teacher prior to taking a lesser disciplinary action.

³⁰ As part of this process, the principal reports on a quarterly basis to the district school superintendent and district school board each incidence of a teacher's withholding consent for a removed student to return to the teacher's class and the disposition of the incident, and the superintendent annually reports these data to the Florida Department of Education.

School Safety & Security Best Practices With Their Associated Indicators
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i. The district promotes the use of state and national criminal history record background checks on volunteers who have unsupervised access to students on a one-on-one basis such as mentors.	Yes X	No	In Progress	N/A
j. The school district shall explore ways to infuse Internet safety into the curriculum. Specifically the curriculum should address crimes against children facilitated through the Internet, computer, or other technologies	Yes X	No	In Progress	N/A
k. The district has a DOE certified policy prohibiting bullying and harassment of students and staff on school grounds, on school transportation, at school sponsored events, and through any technology which impacts the learning environment at school.	Yes X	No	In Progress	N/A

Related Statutes and Rules: ss. 775.21, 943.0435, 943.04351, 944.607, 1006.07(1)(a), 1006.08(2), 1006.09(8), 1006.11, 1006.13, 1006.147(4), 1012.799, 1003.31, and 1003.32, *F.S*

Does the District Meet the Best Practice(explain if applicable)	Yes X	No	In Progress	N/A
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Strategies and Actions to Be Taken

School Board Policies and Procedures address background checks (Level I&II), notification of arrest warrants and hiring practices. The Raptor System that is installed on all school campuses identify sex offenders.

Fiscal Impact and Timeline

The District was allocated \$194,013.00 for (2013-2014) for Safe Schools expenditures. Annually, the School District expends approximately \$570,000.00 on school safety needs which include but are not limited to the following: Security Officer's-Barkley's Security, Inc, Crossing Guards, School Resource Officer's (SRO)- Gadsden County Sheriff's Department, School Nurses, Inspectors-Gadsden County Health Department, Security Alarms- Sonitrol Security, and EMS standby for athletic events.

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School Climate and Community Outreach

15. Each school has a system in place to identify students that exhibit early warning signs of, or pose a threat of, future violent behavior.

Indicators of Meeting the Best Practice

a. The district teaches instructional and non-instructional staff and students the early warning signs associated with students who pose a threat of future violent behavior, how to recognize them, and what to do once they are suspected. ³¹⁻³²	Yes X	No	In Progress	N/A
b. The district facilitates and encourages requests for assistance with students who exhibit early warning signs, or pose a threat of future violent behavior. ³³	Yes X	No	In Progress	N/A
c. The district provides timely access to a team of specialists trained in evaluating behavioral and academic concerns and provides school staff training regarding such support.	Yes x	No	In Progress	N/A
d. Schools in the district have a Student Assistance Program/Team that provides assistance for students experiencing learning and/or behavioral difficulties.	Yes X	No	In Progress	N/A
e. The district makes available appropriate psychological counseling for students exhibiting early warning signs or posing a threat of future violent behavior.	Yes X	No	In Progress	N/A
f. The district has procedures in place to maintain legal confidentiality of information regarding students exhibiting early warning signs or posing a threat of future violent behavior. ³⁴	Yes X	No	In Progress	N/A
g. The district reviews and revises, as needed, the process to identify the warning signs of student violence.	Yes X	No	In Progress	N/A

Related Statutes and Rules: ss. 1002.22(3)(d), F.S.

Does the District Meet the Best Practice(explain if applicable)	Yes X	No	In Progress	N/A
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Strategies and Actions to Be Taken

Indicators in this section are addressed via services provided by our ESE Department: the Student Study Team process, guidance and counseling support, contracted services, and ancillary profession development activities (e.g. 504 RTL, Student Restraint Procedures, etc.) Personal Health and Fitness, Safe and Drug Free Schools, and Physical Fitness curricula also address these indicators.

Fiscal Impact and Timeline

The District was allocated \$194,013.00 for (2013-2014) for Safe Schools expenditures. Annually, the School District expends approximately \$570,000.00 on school safety needs which include but are not limited to the following: Security Officer's-Barkley's Security, Inc, Crossing Guards, School Resource Officer's (SRO)- Gadsden County Sheriff's Department, School Nurses, Inspectors-Gadsden County Health Department, Security Alarms-Sonitrol Security, and EMS standby for athletic events.

³¹ Part of this training should explain that the warning signs are indicators that a student may need help and that it is imperative to avoid jumping to conclusions.

³² Districts may not be able to explain ALL of the early warning signs, but they should design a program to help parents, students, and staff understand the major signs.

³³ This could range from guidance on what to do to help with actual intervention.

³⁴ This may not be something the district can prove directly but could be measured by the absence of confidentiality breaches.

*School Safety & Security Best Practices With Their Associated Indicators
2016-2017 School Safety and Security Self-Assessment Form*

School Climate and Community Outreach

16. The district identifies and implements parent and community outreach strategies to promote safety in the home and community.

Indicators of Meeting the Best Practice

a. The district has developed, in accordance with state law, a cooperative agreement with the Department of Juvenile Justice.	Yes X	No	In Progress	N/A
b. The district works proactively with students, parents, law enforcement, the community and the media to address safety and security issues including issues related to Internet safety to specifically address crimes against children facilitated through the Internet, computer, or other technologies.	Yes X	No	In Progress	N/A
c. The district works with local community agencies and businesses to identify ways to increase support in keeping schools safe. ³⁵	Yes X	No	In Progress	N/A
d. The district provides information to parents regarding the necessary school-entry health examinations and immunizations for all students.	Yes X	No	In Progress	N/A
e. The district has crime watch programs and school safety hotline(s) in place and available in all schools.	Yes X	No	In Progress	N/A
f. The district has procedures in place to inform students, parents, and other community partners about its crime watch programs and school safety hotline(s).	Yes X	No	In Progress	N/A
g. The district provides safety-related information, such as the safety and security self-assessment results, in an annual report to the public and other stakeholders. ³⁶	Yes X	No	In Progress	N/A

Related Statutes and Rules: ss. 1003.22(1), 1003.22(4), 1006.13(3), and 1006.141, F.S.; ss. 1003.22, F.S. and 381.0056, F.S.

Does the District Meet the Best Practice(explain if applicable)	Yes X	No	In Progress	N/A
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Strategies and Actions to Be Taken

These indicators are addressed through partnerships with local law enforcement (SRO's); agreements with the Dept. of Juvenile Justice (DJJ) schools regarding enrollment procedures for students; district polices and procedures; and the Parent Services Office outreach activities.

Fiscal Impact and Timeline

The District was allocated \$194,013.00 for (2013-2014) for Safe Schools expenditures. Annually, the School District expends approximately \$570,000.00 on school safety needs which include but are not limited to the following: Security Officer's-Barkley's Security, Inc, Crossing Guards, School Resource Officer's (SRO)- Gadsden County Sheriff's Department, School Nurses, Inspectors-Gadsden County Health Department, Security Alarms- Sonitrol Security, and EMS standby for athletic events.

³⁵ This is accomplished through activities such as through public-private partnerships.

³⁶ Information must not be sanitized. It should include such information as incidents of crime and misbehavior, trends over time, comparisons to the community, and steps taken to improve safety. Information relating directly to the physical security of the facility or revealing security systems.

School Safety & Security Best Practices With Their Associated Indicators
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Safety Programs and Curricula

17. **The district fosters a positive learning climate and culture by assessing the school climate and implementing relevant scientifically based curricula and programs at each school.**³⁷

Indicators of Meeting the Best Practice

a. School climate surveys include questions relating to discipline, bullying, threats perceived by students, and other safety or security related issues.	Yes X	No	In Progress	N/A
b. Curricula and programs for improving the school culture and climate are incorporated into the classroom. The curricula and programs should address such issues as <ul style="list-style-type: none"> • pro-social skills; • character education; • conflict resolution; • peer mediation; and • prevention of bullying and harassment. 	Yes x	No	In Progress	N/A
c. Curricula and special programs on violence and drug prevention, health, safety, and security are available to students, school staff, and parents.	Yes X	No	In Progress	N/A
d. The district regularly reviews the school climate at each school and revises, eliminates, or adds programs accordingly.	Yes X	No	In Progress	N/A
e. Middle and secondary students participate in scheduled administrations of standardized surveys of risk behaviors and situations such as the Florida Substance Abuse Youth Survey, the Florida Youth Tobacco Survey, and the Florida Youth Risk Behavior Survey, and the results are used in assessing prevention needs.	Yes	No	In Progress	N/A

Related Statutes and Rules: ss. 1004.04, 1004.05, and 1006.147(4)(l), *F.S.*; ss. 1006.20 and 1006.165, *F.S.*

Does the District Meet the Best Practice(explain if applicable)	Yes X	No	In Progress	N/A
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Strategies and Actions to Be Taken

Character education materials are provided via guidance counseling support. Personal Health and Fitness, Safe and Drug Free Schools, and Physical Fitness curriculum also address these indicators. Annual school climate surveys include questions regarding bullying and feeling safe on campuses. These reports are used to revise school improvement plans and the district's overall strategic plan.

Fiscal Impact and Timeline

The District was allocated \$194,013.00 for (2013-2014) for Safe Schools expenditures. Annually, the School District expends approximately \$570,000.00 on school safety needs which include but are not limited to the following: Security Officer's-Barkley's Security, Inc, Crossing Guards, School Resource Officer's (SRO)- Gadsden County Sheriff's Department, School Nurses, Inspectors-Gadsden County Health Department, Security Alarms- Sonitrol Security, and EMS standby for athletic events.

³⁷ Article IX, Section 1, Florida Constitution.

School Safety & Security Best Practices With Their Associated Indicators
2016-2017 School Safety and Security Self-Assessment Form

Safety Programs and Curricula

18. **The district has Safe and Drug-Free School Plan that has been developed with appropriate stakeholder input.**

Indicators of Meeting the Best Practice

a. The district has a district Safe and Drug-Free School (SDFS) advisory council or committee that participates in the development of the SDFS plan.	Yes X	No	In Progress	N/A
b. The district has Safe and Drug-Free School (SDFS) plan and regularly reviews and updates the plan.	Yes X	No	In Progress	N/A
c. Coaches and athletes adhere to established policies prohibiting tobacco and drug, including alcohol, use.	Yes X	No	In Progress	N/A
d. The district regularly reviews and revises, as needed, the safe and drug-free programs and publishes a performance review of the programs supported by safe and drug free schools funds. ³⁸	Yes X	No	In Progress	N/A

Related Statutes and Rules

Does the District Meet the Best Practice(explain if applicable)	Yes X	No	In Progress	N/A
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Strategies and Actions to Be Taken

The Safe School plan is managed via Parent Services Office, which coordinate activities with all school sites and School Safety & Investigation Department.

Fiscal Impact and Timeline

The District was allocated \$194,013.00 for (2013-2014) for Safe Schools expenditures. Annually, the School District expends approximately \$570,000.00 on school safety needs which include but are not limited to the following: Security Officer's-Barkley's Security, Inc, Crossing Guards, School Resource Officer's (SRO)- Gadsden County Sheriff's Department, School Nurses, Inspectors-Gadsden County Health Department, Security Alarms- Sonitrol Security, and EMS standby for athletic events.

³⁸ As part of this review, the district should have performance-related data for each of these programs.

School Safety & Security Best Practices With Their Associated Indicators
2016-2017 School Safety and Security Self-Assessment Form

Safety Programs and Curricula

19. **Based on the district's prevention needs assessment process, the district implements scientifically based violence and drug prevention programs and curricula for each school.** ³⁹

Indicators of Meeting the Best Practice

a. The district reviews and makes available to its schools sources of violence and drug prevention and other safety-related programs and curricula. ⁴⁰⁻⁴¹	Yes X	No	In Progress	N/A
b. The school board and each school adopt violence and drug prevention, safety and health curricula and programs designed to reduce violence, increase safety, and reduce the number of violence risk factors. ⁴²⁻⁴³	Yes X	No	In Progress	N/A
c. The district and schools involve students in the planning and implementation of violence and drug prevention programs and other student efforts that contribute to school safety.	Yes X	No	In Progress	N/A
d. The district has considered a dress code or school uniform policy. ⁴⁴	Yes X	No	In Progress	N/A
e. Students at each grade level are taught violence prevention, conflict resolution, bullying/harassment prevention, and communication/decision making skills.	Yes X	No	In Progress	N/A
f. In developing, implementing, and maintaining its safe and drug-free schools programs, the district collaborates with other governmental and private agencies as needed. ⁴⁵	Yes X	No	In Progress	N/A
g. The district regularly reviews the performance of its intervention programs and revises, eliminates, or adds programs accordingly.	Yes X	No	In Progress	N/A
h. The school district shall ensure that Internet safety is infused into the curriculum. Specifically, the curriculum should address crimes against children facilitated through the Internet, computer, or other technologies.	Yes X	No	In Progress	N/A

Related Statutes and Rules: ss. 1003.32 and 1006.147(4)(l), *F.S.*

Does the District Meet the Best Practice(explain if applicable)	Yes X	No	In Progress	N/A
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Strategies and Actions to Be Taken

The indicators are addressed in the School Board Policy and Administrative Procedures.

Fiscal Impact and Timeline

The District was allocated \$194,013.00 for (2013-2014) for Safe Schools expenditures. Annually, the School District expends approximately \$570,000.00 on school safety needs which include but are not limited to the following: Security Officer's-Barkley's Security, Inc. Crossing Guards, School Resource

³⁹ These programs should be designed to improve overall student performance, reduce risk factors and warning signs, prevent bullying or harassment, and improve student behavior.

⁴⁰ This includes programs such as "Blueprints" from the Center for the Study and Prevention of Violence, the Safe and Drug Free Schools Resource Center. NOTE: There are many sites for these kinds of programs, so the district may use something else.

⁴¹ Such sources would include the K-20 Education Safety Partnership's electronic clearinghouse and the Department of Education's Program Inventory.

⁴² These programs should be designed to ensure the safety of students, teachers, and administrators.

⁴³ These include programs such as closed-campus lunches in high schools, structured playground activities, behavioral monitoring, behavioral counseling, student empowerment programs, extended day programs and school reorganizations, tutoring, mentors, and Saturday classes.

⁴⁴ Schools do not have to have a dress code, but they should be able to describe their reasoning if they have not adopted one. Dress code examples include prohibiting baggy pants, un-tucked shirts, overcoats and long jackets, and gang colors or symbols.

⁴⁵ The Department of Juvenile Justice and the Department of Education are examples of such agencies.

School Safety & Security Best Practices With Their Associated Indicators
 2016-2017 School Safety and Security Self-Assessment Form

Safety Programs and Curricula

20. Each school has a system in place to identify, assess, and minimize the risk for students indicating a threat of or exhibiting suicidal behavior.

Indicators of Meeting the Best Practice

a. The district teaches instructional and non-instructional staff warning signs associated with students who pose a risk for suicidal behavior.	Yes X	No	In Progress	N/A
b. The district facilitates and encourages requests for assistance with students who pose a risk for suicidal behavior.	Yes X	No	In Progress	N/A
c. The district provides timely access to professional staff trained to evaluate student risk for suicidal behavior and provides training and consultation for appropriate staff.	Yes X	No	In Progress	N/A
d. The district has developed procedures for the appropriate management of students determined to be at risk for suicidal behavior, including supervision, duty to warn, and community-based referrals.	Yes X	No	In Progress	N/A
e. The district has developed procedures for guiding the support of students re-entering the school environment following hospitalization, suicide attempt, or those surviving the suicide attempt of a peer.	Yes X	No	In Progress	N/A

Related Statutes and Rules: s. 381.0056, F.S.

Does the District Meet the Best Practice(explain if applicable)	Yes X	No	In Progress	N/A
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Strategies and Actions to Be Taken

The indicators are addressed via new employee orientations, guidance and counseling support services, and professional development for student support services.

Fiscal Impact and Timeline

The District was allocated \$194,013.00 for (2013-2014) for Safe Schools expenditures. Annually, the School District expends approximately \$570,000.00 on school safety needs which include but are not limited to the following: Security Officer's-Barkley's Security, Inc, Crossing Guards, School Resource Officer's (SRO)- Gadsden County Sheriff's Department, School Nurses, Inspectors-Gadsden County Health Department, Security Alarms- Sonitrol Security, and EMS standby for athletic events.

School Safety & Security Best Practices With Their Associated Indicators
2016-2017 School Safety and Security Self-Assessment Form

Safety Programs and Curricula

21. **Each school has a system in place to identify, assess, and minimize the risk for students indicating a threat of or exhibiting mental health issues.**

Indicators of Meeting the Best Practice

f. The district teaches instructional and non-instructional staff warning signs associated with students who pose a risk for mental health behavior.	Yes X	No	In Progress	N/A
g. The district facilitates and encourages requests for assistance with students who pose a risk for mental health behavior.	Yes X	No	In Progress	N/A
h. The district provides timely access to professional staff trained to evaluate student risk for mental health behavior and provides training and consultation for appropriate staff.	Yes X	No	In Progress	N/A
i. The district has developed procedures for the appropriate management of students determined to be at risk for mental health behavior, including supervision, duty to warn, and community-based referrals.	Yes X	No	In Progress	N/A
j. The district has developed procedures for guiding the support of students re-entering the school environment following hospitalization of a mental health issue, or those surviving the mental health issue of a peer.	Yes X	No	In Progress	N/A

Related Statutes and Rules: s. 381.0056, F.S.

Does the District Meet the Best Practice(explain if applicable)	Yes X	No	In Progress	N/A
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Strategies and Actions to Be Taken

These indicators are addressed via new employee orientations, guidance and counseling support services, and professional development for student support services.

Fiscal Impact and Timeline

The District was allocated \$194,013.00 for (2013-2014) for Safe Schools expenditures. Annually, the School District expends approximately \$570,000.00 on school safety needs which include but are not limited to the following: Security Officer's-Barkley's Security, Inc, Crossing Guards, School Resource Officer's (SRO)- Gadsden County Sheriff's Department, School Nurses, Inspectors-Gadsden County Health Department, Security Alarms- Sonitrol Security, and EMS standby for athletic events.

School Safety & Security Best Practices With Their Associated Indicators
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Facilities and Equipment

22. The district designs educational facilities and sites to enhance security and reduce vandalism through the use of “safe school design” principles.

Indicators of Meeting the Best Practice

<p>a. The district incorporates Crime Prevention Through Environmental Design (CPTED) principles in the maintenance, renovation, and construction of district educational facilities. CPTED principles include</p> <ul style="list-style-type: none"> • natural access and control of schools and campuses; • natural surveillance of schools and campuses both from within the facility and from adjacent streets by removing obstructions or trimming shrubbery; • school and campus territorial integrity, such as securing courtyards, site lighting, building lighting; • audio and motion detection systems covering ground floor doors, stairwells, offices and areas where expensive equipment is stored; • exterior stairs, balconies, ramps, and upper level corridors around the perimeter of buildings that have open-type handrails or other architectural features to allow surveillance; • open areas, such as plazas, the building's main entrance, parking lots, and bicycle compounds that are designed so they are visible by workers at work stations inside the buildings; and • designs that will promote the prevention of school crime and violence, such as exterior architectural features without footholds or handholds on exterior walls, tamper-proof doors and locks, and non-breakable glass or shelter window protection systems. Landscaping and tree placement should be designed so they do not provide access to roofs by unauthorized persons. Sections of schools commonly used after hours should be separated by doors or other devices from adjacent areas to prevent unauthorized access. Locks should be installed on roof hatches and slippery finishes should be applied to exterior pipes. 	Yes X	No	In Progress	N/A
<p>b. The district can demonstrate that Crime Prevention Through Environmental Design and other appropriate safety features are incorporated into the design of all new construction. ⁴⁶⁻⁴⁷</p>	Yes X	No	In Progress	N/A
<p>c. The district can demonstrate that whenever facilities are renovated or remodeled, safety needs are assessed and safety designs are revised or added to the facility. ⁴⁸</p>	Yes X	No	In Progress	N/A
<p>d. The district can demonstrate that facility maintenance incorporates principles of Crime Prevention Through Environmental Design. ⁴⁹</p>	Yes X	No	In Progress	N/A

Related Statutes and Rules

Does the District Meet the Best Practice(explain if applicable)	Yes X	No	In Progress	N/A
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Strategies and Actions to Be Taken

Our newer school meet all or most indicators; however, funding has played a major role in the upgrading the older schools.

Fiscal Impact and Timeline

The District was allocated \$194,013.00 for (2013-2014) for Safe Schools expenditures. Annually, the School District expends approximately \$570,000.00 on school safety needs which include but are not limited to the following: Security Officer's-Barkley's Security, Inc, Crossing Guards, School Resource

⁴⁶ CPTED design principles include natural surveillance of school grounds, access control, and territoriality. CPTED design features include, but are not limited to, controlled access entrances, fencing, sufficient entrances and exits, signage, and front desks having views of the entrance. For more information, consult the Florida Safe School Design Guidelines (http://www.fldoe.org/edfacil/safe_schools.asp).

⁴⁷ Training in Crime Prevention Through Environmental Design is available from the state's Department of Education.

⁴⁸ These needs and designs include lighting, break-proof doors, security systems, and fencing. Essentially, is safety reviewed and addressed as part of the renovation or remodeling process?

⁴⁹ Such as territoriality and ownership.

*School Safety & Security Best Practices With Their Associated Indicators
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Facilities and Equipment

23. **The district has procedures that govern access to each educational facility and its students, and access is limited to authorized students and visitors.**

Indicators of Meeting the Best Practice

a. Access to campuses and educational facilities is limited to authorized individuals.	Yes X	No	In Progress	N/A
b. Each educational facility has a clearly marked central point for receiving and screening all visitors. ⁵⁰	Yes X	No	In Progress	N/A
c. Each educational facility has a procedure regarding the release of students to parents, guardians, or other persons. ⁵¹	Yes X	No	In Progress	N/A
d. Buildings are secured when unoccupied, but security devices shall not prevent egress from the building at any time. ⁵²	Yes X	No	In Progress	N/A
e. There is a key control program to account for all keys to all buildings, rooms, and gates.	Yes X	No	In Progress	N/A

Related Statutes and Rules

Does the District Meet the Best Practice(explain if applicable)	Yes X	No	In Progress	N/A
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Strategies and Actions to Be Taken

The indicators are addressed in the School Board Policy and Administrative Procedures.

Fiscal Impact and Timeline

The District was allocated \$194,013.00 for (2013-2014) for Safe Schools expenditures. Annually, the School District expends approximately \$570,000.00 on school safety needs which include but are not limited to the following: Security Officer's-Barkley's Security, Inc, Crossing Guards, School Resource Officer's (SRO)- Gadsden County Sheriff's Department, School Nurses, Inspectors-Gadsden County Health Department, Security Alarms- Sonitrol Security, and EMS standby for athletic events.

⁵⁰ This will require signs throughout the school telling visitors where to check in and training staff to ensure that visitors check in at the appropriate location.

⁵¹ This would include procedures such as identification checks.

⁵² This would include times the building is or should be unoccupied such as after being closed for the night or the weekend.

School Safety & Security Best Practices With Their Associated Indicators
2016-2017 School Safety and Security Self-Assessment Form

Facilities and Equipment

24. **The district ensures that playgrounds are properly constructed, maintained, and supervised so as to reduce the risk of injury.**

Indicators of Meeting the Best Practice

a. The district follows US Consumer Product Safety Commission guidelines and consults with other authorities regarding playground construction materials and regulations.	Yes X	No	In Progress	N/A
b. District personnel conduct regular maintenance checks of playground equipment and ground cover surfaces, and document conditions in need of repair, replacement, or maintenance.	Yes X	No	In Progress	N/A
c. The district identifies and corrects playground deficiencies in a timely manner.	Yes X	No	In Progress	N/A
d. Playground areas are supervised when children are present and using the areas during school hours.	Yes X	No	In Progress	N/A
e. Playgrounds are located away from any public ways, service driveways, parking lots, or public sidewalks.	Yes X	No	In Progress	N/A

Related Statutes and Rules

Does the District Meet the Best Practice(explain if applicable)	Yes X	No	In Progress	N/A
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Strategies and Actions to Be Taken

The indicators are addressed in the School Board Policy and Administrative Procedures.

Fiscal Impact and Timeline

The District was allocated \$194,013.00 for (2013-2014) for Safe Schools expenditures. Annually, the School District expends approximately \$570,000.00 on school safety needs which include but are not limited to the following: Security Officer's-Barkley's Security, Inc, Crossing Guards, School Resource Officer's (SRO)- Gadsden County Sheriff's Department, School Nurses, Inspectors-Gadsden County Health Department, Security Alarms- Sonitrol Security, and EMS standby for athletic events.

School Safety & Security Best Practices With Their Associated Indicators
2016-2017 School Safety and Security Self-Assessment Form

Facilities and Equipment

25. Each educational facility has appropriate equipment to protect the safety and security of property and records.

Indicators of Meeting the Best Practice

a. Each educational facility has a security system that was selected or designed with input from security professionals. ^{53, 54}	Yes	No	In Progress X	N/A
b. The district can demonstrate that current security equipment is inspected and reviewed annually by safety and security professionals.	X	No	In Progress	N/A
c. Each educational facility maintains evacuation and disaster recovery kits that include copies of all necessary records as well as basic equipment, as required by district emergency response procedures. ^{55, 56 57}	X	No	In Progress	N/A
d. The district ensures that school buses and other fleet equipment are adequately secured when not in use. ⁵⁸	X	No	In Progress	N/A

Related Statutes and Rules

Does the District Meet the Best Practice(explain if applicable)	Yes	No	In Progress	N/A
	X			

Strategies and Actions to Be Taken

Newer schools meet all or most of the indicators. However, implementation of the the indicators with our older schools is based on availability of funds.

Fiscal Impact and Timeline

The District was allocated \$194,013.00 for (2013-2014) for Safe Schools expenditures. Annually, the School District expends approximately \$570,000.00 on school safety needs which include but are not limited to the following: Security Officer's-Barkley's Security, Inc, Crossing Guards, School Resource Officer's (SRO)- Gadsden County Sheriff's Department, School Nurses, Inspectors-Gadsden County Health Department, Security Alarms- Sonitrol Security, and EMS standby for athletic events.

⁵³ This may include alarm systems as well as equipment such as fencing. Not all schools will require electronic security so the selection of security systems should be based on hazard analyses with input from security professionals.

⁵⁴ This would include professionals such as local fire authority, police, and security experts.

⁵⁵ One kit should be in the main office, but another should be kept at the opposite side of the site in case the office is inaccessible or damaged.

⁵⁶ This includes records such as of staff and student medical records, student and staff rosters, school floor plan, school safety plan, personnel trained in CPR, cell phone, first aid kit, emergency medicine, weather gear, and bullhorn.

⁵⁷ Refer to the 2006-07 Disaster & Crisis Management Guidebook: <http://www.ncef.org/pubs/edfacilities-disaster-management-guidebook-2007.pdf>

⁵⁸ Bus compounds should have adequate fencing, lighting, or other security measures to ensure adequate access control.

School Safety & Security Best Practices With Their Associated Indicators
2016-2017 School Safety and Security Self-Assessment Form

Facilities and Equipment

26. The district provides appropriate safety equipment and information to prevent injuries to students and others.

Indicators of Meeting the Best Practice

a. Each educational facility is equipped with fully stocked first aid kits and fire extinguishers with current inspection tags.	Yes X	No	In Progress	N/A
b. The district has provided appropriate safety equipment in instructional areas with dangerous equipment or chemicals. ⁵⁹	Yes X	No	In Progress	N/A
c. The district can demonstrate that students and school personnel are trained in the appropriate safety procedures for dealing with dangerous tools, equipment, or chemicals.	Yes X	No	In Progress	N/A
d. The district supplies all necessary protective equipment to minimize the number of injuries related to athletic activities. All athletic equipment is maintained in a safe condition. ⁶⁰	Yes X	No	In Progress	N/A

Related Statutes and Rules: ss. 1006.063, 1006.165 F.S.; S. 381.0056, F.S. and Rule 64F-6.004, F.A.C.

Does the District Meet the Best Practice(explain if applicable)	Yes X	No	In Progress	N/A
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Strategies and Actions to Be Taken

The indicators are addressed in the School Board Policy and Administrative Procedures.

Fiscal Impact and Timeline

The District was allocated \$194,013.00 for (2013-2014) for Safe Schools expenditures. Annually, the School District expends approximately \$570,000.00 on school safety needs which include but are not limited to the following: Security Officer's-Barkley's Security, Inc, Crossing Guards, School Resource Officer's (SRO)- Gadsden County Sheriff's Department, School Nurses, Inspectors-Gadsden County Health Department, Security Alarms- Sonitrol Security, and EMS standby for athletic events.

⁵⁹ Dangerous equipment or chemicals includes machinery such as saws or drills for shop class, chemicals for chemistry classes, scalpels for biology, and so forth.

⁶⁰ For example, the district ensures that automated external defibrillators are available as required in statute and that athletes wear the proper protective equipment and are properly supervised during practices.

School Safety & Security Best Practices With Their Associated Indicators
2016-2017 School Safety and Security Self-Assessment Form

Facilities and Equipment

27. The district follows environmental and food safety health practices and regulations.

Indicators of Meeting the Best Practice

a. The district follows all appropriate food safety health practices and regulations.	Yes X	No	In Progress	N/A
b. The district documents that appropriate personnel have received information and materials pertaining to their safety-related duties, rights, and responsibilities under Florida law, federal law, and OSHA.	Yes X	No	In Progress	N/A
c. The district complies with all appropriate federal and state requirements for facility safety. ⁶¹	Yes X	No	In Progress	N/A
d. The district maintains a copy of the state and local health regulations. All school sites have a copy of the local health regulations.	Yes X	No	In Progress	N/A
e. The district distributes written emergency procedures and plans to each <i>cafeteria site</i> for reporting, investigating, and correcting the cause of any food safety incidents and these documents are distributed to the principal and made available to all employees.	Yes X	No	In Progress	N/A
f. The district distributes written emergency procedures and plans to each <i>school site</i> for reporting, investigating, and correcting the cause of any environmental incidents and these documents are distributed to the principal and made available to all employees.	Yes X	No	In Progress	N/A

Related Statutes and Rules

Does the District Meet the Best Practice(explain if applicable)	Yes X	No	In Progress	N/A
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Strategies and Actions to Be Taken

The indicators are addressed in the School Board Policy and Administrative Procedures.

Fiscal Impact and Timeline

The District was allocated \$194,013.00 for (2013-2014) for Safe Schools expenditures. Annually, the School District expends approximately \$570,000.00 on school safety needs which include but are not limited to the following: Security Officer's-Barkley's Security, Inc, Crossing Guards, School Resource Officer's (SRO)- Gadsden County Sheriff's Department, School Nurses, Inspectors-Gadsden County Health Department, Security Alarms- Sonitrol Security, and EMS standby for athletic events.

⁶¹ Examples include EPA guidelines, Occupational Safety and Health Administration's Hazardous Communication Standards, federal and state regulations regarding hazardous materials plans, Asbestos Hazardous Emergency Response Act rules, and other mandated environmental and safety issues.

School Safety & Security Best Practices With Their Associated Indicators
2016-2017 School Safety and Security Self-Assessment Form

Facilities and Equipment

28. **The district has worked with staff or members of the Campus Security component of the Regional Domestic Security Task Force to develop a Pre-incident Security Enhancement plan.** ⁶²

Indicators of Meeting the Best Practice

a. The district ensures that all appropriate district personnel are familiar with the National Infrastructure Protection Plan. ⁶³	Yes X	No	In Progress	N/A
b. A vulnerability assessment has been conducted on all educational and ancillary facilities. ⁶⁴	Yes X	No	In Progress	N/A
c. The Security Plan is NIMS compliant (see Best Practice #7 under Safety Planning) and is aligned with the School Safety Plan (Best Practice #4).	Yes X	No	In Progress	N/A
d. The district has participated in a regional domestic security task force exercise. ⁶⁵	Yes X	No	In Progress	N/A

Related Statutes and Rules

Does the District Meet the Best Practice(explain if applicable)	Yes X	No	In Progress	N/A
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Strategies and Actions to Be Taken

The district partners with local Law Enforcement, American Red Cross, local Health Agencies to address these indicators.

Fiscal Impact and Timeline

The District was allocated \$194,013.00 for (2013-2014) for Safe Schools expenditures. Annually, the School District expends approximately \$570,000.00 on school safety needs which include but are not limited to the following: Security Officer's-Barkley's Security, Inc, Crossing Guards, School Resource Officer's (SRO)- Gadsden County Sheriff's Department, School Nurses, Inspectors-Gadsden County Health Department, Security Alarms- Sonitrol Security, and EMS standby for athletic events.

⁶² Information related to the Domestic Security Task Force can be found on the Florida Department of Law Enforcement website: <http://www.fdle.state.fl.us/Content/Domestic-Security/Menu/Domestic-Security-Organization.aspx>.

⁶³ Can be included with the In-Service Training described in Best Practice #11.

⁶⁴ See Best Practice #7.

⁶⁵ Exercises may include the following types: workshop, tabletop, drill, functional, or full scale.

*School Safety & Security Best Practices With Their Associated Indicators
2016-2017 School Safety and Security Self-Assessment Form*

Transportation

29. **The district has procedures to create a safe and orderly process for students arriving at or leaving each school campus.**

Indicators of Meeting the Best Practice

a. School bus service driveways at each school meet the requirements of the State Requirements for Educational Facilities (SREF) Chapter 5.	Yes X	No	In Progress	N/A
b. The district and charter schools have procedures to ensure the safety of children arriving at each school or leaving each school campus, including those who walk, ride bicycles, ride in buses, or are passengers or drivers in private vehicles.	Yes X	No	In Progress	N/A
c. Whenever feasible, existing schools are renovated to provide for separate drop-off and pick-up areas for school buses and parents' and other private passenger vehicles.	Yes X	No	In Progress	N/A
d. Whenever feasible existing schools are renovated to provide for separation of vehicular and pedestrian traffic. ⁶⁶	Yes X	No	In Progress	N/A
e. Whenever feasible existing schools are renovated to provide for separation of bicycle access and bicycle parking from vehicular and pedestrian traffic.	Yes X	No	In Progress	N/A

Related Statutes and Rules: ss. 1006.21, 1006.22, 1006.23, *F.S.*; Rules 6A-2.001 and 6A-3.0171(2)(e)2.b., *F.A.C.*

Does the District Meet the Best Practice(explain if applicable)	Yes X	No	In Progress	N/A
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Strategies and Actions to Be Taken

The indicators are addressed in the School Board Policy and Administrative Procedures.

Fiscal Impact and Timeline

The District was allocated \$194,013.00 for (2013-2014) for Safe Schools expenditures. Annually, the School District expends approximately \$570,000.00 on school safety needs which include but are not limited to the following: Security Officer's-Barkley's Security, Inc, Crossing Guards, School Resource Officer's (SRO)- Gadsden County Sheriff's Department, School Nurses, Inspectors-Gadsden County Health Department, Security Alarms- Sonitrol Security, and EMS standby for athletic events.

⁶⁶ In general, 27c and 27d should be feasible except where prohibited by the physical structure of the school or county regulations.

*School Safety & Security Best Practices With Their Associated Indicators
2016-2017 School Safety and Security Self-Assessment Form*

Transportation

30. The district has implemented policies, procedures, and practices that ensure the safety of transported students.

Indicators of Meeting the Best Practice

a. The district and charter schools have procedures to ensure the safety of designated school bus routes and to ensure that bus stops are designated in the most reasonably safe locations. ⁶⁷	Yes X	No	In Progress	N/A
b. All persons transporting students, including school personnel, charter school personnel, and contractors, are properly licensed, trained, and qualified.	Yes X	No	In Progress	N/A
c. The district and each charter school monitor school bus operators' driving records and have adopted a safe driver plan that defines the threshold for unacceptable levels and types of violations by all persons transporting students and specifies consequences for those who exceed the threshold.	Yes X	No	In Progress	N/A
d. Each school principal ensures that all transported students receive instruction in safe riding practices and rules of conduct and that these safety practices and rules are communicated to parents or guardians. This includes the parents' or guardians' shared responsibility for the safety of their children when they are not under district supervision while traveling to and from school or the bus stop. ⁶⁸	Yes X	No	In Progress	N/A
e. The district clearly communicates, such as through a checklist, what steps district staff will take in response to transportation accidents or other transportation emergencies. ⁶⁹	Yes X	No	In Progress	N/A
f. The school district has implemented procedures to ensure compliance with laws and rules related to limiting proximity of bus stops to statutorily specified sexual offenders under conditional release.	Yes X	No	In Progress	N/A
g. The school district has a procedure to communicate to bus drivers' information regarding registered sexual offenders and predators who reside near designated bus stops.	Yes X	No	In Progress	N/A
h. The school district has a procedure to ensure that students are safely transported to and from schools and released only at approved locations and under approved circumstances.	Yes X	No	In Progress	N/A
i. The school district has implemented procedures for timely review and correction of safety hazards reported at bus stop locations; such procedures shall include consideration of the risks to students who are unaccompanied at bus stop locations.	Yes X	No	In Progress	N/A
j. The school district and charter schools inform parents, guardians and students at least annually in writing of their responsibilities and related district policies to ensure safe travel and conduct of students not under the custody and control of the school district or charter school.	Yes X	No	In Progress	N/A

Related Statutes and Rules: ss. 316.6145, 775.21, 943.0435, 944.607, 947.1405(7)(a), 1006.147(2)(b), 1006.22(12)(c), and 1012.45, F.S.; Rules 6A-3.0141, 6A-3.0151, and 6A-3.0171, F.A.C.; S. 1002.20(3), F.S. and Rules 6A-6.0251, 6A-0252, and 6A-6.0253, F.A.C.

Does the District Meet the Best Practice(explain if applicable)	Yes X	No	In Progress	N/A
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Strategies and Actions to Be Taken
The indicators are addressed in the School Board Policy and Administrative Procedures.

Fiscal Impact and Timeline
The District was allocated \$194,013.00 for (2013-2014) for Safe Schools expenditures. Annually, the School District expends approximately \$570,000.00 on school safety needs which include but are not limited to the following: Security Officer's/Barkley's Security, Inc. Crossing Guards, School Resource

⁶⁷ Procedures should include such requirements as timely reporting and identification of potential hazards by bus operators, reliable intake of reports of potential hazards by parents and other community members, physical reviews of each route and stop location by transportation personnel at least annually, and correction of agreed hazards.

⁶⁸ Student training should include at least the following: safe practices while waiting for, boarding, and disembarking from the bus; safe behavior while riding in the bus; school bus evacuation procedures; safe behavior at railroad crossings; and use of safety restraints (if applicable).

⁶⁹ District staff should include both bus drivers as well as other affected staff.

School Safety & Security Best Practices With Their Associated Indicators
2016-2017 School Safety and Security Self-Assessment Form

Transportation

31. **School buses, including buses operated by schools, charter schools, and contractors, are inspected and maintained in accordance with state laws and state Department of Education rules.**

Indicators of Meeting the Best Practice

a. School bus operators perform pre-trip inspections of school bus safety items and correct deficiencies before buses are used to transport students, and school bus operators perform post-trip inspections to ensure no students are left on buses.	Yes X	No	In Progress	N/A
b. School bus inspections are performed at least each 30 school days, and inspectors are trained and certified, consistent with the required procedures and criteria in the <i>Florida School Bus Safety Inspection Manual</i> . ⁷⁰	Yes X	No	In Progress	N/A
c. District procedures for school bus repair, maintenance, and quality control ensure that buses are only returned to service to transport students when all safety and mechanical systems meet the requirements of the <i>Florida School Bus Safety Inspection Manual</i> .	Yes X	No	In Progress	N/A
d. The district uses a quality control process to review, on a selective basis, the routine servicing and repair work done on vehicles in connection with the 30-day inspections and confirm the completeness of the service record.	Yes X	No	In Progress	N/A

Related Statutes and Rules: ss. 1006.22, *F.S.*, and Rules 6A-3.0171(2)(e) and 6A-3.0171(8), *F.A.C.*

Does the District Meet the Best Practice(explain if applicable)	Yes X	No	In Progress	N/A
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Strategies and Actions to Be Taken

The indicators are addressed in the School Board Policy and Administrative Procedures.

Fiscal Impact and Timeline

The District was allocated \$194,013.00 for (2013-2014) for Safe Schools expenditures. Annually, the School District expends approximately \$570,000.00 on school safety needs which include but are not limited to the following: Security Officer's-Barkley's Security, Inc, Crossing Guards, School Resource Officer's (SRO)- Gadsden County Sheriff's Department, School Nurses, Inspectors-Gadsden County Health Department, Security Alarms- Sonitrol Security, and EMS standby for athletic events.

⁷⁰ Staff should maintain a secure file that includes complete records of these inspections and all work done in connection with the inspections, confirming that all buses are inspected according to the established 30-day inspection schedule.

SUMMARY SHEET



RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 11a

Date of School Board Meeting: May 23, 2017

TITLE OF AGENDA ITEM: 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 Atlanta, Georgia. Please see attached documentation.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Pink Hightower, Ph.D.

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 _____

CRB
PRZ117 RCVD

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

FIELD TRIP REQUEST

SCHOOL: James A. Shanks Middle School	CONTACT FOR FIELD TRIP: Charlotte B. Gonzalez
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DATE OF TRIP: May 25, 2017	WHO IS ATTENDING: (grade/organization) 7 th grade good behavior students
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LOCATION: Six Flags-Atlanta, Georgia	TRAVELING BY: <input type="checkbox"/> School bus <input checked="" type="checkbox"/> Charter bus
--	---

PURPOSE: Please see attachment for standards.
 The 7th grade team will explore the synchronicity between their core subject areas while exploring the math, science, reading and social studies skills required to complete a team-building scavenger hunt activity. **(See attachment for standards associated with this trip.)**

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

Justin B. Ellis
 Approval of Principal (signature required)

<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
<i>Reg P. Milton</i> Superintendent/Designee	<i>5/4/17</i> 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

**Six Flags-Atlanta
7th Grade End-of-the-Year
Field Trip
Itinerary
May 25, 2017**

Standards:

SS.7.C- Differentiate between local, state and government obligations and services

7.G.2.4- Finding the area

SC.7.2.2- Solving real-life issues with science and engineering

7.SL.1.2-Analyze main ideas and details presented in diverse media

***Event: End- of-the-year team trip to Six Flags theme park in Atlanta, GA**

***Price: \$100 (includes charter bus fee, theme park ticket and lunch voucher)**

***A.M. Departure from Shanks: 5:30 a.m.**

***Arrival in Atlanta: 9:00 a.m.**

***Breakfast: 9:15-10:00 a.m.**

***Arrival at theme park: 10:30 a.m.**

***Dinner/Lunch: Student meal voucher is included in the admission price**

***Departure from Six Flags Atlanta: 6:00 p.m.**

***P.M. Arrival at Shanks: 9:30-10:00 p.m.**

7th Grade Students Eligible for the end-of-the-year fieldtrip to Six Flags in Atlanta, GA

1. Arr
2. Xz
3. Brz
4. Ar
5. Roj
6. Jac
7. Al
8. Sas
9. Ev
10. Ai
11. Oi
12. Br
13. M
14. Te
15. Jau
16. Tr
17. Re
18. De
19. Sb
20. Tr
21. Qi
22. Ja'
23. Ct
24. Di
25. Qi
26. Jer
27. W
28. Jal
29. Jo:
30. Er
31. Ty
32. Az
33. En
34. De
35. Al
36. K)
37. Iy
38. La
39. Ke
40. La'
41. Br
42. Vi
43. Jac
44. Ty
45. Jos
46. Ta'
47. An
48. Sh:
49. Mi
50. Ra

Chaperones:

Anthony Luckey
Rosita Ali
Vincent Davis
Charlotte Gonzalez
Victor Winters



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/17/2017

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

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER TIB Transportation Insurance Brokers 425 West Broadway, Suite 400 Glendale CA 91204		CONTACT NAME: Ana Cetin PHONE (A/C No., Ext.): 818-246-2800 FAX (A/C No.): 818-246-4690 E-MAIL ADDRESS: acetin@tibinsurance.com	
INSURED ASTRO-2 Astro Travel & Tours Inc. 4876 Woodlane Cir Tallahassee FL 32303-6808		INSURER(S) AFFORDING COVERAGE INSURER A: Lancer Insurance Company NAIC# 26077 INSURER B: Scottsdale Insurance Company 41297 INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 685396224 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SOURCE (R/R, W/W)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	GL156539#13	4/17/2017	4/17/2018	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$EXCLUDED \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALLOWED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	Y	BA159567#13	4/17/2017	4/17/2018	COMBINED SINGLE LIMIT (Per accident) \$5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Less Deductible \$10,000
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: RETENTION \$		XL50101933	4/17/2017	4/17/2018	EACH OCCURRENCE \$5,000,000 AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 THE CERTIFICATE HOLDER IS ADDED AS ADDITIONAL INSURED BUT ONLY TO THE EXTENT THAT THE CERTIFICATE HOLDER IS HELD LIABLE FOR THE CONDUCT OF THE NAMED INSURED.

CERTIFICATE HOLDER James A Shanks Middle School 1400 W. King Street Quincy FL 32351	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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