

AGENDA

REGULAR SCHOOL BOARD MEETING

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

July 28, 2009

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. June 23, 2009, 4:00 p.m. – School Board Workshop
 - b. June 23, 2009, 6:00 p.m. – Regular School Board Meeting
 - c. July 14, 2009, 4:00 p.m. – Student Hearing
 - d. July 14, 2009, 5:00 p.m. – Student Hearing
 - e. July 14, 2009, 6:00 p.m. – Special Board Meeting

ACTION REQUESTED: The Superintendent recommends approval.
6. PERSONNEL MATTERS (resignations, retirements, recommendations, leaves of absence, terminations of services, volunteers, and job descriptions)
 - a. Personnel 2008 – 2009 – **SEE PAGE #5**

ACTION REQUESTED: The Superintendent recommends approval.
 - b. Personnel 2009 – 2010 – **SEE PAGE #7**

ACTION REQUESTED: The Superintendent recommends approval.

7. BUDGET AND FINANCIAL TRANSACTIONS

- a. Approval of bills and vouchers - See back-up material

ACTION REQUESTED: The Superintendent recommends approval.

- b. Request Board's Permission to Advertise for a Tentative Budget Hearing
SEE PAGE #9

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

8. CONTRACT/PROJECT/GRANT APPLICATIONS

- a. Contract with Independent Contract (Music Therapist) – **SEE PAGE #11**

Fund Source: IDEA

Amount: \$19,000.00

ACTION REQUESTED: The Superintendent recommends approval.

- b. Memorandum of Agreement Between Redlands Christian Migrant Association (RCMA) Head Start and Gadsden County School Board – **SEE PAGE #13**

Fund Source: FEFP Dollars for therapy provided to identified children

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- c. Memorandum of Understanding – Elder Care Services Foster Grandparent Program and Gadsden County School Board – **SEE PAGE #16**

Fund Source: IDEA

Amount: \$50,000.00 for twelve months (\$4,410.00 per month)

ACTION REQUESTED: The Superintendent recommends approval.

- d. Memorandum of Understanding – Foster Care Services Foster Grandparent Program and Gadsden County School Board Head Start PreK – **SEE PAGE #22**

Fund Source: IDEA – Federal Funds

Amount: \$7,200.00 for twelve months (\$600.00 per month)

ACTION REQUESTED: The Superintendent recommends approval.

- e. Medicaid Administrative Claiming – **SEE PAGE #28**

Fund Source: Medicaid

Amount: \$9.00 per random sampling form

ACTION REQUESTED: The Superintendent recommends approval.

- f. Contracted Services with Speech/Language Pathologist Joy Scharein & The Gadsden County School Board – **SEE PAGE #36**
- Fund Source: FEFP Dollars
Amount: \$63,000.00
- ACTION REQUESTED: The Superintendent recommends approval.
- g. Contract Between The School Board of Gadsden County, Florida and Art Therapist – **SEE PAGE #42**
- Fund Source: IDEA
Amount: \$15,500.00
- ACTION REQUESTED: The Superintendent recommends approval.
- h. Vision Services For Exceptional Students – **SEE PAGE #47**
- Fund Source: FEFP Dollars
Amount: \$32,500.00 (est.)
- ACTION REQUESTED: The Superintendent recommends approval.
- i. Contract with Independent Contractor (Kurt LaRose) – **SEE PAGE #52**
- Fund Source: IDEA
Amount: \$15,000.00 (est.)
- ACTION REQUESTED: The Superintendent recommends approval.
- j. Contract with Behavior Management Consultants, Inc. & Gadsden County School Board – **SEE PAGE #61**
- Fund Source: Individuals with Disabilities Education Act (IDEA)
Amount: \$150,000.00 (est.)
- ACTION REQUESTED: The Superintendent recommends approval.
- k. Exceptional Student Education Policies and Procedures (SP& P)
SEE ATTACHMENT
- Fund Source: N/A
Amount: N/A
- ACTION REQUESTED: The Superintendent recommends approval.
- l. 2009 – 2010 Dick Hower Center Child Care Contract – **SEE PAGE #70**
- Fund Source: Federal
Amount: \$213,506.00
- ACTION REQUESTED: The Superintendent recommends approval.
- m. 2009-2010 GCS's Head Start Refunding Application – **SEE PAGE #92**
- Fund Source: Federal
Amount: \$1,989,231.00
- ACTION REQUESTED: The Superintendent recommends approval.

9. BIDS

- a. Paper, MultiPurpose Business Grade – Bid #0910-07 – **SEE PAGE #150**

Fund Source: General
Amount: \$58,648.34

ACTION REQUESTED: The Superintendent recommends approval.

- b. Custodial Supplies – Bid #0910-09 – **SEE PAGE #153**

Fund Source: General
Amount: \$12,717.35

ACTION REQUESTED: The Superintendent recommends approval.

10. STUDENT MATTERS – **SEE ATTACHMENT**

- a. Student Transfers – See back-up material

ACTION REQUESTED: The Superintendent recommends approval.

ITEMS FOR DISCUSSION

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

- a. Approval of School Board Rule 2.25 (Job Description for Community Affairs/Public Relations Coordinator) – **SEE PAGE #158**

Fund Source: N/A
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

12. EDUCATIONAL ITEMS BY THE SUPERINTENDENT

13. SCHOOL BOARD REQUESTS AND CONCERNS

14. ADJOURNMENT

The School Board of Gadsden County

Reginald C. James
SUPERINTENDENT
OF SCHOOLS

35 MARTIN LUTHER KING, JR. BLVD.
QUINCY, FLORIDA 32351
TEL: (850) 627-9651
FAX: (850) 627-2760

www.gcps.k12.fl.us

July 28, 2009

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.

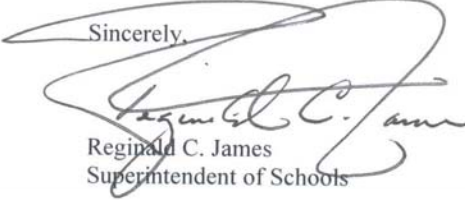
Item 6A Instructional and Non-Instructional Personnel 2008/2009

Item 6A Instructional and Non-Instructional Personnel 2009/2010

The following reflects the total number of full-time employees in this school district for the 2008/2009 school term, as of June 23, 2009.

<u>Description Per DOE Classification</u>	<u>DOE Object#</u>	<u>#Employees July, 2009</u>
Classroom teachers and Other Certified	120 & 130	435.50
Administrators	110	38.00
Non-Instructional	150, 160, & 170	417.00
		<u>885.50</u>

Sincerely,


Reginald C. James
Superintendent of Schools

Eric F. Hinson
DISTRICT NO. 1
HAVANA, FL 32333
MIDWAY, FL 32343

Judge B. Helms, Jr.
DISTRICT NO. 2
QUINCY, FL 32351
HAVANA, FL 32333

Isaac Simmons, Jr.
DISTRICT NO. 3
CHATTAHOOCHEE, FL 32324
GREENSBORO, FL 32330

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

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

BOARD MEETS FOURTH TUESDAY OF EACH MONTH
EQUAL OPPORTUNITY EMPLOYER

AGENDA 6A, INSTRUCTIONAL AND NON INSTRUCTIONAL 2008-2009

LEAVE OF ABSENCE

<u>Name</u>	<u>Beginning Date</u>	<u>Ending</u>
Bouie, Susan	03/13/2009	06/23/2009

RESIGNATIONS

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Castenada, Gloria*	GBES	Ed Paraprofessional	06/10/2009
Gil, Candida	SSES	Teacher	06/10/2009
Hill, Jhamilia	HMS	Teacher	06/10/2009
Mack, Miranda	EGHS	Teacher	06/10/2009
Range, Preferia	EGHS	Teacher	06/10/2009
Fitzgerald, Dorlean*	GBES	Custodial Assistant	06/23/3009

*Resigned to take another position in the district

AGENDA 6B, INSTRUCTIONAL AND NON INSTRUCTIONAL 2009-2010

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

INSTRUCTIONAL PERSONNEL

Annual Status

Gonzales, Maria Francisca
Harris, Kesandra
Jackson, Victoria
Mandella, Judith
Price, Kimberly
Soltes, Glenn

INSTRUCTIONAL PERSONNEL

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Bragg, Sarah	SJES	Teacher	08/17/2009
Buscaino, Mirafior	EGHS	Teacher	08/17/2009
Evans, Martina	SSES	Teacher	08/17/2009
Green, Timothy	JASMS	Teacher	08/17/2009
Hall, Selena	WGHS	Teacher	08/17/2009
Jeffries, Patrick	HES	Teacher	08/17/2009
Laudato, Larie	EGHS	Teacher	08/17/2009
Lloyd, Maria	EGHS	Teacher	08/17/2009
Marshall, Jean	WGHS	Teacher	08/17/2009
Merriex, Gwendolyn	SSES	Teacher	08/17/2009
Sullivan, Crystal	SJES	Teacher	08/17/2009
Uribe, Jorge	WGHS	Teacher	08/17/2009

NON INSTRUCTIONAL PERSONNEL

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Chisolm, Terrance	GBES	Custodial Asst.	08/03/2009
Fitzgerald, Dorlean	GBES	Custodian	07/01/2009
Hayes, Charlie	GBES	Custodial Asst.	08/03/2009

ADMINISTRATIVE PERSONNEL

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Belle-McGlockton, Joan	EGHS	Asst. Principal	08/03/2009
Habib, Gary	EGHS	Asst. Principal	08/03/2009
Jackson, Willie	EGHS	Asst. Principal	08/03/2009
Salaam, Omar	WGHS	Asst. Principal	08/03/2009

LEAVE OF ABSENCE

<u>Name</u>	<u>Beginning Date</u>	<u>Ending</u>
Betsey, Antwan	07/01/2009	01/06/2010
Holt, Brenda	08/17/2009	06/30/2010
Riley, Cynthia	07/01/2009	08/18/2009

RESIGNATIONS

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Jackson, Willie*	EGHS	ROTC	07/17/2009

*Resigned to take another position in the district

TRANSFERS**Location/Position****Location/Position**

<u>Name</u>	<u>Transferred From</u>	<u>Transferred To</u>	<u>Effective Date</u>
Galvin, Carla	WGHS/Reading Coach	CPA/GWM/Reading Coach	8/17/2009
Paul, Sharon	HMS/Teachers	CPA/Teacher	8/17/2009
Houston, Glenda	WGHS/Science	CPA/Teacher	8/17/2009
Weeks, Dawn	GBES/Teacher	GBES/CES/Lib Media	8/17/2009
Drayton, Cynthia	GRET/Teacher	CES/Teacher	8/17/2009
Roney, Cedric	GCA/Teacher	CES/Teacher	8/17/2009
Harris, Irene	Char ED/Secretary	CES/Secretary	8/03/2009
Linsangan, Myrna	SSES/Lib. Media	EGHS/Lib. Media	8/17/2009
Knight, Sarah	GWM/Reading Coach	EGHS/Reading Coach	8/17/2009
Brown, Germaine	JASM/Teacher	EGHS/Teacher	8/17/2009
Garguilo, Gloria	WGHS/Teacher	EGHS/Teacher	8/17/2009
Stokes, Lillie	HES/Behavior Spec	EGHS/Teacher	8/17/2009
Williams, Sarah	WGHS/Teacher	EGHS/Teacher	8/17/2009
Blondell, Enzor	EGHS/Office Manager	EGHS/Secretary	8/03/2009
Sawyer, Barbara	HES/Lib. Media	HMS\GEMS/Lib. Media	8/17/2009
Francis, Carolyn	EGHS/Reading Teacher	GWM/Reading Teacher	8/17/2009
Burns, Patricia	CPA/Teacher	GWM/Teacher	8/17/2009
McMilliam-Gatl, Patrica	WGHS/Teachers	GWM/Teacher	8/17/2009
Peterson, Brenda	GRET/Ed Para	GBES/Ed Para	8/14/2009
Leynes, Vivian	WGHS/Lib. Media	GRET/SJES/Lib. Media	8/17/2009
Formman, Keyshonara	GRET/Ed Para	CES/Ed Para	8/14/2009
Green, Carolyn	GRES-SJES/Lib. Media	HES/Lib. Media	8/17/2009
Swain, Mary	CES/ED. Para	HES/Ed Para	8/14/2009
McKeown, Diane	WGHS/Teacher	HMS/Teacher	8/17/2009
Miles, Claudia	WGHS/Teacher	JASMS/Teacher	8/17/2009
Samson, Marilyn	WGHS/Teacher	JASM/Teacher	8/17/2009
Holloway, Cynthia	WGHS/Teacher	JASM/Teacher	8/17/2009
Lanier, Mary	EGHS/Secretary	JASM/ Secretary	8/14/2009
Allison, Alma	EGHS/Lib. Media	SSES/Lib. Media	8/17/2009
Knight, Maurine	HES-GEMS/Lib. Media	WGHS/Lib. Media	8/17/2009
Hinson, Doris	HMS/GWM//Rd Coach	WGHS/Reading Coach	8/17/2009
Thompson, Roslyn	HMS/CPA/Art	WGHS/Art	8/17/2009
Price, Kimberly	JASM/Teacher	WGHS/Teacher	8/17/2009
Leon, Yasmeeen	JASM/Teacher	WGHS/Teacher	8/17/2009
West, Pauline	JASMS/Asst. Principal	WGHS/Asst. Principal	8/03/2009

RETIREMENT

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Drayton, Joseph	GBES	Teacher	03/10/2009
Mason, Brenda	SJES	Teacher	06/10/2009
Lewis, Dorothy	GRET	Teacher	06/30/2009
Wood, Margaret	GWM	Teacher	06/30/2009

Deceased

<u>Deceased</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Smith, Carolyn	JASMS	Sp/Lang Path.	06/24/2009

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7b

DATE OF SCHOOL BOARD MEETING: July 28, 2008

TITLE OF AGENDA ITEMS: Request Board's Permission to Advertise for a Tentative Budget Hearing

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

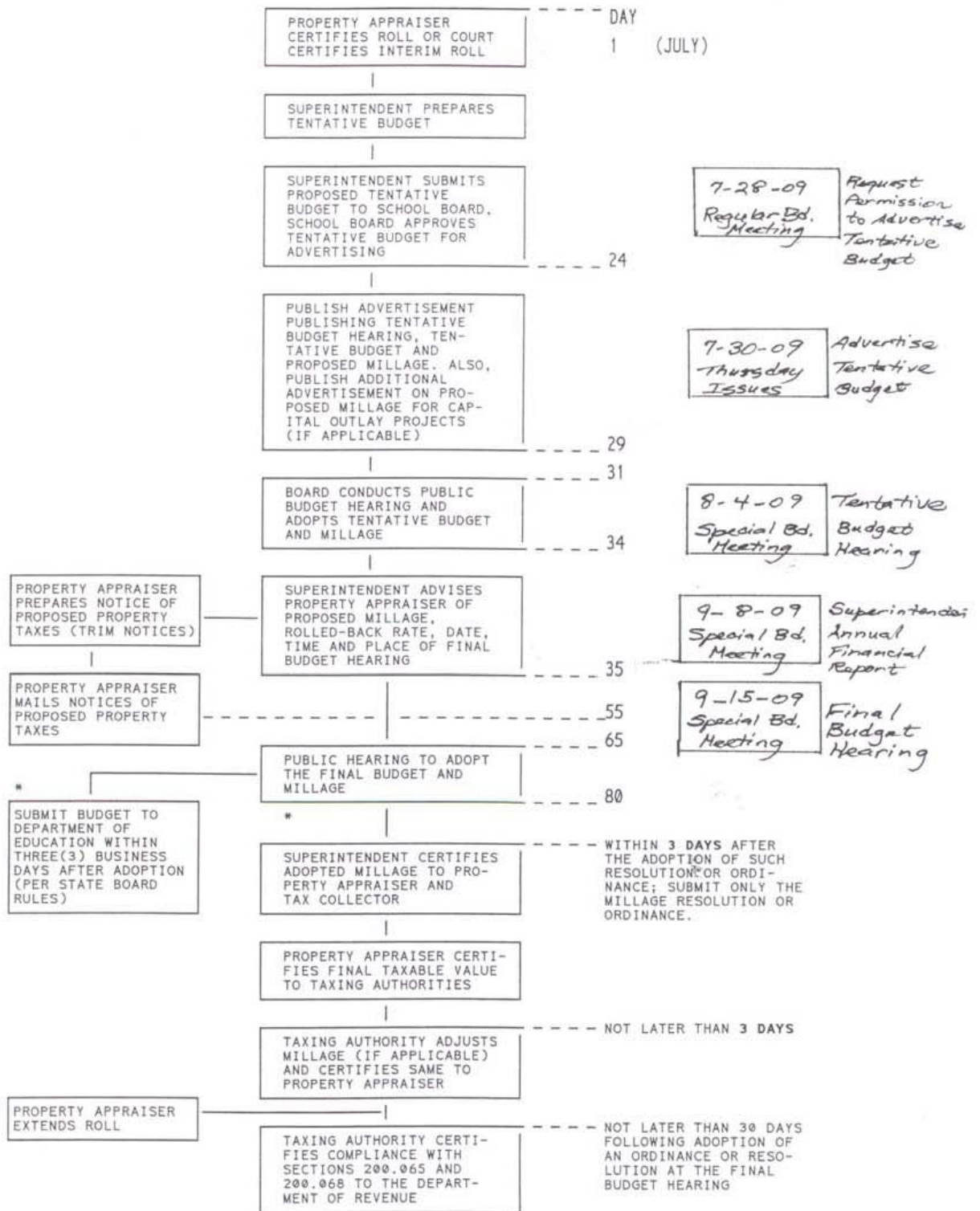
Pursuant to Section 1011.03 Florida Statutes, permission is requested from the Board to advertise for a Tentative Budget Hearing scheduled for Tuesday, August 4, 2009 at 6:00 p.m.

PREPARED BY: Bonnie B. Wood

POSITION: Assistant Superintendent for Business Services

SCHOOL BOARD TRIM TIMETABLE

REVISED



* IMPORTANT: PLEASE NOTICE THE DIFFERENCE BETWEEN 3 WORKING DAYS FOR SUBMISSION TO THE DEPARTMENT OF EDUCATION AND 3 DAYS FOR SUBMISSION TO THE PROPERTY APPRAISER AND TAX COLLECTOR

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8a

DATE OF SCHOOL BOARD MEETING: July 28, 2009

TITLE OF AGENDA ITEM: Contract with Independent Contract (Music Therapist)

DIVISION: Exceptional Student Education

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

PURPOSE AND SUMMARY OF ITEM:

This contract provides music therapy for students with moderate to severe disabilities at George W. Munroe Elementary, Stewart Street Elementary, East Gadsden High School, Shanks Middle School and other schools as necessary.

FUND SOURCE: **IDEA**

AMOUNT: **\$19,000.00**

PREPARED BY: *Wilma Jackson, Director*
POSITION: *Exceptional Student Education*

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 1

CHAIRMAN'S SIGNATURE: page(s) numbered 1

Be sure that the COMPTROLLER has signed the budget page.

This form is to be duplicated on light blue paper.

Proof read by: *Millie Anderson*

2009 JUL 15 PM 12:40
GADSDEN SCHOOL BOARD
OFFICE OF ASSISTANT
SCHOOL BOARD

GADSDEN COUNTY SCHOOL DISTRICT
EXCEPTIONAL STUDENT EDUCATION
CONTRACT WITH INDEPENDENT CONTRACTOR
2009-2010 Fiscal Year

Misti Plank, MM.MT-BT, Owner/Director
HEALING HEARTS MUSIC THERAPY SERVICES
4127 MCLEOD DRIVE TALLAHASSEE, FL 32303
(850)-212-5405

Contract for Music Therapy Services

Dates of Services: August 2009 through June 2010

Services Provided for Gadsden County Schools:

- Individual and group therapy sessions will be delivered by a Board-Certified Music Therapist.
- Sessions will last 30 minutes long.
- The therapist will travel from school to school to deliver therapy sessions. Travel time will be included in the day of services.
- Each session will be designed by the therapist according to the students' specified needs.
- Feedback addressing the students' progress will be provided to the staff as requested.
- For each session involving direct student contact, time will be spent on planning, preparing sessions, and documentation of progress on each student.
- All materials and musical equipment will be provided by Healing Hearts.

Fee Schedule:

The music therapist will deliver two days of music therapy sessions at a rate of **\$250.00** per day. Students will be assigned by the ESE office and teachers in the school setting. Approximately 8 sessions will be delivered in one day of services between the hours of 8:30 am-1:30 pm.

Signature of Music Therapist

Misti Plank, MM, MT-BC

Date

Signature of Approval

Wilma Jackson, Director Exceptional Student Education

Date

THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA

BY: _____
Judge B. Helms, Jr., CHAIRMAN

Date

ATTEST: _____
REGINALD C. JAMES, SUPERINTENDENT

Date

Notice to Vendor/Contractor: By acceptance of a contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34, Section 80.36(i) Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be effected and the basis for settlement will be decided by the Gadsden County School Board.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8b

Date of School Board Meeting: **July 28, 2009**

TITLE OF AGENDA ITEM: **MEMORANDUM OF AGREEMENT BETWEEN REDLANDS CHRISTIAN MIGRANT ASSOCIATION (RCMA) HEAD START AND GADSDEN COUNTY SCHOOL BOARD.**

DIVISION: **EXCEPTIONAL STUDENT EDUCATION**

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

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

Requirements of the Individual with Disabilities Act specify that school districts must provide services to (3) three year old children with disabilities on their third (3rd) birthday. This agreement allows for the provision of services for identified students at the RCMA Head Start. It also allows for the exchange of information between our two agencies.

FUND SOURCE: **FEFP dollars for therapy provided to identified children**
AMOUNT: **NA**
PREPARED BY: **Wilma Jackson** *W. Jackson*
POSITION: **Director Exceptional Student Education**

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered 2

Be sure that the COMPROLLER has signed the budget page.

This form is to be duplicated on light blue paper.

summary for
revised 0591

Proof read by: *Mellie E. Anderson*

2009 JUL 15 PM 12:40
GADSDEN SCHOOL BOARD
OFFICE OF ASSISTANT
CLERK
1000 11TH ST
GADSDEN, AL 36033

MEMORANDUM OF AGREEMENT
BETWEEN
RELANDS CHRISTIAN MIGRANT ASSOCIATION (RCMA) HEAD START
AND
GADSDEN COUNTY SCHOOL BOARD

Agreement made and entered in Gadsden County, Florida this 28th day of July 2009 by and between the County School Board hereinafter referred to as the Board and the RCMA Head Start Program, hereinafter referred to as Head Start.

PURPOSE:

The purpose of this agreement is to establish the responsibilities of the Board and Head Start relative to services for preschool children with disabilities. Both the Board and Head Start support the right of all children with disabilities to receive a free and appropriate public education including all necessary special education and related services in accordance with state and federal statutes and regulations.

RESPONSIBILITIES:

The following terms and conditions are agreed to by the Board and Head Start:

1. Head Start will be considered an appropriate placement for identified children with disabilities who meet the Head Start eligibility criteria and for whom placement in a self-contained preschool special education classroom would not provide the least restrictive environment.
2. Head Start placement will be considered for preschool children with disabilities when the Individual Educational Plan (IEP) indicates the need for stimulation and socialization with non-disabled peers.
3. Children are evaluated by the PreKindergarten Transdisciplinary Team and recommended for referral to The Head Start Program.
4. Consultation and evaluation services (speech, occupational therapy, physical therapy, psychological) will be provided to Head Start children upon referral to Child Find, consistent with school district procedures.
5. Head Start staff members will participate in the development and implementation of the Individualized Educational Plan (IEP) as appropriate.

6. Therapy services provided by the Board may be at the Head Start Center or a place designated by the Board. Procedures will be consistent with those specified in the Special Programs and Procedures for Exceptional Students. Transportation will be provided by the Board if services are provided at a public school site.
7. Head Start will provide appropriate classroom space for provision of therapy services, social services and parent involvement will be the responsibility of Head Start, consistent with each child's IEP.
8. Children with disabilities served in Head Start, who receive therapy services provided by the Board, will be considered dually enrolled in both agency programs. Records and reports will be shared by both agencies. Confidentiality and due process procedures will be maintained in accordance with the Head Start Performance Standards and Board regulations.
9. Head Start will make referrals to the Board (Exceptional Student Education/Student Services Department) of any known child suspected of having disabilities ninety (90) days prior to the child's third birthday or immediately for children 3-5 years of age.

This agreement shall apply to children who meet enrollment criteria for Head Start and are suspected or identified as disabled. It shall be effective July 1, 2009, continue until June 30, 2010. It may be canceled by mutual agreement of the parties or until either party cancels it by giving written notice of thirty (30) days.

COORDINATOR
RCMA HEAD START PROGRAM

DIRECTOR,
EXCEPTIONAL STUDENT EDUCATION

Date

Date

Judge B. Helms, Chairman

Date

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8c

Date of School Board Meeting: **July 28, 2009**

TITLE OF AGENDA ITEM: MEMORANDUM OF UNDERSTANDING - ELDER CARE SERVICES FOSTER GRANDPARENT PROGRAM AND GADSDEN COUNTY SCHOOL BOARD

DIVISION: **EXCEPTIONAL STUDENT EDUCATION**

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

PURPOSE AND SUMMARY OF ITEM:

(Type and Double Space)

The Gadsden County School Board has an agreement with Elder Care

Services Foster Grandparent Program to maintain forty-two (42) Foster

Grandparent volunteers to work with ESE students with disabilities at

various school settings.

FUND SOURCE: **IDEA - Federal Funded**

AMOUNT: **\$50,000.00 FOR TWELVE MONTHS (\$4,410.00 PER MONTH)**

PREPARED BY: **Wilma Jackson, Director** *WJ*
POSITION: **Exceptional Student Education** *W Jackson*

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

4 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 4

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the COMPTROLLER has signed the budget page.

This form is to be duplicated on light blue paper.

summary.for
revised 0591

Proof read by: Margaret D Bronson

2009 JUL 15 PM 12:41
GADSDEN SCHOOL BOARD
OFFICE OF ASSISTANT
SUPERINTENDENT

MEMORANDUM OF UNDERSTANDING

Elder Care Services, Inc., Foster Grandparent Program enters into this agreement with Gadsden County School Board (hereafter referred to as the Station) for the purpose of providing its Volunteers with meaningful service opportunities with clients of the Station. All services expected must conform to the regulations governing the National Foster Grandparent Program/Senior Companion Program as published in the Federal Register.

This agreement shall be in effect during the period of: July 1, 2009 to June 30, 2010

Each party has designated the following persons to serve as liaison for their respective organizations and all formal communications shall be conducted with their knowledge.

Station Representative:	<u>Wilma Jackson</u>
Position Held:	<u>Executive Director</u>
Program Representative:	<u>Mary Milton</u>
Position Held:	<u>Volunteer Coordinator</u>

Section I

Elder Care Services, Inc., Foster Grandparent Program agrees to:

1. Designate a Program Coordinator to serve as liaison with the Station.
2. Recruit, interview and enroll volunteer(s) to maintain **FORTY TWO (42)** volunteer position(s) at the Station. The volunteer(s) will provide services as directed by the Station to clients assigned to them by Station staff.
3. Provide 40 hours pre-service training and orientation to the volunteer(s) with assistance as needed from the Station. Provide orientation to volunteer station staff prior to placement of volunteers and at other times as needed.
4. Arrange or provide in-service training for volunteers at least once per month for four (4) hours with assistance as needed from the station.
5. Work with the Station supervisor of the volunteer(s) regarding the volunteers' interactions with clients according to criteria and procedures to be jointly agreed upon by the Station and the Program (Care Plan). It is understood that the Station has the authority to direct, schedule, instruct, and coordinate the activities of all volunteers assigned to it.
6. Provide initial background screening on the volunteers to include criminal background and name check by local law enforcement and FDLE, reference background check and employment if needed. Any other background checks desired by the station will be their responsibility. Any rechecks are also the responsibility of the stations.

7. Furnish adequate accident and liability insurance coverage as required by the Senior Service Corps guidelines.
8. Arrange physical examinations for all volunteers, initially prior to assignment, and annually thereafter.
9. In cooperation with the Program Advisory Council arrange, for appeal procedures to resolve problems arising between volunteers, the Station and/or the Program.
10. Retain full responsibility for the management and fiscal control of the project.
11. Insure a written Letter of Agreement is signed authorizing in-home service by the volunteer(s). Insure a plan specifying activities to be performed by the volunteer is current.
12. Provide the Station with a Statement of Service on a monthly basis.
13. Monitor travel site expense to insure that a limit of \$89 (@ 44.5 cents per mile) per volunteer per month, from home to the Station and between the duty sites is not exceeded. Amounts over the monthly limit will be billed on the monthly statement of service.
14. Establish a probationary period of three (3) months or 90 calendar days within which newly assigned volunteers shall be evaluated as to their performance. Acceptance of an assigned volunteer beyond this period shall constitute an agreement of satisfactory performance unless otherwise communicated in writing prior to the end of this probationary period.

SECTION II

Gadsden County School Board agrees to:

1. Designate Station Representative (above) to act as liaison with the Program.
2. Designate a person to supervise the day-to-day activities of the volunteer(s) and evaluate their performance. Assist in documenting performance problems of the volunteer and work with Program staff on determining and implementing corrective disciplinary procedures.
3. Inform the Program of the Station's acceptance of a volunteer at the end of the three (3) months probationary period. Further, the station should notify the Program of problems with the performance of any volunteer during the probationary period or at any time necessary for the satisfactory delivery of services to Station clients.
4. Direct and arrange schedules for the volunteer(s) that utilizes their skills and training.
5. Provide for adequate health and safety protection of volunteers. In consultation with the Program, make investigations and reports regarding accidents and injuries involving volunteers.
6. Assist the Program staff in responding to emergencies that may occur when volunteers are on duty.
7. Assist the Program in developing and implementing the necessary record keeping and communications systems required by both parties.

8. Collect and validate appropriate volunteer reports for submission to the Program, i.e., time sheets, travel vouchers, care plans, evaluations, etc.
9. Develop or utilize existing Care Plans with specific goals and objectives for services to each Station client.
10. Inform the Program in a timely fashion of problems that may develop between volunteers and Station staff or Station clients.
11. Allow the Program staff access to volunteer sites or client information as necessary in the conduct of the Program's monitoring responsibility, within the confidentiality restrictions imposed by the Station.
12. Facilitate each volunteer first visit when assigned to a new Station client.
13. Participate in training for Case Managers or other Station staff conducted or sponsored by the Program to improve the delivery of services to Station clients and to improve the communication and the relationship between the parties concerned.
14. Assist in recruitment, orientation instruction and other project related activities to enhance services to Station clients.
15. Have the right to request the Program to reassign the volunteer at any time.
16. Provide cash/in-kind contribution(s) in support of the Program:

<u>Budget Item</u>	<u>Amount</u>
1. <u>Volunteer Support</u>	<u>\$44,100.00 (\$4,410.00 per month)</u>

17. Ensure that Foster Grandparents serve in a volunteer capacity and verify that they will not displace paid or contracted employees.
18. Maintain programs and activities to which FGPs are assigned are accessible to persons with disabilities, limited English proficiency and provide reasonable accommodations to allow participation.
19. The volunteer station will not discriminate against FGPs on the basis of race, color, national origin, limited English proficiency, sex, age, political affiliation, religion, or disability.

SECTION III

The Program and Station Mutually agree:

- 1. Termination at will.

This Agreement may be terminated by either party upon no less than thirty (30) days written notice with or without cause.

- 2. Termination because of lack of funds.

In the event funds to finance this Agreement become unavailable, either party may terminate the Agreement upon no less than twenty (20) days notice in writing to the other party.

- 3. It is understood that the volunteer assignments are not contingent upon a voluntary donation from the station or upon a prescribed amount of donation unless a signed interagency agreement or cost-sharing has been developed.

- 4. Re-negotiation or modification.

Modifications of provisions of this Agreement shall only be valid when they have been reduced to writing and duly signed. The parties agree to re-negotiate this Agreement if Federal and/or State revision of any applicable laws or regulations make changes in this agreement necessary.

- 5. Special Provisions:

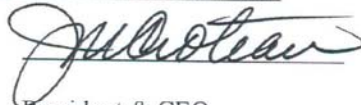
NONE

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed by their undersigned officials as duly authorized.

ELDER CARE SERVICES, INC.
SENIOR VOLUNTEER PROGRAMS

STATION

BY:



BY: _____

TITLE:

President & CEO

TITLE: Superintendent

ADDRESS:

2518 W. Tennessee St.

ADDRESS: 35 Martin Luther King, Jr., Blvd.

Tallahassee, FL 32304

Quincy, FL 32351-1499

DATE: _____

DATE: _____

Attachment I

Foster Grandparent assignments and activities must involve person-to-person supportive relationships with the children served. Each Foster Grandparent shall preferably, but not exclusively, be assigned to two children, one at a time, and not to groups of children. Individuals served by Foster Grandparents shall be children, primarily young children, with special or exceptional needs. With the exception of in-home assignments, each volunteer station should have a minimum of three Foster Grandparents assigned concurrently at each site unless a waiver is given.

Children Having Exceptional Needs are those who are developmentally disabled, such as those who are mentally retarded, autistic, have cerebral palsy or epilepsy; are visually handicapped, speech impaired, hearing impaired, disturbed or other significant health impairment. Existence of a child's exceptional need shall be verified by an appropriate professional, such as a physician, psychiatrist, psychologist, registered nurse or licensed practical nurse, speech therapist, or educator before a Foster Grandparent is assigned to the child.

Children With Special Needs include those who are abused or neglected; in need of foster care; status offenders; juvenile delinquents; runaway youth; certain teenage parents; and children in need of protective intervention in their homes. Existence of a child's special need shall be verified by an appropriate professional before a Foster Grandparent is assigned to the child.

Under some circumstances, Foster Grandparents may serve clients over the age of 21 years if that exceptional client has received FGP services prior to the age of 21.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8d

Date of School Board Meeting: July 28, 2009

TITLE OF AGENDA ITEM: MEMORANDUM OF UNDERSTANDING - ELDER CARE SERVICES FOSTER GRANDPARENT PROGRAM AND GADSDEN COUNTY SCHOOL BOARD (HEAD START/PRE-K)

DIVISION: EXCEPTIONAL STUDENT EDUCATION

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

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

The Gadsden County School Board has an agreement with Elder Care Services Foster Grandparent Program to maintain FOUR (4) or more Foster Grandparent Volunteers to work with Pre-K ESE students with disabilities at various school settings.

FUND SOURCE: **IDEA - Federal Funded**

AMOUNT: **\$7,200.00 FOR TWELVE MONTHS (\$600.00 PER MONTH)**

PREPARED BY: **Wilma Jackson, Director** *WJ*
POSITION: **Exceptional Student Education** *W Jackson*

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

4 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 4

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the COMPTROLLER has signed the budget page.

This form is to be duplicated on light blue paper.

summary.for
revised 0591

Proof read by: Margaret D Bronson

GADSDEN SCHOOL BOARD
OFFICE OF ASSISTANT
SUPERINTENDENT
2009 JUL 15 PM 12:40

MEMORANDUM OF UNDERSTANDING

Elder Care Services, Inc., Foster Grandparent Program enters into this agreement with Gadsden County School Board/Head Start (hereafter referred to as the Station) for the purpose of providing its Volunteers with meaningful service opportunities with clients of the Station. All services expected must conform to the regulations governing the National Foster Grandparent Program/Senior Companion Program as published in the Federal Register.

This agreement shall be in effect during the period of: July 1, 2009 to June 30, 2010

Each party has designated the following persons to serve as liaison for their respective organizations and all formal communications shall be conducted with their knowledge.

Station Representative:	<u>Carolyn Harden</u>
Position Held:	<u>Head Start/Pre-K Director</u>
Program Representative:	<u>Mary Milton</u>
Position Held:	<u>Volunteer Coordinator</u>

Section I

Elder Care Services, Inc., Foster Grandparent Program agrees to:

1. Designate a Program Coordinator to serve as liaison with the Station.
2. Recruit, interview and enroll volunteer(s) to maintain **FOUR (4)** volunteer position(s) at the Station. The volunteer(s) will provide services as directed by the Station to clients assigned to them by Station staff.
3. Provide 40 hours pre-service training and orientation to the volunteer(s) with assistance as needed from the Station. Provide orientation to volunteer station staff prior to placement of volunteers and at other times as needed.
4. Arrange or provide in-service training for volunteers at least once per month for four (4) hours with assistance as needed from the station.
5. Work with the Station supervisor of the volunteer(s) regarding the volunteers' interactions with clients according to criteria and procedures to be jointly agreed upon by the Station and the Program (Care Plan). It is understood that the Station has the authority to direct, schedule, instruct, and coordinate the activities of all volunteers assigned to it.
6. Provide initial background screening on the volunteers to include criminal background and name check by local law enforcement and FDLE, reference background check and employment if needed. Any other background checks desired by the station will be their responsibility. Any rechecks are also the responsibility of the stations.

7. Furnish adequate accident and liability insurance coverage as required by the Senior Service Corps guidelines.
8. Arrange physical examinations for all volunteers, initially prior to assignment, and annually thereafter.
9. In cooperation with the Program Advisory Council arrange, for appeal procedures to resolve problems arising between volunteers, the Station and/or the Program.
10. Retain full responsibility for the management and fiscal control of the project.
11. Insure a written Letter of Agreement is signed authorizing in-home service by the volunteer(s). Insure a plan specifying activities to be performed by the volunteer is current.
12. Provide the Station with a Statement of Service on a monthly basis.
13. Monitor travel site expense to insure that a limit of \$89 (@ 44.5 cents per mile) per volunteer per month, from home to the Station and between the duty sites is not exceeded. Amounts over the monthly limit will be billed on the monthly statement of service.
14. Establish a probationary period of three (3) months or 90 calendar days within which newly assigned volunteers shall be evaluated as to their performance. Acceptance of an assigned volunteer beyond this period shall constitute an agreement of satisfactory performance unless otherwise communicated in writing prior to the end of this probationary period.

SECTION II

Gadsden County School Board/Head Start agrees to:

1. Designate Station Representative (above) to act as liaison with the Program.
2. Designate a person to supervise the day-to-day activities of the volunteer(s) and evaluate their performance. Assist in documenting performance problems of the volunteer and work with Program staff on determining and implementing corrective disciplinary procedures.
3. Inform the Program of the Station's acceptance of a volunteer at the end of the three (3) months probationary period. Further, the station should notify the Program of problems with the performance of any volunteer during the probationary period or at any time necessary for the satisfactory delivery of services to Station clients.
4. Direct and arrange schedules for the volunteer(s) that utilizes their skills and training.
5. Provide for adequate health and safety protection of volunteers. In consultation with the Program, make investigations and reports regarding accidents and injuries involving volunteers.
6. Assist the Program staff in responding to emergencies that may occur when volunteers are on duty.
7. Assist the Program in developing and implementing the necessary record keeping and communications systems required by both parties.

8. Collect and validate appropriate volunteer reports for submission to the Program, i.e., time sheets, travel vouchers, care plans, evaluations, etc.
9. Develop or utilize existing Care Plans with specific goals and objectives for services to each Station client.
10. Inform the Program in a timely fashion of problems that may develop between volunteers and Station staff or Station clients.
11. Allow the Program staff access to volunteer sites or client information as necessary in the conduct of the Program's monitoring responsibility, within the confidentiality restrictions imposed by the Station.
12. Facilitate each volunteer first visit when assigned to a new Station client.
13. Participate in training for Case Managers or other Station staff conducted or sponsored by the Program to improve the delivery of services to Station clients and to improve the communication and the relationship between the parties concerned.
14. Assist in recruitment, orientation instruction and other project related activities to enhance services to Station clients.
15. Have the right to request the Program to reassign the volunteer at any time.
16. Provide cash/in-kind contribution(s) in support of the Program:

<u>Budget Item</u>	<u>Amount</u>
1. <u>Volunteer Support</u>	<u>\$7,200.00 (\$600.00 per month)</u>

17. Ensure that Foster Grandparents serve in a volunteer capacity and verify that they will not displace paid or contracted employees.
18. Maintain programs and activities to which FGPs are assigned are accessible to persons with disabilities, limited English proficiency and provide reasonable accommodations to allow participation.
19. The volunteer station will not discriminate against FGPs on the basis of race, color, national origin, limited English proficiency, sex, age, political affiliation, religion, or disability.

SECTION III

The Program and Station Mutually agree:

1. Termination at will.

This Agreement may be terminated by either party upon no less than thirty (30) days written notice with or without cause.

2. Termination because of lack of funds.

In the event funds to finance this Agreement become unavailable, either party may terminate the Agreement upon no less than twenty (20) days notice in writing to the other party.

3. It is understood that the volunteer assignments are not contingent upon a voluntary donation from the station or upon a prescribed amount of donation unless a signed interagency agreement or cost-sharing has been developed.

4. Re-negotiation or modification.

Modifications of provisions of this Agreement shall only be valid when they have been reduced to writing and duly signed. The parties agree to re-negotiate this Agreement if Federal and/or State revision of any applicable laws or regulations make changes in this agreement necessary.

5. Special Provisions:

NONE

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed by their undersigned officials as duly authorized.

ELDER CARE SERVICES, INC.

SENIOR VOLUNTEER PROGRAMS

STATION

BY:



BY: _____

TITLE:

President & CEO

TITLE:

Superintendent

ADDRESS:

2518 W. Tennessee St.

ADDRESS:

35 Martin Luther King, Jr., Blvd.

Tallahassee, FL 32304

Quincy, FL 32351-1499

DATE:

DATE:

Attachment I

Foster Grandparent assignments and activities must involve person-to-person supportive relationships with the children served. Each Foster Grandparent shall preferably, but not exclusively, be assigned to two children, one at a time, and not to groups of children. Individuals served by Foster Grandparents shall be children, primarily young children, with special or exceptional needs. With the exception of in-home assignments, each volunteer station should have a minimum of three Foster Grandparents assigned concurrently at each site unless a waiver is given.

Children Having Exceptional Needs are those who are developmentally disabled, such as those who are mentally retarded, autistic, have cerebral palsy or epilepsy; are visually handicapped, speech impaired, hearing impaired, disturbed or other significant health impairment. Existence of a child's exceptional need shall be verified by an appropriate professional, such as a physician, psychiatrist, psychologist, registered nurse or licensed practical nurse, speech therapist, or educator before a Foster Grandparent is assigned to the child.

Children With Special Needs include those who are abused or neglected; in need of foster care; status offenders; juvenile delinquents; runaway youth; certain teenage parents; and children in need of protective intervention in their homes. Existence of a child's special need shall be verified by an appropriate professional before a Foster Grandparent is assigned to the child.

Under some circumstances, Foster Grandparents may serve clients over the age of 21 years if that exceptional client has received FGP services prior to the age of 21.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8e

DATE OF SCHOOL BOARD MEETING: **July 28, 2009**

TITLE OF AGENDA ITEM: **MEDICAID ADMINISTRATIVE CLAIMING**

DIVISION: EXCEPTIONAL STUDENT EDUCATION

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

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

This is an agreement with SCSB (Seminole County School Board) – a consortium that acts as data manager/processor for Medicaid billing. Maximus, the company that provided this service, no longer does administrative claiming.

FUND SOURCE: **MEDICAID**

AMOUNT: **\$9.00 PER RANDOM SAMPLING FORM**

PREPARED BY: Wilma Jackson *WJ*
POSITION: Director of Exceptional Student Education *WJ*

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 7

CHAIRMAN'S SIGNATURE: page(s) numbered 7

SCHOOL BOARD ATTORNEY: page(s) numbered 7

This form is to be duplicated on light blue paper.

PROOF READ BY: *Millie E. Anderson*

2009 JUL 15 PM 12:40
GASPER SCHOOL BOARD
OFFICE OF ASSISTANT
SUPERINTENDENT

AGREEMENT

THIS AGREEMENT is made and entered into as of this 1st day of July, 2009, by and between

THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA
(hereinafter referred to as SBGC),
a body corporate and political subdivision of the State of Florida,
whose principal place of business is
35 MLK Jr. Boulevard, Quincy, Florida 32351.

and

THE SCHOOL BOARD OF SEMINOLE COUNTY, FLORIDA
(hereinafter referred to as SBSC),
whose principal place of business is
400 East Lake Mary Boulevard, Sanford, Florida, 32773.

WHEREAS, both School Boards have a common and concurrent interest in providing data and sharing statistics for the purpose of being reimbursed for Medicaid Administrative Claiming activities.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree to establish and maintain a process to determine statistically valid time sample results with approved staff as a function of the Medicaid Administrative Claiming reimbursement process. Both School Boards shall be subject to the following terms:

ARTICLE 1 - RECITALS

1.01 **Recitals.** The Parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

ARTICLE 2 – SPECIAL CONDITIONS

2.01 **Term of Agreement.** The term of this Agreement shall commence on July 1, 2009 and conclude on June 30, 2010, unless terminated as provided herein.

2.02 **Responsibilities of SBGC.**

- 2.02.1 Provide a pool of employee names who are eligible to be sampled based upon selected job codes whose incumbents have the potential to engage in Administrative Claiming Activities. Only certain staff positions are to be included in the time study process upon mutual concurrence among all parties participating in this agreement and upon the review and approval of AHCA.
- 2.02.2 Distribute and collect random moment sample forms, as provided by SBSC during four fiscal quarters in the school year.
- 2.02.3 Code the status of each observation form to effectively and accurately record the performance of school district personnel activities as delineated in the Medicaid School District Administrative Claiming Guide.
- 2.02.4 Provide periodic training to SBGC employees who will be responsible for coding the quarterly activities of district personnel delineated on the sample forms. Only trained district coders will be authorized to participate in the program.
- 2.02.5 Send quarterly sample forms to SBSC for activity calculations
- 2.02.6 Pay the SBSC prorated actual and reasonable costs among all districts participating based upon the number of sample forms processed during the quarter. The minimum base charge is \$9.00 per form, which will include the cost of paper, printing, postage and the hourly rate for clerical processing during the contract period. This cost will be reviewed annually by all districts participating in the sample pool.
- 2.02.7 SBGC shall maintain and be able to produce requested records and materials for Agency for Health Care Administration audits.
- 2.02.8 Any recoupment of funds due to an audit exception, deferral or denial deemed appropriate by the Agency for Health Care Administration (AHCA) will be the responsibility of the SBGC, even after withdrawal from the program.

2.03 **Responsibilities of SBSC**

- 2.03.1 Pursuant to this agreement, SBSC will be acting solely as a data manager and data processor for SBGC.
- 2.03.2 Annually collect school district calendars and scheduled work hours from SBGC.
- 2.03.3 Quarterly collect personnel rosters from SBGC and perform data entry relative to creating a sample pool of individuals.
- 2.03.4 Quarterly generate, package and mail the prorated share of random moment sample forms to SBGC.

2.03.5 Quarterly review all returned sample forms for completion. Ten percent of all forms will be reviewed for the purposes of quality control. In instances where there is a disagreement on the coding of a particular sample form by the district coder, AHCA will be contacted to ensure the consistency of activity selection.

2.03.6 Quarterly calculate all the data generated from scanning and return the statistics to all participating districts for individual claim generation.

2.04 **Mutual Agreements**

Independent contractors: SBSC and SBGC are independent contractors. Nothing contained herein shall constitute or designate either party's employees or agents as agents or employees of the other party. Each party remains solely responsible for its own cost report and claim that will be submitted to the Agency for Health Care Administration (AHCA).

2.05 **Indemnification.** Each party agrees to be fully responsible for its acts of negligence, or its agent's acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence.

ARTICLE 3 – GENERAL CONDITIONS

3.01 **No Waiver of Sovereign Immunity.** Nothing contained in this Agreement is intended to serve as a waiver of sovereign immunity by any agency to which sovereign immunity may be applicable.

3.02 **No Third Party Beneficiaries.** The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. None of the parties intend to directly or substantially benefit a third party by this Agreement. The parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against any of the parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

3.03 **Non-Discrimination.** The parties shall not discriminate against any employee or participant in the performance of the duties, responsibilities and obligations under this Agreement because of race, age, religion, color, gender, national origin, marital status, or disability.

3.04 **Termination.** This Agreement may be canceled with or without cause by SBGC during the term hereof one-quarter's prior written notice to the other parties of its desire to terminate this Agreement.

3.05 **Records.** Each party shall maintain its own respective records and documents associated with this Agreement in accordance with the records retention requirements applicable to public records. Each party shall be responsible for compliance with any public documents request served upon it pursuant to Section 119.07, Florida Statutes, and any resultant award of attorney's fees for non-compliance with that law.

3.06 **Entire Agreement.** This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

3.07 **Amendments.** No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each party hereto.

3.08 **Preparation of Agreement.** The parties acknowledge that they have sought and obtained whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to herein expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

3.09 **Waiver.** The parties agree that each requirement, duty and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof. Any party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement. A waiver of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Agreement.

3.10 **Compliance with Laws.** Each party shall comply with all applicable federal and state laws, codes, rules and regulations in performing its duties, responsibilities and obligations pursuant to this Agreement.

3.11 **Governing Law.** This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any controversies or legal problems arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted to the jurisdiction of the State courts of the Second Judicial Circuit of Gadsden County, Florida.

3.12 **Binding Effect.** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

3.13 **Assignment.** Neither this Agreement nor any interest herein may be assigned, transferred or encumbered by any party without the prior written consent of the other party. There shall be no partial assignments of this Agreement including, without limitation, the partial assignment of any right to receive payments from SBGC.

3.14 **Force Majeure.** Neither party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense (“Force Majeure”). In no event shall a lack of funds on the part of either party be deemed Force Majeure.

3.15 **Place of Performance.** All obligations of SBGC under the terms of this Agreement are reasonably susceptible of being performed in Gadsden County, Florida and shall be payable and performable in Gadsden County, Florida.

3.16 **Severability.** In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, unlawful, unenforceable or void in any respect, the invalidity, illegality, unenforceability or unlawful or void nature of that provision shall not effect any other provision and this Agreement shall be considered as if such invalid, illegal, unlawful, unenforceable or void provision had never been included herein.

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

To SBGC: Superintendent of Schools
The School Board of Gadsden County, Florida
35 MLK Jr. Boulevard
Quincy, Florida 32351

With a Copy to: Wilma Jackson, ESE Director
The School Board of Gadsden County, Florida
35 MLK Jr. Boulevard
Quincy, Florida 32351

To SBSC Superintendent of Schools
The School Board of Seminole County, Florida
400 East Lake Mary Boulevard
Sanford, Florida 32773

With a Copy to: Britt Smith
The School Board of Seminole County, Florida
400 East Lake Mary Boulevard
Sanford, Florida 32773

3.18 **Captions.** The captions, section numbers, article numbers, title and headings appearing in this Agreement are inserted only as a matter of convenience and in no way define, limit, construe or describe the scope or intent of such articles or sections of this Agreement, nor in any way effect this Agreement and shall not be construed to create a conflict with the provisions of this Agreement.

3.19 **Authority.** Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

3.20 **Excess Funds.** Any party receiving funds paid by SBGC under this Agreement agrees to promptly notify SBGC of any funds erroneously received from SBGC upon the discovery of such erroneous payment or overpayment. Any such excess funds shall be refunded to SBGC with interest calculated from the date of the erroneous payment or overpayment is noticed to the School Board of Seminole County Public Schools subject to confirmation of the overpayment by both parties. Interest shall be calculated using the interest rate for judgments under Section 55.03, Florida Statutes, applicable at the time the erroneous payment or overpayment was made by SBGC.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the date first above written.

FOR SBGC

(Corporate Seal)

**THE SCHOOL BOARD OF GADSDEN
COUNTY, FLORIDA**

ATTEST:

By _____
School Board Chair

Superintendent of Schools

Approved as to Form:

School Board Attorney

FOR SBSC

(Corporate Seal)

**THE SCHOOL BOARD OF SEMINOLE
COUNTY, FLORIDA**

ATTEST:

Bill Vogel

Bill Vogel, Superintendent of Schools

Dede Schaffner

By _____
Dede Schaffner, Chairman

Karen Borden

Witness

D. Greene

Witness

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8f

Date of School Board Meeting: July 28, 2009

TITLE OF AGENDA ITEM: Contracted Services with Speech/Language Pathologist
Joy Scharein & The Gadsden County School Board

DIVISION: EXCEPTIONAL STUDENT EDUCATION

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

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

Contract services with Joy Scharein to provide Speech/Language services to students at Havana Elementary School and Havana Middle School on an average basis of (35) THIRTY-FIVE hours per week.

FUND SOURCE: **FEEP dollars**

AMOUNT: **\$63,000.00**

PREPARED BY: **Wilma Jackson** *WJ*
POSITION: **Director Exceptional Student Education** *Bridge*

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 4

CHAIRMAN'S SIGNATURE: page(s) numbered 4

**Be sure that the COMPTROLLER has signed the budget page.
This form is to be duplicated on light blue paper.**

summary for
revised 0591

Proof read by *Sharon B. Thomas*

2009 JUL 15 PM 12:41
GADSDEN SCHOOL BOARD
OFFICE OF ASSISTANT
SUPERINTENDENT

GADSDEN COUNTY SCHOOL DISTRICT
STUDENT SERVICES/EXCEPTIONAL EDUCATION
CONTRACT WITH INDEPENDENT CONTRACTOR
2009-2010 Fiscal Year

Contract made July 28, 2009, BETWEEN the School Board of Gadsden County, Florida, a corporation organized and existing under the laws of the State of Florida, with its principal place of business at 35 Martin Luther King, Jr. Blvd., City of Quincy, County of Gadsden, State of Florida, herein referred to as the Board, and Joy Scharein, Speech Pathologist of 10041 Neamathla Trail, City of TALLAHASSEE County of LEON, State of FLORIDA herein referred to as contractor.

1. The Board is in the business of providing educational and other services to the students enrolled in its institutions or programs, and in the conduct of such business, desires to have the following services, as a contractor, to be performed by contractor: Speech/Language Therapy.
2. Contractor agrees to perform these services for the Board under the terms and conditions set forth in this contract.

NATURE OF WORK

Contractor will provide speech/language therapy services on behalf of the Board with respect to all matters relating to or affecting the provision of speech/language therapy to the preschool and school age population as identified by the Board and are approved by the Director of Exceptional Student Education. The contractor will render such services according to her professional qualifications, which together with appropriate registration, licensure and/or permit, shall be maintained throughout the terms of this agreement. Contractor shall have sole control of the manner and means of performing this contract provided the same is implemented under the direction of the students Individual Education Plan. The contractor shall provide the following services: See Attachment A.

PLACE OF WORK

BOARD will provide adequate space and equipment for contractor to carry out objectives outlined in the individual education plan for speech/language therapy. It is understood that these services will be rendered in Gadsden County Schools. Services will be provided mainly at Havana Elementary School and Havana Middle School, City of Havana, County of Gadsden State of Florida, as designated by the Director of Exceptional Student Education.

TIME DEVOTED TO WORK

In the performance of the services, the services and the hours contractor is to work on any given day will be entirely within contractors control and the Board will rely upon contractor to put in such number of hours on a daily basis that is reasonably necessary to fulfill the spirit and purpose of this contract. However, the contractor will provide services for no less than fifteen (15) hours and no more than thirty-five (35) hours per school week. The contractor may provide up to twenty (20) additional hours per school year for additional activities as scheduled and approved by the Director of Exceptional Student Education.

PAYMENT

The Board will pay contractor for all work actually performed by contractor, on completion of the same, at the rate of \$50.00 per unit of service. Payment shall be made by the Board within thirty (30) days after a statement for professional services rendered is received. Such statements shall be presented monthly. The contractor will not be reimbursed for traveling.

DURATION AND TERMINATION

The parties hereto contemplate that this contract will run for (1) fiscal school year August 1, 2009 thru June 30, 2010. Any party wishing to terminate this contract prior to its expiration date shall provide the other party with sixty (60) days written notice.

STATUS OF CONTRACTOR

This contract calls for the performance of the services of the contractor as an independent contractor and contractor will not be considered an employee of the Board for any purpose.

PAYMENT OF TAXES AND ASSESSMENTS

This contractor assumes full responsibility for the payment of all assessments, payroll taxes, or contributions, whether state or federal, as to his/her services under this contract and as to all individuals employed by the contractor to perform services under this contract. Contractor shall furnish to the Board, upon the request of the Board, a certificate or other evidence of compliance with all state or federal laws concerning contributions, taxes, and payroll assessments. Contractor agrees to maintain, at contractor's expense, workers compensation insurance, as required by law, to fully protect both contractor and any individual employed by contractor in providing services under this contract.

CONFIDENTIALITY

Inasmuch as contractor will acquire or have access to information which is highly confidential, it is expected that contractor will not disclose such information unless such disclosure is required by law or with the authorization by the Director of Exceptional Student Education.

SERVICES BY OTHERS

In the event that the contractor shall at any time be unable to provide the services under this contract, the contractor may employ and temporarily furnish as a substitute to perform such services, another duly qualified and licensed person. Contractor shall be responsible for compensation of individuals employed by her as substitutes.

MISCELLANEOUS

Contractor shall, through insurance and otherwise, hold harmless the Board, its officers, and employees from any claim of liability resulting from any actions or negligence of the contractor or her substitutes or employees, if any, relating to the care and treatment of students, the operation of motor vehicles, or other actions required to provide services pursuant to this contract.

AMENDMENTS

This agreement and any signed attachments make up the entire agreement between the parties. Said agreement can only be modified or amended in writing, signed by both parties. If any provision of this agreement is found or determined to be unenforceable, all other provisions shall remain enforceable.

In witness their hands and seals, the parties have executed this agreement on the dates hereinafter indicated.

Joy Scharein, Speech Pathologist

Date

Wilma Jackson, Director
Exceptional Student Education

Date

THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA

BY: _____
Judge B. Helms, Jr. CHAIRMAN

ATTEST: _____
REGINALD C. JAMES, SUPERINTENDENT

Date

Notice to Vendor/Contractor: By acceptance of a contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34, Section 80.36(i) Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be effected and the basis for settlement will be decided by the Gadsden County School Board.

ATTACHMENT A

SPEECH PATHOLOGIST SERVICES PROVIDED:

1. Conduct evaluations and screenings for scheduled grades and referrals using tests accepted by Gadsden County Schools. Students are recommended for enrollment based on the criteria adopted by Gadsden County Schools.
2. Complete paperwork required for IEP, progress reports and data recording according to Gadsden County Schools requirements.
3. Attendance at staffings, Annual Reviews, Three-Year evaluation and Dismissal Meetings to explain testing results and plan of treatment/carry-over for each child.
4. Conduct hearing screenings by grade or referral.
5. Refer children to community resources if indicated (if he/she fails hearing screenings or voice screening).
6. Conduct speech and/or language therapy sessions, usually in groups of children with similar problems. Conduct individual or classroom based therapy as indicated.
7. Maintain log of student attendance for therapy and lesson plans for each group.
8. Maintain documentation and records according to county guidelines.
9. Develop communication boards and other alternative systems as needed by individual students. Consult with classroom teachers to demonstrate the use of these alternative communication systems.

SUMMARY SHEET

AGENDA ITEM NO. 8g

Date of School Board Meeting: **July 28, 2009**

TITLE OF AGENDA ITEM: **CONTRACT BETWEEN THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA AND ART THERAPIST**

DIVISION: **EXCEPTIONAL STUDENT EDUCATION**

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

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

This contract provides for Art Therapy for the students at Gadsden Central Academy two (2) times a week. The Therapist provides individual and group therapy for identified students.

FUND SOURCE: **IDEA**

AMOUNT: **\$15,500.00**

PREPARED BY: **Wilma Jackson** *WJ*
POSITION: **Director, Exceptional Student Education** *SBridges*

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 4

CHAIRMAN'S SIGNATURE: page(s) numbered 4

Be sure that the COMPTROLLER has signed the budget page.

This form is to be duplicated on light blue paper .

summary for
revised 0591

Proof read by: *Sharon B. Thomas*

2009 JUL 15 PM 12:41
GADSDEN SCHOOL BOARD
OFFICE OF ASSISTANT
COMPTROLLER

GADSDEN COUNTY SCHOOL DISTRICT
EXCEPTIONAL STUDENT EDUCATION
CONTRACT WITH INDEPENDENT CONTRACTOR
2009-2010 Fiscal Year

Contract made July 28, 2009, BETWEEN the School Board of Gadsden County, Florida, a corporation organized and existing under the laws of the State of Florida, with its principal place of business at 35 Martin Luther King, Jr. Blvd., City of Quincy, County of Gadsden, State of Florida, herein referred to as the Board, and Beth Bostick-Cox, 60 Oakland Drive, Quincy, Florida, 32351 of QUINCY County of GADSDEN, State of FLORIDA herein referred to as contractor.

1. The Board is in the business of providing educational and other services to the students enrolled in its institutions or programs, and in the conduct of such business, desires to have the following services, as a contractor, to be performed by contractor: Beth Bostick-Cox, Art Therapist.
2. Contractor agrees to perform these services for the Board under the terms and conditions set forth in this contract.

NATURE OF WORK

Contractor will provide art therapy services on behalf of the Board with respect to all matters relating to or affecting the provision of art therapy services to students with disabilities three (3) to twenty-one (21), approved by the Director of Exceptional Student Education. The contractor will render such services according to her professional qualifications, which together with appropriate registration, licensure and/or permit, shall be maintained throughout the terms of this agreement. Contractor shall have sole control of the manner and means of performing this contract provided the same is implemented under the direction of the students Individual Education Plan.

PLACE OF WORK

BOARD will provide adequate space and equipment for contractor to carry out objectives outlined in the individual education plan for art therapy. It is understood that these services will be rendered in Gadsden County Schools, at Gadsden Central Academy City of Quincy, County of Gadsden, State of Florida, as designated by the Director of Exceptional Student Education.

TIME DEVOTED TO WORK

In the performance of the services, the services and the hours contractor is to work on any given day will be entirely within contractors control and the Board will rely upon contractor to put in such number of hours on a daily basis that is reasonably necessary to fulfill the spirit and purpose of this contract. However, the contractor will provide services for no less than five (5) hours and no more than twelve (12) hours per school week. The contractor may provide up to twenty (20) additional hours per school year for additional activities as scheduled and approved by the Director of Exceptional Student Education.

PAYMENT

The Board will pay contractor for all work actually performed by contractor on completion of the same, with masters degree at the rate of \$35.00 per unit of service. Payment shall be made by the Board within thirty (30) days after a statement for professional services rendered is received. Such statements shall be presented monthly. The contractor will not be reimbursed for traveling.

DURATION AND TERMINATION

The parties hereto contemplate that this contract will run for one (1) fiscal school year from August 1, 2009 thru June 30, 2010. Any party wishing to terminate this contract prior to its expiration date shall provide the other party with sixty (60) days written notice.

STATUS OF CONTRACTOR

This contract calls for the performance of the services of the contractor as an independent contractor and contractor will not be considered an employee of the Board for any purpose.

PAYMENT OF TAXES AND ASSESSMENTS

This contractor assumes full responsibility for the payment of all assessments, payroll taxes, or contributions, whether state or federal, as to his/her services under this contract and as to all individuals employed by the contractor to perform services under this contract. Contractor shall furnish to the Board, upon the request of the Board, a certificate or other evidence of compliance with all state or federal laws concerning contributions, taxes, and payroll assessments. Contractor agrees to maintain, at contractors expense, workers compensation insurance, as required by law, to fully protect both contractor and any individual employed by contractor in providing services under this contract.

CONFIDENTIALITY

Inasmuch as contractor will acquire or have access to information which is highly confidential, it is expected that contractor will not disclose such information unless such disclosure is required by law or with the authorization by the Director of Exceptional Student Education.

SERVICES BY OTHERS

In the event that the contractor shall at any time be unable to provide the services under this contract, the contractor may employ and temporarily furnish as a substitute to perform such services, another duly qualified and licensed person. Contractor shall be responsible for compensation of individuals employed by her as substitutes.

MISCELLANEOUS

Contractor shall, through insurance and otherwise, hold harmless the Board, its officers, and employees from any claim of liability resulting from any actions or negligence of the contractor or her substitutes or employees, if any, relating to the care and treatment of students, the operation of motor vehicles, or other actions required to provide services pursuant to this contract.

AMENDMENTS

This agreement and any signed attachments make up the entire agreement between the parties. Said agreement can only be modified or amended in writing, signed by both parties. If any provision of this agreement is found or determined to be unenforceable, all other provisions shall remain enforceable.

In witness their hands and seals, the parties have executed this agreement on the dates hereinafter indicated.

BETH BOSTICK-COX, ART THERAPIST

Date

WILMA JACKSON, DIRECTOR ESE

Date

THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA

BY: _____
JUDGE B. HELMS, JR., CHAIRMAN

Date

ATTEST: _____
REGINALD C. JAMES, SUPERINTENDENT

Date

Notice to Vendor/Contractor: By acceptance of a contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34, Section 80.36(i) Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be effected and the basis for settlement will be decided by the Gadsden County School Board.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8h

Date of School Board Meeting: July 28, 2009

TITLE OF AGENDA ITEM: VISION SERVICES FOR EXCEPTIONAL STUDENTS

DIVISION: EXCEPTIONAL STUDENT EDUCATION

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

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

This contract is to provide vision services, orientation and mobility training for the visually impaired students in Gadsden County Schools.

FUND SOURCE: **FEFP Dollars**

AMOUNT: **\$32,500.00 (est.)**

PREPARED BY: **Wilma Jackson** *WJ*
POSITION: **Director, Exceptional Student Education** *SBridges*

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 4

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the COMPTRROLLER has signed the budget page.

This form is to be duplicated on light blue paper.

summary for
revised 0591

Proof read by: *Sheron B. Thomas*

2009 JUL 15 PM 12:41
GADSDEN SCHOOL BOARD
OFFICE OF ASSISTANT
SUPERINTENDENT

AGREEMENT

BETWEEN

INDEPENDENT TRAINING FOR THE BLIND, INC. AND GADSDEN COUNTY, FLORIDA SCHOOL BOARD

This agreement, dated this 28th day of July 2009, by and between the Gadsden County School Board, hereinafter referred to as the "Board," and Independent Training for the Blind, Inc., hereinafter referred to as "Teacher."

Witnessed:

1. Purpose of This Agreement

- a. The District is in the business of providing educational and other services to the students enrolled in its institutions or programs, and in the conduct of such business, desires to have services of a Vision Teacher, and Orientation and Mobility teacher. The Teacher, as sole provider, agrees to perform these services for the District under the terms and conditions set forth in this contract. The District and the Teacher contemplate that this contract will run from August 1, 2009 through June 30, 2010. Any party wishing to terminate this contract prior to its expiration date shall provide the other party with thirty (30) days written notice. By mutual consent of the County School Board and Teacher, this contract will be renewed annually.
- b. The purpose of this agreement is to specify the manner in which Vision and Orientation and Mobility services will be provided to students with a visual impairment by the Teacher to the Board.
- c. Both parties will comply with applicable federal, state, and local laws, rules, regulations, including rules of the Board.

2. The Board Agrees To:

- a. Provide referral for selected students.
- b. Provide Teacher with instructional space, materials and supplies.
- c. Appoint ESE Director to be responsible for the execution of the Board's provisions of this agreement.
- d. Pay for services rendered to students with visual impairments. The Board shall pay \$60.00 per unit of services for educational services. Services shall include instruction, planning, travel and coordination with staff. This will be paid monthly upon receipt of billing. Services billed shall not exceed 15 units per week, unless approved by the Director of Exceptional Student Education.

3. Teacher Agrees To:

- a. Assure that services are in accordance with the IEP for each student.
- b. Ensure that written evaluations and student records are the property of the Board.
- c. Plan and prepare lessons and strategies, which support the student IEP.
- d. Identify, select and modify instructional materials to meet the needs of students.
- e. Instruct and supervise the work of volunteers and paraprofessionals when assigned.
- f. Establish and maintain effective record keeping procedures.
- g. Perform functional vision assessments on new referrals and three- year re-evaluations.
- h. Interpret eye medical reports as they relate to educational environments.
- i. Recommend appropriate specialized evaluations, as needed, such as low vision, orientation and mobility, psychosocial, and adaptive physical education.
- j. Consult with diagnosticians, classroom teachers, students, and parents concerning appropriate evaluations, modifications, and test administration.

k. Monitor the students' progress in academic subjects and provide instruction in compensatory skills as needed in the areas the students may have difficulty with as a result of the visual impairment.

1. Provide Instruction For:

- Braille reading and writing
- Use of low vision devices
- Use of Abacus
- Typing/keyboarding
- Adaptive devices (e.g., computers, note takers, tape recorders)
- Listening skills
- Visual efficiency
- Concept development (especially for infants and early childhood students)
- Daily living/self help skills
- Career readiness
- Leisure and recreation skills
- Social skills
- Self-advocacy
- Orientation and Mobility

This agreement calls for the performance of the services of Independent Training for the Blind, Inc. as an independent contractor and will not be considered as employee of the District for any purpose.

The District will assist the Teacher with background screening to ensure compliance with fingerprinting and background checks pursuant to Florida Statute 231.02. Any cost incurred are the responsibility of the contractor. The Teacher will work with the District for completion of this requirement, which must be done through the District. The District will provide written confirmation to the Teacher that she has received this clearance.

In as much as the Teacher will acquire or have access to information, which is highly confidential, it is expected that she will not disclose such information unless such disclosure is required by law or with the authorization by the Director of Exceptional Student Education.

In the event that the Teacher shall at any time be unable to provide the services under this contract, Independent Training for the Blind, Inc. may employ and temporarily furnish as a substitute to perform such services, another duly qualified and licensed person who will meet employment criteria of Gadsden County School Board. Independent Training for the Blind, Inc., shall be responsible for compensation of individuals employed.

Elizabeth Wilson, Vision Teacher

Date

Wilma Jackson, Director
Exceptional Student Education

Date

THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA

BY: _____
JUDGE B. HELMS, JR., CHAIRMAN

ATTEST: _____
REGINALD C. JAMES, SUPERINTENDENT

Date

Notice to Vendor/Contractor: By acceptance of a contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34, Section 80.36(i) Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be effected and the basis for settlement will be decided by the Gadsden County School Board.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8i

Date of School Board Meeting: July 28, 2009

TITLE OF AGENDA ITEM: CONTRACT WITH INDEPENDENT CONTRACTOR (KURT LAROSE)

DIVISION: EXCEPTIONAL STUDENT EDUCATION

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

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

This individual will provide clinical counseling, for students with disabilities and students at risk for mental health problems at West Gadsden High School. Services are provided once a week and are coordinated through the Student Study Team.

FUND SOURCE: **IDEA**

AMOUNT: **\$15,000.00 (est.)**

PREPARED BY: *WJ* Wilma Jackson
POSITION: *Bridge* Director, Exceptional Student Education

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 7

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the COMPTROLLER has signed the budget page.

This form is to be duplicated on light blue paper.

summary for
revised 0591

Proofread by: *Millie E. Anderson*

2009 JUL 15 PM 12:40
GADSDEN SCHOOL BOARD
OFFICE OF ASSISTANT
SUPERINTENDENT

AGREEMENT FOR THE COUNSELING SERVICES PROGRAM

THIS IS AN AGREEMENT ENTERED INTO BETWEEN KURT LaROSE AND GADSDEN COUNTY SCHOOL BOARD (GCSB) FOR THE PURPOSES OF PROVIDING PSYCHOTHERAPY/COUNSELING SERVICES TO STUDENTS AT WEST GADSDEN HIGH SCHOOL. THE DATES OF THIS AGREEMENT BEGINS ON AUGUST 5, 2009 AND ENDS ON JUNE 5, 2010.

KURT LaROSE AGREES TO PROVIDE THE FOLLOWING SERVICES:

1. Seven (7) clinical hours of counseling services per week to students. A clinical hour lasts 40 to 50 minutes.
2. Up to two (2) additional hours, each week, of consultation and mediation with therapists, parents, guardians, teachers, counselors and GADSDEN COUNTY SCHOOL BOARD staff, including treatment planning, assessment, school related meetings, record keeping, and commuting time from Tallahassee to _____ SCHOOL.
 - a. All requests for clinical input and opinions made by GADSDEN COUNTY SCHOOL BOARD will be provided as a part of the terms of this agreement, not to exceed the total weekly hours as described in section 1 and 2; the daily maximum number of hours in this agreement equals a total of nine (9).
 - b. Services that are requested by GADSDEN COUNTY SCHOOL BOARD, requiring hours in excess of nine (9), will be offered at a rate of seventy-five dollars (\$75) per hour and billed to GADSDEN COUNTY SCHOOL BOARD in addition to the daily rate of \$425.00.
3. To provide treatment plans for every student who receives counseling services; treatment plans will be developmentally appropriate and designed to assist students and may be assigned to youth individually and/or collectively depending on the needed intervention.
4. Progress reports will be provided to the school upon request, explicating general information about all students' responses to counseling services. Specific progress reports on individual children cannot be provided without the written and expressed permission of the child's parents/guardians and/or without the expressed assent of the particular youth.

5. To retain student-counseling records for a minimum of three years, the term for which will commence upon the termination of this agreement. The retention of records will be extended beyond three years, as is mandated by law, the standard of care, or at the option and discretion of LaRose.
6. To provide a 20 – 30 minute “Introduction to Counseling Services” seminar for the staff at _____ SCHOOL, preferably to occur at the commencement of this contract. The seminar will be provided one time, at the request of the school.
7. In the event an introductory seminar cannot be arranged at the school, the school district and/or school administration agree to advise its staff to review certain website information regarding school counseling services. The specific website URL’s will be disbursed to school staff via school memo, email, or letter, authorized by the principal and disbursed by the secretarial support staff.
8. To provide a 20 – 30 minute “Counseling Services Wrap-up” seminar for the staff at _____ SHCOOL, preferably to occur prior to, and near the termination of this contract. The seminar will be provided one time, at the request of the school.
9. To evaluate counseling services at or near the end of the contract year, with evaluation instrument(s). The instrument(s) will be disbursed to appropriate staff and involved school personnel, and participating youth.

GCSB AND _____ SCHOOL AGREES TO PROVIDE:

1. Space where weekly counseling services can be confidentially provided, such as a room that will accommodate individuals and small groups, at _____ SCHOOL.
2. A referral list of students to be assessed for counseling services with signed permission slips (as determined by GCSB) along with necessary contact information (such as class schedules, teacher names and telephone extensions).
3. Confidential student records for all students who are referred to and receiving counseling services, as long as a release of information is provided to the school, signed by the appropriate legal guardian.
4. Payment in the amount of \$425.00, payable to Kurt LaRose, for the hours of services that are provided to GADSDEN COUNTY SCHOOL BOARD, not to exceed nine (9) total hours for each contracted day of service. Payment will be made in a timely manner, for each day LaRose is at the school, consistent with the terms of this agreement, and in accordance with the routine payment processes of GCSB. Payment for services is not to extend past 30 days from the date of the monthly invoices.

ADD ON SERVICES:

“Add-On Services” are offered to the district to address needs and interests of teachers, students and parents. Details of each add-on service, it’s accompanying title and fee is listed below.

LaRose will provide selected add-on services at logistically appropriate dates and times, usually during early release days and/or planning days, in accordance and in agreement with the school. Add-on services are billed over the course of the entire contract, by averaging out the total add-on amount due over the course of the total number of months that this contract is in effect. Add-on billing averages are in addition to the daily contract rate for counseling services, and will appear on the monthly invoice as “Add-On Service: Title Here.” The dates and times of service will be listed in the description of the invoice.

By checking each Add-On that GADSDEN COUNTY SCHOOL BOARD chooses to utilize with a “yes” the GCSB also indicates with an “x” if it chooses the annual option or if it chooses a certain number of times that an Add-On is requested. The appropriate signing GCSB representative initials the acceptance or refusal of Add-On services below:

Add-On Title	Add-On Description	Target Groups	Time Frames	Cost	“Yes” or “No” & Initials
1 Additional Day	See Counseling Services Program Proposal	Students	1 Additional Day Per Week	\$400 Per Day	<input type="checkbox"/> Yes <input type="checkbox"/> No _____ Initial <input type="checkbox"/> Yearly or _____ # of Sessions
Anger Management	Helps students (up to 10 per session) with anger and aggressive issues. Includes presentations, appropriate expressions, inappropriate contrasts, and role-plays.	Students (Referral Only)	2-4 Hours – 3 times per year (max = 10 students per session)	\$1,550 Yearly or \$650 per session (10 youth)	<input type="checkbox"/> Yes <input type="checkbox"/> No _____ Initial <input type="checkbox"/> Yearly or _____ # of Sessions
Conflict Resolution	Provides sessions where conflicts between youth can be resolved – addresses ongoing historical problems between peers and/or in crisis situations.	Students	2 Hour Sessions	\$95 Per Session (2 Youth)	<input type="checkbox"/> Yes <input type="checkbox"/> No _____ Initial <input type="checkbox"/> Yearly or _____ # of Sessions
Peer Counseling	Provides information to youth and staff about peer counseling programs with an in-service seminar on student/staff applications in the school setting	Students / Staff	2-4 Hours – 3 times per year (max = 10 students per session & staff)	\$1,550 Yearly or \$650 per session (10 youth)	<input type="checkbox"/> Yes <input type="checkbox"/> No _____ Initial <input type="checkbox"/> Yearly or _____ # of Sessions
De-escalating & Redirect in the Classroom	Helps staff improve classroom behavior while reducing student referrals. Includes statistics, research, power point presentation and role-plays.	All Teachers And Support Staff	4 Hours – 2 times per year	\$1,950 Yearly	<input type="checkbox"/> Yes <input type="checkbox"/> No _____ Initial <input type="checkbox"/> Yearly or _____ # of Sessions
Good Touch / Bad Touch®	Age appropriately presented related to touch between youth and others; the program is DOE approved. Includes presentation and role-plays.	Students	3 Hours – 2 times per year	\$1,550 Yearly	<input type="checkbox"/> Yes <input type="checkbox"/> No _____ Initial <input type="checkbox"/> Yearly or _____ # of Sessions
EAP-1 Services	Intervention addressing various clinical concerns related to school personnel and issues that impact job performance and who are at risk of termination.	All Personnel (Referral Only)	1 Hour Per Week (up to 36 hours annually)	\$2,495 Yearly Or \$85 Per Session	<input type="checkbox"/> Yes <input type="checkbox"/> No _____ Initial <input type="checkbox"/> Yearly or _____ # of Sessions
EAP-2 Services	Intervention addressing various clinical concerns related to school personnel and issues that impact job performance and who are at risk of termination.	All Personnel (Referral Only)	2 Hours Per Week (up to 72 hours annually)	\$3,950 Yearly Or \$85 Per Session	<input type="checkbox"/> Yes <input type="checkbox"/> No _____ Initial <input type="checkbox"/> Yearly or _____ # of Sessions
Understanding the evolution of gang development processes in the school setting	“Gang Think: How to address the bonds that destroy from a strengths perspective.”	Organizations and/or Individuals	4 Hours – 2 times per year	\$2,250 Yearly (Up to 25)	<input type="checkbox"/> Yes <input type="checkbox"/> No _____ Initial <input type="checkbox"/> Yearly or _____ # of Sessions

ADDITIONAL STATEMENT OF AGREEMENT:

Counseling services will be provided during regular school days and during regular GCSB hours of operation at _____ SCHOOL. This agreement shall remain in force for the 2009-2010 academic school year.

Either contractual party (GADSDEN COUNTY SCHOOL BOARD or Kurt LaRose) may terminate this agreement by providing a written notice at least thirty (30) days in advance of ending services, unless such termination is prohibited, such as in the case of acceleration (see "ACCELERATION FOR NON-PAYMENT").

Kurt LaRose agrees to perform all counseling duties as outlined herein. Counseling services will be provided in accordance with all applicable federal and state laws, in conjunction with the highest standards of care that are acceptable and known to the clinical social work profession. Kurt LaRose agrees to demonstrate clinical competence and to exhibit ethical standards of conduct as set forth by the National Association of Social Workers and its regulatory and governing Code of Ethics. The Code of Ethics may be accessed online at: <http://www.socialworkers.org/pubs/code/code.asp>

If GADSDEN COUNTY SCHOOL BOARD and/or _____ SCHOOL believe that the NASW Code of Ethics has been violated during the course of this agreement, a complaint may be registered with the NASW, requesting a Professional Review:

NASW
750 First Street, NE
Suite 700
Washington, DC 20002-4241

NASW Florida Chapter
1931 Dellwood Drive
Tallahassee, FL 32303

ACCELERATION FOR NON-PAYMENT:

If at any time the payment terms of this contract are not being adhered to by the district, and payment ever becomes 45 days past due, the Counseling Services Program and Kurt LaRose will accelerate the billing terms of the entire contract and full payment will be immediately payable and due.

Acceleration means that any dates of service that would normally be provided to the district under this contract, that have not already been billed for, will become billable days at the full daily rate - as if the services were already provided. If an acceleration invoice is sent to the district prior to a written notification of intent to terminate this contract, a subsequent notice to terminate will not release the district from being responsible to pay the accelerated amount. The school district agrees to pay any and all accelerated amounts within 30 days of the accelerated invoice. Acceleration does not release either party from fulfilling its contractual obligations for daily services, at the daily rate. In the event acceleration occurs, the Counseling Services Program agrees to provide the district the equivalent number of days of counseling, figured by dividing the daily rate into the total accelerated amount.

RETAINER:

Because LaRose and the Counseling Services Program is only able to provide services a certain number of days each week (up to five) and because the Counseling Services Program negotiates rates with various school districts in North Florida, it is possible and understood that multiple districts will contract simultaneously. To ensure that LaRose is the only provider of counseling services in a particular school for a certain number of days each week, and to request that LaRose reserve a certain number of days each week in a particular school district, the district must forward a non-refundable retainer fee in the amount of 5% of the total contracted amount.

If the district elects to proceed in the contract approval process without the use of a retainer fee, LaRose and the Counseling Services Program cannot ensure availability of LaRose as the provider of services to the district – in which case another similarly trained provider will serve as an agent of LaRose. In the event the district pays the retainer fee, and the board does not approve the contract terms, LaRose may at his sole discretion and sole option, keep the retainer fee for tentatively reserving specific days of the week, for the upcoming academic year.

CONTRACT PREFERENCES, COST ESTIMATES, AND TOTALS:

Daily counseling services in the school. The total number of days, each week, which the GADSDEN COUNTY SCHOOL BOARD contracts with LaRose for services, is one day. The total number of days, for the 2009 – 2010 academic year, which the GADSDEN COUNTY SCHOOL BOARD contracts with LaRose for counseling services, may not exceed a total of 35. The preferred days of service each week is: as scheduled with the school (Mon, Tues, etc.). The total annual cost allowable for daily counseling services, under this agreement, is maximized at \$15,000.

Other Add-on Services. The GADSDEN COUNTY SCHOOL BOARD has indicated in the “Add-On Services” section of this agreement its preferences for additional professional services, exceeding those provided as daily counseling services. The annual cost of the chosen Add-On Services is \$____(see “Add-On Services” section with appropriate check marks to calculate total annual amount. If none are chosen enter a zero).

Retainer Fee. If the district chooses to retain LaRose as the onsite counselor for the contract proposal herein, a 5% non-refundable retainer fee must be paid to LaRose upon approval of the contract terms. If the retainer option is selected, it is/was paid to LaRose on _____, 2009. The retainer (5% of the \$15,000 total maximized contract estimate amount noted in the previous paragraph) it is/was paid to LaRose in the amount of \$_____ (enter zero if the retainer option is not used *).

* It is understood that if the school board does not elect to use the retainer fee option, and/or if LaRose does not deposit such retainer, LaRose will not guarantee to personally serve as the onsite provider of counseling services. When the retainer fee option is not utilized by the school district, LaRose agrees to provide the appropriately trained and licensed professional who will work under LaRose, as the onsite provider.

AUTHORIZED SIGNATURES:

Both parties have read this agreement, and both parties agree to the terms herein by willingly signing the AGREEMENT FOR THE COUNSELING SERVICES PROGRAM. Kurt LaRose and GADSDEN COUNTY SCHOOL BOARD attest, with their representative signatures below, that this contract has been read, understood, and accepted in its entirety, and both contractual parties acknowledge receipt of a signed copy of this agreement.

Kurt LaRose, MSW
2901 Kerry Forest Parkway
Tallahassee, FL 32309
850-545-2886

Date

REGINALD C. JAMES, SUPERINTENDENT
Gadsden County Schools
35 Martin Luther King, Jr. Blvd.
Quincy, Florida 32351
(850) 627-9651

Date

Wilma Jackson, Director
EXCEPTIONAL STUDENT EDUCATION

Date

Notice to Vendor/Contractor: By acceptance of a contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34, Section 80.36(i) Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be effected and the basis for settlement will be decided by the Gadsden County School Board.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8j

Date of School Board Meeting: **JULY 28, 2009**

TITLE OF AGENDA ITEM : **Contract with Behavior Management Consultants, Inc., & Gadsden County School Board**

DIVISION: **EXCEPTIONAL STUDENT EDUCATION**

YES (amendment) This is a CONTINUATION of a current project, grant, etc.

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

This contract will provide for behavioral assessments and program development for ESE students with severe behavior problems, which require the expertise of a Behavior Analyst.

FUND SOURCE: **Individuals with Disabilities Education Act (IDEA)**

AMOUNT: **\$150,000.00 (est.)**

PREPARED BY:
POSITION:

Wilma Jackson *wj*
Director, Exceptional Student Education *W. Jackson*

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.
SUPERINTENDENT'S SIGNATURE: page(s) numbered 4
CHAIRMAN'S SIGNATURE: page(s) numbered 4

Be sure that the COMPTROLLER has signed the budget page.

This form is to be uplicated on light blue paper.

summary.for
revised 0591

Proof read by:

Margaret A Bronson

2009 JUL 15 PM 12:41

GADSDEN SCHOOL BOARD
OFFICE OF ASSISTANT
SUPERINTENDENT

**GADSDEN COUNTY SCHOOL DISTRICT
EXCEPTIONAL STUDENT EDUCATION
CONTRACT WITH INDEPENDENT CONTRACTOR
Behavior Management Consultants, Inc.
2009-2010 Fiscal Year**

Contract made JULY 28, 2009, BETWEEN the School Board of Gadsden County, Florida, a corporation organized and existing under the laws of the State of Florida, with its principal place of business at 35 Martin Luther King Jr. Blvd., City of Quincy, County of Gadsden, State of Florida, herein referred to as the Board, and

Behavior Management Consultants, Inc., of Post Office Box 10827 City of Tallahassee, County of Leon, State of Florida, 32303 referred to as contractor.

1. The Board is in the business of providing educational and other services to the students enrolled in its institutions or programs, and in the conduct of such business, desires to have the following services, as a contractor, to be performed by contractor: Behavior Management Consultants.
2. Contractor agrees to perform these services for the Board under the terms and conditions set forth in this contract

NATURE OF WORK

Contractor will provide Behavioral Management services on behalf of the Board with respect to all matters relating to or affecting the provision of Behavioral Management to the preschool and school age population as identified by the Board and are approved by the Director of Exceptional Student Education. The contractor will render such services according to his/her professional qualifications, which together with appropriate registration, licensure and/or permit, shall be maintained throughout the terms of this agreement. Contractor shall have sole control of the manner and means of performing this contract provided the same is implemented under the direction of the student's Individual Education Plan. The contractor shall provide the following services: See Attachment A.

PLACE OF WORK

BOARD will provide adequate space and equipment for contractor to carry out objectives for identified students. It is understood that these services will be rendered in Gadsden County Schools: largely at George W. Munroe, Stewart Street, Gadsden Central Academy, Havana Elementary & Havana Middle School, County of Gadsden, State of Florida, as designated by the Director of Exceptional Student Education.

TIME DEVOTED TO WORK

In the performance of the services, the services and the hours contractor is to work on any given day will be entirely within contractor's control and the Board will rely upon contractor to put in such number of hours on a daily basis that is reasonably necessary to fulfill the spirit and purpose of this contract. However, the contractor will provide services for no less than thirty (30) hours and no more than one hundred fifty (150) hours per school week. The contractor may provide up to twenty (20) additional hours per school year for additional activities as scheduled and approved by the Director of Exceptional Student Education.

PAYMENT

The Board will pay contractor for all work actually performed by contractor, on completion of the same, at the rate of \$56.00 per hour for Ph.D. level Senior Behavior Analysts; \$25.00 to \$35.00 per hour for Behavior Analysts; and \$15.00-\$23.00 per hour for Behavior Specialist and \$10.00-\$15.00 per hour for Behavior Training Specialist. Payment shall be made by the Board within thirty (30) days after a statement for professional services rendered is received. Such statements shall be presented monthly. The contractor will not be reimbursed for traveling.

DURATION AND TERMINATION

The parties here to contemplate that this contract will run for one (1) school year from July 1, 2009 through June 30, 2010. Any party wishing to terminate this contract prior to its expiration date shall provide the other party with sixty (60) days written notice.

STATUS OF CONTRACTOR

This contract calls for the performance of the services of the contractor as an independent contractor and contractor will not be considered an employee of the Board for any purpose.

PAYMENT OF TAXES AND ASSESSMENTS

This contractor assumes full responsibility for the payment of all assessments, payroll taxes, or contributions, whether state or federal, as to his/her services under this contract and as to all individuals employed by the contractor to perform services under this contract. Contractor shall furnish to the Board, upon the request of the Board, a certificate or other evidence of compliance with all state or federal laws concerning contributions, taxes, and payroll assessments. Contractor agrees to maintain, at contractor's expense, worker's compensation insurance, as required by law, to fully protect both contractor and any individual employed by contractor in providing services under this contract.

CONFIDENTIALITY

Inasmuch as contractor will acquire or have access to information which is highly confidential, it is expected that contractor will not disclose such information unless such disclosure is required by law or with the authorization by the Director of Exceptional Education.

SERVICES BY OTHERS

In the event that the contractor shall at any time be unable to provide the services under this contract, the contractor may employ and temporarily furnish as a substitute to perform such services, another duly qualified and licensed person. Contractor shall be responsible for compensation of individuals employed by as substitutes.

MISCELLANEOUS

Contractor shall, through insurance and otherwise, hold harmless the Board, its officers, and employees from any claim of liability resulting from any actions or negligence of the contractor or substitutes or employees, if any, relating to the care and treatment of students, the operation of motor vehicles, or other actions required to provide services pursuant to this contract.

AMENDMENTS

This agreement and any signed attachments make up the entire agreement between the parties. Said agreement can only be modified or amended in writing, signed by both parties. If any provision of this agreement is found or determined to be unenforceable, all other provisions shall remain enforceable.

In witness their hands and seals, the parties have executed this agreement on the dates hereinafter indicated.

Behavior Management Consultant

Date

**Wilma Jackson, Director
Exceptional Student Education**

Date

THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA

BY: _____
Judge B. Helms, Jr., CHAIRMAN

Date

ATTEST: _____
REGINALD C. JAMES, SUPERINTENDENT

Date

Notice to Vendor/Contractor: By acceptance of a contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34, Section 80.36(i) Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be effected and the basis for settlement will be decided by the Gadsden County School Board.



Behavior Analytic Services Agreement
Behavior Management Consultants, Inc. and
Gadsden County Schools
8/1/09-6/30/10

Behavior Management Consultants, Inc. (BMC) will provide Behavior Analysts and Behavior Specialists to address the specific areas of consultation identified below.

1- Clinical Behavioral Support

Description: Provide ongoing Behavior Analysis support to the Stewart Street E/BD classroom and Behavioral services for referrals approved by the Director of ESE services for individual students in schools across the district. Services will be provided directly by the BMC consulting staff with the credentials and rates identified in the attached Fee Schedule.

1. Conducting Functional Behavioral Assessments and Analyses of problem behavior of individually referred students. All of this work is conducted in a manner that is consistent with current best practice and the behavior analytic research base.
2. Developing individual behavioral programs. Programming is based upon the outcome of the Functional Behavioral Assessment. School staff will collaborate on the development of the programming to be sure that implementation is feasible. Data collection procedures will be used to determine effects and to make adjustments to the programming when necessary.
3. Implementing behavior programs. In some cases, BMC will actually be the primary implementor of the behavior plan until reasonable control is established and school staff can be trained on the programming to a reasonable degree of fidelity. In most cases, school staff after training on the protocols will implement behavioral programming for their students.
4. Developing and assisting with implementation of classroom or schoolwide behavioral programs. In some situations, classroom behavior management and support plans are a necessary first step in impacting the behavior of students. The Behavior Analyst will work closely with the teacher and administrative staff to address these issues.

2-Staff Training: Autism

Description: 8 sessions of 2.5 hrs with staff (no more than 16 people) using an interactive and assignment based teaching model.

Rate

Baker Wright, PhD, BCBA and
Meredith McMillan, MS, BCBA

\$4800.00 for the Autism training package

3-Staff Training: RTI

Description: An interactive training program for teaching staff to develop and actually use RTI. This will consist of 22 hours of training for two grade level teams at a district selected elementary school. The training will be provided by PhD level experienced and Board Certified Behavior Analysts. This is not a traditional workshop experience as the teachers for each of the grade levels will actually be conducting RTI with their selected student and this will be the basis of learning the RTI skill set.

Rate

Baker Wright, PhD, BCBA and
Austin Jackson, PhD, BCBA

\$4800.00 for the RTI training package

Total Contract Costs

This contract will not exceed \$150,000.00. However, the money may be shifted between the consultants and projects as needed and with the approval of the ESE Director.

Maxin L. Reiss, PhD, BCBA
Senior Behavior Analyst
CEO/VP

Gadsden County Schools

Fee Schedule: Gadsden County Schools
7/1/09-6/30/010
Behavior Management Consultants, Inc.
PO Box 10827, Tallahassee, Florida 32302
(850) 521-0242

Consultation Hours are paid according to the following rate structure. BMC has a large number of consultants and can meet negotiated requirements for the amount of consultation time. Consultation is paid on an as used basis only.

Skill Training Specialist:

AA degree staff currently enrolled in university, with 1 undergraduate course in Applied Behavior Analysis and 1 Directed Individual Study course in ABA in the schools.
Rate: \$10.00-\$18:00 per hour (depending on years of experience)

Behavior Specialist 1:

BS level persons who may have undergraduate or graduate level courses in Applied Behavior Analysis with less than 2 years experience working in the schools.
Rate: \$15.00-23.00 per hour (depending on years of experience)

Behavior Specialist 2:

BS level persons who may have undergraduate or graduate level courses in Applied Behavior Analysis with 2 or more years working directly under the supervision of a Behavior Analyst.
Rate: \$23.00-28.00 (depending on years of experience)

Behavior Analyst 1:

BS level persons who may have 1 or 2 undergraduate or graduate level courses in Applied Behavior Analysis with 1 or more years working directly under the supervision of a Behavior Analyst. This person is either board certified or eligible to sit for board certification at the BCABA level.
Rate: \$25.00-35.00 (depending on years of experience)

Behavior Analyst 2:

MS level person (or currently in graduate school program) with either a degree in Applied Behavior Analysis or a minimum of four graduate level courses in Applied Behavior Analysis, with minimum of 1 year of experience of work directly in the schools. This person is either board certified or eligible to sit for board certification at the BCBA level.
Rate: \$28.00-\$40.00 per hour (depending on years of experience)

Senior Behavior Analyst:

PhD or MS level person, with graduate level specialization in Applied Behavior Analysis and certification in ABA (BCBA) with more than 5 years of experience of work directly in the schools.
Rate: \$36.00-\$60.00 per hour (depending on years of experience and degree)

Behavior Management Consultants, Inc.
Tallahassee, Florida 32302

Fee Schedule Addendum: Gadsden County Schools

7/1/09-6/30/10

Behavior Management Consultants, Inc.
PO Box 10827, Tallahassee, Florida 32302
(850) 521-0242

<u>Senior Behavior Analysts</u>	<u>36-60 per hour</u>
Phil Adams, PhD, BCBA	56.00 per hour
Austin Jackson, PhD, BCBA	NA (see workshop rate)
Baker Wright, PhD, BCBA	NA (see workshop rate)
Julie Steward, LCSW, BCBA	45.00 per hour
Meredith McMillan, MS, BCBA	45.00 per hour
<u>Behavior Analyst 1</u>	<u>25-35 per hour</u>
TBA	
<u>Behavior Analyst 2</u>	<u>28-40 per hour</u>
TBA	
<u>Behavior Specialists 1</u>	<u>15-23 per hour</u>
Anna Brasfield, BS	23.00
Erica Kennan, BS	23.00
Anna Brasfield, BS	23.00
TBA	23.00
<u>Behavior Specialist 2</u>	<u>22-28 per hour</u>
TBA	
<u>Behavior Skill Training Specialists</u>	<u>10-15 per hour</u>
TBA	15.00

Behavior Management Consultants, Inc.
Tallahassee, Florida 32302

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8L

DATE OF SCHOOL BOARD MEETING: July 28, 2009

TITLE OF AGENDA ITEM: 2009-2010/The Dick Howser Center Child Care Contract

DIVISION: Head Start

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

PURPOSE AND SUMMARY OF ITEM:

2009-2010 Contract between the School Board of Gadsden County's Head Start Program and the Dick Howser Center for Children Services.

FUND SOURCE: Federal

AMOUNT: \$213,506

PREPARED BY: Carolyn Harden *CH* *SBudgets*

POSITION: Head Start/Prekindergarten Program Director

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

1 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 5

CHAIRMAN'S SIGNATURE: page(s) numbered 5 and 20

This form is to be duplicated on light blue paper.

REVIEWED BY: Cathy L. Austin

2009 JUL 15 PM 12:39
GADSDEN SCHOOL BOARD
OFFICE OF ASSISTANT
SUPERINTENDENT

July 1, 2009 — June 30, 2010
CONTRACT
BETWEEN THE SCHOOL BOARD OF GADSDEN COUNTY
HEAD START PROGRAM
AND
TILE DICK ILOWSER CENTER FOR CHFEDREN SERVICES,
INCORPORATED

THIS CONTRACT is entered into between the School Board of Gadsden County. hereinafter referred to as the “Gadsden County Head Start” and The Dick Howser Center for Children Services, Inc., hereinafter referred to as the ‘Provider’. All fluids expended through this contract are **federal dollars** and are **subject to all rules and regulations applicable to the Head Start Program, CFDA #93.600.**

The Parties Agree:

I. The Provider Agrees:

A. To provide Head Start services according to the conditions specified in Attachment I, Attachment II and Attachment III.

B. Audits and Records

1. To maintain books, records and documents in accordance with sound business practice and generally accepted accounting principles, procedures and practice which sufficiently and properly reflect all expenditures of funds provided by the Board under this contract.

2. To assure these records shall be subject at all times to inspection, review, or audit by the Board personnel and other personnel duly authorized by the Board or by State personnel.

3. To maintain and file with the Board such progress, fiscal, and other reports as the Board may reasonably require within the period of this contract, or as reasonably may be required thereafter.

4. Subject to the provisions of paragraph H, to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, F.S., and made or received by the Provider in conjunction with this contract it is expressly understood that substantial evidence of the Provider’s refusal to comply with this provisions supported by substantial evidence, shall constitute a breach of contract.

C. Indemnification

The Provider shall be liable, and agrees to be liable for, and shall indemnify, defend, and hold the Board harmless from all claims, suits, judgments or damages, including court costs and attorneys' fees arising out of negligence and/or omissions by the Provider in the course of the operations of this contract.

D. Insurance

The responsibility for providing adequate liability insurance coverage on a comprehensive basis shall be provided at all times during the existence of this contract, insurance coverage in the amount of \$1,500,000.00. Upon the execution of this contract, the Provider shall furnish the Board with written verification of the existence of such insurance coverage, which said verification shall indicate that the Board is an additional insured.

E. Safeguarding Information

The provider shall not use or disclose information concerning a recipient of services under this contract for any purpose not in conformity with the State regulations, except on written consent of the recipient, or his responsible parent or guardian when authorized by law.

F. Assignments and Subcontracts

The Provider shall not assign the responsibility of this contract to another party nor subcontract for any of the work contemplated under this contract without prior written approval of the Board.

No such approval by the Board of any assignment or subcontract shall be deemed in any event or in any manner to provide for the incurrence of any obligation of the Board in addition to the total dollar amount agreed upon in this contract. All such assignments or subcontracts shall be subject to the conditions of this contract and to any conditions of approval that the Board shall deem necessary.

II. The Board Agrees:

To pay for contracted services according to the conditions of Attachment I in an amount based on the number of registered students. The Board may withhold any payment if at the time of payment request, the Provider has failed to perform any of its responsibilities under this agreement.

III. The Provider and the Board Mutually Agree:

A. Termination

1. Termination at Will

This contract may be terminated by either party upon no less than thirty (30) days notice, without cause. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.

2. Termination Because of Lack of Funds

In the event funds to finance this contract become unavailable, the Board may terminate the contract upon no less than twenty-four (24) hours notice in writing to the Provider. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. The Board shall be the final authority as to the availability of funds.

3. Termination for Breach

Unless the Providers breach is waived by the Board in writing, the Board may, by written notice to the Provider, terminate this contract upon no less than twenty-four (24) hours notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. Waiver of breach of any provision of this contract shall not be deemed to be a Waiver of any other breach and shall not be construed to be a modification of the terms of this contract. The provisions herein do not limit the Board's right to remedies at law or to damages.

B. Notice and Contract

The Contract Manager for the Board for this contract is Carolyn Harden. The representative of this Provider responsible for the administration of the program under this contract is Donna Hines.

In the event that different representatives are designated by either party after execution of this contract, notice of the name and address of the new representative will be rendered in writing to the other party and said notification attached to originals of this contract.

C. Renegotiation of Modification

Modifications of provisions of this contract shall only be valid when they have been reduced to writing and duly signed. The parties agree to renegotiate this contract if State revisions of any applicable laws, regulations, or budget allocations make changes in this contract necessary. The Board shall be the final authority as to the availability of funds for this contract due to State revisions of any applicable laws, regulations, or budget allowances.

D. Name and Address of Payee

The name and address of the official payee to whom the payment shall be made with Tax Identification Number or Social Security Number:

The Dick Howser Center for Childhood Services, Incorporated
240 Mabry Street
Tallahassee, Florida 32304
Tax Identification Number: 59-1553555

E. All Terms and Conditions Included

This contract and its attachment contain all the terms and conditions agreed upon by the parties.

IN WITNESS THEREOF, the parties hereto have caused this contract to be executed by their undersigned officials as duly authorized to contract and legally bind this respective agency.

PROVIDER

NAME: Donna Hinson
TITLE: Executive Director

DATE: 7/7/09

SCHOOL BOARD OF GADSDEN COUNTY

NAME: _____

TITLE: Board Chairperson

DATE: _____

ATTESTED TO BY: Superintendent of Schools

SUPERINTENDENT: _____

DATE: _____

ATTACHMENT 1
SCHOOL BOARD OF GADSDEN COUNTY

A. Service Provisions

1. To provide Head Start services in the county of Gadsden, Florida, for children of families who meet the eligibility and enrollment requirements as specified in 45 CFR 1305, Eligibility, Recruitment, Enrollment, Selection, and Attendance (ERESA) in Head Start.
2. The services to be provided by the Provider shall comply with the Head Start Performance Standards and other regulations.

B. Method of Payment

1. This contract shall be based upon a ten hour day for 34 students at a rate of \$22.60 per day for each registered eligible students for 215 days and a Head Start Resource teacher located at the Dick Howser Center. The total amount of reimbursement for this contract shall not exceed \$213,506.00 for the period of July 1, 2009 — June 30, 2010.

a. We will operate according to the following schedule:

August

10 Teachers report to work
10-14 Pie-School Planning and In-service
17-20 Home Visits
24 Students begin

Total Number of days for Children **-6**
Total Number of days for Payment **-6**

September

7 Labor Day Holiday

Total Number of days for Children - **21**
Total Number of days for Payment **-22**

October

Total Number of days for Children - **22**
Total Number of days for Payment **-22**

November

11 Veterans Day Holiday

25-26 Thanksgiving Holidays

Total Number of Days for Children -**18**

Total Number of Days for Payment -**21**

December

24-31 Winter Break

Total Number of Days for Children - - **17**

Total Number of Days for Payment - **23**

January_ (Winter Break continued)

1 New Year's Day Holiday

18 MartinL. King Holiday

Total Number of days for Children -**19**

Total Number of days for Payment - **21**

February

Total Number of days for Children - **20**.

Total Number of days for Payment - **20**

March

***please see below**

Total Number of days for Children - **20**

Total Number of days for Payment - **23**.

April

***please see below**

Total Number of days for Children – **20**

Total Number of days for Payment - **22**

May

31 Memorial Day Holiday

Total Number of days for Children - **20**

Total Number of days for Payment - **21**

June

Total Number of days for Children - 14

Total Number of Days for Payment 15

***Children will not attend but teachers will attend for training.**

- b. The Provider shall serve the children enrolled in the Gadsden County Head Start Program 10 hours daily, with a total funded enrollment of 34 children.
2. Financial reports
 - a. Prior to implementation of the contract, Gadsden County Head Start and the Provider will jointly develop a budget based on the contracted services.
 - b. The Provider shall submit on a monthly basis a financial invoice.
 - c. The Provider shall make available to Gadsden County Head Start all source documentation to support the monthly invoice.
 - d. If USDA expenses are submitted, the Provider shall provide documentation that USDA funding was not available to cover the allowable cost.
 - e. If necessary, the Provider shall provide a cost allocation plan to identify services allocated between Gadsden County Head Start and their other funded programs.
3. The Provider shall submit the monthly invoice for reimbursement by the 5th working day of the following month.
4. The Gadsden County Head Start Program shall pay all such invoices within 10 working days after receipt of the Invoice.
5. Any payment due under the terms of this contract may be withheld until all evaluations, corrective actions, program and financial reports due from the Provider and necessary adjustments thereto have been approved by the Gadsden County Head Start Program.

ATFACHMENT II
ADMINISTRATION FOR CHILDREN AND FAMILIES AND
SCHOOL DISTRICT REQUIREMENTS FOR RECEIVING HEAD
START FUNDS

The Provider shall be responsible for providing Head Start services in the following areas:

Education:

1. The Provider shall implement the Core Knowledge curriculum in providing educational services to the children enrolled in Head Start.
2. The teacher and assistant shall be involved in the planning and implementation of the curriculum and lesson plans.
3. The Provider shall ensure that all lessons plans are developed and approved one week prior to implementation.
4. The Provider shall ensure that each child enrolled in Head Start have significant time, indoor and outdoor space, equipment, and materials and adult's guidance for physical development.
5. The Provider shall plan to conduct a minimum of two educational age-appropriate field trips for the Head Start children. Gadsden County Head Start must approve all educational field trips.
6. Head Start children will not participate in any graduation activities, not limited to a graduation ceremony and pictures taken in caps and gowns.
7. The Provider shall not encourage or solicit Head Start parent participation in any Graduation Activities, not limited to Graduation Ceremonies and children pictures in caps and gowns.
8. The Gadsden County Head Start Program shall provide the Provider with all materials and supplies necessary to implement the services provided to the children enrolled in Head Start.

Health/Nutrition:

1. The Provider shall assist with implementing the Health (Medical and Dental) Services according to the Gadsden County Head Start Health Services Plan.
2. The Provider shall provide each child enrolled in the Head Start Program a nutritious breakfast, lunch and snack that meets the requirements of the Child Adult Care Food Program (CACFP).

Family and Community Partnerships:

1. The Provider shall ensure parent/teacher conferences and home visits are conducted according to the Gadsden County Head Start Education Service Plan.
2. The Provider shall ensure each family with a child participating in the Head Start Program is provided the opportunity to participate in three teacher/parent conferences and two home visits.

Transition:

1. The Provider shall assist with the Transition activities for Head Start children and their families according to Transition Plans (Parent Involvement in Transition and Transitional Services).
2. The Provider shall ensure that all staff participate in the transitional activities between the Childcare Center and Head Start.

Program Governance:

1. The Provider shall help establish a parent committee according to Gadsden County Head Start's governance system.
2. The Provider shall assist with electing or re-electing annually, a parent and alternate from the parent committee to serve on the Gadsden County Head Start Policy Council.

Program Planning:

1. A staff member from the Childcare Provider shall participate in the Agency's annual program planning activities.

Communications:

1. The Provider shall conduct a staff meeting at least monthly to ensure quality outcomes for Head Start children and families.
2. The childcare director or designee shall participate in at least one monthly Gadsden County Head Start Team Meeting.

Recordkeeping:

The provider shall be responsible for maintaining records for Head Start services provided through the contract in the following areas:

- a Attendance: (according to the Family Services Plan)
- b Financial Records: (documentation for reimbursement, utilities including electrical and water; appraisals of property, procurement for goods and services if required, USDA reimbursement records, end of the year closing activity finds)
- c Other Financial Records: Payroll (sign-in and sign-out sheets, time sheets, Quarterly IRS-941, IRS-990 and records of non-federal share).
- d Referrals: (Attendance, Health-Medical/Nutrition/ Dental, Disabilities, Family Services)
- e Staff Records
- f Documentation of Licensure requirements
- g Child records:
Contact Information
Health Info.
- h Family Records:
Family Partnership
Needs for Services
Family Contacts

Volunteer Records

Parent Conferences

2. Annually the Provider shall assist with transitioning all Head Start children records to the school where the child will be enrolled.

3. The provider shall transition the family records to the (Gadsden County Head Start administrative office annually, transition shall occur prior to receiving the final reimbursement. The following records are excluded from Transition (Records are: Payroll, Staff; JRS-94 l's, IRS-990). Records pertaining to Licensure.

4. The provider shall adhere to the confidentiality policy of the Gadsden County Head Start Program to release records.

Monitoring:

1. The center Director shall conduct periodic programmatic monitoring activities according to Gadsden County Head Start's monitoring system.

2. The (Gadsden County Head Start staff (program and financial) shall have access to monitor all services and records consistent with the contract.

Self-Assessment:

The Provider shall participate in the Gadsden County Head Start annual Self-Assessment according to the Self-Assessment Procedures.

Human Resources:

1. All classroom teachers must at a minimum, have a valid Child Development Associate (CDA).

2. All classroom assistants must at a minimum have a valid High School diploma.

3. All staff, including the Director must meet requirements for a Licensed Childcare Facility.

4. All childcare staff must comply with the Standards of Conduct according to the (Gadsden County Head Start's Personnel Policies and Procedures.

5. All Provider staff shall participate in pre-service and in-service activities.

6. The Provider shall ensure that all Head Start classes are staffed with a teacher and assistant at all times. Also, the class size will be met according to Head Start requirements in 1306.32(a) Class size. When regular staff are absent, the class staffing requirements must be maintained through the provisions of a substitute.

Eligibility, Recruitment, Enrolment, Selection, and Attendance (ERESA)

1. The Provider shall promptly notify the Gadsden County Head Start Program in writing when a vacancy has been declared.
2. The Provider shall review attendance records periodically to ensure proper source documentation is maintained for excused and unexcused absentees.
3. The Provider shall under no circumstances solicit, encourage, or condition parents to pay any fees for participation in the Gadsden County Head Start Program.

Transportation:

1. The Provider must provide safety education to all parents and children according to Gadsden Head Start Program Transportation Service Plan.

The Grantee Gadsden County Head Start (GCHS) shall be responsible for all Head Start services not specified in the contract.

**ATTACHMENT II
SPECIAL PROVISIONS**

1. The Board shall furnish consultation to the Provider in the areas of fiscal management and the Board required standards for program quality.
2. Reimbursement shall be made only for those expenditures incurred in the provision of eligible services to eligible clients. Eligible services are those services specified in Attachment I of this contract. Client eligibility shall be determined and verified by the contract manager and if the contract manager determines client eligibility, said determinations shall be furnished to the PROVIDER.
3. There shall be no child care fees assessed to parents of children receiving services through this contract.
4. As specified in Attachment I of the contract between the School Board of Gadsden County and the Provider, the School Board of Gadsden County is authorized and has the responsibility for adjusting the number of students from Provider to Provider.

These changes may become necessary as a result of under utilization and/or quality of services. In order to attain full utilization of the contracted amount, it is necessary to implement these changes on an ongoing and immediate manner.

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCES**

**SF4248
ASSURANCES NON-CONSTRUCTION PROGRAMS**

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the intergovernmental Personnel Act of 1970 (42 U.S.C. 4278-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM=s Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
6. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L 88-352) which prohibits discrimination on the bases of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U. S. C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 USC. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to non-discrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to non-discrimination on the bases of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 US.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of the alcohol and drug abuse patient records; (h) Title VII of the Civil Rights Act of 1968 (42 U.S. C. 3601 at seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other non-discrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EQ 11990; (d) evaluation of flood hazards in floodplains in accordance with EQ 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205)
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead based paint in the construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

DRUG-FREE WORKPLACE REQUIREMENTS GRANTEES OTHER THAN INDIVIDUALS

By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.

This certification is required by regulations implementing the Drug-Free Workplace Act of 1988, 45 CFR, Part 76, Subpart F. The regulations published in the January 31, 1989 Federal Register, require certification by grantees that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when HHS determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment.

Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

Workplace identifications must include the actual address of buildings (or parts of building) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g. all vehicles of a mass transit authority of State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).

If the workplace identified to HHS changes during the performance of the grant, the grantee shall inform the agency of the change(s), it previously identified the workplaces in question (see above).

Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 USC 812) and as further defined by regulations (21 CFR, 1308.11 through 1308.15). "Conviction" means a finding of guilt (including a plea of *nob contendere*) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes; "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing use, or possession of any controlled substance; "Employee" means the employee of a grantee directly engaged in the performance of work under a grant including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact of involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

The grantee certifies that it will provide a drug-free workplace by:

a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

b) Establishing a drug-free awareness program to inform employees about:

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

d) Notifying the employee in the statement required by paragraph (a) that as a condition of employment under the grant, the employee will:

- (1) Abide by the terms of the statement; and
- (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;

e) Notifying the agency in writing within ten days after receiving notice under subparagraph (d)(2), from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f) Taking one of the following actions within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a) through (f).

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal program either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable Federal funds in medicare of medicaid; or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing this certification, the offeror/contractor (for acquisitions) or applicant/grantee (for grants) certifies that the submitting organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The submitting organization agrees that it will require that the language of this certification be included in any subawards which subrecipients shall certify accordingly.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTIONS**

By signing and submitting this proposal, the applicant, defined as the primary participant in accordance with 45 CFR Part 76 certifies to the best of his or her knowledge and believe that it and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transaction by any Federal Department or agency;
- (b) have not within a 3year period preceding this proposal been convicted or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction: violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;
- (c) are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
- (d) have not within a 3-year period preceding this application/proposal had one or more public transaction (Federal, State or local) terminated for cause or default.

The inability of a person to provide the certification required above will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The Department of Health and Human Services' (HHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

The prospective primary participant agrees that by submitting this proposal, it will include the clause entitled Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions, "provided below without modification in all lower tier covered transactions.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS
(TO BE SUPPLIED TO LOWER TIER PARTICIPANTS)**

By signing and submitting this lower tier proposal, the prospective lower tier participant, as defined in 45 CFR, Part 76, certifies to the best of its knowledge and belief that it and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, a- voluntarily excluded from participation in this transaction by any Federal department or agency.
- (b) where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal.

The prospective lower tier participant further agrees by submitting this proposal that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions, "without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

**CERTIFICATION REGARDING LOBBYING
FOR CONTRACTS, GRANTS, LOANS
AND COOPERATIVE AGREEMENTS**

The undersigned certifies to the best of his or her knowledge and belief that:

(1) No Federal appropriate funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee or an agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty or not less than \$10,000 and not more than \$100,000 for each such failure. I hereby agree to the above certifications and assurances.

I hereby agree to the above certifications and assurances.

Signature of Certifying Official

Date

Title

Applicant Organization

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8m

DATE OF SCHOOL BOARD MEETING: July 28, 2009

TITLE OF AGENDA ITEM: 2009-2010 GCS's Head Start Refunding Application

DIVISION: Head Start

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

PURPOSE AND SUMMARY OF ITEM:

2009-2010 Gadsden County Schools Head Start Refunding Application to serve 259 Head Start Children.

FUND SOURCE: Federal

AMOUNT: \$1,989,231

PREPARED BY: Carolyn Harden *CH - Bridges*

POSITION: Head Start/Prekindergarten Program Director

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

1 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered n/a

CHAIRMAN'S SIGNATURE: page(s) numbered 1 and 40

This form is to be duplicated on light blue paper.

REVIEWED BY: Cathy L. Austin

2009 JUL 15 PM 12:39

GADSDEN SCHOOL BOARD
OFFICE OF ASSISTANT
SUPERINTENDENT

**APPLICATION FOR
FEDERAL ASSISTANCE**

1. TYPE OF SUBMISSION Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		Preapplication <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		2. DATE SUBMITTED:	Applicant Identifier 04CH0241
3. DATE RECEIVED BY STATE:				State Application Identifier	
4. DATE RECEIVED BY FEDERAL AGENCY:				Federal Identifier 04CH0241 - 000	
5. APPLICANT INFORMATION					
Legal Name: GADSDEN COUNTY SCHOOL DISTRICT			Organizational Unit: Department: HHS: Office of Head Start		
Organizational DUNS: 152811279			Division: HHS: Office of Head Start		
Address: Street: 35 Martin Luther King, Jr. Boulevard			Name and telephone number of the person to be contacted on matters involving this application (give area code)		
City: Quincy			Prefix: Mrs. Middle Name:		
County: N/A			First Name: Carolyn		
State: FL Zip Code: 32351			Last Name: Harden		
Country: N/A			Suffix:		
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 596000615			Phone Number (give area code) (850)627-3861		Fax Number (give area code) (850)875-8790
8. TYPE OF APPLICATION <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): Other (specify)			7. TYPE OF APPLICANT (enter appropriate letter in box) <input checked="" type="checkbox"/> H Other (specify)		
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 93.600 TITLE (Name of Program): Head Start / Early Head Start			9. NAME OF FEDERAL AGENCY: HHS / ACF / OHS		
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States etc.): Gadsden			11. DESCRIPTION TITLE OF APPLICANT'S PROJECT: 2009-2010 Gadsden County School's Head Start Refunding Application.		
13. PROPOSED PROJECT: Start Date: 12/01/2009 Ending Date: 11/30/2010			14. CONGRESSIONAL DISTRICTS OF: a. Applicant: b. Project:		
15. ESTIMATED FUNDING			16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?		
a. Federal	\$1,989,231		a. YES THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON		
b. Applicant	\$497,308		Date:		
c. State	\$0		b. NO <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372		
d. Local	\$0		<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW		
e. Other	\$0		17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?		
f. Program Income	\$0		<input type="checkbox"/> Yes If "Yes," attach an explanation. <input checked="" type="checkbox"/> No		
g. Total	\$2,486,539		18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED		
a. Authorized Representative					
Prefix: Mr.		First Name: Judge		Middle Name:	
Last Name: Helms			Suffix:		
b. Title: Authorizing Official			c. Telephone number: (850)627-3861		
d. Signature of Authorized Representative:			e. Date Signed:		

Standard Form 424 (Rev.9-2003) Prescribed by OMB Circular A-102

GABI - SF424A Report

Grant / Delegate No: 04CH0241 / 000 Agency Name: Gadsden County School Board
 Program Type: Head Start Application Type: Basic State: FL Fiscal Year: 2009 Budget Period: 12/01/2008 to 11/30/2009

BUDGET INFORMATION - Non Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY						
Grant Program, Function, or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1 Program Operation	93.600	\$0	\$0	\$1,966,365	\$497,308	\$2,463,673
2 TTA	93.600	\$0	\$0	\$22,866	\$0	\$22,866
3		\$0	\$0	\$0	\$0	\$0
4		\$0	\$0	\$0	\$0	\$0
5 Total (Sum of lines 1-4)		\$0	\$0	\$1,989,231	\$497,308	\$2,486,539
SECTION B - FEDERAL RESOURCES						
GRANT PROGRAM, FUNCTION, OR ACTIVITY						
6. Object Budget Categories	(1) Program Operation	(2) TTA	(3)	(4)	Total	
a. Personnel	\$1,157,635	\$0	\$0	\$0	\$1,157,635	
b. Fringe Benefits	\$356,704	\$0	\$0	\$0	\$356,704	
c. Travel	\$13,000	\$0	\$0	\$0	\$13,000	
d. Equipment	\$7,500	\$0	\$0	\$0	\$7,500	
e. Supplies	\$29,500	\$0	\$0	\$0	\$29,500	
f. Contractual	\$248,640	\$0	\$0	\$0	\$248,640	
g. Construction	\$0	\$0	\$0	\$0	\$0	
h. Other	\$74,811	\$22,866	\$0	\$0	\$97,677	
i. Total Direct Charges (sum of 6a - 6h)	\$1,887,790	\$22,866	\$0	\$0	\$1,910,656	
j. Indirect Costs	\$78,575	\$0	\$0	\$0	\$78,575	
k. Totals (sum of 6a - 6j)	\$1,966,365	\$22,866	\$0	\$0	\$1,989,231	
7. Program Income	\$0	\$0	\$0	\$0	\$0	

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Standard Form 424A (Rev. 7-97)
 Prescribed by OMB Circular A-102

GABI - SF424A Report

Grant / Delegate No: 04CH0241 / 000 Agency Name: Gadsden County School Board
 Program Type: Head Start Application Type: Basic State: FL Fiscal Year: 2009 Budget Period: 12/01/2008 to 11/30/2009

BUDGET INFORMATION - Non Construction Programs

OMB Approval No. 0348-0044

SECTION C - NON-FEDERAL RESOURCES					
Grant Program (a)	Applicant (b)	State (c)	Other (d)	Total (e)	
8 NFS	\$497,308	\$0	\$0	\$497,308	
9	\$0	\$0	\$0	\$0	
10	\$0	\$0	\$0	\$0	
11	\$0	\$0	\$0	\$0	
12 Total (Sum of lines 8-11)	\$497,308	\$0	\$0	\$497,308	
SECTION D - FORECASTED CASH NEEDS					
Budget Category	Current Year Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13 Federal	\$1,989,231	\$497,308	\$497,308	\$497,308	\$497,307
14 Non-Federal	\$497,308	\$124,327	\$124,327	\$124,327	\$124,327
15 Total (Sum of lines 13-14)	\$2,486,539	\$621,635	\$621,635	\$621,635	\$621,634
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
Grant Program (a)	FUTURE FUNDING PERIODS (Years)				
	First (b)	Second (c)	Third (d)	Fourth (e)	
16 Program Operation	\$0	\$0	\$0	\$0	
17 TTA	\$0	\$0	\$0	\$0	
18	\$0	\$0	\$0	\$0	
19	\$0	\$0	\$0	\$0	
20 Total (Sum of lines 16-19)	\$0	\$0	\$0	\$0	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges: \$1,910,656	22. Indirect Charges: \$78,575				
23. Remarks:					

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Standard Form 424A (Rev. 7-97)
 Prescribed by OMB Circular A-102

**GADSUEN COUNTY HEAD START
2009-10 REFUNDING APPLICATION
FULL PROJECT DESCRIPTION**

I. Objectives, Need for Assistance, and Geographical Area

A Program Demographics:

Gadsden County is located in the Big Bend region of northwest Florida, approximately 25 miles from Tallahassee, Florida, the state Capital. It is a sparsely populated area, which is mostly agricultural in nature. Its population is centered around four communities, with the largest being the county seat of Quincy. The other communities in order of size include Havana, Chattahoochee, and Midway. Many of the residents in Gadsden County live in remote areas where services are either inaccessible or hard to reach, due to location and transportation barriers.

Despite the fact that Florida's population is rapidly increasing (making it the fourth largest state in the country), Gadsden County has only grown by an average of less than one percent per year over the past two decades. As of June 2009, Gadsden County's population was 47,560. The county remains one of the least densely populated areas in the state, with an average of 92.2 people per square mile, compared to the state average of 267 people per square mile. As indicated in the 2000 Census, the population of Gadsden County was comprised of the follows: 57.7% African American, 39% Caucasian, and 62% Hispanic. Gadsden County remains the only county in Florida where the majority of its residents are African American. The Hispanic population is one of the fastest growing populations in Florida, and the Hispanic population in Gadsden County, namely Greensboro, is steadily growing due to tomato crops in that area that are harvested by migrant workers.

Poverty is one of the most important correlates to poor maternal and child health and educational outcomes. According to the 2000 Census, 12.5% of all people in Florida lived in poverty, as compared to 19.9% if all people in Gadsden County. Data compiled from the University of South Florida Center for the Study of Children's Futures in 2006, indicated that there were 5,420 children living in Gadsden County between the ages of 0-5. It was estimated that 73% of these children were living at or below 150% of federal poverty. In addition, 59.2% of female-headed households with children under five lived in poverty. The poverty rate of female head-of-household is especially significant in light of the high rate of births to unmarried mothers in Gadsden County. The percentage of unmarried mothers in Gadsden County decreased from 67.2% in 2002 to 65.7 in 2006. Medicaid eligibility is one common indicator of child poverty in any community. In Gadsden County, Medicaid enrollment for children ages birth to five, increased from 2,226 in 2002 (46%) to 2391 in 2006.

Employment opportunities in Gadsden County are very limited. Agriculture remains central to Gadsden County's economy, with approximately 23% of employed residents working in the agricultural community. Unemployment averages in 2007 were 4.2%, which was slightly above the 4.0% percent state rate, but these rates are falsely skewed by part-time agricultural labor employment during the tomato harvesting seasons. In addition, the majority of the employed population was employed in low-paying retail, manufacturing, or seasonal jobs. During 2004, the per capita income in Gadsden County was \$19,160. The state's average per capita income was \$31,469. In 2004, former Governor Jeb Bush announced the re-designation of Gadsden County as a "Rural Area of Critical Economic Concern". This designation recognizes local community challenges and signifies the state's intent to partner with the county as it works to meet local economic objectives.

The unemployment rate in Gadsden County has rapidly increased over the past year due to the economic recession, and this has exacerbated due to the recent closing of Quincy Farms, a mushroom factory that once employed a large number of Gadsden County residents.

The challenges associated with children and families living in poverty are reflected in the educational outcomes of the county's students. In 2006-07, Gadsden County had a K-12 public school enrollment of 6,515. 80.1% of the students were African American, 3.2% were Caucasian, and 15.3% were Hispanic. This compared to the statewide composition of 47% Caucasian, 23% African American, 24% Hispanic, and 1% Multiracial, >1% Asian, and >1% American Indian. High school graduation rates are defined as the percentage of students who enter high school as 9th graders, then graduate four years later. During 2006-07, Gadsden County's graduation rate of 53.3% (which compared to the state average of 72.4%) was the lowest in the state. The dropout rate in Gadsden County is consistently higher than the state's average. One of the highest correlates of positive educational outcomes for children is the educational level of the mother. Only 52% of the mothers in Gadsden County have completed education up to 11th grade.

The rate of illiteracy in Gadsden County is higher than the state average, with many citizens unable to read at a level which would allow them the opportunity to be successful in life. Even Start, Amen-Corp. Florida A&M University, Tallahassee Community College, and the Gadsden County Public Library are a few of the organizations that are partnering with the Gadsden County School District and Head Start to address the literacy needs in our county.

In every instance, measures of student performance fall short of the state average. The Florida Comprehensive Assessment Test (FCAT) is a state-mandated test measuring skills in math, reading, writing, and science for public school students in grades 3 through 10. The Florida Department of Education annually grades schools with a letter grade of A, B, C, D, or F, using a point system based upon student performance on the FCAT. Since the implementation of the FCAT in 1999, Gadsden County students have consistently fallen short of expected student performance in math and reading. Due to the diligent efforts of the Gadsden County School System, and partnering agencies, the FCAT grades for the county have gradually improved. During the 2008-09 school term, out of the 13 schools in the county, 4 schools received an A, one school received a B, six received a C, and 2 schools received a failing grade of F. Although these grades are still below the state average, the improvement in the elementary and middle schools are evident when comparing Gadsden County's FCAT grades from previous years. The state Department of Education will use different criteria during the 2009-2010 school year to calculate grades for all high schools.

In Summary:

- Gadsden County is a rural county with a population of approximately 47,560.
- African Americans comprise a majority of the population in Gadsden County (57.7%)
- The county has an increasing Hispanic population
- 19.9% of Gadsden County residents live in poverty
- Gadsden County has a population of 5420 children between age birth to five
- 73% of the children in Gadsden County live at or below 150% Federal Poverty
- 46% of the children age birth to five are receiving Medicaid.
- In 2007, the unemployment rate in Gadsden County is 4.2%, but this number has drastically increased over the last year, due to the economic recession,
- in 2006-07 High School graduation rate in Gadsden County is 53.3%
- Gadsden County has one of the highest drop out rates in the state of Florida
- The rate of illiteracy in Gadsden County is higher than the state average
- FCAT scores in Gadsden County are lower than the state average
- FCAT scores in Gadsden County have improved as compared to previous years
- Local agencies are partnering with Gadsden County Schools to address literacy and other educational issues.

B. Local Services for Children Birth to Five:

Since 1985, the Gadsden County School Board has been the Grantee for the Gadsden County Head Start Program. This program is currently funded to serve 259 children, and has 6 school sites across the county, as well as one community-based site and one contracted child care sites. Most of the children enrolled in the Head Start Program receive a 6.5 hour/day program for 180 days/year, however, contracts with private child care providers make full-day, full-year care available to some working parents. The Gadsden County School Board also serves Pre-k children in the Title 1 Program, the Voluntary Pre—kindergarten Program, and the Exceptional Student Education Program (ESE Program). Comprehensive services such as vision, hearing, and developmental screenings are provided to children enrolled in the Head Start Program. Transportation is provided for the school-based programs, however, parents must provide transportation for children receiving services at the contracted sites. The contracted child care center is the Dick Howser Center.

The Florida State University (FSU) Center for Prevention and Early Intervention Policy was funded to provide an Early Head Start program for Gadsden County. FSU Early I-lead Start has a combined enrollment of 6\$ infants, toddlers, or women who are pregnant. The program operates two service options. The grantee directly operates the home-based option, offering weekly home visits and biweekly group socialization, as well as the center-based option, which provides 36 enrollment slots for full-day, year- round child care for infants and toddlers of working parents. The goals of the program are to improve the developmental outcomes for children, enhance the ability of parents to raise their children, and increase opportunities for family self-sufficiency.

Each year, both the Early Head Start and Head Start programs enroll and provide services to children with special needs. In 2006-07, 13 children in Early Head Start (12.4%) met the criteria for Part C developmental delay. In 2006-07, 45 children in Head Start (16%) were children with special needs. The Head Start Program works closely with the Exceptional Student Education Department to assure the most appropriate placement for children with disabilities. The Head Start Disability Coordinator attends staffings and works closely with the Pre-k ESE Specialist, who is housed at the same site as the Head Start office, allowing for easier communication.

Gadsden County's state-funded Voluntary Pre-kindergarten Program (VPK) makes Prekindergarten services available to all age eligible four-year-old children, Although the Head Start Program is currently funded to serve 259 children, the VPK program will enable Head Start to serve 23 additional children during the 2009-10 school term.

Redlands Christian Migrant Association (RCMA) operates a migrant Head Start program in Greensboro. The Panhandle Area Education Cooperative (PAEC) operates a migrant program for school-aged migrant children and adults. Approximately 31 Hispanic families were enrolled in Gadsden County's Head Start Pre-kindergarten program during the 2007-08 school year.

The Gadsden County Early Learning Coalition is the state-sanctioned organization in the county, which coordinates publicly funded state and local preschool programs, including the federal subsidized child care program. The Coalition serves children in center-based group care settings, public school pre-kindergarten programs, and family child-care homes. The Early Learning Coalition is managed by The Agency for Workforce Innovation.

The Early Steps Early Intervention Program provides disability services to infants and toddlers under age three. During 2006-07, 112 Gadsden County children received services through the Early Intervention Program. The presenting problems of these children included developmental delays, speech and language delays, and conditions related to prematurity. Statewide, referrals to Early Steps come from hospital Neonatal intensive Care Units, private doctors, and community agencies such as Early Head Start, Healthy Families, and I-Healthy Start. Statewide, referrals from a parent or family member are the most common referral sources. This holds true for Gadsden County as well. Gadsden County referral sources also include Child Find and private care providers.

The Dick Howser Center serves infants and toddlers with disabilities. This center also contracts preschool slots with the Head Start and Early Head Start programs.

There are three programs in Gadsden County which offers home visiting service options, primarily targeting pregnant women and families with infants and/or toddlers. These include Healthy Start, Healthy Families Gadsden, and Early head Start. Deliberate steps have been taken by these agencies to assure that services are not duplicated and that maximum use is made of available resources. These programs have formed the Gadsden County Home-Visiting Partnership. Healthy Start provides preliminary screening and referrals. Once referred, Healthy Families Gadsden provides family assessments that ensure that families are matched with the home-visiting program that best fits their needs. Healthy Families Gadsden serves pregnant women, infants and families at risk of abusing or neglecting their children.

Child Find provides screening for children who are suspected of having a developmental delay or handicapping condition. This service used to be provided by a regional education arrangement, but was transferred to the special education department of the school district during the 2003-04 school term.

When it comes to group care for infants and toddlers, quality services in Gadsden County are very limited. Only 40% of the county's child care centers offer care for infants under age 12 months. Of the providers that do provide care for young infants, the quality of that care for many of these centers is poor. The lack of quality at many centers is due to minimal funding available for facilities, equipment and materials.

In Summary:

- The Gadsden County School District served 274 three and four year old children during the 2005-06 school term.
- The Gadsden County School District provides full day/full year services through contract with local child care providers.
- FSU Early Head Start serves a combination of 68 infants, toddlers, or women who are pregnant.
- Head Start and Early Head Start provide services to children with special needs.
- Head Start works closely with the District's ESE department to serve all eligible children.
- The Voluntary Prekindergarten Program is available for all eligible 4 year olds RCMA and PAEC provide migrant education services to Hispanic children and families in Gadsden County.
- Early Steps provided services to Gadsden County children during the 2006-07 school term.
- The Dick Howser Center serves infants and toddlers with disabilities, and contracts Preschool slots with Head Start and Early Head Start.
- Healthy Start, Healthy Families Gadsden, and Early Head Start provide home visiting services.
- Child Find provides screening for children suspected of having a developmental or handicapping condition.
- Only 40% of Gadsden County's child care centers offer care for infants under age 12 months.
- Quality child care services are limited in Gadsden County due to lack of funds.

C. Parent/Family Services

Parent/family services are an integral part of the Gadsden County Head Start Program, as well as the overall Gadsden County School system. A Parent Involvement Coordinator is employed with the Head Start Program, and works closely with families by encouraging participation on the Policy Council, Center Committees, urging parents to attend workshops, and urging them to become active in local government by attending city and county commission meetings, as well as local school board meetings. The Parent Involvement Coordinator also provides regular trainings to parents in such areas as nutrition, child behavior, budgeting, along with any others trainings that parents have expressed an interest in. The Parent Services Coordinator also encourages active participation of fathers in the Head Start Program. Men Assuring Childrens Success (MACS) is a male involvement component within the parent services program that solicits and encourages the participation of significant father figures in the lives of children enrolled in the program. Parent services staff are also employed with the School Board to encourage all parents to participate in the activities related to the overall school system. The Head Start Family Services Coordinator, and the Family Services Staff also work with families by working with them to develop and implement Family Partnership Agreements which outline goals, timetables, and strategies for achieving the goals that the families might have. Family Services Staff are assigned to each school so that all parents have access to these services. Family Services Staff also work with local community agencies in an effort to access all available services that a family might need, as well as to collaborate in an effort to increase/improve resources for the benefit of the entire community. Partnership Agreements are also made between these agencies and the Head Start Program. These agreements further identify the role that each plays in assuring that needed resources and services are accessed.

In addition to working with community agencies, the Head Start Program provides each parent with a training handbook which includes educational information in the areas of nutrition, health, safety, mental health, child development, school attendance. etc. It also contains a listing of local community resources.

The Early Head Start Program, which is also located in Gadsden County, has strong family support services as well. The home-visiting component of the program places great emphasis on empowering families to become self-sufficient. to link expectant women and families with infants/toddlers to the necessary service providers. These services might include prenatal care, breastfeeding and childbirth education, family planning, parenting skills, maternal health and personal development, infant health and development, and community resources for education, job training, and employment services.

Gadsden County Health Department is funded through state and federal sources, and provides prenatal care, Healthy Start services, WIC, immunizations, dental services, well- baby check-ups, and Medicaid Early Periodic Screening, Diagnosis, and Treatment.

Refuge House is a non-profit community based organization that provides services to victims of domestic violence and their families. It offers a safe shelter for battered women and their children and individual and group counseling. Refuge House is a very visible agency in the Gadsden County Community, providing domestic violence education and support to the families in the county.

Woman-to-Woman is a federally funded program which aims to reduce infant mortality by offering peer group support services for pregnant women and mothers of children under two years of age. The program draws on women in the community to contact other women who live in remote locations or who are isolated for various reasons. The program is an outreach resource for the Head Start Program, as well as other community- based agencies as they attempt to educate families about available resources and programs.

Healthy Start is administered through the Gadsden county Health Department, and provides parenting support for pregnant women and new mothers, as well as other services such as childbirth education, mental health counseling, and breastfeeding education.

Healthy Families-Gadsden provides home visitation services to families at risk of abuse or neglect. They are located in the same office as the Early Head Start Program, which facilitates communication and joint parent training.

Gadsden County Cooperative Extension Services serves families through parenting classes with information about child development, nutrition, food preparation, home safety, and money management. The agency's Family and Consumer Coordinator serves on the Early Head Start and Head Start Policy Council. The Office also partners with the Health Department (WIC) to provide nutrition education to participants of the Head Start Program.

Florida Department of Children and Families is the state agency responsible for child protective investigations, developmental services, foster care, and public assistance programs including food stamps.

Redlands Christian Migrant Association (RCMA) is a child-care program, which places special emphasis on addressing issues of migrant farm worker families. Special emphasis is placed on developing parents as advocates and decision-makers for their own children. They also act as a linkage with local agencies to assist parents in meeting the needs of their families.

The Gadsden County Whole Child Project is made up of members from various local service agencies, which includes the Head Start Program. Through the council, all agency staff are able to keep informed of local community agencies, their services, and the process whereby these services may be accessed.

Big Bend Transportation is the only public transportation system in Gadsden County. It is mainly accessed by Medicaid recipients because these transportation services are very expensive for non-Medicaid recipients. This is a very valuable resource because it enables families to travel to medical appointment, and to other agencies in and around Gadsden County that might otherwise be inaccessible.

In Summary:

- Parent/family services are an integral part of the Gadsden County Head Start Program, as well as the overall Gadsden County School system.
- A Head Start Parent Coordinator works closely with parents by providing trainings and encouraging them to be active in their community.
- Head Start Family Services Staff provides home visits and support services to families.
- The Early Head Start Program also has strong family support services.
- Gadsden County Health Department provides family services such as prenatal care, immunizations, dental care, well-baby check-ups, and Medicaid EPSDT. Refuge House provides domestic violence services and counseling, as well as a safe shelter for battered women.
- Woman-to-Woman provides peer group support and outreach services for pregnant women and mothers.
- Healthy Start provides education and support for pregnant women and new mothers.
- Healthy Families-Gadsden provides home visitation services to families at risk of abuse or neglect.
- Gadsden County Cooperative Extension Services provides parenting classes such as child development, nutrition, food preparation, home safety, and money management.
- The Cooperative Extension agency's Family and Consumer Coordinator serves on the Early Head Start and Head Start Policy Council.
- Florida Department of Children and Families is responsible for child protection, developmental and foster care services, and public assistance programs.
- RCMA addresses issues of migrant farm workers and their families.
- The Gadsden County Whole Child Project is a sharing and support network, consisting of local agency providers.
- Big Bend Transportation is the only public transportation system in Gadsden County.
- Big Bend services are very expensive for non-Medicaid recipients.

D. Health Services:

The Head Start Health Services Coordinator and Family Services staff work closely with area providers to access health services and to address the needs of the families in the Head Start program. Health services include health screenings and follow-up, mental health services, linkage to healthcare providers, parent and staff education and trainings, and collaboration with agency providers.

There are many health challenges in Gadsden County, which make collaboration efforts between the Head Start Program and area providers critical. Gadsden County has been designated as a Medically Under-served area by the federal government, with health-care shortages in primary care, dental care, and mental health care. The local hospital has closed, and there are no obstetrical physicians in the county. The majority of deliveries take place in neighboring Leon County, primarily at the non-profit Tallahassee Memorial Regional Medical center. There is one pediatrician in the county, and very limited access to dental care. Currently, the (newly opened) dental clinic, housed at the Gadsden County Health Department is the only Medicaid provider in the county to serve young children. This makes it necessary for Head Start children and families to travel outside of the county in order to receive dental services. This also effects cost for services since many of the providers outside of the county do not accept Medicaid. The Gadsden County Health Department does provide some family/child services such as prenatal care, Medicaid EPSDT, health education, WIC, immunizations, and well baby check-ups.

Diabetes and excessive weight present significant health risks in Gadsden County. Diabetes ranked second in the list of the community's health problems. These statistics have tremendous implications for the Head Start programs in the county, and both programs place high emphasis on exercise and nutrition education for their families. Head Start works closely with the WIC office and the Gadsden County Cooperative Extension Office in an effort to assure that families receive nutrition education and monitoring.

Immunization rates for Gadsden County are high, which indicate a strong working relationship between the Head Start program, families, and community health providers. In 2004-05, 93.7% of all children statewide had the required immunizations at kindergarten entry. For Gadsden County's public and private schools 98.3% were immunized at kindergarten entry. This was among the highest immunization rates in the state of Florida.

Gadsden County ranks among the highest in the state in infant mortality, however, there are some encouraging indicators of progress. Between 2003-2005, the State's infant mortality rate increased from 7.0 to 7.2 per 1000 live births. During the same time period, however, Gadsden County's infant mortality rate decreased from 13.5 to 11.8 per 1000 live births. The teenage pregnancy rate has also decreased from 26.6 per thousand in 2002, to 14.2 per 1000 in 2004.

In Summary:

- Head Start staff and area health services providers' work closely to assure health services are provided to families.
- Health challenges in Gadsden County make collaboration critical.
- Gadsden County has been designated a Medically Under-served Area by the Federal Government.
- There is a critical shortage of health care providers in Gadsden County.
- The local hospital in Gadsden County has closed.
- Medicaid providers for dental care for young children in the area are very limited.
- The Gadsden County Health Department provides some family/child services such as prenatal care, Medicaid EPSDT, health education, WIC, immunizations, dental services, and well baby check-ups.
- Diabetes and excessive weight present significant health risks in Gadsden County.
- The Head Start Program places great emphasis on exercise and nutrition education for children and families.

- Head Start works closely with the WIC program and the local Cooperative Extension Office to assure that parents receive nutrition education.
- Immunization rates for Gadsden County are high, which indicate a strong working relationship between the Head Start program, families, and community health providers.
- Between 2003-2005, the infant mortality rate has decreased in Gadsden County from 13.5 per 1000 live births to 11.8 per 1000 live births.
- The teenage pregnancy rate has decreased from 26.6 per thousand in 2002, to 14.2 per 1000 in 2004.

E. How the findings of the Community Assessment were used to help reach decisions in the six areas listed in 45CFR 1305.3(c):

- The findings were used to determine the program's philosophy, short-range and long-range program objectives.
- The following Mission and Goals are descriptive of the philosophy and short-range and long-range objectives for the Gadsden County Head Start Program. Staff, parents, and Policy Council cooperatively developed the statements.

Mission Statement

The mission of the Gadsden County Head Start/Pre-k Program is to ensure that all children participating in the Gadsden County Head Start/Pre-k Program enter school emotionally, physically, socially, and intellectually ready to learn; fully recognizing the crucial role of the parents as the child's primary teacher.

Overall Goal

As educators, our goal is to support and assist parents in their role as their child's primary teacher by providing a safe and supportive environment, with ongoing opportunities for active learning through which children may develop self confidence, initiative, curiosity, and resourcefulness that will serve them well in school and later in life.

Type of Service and program

The Gadsden County Head Start Program is a center-based option serving three and four year old children. The program operates at six elementary schools and one community site (Midway) for 180 days per year. The program also contracts with one local childcare center that provides full day/full year services to 34 three-year-olds. These children are transitioned into the county's elementary schools as four-year-olds.

Recruitment Area of the Program

The recruitment area of the Gadsden County Head Start Program encompasses all of Gadsden County, Florida. The Community Assessment reveals poverty areas throughout the entire county. Therefore, recruitment efforts are essentially the same throughout the county. Open registration is held in all areas of the county.

- **Gadsden County Head Start has no Delegate Agencies.**

- **Location of Centers**

Head Start centers are located throughout the county at six elementary schools, the Midway site, and one contracted site. Locations are: Quincy (George W. Munroe and Stewart Street), Gretna. St. John, Chattahoochee, Havana. Midway, and the contracted site (Dick Howser Center) is located in Quincy.

See Attachment Number III for Location Map

• Criteria that defines the type of children and families who will be given priority for recruitment and selection

An eligibility priority criteria checklist has been developed for the Gadsden County Head Start/Pre-K Program in order to ensure that children with the greatest need are placed first. It should be noted that the Gadsden County School District provided preschool services through three different funding sources: Head Start, Title 1, and Exceptional Student Education. The Gadsden County School Board has also recently become a provider of Voluntary Pre-kindergarten (VPK) services.

See Attachment Number IV for Placement Criteria

II. Program Approach and Results or Benefits Expected

The goals of the Gadsden County Head Start/Pre-K Program are developed through a process of self-assessment and review of the community assessment. This process included parents, staff, and Policy Council members. Objectives for achieving these goals are incorporated in the Program Plan.

A. Program Goals, Approach, and Action Steps:

(1) Child Development

Goal A:

By the end of the 2012 school term, 80% or more of the Head Start/Pre-K students will demonstrate at least one year's growth on all domains of the LAP-3 assessment. Schools will annually demonstrate progress towards meeting this goal.

Goal B:

By the beginning of the 2012 school year, 80% or more of the students assessed will demonstrate proficiency on all areas of the kindergarten readiness assessment. Schools will annually demonstrate progress towards meeting this goal.

Action Steps for Goals A and B:

Reading:

- Use a curriculum aimed at increasing children's oral language development, alphabet knowledge, print awareness and phonological awareness.
- Use a variety of assessments to guide instruction and measure student progress. Use a wide range of reading materials representing diverse cultures, genres, ability levels, and interests.
- Use re-telling of story events, prediction, and connection to real life to encourage comprehensive skills.

Mathematics:

- Use a curriculum that encourages touching, manipulating and examining objects children find around them and then moving them from the concrete experiences to representing knowledge symbolically using mathematical language.
- Modify instruction to accommodate individual student needs/learning styles.
- Provide training, support, and monitoring of teachers to ensure that all student data are analyzed and individualized instruction is provided.
- Integrate mathematics instruction and mathematical language of instruction into other areas of the curriculum.

Science:

- Provide training to teachers to ensure that the objectives and goals set forth in the science curriculum are met.
- Use an approach to science that gives children many opportunities for systematic observation and hands on investigation of both the living and material world, and takes them from describing and explaining to making predictions based on observations.
- Choose science activities and topics that relate to student interest, experience, and culture.
- Integrate science instruction and science language of instruction into other areas of the curriculum.
- Provide materials and resources to encourage scientific exploration and observation.

Writing:

- Provide activities that enhance both hand/eye coordination and small muscle control of the hand and fingers.
- Teach writing techniques, which include the proper way to hold a writing instrument and the designs and strokes that will eventually be used to form letters.
- Focus on the relationship between oral language and print.
- Encourage children's purposeful writing in all aspects of the curriculum-for example, language experiences, stories, journal writing/dictation, encouraging writing during dramatic play, etc.
- Analyze student writing to diagnose strengths and weaknesses and adjust instruction accordingly, using individualized instruction, small groups, etc.

(2) Family and Community Involvement

Goal A:

By the end of the 2012 school term, 85% or more of the parents and community members will perceive the Head Start/Pre-K program to be a place that encourages active participation in the learning process. The Head Start/Pre-K program will demonstrate annual progress towards this goal.

Goal B:

By the end of the 2012 school term, at least 75% of Head Start/Pre-K parents will receive information and education on family preservation issues, including domestic violence, money management, stress management, and HI V/AIDS awareness.

Action Steps for Goals A and B:

- Develop partnerships and collaborate with local agencies (Refuge House, Extension Office, Health Department and local Mental Health Agency)
- Recruit and encourage participation of fathers and other significant males in the child's life.
- Expand family education opportunities through family literacy, ESOL, and GED programs. Provide frequent, ongoing communication in English and other appropriate languages through school and home.
- Provide parent support at the school level through the Parent Involvement Coordinator.
- Involve parents in meaningful decision-making designed to improve students' learning (e.g., Center Committee, Policy Council, School Advisory Council) Support parent advocacy activities (eg., lobbying, public relations, parenting programs)
- Conduct a minimum of two home visits per year.
- Collaborate with local health department to ensure that adequate information is provided to parents on HIV and sexually transmitted diseases.
- Serve on local boards (e.g, Interagency Council, Early Head Start. Policy Council).
- Provide training on family preservation issues such as domestic violence, HIV/AIDS awareness, stress management, and money management.

- Provide parents with educational materials such as resource flyers, Parent Orientation Handbook and Community Resource Directory.
- Communicate with school site administrators on a regular basis.

(3) Transportation

Goal A:

By the end of the 2012 school term, all Gadsden County school buses will be equipped to transport 3 and 4-year-old children in compliance with federal regulations.

Goal B:

By the end of the 2012 school year, all Head Start/Pre-K students in Gadsden County Schools will become more aware of the fundamentals of school bus safety.

Action Steps for Goals A and B:

- Obtain necessary funding to properly equip buses.
- Provide staff development for bus drivers and monitors on school bus safety.
- Provide school bus drivers with emergency information/pictures of all Head Start/PreK children.
- Teachers will conduct regular bus safety activities in classrooms.
- Provide parents with bus safety information.

(4) Customer-Focused and Friendly Schools

Goal A:

By the end of the 2012 school year, 90% or more of students, parents, and community members will perceive the Head Start/Pre-K program to be customer-focused and friendly.

Goal B:

By the end of the 2012 school year, 90% of the Head Start/Pre-K employees will perceive the program's environment to be supportive, customer-focused and friendly.

Action Steps for Goals A and B:

- Gain as much employee input as possible when making decisions that will directly effect the employee.
- Provide employees with information first, so as to minimize their receiving information on a second and third-hand basis.
- Provide employees with a safe, friendly working environment.
- Enhance employee morale through recognitions and other activities in an open-communication atmosphere.
- Enhance and strengthen parent, business, community, and employee relationships through recognitions at various school and district-level functions.
- Provide employees with resources and materials necessary to perform job duties effectively.
- Maintain an "open-door" policy for the public and employees.
- Provide a line of communication through web sites to allow employees and the public a simple and friendly way to ask questions, receive answers, and obtain other information.
- Form and maintain community partnerships in order to foster a long-term working relationship.

B. Benefits

1. Increased emphasis on child development, the LAP-3 domains, and the educational level of Head Start children will ensure that all students, before entering Kindergarten, master the knowledge and skills needed to be successful at the Kindergarten level, and ultimately, will ensure that they have the skills necessary to successfully progress to upper grades.

2. Emphasis on family and community involvement will ensure that parents play an active role in the decisions that are made regarding their children, and participate in the decision-making process in their community. It will also ensure that community partners are actively working with the Head Start/Pre-K program to enhance services and meet the needs of the children and families in the Head Start/Pre-K program, thereby leading to success later in life. Emphasis on family and community involvement will also ensure that parents educational opportunities are expanded to allow them to actively advocate for their children, and to grow as individuals, becoming more productive in their communities and more successful in life.

3. Increased emphasis on transportation regulations and student education relative to bus safety practices will ensure that the Head Start/Pre-K program is providing safe and orderly transportation services to all eligible students. It will also ensure that best practices are used to meet this standard, and that leadership and professional development are an integral part of this process.

3. Increased emphasis on customer-focused and friendly schools will ensure that parents and community members feel welcomed in the school environment, and thereby, increase their participation and support of the students. It also ensures student success by increasing participation, volunteerism, and support of the overall school experience.

GABI - Grant Application Report

Grant / Delegate No: 04CH0241 / 000 Agency Name: Gadsden County School Board
 Program Type: Head Start Application Type: Basic State: FL Fiscal Year: 2010 Budget Period: 12/01/2009 to 11/30/2010

Enrollment						
Center-based (CB):	259	Combination Program (CO):	0	Family Child Care (FCC):	0	
Home-based (HB):	0	Locally Designed Program (LD):	0	Total Enrollment:	259	
					Pregnant Women:	0

Program Schedule												
Program Option	2. Funded enrollment	3a. Number of classes / groups / family child care settings	3b. Double session?	4. Number of hours of classes / groups / FCC settings per child, per day	5. Number of days of classes / groups / FCC settings per child, per week	6. Number of days of classes / groups / FCC settings per child, per year	7. Number of home visits per child, per year	8. Number of hours per home visit	9. Number of home visits per child, per year (HB only)	10. Number of hours per home visit (HB only)	11. Number of hours per home-based socialization experience (HB only)	12. Number of home-based socialization experiences per child, per year (HB only)
Center-based	225	13	No	6.5	5	180	3	1	0	0	0	0
Center-based	34	2	No	10	5	202	3	1	0	0	0	0

GABI - Grant Application Report

Grant / Delegate No: 04CH0241 / 000 Agency Name: Gadsden County School Board
 Program Type: Head Start Application Type: Basic State: FL Fiscal Year: 2010 Budget Period: 12/01/2009 to 11/30/2010

Line Item Budget

PERSONNEL: Child Health and Developmental Services Personnel

Line Item Description	Cost for Program Operation	Cost for Training and Technical Assistance	Non-Federal Share (Cash and in-kind)	Number of Employees
1 Program Managers and Content Area Experts	\$150,589	\$0	\$0	4.00
2 Teachers / Infant Toddler Teachers	\$420,866	\$0	\$0	13.00
3 Family Child Care Personnel	\$0	\$0	\$0	0.00
5 Teacher Aides and Other Education Personnel	\$203,409	\$0	\$0	14.00
9 Program Assistant	\$28,908	\$0	\$0	1.00
PERSONNEL: Child Health and Developmental Services Personnel Sub-Total	\$803,772	\$0	\$0	32.00

PERSONNEL: Family and Community Partnerships Personnel

Line Item Description	Cost for Program Operation	Cost for Training and Technical Assistance	Non-Federal Share (Cash and in-kind)	Number of Employees
10 Program Managers and Content Area Experts	\$83,654	\$0	\$0	2.00
11 Program Assistants/Social Worker	\$167,956	\$0	\$0	6.00
PERSONNEL: Family and Community Partnerships Personnel Sub-Total	\$251,610	\$0	\$0	8.00

PERSONNEL: Program Design and Management Personnel

Line Item Description	Cost for Program Operation	Cost for Training and Technical Assistance	Non-Federal Share (Cash and in-kind)	Number of Employees
13 Head Start / Early Head Start Director	\$29,541	\$0	\$30,157	1.00
16 Clerical Personnel	\$50,847	\$0	\$20,885	14.00
18 Please enter a description	\$0	\$0	\$0	0.00
PERSONNEL: Program Design and Management Personnel Sub-Total	\$80,388	\$0	\$51,042	15.00

PERSONNEL: Other Personnel

GABI - Grant Application Report

Grant / Delegate No: 04CH0241 / 000 Agency Name: Gadsden County School Board
 Program Type: Head Start Application Type: Basic State: FL Fiscal Year: 2010 Budget Period: 12/01/2009 to 11/30/2010

Line Item Budget				
Line Item Description	Cost for Program Operation	Cost for Training and Technical Assistance	Non-Federal Share (Cash and in-kind)	Number of Employees
19 Maintenance Personnel	\$0	\$0	\$10,967	1.00
20 Transportation Personnel	\$21,865	\$0	\$0	3.00
21 Principals/Assistant Principals	\$0	\$0	\$64,271	12.00
PERSONNEL: Other Personnel Sub-Total	\$21,865	\$0	\$75,238	16.00
PERSONNEL Total	\$1,157,635	\$0	\$126,280	71.00

FRINGE BENEFITS

Line Item Description	Cost for Program Operation	Cost for Training and Technical Assistance	Non-Federal Share (Cash and in-kind)	Number of Employees
Social Security (FICA), State Disability, Unemployment (FUTA), 1 Worker's Compensation, State Unemployment Insurance (SUI)	\$89,887	\$0	\$20,500	0.00
2 Health / Dental / Life Insurance	\$150,493	\$0	\$0	0.00
3 Retirement	\$116,324	\$0	\$0	0.00
FRINGE BENEFITS Total	\$356,704	\$0	\$20,500	0.00

TRAVEL

Line Item Description	Cost for Program Operation	Cost for Training and Technical Assistance	Non-Federal Share (Cash and in-kind)	Number of Employees
1 Staff Out-Of-Town Travel	\$13,000	\$0	\$2,000	0.00
TRAVEL Total	\$13,000	\$0	\$2,000	0.00

EQUIPMENT

Line Item Description	Cost for Program Operation	Cost for Training and Technical Assistance	Non-Federal Share (Cash and in-kind)	Number of Employees
1 Office Equipment	\$7,500	\$0	\$0	0.00
EQUIPMENT Total	\$7,500	\$0	\$0	0.00

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GABI - Grant Application Report

Grant / Delegate No: 04CH0241 / 000 Agency Name: Gadsden County School Board
 Program Type: Head Start Application Type: Basic State: FL Fiscal Year: 2010 Budget Period: 12/01/2009 to 11/30/2010

Line Item Budget				
Line Item Description	Cost for Program Operation	Cost for Training and Technical Assistance	Non-Federal Share (Cash and in-kind)	Number of Employees
1 Office Supplies	\$18,500	\$0	\$0	0.00
2 Child and Family Services Supplies	\$11,000	\$0	\$0	0.00
SUPPLIES Total	\$29,500	\$0	\$0	0.00

CONTRACTUAL

Line Item Description	Cost for Program Operation	Cost for Training and Technical Assistance	Non-Federal Share (Cash and in-kind)	Number of Employees
2 Health / Disabilities Services	\$30,134	\$0	\$0	0.00
3 Food Service	\$5,000	\$0	\$0	0.00
4 Child Transportation Services	\$0	\$0	\$103,154	0.00
8 Child Care Partnership	\$213,506	\$0	\$0	0.00
CONTRACTUAL Total	\$248,640	\$0	\$103,154	0.00

OTHER

Line Item Description	Cost for Program Operation	Cost for Training and Technical Assistance	Non-Federal Share (Cash and in-kind)	Number of Employees
2 Rent	\$0	\$0	\$148,020	0.00
4 Utilities, Telephone	\$4,500	\$0	\$67,365	0.00
8 Local Travel	\$22,000	\$0	\$0	0.00
10 Child Services Consultants	\$0	\$0	\$23,989	0.00
11 Volunteers	\$0	\$0	\$6,000	0.00
12 Substitutes (if not paid benefits)	\$13,000	\$0	\$0	0.00
13 Parent Services	\$8,700	\$0	\$0	0.00
15 Publications / Advertising / Printing	\$16,200	\$0	\$0	0.00
16 Training or Staff Development	\$0	\$22,866	\$0	0.00
17 Field Trips	\$10,411	\$0	\$0	0.00

GABI - Grant Application Report

Grant / Delegate No: 04CH0241 / 000 Agency Name: Gadsden County School Board
 Program Type: Head Start Application Type: Basic State: FL Fiscal Year: 2010 Budget Period: 12/01/2009 to 11/30/2010

Line Item Budget				
Line Item Description	Cost for Program Operation	Cost for Training and Technical Assistance	Non-Federal Share (Cash and in-kind)	Number of Employees
OTHER Total	\$74,811	\$22,866	\$245,374	0.00
DIRECT COSTS				
Line Item Description	Cost for Program Operation	Cost for Training and Technical Assistance	Non-Federal Share (Cash and in-kind)	Number of Employees
DIRECT COSTS Total	\$1,887,790	\$22,866	\$497,308	71.00
INDIRECT COSTS				
Line Item Description	Cost for Program Operation	Cost for Training and Technical Assistance	Non-Federal Share (Cash and in-kind)	Number of Employees
1 Indirect Costs	\$78,575	\$0	\$0	0.00
INDIRECT COSTS Total	\$78,575	\$0	\$0	0.00
Line Item Description	Cost for Program Operation	Cost for Training and Technical Assistance	Non-Federal Share (Cash and in-kind)	Number of Employees
Line Item Budget Total	\$1,966,365	\$22,866	\$497,308	71.00

GABI - Grant Application Report

Grant / Delegate No: 04CH0241 / 000 Agency Name: Gadsden County School Board
 Program Type: Head Start Application Type: Basic State: FL Fiscal Year: 2010 Budget Period: 12/01/2009 to 11/30/2010

Other Funding Sources	
FEDERAL FUNDING	
1. Federal Child Development and Child Care Funds	\$0
2. USDA Funds for Nutrition Services	\$135,864
3. Other Federal Funding	() \$0
STATE FUNDING	
5. Other State Funding	() \$0
4. State Preschool Programs	\$454,167
LOCAL FUNDING	
6. School District Funding	\$0
7. Other Local Government Funding	() \$0
OTHER FUNDING	
8. Tribal Government Funding	\$0
9. Fundraising Activities	\$0
10. Other	() \$0
Total: \$590,031	

**HEAD START REFUNDING APPLICATION
2009 - 2010
BUDGET NARRATIVE PA-22**

A. Personnel

Children Health and Developmental Services

Program Management

Position	Annual Salary	Salary ACF Share	% Time Worked ACF Grant	# of Days Worked
(1) Health/Nutrition Mental Health	\$45,417	\$45,417	100%	(1) 219 days
(1) Education/Disability Coordinator	\$44,578	\$37,891	85%	(1) Education/Disability Coordinator – 219 days
(2) Resource Teachers	\$79,154	\$67,281	85%	(2) Resource Teachers – 196 Days

Classroom Staff

(13) Teachers	\$420,866	\$420,866	100%	196 days
(14) Teacher Assistants	\$203,409	\$203,409	100%	196 days

Other Staff

(1) Program Assistant	\$28,908	\$28,908	100%	219 days
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Family and Community Partnerships

Program Management

(1) Parent Involvement Coordinator	\$44,739	\$38,028	85%	(1) 219 days
(1) Family Services Coordinator	\$45,626	\$45,626	100%	(1) 219 days

Other Staff

(1) Social Worker (5) Program Assistants	\$167,956	\$167,956	100%	(1) 219 days 1 @ 219 days 1 @ 245 days 3 @ 196 days
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Program Design and Management

Head Start Director

Head Start Director	\$59,082	\$29,541	50%	245 days
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Clerical Staff

(1) Secretary (1) Receptionist	\$59,820	\$50,847	85%	245 days
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Other Personnel

3 Bus Monitors	\$21,865	\$21,865	100%	196 days
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TOTAL PERSONNEL: \$1,157,635

B. Fringe Benefits

Item	Base	Amount
Social Security	\$1,157,635	\$89,887
Retirement	\$1,157,635	\$116,324
Health/Dental/Life		\$150,493

TOTAL FRINGE BENEFITS: \$356,704

C. Travel

No. of Trips	Destination	Length of Stay	Purpose	Staff Positions	Cost
1	Ocala, FL	3 days	Florida Head Start Research Conference	Director & Coordinators	\$1,600
1	Daytona Beach, FL	4 days	Fl Head Start	All Staff	\$4,900
1	TBA	4 days	National Head Start	All Staff	\$6,500

TOTAL TRAVEL: \$13,000

D. Equipment

Type	Cost
Computers	\$7,500

TOTAL EQUIPMENT: \$7,500

E. Supplies

Type	Cost
Office Supplies (Paper, Pens, Pencils, Copier Maintenance)	\$18,500
Classroom Supplies (books, software, cleaning supplies and curriculum)	\$11,000

TOTAL SUPPLIES: \$29,500

F. Contractual

Name of Organization	Purpose/Scope of Work	Period	Cost
Dentists	Dental Services	12/01/09 – 11/30/10	\$29,134
Speech Pathologist	Speech Therapy	12/01/09– 11/30/10	\$1,000

Other Contractual

Name of Organization	Purpose/Scope of Work	Period	Cost
Dick Howser Center	34 children @22.60 per day for 215 days	7/01/09– 6/30/10	\$213,506
Food Service	Registered Dietician	7/01/09 – 6/30/10	\$5,000

TOTAL CONTRACTUAL: \$248,640

G. Other Expenses

Phone	Local Travel (home visits, local meetings and events, travel to centers	Substitutes	Parent Services – Supplies, Travel and Training (center Committees, policy Council and male involvement	Printing (activity calendars, parent handbook, resource flyers, program brochures and program forms	Other (Field Trips for the children
\$4,500	\$22,000	\$13,000	\$8,700	\$16,200	\$10,411

TOTAL OTHER EXPENSES: \$74,811

H. Indirect Cost

1,989,231 x 3.95%

TOTAL INDIRECT COST - \$78,575

TOTAL ALL CHARGES PA 22 - \$1,966,365

TOTAL PA 20 - \$22,866

TOTAL BUDGET - \$1,989,231

**InKind Matching Funds
2009.2010**

InKind Provided by the Gadsden County School Board

Personnel

Program Design and Management:

Salaries/Benefits

*School Site Administrators	\$64,271.00
*School Site Data Entry	\$ 9,114.00
*School Site Clerical Support	\$11,771.00
*School Site Janitorial Services	\$10,967.00
*Head Start Director	\$30,157.00
Workers' Comp for 39 staff at \$500.00 each	\$20,500.00
Total Personnel	\$146,780.00

Contractual

Travel

*Children's Transportation	\$103,154.00
*Staff Travel	\$ 2,000.00
Total Travel	\$105,154.00

Other Expenses

Rent

Office Space	
*5000 square ft., @ \$13 per square ft. per year	\$65,000.00
Classroom Space	
*7 Classrooms @ 765 square ft. each @ \$12 per Square ft.	\$64,260.00

*2 Portable Units @ \$5,940 per year each	\$11,880.00
* 1 Parent Resource Portable Unit @ \$5,940 per year	\$ 5,940.00
*1 Teacher Resource Portable Unit \$940.00 per year	\$ 940.00

Utilities

*Head Start Office for 12 months	\$43,365.00
* 12 Classrooms @ \$200.00 per month for 10 months	\$24,000.00

Children Services

*Hearing Screenings for 259 children @ \$20.00 per child	\$ 5,180.00
*Speech Therapy	\$18,809.00

Volunteers

*800 Hours @ \$7.50 per hour	\$ 6,000.00
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Total Other Expenses	\$245,374.00
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TOTAL FROM GADSDEN COUNTY SCHOOL BOARD	\$497,308.00
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In-Kind Match Provided by Other Sources

Volunteers	\$ 6,000.00
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Total:	\$ 6,000.00
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STATE FUNDS

Voluntary Prekindergarten (VPK)

Personnel:

Child Health and Developmental Services Personnel

Salaries/Benefits:

Teachers/Paraprofessionals	\$150,880.00
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Salaries:	\$150,880.00
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Benefits:	\$ 24,140.00
Total	\$175,020.00
Family and Community Partnership Personnel:	
Salaries/Benefits	
Parent Involvement Coordinator	\$ 6,868.00
Salaries:	\$ 6,868.00
Benefits:	\$ 1,717.00
Total:	\$ 8,585.00
Program Design and Management Personnel:	
Salaries/Benefits:	
Fiscal Assistant	\$ 39,195.00
Receptionist/Administrative Assistant	\$ 9,126.00
Salaries:	\$ 48,321.00
Benefits:	\$ 7,731.00
TOTAL:	\$ 56,052.00
TOTAL PERSONNEL:	\$239,657.00

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCES**

**SF 424B
ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the intergovernmental Personnel Act of 1970 (42 U.S.C. 4278-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM—s Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
6. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to:
 - (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the bases of race, color or national origin;
 - (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681- 1683. and 1685-1686), which prohibits discrimination on the basis of sex;
 - (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps.;
 - (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6 101-6107), which prohibits discrimination on the basis of age;
 - (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to non-discrimination on the basis of drug abuse;
 - (1) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended,

relating to non-discrimination on the bases of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of the alcohol and drug abuse patient records; (h) Title VII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (I) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and U, the requirements of any other non-discrimination statute(s) which may apply to the application.

7. Will comply, or has already complies, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply with the provisions of the Hatch Act (5 U.S.C. 150 1-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U. S. C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S. C. 327-333), regarding labor standards for Federally assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L.. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EQ 1 173& (c) protection of wetlands pursuant to EQ 11990; (d) evaluation of flood hazards in floodplains in accordance with EQ 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P. L.. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205)

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EQ 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research. teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S. C. 4801 et seq.) which prohibits the use of lead based paint in the construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

DRUG-FREE WORKPLACE REQUIREMENTS GRANTEES OTHER THAN INDIVIDUALS

By signing and/or submitting this application or grant agreement the grantee is providing the certification set out below.

This certification is required by regulations implementing the Drug-Free Workplace Act of 1988, 45 CFR, Part 76, Subpart F. The regulations published in the January 31, 1989 Federal Register, require certification by grantees that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when HHS determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment.

Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

Workplace identifications must include the actual address of buildings (or parts of building) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g. all vehicles of a mass transit authority of State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios). If the workplace identified to HHS changes during the performance of the grant, the grantee shall inform the agency of the change(s), it previously identified the workplaces in question (see above).

Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

“Controlled substance” means a controlled substance in Schedules I through V of the Controlled Substances Act (21 USC 812) and as further defined by regulations (21 CFR, 1308.11 through 1308.15). “Conviction” means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes; “Criminal drug statute” means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing use, or possession of any controlled substance; “Employee” means the employee of a grantee directly engaged in the performance of work under a grant including: (i) All “direct charge” employees; (ii) all “indirect charge” employees unless their impact of involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

The grantee certifies that it will provide a drug-free workplace by:

a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

b) Establishing a drug-free awareness program to inform employees about:

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, employee assistance programs;

and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

d) Notifying the employee in the statement required by paragraph (a) that as a condition of employment under the grant, the employee will:

- (1) Abide by the terms of the statement; and
- (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;

e) Notifying the agency in writing within ten days after receiving notice under subparagraph (d)(2), from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f) Taking one of the following actions within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal State, or local health, law enforcement, or other appropriate agency.

g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a) through (f).

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, also known as the ProChildren Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal program either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable Federal funds in medicare or medicaid; or facilities where WJC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing this certification, the offeror/contractor (for acquisitions) or applicant/grantee (for grants) certifies that the submitting organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The submitting organization agrees that it will require that the language of this certification be included in any subawards which subrecipients shall certify accordingly.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS - PRIMARY COVERED
TRANSACTIONS**

By signing and submitting this proposal, the applicant, defined as the primary participant in accordance with 45 CFR Part 76 certifies to the best of his or her knowledge and believe that it and its principals:

(a) are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transaction by any Federal Department or agency;

(b) have not within a 3-year period preceding this proposal been convicted or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction: violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;

(c) are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) have not within a 3-year period preceding this application/proposal had one or more public transaction (Federal, State or local) terminated for cause or default.

The inability of a person to provide the certification required above will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The Department of Health and Human Services' (HHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

The prospective primary participant agrees that by submitting this proposal, it will include the clause entitled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions, provided below without modification in all lower tier covered transactions.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS (TO BE SUPPLIED TO LOWER TIER PARTICIPANTS)

By signing and submitting this lower tier proposal, the prospective lower tier participant as defined in 45 CFR, Part 76, certifies to the best of its knowledge and belief that it and its principals:

(a) are not presently debarred, suspended, proposed for debarment, declared ineligible, a- voluntarily excluded from participation in this transaction by any Federal department or agency.

(b) where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal.

The prospective lower tier participant further agrees by submitting this proposal that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions, "without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

**CERTIFICATION REGARDING LOBBYING
FOR CONTRACTS, GRANTS, LOANS
AND COOPERATIVE AGREEMENTS**

The undersigned certifies to the best of his or her knowledge and belief, that:

(1) No Federal appropriate funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee or an agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form LLL. "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty or not less than \$10,000 and not more than \$100 000 for each such failure.

I hereby agree to the above certifications and assurances.

Signature of Certifying Official

Date

Title

Applicant Organization

2009 – 2010

T/TA PLAN

Gadsden County School Board Head Start Program

Grant # 04CH0241

Funding Year: 2009-10

T/TA Plan Narrative

In accordance with the expressed expectations of the Region IV Office of the Administration for Children and Families, we certify that by submitting the attached T/TA Plan we have engaged the services of our assigned T/TA Specialist, Sandra Espinel (via e-mail). We have given our T/TA Specialist access to all appropriate documents necessary to undergo both a systems thinking and systems approach to the design and delivery of T/TA services that will enhance services to children and families as we continue to move our program progressively forward.

Preparation

During the spring of 2009, the Gadsden County School Board Head Start Program began the initial process for developing the 2009-10 Training and Technical Assistance Plan, The T/TA Plan was developed with the assistance of the Head Start Management Team, the Pre-K Program Director, and the TA Specialist. Meeting dates were scheduled, and during these meetings, several program documents were identified and reviewed in order to assist in the development of this plan. Extensive timelines were also set to develop/review these documents. The Program Director and Managers reviewed all documents, and each Manager compiled an in-depth list of needs identified in their specific component areas. These documents included, (but were not limited to) a review of the Self-Assessment Program Improvement Plan, Office of I-lead Start Monitoring Protocol, PIR, Auditor General's Report, Community Assessment, and Parent/Staff Surveys.

Comprehensive Self Analysis

Upon review of such documents as the Self-Assessment, Program Improvement Plan, Community Assessment, Child Outcome Data etc, the team identified program strengths, areas of need in the Head Start Program and within the community, and prioritized goals. This came as a result of completing the Initial Program Profile, prioritizing needs, and completing the Appreciative Inquiry. For example, the need for increased teacher/staff education relative to the language of the Hispanic population is a direct result of information gained from the Community Assessment, the Self-Assessment, and the PIR. The Hispanic population is a steadily growing population in the state of Florida, as well as the Gadsden County Community as a whole. The need to better communicate with this population was addressed in the Training Plan. Last year's T/TA Plan was also reviewed to address any unmet training needs, and to identify any trainings that needed to be incorporated into the current Plan. For example, childhood obesity continues to be a growing problem, not only in the Head Start program, hut

nationally as well. Although this issue was addressed in the prior year's Training Plan, it will continue to be an area of focus on the 2009-10 Plan as well.

Systems-Focused Goal Development

The Office of Head Start Monitoring Protocol framework was used to identify how various systems would be effected when identifying goals and developing outcomes. in doing so, not only did this assist in goal development, but it also assisted in identifying training audiences, responsible Managers, and in the development of the Training Plan budget.

T/TA Plan — Strategic Plan

Based on the documentation used to determine, the training needs of the program, the Management Team and the Pre-K Director assigned a priority rating of 1-3 to the programs training needs, with no training needs being rated below a 3. These identified goals, outcomes, and strategies will impact such systems as record-keeping, monitoring. program governance. ERSEA, finance, etc., and will thereby enhance overall services to children and families. The total estimated cost for the Training Plan is \$22,866.

Shared Governance

The Policy Council members were provided copies of the Program improvement Plan to review before the July 16, 2009 meeting. At this meeting, it was explained to Council members that the Program Improvement Plan was developed using the PIR, Self Assessment, Community Assessment, Auditor General's Report and Parent/Staff surveys. After reviewing the Plan, it was approved and noted that any training needs would be addressed in the Training Plan which would Include all required Head Start and State Trainings.

The final refunding application including the Training Plan was approved by the Policy Council on July 16, 2009. The Board's approval was given on _____.

Participants

<u>Title</u>	<u>Name</u>
Executive Director (if applicable)	N/A
Head Start Director	Carolyn Harden
T/TA Specialist	Sandra Espinel
Fiscal Manager	Bonnie Wood
Education Manager/Coordinator	Gloria McPherson
Health Manager/Coordinator	Linda Turrall
Disabilities Manager/Coordinator	Gloria McPherson
Family & Community Partnerships	Brenda Hardwick/Mary Williams
Fiscal Assistant	Joanette Thomas
Head Start Parent	Melissa Miller
Head Start Parent	Tracey Davis
Head Start Parent	Lillian Thomas
Head Start community Rep.	Elizabeth Gorimani

Region IV Head Start T/TA Plan
 Grantee: Gadsden County Head Start Program
 YEAR: 2009-10

Part 1: Identified T/TA Goals

T/TA Goal: (From IPP and AI process): Improve Teacher Effectiveness in the Classroom

Expected Outcomes (Short-Term &/or Long-Term)	Indicators	Documentation/Frequency of Measurement
Teachers will gain knowledge and skills needed to improve a positive learning environment that will address the needs of all children in the classroom.	Teacher implementation of strategies and skills	Training Agendas Monitoring Reports/Observations Sign-In Sheets PAEC Training Responses Mental Health Documentation Forms Classroom Observation Forms (MH)

T/TA Strategies Events/Activities (include size & scope)	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
<i>List each strategy, event, or activity</i> Training Strategies: a. Provide training on Autism and Spectrum Disorders. b. Provide individualized training on positive learning environments (need identified through classroom monitoring). c. Provide training on individualization and learning styles. d. Provide conversational Spanish training. e. Provide mental health consultation and training	a. Consultant/FDLRS/ FIN/T/TA/PAEC and online resources/ELC b. Consultant/ELC/ T/TA/H.S. Staff c. Consultant/FDLRS/ FIN/T/TA/State Confer. d. Consultant e. Mental Health Consultant	a. Teaching Teams b. Teaching Teams c. Teaching Teams d. H.S. Staff/ Teaching Teams e. Teachers/ Staff/Parents	a. Ed. Coord. b. Ed. Coord. c. Ed. Coord. d. Ed. Coord. e. Health Coord.	a. Dec'09-Nov.'10 b. Dec'09-Nov'10 c. Dec'09-Nov'10 d. Dec'09-Nov'10 e. Dec'09-Nov'10	a. \$300.00 b. -0- c. \$1500.00 d. \$1000.00 e. \$5000.00

Region IV Head Start T/TA Plan
 Grantee: Gadsden County Head Start Program
 YEAR: 2009-10

Part 1: Identified T/TA Goals

T/TA Goal: (From IPP and AI process): Increase Parent Involvement and Continuity between Home and School

Expected Outcomes (Short-Term &/or Long-Term)	Indicators	Documentation/Frequency of Measurement
Parents will gain knowledge and strategies to use at home that will enhance their child's education and development.	1. Increased parent participation in classroom. 2. Reduction in behavioral problems/ referrals.	1. Teacher notes Volunteer sign-In Sheets 2. Teacher Reports Parent Comments Referrals/Documentation

T/TA Strategies Events/Activities (include size & scope)	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
<i>List each strategy, event, or activity</i>					
a. Include Peacemaking Skills on monthly activity calendars provided to parents.	a. H.S. Staff	a. Parents	a. Ed. Coord.	a. Dec'09-Nov'10	a. -0-
b. Provide Parents with information and activities included in "I Am Moving, I Am Learning" Curriculum	b. Consultant/ T/TA /H.S. Staff	b. Parents	b. Ed. Coord	b. Dec'09-Nov'10	b. \$250.00
c. Translate more Head Start Program information into Spanish.	c. PAEC/ESOL/ H.S. Staff	c. Parents	c. Ed. Coord	c. Dec'09-Nov'10	c. \$700.00

Region IV Head Start T/TA Plan
 Grantee: Gadsden County Head Start Program
 YEAR: 2009-10

Part I: Identified T/TA Goals

T/TA Goal: (From IPP and AI process): Increase Parent Awareness of the Importance of Regular School Attendance

Expected Outcomes (Short-Term &/or Long-Term)	Indicators	Documentation/Frequency of Measurement
Parents will gain a greater understanding of the benefits of regular school attendance, thereby reducing student absenteeism.	1. Decrease in chronic student absenteeism. 2. End of month attendance will average above 85%.	1. Weekly/monthly student attendance reports. 2. Home visit documentation 3. Teacher feedback

T/TA Strategies Events/Activities (include size & scope)	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
<i>List each strategy, event, or activity</i> a. Educate parents on the importance of regular school attendance and its impact on academic performance through handouts, newsletters, home visits, and Center Committee meetings.	a. H.S. Staff	a. Parents	a. Family Svcs./Parent Involv. Coord.	a. Dec'09- Nov'10	a. -0-

Region IV Head Start T/TA Plan
 Grantee: Gadsden County Head Start Program
 YEAR: 2009-10

Part 1: Identified T/TA Goals

T/TA Goal: (From IPP and AI process): Increase Parent Awareness of Prevalent Child Health Issues

Expected Outcomes (Short-Term &/or Long-Term)	Indicators	Documentation/Frequency of Measurement
Parents will have a greater awareness of the risks associated with such childhood health issues as lead poisoning and obesity in children.	Increase in lead testing. Parent attendance at Center Committ. Meetings.	Home visit Documentation Sign-in Sheets (meetings) Agendas Newsletters/Brochures Lead Testing Verification Forms

T/TA Strategies Events/Activities (include size & scope)	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
<i>List each strategy, event, or activity</i> a. Educate parents on the importance of lead testing and dangers of lead poisoning through handouts, newsletters, home visits, etc. b. Educate parents on prevention of childhood obesity through newsletters and Center Committee Meetings.	a. H.S. Staff b. H.S. Staff	a. Parents b. Parents	a. Health Coord. b. Health Coord.	a. Dec.'09-Nov'10 b. Dec'09-Nov'10	a. -0- b. -0-

Region IV Head Start T/TA Plan
 Grantee: Gadsden County Head Start Program
 YEAR: 2009-10

Part 2: Required HS Training

Required Training (including size & scope)	T/TA Resource	Target Audience	Expected Outcomes	Responsible Manager	Timeline	Estimated Cost
Head Start Act Section 640(a)(3)(B)(ii) Developing skills in working with children with non-English language background and children with disabilities, as appropriate	ESOL Coordinator Education Coordinator Teachers	Teachers Parapro- fessionals	Teaching staff will provide appropriate experiences for children with non-English language backgrounds and children with disabilities	Education Coordinator	Aug '10	\$2099.00
N-30-356-1-30(B)(2) 45 CFR 1304.52(k)(3)(i) Identification and reporting of child abuse and neglect including methods for identifying and reporting child abuse and neglect that comply with applicable State and local laws using, so far as possible, a helpful rather than a punitive attitude toward abusing or neglecting parents and other caretakers	Consultant Family Services Coordinator	All Staff	Cases of child abuse and/or neglect will be identified and reported	Family Services Coordinator	Aug '10	-0-
45 CFR 1304.41(c)(1)(iv) 45 CFR 1304.52(k)(3)(ii) Transition training for Early Head Start or Head Start staff and school or other child development staff	State and National Conferences	Director, Manage- ment Staff	Children and families will successfully transition into and out of the Head Start program	Transition Coordinator	March '10	\$2400.00
45 CF1304.52(k)(1) Orientation for new staff, consultants and volunteers	Director, Education Coordinator, Resource Teachers	New Staff	All new staff, consultants, and volunteers will receive an orientation which includes the goals and underlying philosophy of Early Head Start and/or Head Start and the ways in which they are implemented by the program	Director	Aug '10	-0-
45 CFR 1306.23(a)	Director,	All Staff	Program staff and volunteers will	Director	Aug. '10	-0-

Region IV Head Start T/TA Plan
Grantee: Gadsden County Head Start Program
YEAR: 2009-10

Pre and in-service training opportunities designed to improve the ability of staff and volunteers to deliver services required by Head Start regulations and policies	Management Staff, Resource Teachers		acquire or increase the knowledge and skills they need to fulfill their job responsibilities. This training will be directed toward improving the ability of staff and volunteers to deliver services required by Head Start regulations and policies			
45 CFR 1306.23(b) Training about the underlying goals of Head Start and the program options being implemented	Director, Management Staff, Resource Teachers	All Staff Parents	Staff and volunteers will increase knowledge about the underlying goals of Head Start and the program options being implemented	Director	Aug. '10	\$2900.00
45 CFR 1310.17(b)(1) Operate the vehicle in a safe and efficient manner	Transportation Director	Bus Drivers	Transportation services provided to children will be completed safely and efficiently, without incidents of injury to persons or damage to property	Transportation Director	Aug. '10	-0-
45 CFR 1310.17 (b)(2) Safely run a fixed route and perform specialized driving maneuvers	Transportation Director	Bus Drivers	Drivers will complete assigned routes and driving maneuvers safely , without incidents of injury to persons or damage to property.	Transportation Director	Aug. '10	-0-
45 CFR 1310.17(b)(3) Administer basic first aid	Transportation Director	Bus Drivers	Staff and volunteers will obtain knowledge and skill in administering first aid to injured students and staff.	Transportation Director	Aug. '10	-0-
45 CFR 1310.17(b)(4) Handle emergency situations	Transportation	Bus Drivers	Staff and volunteers will obtain knowledge and skill in following	Transportation	Aug. '10	-0-

Region IV Head Start T/TA Plan
Grantee: Gadsden County Head Start Program
YEAR: 2009-10

	Director		appropriate procedures to handle emergency situations.	Director		
45 CFR 1310.17(b)(5) Operate special equipment	Transportation Director	Bus Drivers/ Monitors	Staff and volunteers will obtain knowledge and skill in operating special equipment.	Transportation Director	Aug. '10	-0-
45 CFR 1310.17(b)(6) Conduct maintenance and safety checks	Transportation Director	Bus Drivers/ Monitors	Staff and volunteers will obtain knowledge and skill in conducting maintenance and safety checks to ensure a safe environment.	Transportation Director	Aug. '10	-0-
45 CFR 1310.17(d) Meet applicable driver training requirements of the state in which they operate	Transportation Director	Bus Drivers	Drivers will obtain knowledge and skills related to requirements for state licensure in which they operate.	Transportation Director	Aug. '10	-0-
45 CFR 1304.21 (Parent) How to be the primary teacher for their children and full partners in the education of their children	Teacher/ Parent Involvement Coordinator	Parents	Parents will obtain knowledge and skills in guiding their child's education.	Parent Involvement Coordinator	April '10	-0-
45 CFR 1304.22(a)(5) (Parent) Orientation on the need to prevent abuse and neglect	Teachers/ Parent Involvement Coordinator	Parents	Parents will obtain knowledge and skills needed to prevent abuse and neglect.	Parent Involvement Coordinator	Dec. '09	\$250.00
45 CFR 1304.52(k)(3)(ii) Preparation for parents to exercise their rights	Teacher/ Parent	Parents	Parents will obtain knowledge of their rights and responsibilities concerning	Parent Involvement	April '10	\$675.00

Region IV Head Start T/TA Plan
 Grantee: Gadsden County Head Start Program
 YEAR: 2009-10

and responsibilities concerning the education of their children in the school setting	Involvement Coordinator		the education of their children in the school setting. Parents will develop skill in exercising their rights as parents in the school setting.	Coordinator /Transition Coordinator		
45 CFR 1310.21(a) If the agency provides transportation, training that includes vehicle and pedestrian safety	Community Organizations	Parents	Parents and children will demonstrate knowledge and skill in vehicular safety methods and pedestrian safety methods.	Parent Involvement Coordinator	Aug. '10	-0-
45 CFR 1304.23 Family assistance with nutrition	Teachers Parent Involvement /Nutrition Coordinator	Parents	Families will receive information on resources to assist with nutrition needs. Families will receive instruction on proper nutrition and meal planning.	Parent Involvement Nutrition Coordinator	Aug. '10	-0-
45 CFR 1304.40(e)(3) Opportunities to enhance parenting skills, knowledge and understanding of the educational and developmental needs and activities of their children	Teachers, Parent Involvement Education Coordinator	Parents	Parents will obtain knowledge in proper methods of parenting; develop an understanding of their child's educational and developmental needs; and develop skill in selecting appropriate educational and developmental activities for their children.	Education Coordinator	Aug.'10	-0-
45 CFR 1304.24(a) Parent education of mental health issues	Consultant/ Mental Health Coordinator	Parents	Parents will obtain knowledge of mental health issues in children, including characteristics/signs to watch for.	Mental Health Coordinator	Dec. '09	\$900.00

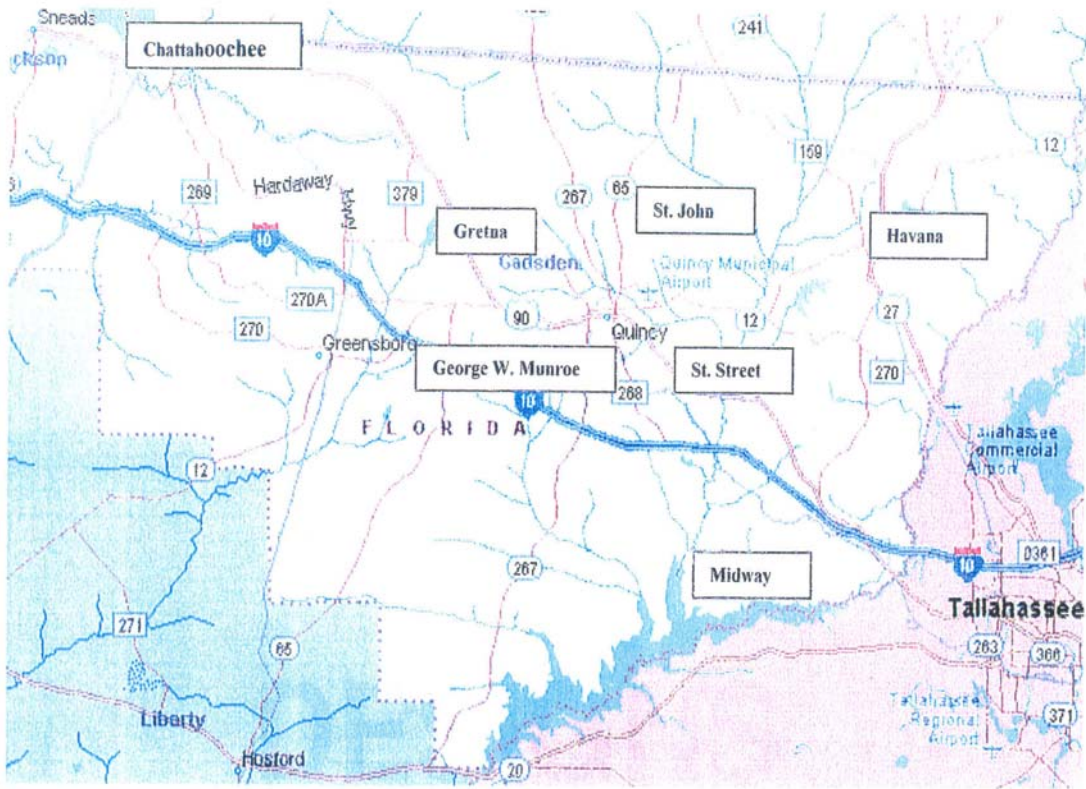
Region IV Head Start T/TA Plan
 Grantee: Gadsden County Head Start Program
 YEAR: 2009-10

Part 3: Required State Training

Required Training (including size & scope)	T/TA Resource	Target Audience	Expected Outcomes	Responsible Manager	Timeline	Estimated Cost
<i>List of Required trainings from state regulations</i>						
30 hour state child care training including: 24 hour introduction to child care 3 hour Preschool Young Children 3 hour Behavior Observation and Screening	Extension Services Office	Paraprofessional	Paraprofessionals will gain knowledge and skills in the area of child development and children behaviors.	Education Coordinator	Aug. '10 Sept. '10	\$2742.00
Bus Driver/Monitor Training	Transportation Director	Family Services Staff/Monitors	Safe and dependable transportation for Head Start children, staff and parents.	Director	Aug. '10	\$650.00
3. Blood Borne Pathogen	Health Department	All Staff	To minimize the risk of transmission of HIV, Hepatitis B, and other blood borne pathogens to staff, volunteers, and children.	Health Coordinator	Aug. '10	-0-

**ATTACHMENT
I**

**ATTACHMENT
II**



GADSDEN COUNTY, FLORIDA

**ATTACHMENT
III**

Head Start Prekindergarten
Wage Comparability Study
2008-09

POSITION	Gad/Head Start	Program A FY 07-08	Program B FY 07-08	Program C FY 07-08	Program D FY 07-08	Program E FY 07-08	Program F FY 07-08	Program G FY 07-08
Director	\$59,542 - \$72,521	\$60,550- \$90,550	\$85,675	\$36,400 - \$54,891	\$67,046	\$65,000	\$39,000 - \$54,080	\$68,738
Education Coordinator	\$35,182 - \$48,823	\$39,232 - \$60,164	\$33,705	\$23,920 - \$38,002	\$31,092	\$36,379	\$23,920 - \$37,440	\$61,355
Classroom Teacher	BS- \$30,910- \$46,208	BS- \$25,480 \$28,080 AS-\$17,805 \$18,616	\$35,430	\$18,720 - \$33,779	\$16,892 - \$19,151	\$16,948	\$21,840 - \$33,280	\$37,424
Teacher Assistants	\$15,967 - \$18,672	\$13,874 - \$19,760	\$15,930	\$15,600 - \$25,334	\$15,546	\$12,443	\$15,000 - \$24,960	\$21,114
Social Worker	\$27,000- \$38,731	\$39,232 - \$60,164	\$26,208 - \$42,549	\$16,440- \$25,334.	NA	NA	NA	NA
Resource Teacher	\$30,910 - \$46,208	\$23,316 - \$24,918	\$38,721	\$18,720 - \$33,779	NA	NA	\$21,840 - \$33,280	\$37,424
Program Assistant	\$28,752 - \$33,096	\$23,316 -- 24,918	\$20,13.21	\$18,720 - \$33,779	\$20,251	\$24,044	\$16,640 - \$24,960	\$21,160- \$25,700
Administrative Assistant	\$35,499-\$42,897	\$35,138	\$49,594	\$17,608 - \$33,779	NA	NA	\$29,875	\$33,792
Family Service Workers	\$25,317	\$23,316 - \$24,918	\$20,133.21	\$16,640 - \$25,334	\$20,251	\$24,044	\$16,640 - \$24,960	\$21,160- 25,700
Secretary	\$25,000	\$25,000	\$35,138.88	NA	\$20,163	\$13,478	NA	\$29,875
Family Service Coordinator	\$35,052 - \$46,692	\$39,232 - \$60,164	\$33,705	\$23,920 - \$35,901	\$31,092	\$36,379	\$23,920 - \$37,440	\$61,355
Bus Monitor	\$6,000- \$7,237	NA	\$6,817 -\$9240	\$7596	\$6.80 -10.25 per/hr	\$9128	NA	NA

Note: For confidentiality, specific identifying names of the area grantees used for wages comparisons have been withheld. However the wage survey included data from grantees in the Panhandle and Big Bend Region of north Florida including: Tri-County Head Start, Santa Rosa County School District, FSU Early Head Start, Capital Area Community Action Agency, Jackson County Schools, Okaloosa Comprehensive Head Start Child Development, Inc., Suwannee Valley Community Coordinated Child Care.

ATTACHMENT
IV

To be completed by Head Start/Pre-K Office Staff

HEAD START/PREKINDERGARTEN PLACEMENT CRITERIA

CHILD'S NAME: _____

Head Start (Income Eligible)	(20)	___
Title I/VPK eligible (4 yr. old by Sept. 1 st)	(10)	___
Working Parent	(5)	___
Single Parent	(1)	___
Teenage Parent (at time of 1 st child's birth)	(1)	___
Medicaid (must be documented)	(1)	___
Over 5 Children in Immediate Family	(2)	___
3 Children Under Age 4	(2)	___
Parent/Guardian Didn't Finish High School	(1)	___
Age of Child: Turns 5 Between 9/2 – 12/31	(5)	___
Turns 5 Between 1/1 – 4/15	(2)	___
Turns 4 Between 9/2 – 12/31	(5)	___
Turns 4 Between 1/1 – 4/15	(2)	___
Agency Referral (referral form required)	(3)	___
Child Has No Parent/Legal Guardian	(2)	___
LEP Student (Limited English Proficiency)	(1)	___

TANF ___ Foster Child ___ Parent/Guardian Receives SSI ___

Active Military Family ___ Protective Services Child ___

Transitioning From Early Head Start (EHS) ___

TOTAL POINTS EARNED: ___

Qualifies for: Title I/VPK (4 yr. old) ___ HS ___ Over Income ___
(Test Score 115 or below)

Date: _____

Staff Initials: _____

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 9a

DATE OF SCHOOL BOARD MEETING: JULY 28, 2009

TITLE OF AGENDA ITEM: BID # 0910-07: PAPER, MULTIPURPOSE BUSINESS GRADE

DIVISION: DISTRICT-WIDE

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

PURPOSE AND SUMMARY OF ITEM:

The **BEST LOW BID** meeting specifications is outlined and highlighted. Vendor award was based on price, product meeting specifications, sample testing IF sample(s) were supplied; some line/grouped by vendor stipulations were noted in comments. Due to vendor stipulations some won/excluded. Some vendors did not bid on all items, some bid substitutes, some substitutes were acceptable and some were not. Vendors with dollar awards:

MAC PAPERS.....	\$ 48,972.00
OFFICE DEPOT.....	0.00
DOCS.....	0.00
RIS (RICOH).....	4,173.46
UNISOURCE.....	4,134.82
STATE OF FL CONTRACT.....	<u>1,301.40</u>
TOTAL AWARD.....	\$ 58,648.34

FUND SOURCE: General

AMOUNT: \$ 58,648.34

PREPARED BY: Arduster House, Jr.:jh

POSITION: Warehouse Manager

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

This form is to be duplicated on light blue paper.

REVIEWED BY: _____

VENDOR NAME:				MAC PAPERS	OFFICE DEPOT	DOCS	RIS Paper Co (RICOH CORP)	UNISOURCE	STATE OF FL
Line #	ITEM	COLOR	QUANTITY	Steve Collins	David Herold	Jeff Cotton	Debra O'Hear	P.J. Leonardi	CONTRACT MAC PAPER
14	DP 11 X 17 -28# (ITS)	WHITE	1 CS	58.33 = .02916/sht 58.33	55.04 = .02752/sht 55.04	50.20= .0251/sht 50.20	NO BID	49.85 = .024925/sht 49.85	Not Available
DUAL PURPOSE-BRIGHTS TEXT 20/50:									
15	DP 8-1/2 X 11 -20/50	BRIGHT PINK	4 CS	NO BID	67.90 = .01358/sht 271.60	NO BID	56.24 = .011248/sht 224.96	NO BID	Not Available
16	DP 8-1/2 X 11 -20/50	BRIGHT Yellw	7 CS	NO BID	67.90 475.30	NO BID	56.24 393.68	NO BID	"
17	DP 8-1/2 X 11 -20/50	BRIGHT LIME GREEN	2 CS	NO BID	67.90 135.80	NO BID	56.24 112.48	NO BID	"
18	DP 8-1/2 X 11 -20/50	BRIGHT Orange	5 CS	NO BID	67.90 339.50	NO BID	56.24 393.68	NO BID	"
19	DP 8-1/2 X 11 -20/50	BRIGHT RED	3 CS	NO BID	67.90 203.70	NO BID	56.24 168.72	NO BID	"
20	DP 8-1/2 X 11 -20/50	BRIGHT BLUE	2 CS	NO BID	67.90 135.80	NO BID	56.24 112.48	NO BID	"
COMPUTER PAPER:									
21	9-1/2 X 11, 2-PT, NCR (ITS)	WHITE/Yellow	20 CS	NO BID	49.71 = .02924/sht 994.20	61.60 1232.00	NO BID	43.15 = .02538/sht 863.00	Not Available
22	14-7/8 X 1, 1-PT, 18# (FIN)	BLANK	15 CS	NO BID	32.78 = .013112/sht 491.70	38.50 577.50	NO BID	38.19 = .01273/sht 572.85	"
23	14-7/8 X 11, 2-PT, 15# (FIN)	GREEN BAR	2 CS	NO BID	47.62 = .0340/sht 95.42	62.70 125.40	NO BID	50.64 = .029789/sht 101.28	"
24	9-1/2 X 11, 1-PT, 20# (FIN)	WHITE	6 CS	NO BID	22.70 = .00987/sht 136.20	23.65 141.90	NO BID	21.14 = .00919/sht 126.84	"
25	9-1/2 X 11, 2-PT, 15# (FS)	WHITE	75 CS	NO BID	31.39 = .02242/sht 2354.25	43.70 3277.50	NO BID	32.28 = .01898/sht 2421.00	"
TOTAL DOLLARS BID				54,193.59	61,969.49	64,826.05	47,203.06	53,765.43	48,322.80
TOTAL DOLLARS AWARDED EACH				\$49,038.66	0.00	0.00	\$4,173.46	\$4,134.82	\$1,301.40
GRAND TOTAL AWARD				\$ 58,648.34					
0910-07 Paper Bid Tally									

Line #	VENDOR NAME:	COLOR	QUANTITY	MAC PAPERS	OFFICE DEPOT	DOCS	RIS Paper Co (RICOH CORP)	UNISOURCE	STATE OF FL
1	DP 8-1/2 X 11 -20/50, Hammermill Tidal MP International Paper	WHITE	1680 CS	Steve Collins 29.15/cs = .00583/sht 48972.00 International Paper-Tidal MP	David Herold 30.21 = .006042/sht 50752.80 Hammermill	Jeff Cotton 32.45 = .00649/sht 54,516.00	Debra O'Hear 24.72 = .004944/sht FASCOPY 41529.60	P.J. Leonardi 26.18 = .005236/sht BOISE 43982.40	CONTRACT MAC PAPER 26.52 = .005304/sht Weyerhaeuser/ Quickcopy 44,553.60
	VIRGIN PAPER ONLY								
2	DP 8-1/2 X 11 -20/50, D3HP	WHITE	50 CS	43.00/cs = .0086/sht 2150.00	36.23 = .007246/sht 1811.50	34.90 = .00698/sht 1745.00	28.90 = .00578/sht 1445.00	39.49 = .007898/sht 1974.50	30.91 = .00618/sht 1545.50
	VIRGIN PAPER ONLY								
3	DP 8-1/2 X 14 -20/50	WHITE	15 CS	43.75/cs = .00875/sht 656.25	46.12 = .009224/sht 691.80	44.55 = .00891/sht 668.25	38.54 = .0077/sht 578.10	50.26 = .010052/sht 753.90	40.34 = .008068/sht 605.10
	VIRGIN PAPER ONLY								
4	DP 11 x 17 -20/50	WHITE	10 CS	34.38/cs = .01375/sht 343.80	36.23 = .014492/sht 362.30	34.70 = .01388/sht 347.00	30.60 = .01224/sht 306.00	39.49 = .015796/sht 394.90	31.72 = .012688/sht 317.20
	PREMIUM #4 XEROGRAPHIC DUAL-PURPOSE:								
5	DP 8-1/2 X 11 -20/50	BLUE	9 CS	33.93 = .00678/sht 305.77	43.20 = .00864/sht 388.80	36.10 = .00722 324.90	33.72 = .006744/sht 303.48	42.56 = .008512/sht 383.04	32.76 = .006552/sht 294.84
6	DP 8-1/2 X 11 -20/50	YELLOW	13 CS	33.93 441.09	43.20 561.60	36.10 469.30	33.72 438.36	42.56 553.28	32.76 425.88
7	DP 8-1/2 X 11 -20/50	PINK	2 CS	33.93 135.72	43.20 172.80	36.10 144.40	33.72 134.88	42.56 170.24	32.76 65.52
8	DP 8-1/2 X 11 -20/50	TAN	10 CS	33.93 237.51	49.10 = .00982/sht 343.70	36.10 252.70	33.72 236.04	42.56 297.92	Not Available
9	DP 8-1/2 X 11 -20/50	IVORY	12 CS	33.93 67.86	49.70 = .00994/sht 99.40	36.10 72.70	33.72 67.44	42.56 85.12	Not Available
10	DP 8-1/2 X 11 -20/50	ORCHARD	10 CS	33.93 135.72	49.70 198.80	36.10 144.40	33.72 134.88	42.56 170.24	Not Available
11	DP 8-1/2 X 14 -20/50 (ITS)	PINK	6 CS	44.52 = .0089/sht 311.64	59.70 = .01194/sht 417.90	48.95 = .00979/sht 342.65	44.52 = .0089/sht 311.64	57.53 = .011506/sht 402.71	42.93 = .008586/sht 257.58
12	DP 8-1/2 X 14 -20/50 (ITS)	YELLOW	6 CS	44.52 311.64	59.70 417.90	48.95 342.65	44.52 311.64	57.53 402.71	42.93 257.58
13	DP 8-1/2 X 11 -32# (ITS)	WHITE	1 CS	66.66 = .01666/sht 66.66	61.86 = .02062/sht 61.86	52.10 = .021709/sht 52.10	NO BID	59.65 = .019884/sht 59.65	Not Available

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 9b

DATE OF SCHOOL BOARD MEETING: JULY 28, 2009

TITLE OF AGENDA ITEM: BID # 0910-09: CUSTODIAL SUPPLIES

DIVISION: DISTRICT-WIDE

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

PURPOSE AND SUMMARY OF ITEM:

The **BEST LOW BID** meeting specifications is outlined and highlighted. Vendor award was based on price, product meeting specifications, sample testing was supplied and vendor participation in school installation and instruction to custodians were noted. Due to vendor stipulations some won/excluded. Due to stipulations by the Federal Environmental Protection Agency product ingredients had to be examined and researched. Some were acceptable and some were not, some vendors did not bid on all items, some bid substitutes. Vendors with dollar awards:

AERO MAINTENANCE	\$ 791.00
AFP SCHOOL SUPPLY.....	4,145.71
OSCEOLA	0.00
PEDDIE CHEMICAL.....	246.81
PRIDE ENTERPRISES.....	460.80
PYRAMID SCHOOL PRODUCTS.....	2,077.83
SPA CONCEPTS.....	2,632.10
STATE CHEMICAL.....	0.00
<u>UNISOURCE.....</u>	<u>2,393.10</u>
TOTAL DOLLARS AWARDED	\$ 12,717.35

FUND SOURCE: General

AMOUNT: \$ 12,717.35

PREPARED BY: Arduster House, Jr.:jh

POSITION: Warehouse Manager

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

This form is to be duplicated on light blue paper.

REVIEWED BY: _____

VENDOR NAME:													
THE SCHOOL BOARD OF GADSDEN COUNTY RESERVES THE RIGHT TO REJECT ANY PART OF OR ALL BIDS RECEIVED.													
***	ALL CHEMICAL BID ITEMS MUST BE ACCOMPANIED BY MSDS SHEETS.			AERO SUPPLY	AFP SCHOOL SUPPLY	OSCEOLA	PEDDIE CHEMICAL	PRIDE ENTERPRISES	PYRAMID SCH PROD	SPA CONCEPTS	STATE CHEMICAL	UNISOURCE	
NO.	ITEM	PACKAGE	BID QUANTITY										
1	Multi-purpose cleaner-sanitizer, registered sterilizer, tuberculocide, virucide, HBV, fungicide, disinfectant, antimicrobial product against Human Public Health Bacteria (MRSA) and Viruses.		30 cases	NB	\$24.44 Theochem 12-1qt/cs TB-Plus	\$83.15 Terminator	NB	35.44/cs Pride TB 4-1gal/cs	\$29.95 12-qt/cs Theochem TB Plus	43.11/cs Neutral Lemon 4-1gal/cs dispensars provided \$1,293.30	\$82.00 Evolution Disf 4-3Ltr No disprns Concentrate \$2,460.00	NB	
SEE STIPULATION 1:					\$733.20	\$2,494.50		\$1,063.20	\$998.50				
2	General Purpose Cleaner from classroom to bathroom, kitchen grease to floor care and odors.		40 cases	NB	\$29.88 Theochem	\$96.20 Marauder	NB	21.80/cs Eco Loco	\$36.95 Theochem	33.47/cs SYNTHESO Clin dispensars provided 4-1gal/cs \$1,338.80	\$49.50 Evolution All-P No disprns 4-3Ltr \$1,980.00	NB	
SEE STIPULATION 2:					\$1,195.20	\$3,848.00		\$872.00	\$1,478.00				
3	32-oz bottle and trigger sprayer	32oz	32 oz bottle	120 ea	NB	.83 EA 200 Bottles \$126.00	\$1.50	NB	.82 ea	\$0.72	\$1.54	\$1.00	NB
SEE STIPULATION 3:						\$180.00		\$98.40	\$86.40	\$184.80	\$120.00		
4	Carper Cleaning and Maintenance Shampoo concentrated or ready-to-use	4-1gal/case	10 cs (40 ea)	8.50/GL 34.00/CS	44.18 CS	\$38.20	NB	14.88/cs 3.72/gal	\$43.96	\$37.64	\$59.00	25.12/cs Spartan II \$251.20	
SEE STIPULATION 4:					\$340.00	\$441.80	\$382.00	\$148.80	\$439.80	\$376.40	\$590.00	\$251.20	
5	Blend Mop Heads, Looped-end design Blue	26 oz	each	72 ea	5.90 EA	4.07 EA	\$6.20	NB	\$5.38	\$4.98	\$9.69		
					\$424.80	\$293.04	\$446.40		\$387.36	\$358.56	\$697.68		
6	Rayon Mop Heads, Cut-end design #24, 4-ply White, Med	Medium	12 case	24 ea	5.90 EA	2.65 EA	5.15ea 61.80 cs	\$3.15	35.23/cs 2.9658 ea	\$3.59	\$9.70	NB	
					\$141.60	\$66.20	\$123.60	\$75.84	\$70.46	\$86.16	\$232.80		
7	Dusters, Polywool W Telescoping Handle 20" telesp handle		each	48 ea	4.90 EA	4.80 EA	\$7.45	\$3.07	4.12 ea	\$5.99	\$16.01	NB	
					\$235.20	\$381.60	\$147.36	\$197.76	\$287.52	\$768.48			
8	Dust Mop Heads White, Cut ends, 4-ply cotton		ea	48 ea	4.90 EA	4.80 EA	\$9.25	\$4.68	4.54 ea	\$4.99	\$9.69	NB	
					\$235.20	\$230.40	\$444.00	\$224.64	\$217.92	\$239.52	\$465.12		
9	Furniture Polish Anti-Dust scented		ea	36 cans	1.50/can		\$2.70	\$3.33	3.12 ea 35.00 cs	\$2.52	\$3.86	NB	
					\$54.00		\$97.20	\$119.88	\$112.32	\$90.72	\$138.96		
10	Pads, Floor Polishing White 20"	5 per case	20 cs	11.99/cs	10.71 cs		\$17.40	\$22.45	11.83 cs	\$13.99	\$18.25	15.81/cs	
SEE STIPULATION 5:					\$239.80	\$214.20	\$348.00	\$449.00	\$236.60	\$279.80	\$365.00	\$316.20	
11	Pads, Floor Buffing Red, 20"	5 per case	14 cs	11.99/cs	10.71 cs		\$17.40	\$22.45	11.83 cs	\$13.99	\$18.25	\$15.81	
					\$167.86	\$1,489.91	\$243.60	\$314.30	\$165.62	\$195.86	\$255.50	\$221.34	
12	Pads, Floor Scrubbing Green, 20"	5 per case	10 cs	11.99/cs	10.71 cs		\$17.40	\$22.45	11.83 cs	\$13.99	\$18.25	\$15.81	
					\$119.90	\$107.10	\$174.00	\$224.50	\$118.30	\$139.90	\$182.50	\$158.10	
13	Pads, Floor Stripping Black 20"	5 per case	10 cs	12.50/cs	10.71 cs		\$17.40	\$22.45	11.83 cs	\$13.99	\$18.25	\$15.81	
					\$125.00	\$107.10	\$174.00	\$224.50	\$118.30	\$139.90	\$182.50	\$158.10	
14	Pads, Floor Burnishing, 20", Pink	5 per case	4 cases	15.90/cs	10.71 cs		\$17.60	\$23.75	11.83 cs	\$15.99	\$18.25	\$16.05	
					\$63.60	\$107.10	\$70.40	\$95.00	\$47.32	\$63.96	\$73.00	\$64.20	

THE SCHOOL BOARD OF GADSDEN COUNTY RESERVES THE RIGHT TO REJECT ANY PART OF OR ALL BIDS RECEIVED.												
NO.	ITEM	PACKAGE	BID QUANTITY	AERO SUPPLY	APP SCHOOL SUPPLY	OSCEOLA	PEDDIE CHEMICAL	PRIDE ENTERPRISES	PYRAMID SCH PROD	SPA CONCEPTS	STATE CHEMICAL	UNISOURCE
15	Pads, Floor Buffing Red, 13"	5 per case	10 cases	6.25/cs	5.60 cs	\$9.10	\$13.45	6.24 cs	\$7.98	\$10.25		\$8.68
				\$62.50	\$56.00	\$91.00	\$134.50	\$62.40	\$79.80	\$102.50		\$86.80
16	Pads, Floor Stripping Black, 13"	5 per case	8 cases	6.25/cs	5.68 cs	\$9.10	\$13.45	\$6.24	\$7.98	\$10.25		\$8.68
				\$62.50	\$44.80	\$72.80	\$107.60	\$49.92	\$63.84	\$82.00		\$69.44
17	Toilet Bowl Deodorizer Block, Plastic rim hanger 3.5oz Cherry	12 units/bx	55 dz	\$5.00	NB	\$9.55	\$16.92	\$8.67	\$6.98	\$12.15		\$8.74
				\$275.00		\$525.35	\$930.60	\$478.85	\$383.90	\$668.25		\$480.70
18	Urinal Screens With Blocks Cherry Pink 3oz dissolve mineral deposits	12 units/bx	10 dz	10.50/dz	NB	\$26.00	19.74 dz	NB	\$15.25	\$14.25		NB
				\$105.00		\$260.00	\$197.40		\$152.50	\$142.50		
19	Urinal Screens with Deodorant Cherry Scent, Red	12/pkg	8 pkg	NB	NB	\$11.75	19.74 dz	\$8.01	\$8.99	\$12.50		NB
			(96 ea)			\$94.00	\$157.92	\$64.08	\$71.92	\$100.00		
20	Scraper Blades Single Edge - 4"	10/package	15 pkgs	NB	NB	\$8.60	\$6.63	\$9.28	NB	NB		NB
						\$129.00	\$99.45	\$139.20				
22	Gloves, Latex, Reusable (Medium) Yellow-12" length, 18-20 mil	12 pairs/pkg	48 pr (4 packs)	NB	NB	9.80/pk	9.96 pk	\$7.65	5.49/dz	NB		NB
						8.166/pr			4575/pr			
						\$39.20	\$39.64	\$30.60	\$21.96			
23	Gloves, Latex, Reusable (X-Large) Yellow-12" length, 18-20 mil	12 pairs/pkg	36 pr (3 packs)	NB	NB	11.15/dz	9.96 pk	\$7.69	5.49/dz	NB		NB
						9.261/pr			4575/pr			
						\$33.45	\$29.88	\$25.07	\$16.47			
24	Brooms, heavy-duty 11" surface, 4 rows stitched twine, 56" length	6/bundle	396 each	7.90 EA	NB	40.20 ea	6.24 ea	\$3.22	5.15 ea	\$10.63		\$3.40
	SEE STIPULATION 6:			\$3,128.40		\$4,039.20	\$2,471.04	\$1,275.12	\$2,039.40	\$4,169.88		\$1,346.40
25	Dust Pans Lobby w/handle Plastic w handle	6/case	24 each	8.90 EA	5.39 EA	\$9.50	\$15.62	\$7.53	7.29 ea	\$15.58		NB
				\$213.60	\$129.36	\$228.00	\$374.88	\$180.72	\$174.96	\$373.92		
26	Dispensers, Hand Soap, Horizontal SS, holds 40oz Liq Key closure	each	24 each	NB	24.42 EA order in 6's	\$50.00	NB	\$35.35	38.95 ea	\$65.00		NB
	SEE STIPULATION 7:				\$586.08	\$1,200.00		\$848.40	\$934.80	\$1,560.00		
27	Dispensers, Hand Soap, Vertical SS, holds 40oz Liq Key closure	each	15 each	NB	24.42 EA order in 6's	\$50.00	NB	\$35.35	\$38.99	NB		NB
					\$366.30	\$750.00		\$530.25	\$584.85			
28	Dispensers, Hand Soap Globe Top w hardware	each	24 ea	NB	6.24 ea	NB	NB	\$6.90	\$6.99	NB		NB
					\$149.76			\$165.60	\$167.76			
29	Cabinet, Hand Towel Metal, Multifold Holds 250 multifold	each	18 each	NB	16.82 EA	\$46.50	\$33.74	\$37.09	\$17.99	NB		NB
					\$302.76	\$837.00	\$607.32	\$667.62	\$323.82			

THE SCHOOL BOARD OF GADSDEN COUNTY RESERVES THE RIGHT TO REJECT ANY PART OF OR ALL BIDS RECEIVED.												
				AERO SUPPLY	AFP SCHOOL SUPPLY	OSCEOLA	PEDDIE CHEMICAL	PRIDE ENTERPRISES	PYRAMID SCH PROD	SPA CONCEPTS	STATE CHEMICAL	UNISOURCE
NO.	ITEM	PACKAGE	BID QUANTITY									
30	Mats, Indoor/outdoor 3x6 Needle-rib bi-level brushed pattern, solid vinyl backing	each	60 each	29.90 EA	20.58 EA	\$41.60	NB	NB	\$43.95	NB		\$22.50 all or none \$1,350.00
	SEE STIPULATION 8:				\$823.20	\$1,664.00			\$1,758.00			
31	Mats, Outdoor 3x6 Poly fiber- solid vinyl backing	each	30 each	49.90 EA		\$47.75	NB	NB	\$48.95	NB		\$34.77 all or none \$1,043.10
						\$1,432.75			\$1,468.50			
32	Wax Liners for Sanitary Napkin Receptacle (Bags)	case = 250	30 cases	11.90 PKG \$357.00		\$28.25	\$18.95	\$14.31	15.99/cs	\$25.00		\$18.99 cs=500/15cs \$284.85
						\$847.50	\$568.50	\$429.30	\$479.70	\$750.00		\$284.85
33	Can Liners, 27Qt 15 gal-8mic. - 32mil>	1000/case	80 cases	21.90 CS		\$19.35	\$21.90	\$25.62	NB	\$13.47		\$17.63
	SEE STIPULATION 9:			\$1,750.00		\$1,548.00	\$1,752.00	\$2,049.60		\$1,077.60		\$1,410.40
34	Can Liners, 33 Gal. 33x40,30micron, 51mil>	500/case	100 cases	19.90 CS		\$16.15	\$26.70	NB	NB	NB		\$27.40
				\$1,990.00		\$1,615.00	\$2,670.00					\$2,740.00
35	Can Liners, 55 Gal. 22x14x58 2.0 mil	100/case	125 cases	19.90 CS		\$18.60	\$14.99	\$18.75	NB	\$19.47		\$20.89 1.2 mil \$2,611.25
				\$2,487.50		\$2,325.00	\$1,873.75	\$2,343.75		\$2,408.75		\$2,611.25
	TOTAL OF EACH AWARD:			\$791.00	\$4,145.71	\$0.00	\$246.81	\$430.80	\$2,077.83	\$2,632.10	\$0.00	\$2,393.10
	GRAND TOTAL OF AWARDS:			\$12,717.35								

COMMENTS AND STIPULATIONS REGISTERED BY THE GADSDEN SCHOOL BOARD AND COMPANIES PARTICIPATING IN THE CUSTODIAL/JANITORIAL BID - 0910-09			
** AFP SCHOOL SUPPLY REQUIRES MINIMUM ORDER FOR CONTINENTAL/WILEN/GLIT IS \$ 2,200.00 OF COMBINED PRODUCTS.			
STIPULATION 1:	ITEM 1	REQUIRED: 1. Listed on the EPA Registered Disinfectant List E,F,G, & H. 2. EPA registration number shall appear on all containers. 3. Product labeling as per EPA guidelines 4. No Bleach Based products. 5. No disinfectant with a rating greater than 2 on the NFPA and/or WHMIS hazard rating system. 6. Must be ready-to-use or ready-to-mix/dilute stations. The mix/concentrated solution stations must have pricing revealed at this time. 7. All containers will have tamper proof seal. 8. Submittal shall include a one-quart sample and MSDS and technical literature for use. 9. Instructions shall include sports equip. 10. Training shall be provided to all school custodial staff. Training shall include hands-on, multimedia presentation, and written procedures for usage. 11. Testing of all products may be conducted to confirm claims and compliance with all specifications.	REPRESENTATIVES FOR THE SCHOOL BOARD REVIEWED THE SPECIFICATIONS FOR THE MOST EFFECTIVE DISINFECTANT FOR DISTRICTWIDE USE. THE PRODUCT MUST ENSURE SAFETY AND THE HEALTH FOR THE STUDENTS AND STAFF. MATERIALS AND PRODUCTS WERE SAMPLED AND REVIEWED THAT WERE SENT WITH THE BIDS. A PRODUCT THAT IS PROMOTED BY SPA CONCEPTS WAS CHOSEN. THE COMPANY MATERIALS CLAIMED GERMICIDAL DETERGENT & DEODORANT AGAINST PSEUDOMONACIAL STAPHYLOCIDAL, SALMONELLACIDA, FUNGICIDAL, VIRUCIDAL DISINFECTANT. DISPENSERS WILL BE PROVIDED FREE TO THE DISTRICT. THE PRICING WAS IN THE MIDDLE RANGE OF THE BIDS SUBMITTED.
STIPULATION 2:	ITEM 2	REQUIRED: 1. Cleaner that is ready-to-use or diluted from concentrate. Must clean bathroom surfaces, general floor care and mopping, spray and wipe, grease dissolution, heavy soil, urine and garbage odors, classroom general soil, mineral cleaner, and glass cleaner. 2. Cleaner must be environmentally safe and contains no solvents, no phosphates, no ammonia and is biodegradable. Safe for all surfaces and human contact. 3. Clean-up must be with water and pick-up. Product must be disposable in sanitary sewer system.	REPRESENTATIVES FOR THE SCHOOL BOARD REVIEWED THE SPECIFICATIONS FOR THE MOST EFFECTIVE NEUTRAL CLEANER FOR DISTRICTWIDE USE. THE PRODUCT MUST ENSURE SAFETY AND THE HEALTH FOR THE STUDENTS AND STAFF. MATERIALS AND PRODUCTS THAT WERE SENT IN WITH THE BIDS WERE SAMPLED AND REVIEWED. A PRODUCT THAT IS PUT OUT BY SPA CONCEPTS WAS CHOSEN. IT IS CONCENTRATED AND CAN BE DILUTED IN WATER. WORKS ON ALL SURFACES. IDEAL FOR REGULAR MAINTENANCE OF FINISHED FLOORS AND ALL SURFACES NOT AFFECTED BY WATER.
STIPULATION 3:	ITEM 3	BEST LOW PRICE FOR EACH WAS ACHIEVED BY AFP INDUSTRIES. QUANTITY HIGHER THAN BID REQUEST. ACCEPTED.	
STIPULATION 4:	ITEM 4	PRIDE ENTERPRISES OFFERED A PRODUCT THAT IS CONCENTRATED AND CAN BE USED IN A PUMP UP SPRAYER OR WITH BONNET SHAMPOOER ACTION. SCENTED CHERRY FRESH.	
STIPULATION 5:	ITEMS 10-16	AFP INDUSTRIES HAD BEST LOW PRICE ON A PROVEN QUALITY PRODUCT.	
STIPULATION 6:	ITEM 24	Brooms: COULD NOT DETERMINE THE QUALITY OF THE PRODUCTS BID BY EACH COMPANY. NO SAMPLES SENT. CHOSE TO ACCEPT PYRAMID SCHOOL PRODUCTS. BID BECAUSE THIS IS THE PRODUCT WE ARE NOW USING. DURABLE AND GIVES GOOD RESULTS.	
STIPULATION 7:	ITEMS 26-27	REQUIRED THAT THE PRODUCT BE STAINLESS STEEL, WALL MOUNT, SEAMLESS 22-GAUGE CORROSION-RESISTANT VALVE, DISPENSING LIQUID/LOTION SOAP. HOLDS 40OZ. KEY CLOSURE. AFP INDUSTRIES HAD BEST LOW PRICE AND QUALITY PRODUCT. SPECIFICATION TO ORDER IN 6'S ACCEPTED.	
STIPULATION 8:	ITEMS 30-31	UNISOURCE HAD THE AVERAGED BEST LOW PRICE FOR BOTH THE INDOOR/OUTDOOR MAT AND OUTDOOR RUNNER. REQUESTED ALL OR NONE ON BOTH MATS. ACCEPTED BID.	
STIPULATION 9:	ITEMS 33-34	WITHDREW ALL BIDS AS THE MIL THICKNESS WAS NOT REPORTED BY ALL THE BIDDERS ON ALL LINER PRODUCTS. ONLY AERO SENT A SAMPLE OF ITEM 35. UNACCEPTABLE MIL GRADE FOR SCHOOL USE. WILL PURCHASE CAN LINERS FROM PREVIOUS SOURCE THAT HAS A COMPARABLE PRICED PRODUCT AT MIL STRENGTH.	

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 11a

DATE OF SCHOOL BOARD MEETING: July 28, 2009

TITLE OF AGENDA ITEM: Approval of School Board Rule 2.25 (Job Description for Community Affairs / Public Relations Coordinator)

DIVISION: Administration

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

PURPOSE AND SUMMARY OF ITEM:

Approval of School Board Rule 2.25 (Job Description for Community Affairs / Public Relations Coordinator) of the Gadsden County School Board rules is requested.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Sonja Bridges, Ed.D. *S Bridges*

POSITION: Assistant Superintendent for Academic 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

This form is to be duplicated on light blue paper.

REVIEWED BY: *J Butler*

GADSDEN COUNTY SCHOOL BOARD

REGULAR MEETING: July 27, 2009

Suggested script for amending Gadsden County School Board Rule 2.25

() CHAIRPERSON

The next agenda item is Item Number ____ which includes consideration of, and action upon Position Description which is a subsection of Rule 2.25. Based upon professional judgment and past experience, modifications of this rule will have little to no economic impact. For this reason no action is being taken on an economic impact statement. THIS PUBLIC HEARING IS INCLUDED IN THE REGULAR MEETING OF THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA, held on July 27, 2009, in the regular School Board Meeting Room in the Max D. Walker Administration Building at Number 35 Martin Luther King Jr. Blvd., Quincy, Florida. The hearing is for the purpose of receiving input and comments from the public on Rule 2.25. This hearing is being electronically recorded. The hour is now ____ p.m. At an appropriate time, the Chair will invite from the audience questions, comments, evidence, arguments, oral statements or other information regarding the proposed action. At that time, each individual wishing to address the Board will please first rise, be recognized by the Chair, and state her or his name.

() SUPERINTENDENT Mr./Madam Chairperson, each member of the Board has been furnished a copy of the proposed Amended Rule previously described by you. I recommend that the Board amend Position Description which is a subsection of Rule 2.25.

() CHAIRPERSON If there is anyone who wishes to ask questions, make comments, present evidence or oral arguments or present other information regarding the proposed action, you may do so at this time.

(QUESTIONS, COMMENTS, ETC., IF ANY.)

() A MEMBER Mr./Madam Chairperson, I move to amend Rule 2.25.

() A MEMBER I second the motion.

() CHAIRPERSON There is a motion and a second to amend Rule 2.25. Is there any further discussion? All in favor of the motion please say aye- All opposed... The rule has been amended and it is so ordered. The next item on the agenda is Item Number ____.

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

SCHOOL BOARD ADOPTED PLANS

2.25+

The School Board has plans, manuals, handbooks and codes which outline procedures to be followed relative to stated topics. The plans, manuals, handbooks and codes listed below may be adopted by reference as part of these rules when required by other Board rules, Florida Statutes, or other controlling requirements.

Administrative Services

- * Budget Document
- District Emergency Plan
- District Five-year Work Plan
- District Master In-Service Plan
- District Procedures Manual
- District Safety Plan
- General Outline of Revenue and Meal Accountability Procedure
- Human Resources Management and Development (HRMD) Plan
- * Position Description
- Project Priority List
- School Plant Survey
- Transportation Procedures Manual

Instructional Services

- After School Child Care Program Manual
- * Code of Student Conduct
- District Testing Procedures Manual
- Instructional Materials Manual

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

Instructional Technology Plan

Limited-English Proficient LEP Plan

Manual for Admissions and Placement for ESE Programs

* Student Progression Plan

School Handbooks

School Health Procedures Manual

School Improvement Plans

Special Programs and Procedures Manual

Student Education Records Manual

Student Performance Standards

Student Performance Standards of Excellence

Student Report Cards

Student Services Plan

Truancy Plan

* These documents are adopted by the Board in accord with Florida Statute 120 (Administrative Procedures Act); all other documents are either approved or revised by the Board from time-to-time.

STATUTORY AUTHORITY:

1001.41, 1001.42, F. S.

LAWS IMPLEMENTED:

1001.41, 1001.43, F.S.

HISTORY:

ADOPTED:
REVISION DATE(S):
FORMERLY: 8.220; 8.301; 8.302

©EMCS
Revised: 07/15/03

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GADSDEN 2.25+

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

COMMUNITY AFFAIRS / PUBLIC RELATIONS COORDINATOR

QUALIFICATIONS:

- (1) Bachelor's Degree in any area
- (2) Three (3) years of successful teaching experience or a minimum of 5 years' experience in public relations, education, social science or related field.
- (3) Excellent organization, training, coordination, and leadership skills.
- (4) Excellent interpersonal and communications skills
- (5) Computer proficiency and other technology, i.e., cameras, projectors, and peripherals.

KNOWLEDGE, SKILLS AND ABILITIES:

Excellent oral and written communication skills. Broad knowledge base of all county programs and departments. Public speaking skills. Ability to work cooperatively with community agencies and organizations. Good organizational skills. Information gathering skills.

REPORTS TO:

Superintendent

JOB GOAL

To coordinate and implement activities that will project a positive image of schools and community affairs activities.

SUPERVISES:

Assigned Support Personnel

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11
PERFORMANCE RESPONSIBILITIES:
Service Delivery

- * (1) Deliver Superintendent's news articles to proper media source.
- * (2) Plan and implement the Teacher of the Year celebration.
- * (3) ~~Maintain the Superintendent's Scrapbook.~~
- * (4) ~~Track all student transfers, both inside and outside the District.~~
- * (5) Serve as liaison for parents between the schools, community, District, and the Florida Department of Education regarding district assessments.

COMMUNITY AFFAIRS / PUBLIC RELATIONS COORDINATOR (Continued)

- *~~(6)~~ Monitor and conduct periodic surveys of parent participation and involvement in the educational process at each school.
- *~~(7)~~ Assist school advisory councils with the development, implementation, and evaluation of parent services.
- *~~(8)~~ Coordinate resources and Provide technical assistance to all parent committees of schools and special programs, ensuring that all due caution and procedures for due process have been afforded to parents of students as it relates to an individual program or situation all stakeholders fully understand administration procedures and the results of all assessments administered in Gadsden County Schools.

Interagency Communication and Delivery

- *~~(9)~~ Distribute newsletter to schools, community and agencies.
- *~~(10)~~ Serve on boards of agencies such as March of Dimes and Gadsden Education Foundation.
- *~~(11)~~ Serve as community contact for interpreting FCAT, Florida Writes, and other test results to parents.
- *~~(12)~~ Assist schools in communicating with parents through home visits by the effective use of the ParentLink System.
- *~~(13)~~ Provide assistance in channeling information throughout the District as it pertains to student assessment to parents, schools, and the community.
- *~~(14)~~ Expand the Pre-Kindergarten Parent Resource Center located at QEA to include resource materials for all parents of Pre-Kindergarten students.
- *~~(15)~~ Assist school principals in developing, improving and implementing parent services the Continuous Improvement Model as it relates to data analysis.
- *~~(16)~~ Maintain contact and a working relationship with outside agencies.
- *~~(17)~~ Develop partnerships with local business and service groups to advance student learning by involving community members in school volunteer programs.
- *~~(18)~~ Collaborate with community agencies to provide family support services and adult learning opportunities, enabling parents to more fully participate in activities that support education (literacy).

Professional Growth and Improvement

- *~~(19)~~ Attend conferences to keep abreast of changes.
- *~~(20)~~ Keep well informed of current trends in curriculum areas the area of assessment.
- *~~(21)~~ Provide inservice training opportunities for school personnel to increase school/parent communication and involvement.
- *~~(22)~~ Set high standards for self and others.

Systemic Functions

- *~~(23)~~ Recruit mentors for schools' volunteer programs.
- *~~(24)~~ Write, duplicate and distribute Superintendent's monthly newsletter.
- *~~(25)~~ Coordinate the District-wide Parent/Volunteer Appreciation and Information Seminar (Title I, ESE, Pre-Kindergarten).
- *~~(26)~~ Set up awards programs for CFB, SAT-10, FCAT, Florida Writes, and HSCT. Superintendent's Superlatives.
- *~~(27)~~ Provide schools with written communication for parents (Spanish and English versions of a District-wide parent newsletter from the Superintendent).
- *~~(28)~~ Schedule the "Superintendent's Community Chats" with parents, communities, and civic groups.
- *~~(29)~~ Hold group meetings with parents to help them deal with developmental problems and individual needs of their children.
- *~~(30)~~ Prepare or oversee the preparation of all required reports and maintain appropriate records.
- *~~(31)~~ Perform other duties as assigned.

Leadership and Strategic Orientation

- *~~(32)~~ Provide workshops/training for school advisory councils regarding understanding test data.
- *~~(33)~~ Set up and coordinate parent involvement activities to include data analysis.
- *~~(34)~~ Develop a parent guide/handbook for schools that will contain pertinent telephone numbers, contact persons, and other resources.
- *~~(35)~~ Assist school advisory councils, improvement teams, special programs, and parent-teacher organizations in the planning and co-sponsoring of meetings for the parents to provide support,

COMMUNITY AFFAIRS / PUBLIC RELATIONS COORDINATOR (Continued)

and Help parents gain knowledge about educational issues, policies, materials, and resources as it relates to student assessment.

- *~~(36) Form a District parent advisory council to include parent representation from each school/community and/or special program.~~
- *(37) Assist teachers in developing family kits built around relevant themes with games, videos, conversation starters, or other tools for parents to interact with their children on a specific topic. For example, a kit could be built around the theme of setting family goals or developing house rules, Peer Assisted Learning Strategies (PALS) reading kits, and research paper writing tips, FCAT tips, and ACT/SAT preparation ~~for the older child.~~
- *(38) Promote District goals and priorities.

*Essential Performance Responsibilities.

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COMMUNITY AFFAIRS / PUBLIC RELATIONS COORDINATOR (Continued)

- * (4) Provide technical assistance to all parent committees of schools, ensuring that all stakeholders fully understand administration procedures and the results of all assessments administered in Gadsden County Schools.

Interagency Communication and Delivery

- * (5) Distribute newsletter to schools, community and agencies.
- * (6) Serve as community contact for interpreting FCAT, Florida Writes, and other test results to parents.
- * (7) Assist schools in communicating with parents by the effective use of the ParentLink System.
- * (8) Provide assistance in channeling information throughout the District as it pertains to student assessment to parents, schools, and the community.
- * (9) Assist school principals in developing, improving and implementing the Continuous Improvement Model as it relates to data analysis.
- * (10) Maintain contact and a working relationship with outside agencies.
- * (11) Develop partnerships with local business and service groups to advance student learning by involving community members in school volunteer programs.

Professional Growth and Improvement

- * (12) Attend conferences to keep abreast of changes.
- * (13) Keep well informed of current trends in the area of assessment.
- * (14) Provide inservice training opportunities for school personnel to increase school/parent communication and involvement.
- * (15) Set high standards for self and others.

Systemic Functions

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- * (20) Schedule the "Superintendent's Community Chats" with parents, communities, and civic groups.
- * (21) Prepare or oversee the preparation of all required reports and maintain appropriate records.
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Leadership and Strategic Orientation

- * (23) Provide workshops/training for school advisory councils regarding understanding test data.
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- * (25) Help parents gain knowledge about educational issues, policies, materials, and resources as it relates to student assessment.
- * (26) Assist in developing family kits built around relevant themes with games, videos, conversation starters, or other tools for parents to interact with their children on a specific topic. For example, a kit could be built around the theme of setting family goals or developing house rules, Peer Assisted Learning Strategies (PALS) reading kits, and research paper writing tips, FCAT tips, and ACT/SAT preparation.
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