

# AGENDA

## REGULAR SCHOOL BOARD MEETING

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

October 24, 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. September 26, 2017, 4:30 p.m. – School Board Workshop
  - b. September 26, 2017, 6:00 – Regular School Board Meeting
  - c. October 3, 2017, 4:00 p.m. – Student Hearing
  - d. October 3, 2017, 5:00 p.m. – Student Hearing
  - e. October 3, 2017, 6:00 p.m. – School Board Workshop
  - f. October 3, 2017, Immediately Following Board Workshop at 6:00 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 #6**
  - a. Personnel 2017 – 2018

ACTION REQUESTED: The Superintendent recommends approval.

7. AGREEMENTS/PROJECT/GRANT APPLICATIONS

- a. Proposal Between GCSB Beginning Teacher Program and G & W Education Consultants - **SEE PAGE #8**

Fund Source: Title II  
Amount: \$15,000.00

ACTION REQUESTED: The Superintendent recommends approval.

- b. Proposal to the School Board of Gadsden County from Resolutions in Special Education (RISE) for Professional and Technical Services for ESE Consultation **SEE PAGE #13**

Fund Source: IDEA  
Amount: \$4,500.00

ACTION REQUESTED: The Superintendent recommends approval.

- c. 2017 – 18 Best and Brightest Scholarship - **SEE PAGE #16**

Fund Source: FLDOE  
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- d. Head Start Policies and Procedures – **SEE PAGE #20**

Fund Source: Head Start  
Amount: -0-

ACTION REQUESTED: The Superintendent recommends approval.

8. STUDENT MATTERS - **SEE ATTACHMENT**

- a. Student Expulsion – (See back-up material)

Case #13-1718-0051

ACTION REQUESTED: The Superintendent recommends approval.

- b. Student Expulsion – (See back-up material)

Case #14-1718-0051

ACTION REQUESTED: The Superintendent recommends approval.

- c. Student Expulsion - (See back-up material)

Case #15-1718-0211

ACTION REQUESTED: The Superintendent recommends approval.

- d. Student Expulsion – (See back-up material)

Case #16-1718-0211

ACTION REQUESTED: The Superintendent recommends approval.

- e. Student Expulsion – (See back-up material)  
Case #17-1718-0051  
ACTION REQUESTED: The Superintendent recommends approval.
- f. Student Expulsion – (See back-up material)  
CASE #19-1718-0051  
ACTION REQUESTED: The Superintendent recommends approval.
- g. Student Expulsion – (See back-up material)  
CASE #23-1718-0051  
ACTION REQUESTED: The Superintendent recommends approval.
- h. Student Expulsion – (See back-up material)  
CASE #24-1718-0051  
ACTION REQUESTED: The Superintendent recommends approval.
- i. Student Expulsion – (See back-up material)  
CASE #28-1718-0051  
ACTION REQUESTED: The Superintendent recommends approval.
- j. Student Expulsion – (See back-up material)  
CASE #29-1718-0051  
ACTION REQUESTED: The Superintendent recommends approval.
- k. Student Expulsion – (See back-up material)  
CASE #31-1718-0051  
ACTION REQUESTED: The Superintendent recommends approval.
- l. Student Expulsion – (See back-up material)  
CASE #32-1718-0051  
ACTION REQUESTED: The Superintendent recommends approval.

- m. Student Expulsion – (See back-up material)  
CASE #35-1718-0051  
ACTION REQUESTED: The Superintendent recommends approval.
- n. Student Expulsion – (See back-up material)  
CASE #36-1718-0051  
ACTION REQUESTED: The Superintendent recommends approval.
- o. Student Expulsion – (See back-up material)  
CASE #38-1718-0091  
ACTION REQUESTED: The Superintendent recommends approval.
- p. Student Expulsion – (See back-up material)  
CASE #39-1718-0051  
ACTION REQUESTED: The Superintendent recommends approval.
- q. Student Expulsion – (See back-up material)  
CASE #40-1718-0051  
ACTION REQUESTED: The Superintendent recommends approval.
- r. Student Expulsion – (See back-up material)  
CASE #42-1718-0051  
ACTION REQUESTED: The Superintendent recommends approval.

9. SCHOOL FACILITY/PROPERTY

- a. Request to Delete Vehicles from Capital Assets – **SEE PAGE #41**  
Fund Source: Applicable Funds  
Amount: \$99,973.00  
ACTION REQUESTED: The Superintendent recommends approval.

10. EDUCATIONAL ISSUES

- a. Approval of School Advisory Council (SAC) Rosters - **SEE PAGE #45**

Fund Source: N/A  
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

ITEMS FOR DISCUSSION

11. FACILITIES UPDATE

12. EDUCATIONAL ITEMS BY THE SUPERINTENDENT

13. SCHOOL BOARD REQUESTS AND CONCERNS

14. ADJOURNMENT

# THE SCHOOL BOARD OF GADSDEN COUNTY

6a



*"Putting Children First"*

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

October 24, 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 2017-2018**

The following reflects the total number of full-time employees in this school district for the 2017-2018 school term, as of October 24, 2017.

<u>Description Per DOE Classification</u>	<u>DOE Object#</u>	<u>#Employees October 2017</u>
Classroom Teachers and Other Certified	120 & 130	387.00
Administrators	110	46.00
Non-Instructional	150, 160, & 170	378.00
		<u>811.00</u>

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 32332  
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 2017/2018****INSTRUCTIONAL**

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
D'Oleo, Maria	GCHS	Teacher	09/26/2017
Habersham, Sherise	JASMS	Teacher	09/14/2017
Holmes, Ophelia	GCHS	Teacher	10/10/2017
Williams, Jade	GBES	Teacher	10/05/2017
Wright, James	CPA	Teacher	10/09/2017

**NON INSTRUCTIONAL**

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Aguilar Maldonado, Jacqueline	GBES	Education Paraprofessional	10/5/2017

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

<u>LEAVE</u>	<u>Location/Position</u>	<u>Beginning Date</u>	<u>Ending Date</u>
Bridges, Joan	GWM/PreK Program Assistant	09/25/2017	10/27/2017
Frazier, Thomas Jr.	SSES/Ed Paraprofessional	09/07/2017	10/18/2017
Robbins, Margaret	SSES/SFS Worker	09/25/2017	11/01/2017
West, Mashayla	GEMS/Teacher	10/03/2017	06/05/2018

**RESIGNATIONS**

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Butler, Linda	Transportation	Bus Driver	09/29/2017
Daigle, Alicia	GBES	Teacher	09/29/2017
Hinson, Doris	District	Program Specialist	10/20/2017
Jordan, Warkeen	JASMS	Teacher	09/15/2017
Rice, Howard	JASMS	Teacher	10/06/2017
Tolbert, Stephanie	CPA	Teacher	10/04/2017

**TRANSFERS**

<u>Name</u>	<u>Location/Position Transferring From</u>	<u>Location/Position</u>	<u>Effective Date</u>
Alvarez, Michelle	GWM/PreK Program Asst.	GBES/PreK Program Asst.	09/20/2017
Pace, Josephine	WGMS/Ed. Paraprofessional	GBES/Ed Paraprofessional	08/14/2017

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Clark, Linda	GCHS	Teacher	10/06/2017
Lewis-Safford, Debra	CPA	Asst. Secretary	10/27/2017

**OUT OF FIELD**

<u>Name</u>	<u>Location</u>	<u>Area out of field</u>	<u>No. of Periods</u>
Kever, Charlotte	GCHS	Math	All Periods
Wright, James	CPA	Math	All Periods

**Substitutes**

Eutsey, Brittany  
 Frost, Terry, Jr.  
 Hill, Celeste  
 Kearns, Eric  
 Richards, Judy

**SFS/Custodial**

Jackson, Lillian  
 Youmas, Deborah

SUMMARY SHEET



RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

**AGENDA ITEM NO.** 7a

**DATE OF SCHOOL BOARD MEETING:** October 24, 2017

**TITLE OF AGENDA ITEM:** Proposal between GCSB Beginning Teacher Program and G & W Education Consultants

**DIVISION:**

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

**PURPOSE AND SUMMARY OF ITEM:**

This proposal is for services for a Department of Education required Beginning Teacher Program. This is a three (3) tiered program, College of Education (COE), Professional Education Competence Program (PEC), and Alternative Certification Program (ACP).

The Program allows new teachers to become highly qualified upon completion. The program also provides training to mentors and administrators who mentor the new teachers at the school site level.

**FUND SOURCE:** Title II

**AMOUNT:** \$15,000.00

**PREPARED BY:** Pink Hightower, Ph.D.

**POSITION:** Area Director for Support Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

       Number of ORIGINAL SIGNATURES NEEDED by preparer.

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

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

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





**State Tax Exemption #**  
85-8012621915C-2  
**Federal Employer Identification #**  
59-6000615

**GADSDEN COUNTY  
SCHOOLS**  
**Purchase Order**  
Standard - G&W Education  
Consultants

**PO# 200170**  
09/25/2017  
Vendor (VG07300000)  
Show P.O. Number on all shipping containers,  
packing lists, correspondences, and invoices.

**Order Contact:** Jackie Estrada  
**Center/School Contact:** Rose Raynak

Checked box indicates order must be fully received and invoiced by 06/30/2018.  
Cancellations must be in writing. No backorders without buyer approval.

GOODMAN, JACQUELINE  
5428 PACES MILL RD  
TALLAHASSEE, FL 32309

**Ship To**  
FED PRGMS-SCHOOL BOARD GADSDEN  
35 MARTIN LUTHER KING JR BLVD  
QUINCY, FL 32351

**Bill To**  
GADSDEN COUNTY SCHOOLS  
35 MARTIN L KING, JR. BLVD  
QUINCY, FL 32351  
850-627-9651

Item #	Description	Quantity	UOM	Unit Price	Amount
	To provide Beginning Teachers with a program to satisfy Florida DOE requirements for obtaining a Professional Educator's Certificate	3		5,000.00	15,000.00
<b>Total</b>					15,000.00

Fund	Function	Object	Facility	Project	Program	Amount
420	6400	390	9001	4222482		15,000.00

Superintendent

**Comments for vendor:**

SAM Checked/Vendor not sub-recipient; No state of consortia pricing found per S.287.056, F.S.

**Terms & Conditions:**

# Proposal

## Gadsden County Schools

### Beginning Teacher Programs



**“Building a Brighter Future”**

Submitted by:

**G &W Education Consultants**

**“Professional as Promised”**

**2017 - 2018**

## Proposal Outline

### Objectives:

- To prepare and implement 3 Beginning Teacher Programs for Gadsden County Schools.
- To provide Beginning Teachers with a program to satisfy Florida Department of Education's requirements for a Professional Educator's Certificate.

### Planning and Preparation:

- To meet with Staff Development Director to prepare and implement New Teacher Programs.
- To research Florida Department of Education's requirements for obtaining a Professional Educator's Certificate.
  - Identify the competencies to meet the beginning teacher program requirements.
  - Identify on-line courses to meet the required competencies.
  - Develop and create forms to documents required competencies.
- Meet with Staff Development Director to review and approve the final product.
- Type, edit, revise, and proof 3 Beginning Teacher Programs
- Print and compile Beginning Teacher binders.

### Products:

- Beginning Teacher binders
  - Alternative Certification Program (ACP)
  - College of Education Program (COE)
  - Professional Education Competence Program (PEC)
- Mentor Binders
- Beginning Teacher Program PowerPoint Presentation.
  - Role and Responsibilities of the Administration
  - Role and Responsibilities of the Mentor
  - Overview and requirements of the of 3 Beginning Teacher Programs
    - Alternative Certification Program (ACP)
    - College of Education Program (COE)
    - Professional Education Competence Program (PEC)

### Initial Services:

- Provide training for Administrators, Mentors, and Beginning Teachers on the 3 Beginning Teacher Programs.
- Make presentation to new teachers on the 3 Beginning Teacher Programs.
- Make presentation to mentors on the 3 Beginning Teacher Programs.

### Support Services:

- To complete follow-up visits with mentors and beginning teachers each quarter to review progress with Beginning Teacher Programs.
- Meet with Staff Development Director after each follow-up visit to advise of status of Mentors and Beginning Teachers and make recommendations for additional support services.



- Audit 3 Beginning Teacher Programs

**Compensation:**

<b>Preparation Products and Services</b>	
<b>Total Fees</b>	<b>\$ 15,000</b>

- **Date of Payment for Products and Services:**

- **First Payment** : Monday , September
- Payment Amount \$ 5,000.00
- **Second Payment** : Monday , January
- Payment Amount : \$ 5,000.00
- **Third Payment** : Monday , June
- Payment Amount : \$ 5,000.00

- **Prepare payment(s) to:**

Jacqueline Goodman  
5428 Paces Mill Road  
Tallahassee, FL 32309

Thank you for your time and consideration of this proposal. We look forward to providing the outlined products and services in a professional and timely manner.

**G & W Education Consultants**  
**"Professional as Promised"**  
**(850)-933-0392**  
**[JPGood1104@Comcast.net](mailto:JPGood1104@Comcast.net)**

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7b

DATE OF SCHOOL BOARD MEETING: October 24, 2017

TITLE OF AGENDA ITEM: Proposal to the School Board of Gadsden County from Resolutions in Special Education(RISE) for Professional and Technical Services for ESE Consultation

DIVISION: EXCEPTIONAL STUDENT EDUCATION

NO This is a CONTINUATION of a current project, grant, etc.

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

The Consultant shall provide sample forms, policies and procedures to the ESE Director, based upon revisions made, if any, to Admissions and Placement procedures for 2017-2018 school year. Also, the consultant will provide in-service or professional development services to school personnel.

SOURCE: IDEA

AMOUNT: \$4,500.00

PREPARED BY:  Sharon B. Thomas

POSITION: Director of Exceptional Student Education

**INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER**

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 3

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

SCHOOL BOARD ATTORNEY: page(s) numbered \_\_\_\_\_

This form is to be  duplicated  on  light blue paper.

PROOF READ BY: 

**PROPOSAL TO THE SCHOOL BOARD OF GADSDEN COUNTY FROM  
RESOLUTIONS IN SPECIAL EDUCATION (RISE) FOR PROFESSIONAL AND  
TECHNICAL SERVICES FOR ESE CONSULTATIONS  
2017-2018 SCHOOL YEAR**

**I. BACKGROUND INFORMATION**

The ESE Director is responsible for ensuring a free and appropriate public education (FAPE) to students with exceptionalities in Gadsden County. The Director has identified departmental needs in a number of areas in order to develop and implement policies and procedures, which meet the FAPE goal. Specifically, the Department has developed and maintained Admissions and Placement procedures and has identified the need to receive assistance in the review and revision of the procedures for 2017-2018 to keep them current based on Florida law and State Board Rule revisions, as well as federal statutory/regulatory revisions, policy updates and district experiences. In addition, the ESE Department has identified the need to obtain assistance in the ongoing revisions/amendments to its Special Programs and Procedures (SP&P) Document.

**II. PRODUCTS AND SERVICES**

1. During the term of this Proposal and throughout the school year, the Consultant shall provide sample forms, policies and procedures to the ESE Director as needed or requested.
2. Throughout the term of this Proposal and during the 2017-2018 school year, the Consultant will, upon request:
  - a. Provide assistance in forms revision, SP&P revision, state policy and federal policy, as needed;
  - b. Provide assistance on SP&P indicators and self-assessment, if needed;
  - c. Provide consultation on parent information, if needed; and/or
  - d. Provide in-service or professional development services to school personnel, if needed, once per school year.
3. Throughout the term of this Proposal, the Consultant shall be available for ongoing consultation and technical assistance, collaboration and problem-solving via unlimited email and telephone consultations for the purpose of prevention and resolution of educational disputes or issues, as well as compliance with the legal requirements applicable to exceptional students. The Consultant shall be available to assist in development, amendments/revisions to the Special Programs and Procedures Document and general legal research on potentially litigious matters.



Services provided by the Consultant under this Contract are not considered direct legal services and will not include the provision of legal services. Rather, these services are considered consultative in nature only and the district must consult with its local school board attorney for legal advice. Should the Consultant be needed to provide actual legal services, such as assistance with or actual representation in a legal proceeding (such as a due process hearing, mediation or resolution session), legal research related to a specific matter, etc., such services will be provided in conjunction with the District's local school board attorney and pursuant to a separate Agreement or Contract and in accordance with applicable rules and provisions of the Florida Bar and relevant laws.

**III. DISTRICT RESPONSIBILITIES**

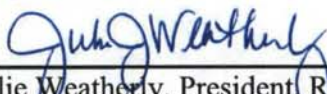
1. Make all arrangements pertaining to scheduling any onsite activities.
2. Designate Sharon Thomas, ESE Director, to provide direction to the Consultant and approve all drafts and invoices for payment.
3. To provide onsite duplication, supplies, word processing and facilities as needed by the Consultant.
4. To provide the Consultant with requested data.
5. To conduct other such tasks as to facilitate the product development, and technical review of products.

**IV. BUDGET**

1. Consultation Fees \$4,500

The full amount will be billed once a Purchase Order Number is obtained.

*Respectfully Submitted:*

  
 \_\_\_\_\_  
 Julie Weatherly, President, RISE  
 Inc., Federal Tax Number 38-3736429

**October 11, 2017**  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Approved, Sharon Thomas, ESE Director

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Approved, Superintendent

\_\_\_\_\_  
 Date



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

**AGENDA ITEM NO.** 7c

**DATE OF SCHOOL BOARD MEETING:** October 24, 2017

**TITLE OF AGENDA ITEM:** 2017-18 Best and Brightest Scholarship

**DIVISION:**

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

**PURPOSE AND SUMMARY OF ITEM:**

The Department of Education has given the authority to the school districts to set the criteria for the Best and Brightest Scholarships for 2017-2018 year.

This request is for approval of the criteria for the Best and Brightest Scholarship for the Gadsden District for 2017-2018 year.

The recommendation is to utilize the 2016-2017 FLDOE Criteria. The 2016-17 criteria established the ACT and SAT Qualifying scores for eligibility. First year teachers will qualify based upon test scores only. Beyond the first year, to qualify, a teacher will need the qualifying test scores as well as a highly effective evaluation.

**FUND SOURCE:** FLDOE

**AMOUNT:** N/A

**PREPARED BY:** Pink Hightower, Ph.D.

**POSITION:** Area Director for Support Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

       Number of ORIGINAL SIGNATURES NEEDED by preparer.

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

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

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





## FLORIDA'S BEST AND BRIGHTEST SCHOLARSHIP APPLICATION

**Mail or submit application to:**

Gadsden County Schools  
 Human Resources/Staff Development Department  
 35 Martin Luther King, Jr. Blvd.  
 Quincy, FL 32351

All documents must be received by 4:00 pm on November 1, 2017. Incomplete applications will not be accepted.  
**PHOTOCOPIES OR FACSIMILES NOT ACCEPTED.**

<b>Print Employee Name:</b>	<b>SS#</b>
<b>School Name:</b>	
<b>Classroom Teaching Position 2017-18 school year:</b>	
<p><b>1. Are you a first-time classroom teacher beginning your teaching profession at the start of the 2017-18 school year? Yes No</b></p> <p style="color: red;">Yes responses, skip to question #3.</p>	
<p><b>2. Were you a classroom teacher with Gadsden County Public Schools during the 2016-17 school year?</b></p> <p><b>Yes</b> - Submit a copy of the 2017 Gadsden District Instructional Evaluation to determine your eligibility. (Final Evaluation) <i>(Must be highly effective.)</i></p> <p><b>No</b> - if you were employed at another Florida school district or Florida Charter school during the 2016-17 school year, attach official evaluation documentation showing your final overall rating of Highly Effective for the 2016-17 school year.</p>	
<p><b>3. Select the test you are attaching official scores for – (scores must be at or above the 80<sup>th</sup> percentile based upon the National Percentile Ranks in effect when the assessment was taken):</b></p> <p><b>SAT</b> (must include both critical reading and math scores)          Critical Reading _____ Mathematics _____</p> <p><b>ACT</b> (composite score) _____</p>	
<b>Employee Signature:</b>	<b>Date:</b>

**See attached pages for official scores. Return page 1 only.**



### SAT® Score Percentile Information for Florida’s Best and Brightest Scholarship

As requested by the State of Florida, the following information can be used to determine the SAT scores that were at or above the 80<sup>th</sup> percentile based on the rank in effect when the assessment was taken.<sup>1</sup>

- Teachers can order archived score reports by calling (866) 756-7346 or by filling out and mailing the form found at <https://sat.collegeboard.org/scores/send-old-sat-scores>. Archived score reports cost \$31.
- Teachers can send a copy of the score report directly to their district for an additional \$11.25 by providing the district’s name and mailing address when ordering.
- Teachers who took the SAT more than once will receive all of the available score reports as part of their order.
- Archived score report requests take up to 5 weeks to process. Rush orders may be placed for additional fees.
- Teachers who tested prior to October 1973 should use the scores for 1973.
- Questions? Please call (866) 756-7346 Monday through Friday from 8am to 9pm EST, or visit <https://sat.collegeboard.org/contact> to send an email.

Administration Dates	Verbal/Critical Reading	Math
October 1973 - June 1975	550	590
October 1975 - June 1976	540	590
October 1976 - June 1978	540	580
October 1978 - June 1979	530	590
October 1979 - June 1981	530	580
October 1981 - June 1982	520	580
October 1982 - June 1984	530	580
October 1984 - June 1985	520	580
October 1985 - June 1986	530	580
October 1986 - June 1991	530	590
October 1991 - June 1993	520	590
October 1993 - June 1994	530	600
October 1994 - March 1995	520	610
April 1995 - June 1995	600	610
October 1995 - June 1997	610	610
October 1997 - June 2003	610	620
October 2003 - June 2007	610	630
October 2007 - June 2009	610	620
October 2009 - June 2010	610	630
October 2010 - June 2013	600	620
October 2013 - June 2015	600	630



## ACT<sup>®</sup> Score Percentile Information for Florida's Best and Brightest Scholarship

- September 2016 through August 2017: TBA
- September 2011 through August 2016: 26
- September 1993 through August 2011: 25
- September 1991 through August 1993: 24
- September 1990 through August 1991: 25
- September 1989 through August 1990: 24
- September 1985 through August 1989: 25
- September 1976 through August 1985: 24
- September 1973 through August 1976: 25
- September 1971 through August 1973: 24
- September 1970 through August 1971: 25
- September 1969 through August 1970: 24
- September 1968 through August 1969: \*
- September 1966 through August 1968: 25

\*ACT, Inc. cannot verify the composite score which corresponds to the 80<sup>th</sup> percentile for this period from archive materials. If a three-year norm were used for 1968 – 1069 an ACT composite score of 24 could be applied.



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7d

DATE OF SCHOOL BOARD MEETING: 10/24/17

TITLE OF AGENDA ITEM: Head Start Policies and Procedures

DIVISION: Head Start

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

PURPOSE AND SUMMARY OF ITEM:

Approval of Revised Head Start Policies and Procedures

FUND SOURCE: Head Start

AMOUNT: 0

PREPARED BY: Carolyn Harden

POSITION: Head Start/Prekindergarten Program Director

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

Number of ORIGINAL SIGNATURES NEEDED by preparer.

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

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

REVIEWED BY: Laura Hall

2017 OCT -6 AM 7:47  
SCHOOL BOARD ASSISTANT  
SUPERINTENDENT

**Policy ID 10103 (PMQI) Implementation of Program Performance Standards**

Related Regulations:	1302.103		
Revised by:	Head Start/Pre-K Director	Revision Date:	4/27/2017
Approved by:	<Name and JobTitle>	Approval Date:	<MM/DD/YYYY>
Responsibility:	Head Start/Pre-K Director; Program Management		
Timeline:	Ongoing		
Evaluation:	Monitoring		

**Performance Objective:** The program implements a program-wide approach for the effective and timely implementation of the changes to the program performance standards, including the purchase of materials and allocation of staff time, as appropriate.

**1.0 Implementation of Program Performance Standards**

- 1.1 The program’s approach to implement the changes included in parts 1301 through 1304 ensures adequate preparation for effective and timely service delivery to children and their families including, at a minimum, review of community assessment data to determine the most appropriate strategy for implementing required program changes, including assessing any changes in the number of children who can be served, as necessary, the purchase of and training on any curriculum, assessment, or other materials, as needed, assessment of program-wide professional development needs, assessment of staffing patterns, the development of coordinated approaches described in §1302.101(b), and the development of appropriate protections for data sharing; and children enrolled in the program on 11/7/2016 are not displaced during a program year and that children leaving Head Start at the end of the program year following 11/7/2016 as a result of any slot reductions received services described in §§1302.70 and 1302.72 to facilitate successful transitions to other programs.



**Policy ID 50011 (PG) Program Governance Training**

Related Regulations:	1301.5; 1302.12 m		
Revised by:	Head Start/Pre-K Director	Revision Date:	4/25/2017
Approved by:	<Name and JobTitle>	Approval Date:	<MM/DD/YYYY>
Responsibility:	Head Start/Pre-K Director		
Timeline:	As needed		
Evaluation:	Training plans, agendas, meeting minutes, guidance documentation		

**Performance Objective:** The agency provides appropriate training for program governance.

**1.0 Program Governance Training**

1.1 To ensure the members understand the information they receive and can effectively oversee and participate in the programs in the Head Start agency, the agency provides appropriate training and technical assistance or orientation to the governing body, any advisory committee members, and the policy council.

a) This includes training on program performance standards and:

i) Training on eligibility, which:

A) Includes methods on how to collect complete and accurate eligibility information from families and third party sources;

B) Incorporates strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence, stigma, and privacy; and,

C) Explains program policies and procedures that describe actions taken against staff, families, or participants who attempt to provide or intentionally provide false information.

b) The program trains all governing body and policy council members within 180 days of the beginning of the term of a new governing body or policy council.

i) After the initial training, the program provides training as necessary.

1.2 Training plans, agendas, meeting minutes, guidance documentation, and other materials show the dates and topics of training received by governing body and other program governance members.

**2.0 Policy Council Information Binder Contents**

2.1 The Family Services Coordinator reviews the Policy Council information binder in September of each year.

2.2 The following items are included in the Policy Council Information Binder:

a) Mission Statement and Organizational Chart

b) Head Start Mission, Vision, and Core Values

c) Governance Plan and Governance Chart

d) Parliamentary Procedures (Roberts Rules of Order)

e) Policy Council By-Laws

**Policy ID 50012 (PG) Impasse Procedures**

Related Regulations:	1301.6		
Revised by:	Head Start/Pre-K Director	Revision Date:	4/25/2017
Approved by:	<Name and JobTitle>	Approval Date:	<MM/DD/YYYY>
Responsibility:	School Board, Head Start/Pre-K Director, Policy Council as applicable		
Timeline:	As applicable		
Evaluation:			

**Performance Objective:** To facilitate meaningful consultation and collaboration about decisions of the governing body and the policy council, the agency’s governing body and policy council jointly establish these written procedures for resolving internal disputes between the governing board and policy council in a timely manner that include impasse procedures.

**1.0 Impasse Procedures/Internal Dispute Resolution Rules**

- 1.1 The Head Start/Pre-K Director represents the Head Start/Pre-K program in the impasse process.
- 1.2 The Executive Committee of the Policy Council serves as the Representative of the Policy Council in the Impasse process.
- 1.3 The governing body and policy council review this Impasse Procedure (aka Internal Dispute Resolution) annually.
- 1.4 The governing body considers proposed decisions from the policy council and the policy council considers proposed decisions from the governing body.
- 1.5 If there is a disagreement, the governing body and policy council are required to notify the other in writing why it does not accept a decision.
  - a) If the written reasoning to not accept a decision does not resolve the matter, a written response is required by the receiving party.
    - i) The receiving party has 7 days to submit the written response with intent to resolve the issue.
  - b) If the written response does not satisfy the originating party, and if no other resolution can take place, an impasse is declared.
    - i) The party declaring the impasse notifies all involved parties in writing within 5 working days.

**2.0 Impasse Procedures/Internal Dispute Resolution Steps**

- 2.1 Involved parties abide by this decision-making process and timeline to resolve disputes and reach decisions that are not arbitrary, capricious, nor illegal.
- 2.2 The following decision-making process and timeline to resolve disputes and reach decisions that are not arbitrary, capricious, nor illegal ensues.
- 2.3 Within 7 days of receiving notification of an impasse or internal dispute, the Executive Committee meets without the presence of staff to determine the reasons the proposal at issue failed approval.
- 2.4 Thereafter, the Head Start/Pre-K Director and the Executive Committee meet to decide how to resolve the issue/s involved.

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- a) If the Head Start/Pre-K Director and the Executive Committee reach an understanding which may resolve the issue/s, a special meeting of the Policy Council is called for resubmission of a vote on the matter which failed to originally receive approval.
- 2.5 If a resolution of the matter is not reached by the foregoing processes, the Head Start/Pre-K Director and/or Superintendent and the Chairperson of the Policy Council meet and review lists of Mediators available to resolve controversies between parties.
- a) Once a Mediator has been selected and agreed upon, they set a date for a Mediation conference to be held.
- b) The involved parties attend the Mediation conference with intent to resolve the matter.
- 2.6 If a Mediator cannot be obtained or Mediation is not successful, the impasse is referred to the governing body for resolution.
- a) The governing body reviews the matter with intent to resolve the issue/s.
- 2.7 Failing resolution at the governing body level, and if timeliness of resolution is not an issue, the Head Start/Pre-K Director and Policy Council Chairperson contact appropriate organizations for a list of qualified Arbitrators from which to select an Arbitrator to resolve the impasse or dispute.
- a) When the Arbitrator is selected, an arbitration session is convened.
- i) The Arbitrator hears the presentations by the parties and issues a decision which becomes final.

(Portions of this policy came from <https://www.drakeheadstart.org/download/internal-dispute-resolution-formally-titled-impasse-procedure/> accessed 9/1/2016)



**Policy ID 517 (GOV) Grievance Procedures**

Related Regulations:			
Revised by:	Head Start/Pre-K Director	Revision Date:	4/25/2017
Approved by:	<Name and JobTitle>	Approval Date:	<MM/DD/YYYY>
Responsibility:	School Board, Head Start/Pre-K Director, Policy Council as applicable		
Timeline:	Ongoing/As needed		
Evaluation:	Submitted grievance; meeting minutes		

**Performance Objective:** The Grantee implements these procedures for managing grievances.

**1.0 Grievance Procedure: Parent and/or Community Complaints re: Center Agencies**

- 1.1 Grievance Procedure: Parent and/or Community Complaints re: Center Agencies. The grievance procedure is a problem-solving mechanism in which every attempt is made to resolve issues at the lowest level of authority, with the least possible amount of program disturbance. A grievance is a written complaint alleging that Head Start Regulations, Program Policies and Procedures (if applicable), and/or Center Agency policies and procedures:
  - a) were not followed; or
  - b) were administered in a discriminatory (unequal) fashion; or
  - c) were administered in an arbitrary and capricious (unfair) fashion.
- 1.2 Situations may arise that are not covered by any existing policy and/or procedure but seems to merit action; these situations would be addressed in most cases by the development of new policies and procedures that apply to that type of situation in the future.
- 1.3 Before a grievance can be filed by a parent or community member, direct discussion must take place between the person(s) whom the complaint involves. They must make more than one attempt to resolve any problem or conflict. All parties involved should note the date and time of the informal discussions.
- 1.4 Failing resolution at that level, the person with the complaint must attempt to resolve problems or concerns at the center level with supervisors. More than one meeting must occur prior to the issue becoming a grievance.
- 1.5 If the informal discussion process fails, the grievance or complaint must be prepared in writing and given to the individual about whom the complaint is made. The staff person about whom the complaint is made will have a maximum of five working days to respond after receiving the written complaint.
- 1.6 If the complaint is not resolved, or if no action occurs within five working days, the complaint may be presented in writing to the supervisor, who has five working days to hold at least one meeting and to make a recommendation.
- 1.7 If the complaint is not resolved, or if no action occurs within five working days, the complaint may be presented in writing to the Principal, who has five working days to hold at least one meeting and to make a recommendation.
- 1.8 If the finding is appealed to the governing body of the Center Agency in which the complaint originated, the governing body (or a standing committee of the governing body) has a maximum of ten working days to review the matter. If the governing body of the Center Agency determines that this grievance procedure was followed, the matter is closed as far as the Center Agency is concerned and the recommendation of the Principal remains in effect.
- 1.11 The following concepts will be used for the written grievance procedure:
  - a) Information is submitted in writing, signed and dated;

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- b) No anonymous complaints will be accepted or considered;
  - c) Witnesses may be called at the discretion of the parties involved;
  - d) Supporting information may be submitted;
  - e) The content of all meetings are kept confidential, unless the complainant discusses the process with persons outside of the process. In such a case, staff may discuss the issue with the same persons.
  - f) Mediators or other neutral parties may be asked to assist in resolving differences any time after Operational Procedure #1.7 above.
  - g) Efforts are made to keep the grievance local, involving as few people as possible.
  - h) Grievances alleging criminal acts or immediate danger to children are dealt with immediately by program officials, parents, and other authorities as appropriate.
- 1.12 Once a person has taken a grievance through all of the steps, the grievance may not be returned to the lower level of authority to begin all over again.
- 1.13 The grievance procedure applies to Center Agencies unless an alternate version is developed and approved by the Grantee and Policy Council.
- 1.14 The hierarchy of authority to resolve parent and/or community grievances is as follows:
- a) Originator (parent or community person) and staff person,
  - b) Supervisor,
  - c) Center Parent Committee,
  - d) Head Start/Pre-K Director,
  - e) Policy Council (or Grievance Committee),
  - f) Superintendent,
  - g) Grantee's governing body.

**2.0 Grievance Procedure Re: Grantee Head Start Agency**

- 2.1 A grievance is a written complaint alleging that an employee of the (Grantee) Head Start Agency is violating Head Start Regulations, that Head Start procedures:
- a) were not followed; or
  - b) were administered in a discriminatory (unequal) fashion; or
  - c) were administered in an arbitrary and capricious (unfair) fashion.
- 2.2 Situations may arise that are not covered by any existing policy and/or procedure, but seem to merit action; these situations would be addressed in most cases by the development of new policies and procedures.



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- 2.3 Before a grievance can be filed by the originator, direct discussion between the originator and staff person(s) whom the complaint involves must make more than one attempt to resolve any problem or conflict. Each party involved should note the date and time of the informal discussions.
- 2.4 Failing resolution at that level, informal consultation with the originator and with the Supervisor of the staff person to whom the complaint is directed must take place more than once to resolve such complaint. The meeting may include the Head Start/Pre-K Director or designee and/or Supervisors or Principals as appropriate.
- 2.5 Failing resolution at that level, informal consultation with the Policy Council Grievance Committee must take place to resolve the complaint.
- 2.6 Failing resolution at the informal level, the complaint must be prepared in writing and another meeting must take place between the originator and the staff person. The Senior Projects and Technical Officer may facilitate this process.
- 2.7 Failing resolution at that level within five working days, the complaint may be presented in writing to the Policy Council Grievance Committee, which has ten working days to review the matter and to make a recommendation.
- 2.8 Failing resolution at that level, or if no action is taken within ten working days, the complaint may be presented to the Head Start/Pre-K Director who has five working days to hold at least one meeting and to make a recommendation.
- 2.9 Failing resolution at that level, or if no action is taken within five working days, the complaint may be presented to the Superintendent, who has five working days to hold at least one meeting and to make a recommendation.
- 2.10 Failing resolution at that level, the governing body can be asked to review the matter. If it is determined that the grievance procedure was followed in accordance with this policy, then the grievance is closed as far as the Grantee is concerned.
- 2.11 Failing resolution at the governing body level, the grievance may proceed to ACYF.
- 2.12 The following concepts will be used for the written grievance procedure:
  - a) Information is submitted in writing, signed, and dated;
  - b) No anonymous complaints will be accepted or considered;
  - c) Witnesses may be called at the discretion of the parties involved;
  - d) Supporting information may be submitted;
  - e) The content of all meetings are kept confidential, unless the complainant discusses the process with persons outside of the process. In such a case, staff may discuss the issue with the same persons.
- 2.13 Once a person has taken a grievance through all of the steps, the grievance may not be returned to the lower level of authority to begin all over again.

### **3.0 Grievance Procedure Re: Grantee/Superintendent**

- 3.1 The purpose of this procedure is to help solve problems and to resolve differences, not to produce findings of "guilt" or "innocence." A grievance is a formal, written complaint alleging that the Grantee Superintendent is personally violating Head Start Regulations, or that Head Start policies and procedures:
  - a) were not followed; or

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- b) were administered in a discriminatory (unequal) fashion; or
  - c) were administered in an arbitrary and capricious (unfair) fashion.
- 3.2 Before a grievance can be filed by the originator, direct discussion between the originator and the Superintendent must make more than one attempt to resolve any problem or conflict. Each party involved should note the date and time of the informal discussions.
- 3.3 Failing resolution at that level, informal consultation with the Policy Council Grievance Committee must take place to resolve such complaint.
- 3.4 Failing resolution through the informal consultation process, a written grievance is prepared. Within five working days, the Superintendent must respond to the written grievance.
- 3.5 If there is no resolution, the Grantee governing body can be asked to review the matter.
- 3.6 Failing resolution at the governing body, the grievance may proceed to ACYF.
- 3.7 The following concepts will be used for the written grievance procedure:
- a) Information is submitted in writing, signed, and dated;
  - b) No anonymous complaints will be accepted or considered;
  - c) Witnesses may be called at the discretion of the parties involved;
  - d) Supporting information may be submitted;
  - e) The content of all meetings are kept confidential, unless the complainant discusses the process with persons outside of the process. In such a case, staff may discuss the issue with the same persons.
- 3.8 Mediators or other neutral parties may be asked to assist in resolving differences any time after Operational Procedure #3.3 above.
- 3.9 Efforts are made to keep the grievance local, involving as few people as possible.
- 3.10 Grievances alleging criminal acts or immediate danger to children are dealt with immediately by program officials, parents, and other authorities as appropriate.
- 3.11 Once a person has taken a grievance through all of the steps, the grievance may not be returned to the lower level of authority to begin all over again.



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**Policy ID 50003 (PG) Governing Body Use of Data**

Related Regulations:	1301.2 b 2		
Revised by:	Head Start/Pre-K Director	Revision Date:	4/25/2017
Approved by:	<Name and JobTitle>	Approval Date:	<MM/DD/YYYY>
Responsibility:	Gadsden County School Board		
Timeline:	Ongoing		
Evaluation:			

**Performance Objective:** The governing body has legal and fiscal responsibility to administer and oversee the agency's Head Start/Pre-K programs.

**1.0 Governing Body Use of Data**

1.1 The governing body uses ongoing monitoring results, data on school readiness goals, other information described in §1302.102 (listed below), and information described at section 642 d 2 of the Act to conduct its responsibilities. This includes:

a) Establishing program goals that include:

i) Strategic long-term goals for ensuring programs are and remain responsive to community needs as identified in the community assessment

ii) Goals for the provision of educational, health, nutritional, and family and community engagement program services

iii) School readiness goals

iv) Effective health and safety practices

b) Monitoring program performance

c) Ongoing assessment of program goals

d) Using data for continuous improvement:

i) The program implements a process for using data to identify program strengths and needs, develops and implements plans that address program needs, and continually evaluates compliance with program performance standards and progress towards achieving program goals (see 1302.102 a, Policy ID 10102 (PMQI) Achieving Program Goals)

1.2 See Policy ID 50002 (PG) Governing Body Duties and Responsibilities for the list of responsibilities from Act 642 d 2.

**2.0 Reporting**

a) The program submits status reports, determined by ongoing oversight data, to the governing body and policy council, at least semi-annually.

**Policy ID 50009 (PG) Policy Council Reimbursement**

Related Regulations:	1301.3 e		
Revised by:	Head Start/Pre-K Director	Revision Date:	4/25/2017
Approved by:	<Name and JobTitle>	Approval Date:	<MM/DD/YYYY>
Responsibility:	Head Start/Pre-K Director, Family Services Coordinator		
Timeline:	As applicable		
Evaluation:	Out-of-Town Travel Forms		

**Performance Objective:** The program enables low-income members to participate fully in policy council responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred.

**1.0 Policy Council Reimbursement for Reasonable Expenses**

- 1.1 In accordance with Head Start regulations, the program provides reasonable reimbursement for childcare expenses incurred because of parents' need to attend Policy Council meetings, Policy Council Committee meetings, Program Self-Assessment Work Sessions, Interviews for Head Start Employment Openings, Parent Conferences, Education and Health Advisory Work Sessions, and various other approved out-of-town trainings and meetings.
- 1.2 Parents must submit an *Out-of-Town Travel Form* to the Family Services Coordinator within 5 days of the conclusion of the trip.
- 1.3 The Family Services Coordinator reviews for approval the expense voucher and submits it to the Head Start/Pre-K Director for final approval.

**2.0 Travel Advance**

- 2.1 The program does not provide cash in advance of travel.

**Policy ID 20007 (ERSEA) Suspension and Expulsion of Children**

Related Regulations:	1302.17		
Revised by:	Head Start/Pre-K Director; Family Service Coordinator; Health/Mental Health Coordinator	Revision Date:	4/13/2017
Approved by:	<Name and JobTitle>	Approval Date:	<MM/DD/YYYY>
Responsibility:	Head Start/Pre-K Director		
Timeline:	Only when necessary		
Evaluation:			

**Performance Objective:** The program severely limits the use of suspension and prohibits expulsion due to a child's behavior.

**1.0 Suspension and Expulsion of Children**

- 1.1 The program severely limits the use of suspension due to a child's behavior.
  - a) Such suspensions are only temporary in nature.
- 1.2 A temporary suspension is used only as a last resort in extraordinary circumstances where there is a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modifications.
- 1.3 Before the program determines whether a temporary suspension is necessary, the program engages with a mental health consultant, collaborates with the parents, and utilizes appropriate community resources – such as behavior coaches, psychologists, other appropriate specialists, or other resources – as needed, to determine no other reasonable option is appropriate.
- 1.4 If a temporary suspension is deemed necessary, the program helps the child return to full participation in all program activities as quickly as possible while ensuring child safety by:
  - a) Continuing to engage with the parents and a mental health consultant, and continuing to utilize appropriate community resources;
  - b) Developing a written plan to document the action and supports needed;
  - c) Providing services that include home visits; and,
  - d) Determining whether a referral to a local agency responsible for implementing IDEA is appropriate.

**2.0 Prohibition on Expulsion**

- 2.1 The program cannot expel or unenroll a child from Head Start/Pre-K because of a child's behavior.
- 2.2 When a child exhibits persistent and serious challenging behaviors, the program explores all possible steps and documents all steps taken to address such problems, and facilitates the child's safe participation in the program.
  - a) Such steps include, at a minimum, engaging a mental health consultant, considering the appropriateness of providing appropriate services and supports under section 504 of the Rehabilitation Act to ensure that the child who satisfies the definition of disability in 29 U.S.C. 705(9)(b) of the Rehabilitation Act is not excluded from the program on the basis of disability, and consulting with the parents and the child's teacher, and:
    - i) If the child has an IFSP or IEP, the program consults with the agency responsible for the IFSP or IEP to ensure the child receives the needed support services; or,



**Policy ID 221 (ERSEA) Change in Status**

Related Regulations:	1304.51 g		
Revised by:	Head Start/Pre-K Director; Family Service Coordinator; Health/Mental Health Coordinator	Revision Date:	4/13/2017
Approved by:	<Name and JobTitle>	Approval Date:	<MM/DD/YYYY>
Responsibility:	Family Service Coordinator; Family Service staff		
Timeline:	As needed		
Evaluation:	Completed Change in Status Action		

**Performance Objective:** The program documents changes in children’s status.

**1.0 Change in Status**

- 1.1 The Family Service Coordinator completes and submits a *Change in Status Action* whenever:
  - a) A child re-enrolls
  - b) A child transfers from one class to another
  - c) A child transfers from one site/center to another
  - d) A child withdraws from the program
  - e) A child’s legal name changes
- 1.2 The *Change in Status Action* is completed and submitted to the Program Assistant and Education/Disability Coordinator.
- 1.3 All such actions are submitted for processing in ChildPlus and hardcopies are placed in child files.



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**Policy ID 63000 (HPS-SP) Safety Practices**

Related Regulations:	1302.47 a , 1302.47 b, 1302.47 b 5		
Revised by:	Head Start/Pre-K Director; Health/Mental Health Coordinator	Revision Date:	3/31/2017
Approved by:	<Name and JobTitle>	Approval Date:	<MM/DD/YYYY>
Responsibility:	All staff; Director of Facilities; Health/Mental Health Coordinator		
Timeline:	Ongoing		
Evaluation:	Observation, Monitoring, Logs		

**Performance Objective:** The program establishes, trains staff on, implements, and enforces a system of health and safety practices that ensure children are kept safe at all times.

**1.0 Safety Practices**

1.1 The program consults Caring for our Children Basics 3<sup>rd</sup> Edition for additional information to develop and implement adequate safety policies and practices meeting the requirements of 1302.47.

**2.0 System of Safety Practices**

2.1 The program develops and implements a system of management, including ongoing training, oversight, correction and continuous improvement in accordance with §1302.102 (see Policy ID 10102 (PMQI) Achieving Program Goals), that includes these policies and practices to ensure all facilities, equipment and materials, background checks, safety training, safety and hygiene practices and administrative safety procedures are adequate to ensure child safety (see policies in HPS sections).

2.2 The program reports any safety incidents in accordance with §1302.102 d 1 ii (see Policy ID 10102 (PMQI) Achieving Program Goals).

**3.0 Safety Practices and Responsibilities**

3.1 All staff and consultants follow appropriate practices to keep children safe during all activities, including, at a minimum:

a) Reporting of suspected or known child abuse and neglect, including that staff comply with applicable federal, state, and local laws (see School District Policy # 8462).

b) Appropriate indoor and outdoor supervision of children at all times (see Policy ID 300A (HS) Active Supervision of Children including Transitions and Policy ID 1422 (TRP) Children on Buses are Supervised and Policy ID 606 (FC) Outdoor Environments/Playgrounds and Active Supervision);

c) Only releasing children to an authorized adult, and (see Policy ID 64006 (HPS-AD) Release of Children Only to Authorized Adults);

d) All standards of conduct described in §1302.90 c (see School District Policies regarding Standards of Ethical Conduct).

**Policy ID 300A (HS) Active Supervision of Children including Transitions**

Related Regulations:	1302.47 b 5 iii		
Revised by:	Head Start/Pre-K Director; Health/Mental Health Coordinator	Revision Date:	4/07/2017
Approved by:	<Name and JobTitle>	Approval Date:	<MM/DD/YYYY>
Responsibility:	Teaching Team		
Timeline:	Ongoing		
Evaluation:	Management observation		

**Performance Objective:** All Head Start/Pre-K staff prioritize children’s safety by providing continuous supervision.

**1.0 Active Supervision of Children**

1.1 Active supervision is a set of strategies for supervising preschool children in classrooms, on field trips, on or near playgrounds and school buses, and wherever enrolled children are during program attendance.

a) Program staff utilizing the following six strategies working together to create an effective approach to child supervision:

i) Set up the environment to support supervision of children at all times. This may include developing and posting a daily classroom schedule for children, the Teaching Team, Substitutes, and Volunteers to follow that helps to keep the day predictable. Consideration of the height and arrangement of classroom furniture and outdoor equipment allows effective monitoring and supervision of children at all times.

ii) Position themselves to see and reach children at all times. Plans can include staffing charts that identify the Teacher responsible for each area or activity and his or her duties during transitions before and after an activity.

iii) Scan the environment, including assigned areas of the classroom or outdoor area, and keep count of the children. Staff communicate with each other so everyone knows where each child is and what each one is doing, including the play areas and on the playground when children are constantly moving.

iv) Listen closely to children and the environment to immediately identify signs of potential danger. Program staff listen to and talk with team members, especially when a staff person or a child has to leave the area, so that staff knows where other staff are located.

v) Anticipate children's behavior to give children any needed additional support, especially at the start of the school year and during transitions. Children who wander off or lag behind are more likely to be left unsupervised.

vi) Engage and redirect when children are unable to solve problems on their own. Program staff offer different levels of assistance according to each individual child's needs.

**2.0 Supervision During Transitions**

2.1 Transitions are often the most challenging times to supervise children. To prevent children from being left unsupervised, program plans should include specific strategies for managing transitions throughout the day, such as when children arrive, leave, or move from one location to another within a center. Some examples may include Program staff:

a) Developing specific plans for regular routines, such as drop-off and pick-up times, including staff assignments (who monitors the door, etc.).

b) Ensuring that Teachers, Paraprofessionals, and Volunteers know when transitions take place and are in position to provide constant supervision.

c) Discussing how the team adjusts to maintain appropriate Adult:Child ratios at all times, including when a Teacher needs to leave the room.



**Policy ID 300 (HS) Health Staff Training and Experience**

Related Regulations:	1302.91 a		
Revised by:	Head Start/Pre-K Director; Health/Mental Health Coordinator	Revision Date:	4/07/2017
Approved by:	<Name and JobTitle>	Approval Date:	<MM/DD/YYYY>
Responsibility:	Education/Disability Coordinator, Health/Mental Health Coordinator, Mental Health Consultant, Human Resources Department		
Timeline:	As Required		
Evaluation:	Licensed or certified health professionals		

**Performance Objective:** The content area experts assigned to oversee health services have training and experience in public health, nursing, health education, maternal and child health, and/or health administration. The program ensures that health procedures are performed only by licensed or certified health professionals.

**1.0 Staff Training and Experience**

- 1.1 The program assigns a Health/Mental Health Coordinator to oversee health services.
- 1.2 The program has in place and reviews job descriptions for the content area experts who oversee health services.
- 1.3 The employee files, contracts, and/or resumes of the Health Content Area experts include documentation of:
  - a) Degree(s) achieved
  - b) Training or experience in public health, nursing, health education, maternal and child health, and/or health administration qualifications and
  - c) Experience serving young children and their families.
- 1.4 The Health/Mental Health Coordinator, Education/Disability Coordinator, and Mental Health Consultant provide regularly scheduled and ongoing content area expertise and oversight.
- 1.5 When the program administers health procedures, they are performed only by licensed and/or certified health professionals.

**2.0 Human Resources**

- 2.1 Human Resources staff maintain records of employee training.

**Policy ID 311 (HS) Safe Outside Play Temperatures**

Related Regulations:	(1302.47)		
Revised by:	Head Start/Pre-K Director; Health/Mental Health Coordinator	Revision Date:	4/07/2017
Approved by:	<Name and JobTitle>	Approval Date:	<MM/DD/YYYY>
Responsibility:	Teaching Team		
Timeline:	As weather permits		
Evaluation:	Observation		

**Performance Objective:** The program provides opportunity for supervised outdoor play each day when weather is suitable.

**1.0 Safe Outside Play: Temperatures**

1.1 The Teaching Team plans a daily outdoor play period for each child.

a) Outdoor play is shown as part of the center/site program schedule.

1.2 Children play outside in most types of weather.

a) The center/site takes into account the combined effects of wind or humidity and the current temperature.

b) The heat index or wind chill factor is the best gauge of the conditions outside.

1.3 **Extreme Heat:** Because extreme heat and prolonged exposure to the sun may cause sunburn or heat exhaustion for some children, The Teaching Team exercises good judgment regarding the safety of children playing outdoors in all types of weather.

a) Hot temperature indicators:

90 degrees Fahrenheit= caution

101 degrees Fahrenheit= danger, no outdoor play

120 degrees Fahrenheit and above= extreme danger, no outdoor play

b) The Teaching Team makes sure that safe, drinkable water is available for staff and children to drink.

c) When the outdoor temperature exceeds 100 degrees Fahrenheit, the program disallows children playing outside.

1.4 **Extreme Cold:** When the temperature is very cold, the Teaching Team may limit or disallow outdoor play.

a) Cold temperature indicators:

20-32 degrees Fahrenheit= caution

0-19 degrees Fahrenheit= danger, no outdoor play

-10-0 degrees Fahrenheit= extreme danger, no outdoor play

b) The Teaching Team must exercise good judgment regarding the safety of children playing outdoors in all types of weather.

c) The Teaching Team is responsible for taking appropriate precautions as feasible such as dressing children in layers with hats and mittens.

1.5 The Teaching Team is encouraged to discuss with parents the importance of dressing their children appropriately.

Gadsden County Schools  
Head Start/Pre-K Policies and Procedures Manual

**Policy ID 1309 (PDM) Annual Report**

Related Regulations:	Act 644 a 2 A; 644 a 2 B-H		
Revised by:	Head Start/Pre-K Director	Revision Date:	4/27/2017
Approved by:	<Name and JobTitle>	Approval Date:	<MM/DD/YYYY>
Responsibility:	Head Start/Pre-K Director; Family Service Coordinator		
Timeline:	Annually		
Evaluation:	Annual Report to Stakeholders and Public		

**Performance Objective:** The program publishes and makes available to the public an annual report.

**1.0 Annual Report**

- 1.1 The Head Start/Pre-K Director is responsible for compiling information for and publishing the Annual Report, which includes:
- a) Total amount of public and private funds received and the amount from each source;
  - b) Explanation of budgetary expenditures and proposed budget for the fiscal year;
  - c) Total number of children and families served, average monthly enrollment (as a percentage of funded enrollment), and percentage of eligible children served;
  - d) Results of the most recent Monitoring Review by the Office of Head Start
  - e) Results of the financial audit;
  - f) Percentage of enrolled children who received medical and dental exams;
  - g) Information about parent involvement activities;
  - h) Agency-wide efforts to prepare children for kindergarten; and
  - i) Other information required by Office of Head Start
- 1.2 The Annual report is usually published in August.
- 1.3 The Annual Report is made available to the public via:
- a) Grantee Website
  - b) Health Services Advisory Committee Meeting
  - c) Annual district-wide meeting
  - d) The program mails out copies of the Annual Report to those who request it.



**Policy ID 130346 (FAC) Recording and Posting Notices of Federal Interest**

Related Regulations:	1303.46		
Revised by:	Head Start/Pre-K Director	Revision Date:	4/20/2017
Approved by:	<Name and JobTitle>	Approval Date:	<MM/DD/YYYY>
Responsibility:	Director of Facilities and/or Department of Business and Finance		
Timeline:			
Evaluation:			

**Performance Objective:** The grantee files notices of federal interest in accordance with the regulations.

**1.0 Survival of Federal Interest**

- 1.1 The grantee that receives funds under 1303 Subpart E must file notices of federal interest as set forth in 1303.46 b.
  - a) Federal interest cannot be defeated by a grantee's failure to file a notice of federal interest.

**2.0 Recording Notices of Federal Interest**

- 2.1 If the grantee uses federal funds to purchase real property or a facility, excluding modular units, appurtenant to real property, it records a notice of federal interest in the official real property records for the jurisdiction where the facility is or will be located.
- 2.2 The grantee must file the notice of federal interest as soon as it uses Head Start funds to either fully or partially purchase a facility or real property where a facility will be constructed or as soon as it receives permission from the responsible HHS official to use Head Start funds to continue purchase on a facility.
- 2.3 If the grantee uses federal funds in whole or in part to construct a facility, it records the notice of federal interest in the official real property records for the jurisdiction in which the facility is located as soon as it receives the notice of award to construct the facility.
- 2.4 If the grantee uses federal funds to renovate a facility that it, or a third party owns, the grantee records the notice of federal interest in the official real property records for the jurisdiction in which the facility is located as soon as it receives the notice of award to renovate the facility.
- 2.5 If the grantee uses federal funds in whole or in part to purchase a modular unit or to renovate a modular unit, the grantee posts the notice of federal interest, in clearly visible locations, on the exterior of the modular unit and inside the modular unit.

**Policy ID 20006 (ERSEA) Attendance, Absenteeism, and Withdrawal of Children**

Related Regulations:	1302.16		
Revised by:	Head Start/Pre-K Director; Family Service Coordinator; Health/Mental Health Coordinator	Revision Date:	4/13/2017
Approved by:	<Name and JobTitle>	Approval Date:	<MM/DD/YYYY>
Responsibility:	Family Service Coordinator, Family Service staff, Teaching Team		
Timeline:	Throughout the program year and as applicable		
Evaluation:	Child attendance records, Monthly Average Daily Attendance Report		

**Performance Objective:** The program promotes regular attendance for enrolled children.

**1.0 Attendance of Children**

- 1.1 The program tracks the attendance of each enrolled child.
- 1.2 The program implements a process to ensure children are safe when they do not arrive at school.
  - a) If a child is unexpectedly absent and a parent has not contacted the program within one hour of program start time, the Teaching Team and/or Family Service staff attempts to contact the parent to ensure the child's well-being.
- 1.3 To promote child attendance, the program:
  - a) Provides to parents information about the benefits of regular attendance;
  - b) Supports families to promote the child's regular attendance;
  - c) Conducts a home visit or makes other direct contact with a child's parents if a child has multiple unexplained absences (such as two consecutive unexplained absences); and,
  - d) Within the first 60 days of program operation, and on an ongoing basis thereafter, uses individual child attendance data to identify children with patterns of absence that put them at risk of missing 10% of program days per year and develops appropriate strategies to improve individual attendance among identified children, including direct contact with parents or intensive case management, as necessary.
- 1.4 If a child ceases to attend, the program makes appropriate efforts to reengage the family to resume attendance (see above)
  - a) If the child's attendance does not resume, then the program considers that slot vacant.
    - i) This action is not considered expulsion as described in §1302.17.

**2.0 Managing Systematic Program Attendance Issues**

- 2.1 If the program's monthly average daily attendance rate falls below 85%, the program analyzes the causes of absenteeism to identify any systematic issues that contribute to the program's absentee rate.
  - a) The program uses this data to make necessary changes in a timely manner as part of ongoing oversight and correction and inform its continuous improvement efforts (see Policy ID 10102 (PMQI) Achieving Program Goals).

**3.0 Supporting Attendance of Homeless Children**

**Policy ID 70050 (FCE) Parent Activities to Promote Child Learning and Development**

Related Regulations:	1302.51		
Revised by:	Head Start/Pre-K Director; Family Service Coordinator; Health/Mental Health Coordinator	Revision Date:	4/13/2017
Approved by:	<Name and JobTitle>	Approval Date:	<MM/DD/YYYY>
Responsibility:	Family Service Coordinator; Education/Disability Coordinator		
Timeline:	Throughout the program year		
Evaluation:			

**Performance Objective:** The program promotes shared responsibility with parents for children’s early learning and development, and implements family engagement strategies that are designed to foster parental confidence and skills in promoting children’s learning and development.

**1.0 Parent Activities to Promote Child Learning and Development**

1.1 The program’s strategies include:

- a) Offering activities that support parent-child relationships and child development including language, dual language, literacy, and bi-literacy development as appropriate;
- b) Providing parents with information about the importance of their child’s regular attendance, and partner with them, as necessary, to promote consistent attendance; and,
- c) For dual language learners, information and resources for parents about the benefits of bilingualism and biliteracy.

1.2 The program, at a minimum, offers opportunities for parents to participate in a research-based parenting curriculum that builds on parents’ knowledge and offers parents the opportunity to practice parenting skills to promote children’s learning and development.

- a) When the program chooses to make significant adaptations to the parenting curriculum to better meet the needs of one or more specific populations, it works with an expert or experts to develop such adaptations.



**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 9a



**DATE OF SCHOOL BOARD MEETING:** October 24, 2017

*Donnie Wood*

**TITLE OF AGENDA ITEMS:** Request to delete vehicles from Capital Assets.

**DIVISION:** Finance Department

**PURPOSE AND SUMMARY OF ITEMS:**

In accordance with Sections 274.04, 274.05 and 274.06, Florida Statutes, Board approval is requested to delete \$99,973.00 worth of vehicles plus applicable depreciation from the Motor Vehicle Capital Assets. This action is required based on the information received from the Director of Transportation.

**SPECIAL NOTE:** Item #2 was a donated vehicle

<b>VIN #</b>	<b>Purchase Price</b>	<b>Miles</b>	<b>Property Tag #</b>	<b>Vehicle #</b>
1. 1HVBBAAN6YH314424	51,416.00	194837	200137	00-77
2. 2FAFP1WX3X157550	.00	211614	200652	03-198
3. 1HVBBAAN1YH314427	48,557.00	154658	200189	00-108

**REVENUE:**            **Applicable Funds**

**AMOUNT:**            **\$99,973. 00**

**PREPARED BY:**      **Bruce James**

**POSITION(s):**        **Coordinator Safety & Inventory**

---

DIST: 20 FY: 18 2. FIXED ASSETS TIME: 13:15  
 NUMB: 00200137

ITEM CODE-----DESCRIPTION -----SERIAL #-----  
 5000015 BUSES 1HVBBAAN6YH314424

TAGGED? MODEL # VDR: V 999999999 VENDOR PRIOR TO TERMS  
 Y 00 MFG: M 000000400 INTERNATIONAL  
 VEH: 00-77 TAG: 120553 TITLE: \_\_\_\_\_

LOCATED CNTR: 9003 TRANS.DEPT-SCHOOL BD GADSDEN DEPT: \_\_ BLD: 00 RM: 0000

ACQUIRED DATE P.O.# CHECK# OLG OWN CNTR-OBJ-FND-PROJECT-----AMOUNT  
 081000 \_\_\_\_\_ 0 - \_\_\_\_\_ 51,416.00

MAINT CONTRACT: \_\_\_\_\_  
 COMMENTS SPARE TOTAL COST: 51,416.00

STATUS INV DT CN ----DISPOSITION---- DISP DT LIF ACCUM DEPR: 51,416.00  
 \_\_\_\_\_ G 07 REMOVED 101017 10 CURR VAL:  
 SALVAGE: \_\_\_\_\_

IF SOLD DATE: RECEIPT NO: SOLD FOR: \_\_\_\_\_

FIXED ASSET RECORD DISPLAYED. NEXT? TERML: 8ANO

4-© § 1 Sess-1 199.44.72.2 TW1H0037 2/41

*Milage 198376*

DIST: 20 FY: 18 2. FIXED ASSETS TIME: 17:19  
 NUMB: 00200652

ITEM CODE-----DESCRIPTION -----SERIAL #-----  
 5000004 CARS 2FAFP1WX3X157550

TAGGED? MODEL # VDR: V 999999999 VENDOR PRIOR TO TERMS  
 Y 03 MFG: M 000000004 FORD MOTOR COMPANY  
 VEH: 03-198 TAG: 132599 TITLE: \_\_\_\_\_

LOCATED CNTR: 9003 TRANS.DEPT-SCHOOL BD GADSDEN DEPT: \_\_\_ BLD: RM:

ACQUIRED DATE P.O.# CHECK# OLG OWN CNTR-OBJ-FND-PROJECT-----AMOUNT  
 102406 \_\_\_\_\_ 0 \_ 0051 \_\_\_\_\_,\_\_\_\_,\_\_\_\_\_  
 \_\_\_\_\_,\_\_\_\_,\_\_\_\_\_

MAINT CONTRACT: \_\_\_\_\_  
 COMMENTS DRIVERS ED - EGHS ALEXANDER JAMES TOTAL COST:

STATUS INV DT CN ----DISPOSITION---- DISP DT LIF ACCUM DEPR:  
 \_\_\_\_\_ G 07 REMOVED 101017 5 CURR VAL:  
 SALVAGE: \_\_\_\_\_,\_\_\_\_,\_\_\_\_\_  
 IF SOLD DATE: RECEIPT NO: SOLD FOR: \_\_\_\_\_,\_\_\_\_,\_\_\_\_\_

FIXED ASSET RECORD DISPLAYED. NEXT? TERML: 8AUG  
 4-© § 2 Sess-1 199.44.72.2 TW1H0032 2/41

*mileage 211614*



DIST: 20 FY: 18

2. FIXED ASSETS  
NUMB: 00200189

TIME: 17:19

ITEM CODE-----DESCRIPTION -----SERIAL #-----  
5000015 BUSES 1HVBBAAN1YH314427

TAGGED? MODEL # VDR: V 999999999 VENDOR PRIOR TO TERMS  
Y 00 MFG: M 000000400 INTERNATIONAL  
VEH: 00-108 TAG: 120534 TITLE: \_\_\_\_\_

LOCATED CNTR: 9003 TRANS.DEPT-SCHOOL BD GADSDEN DEPT: \_\_ BLD: 00 RM: 0000

ACQUIRED DATE P.O.# CHECK# OLG OWN CNTR-OBJ-FND-PROJECT-----AMOUNT  
031400 \_\_\_\_\_ 0 \_\_\_\_\_ 48,557.00

MAINT CONTRACT: \_\_\_\_\_  
COMMENTS SPARE TOTAL COST: 48,557.00

STATUS INV DT CN ----DISPOSITION---- DISP DT LIF ACCUM DEPR: 48,557.00  
\_\_\_\_\_ G 07 REMOVED 101017 10 CURR VAL:

IF SOLD DATE: RECEIPT NO: SALVAGE: \_\_\_\_\_  
SOLD FOR: \_\_\_\_\_

FIXED ASSET RECORD DISPLAYED. NEXT? TERML: 8AUG

4-© § 2 Sess-1 199.44.72.2 TW1H0032 2/41

*mileage 154658*

**SUMMARY SHEET**



**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NUMBER:** 10a

**DATE OF SCHOOL BOARD MEETING:** **October 24, 2017**

**TITLE OF AGENDA ITEM:** **Approval of SAC Roster**

**DIVISION:** **Gadsden County Parent Services**

**PURPOSE AND SUMMARY OF ITEM:**

**Parent Services is seeking Board approval for the 2017 – 18 SAC Roster**

**AMOUNT:** **N/A**

**PREPARED BY:** **Sherrie Taylor**

**POSITION:** **Parent Services Coordinator**

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**INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER**

**\_Number of ORIGINAL SIGNATURES NEEDED by preparer**

**SUPERINTENDENT'S SIGNATURE:** **YES**

**CHAIRMAN'S SIGNATURE:** **YES**

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




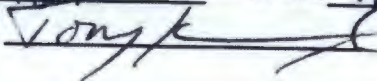
# School Advisory Council Membership Roster

School Year 2017-2018

School Carter-Parramore Academy

Telephone # 850-627-6030

Principal Signature  Date 10/16/17

SAC Chairperson's Signature  Date 10/3/17

Name	Address	Phone #	Sex	Race	Position	Method of Selection*
Randy Arnold	3763 Miccosukee Road Tallahassee, Florida 32308	345-7591	M	B	Community	Elected
Arrie Battles	919 Hardin Street Quincy, Florida 32351	570-1296	F	B	Community	Elected
Kaleena Bright	150 W.L. Martin Road Chattahoochee, Florida 32324	590-9737	F	B	Parent	Elected
Latodd Dukes	117 Dorsey Lane Quincy, Florida 32351	662-4295	M	B	Parent	Elected
Keysha Evans	4343 Mt. Pleasant Road Quincy, Florida 32352	627-6030	F	B	Parent	Elected
Ladrecia Figgers	205 Marshall Street Quincy, Florida 32351	322-6923	F	B	Parent	Elected
Charles Flowers	799 Friday Road Quincy, Florida 32351	766-2883	M	B	Parliamentary	Elected
Edgar Griffin	631 Stewart Street Quincy, Florida 32351	627-6030	M	B	Behavior Specialist	Elected
Jeanne Gunn	631 Stewart Street Quincy, Florida 32351	627-6030	F	B	Guidance Counselor	Elected
Tony Hannah	P.O. Box 481 Quincy, Florida 32351	556-3055	M	B	President	Elected
Frances Harrell	631 Stewart Street Quincy, Florida 32351	627-6030	F	B	S.A.C. Secretary	Elected
Subrenna Jackson	414 Lincoln Dr. Chattahoochee, Florida 32334	556-3835	F	B	Parent	Elected
Avonette Henry	635 S. Cleveland Street Quincy, Florida 32351	662-4934	F	B	Parent	Elected
Nahketah Kirkland	631 Stewart Street Quincy, Florida 32351	627-6030	F	B	Instructor	Elected
Angela Phillips	10586 Hardaway Highway Quincy, Florida 32332	510-9120	F	B	Parent	Elected
Kenya Ray	388 Charlie Loop Quincy, Florida 32351	728-0917	F	B	Parent	Elected
Evelyn Rollins	P.O. Box 688 Gretna, Florida 32332	856-5520	F	B	Parent/ Community	Elected
Emanuel Sapp	P.O. Box 1308 Quincy, Florida 32351	508-2447	M	B	Community	Elected
Hakim Smith	231 S.W. 5 <sup>th</sup> Street Havana Florida	539-6814	M	B	Vice President	Elected
Simone Smith	185 Carter Road Quincy, Florida 32351	242-6062	F	B	Parent	Elected
Nancy Sierra	32 M.L.K. Blvd Quincy, Florida 32351	627-9651	F	B	District	Elected



<b>Pauline West</b>	<b>631 Stewart Street Quincy, Florida 32351</b>	<b>627-6030</b>	<b>F</b>	<b>B</b>	<b>Principal</b>	<b>Appointed</b>
<b>Dorothy Woods</b>	<b>35 MLK Quincy, Florida 32351</b>	<b>627-9651</b>	<b>F</b>	<b>B</b>	<b>Parent</b>	<b>Elected</b>
<b>Shereka Williams</b>	<b>631 Stewart Street Quincy, Florida 32351</b>	<b>627-3145</b>	<b>F</b>	<b>B</b>	<b>Instructor</b>	<b>Elected</b>

**Carter-Parramore Academy**

**School Advisory Council Membership Roster**

**September 20, 2017**

**Officers: (Acting Officers)**

**Rev. Tony Hannah- President**

**Mr. Hakim Smith- Vice President**

**Ms. Frances Harrell- Secretary**

**Mr. Charles Flowers- Treasurer**

**Mrs. Debra Lewis Safford- Parliamentarian**

**Members:**

**Rev. Tony Hannah**

**P.O. Box 481**

**Quincy, Florida 32351**

**(Community Person)**

**Mr. Hakim Smith**

**231 S.W. 5<sup>th</sup> Street**

**Havana, Florida 32333**

**(Community Person)**

**Ms. Frances Harrell**

**631 Stewart Street**

**Quincy, Florida 32351**

**(School Personnel)**

**Mr. Charles Flowers**

**799 Friday Road**

**Quincy, Florida 32352**

**(Community Person)**

**Mrs. Debra Lewis Safford**

**631 Stewart Street**

**Quincy, Florida 32351**

**(School Personnel)**

**Mr. Randy Arnold**  
3763 Miccosukee Road  
Tallahassee, Florida 32308  
(Community Person)

**Mrs. Arrie Battles**  
919 Hardin Street  
Quincy, Florida 32351  
(Community Person)

**Ms. Kaleena Bright**  
150 W.L. Martin Road  
Chattahoochee, Florida 32324  
(Parent)

**Ms. Keysha Evans**  
4343 Mt. Pleasant Road  
Quincy, Florida 32352  
(Parent)

**Ms. Myra Grant**  
631 Stewart Street  
Quincy, Florida 32351  
(Assistant Principal)

**Mr. Edgar Griffin**  
631 Stewart Street  
Quincy, Florida 32351  
(Behavior Specialist)

**Mrs. Jeanne Gunn**  
631 Stewart Street  
Quincy, Florida 32351  
(Guidance Counselor)

**Ms. Stacy Henderson**  
631 Stewart Street  
Quincy, Florida 32351  
(Instructor)

**Ms. Avonette Henry**  
635 S. Cleveland Street  
Quincy, Florida 32351  
(Parent)

**Mrs. Rolanda Jackson**  
35 MLK Blvd.  
Quincy, Florida 32351  
(District Representative)

**Ms. Nahketah Kirkland**  
631 Stewart Street  
Quincy, Florida 32351  
(Reading Coach)

**Ms. Angela Phillips**  
10586 Hardaway Highway  
Gretna, Florida 32332  
(Parent)

**Ms. Kenya Ray**  
388 Charlie Loop  
Quincy, Florida 32351  
(Parent)

**Ms. Evelyn Rollins**  
P.O. Box 688  
Gretna, Florida 32332  
(Community/Parent)

**Mr. Emanuel Sapp**  
P.O. Box 1308  
Quincy, Florida 32351  
(Community)



**Mrs. Debra Safford**

**631 Stewart Street**

**Quincy, Florida 32351**

**(School Personnel)**

**Ms. Nancy Sierra**

**35 M.L.K. Blvd**

**Quincy, Florida 32351**

**(District/ Community)**

**Ms. Pauline West**

**631 Stewart Street**

**Quincy, Florida 32351**

**(Principal)**

**Mrs. Shereka-Hutley Williams**

**631 Stewart Street**

**Quincy, Florida 32351**

**Behavior Specialist**

**(Hope Academy)**

## School Advisory Council Membership Roster

School Year 2017-2018 School Chattahoochee Elementary  
 Telephone # 850-662-2080  
 Principal Signature [Signature] Date 9/17/17  
 SAC Chairperson's Signature [Signature] Date 9/16/17

Name	Address	Phone #	Sex	Race	Position	Method of Selection*
Ola Blue	222 Line St. Chattahoochee, Fl. 32324	(850) 408-0133	F	B	Parent	Vote
Valencia Denson	335 Maple St. Chattahoochee, Fl. 32354	(850) 662-2080	F	B	Principal	Vote
Halle Bright	47 Bellamy Dr. Chattahoochee, Fl. 32324	(850) 445-3214	F	B	Parent	Vote
Shakiriya Gilcrease	36 Martin Luther King, Jr. BLVD	(850) 294-1430	F	B	Cousin	Vote
Shavone Brooks-Horne	4753 Bonnie Hill Rd. Chattahoochee, Fl. 32324	(850) 524-8704	F	B	Parent	Vote
Cheryl Carter-Jackson	414 West St. Chattahoochee, Fl. 32324	(850) 296-4146	F	B	Parent	Vote
Torina Johnson	424 Line St. Apt. H-1 Chattahoochee, Fl. 32324	(850) 879-2065	F	B	Grandparent	Vote
Shirley Kennedy	912 Bethel St. Chattahoochee, Fl. 32324	(850) 879-2993	F	B	Grandparent	Vote
Marilyn McClendon	325 Congo Rd. Chattahoochee, Fl. 32324	(850) 933-1694	F	B	Grandparent	Vote
Cecily Myles	424 Line St. Apt. J-6 Chattahoochee, Fl. 32324	(850) 566-8069	F	B	Grandparent	Vote
Rena Nelson	335 Maple St. Chattahoochee, Fl. 32324	(850) 662-2080	F	B	Teacher	Vote
Flora Williams	2468 Lincoln Drive Chattahoochee, Fl. 32324	(850) 933-6828	F	B	Parent	Vote
Rondal Wimbush	212 Clark St. Quincy, Fl.	(850) 363-7166	M	B	Parent	Vote





# Chattahoochee Elementary School

335 Maple Street  
Chattahoochee, Florida 32324  
Telephone: (850) 662-2080  
Fax: (850) 663-2236  
<http://www.ces.gcps.k12.fl.us/>

Valencia Denson  
Principal

"Creating Excellence in Students"

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**September 6, 2017**

The meeting was called to order by Ms. Denson at 8:40 a.m.

Ms. Valencia Denson, Principal, welcomed all parents. Following the welcome Ms. Sherrie Taylor, District Parent Services, gave a thorough explanation of Title I, state assessments, parental rights and School/district grades. Ms. Denson reviewed the 2017-2018 school improvement plan. Parents were allowed to ask questions and add suggestions.

After the review of the school improvement plan, parents and staff were asked questions as to how to improve our parent-student-teacher compact. Ms. Denson guided the parents in the review of the current compact and discussed what the responsibilities were for each individual. No changes were made to the compact. Parents were asked to take the compact home for final revisions if necessary.

Following the parent-student-teacher compact, Ms. Taylor reviewed the Title I parent survey with parents. The parents were given a printed copy of the survey to complete and return to the school.

The school Advisory Council elected officers for the 2017-2018 :  
Chair- Torina Johnson was nominated by Shirley Kennedy  
Vice-Chair- Shavona Brooks was nominated by Serena Johnson  
Secretary- Shirley Kennedy was nominated by Serena Johnson  
Parliamentarian- Rondal Wimbush was nominated by Cecily Murphy.  
There were motions set and carried out by Ms. Taylor. All parties were in favor of the said officers.

The meeting was adjourned at 9:45 a.m.



Gadsden County  
School Advisory Council Membership Roster

School Year 2017-2018

School: Stewart Elementary School

Telephone #: 850-627-3145

Principal's Signature: *Lisa Robinson*

Date: 09/07/17

SAC Chairperson's Signature: *Mimi Robinson*

Date: 09/07/17

Name	Address	Phone #	Sex	Race	Position	Method of Selection*
Lisa Robinson	749 South Stewart Street Quincy, FL 32351	850-627-3145	F	B	Principal	Appointed
Mimi Robinson	405 Strong Road Apt. 111-4c Quincy, FL 32351	850-627-1288	F	B	SAC Chair	Voted
Michelle Hogue	20 Hogue Landing Lane Quincy, FL 32351	850-570-2363	F	B	Vice Chair	Voted
Samantha Starks-Harrison	P.O. Box 1792 Quincy, FL 32351	850-694-1855	F	B	Secretary	Voted
Mechelle Robinson	645 E Circle Drive Quincy, FL 32351	850-491-5012	F	B	Parliamentarian	Voted
Cathy Robinson	411 MLK Blvd Gretna, FL 32332	850-274-7741	F	B	Parent	Voted
Shametrice Daniels	635 Strong Rd. Apt. 61 Quincy, FL 32351	850-363-4744 850-408-2792	F	B	Parent	Voted
Jose Lopez	798 Spring Meadow Rd. Quincy, FL 32351	850-878-1148 229-413-9762	M	H	Parent	Voted
Francisco Hernandez	308 S. Shadow St Quincy, FL 32351	850-662-1584	M	H	Parent	Voted
Jennifer Anderson	749 South Stewart Street Quincy, FL 32351	850-627-3145	F	B	Teacher	Voted
Karen Toussaint	749 South Stewart Street	850-627-3145	F	W	Treasury	Voted
Shonda Pruitt	749 South Stewart Street	850-627-3145	F	B	Teacher	Voted

**GADSDEN COUNTY TITLE I PROGRAM**  
**Annual Title I Parent Meeting**  
**Stewart Street Elementary**  
**September 7, 2017**  
**6:00 p.m. – 7:00 p.m.**

**Minutes:**

The Annual Title I Parent meeting for school year 2017-2018 convened on September 7, 2017 at Stewart Street Elementary in the Media Center with an open welcome/introductions led by Joannette Thomas, Title I district employee.

Assistant Principal, Mrs. Harris brought greetings to everyone in attendance at the meeting and thanked the parents for coming out in support of the meeting.

Ms. Joannette Thomas led the group in an overview of "What is Title I and the following information was shared with the group:

- Title I is the largest federal assistance program for our nation's schools and the goal of Title I is higher quality of education for every child.
- The Title I program serves millions of children in elementary and secondary schools each year to include Stewart Elementary.
- The federal program provides funding to states each year from Title I.
- The school district identifies eligible schools and provides Title I funds.

Further, Mrs. Thomas addressed Parent's Rights consisting of the following:

- Parents should be involved and request regular meetings to express his or her opinions and concerns.
- Parents should be provided information on their child (ren) level of achievement on assessments like FSA (FASA) in reading/language arts, mathematics, and science.
- Parents should receive information on the qualifications of their child's teacher and be informed if their child is taught by a non-highly qualified teacher for four or more consecutive weeks.

Continuing on, Mrs. Thomas shared the purpose of the District Parental Involvement Plan and the important role parents play in the development of the plan. She emphasized how each school district receives Title I, Part A funds and to develop jointly with, agree with, and distribute to parents of participating children in Title I schools a written parental involvement plan.

Mrs. Thomas along with Mr. Kevin Ward shared the importance of the Parental Involvement Policy Requirements and the Parent Teacher Compact sharing the points below:

- Convene an annual meeting to inform parents of Title I requirements and their rights to be involved in the Title I program.
- Offer flexible meeting times to parents to maximize participation.
- Parent Teacher Compact and the role of the teacher, student and parent/guardian as it relates to the Parent Teacher Compact.

From a different note, Mr. Kevin Ward gave an overview of the Florida State Standards framework of the curriculum taught at Stewart Street Elementary school consisting of:

- Reading
- Journey's (Title I supplement with I-Ready)
- Mathematics
- Go Math (Title I supplement with I-Ready)
- Writing – I Ready
- Science - Florida Interactive

Moreover, Ms. Anderson and Mr. Germany led a discussion with the group on the impact of (SAC) School Advisory Council in making sure parents are a part of an on-going process. The following areas were discussed below:

- Every school in Florida has a school advisory council comprised of parents, community partners, faculty, and staff.
- The purpose of the Hartsfield SAC is to monitor and encourage continuous school improvement. The advisory council is the driving force behind the school improvement process by overseeing the school's needs assessment, school improvement budget, planning, development, and review of the School Improvement Plan (SIP), and annual SIP reporting and evaluation.
- The SAC team meets monthly.
- The SAC is advisory in nature, but is integral in decision-making process in the following ways such as defining goals for the school improvement process, assessing educational needs, establishing priorities, planning programs, and reviewing budgets, all of which are in the school improvement planning cycle.



Last but not least, a discussion was made to the group involving the development of the 2017-2018 School Advisory Committee. After much discussion of what is comprised of a SAC Advisory Council was comprised of the group were given an opportunity to volunteer for the various roles of the SAC Advisory Council.

The areas of Chair, Vice Chair, Secretary, and Parliamentarian were placed on the floor, and volunteers from the group raised their hands to serve in the positions. The votes from the floor were unanimous for each position, and the following officers were elected below:

**2017-2018 Elected Officers:**

**Chair:**

Mimi Robinson  
405 Strong Road Apt 111-4c  
Quincy Florida 32351  
850-627-1288 (h)  
850-445-7229 (c)  
robinson\_m28@yahoo.com

**Vice Chair:**

Michelle Hogue  
20 Hogue Landing Lane  
Quincy Florida 32351  
850-570-2363  
HoguePulu@aol.com

**Secretary:**

Samantha Starks-Harrison  
P.O Box 1792  
Quincy Florida 32353  
850-694-1855 (c)  
850-245-9917 (w)  
SFSHARRISON@hotmail.com

**Parliamentarian:**

Mechelle Robinson  
645 E Circle Drive  
Quincy Florida 32351  
850-491-5012  
renamechelle777@yahoo.com

## **Role of a Parliamentarian**

A Parliamentarian is an expert in rules of order and the proper procedures for the conduct of meetings of deliberative assemblies. Parliamentarians assist organizations in the drafting and interpretation of bylaws and rules of order, and the planning and conduct of meetings.

## **Drafting and Interpreting Bylaws**

Bylaws define the make-up, governance, rights and responsibilities of a given organization and its members. They also define specific rules, which may be unique to an organization, which cannot be suspended, but must be adhered to.

Bylaws must be legislatively compliant with the laws governing the organization.

When a parliamentary authority has been adopted, such as the current edition of Robert's Rules of Order Newly Revised, the parliamentary authority provides clear definition of many of the rules of order and procedures which the organization does not have to try and recreate in the bylaws, except for those specific cases where there is a variance or when the organization does not want the rule to be able to be suspended.

Parliamentarians assist the organization in drafting and interpreting bylaws, specific to the needs of the organization. Working with the organization's legal council, the parliamentarian will ensure that the bylaws are legislatively compliant.

## **Meeting and Convention Planning**

Parliamentarians are often called upon to assist organizations in planning meetings or conventions. Most of the items that must be considered are listed on a checklist under the “Meeting Checklist” tab. In the planning for the meeting, the agenda will specify the proper sequence of events, but consideration must also be given to such things as proper protocol, say in the presentation or introduction of various attendees, opening ceremonies, seating, etc. The parliamentarian is of special use in the preparation of scripts for the chair, credentials reports and considerations, election forms and reports, and the processes in the consideration of motions and bylaw amendments.

## **Serving as Parliamentarian at Meetings**

The role of the parliamentarian at a meeting is to be a resource to the chair, to assist the chair in the conduct of the meeting. The parliamentarian sits adjacent to the chair and unobtrusively gives the chair help, guidance and support during the meeting. The chair can and should consult with the parliamentarian when not certain on how to rule on a question or proceed in the circumstances.

## **ARTICLE VI: DUTIES OF OFFICERS**

**SECTION 1:** The Chair shall preside at all meetings of the Council and the executive committee at which he/she may be present and shall perform such other duties as



may be prescribed in these bylaws or assigned to him/her by the Council. In addition the Chair:

- a) Shall coordinate the work of the officers and committees formed by the Council to promote school improvement.
- b) Shall coordinate the SAC meeting agenda.
- c) Shall monitor SAC membership for vacancy replacement.

**SECTION 2:** The Vice-Chair/Co-chair shall act as an aide to the chair and shall perform the duties of the chairman on the absence or disability of that officer.

**SECTION 3:** Treasurer (if there is no treasurer, then the vice-chair shall assume the duties of the treasurer)

- a) The treasurer shall work with the school bookkeeper to track all approved expenditures. This includes notifying Council of current balances of SAC funds, watching budgeted items, collecting and maintaining data on approved expenditures, and collecting the reports on how much is actually spent.

**SECTION 4:** The Secretary shall record the minutes of all meetings of the Council and shall perform such duties as may be delegated to him/her.

- a) SAC minutes will be available for public inspection and kept on school premises.

b) SAC minutes will record attendance and decisions made by the Council.

**SECTION 5:** Corresponding Secretary shall distribute the SAC minutes and agenda, and perform such duties as may be delegated to him/her. If there is no corresponding secretary, then the secretary shall assume the duties of the corresponding secretary.

Meeting Adjourned:           **6:00 p. m.**

Next Meeting:               **TBA**

## School Advisory Council Membership Roster

School Year 2017-2018 School GW Munroe Elementary  
 Telephone # (850) 875-8800  
 Principal Signature Dr. Ronald Peterson Date 9/27/17  
 SAC Chairperson's Signature Phyllis Campbell Date 9/21/17

Name	Address	Phone #	Sex	Race	Position	Method of Selection*
Phyllis Campbell	1735 Post Plant Rd. Quincy, Florida 32352	850-274-2350	F	B	Chairperson	Elected
Rachelle Hall	325 Circle Dr. Quincy, Florida 32351	850-320-5998	F	B	Secretary	Elected
Leticia Brady	59 Strong Rd. Quincy, Florida 32351	850-627-1809	F	B	Parliament.	Elected
Wendy Gee	360 Dusty House Rd. Quincy, Florida 32352	850-509-6370	F	B	Parent	Elected
Zelma Kelly	4653 Pt. Milligan Rd. Quincy, Florida 32352	850-898-2605	F	B	Parent	Elected
Maritza	2215 W. Jefferson St. # 19 Quincy, Florida 32351	850-591-2305	F	H	Parent	Elected
Keyanna McMillian	38 Pine Tree Lane Quincy, Florida 32351	850-210-3920	F	B	Parent	Elected
Michelle Moore	1830 W. King St. Quincy, Florida 32351	850-875-8800	F	B	Para	Elected
Queyli Torres	826 S. Cleveland St. Quincy, Florida 32351	850-363-3859	F	H	Parent	Elected
Katisha Hitchman	295 David Thomas Lane Quincy, Florida 32351	850-400-6297	F	B	Treasury	Elected
Carla Wells	1830 W. King St. Quincy, Florida 32351	850-875-8800	F	B	Asst. Principal	Appointed
Dr. Ron Peterson	1830 W. King St. Quincy, Florida 32351	850-875-8800	M	B	Principal	Appointed
Gwendolyn Forehand	318 Dusty House Rd. Quincy, Florida 32352	850-627-3116	F	B	Grandparent	Elected
Charles Bush	1105 W. King St Quincy, Fl. 32351	(850) 627-3788 (850) 322-0385	M	B	Vice-Chair	Elected





# GEORGE W. MUNROE ELEMENTARY SCHOOL

*"Together Everyone Achieves More"*

1830 W. King Street • Quincy, FL 32351  
Telephone: (850) 875-8800 • Fax: (850) 875-8805

<http://www.gwmes.gcps.k12.fl.us>

**Ronald Peterson**  
Principal

**Mrs. Carla Wells**

Assistant Principal  
Advisory Council Meeting  
Monday, September 18, 2017  
6:45 P. M.

Administrator Ronald Peterson opened the meeting with greetings to all parents and staff. The purpose of tonight's meeting is to elect the School Advisory Council (SAC) members.

Dr. Peterson explained that the School Advisory Council (SAC) is a school-based group intended to represent the school, the community, and those persons closest to the students that shares responsibility for supporting the school's continuous improvement. The district school board is responsible, by Florida law, for establishing an advisory council for each school in the district and developing procedures for the election and appointment of advisory council members.

The Council members represent teachers, education support employees, students, and parents shall be elected by their respective peer groups at the school in a fair and equitable manner as follows:

1. Teachers shall be elected by teachers.
2. Education support employees shall be elected by education support employees.
3. Students shall be elected by students.
4. Parents shall be elected by parents.

The floor was opened for nomination of officers for the 2017-2018 School Advisory Council. Mrs. Carla Wells, Assistant Principal of Curriculum opened the floor for nominations for chairperson. Ms. Phyllis Campbell volunteered for the position of president for the 2017-2018 school year. Unanimous consent was received.

Mr. Charles Bush volunteered to serve as vice-chairperson of the School Advisory Council for the 2017-2018 school year with unanimous consent.

Ms. Roshell Hall volunteered to serve as secretary of the School Advisory Council for the 2017-2018 school year with unanimous consent.

Ms. Leticia Brady volunteered to serve as Parliamentarian of the School Advisory Council for the 2017-2018 school year with unanimous consent.

Mrs. Kafisha Hitchman volunteered as treasurer of the School Advisory Council for the 2017-2018 school year with unanimous consent.

The roles and responsibilities of the School Advisory Council was distributed to Council members.  
SEE ATTACHMENT.

Following appointment of officers, the administration and staff meet to discuss the plans for the Advisory Council. Other parents present along with staff were asked to join the School Advisory Council.

The announcement of the next scheduled meeting will convene October 17, 2017 at 6:00 p.m.

The meeting adjourned at 7:30 p.m.

## School Advisory Council Membership Roster

School Year 2017-2018 School West Gadsden Middle School

Telephone # (850) 442-9500

Principal Signature Sonya Jackson Date 09/28/17

SAC Chairperson's Signature Shelanda Shaw Date 09/28/17

Name	Address	Phone #	Sex	Race	Position	Method of Selection*
Sonya Jackson	200 Providence Rd. Quincy, Fl.	352-573-1692	FM	B	Principal	Appointed
Shelanda Shaw	1356 St. Hebron Rd. Quincy, Fl.	850-875-2832	FM	B	President/ Parent	Elected
Leydia Alvarado	188 Juniper Rd. Quincy, Fl.	850-510-8056	FM	H	V-President/ Parent	Elected
Michael Isaac	49 Pride Lane Gretna, Fl.	850-363-1829	M	B	Business Partner/ Parent	Elected
Claretha White	Martin Luther King Blvd. Quincy	850-933-1362 850-627-8878	FM	B	Community	Elected
Laura Cayetano	6446 Greensboro Hwy. Quincy, Fl.	850-274-2037 850-661-2514	FM	H	Parent	Elected
Ofelia Ortiz	621 Coleman Ave.	850-491-7779	FM	H	Parent	Elected
Annette Vickers	1008 W Clark Street Quincy, Fl.	850-510-6458	Fm	B	Treasure/Teacher	Elected
Daniel Macedo	6446 Greensboro Hwy. Quincy, Fl.	850-274-2037 850-661-2514	M	H	Student	Elected
Alex Aguin Ortiz	621 Coleman Ave.	850-491-7779	M	H	Student	Elected
Jaylin Isaac	49 Pride Lane Gretna, Fl.	850-363-1829	M	B	Student	Elected



West Gadsden Middle School  
Annual Title I Meeting Minutes  
School Library  
Thursday, September 28, 2017  
6:15 p.m.

- Introduction of agenda and program by Mrs. Joannette Thomas, Title I Supervisor. Thank you to the administration for allowing us to present to parents our Annual Title I meeting.
- The Title I staff present:
  - Mr. Demarius Price
  - Mrs. Joann Kimble
  - Mrs. Jacqueline Estrada
  - Mrs. Katrina Cloud
- The team presented the following information to parents about the Annual Title I meeting
  - How Title I funds are allocated to schools
  - The importance of Title I Funding and how it assists CPA school with staffing needs, books, technology, training and materials and supplies
  - Dissemination of the School Accountability Report (SPAR) made available to parents at the school and the district
- School Curriculum
  - The district uses the following curriculum:
  - Journey's (I-Ready Title Supplement) Every child has received a login ID and password. Students will have access to this educational tool. I-Ready is designed with the specific needs of the child. Parents are encouraged to have the student spend 15-20 minutes at home on the I-Ready tutorial
  - Mathematics (Go Math Title I Supplement) & Acaletics
  - Writing I-Ready
  - Science Florida Interactive
  - It was strongly urged that each parent connect with the SKYWARD parent portal to receive daily information regarding student's progress
- The Goal & Objective of The Parent and Family Engagement Policy
  - Each school will develop a Parent and Family Engagement Policy that will ensure
  - Increase parental involvement
  - Parents of Title I children will receive timely information about Title I
  - Engage parents in the educational process
  - Parents are the key to the success of our students we encourage each parent to become a volunteer, spend time reading with their children and let them know that you value education and expect them to do their best at all times

- You can help us help your child by becoming a member of the School Advisory Council, become a tutor, etc.
- **District Assessments – FSA, FAIR, FLKRS, and FSSA (Florida State Assessment, Florida Assessment for Instruction in Reading, Florida Kindergarten Readiness Screening, Florida Standards Alternative Assessment**
  - Each parent was given a copy of the State’s testing calendar in English and Spanish
  - Testing for students are on-going and we want to ensure that you are aware and what you as a parent should know and how to prepare your child to achieve at their highest level
- **21<sup>st</sup> Century Community Learning Centers**
  - Mrs. Thomas explained to parents that all elementary and middle schools will now offer before school from 7:30 a.m. – 8:30 p.m. Mon. – Fri.) After-school 4:00 – 6:00 p.m. (Mon. – Thurs.)
  - High school will hold after-school Tuesday – Thursday from 2:45 – 5:45 p.m.
  - Snacks and transportation is provided
  - If you are interested in your child participating please secure an application return it to your child’s school. If there is availability a space will be provided. Some of our schools have waiting lists but we are diligently working to serve all of our students.
  - 21<sup>st</sup> CCLC after-school provides homework assistance, project-based learning, enrichment activities in Science, Technology, and Math
- **School Advisory Councils**
  - By law the State of Florida requires each school to have a School Advisory Council (SAC) which is comprised of parents, students, teachers, civic organizations, businesses, etc.
  - Ms. Sonja Jackson and Ms. Cheryl Moody, Assistant Principal with the following staff: Michelle Taylor, Librarian, Ms. Salais, held the nomination of members for the School Advisory Council.
  - The results are listed below:
    - Shelanda Shaw, President  
1356 St. Hebron Road  
Quincy, FL 32352  
(850) 875-2832 (h) (850) 245-0327 (w) 850-524-7885 (mobile)
    - Leydia Alvarado, V-P  
188 Juniper Road  
Quincy, FL 32351  
(850) 510-8056 (mobile) (850) 413-1849 (w)

Annette Vickers  
1008 W Clark Street  
Quincy, FL 32351  
(850) 510-6458 (mobile)

Michael Isaac  
49 Pride Lane  
Gretna, FL 32332  
(850) 363-1829 (mobile)

Students  
Daniel Macedo  
Alex Aguin Ortiz  
Jaylin Isaac  
Jonathan Ortiz

- The roles and responsibilities of the School Advisory Council was distributed to parents.

➤ **Closing Remarks**

- School Board member Audrey Lewis informed the staff and parents that the Board was working on policy to assist in increasing a positive atmosphere on the campus to ensure safe learning environment
- Develop plans to work with parents and students to combat the issue of fighting
- Request assistance from Title I in acquiring incentives promoting attendance and good behavior.
- Thank you for coming we count it a privilege to serve you and your children as we move forward in changing the future of our schools
- We look forward to working with you and your children this year so let's make it work!!! Stronger together!



## School Advisory Council Membership Roster

School Year: 2017-2018

School: Gadsden Elementary Magnet School

Telephone #: (850) 627-7557

Principal Signature: \_\_\_\_\_

Date: 10/3/17

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

Date: 10/11/17

Name	Address	Phone #	Sex	Race	Position	Method of Selection*
Eddie Allen	2772 Mt. Pleasant Rd. Quincy, FL 32352	(850)856-5553	M	B	Chairperson	Elected
Cedric Chandler	559 Greensboro Hwy. Quincy, FL 32351	(850)442-6327 ext.4403	M	B	Vice Chair	Elected
Kecia Payton	631 S. Stewart Street Quincy, FL	(850)627-6030	F	B	Member	Elected
Latasha Dilworth-Porter	612 N. Bellamy Drive Quincy, FL 32351	(850) 510-6862	F	B	Member	Elected
Tonya Green	65 Monroe Creek Dr. Midway, FL 32343	(850)661-4038	F	B	Member	Elected
Timothy Cole	373 Ballfarm Rd. Quincy, FL 32352	(850)510-2485	M	B	Member	Elected
Richelle Robinson	2065 Woodward Rd. Quincy, FL 32352	(850)294-8715	F	B	Member	Elected
Gerald Powell	169 Pinebark Trail Midway, FL 32343	(850)933-3606	M	B	Member	Elected
Derilyn Dixon	405 Strong Rd. Apt. 105 A Quincy, FL 32351	(850)597-4791	F	B	Member	Elected
Ferneshea Gainous-Austin	1905 Martin L. King Blvd. Midway, FL 32343	(850)766-5894	F	B	Member	Elected
Morena Vasquez-Hernandez	2215 W. Jefferson St. Lot 9 Quincy, FL 32351	(850) 743-7338	F	H	Member	Elected
Catlerin Mendez	150 Hogue Landing Lane Quincy, FL 32351	(850)702-8021	F	H	Member	Elected
Lola Fulmer	228 Pt. Milligan Rd. Quincy, FL 32351	(850)766-6091	F	W	Member	Elected
Matthew Fulmer	228 Pt. Milligan Rd. Quincy, FL 32351	(850)766-6091	M	W	Member	Elected
Jari Lewis	1285 Jameson Rd. Havana, FL 32333	(850)627-7557	F	B	Member	Elected
Allysun Davis	500 W. King Street Quincy, FL 32351	(850)627-7557	F	B	Member	Appointed
Julius Ervin	921 3 <sup>rd</sup> Street Quincy, FL 32351	(850) 567-3192	F	B	Member	Elected

**Gadsden Elementary Magnet School  
500 West King Street  
Quincy, FL 32351  
Allysun Davis, Principal**

**School Advisory Council Minutes  
8/29/17**

The meeting was called to order by the Principal, Ms. Allysun Davis. The Principal began by thanking each of the parents for coming to the meeting and volunteering to be a part of the school's advisory council.

Ms. Davis introduced each of the staff members and gave them the opportunity to give brief descriptions of their job responsibilities.

Ms. Davis gave a brief overview of SACS, duties of SACS officers (Chairperson, Vice-Chair, Secretary, & Parliamentarian) and described some of the accomplishments from the prior year.

The parents were provided assessment data and anticipated goals for the 2017-2018 school year.

Elections yielded the following results:

Chairperson	Reverend Eddie Allen
Vice-Chairperson	Cedric Chandler
Secretary	Richelle Robinson
Parliamentarian	Gerald Powell

The chairperson informed the committee members that notification of future meetings would be announced. The meeting adjourned.

**Members Present:** Gadsden Elementary Magnet School Faculty, Staff, students and parents



**Gadsden Elementary Magnet School  
500 West King Street  
Quincy, FL 32351  
Allysun Davis, Principal**

**School Advisory Council Minutes  
8/29/17**

The meeting was called to order by the Principal, Ms. Allysun Davis. The Principal began by thanking each of the parents for coming to the meeting and volunteering to be a part of the school's advisory council.

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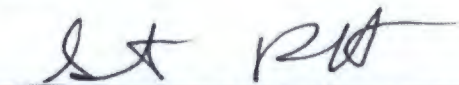
**Members Present:** Gadsden Elementary Magnet School Faculty, Staff, students and parents




**Gadsden County  
School Advisory Council Membership Roster**

School Year **2017-2018**  
**Greensboro Elementary School**

Telephone # 442-6327

Principal's Signature  Date 10-2-2017

SAC Chairperson's Signature  Date 10-2-2017

Name	Address	Phone #	Sex	Race	Position	Method of Selection
Letina Pride-Gedeo	6244 Flat Creek Rd Chattahoochee Fl 32324	728-9249	F	B	Chairperson	Elected
Sherinika Wilson	61 Dogwood Dr Gretna Fl 32332	491-8942	F	B	Parent	Elected
Tarmeka Thomas	75 Betty Boo Ln Gretna Fl 32332	491-9602	F	B	Parent	Elected
Maria Flores	91 Dering Ln Quincy Fl, 32351	694-5623	F	H	Parent	Elected
Rosalvia Ortiz	121 Julio Rd Greensboro Fl 32332	559-1733	F	H	Parent	Elected
Martha Trejo	374 Strom Rd Quincy, Fl, 32351	442-6117	F	H	Parent	Elected
Leslie Childress	P.O. Box 905 Quincy Fl, 32351	509-0750	M	W	Parent	Elected
Stephen Pitts	559 Greensboro, Hwy, Quincy, Fl, 32351	442-6327	M	W	Principal	Appointed
Dawn Weeks	559 Greensboro, Hwy, Quincy, Fl, 32351	442-6327	F	W	Media Specialist	Appointed
Gloria Castenada	559 Greensboro, Hwy, Quincy, Fl, 32351	442-6327	F	H	Teacher	Appointed
Sycamore Methodist Church Sharon Bentley	3246 Sycamore Rd. Quincy, Florida 32351	442-4543	M	W	Business Partner	Appointed
Greensboro United Methodist Church Patsy Pitts	PO Box 226 Greensboro, FL 32330	442-4491	F	W	Business Partner	Appointed
Pine Bloom Primitive Baptist Church Barry Young	PO Box 556 Greensboro, Fl 32330	408-4821	M	B	Business Partner	Appointed



**Stephen Pitts**  
Principal

# **Greensboro Elementary**

*Home of the Bulldogs*



**Zola Akins**  
Assistant Principal

**September 7, 2017 GES SAC's Meeting**

**Time: 5:30 P.M.**

**Location: GES Media Center**

## **Minutes:**

The meeting was called to order at exactly 5:35 p.m. by Mr. Stephen Pitts Greensboro Elementary School's principal. This was the school's first sac's meeting for 2017-2018 school years so no old business was discussed.

## **New Business:**

The council discussed the school grade. They discussed a parental involvement plan (PFEP) for the new school year and ways parents can help students at home.

**Comments:** The council members stated that they would like to see more parental involvement workshops being held at the school in the areas of helping your child become a better reader, helping your child with homework, Parents night out and getting your child involved with the public library.

559 Greensboro Highway

Quincy, Fl 32351

Phone 850 442-6327

Fax 850 442-9524

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## School Advisory Council Membership Roster

School Year 2017-2018

School Carter-Parramore Academy

Telephone # 850-627-6030

Principal Signature 

Date 10/6/17

SAC Chairperson's Signature 

Date 10/3/17

Name	Address	Phone #	Sex	Race	Position	Method of Selection*
Randy Arnold	3763 Miccosukee Road Tallahassee, Florida 32308	345-7591	M	B	Community	Elected
Arrie Battles	919 Hardin Street Quincy, Florida 32351	570-1296	F	B	Community	Elected
Kaleena Bright	150 W.L. Martin Road Chattahoochee, Florida 32324	590-9737	F	B	Parent	Elected
Latodd Dukes	117 Dorsey Lane Quincy, Florida 32351	662-4295	M	B	Parent	Elected
Keysha Evans	4343 Mt. Pleasant Road Quincy, Florida 32352	627-6030	F	B	Parent	Elected
Ladrecia Figgers	205 Marshall Street Quincy, Florida 32351	322-6923	F	B	Parent	Elected
Charles Flowers	799 Friday Road Quincy, Florida 32351	766-2883	M	B	Parliamentary	Elected
Edgar Griffin	631 Stewart Street Quincy, Florida 32351	627-6030	M	B	Behavior Specialist	Elected
Jeanne Gunn	631 Stewart Street Quincy, Florida 32351	627-6030	F	B	Guidance Counselor	Elected
Tony Hannah	P.O. Box 481 Quincy, Florida 32351	556-3055	M	B	President	Elected
Frances Harrell	631 Stewart Street Quincy, Florida 32351	627-6030	F	B	S.A.C. Secretary	Elected
Subrenna Jackson	414 Lincoln Dr. Chattahoochee, Florida 32334	556-3835	F	B	Parent	Elected
Avonette Henry	635 S. Cleveland Street Quincy, Florida 32351	662-4934	F	B	Parent	Elected
Nahketah Kirkland	631 Stewart Street Quincy, Florida 32351	627-6030	F	B	Instructor	Elected
Angela Phillips	10586 Hardaway Highway Quincy, Florida 32332	510-9120	F	B	Parent	Elected
Kenya Ray	388 Charlie Loop Quincy, Florida 32351	728-0917	F	B	Parent	Elected
Evelyn Rollins	P.O. Box 688 Gretna, Florida 32332	856-5520	F	B	Parent/ Community	Elected
Emanuel Sapp	P.O. Box 1308 Quincy, Florida 32351	508-2447	M	B	Community	Elected
Hakim Smith	231 S.W. 5 <sup>th</sup> Street Havana Florida	539-6814	M	B	Vice President	Elected
Simone Smith	185 Carter Road Quincy, Florida 32351	242-6062	F	B	Parent	Elected
Nancy Sierra	32 M.L.K. Blvd Quincy, Florida 32351	627-9651	F	B	District	Elected



<b>Pauline West</b>	<b>631 Stewart Street Quincy, Florida 32351</b>	<b>627-6030</b>	<b>F</b>	<b>B</b>	<b>Principal</b>	<b>Appointed</b>
<b>Dorothy Woods</b>	<b>35 MLK Quincy, Florida 32351</b>	<b>627-9651</b>	<b>F</b>	<b>B</b>	<b>Parent</b>	<b>Elected</b>
<b>Shereka Williams</b>	<b>631 Stewart Street Quincy, Florida 32351</b>	<b>627-3145</b>	<b>F</b>	<b>B</b>	<b>Instructor</b>	<b>Elected</b>

**Carter-Parramore Academy**

**School Advisory Council Membership Roster**

**September 20, 2017**

**Officers: (Acting Officers)**

**Rev. Tony Hannah- President**

**Mr. Hakim Smith- Vice President**

**Ms. Frances Harrell- Secretary**

**Mr. Charles Flowers- Treasurer**

**Mrs. Debra Lewis Safford- Parliamentarian**

**Members:**

**Rev. Tony Hannah**

**P.O. Box 481**

**Quincy, Florida 32351**

**(Community Person)**

**Mr. Hakim Smith**

**231 S.W. 5<sup>th</sup> Street**

**Havana, Florida 32333**

**(Community Person)**

**Ms. Frances Harrell**

**631 Stewart Street**

**Quincy, Florida 32351**

**(School Personnel)**

**Mr. Charles Flowers**

**799 Friday Road**

**Quincy, Florida 32352**

**(Community Person)**

**Mrs. Debra Lewis Safford**

**631 Stewart Street**

**Quincy, Florida 32351**

**(School Personnel)**

**Mr. Randy Arnold**  
3763 Miccosukee Road  
Tallahassee, Florida 32308  
(Community Person)

**Mrs. Arrie Battles**  
919 Hardin Street  
Quincy, Florida 32351  
(Community Person)

**Ms. Kaleena Bright**  
150 W.L. Martin Road  
Chattahoochee, Florida 32324  
(Parent)

**Ms. Keysha Evans**  
4343 Mt. Pleasant Road  
Quincy, Florida 32352  
(Parent)

**Ms. Myra Grant**  
631 Stewart Street  
Quincy, Florida 32351  
(Assistant Principal)

**Mr. Edgar Griffin**  
631 Stewart Street  
Quincy, Florida 32351  
(Behavior Specialist)

**Mrs. Jeanne Gunn**  
631 Stewart Street  
Quincy, Florida 32351  
(Guidance Counselor)

**Ms. Stacy Henderson**  
631 Stewart Street  
Quincy, Florida 32351  
(Instructor)

**Ms. Avonette Henry**  
635 S. Cleveland Street  
Quincy, Florida 32351  
(Parent)

**Mrs. Rolanda Jackson**  
35 MLK Blvd.  
Quincy, Florida 32351  
(District Representative)

**Ms. Nahketah Kirkland**  
631 Stewart Street  
Quincy, Florida 32351  
(Reading Coach)

**Ms. Angela Phillips**  
10586 Hardaway Highway  
Gretna, Florida 32332  
(Parent)

**Ms. Kenya Ray**  
388 Charlie Loop  
Quincy, Florida 32351  
(Parent)

**Ms. Evelyn Rollins**  
P.O. Box 688  
Gretna, Florida 32332  
(Community/Parent)

**Mr. Emanuel Sapp**  
P.O. Box 1308  
Quincy, Florida 32351  
(Community)



**Mrs. Debra Safford**  
**631 Stewart Street**  
**Quincy, Florida 32351**  
**(School Personnel)**

**Ms. Nancy Sierra**  
**35 M.L.K. Blvd**  
**Quincy, Florida 32351**  
**(District/ Community)**

**Ms. Pauline West**  
**631 Stewart Street**  
**Quincy, Florida 32351**  
**(Principal)**

**Mrs. Shereka-Hutley Williams**  
**631 Stewart Street**  
**Quincy, Florida 32351**  
**Behavior Specialist**  
**(Hope Academy)**