

# AGENDA

## REGULAR SCHOOL BOARD MEETING

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

September 26, 2017

6:00 P.M.

### THIS MEETING IS OPEN TO THE PUBLIC

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

### ITEMS FOR CONSENT

#### 5. REVIEW OF MINUTES – **SEE ATTACHMENT**

- a. August 22, 2017, 4:30 p.m. – School Board Workshop
- b. August 22, 2017, 6:00 p.m. – Regular School Board Meeting
- c. August 29, 2017, 4:30 p.m. – Special School Board Meeting
- d. August 29, 2017, 5:00 p.m. – School Board Workshop
- e. September 5, 2017, 10:00 a.m. – School Board Workshop
- f. September 5, 2017, 6:00 p.m. – Final Budget Hearing

ACTION REQUESTED: The Superintendent recommends approval.

#### 6. PERSONNEL MATTERS (resignations, retirements, recommendations, leaves of absence, terminations of services, volunteers, and job descriptions) **SEE PAGE #5**

- a. Personnel 2017 – 2018

ACTION REQUESTED: The Superintendent recommends approval.

7. AGREEMENTS/PROJECT/GRANT APPLICATIONS

- a. Contracted Services for Dual Enrollment Program - **SEE PAGE #8**

Fund Source: General Fund  
Amount: \$21,732.30

ACTION REQUESTED: The Superintendent recommends approval.

- b. Agreement Between the School Board of Gadsden County, FL., Capital Health Plan, Inc., World Class Schools of Leon County, Inc., and Titus Sports Academy, L.L.C. - **SEE PAGE #13**

Fund Source: N/A  
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- c. District Office Purchase Orders – **SEE PAGE #26**

Fund Source: 110 General Fund  
Amount: \$45,672.06

ACTION REQUESTED: The Superintendent recommends approval.

- d. District Office Purchase Orders – **SEE PAGE #29**

Fund Source: 110 General Fund  
Amount: \$45,672.06

ACTION REQUESTED: The Superintendent recommends approval.

- e. District Office Purchase Orders - **SEE PAGE #32**

Fund Source: 110 General Fund  
Amount: \$45,672.06

ACTION REQUESTED: The Superintendent recommends approval.

8. STUDENT MATTERS – **SEE ATTACHMENT**

- a. Student Expulsion – See back-up material

Case #01-1718-0051

ACTION REQUESTED: The Superintendent recommends approval.

- b. Student Expulsion – See back-up material

Case #02-1718-0051

ACTION REQUESTED: The Superintendent recommends approval.

- c. Student Expulsion – See back-up material

Case #04-1718-0051

ACTION REQUESTED: The Superintendent recommends approval.

- d. Student Expulsion – See back-up material  
Case #05-1718-0051  
ACTION REQUESTED: The Superintendent recommends approval.
- e. Student Expulsion – See back-up material  
Case #07-1718-0051  
ACTION REQUESTED: The Superintendent recommends approval.
- f. Student Expulsion – See back-up material  
Case #08-1718-0051  
ACTION REQUESTED: The Superintendent recommends approval.
- g. Student Expulsion – See back-up material  
Case #09-1718-0051  
ACTION REQUESTED: The Superintendent recommends approval.
- h. Student Expulsion – See back-up material  
Case #10-1718-0051  
ACTION REQUESTED: The Superintendent recommends approval.
- i. Student Expulsion – See back-up material  
Case #11-1718-0051  
ACTION REQUESTED: The Superintendent recommends approval.

9. SCHOOL FACILITY/PROPERTY

- a. Osceola Supply, Inc. – **SEE PAGE #35**  
Fund Source: 110  
Amount: \$21,161.50  
ACTION REQUESTED: The Superintendent recommends approval.
- b. Brooks Building Solutions – **SEE PAGE #37**  
Fund Source: 110  
Amount: \$19,491.00  
ACTION REQUESTED: The Superintendent recommends approval.
- c. Brooks Building Solutions - **SEE PAGE #40**  
Fund Source: 379  
Amount: \$41,171.00  
ACTION REQUESTED: The Superintendent recommends approval.

- d. Brooks Building Solutions/Daikin – **SEE PAGE #43**

Fund Source: 379  
Amount: \$146,722.00

ACTION REQUESTED: The Superintendent recommends approval

- e. South Eastern Surfaces (SSE & Associates, Inc.) - **SEE PAGE #70**

Fund Source: 110  
Amount: \$12,615.00

ACTION REQUESTED: The Superintendent recommends approval.

## 10. EDUCATIONAL ISSUES

- a. School Field Trip Requests (Out-of-State) – Gadsden Technical Institute  
**SEE PAGE #73**

Fund Source: N/A  
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- b. 2017 – 2018 Gadsden County Controlled Open Enrollment Plan - **SEE PAGE #82**

Fund Source: N/A  
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- c. 2017 – 2018 Uniform Assessment Schedule - **SEE PAGE #89**

Fund Source: N/A  
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

## ITEMS FOR DISCUSSION

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



# THE SCHOOL BOARD OF GADSDEN COUNTY

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

**Roger P. Milton**  
*Superintendent*  
 miltonr@gopomail.com



*"Putting Children First"*

September 26, 2017

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

Dear School Board Members:

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

## Item 6A Instructional and Non-Instructional Personnel 2017-2018

The following reflects the total number of full-time employees in this school district for the 2017-2018 school term, as of September 26, 2017.

<u>Description Per DOE Classification</u>	<u>DOE Object#</u>	<u>#Employees September 2017</u>
Classroom Teachers and Other Certified	120 & 130	390.00
Administrators	110	47.00
Non-Instructional	150, 160, & 170	<u>382.00</u>
		819.00

Sincerely,

Roger P. Milton  
 Superintendent of Schools

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

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

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

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

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

**AGENDA ITEM 6A, INSTRUCTIONAL AND NON INSTRUCTIONAL 2017/2018****INSTRUCTIONAL**

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Brown, Joy	JASMS	Teacher	09/05/2017
Commodore, Shirley	JASMS	Teacher	08/07/2017
Hodges, Patrick	JASMS	Teacher	08/21/2017
Johnson, Winesha	SSES	Teacher	08/07/2017
Joseph, Milca	JASMS	Teacher	09/18/2017
Kenon, Aayana	GCHS	Teacher	08/07/2017
Kever, Charlotte	GCHS	Teacher	09/15/2017
Rice, Howard	JASMS	Teacher	08/21/2017
Sailor, Dalis	WGMS	Teacher	09/05/2017
Vandergriff, Jennifer	JASMS	Teacher	09/14/2017
White, Christopher	HMS	Teacher	09/18/2017

**NON INSTRUCTIONAL**

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Border, Cynthia	Transportation	Bus Driver	08/14/2017
Brown, Frances	Transportation	Bus Aide	09/14/2017
Davis, Tyrone	Transportation	Bus Driver	09/14/2017
Horne, Angeline	Transportation	Bus Aide	09/14/2017
Hosterrer, James	Transportation	Mechanic II	09/11/2017
Johnson, William	Maintenance	Custodial Coordinator	10/01/2017
King, Melanie	Transportation	System Support Specialist	08/14/2017
Sailor, Marie	Transportation	Bus Aide	09/14/2017

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

<u>LEAVE</u>	<u>Location/Position</u>	<u>Beginning Date</u>	<u>Ending Date</u>
Stephens, Vann	GWM/Teacher	09/07/2017	01/31/2018

**RESIGNATIONS**

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Britt, Tony	Maintenance	Custodial Coordinator	08/31/2017
Coley, Demetrius	HMS	Teacher	09/08/2017
Cottrell, Donna	HMS	Teacher	08/25/2017
Dantley, Dominique	Transportation	Bus Driver	08/11/2017
Johnson, Angela	Transportation	Bus Aide	08/25/2017
Jones, Kiyonna	JASMS	Teacher	08/08/2017
Salais, Leticia	GBES	Education Paraprofessional	09/15/2017
Sholtz, Shani	CPA	Teacher	08/30/2017
Thommen, John	GCHS	Teacher	09/22/2017
Weathers, Khadijah	GCHS	Teacher	08/03/2017

**TRANSFERS**

<u>Name</u>	<u>Location/Position</u> <u>Transferring From</u>	<u>Location/Position</u> <u>Position</u>	<u>Effective Date</u>
Belford, Meisha	GBES/Teacher	GWM/Teacher	08/28/2017

**RETIREMENTS**

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Hopkins, Beatrice	District	Director-Americorp	09/30/2017

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Farlin, Anthony	District	Technician	09/30/2017

**OUT OF FIELD**

<u>Name</u>	<u>Location</u>	<u>Area out of field</u>	<u>No. of Periods</u>
Hodges, Patrick	JASMS	Math	All Periods
Kever, Charlotte	GCHS	Math	All Periods

**Substitutes**

Baker, Trenda  
Brown, Kendrick  
Figgers, Sarah  
Jones, Ronald  
Johnson, Liliana  
Paul, Jasmine \*  
Salem, Monida  
White, Pelvo  
Williams, Barry

**Custodial**

Lewis, Rashunn  
Miller, Rosa

\*Correction-submitted on August 2017 board letter as a teacher.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

**AGENDA ITEM NO.** 7a

**DATE OF SCHOOL BOARD MEETING:** September 26, 2017

**TITLE OF AGENDA ITEM:** Contracted Services for Dual Enrollment Program

**DIVISION:** K-12 Education

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

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

Board approval is requested for the attached contract:

<u>Vendor</u>	<u>Amount</u>	<u>Fund</u>
Geraldine Black	\$21,732.30	110

**FUND SOURCE:** General Fund

**AMOUNT:** \$21,732.30

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

**POSITION:** Area Director of Secondary Education

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

\_\_\_1\_\_\_ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered \_\_\_4\_\_\_

CHAIRMAN'S SIGNATURE: page(s) numbered \_\_\_4\_\_\_

2017 AUG 29 AM 8:37



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

This contractual agreement is made between the School Board of Gadsden County, Florida, a school district, referred to as the “Recipient”, organized and existing under the laws of the State of Florida, with its principal place of business at 35 Martin Luther King., Jr. Blvd, City of Quincy, County of Gadsden, State of Florida, herein referred to as the Board, (also referred to as the District) and Geraldine Black of 1782 Shady Rest Road, Havana, Florida 32333, herein referred to as “Contractor or Sub-recipient”. The contractual agreement will establish uniform administrative requirements for the Contractor or Sub-recipient and the School Board of Gadsden County.

NOW, THEREFORE, the parties agree as follows:

**ARTICLE 1. ENGAGEMENT OF THE CONTRACTOR**

The RECIPIENT agrees to engage the CONTRACTOR and the CONTRACTOR agrees to perform the functions as outlined in Article 2 – Scope of Services, set forth below. The CONTRACTOR understands and agrees that all services contracted are to be performed solely by the CONTRACTOR and may not be subcontracted for or assigned without the prior written consent of the RECIPIENT.

**ARTICLE 2. SCOPE OF SERVICES**

The Contractor will:

1. Provide daily supervisory insight for students and TCC faculty members.
  - a. Monitor student behavior in lunchroom from 7:15 a.m. – 7:45 a.m.
  - b. Assist students with homeroom expectations and academic requirements (7:50 a.m. – 8:00 a.m.)
  - c. Supervise study area (8:00 a.m. – 11:20 a.m.)
  - d. Monitor students in the computer lab during distant learning allocated time (8:00 a.m. – 11:20 a.m.)
  - e. Submit requested materials to TCC and Gadsden County High School (11:20 a.m. – 11:45 a.m.)
  - f. Coordinate and accompany students on applicable field trips to TCC’s campus.
  - g. Assist with the ordering and distribution/collection of college-level textbooks.
  - h. Monitor dual enrolled students when other assessments such as FSA, EOC, etc. are being administered.
  - i. Assume the responsibility of proctoring TCC academic assessments including but not limited to mid-term and final online exams
  
2. Report any irresolvable problems to the appropriate administrator for assistance.

**ARTICLE 3. DURATION OF AGREEMENT**

(a). This AGREEMENT shall begin on August 14, 2017 and end June 30, 2018. As required by law, this AGREEMENT shall be subject to review.

(b). CONTRACTOR shall begin performing the contract on August 14, 2017 and finish the project on or before June 30, 2018.

**ARTICLE 4. DEFINITIONS**

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

Source: Office of the Secretary, US Department of Education

**ARTICLE 5. PAYMENT**

(a). RECIPIENT shall pay the CONTRACTOR upon the receipt of a monthly invoice from the CONTRACTOR that includes all activities and services provided with signatures of verification from each work site.

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

(c) The total cost of the AGREEMENT is as follows:

**Hourly rate of \$26.83 pursuant to the GCCTA contract**



**ARTICLE 6. PUBLIC RECORDS**

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

**ARTICLE 7. ACCESS AND RETENTION OF RECORDS**

The RECIPIENT shall have access to all CONTRACTOR'S records that are directly pertinent to this AGREEMENT.

**ARTICLE 8. TERMINATION OF AGREEMENT**

The parties hereto contemplate this contract to run for the duration of the stated period subject to review as required by law. Any party wishing to terminate this contract prior to its expiration date shall provide the other party with sixty (60) days written notice.

**ARTICLE 9. PERSONNEL AND LEVEL 2 SECURITY CLEARANCE**

Pursuant to Florida Statute **1012.465 Background screening requirements for certain noninstructional school district employees and contractors.**--(1) Non-instructional school district employees or contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet level 2 screening requirements as described in s. 1012.32. Contractual personnel shall include any vendor, individual, or entity under contract with the school board.

CONTRACTOR agrees to abide by the Level 2 security clearance requirements above.

The CONTRACTOR will work cooperatively with all district employees.

**ARTICLE 10. AMENDMENTS**

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

**ARTICLE 11. INDEPENDENT CONTRACTOR**

The CONTRACTOR is an independent contractor and not an employee or agent of the RECIPIENT. CONTRACTOR agrees to comply with all requirements of the Jessica Lunsford Act defined in Article 9.

**ARTICLE 12. NONDISCRIMINATION AND COMPLIANCE**

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

**ARTICLE 13. ADMINISTRATION OF AGREEMENT**

(a) The RECIPIENT'S contract administrator and contact is the Area Director of Secondary Education.

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

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

**ARTICLE 15. AGREEMENT AS INCLUDING ENTIRE AGREEMENT**

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

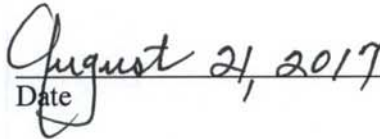
**ARTICLE 16. ENFORCEMENT**

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

IN WITNESS WHEREOF, the School Board of Gadsden County, Florida and Geraldine Black have executed this AGREEMENT.

  
\_\_\_\_\_  
Geraldine Black

\_\_\_\_\_  
Roger P. Milton  
Superintendent of Schools

  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Isaac Simmons, Chairman  
School Board of Gadsden County

Board Approved: \_\_\_\_\_



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

**AGENDA ITEM NO.** 7b

**DATE OF SCHOOL BOARD MEETING:** September 26, 2017

**TITLE OF AGENDA ITEM:** Agreement Between the School Board of Gadsden County, FL., Capital Health Plan, Inc., World Class Schools of Leon County, Inc., and Titus Sports Academy, L.L.C.

**DIVISION:** Elementary Education

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

**PURPOSE AND SUMMARY OF ITEM:**

(Type and Double Space)

This agreement among Gadsden School District, Capital Health Plan, World Class Schools of Leon County, and Titus Sports Academy will provide the following:

- Sports training and physical fitness programs to students and staff, and
- Enhance self-confidence of students through physical activity

Selected schools to participate in this agreement are: Chattahoochee Elementary, Crossroad Academy, Gadsden Elementary Magnet School, George W. Munroe Elementary, Greensboro Elementary, Havana Magnet, Stewart Street Elementary, and West Gadsden Middle.

**FUND SOURCE:** N/A

**AMOUNT:** N/A

**PREPARED BY:** Tammy McGriff Farlin

**POSITION:** Area Director of Elementary Education

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INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2  Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered  12

CHAIRMAN'S SIGNATURE: page(s) numbered  12

**AGREEMENT BETWEEN  
THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA, CAPITAL  
HEALTH PLAN, INC., WORLD CLASS SCHOOLS OF LEON COUNTY, INC.,  
and TITUS SPORTS ACADEMY, L.L.C**

This Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by and between the School Board of Gadsden County, Florida; Capital Health Plan, Inc., a Florida Corporation, not for profit; World Class Schools of Leon County, Inc., a Florida Corporation, not for profit, and a unit of the Greater Tallahassee Chamber of Commerce; and Titus Sports Academy, LLC. The School Board of Gadsden County, Florida, Capital Health Plan, Inc., World Class Schools of Leon County, Inc., and Titus Sports Academy, LLC are collectively referred to as "the Parties." The term "Party" shall be the singular of "Parties."

**Recitals**

WHEREAS, the School Board of Gadsden County, Florida ("SBGC") is the governing body of the Gadsden County School District ("District"); and

WHEREAS, Capital Health Plan ("CHP") is a Florida Corporation, not for profit and a federally qualified non-profit health maintenance organization created to provide comprehensive and coordinated medical care in Calhoun, Gadsden, Jefferson, Leon, Liberty and Wakulla counties; and

WHEREAS, World Class Schools of Leon County, Inc., is a Florida Corporation, not for profit, and a unit of the Greater Tallahassee Chamber of Commerce ("WCS"), created to involve business and civic leaders in the attainment of the highest levels of academic achievement in the District; and

WHEREAS, Titus Sports Academy, LLC ("Titus"), provides sports training in the Tallahassee, Leon County area and throughout the State of Florida; and

WHEREAS, CHP and Titus have partnered together to offer a physical fitness and exercise program to students and staff in the District and surrounding counties, hereinafter known as the *CHP Champions* program; and

WHEREAS, CHP and Titus have engaged WCS to implement the *CHP Champions* program, whereby funds provided by CHP to WCS will be utilized to implement the *CHP Champions* program through the services of Titus; and

WHEREAS, the *CHP Champions* program is designed to help participants improve their health, fitness, and self-confidence through physical activity and



play for 45 minutes twice weekly, and additionally focuses on self esteem building through mastery of physical skills and positive coaching techniques; and

WHEREAS, over the past twelve years of its existence, the *CHP Champions* program has expanded its operations both within Leon County and the surrounding three-county area ("Big Bend area"); and

WHEREAS, the Parties desire to enter into a contractual relationship reflecting the Parties' respective responsibilities regarding the implementation and operation of the *CHP Champions* program in the District for the 2017-2018 school year which starts July 1, 2017 and ends June 30, 2018, which start and end dates for implementation of the program are to be agreed upon by Titus and WCS, after consultation with SBGC.

NOW, THEREFORE, in consideration of the promises and mutual agreements contained herein, SBGC, CHP, WCS, and Titus do hereby mutually agree to the following terms and conditions below:

1. **Purpose**

1.1 The purpose of this Agreement is to define the roles, relationships and responsibilities of the Parties as each relate to the *CHP Champions* program, which is operated and implemented exclusively by WCS and Titus.

1.2 The *CHP Champions* program will provide before, during, and after-school fitness and exercise programs for SBGC students and may also provide before and after-school fitness and exercise programs for employees. All programs, with the exception of the during-school student programs, shall be voluntary for participants.

2. **SBGC Rights and Responsibilities**

2.1 SBGC will permit Titus to use its school sites as the location for the provision of the *CHP Champions* program, provided that Titus adheres to all applicable state statutes, state rules and board policies regarding the use of school facilities.

2.2 SBGC will assist in making the *CHP Champions* program available to District students in accordance with the terms set forth by the school site administrators.

2.3 SBGC will maintain a copy of each executed release obtained by Titus for each District student enrolled in the *CHP Champions* program.

2.4 Level II background screenings will be performed on all Titus staff involved in the *CHP Champions* program, in accordance with Leon County School policy 2.021 and applicable state law, upon payment of the required fee. Titus shall ensure that all employees, contractors or assignees submit to Level II background checks, as set forth in section 5.6, below.

2.5 SBGC will review all manuals, program rules and guidelines, safety protocols and forms related to the *CHP Champions* program.

2.6 SBGC will prepare and require compliance with a District security and operations manual for the *CHP Champions* program, which manual shall provide guidelines on maintaining safe and secure school sites, use and/or non-use of school recreational equipment, etc., which will be available during the *CHP CHAMPIONS* Coach Certification.

2.7 SBGC agrees that SBGC personnel paid by Titus through the official Titus payroll system to assist with the *CHP Champions* program, whether hourly, salaried or by stipend are considered Titus employees for any duties required to perform the above referenced assistance. Therefore, incidents involving said employees and arising from these duties that may constitute grounds for a worker's compensation claim, an unemployment compensation claim, or which may be subject of a wage and hour determination, shall be covered exclusively by Titus pursuant to employees acting within the scope, responsibility and duty of employment. In the event a governmental entity (other than SBGC), court, or administrative panel make a determination under any state or federal law that SBGC is, singularly or jointly, the employer for these employees, Titus will indemnify, hold harmless and/or defend SBGC.

### 3. **CHP Responsibilities.**

3.1 CHP shall provide funds to WCS for the implementation of the *CHP Champions* program in accordance with the approved budget and including an administration fee of \$30,000 payable from CHP to WCS at the rate of \$2,500 per month. CHP will work in coordination with WCS and Titus in developing and maintaining an annual budget for the program. Any changes to the budget after approval must be



agreed upon in writing by CHP, Titus and WCS.

3.2 CHP shall ensure that all student records and/or personal health information disclosed to and/or used by it, in accordance with a properly executed release, is not improperly disclosed to any third party in violation of SBGC policy, or state or federal law, and shall protect such student information in accordance with section 8 of this Agreement.

4. **WCS Responsibilities.**

4.1 WCS shall act as the fiscal agent and contract manager for CHP, and shall utilize the funds provided to it by CHP to support and fund the operations of the *CHP Champions* program in accordance with this Agreement. This will include, but not limited to, the following:

- a. Developing and maintaining an annual budget for the *CHP Champions* program in coordination with CHP and Titus; any changes to the budget after approval must be agreed upon in writing by CHP, Titus and WCS.
- b. Disbursing CHP funds necessary to administer the *CHP Champions* program in accordance with this agreement and the annual budget;
- c. Providing monthly financial statements, which detail all receipts and expenditures, to the Chief Financial Officer of CHP;
- d. Providing quarterly financial reports, in a format agreed upon by WCS and SBGC, to the *CHP Champions* Advisory Committee; Ensuring that SBGC and the principal of each school in which the *CHP Champions* program is being administered are involved in student recruitment and scheduling;
- e. Ensuring that Titus documents successful completion of Level II background screening requirements by each staff member prior to contact with SBGC students;
- f. Ensuring that Titus maintain Commercial General Liability insurance, as set forth in section 5.8 of this Agreement, and that Titus provides the following proof of insurance coverage to WCS and SBGC: 1) a copy of the current certificate of insurance with SBGC listed as a named insured; and 2) documentation of payment (which shall consist of a statement of the cost of an annual premium from the insurance company, and either a cancelled check, credit card statement, or letter from the

insurance company documenting proof of annual payment) for the current policy period;

- g. Ensuring that Titus maintain workers compensation/employers liability insurance, as set forth in section 5.9 of this Agreement, and that Titus provides the following proof of insurance coverage to WCS and SBGC: 1) a copy of the current certificate of insurance with SBGC listed as a named insured; and 2) documentation of payment (which shall consist of a statement of the cost of an annual premium from the insurance company, and either a cancelled check, credit card statement, or letter from the insurance company documenting proof of annual payment) for the current policy period; Ties to maturity date of policy Titus agrees that SBGC personnel paid by Titus through the official Titus payroll system to assist with the CHP Champions program, whether hourly, salaried or by stipend are considered Titus employees for any duties required to perform the above referenced assistance. Therefore, incidents arising from these duties that might constitute grounds for a Worker's Compensation claim would be covered under the Worker's Compensation policy provided by Titus and referenced in section 5.9. pursuant to employees acting within scope, responsibility and duty of employment.

4.2 WCS shall disburse the designated funds it receives from CHP as necessary to support and fund the goals and related outcomes of the *CHP Champions* program.

4.3 WCS shall ensure that all student information disclosed to and/or used by it, in accordance with a properly executed release, is not improperly disclosed to any third party in violation of SBGC policy, or state or federal law, and shall protect such student information in accordance with section 8 of this Agreement.

4.4 WCS shall coordinate *CHP Champions* Advisory Committee meetings. In addition, WCS may also assist in preparing an annual report.

4.5 WCS shall provide any assistance reasonably requested by Titus in the implementation and operation of the *CHP Champions* program.

## 5. **Titus Responsibilities.**



5.1 Titus shall develop, monitor and oversee the programs and the operations of *CHP Champions* including compliance with the standards and the goals developed by Titus and CHP for the *CHP Champions* program.

5.2 Titus shall develop all program materials, student materials, and procurement of program equipment, coaches' uniforms, "*CHP Champions*" t-shirts, rewards and incentives.

5.3 Titus shall develop and enforce the program standards, inclusive of assurance that each on-site coach representing Titus is meeting its minimum requirements as described in the attachment entitled "Requirements and Expectations for Champions Coaches."

- a. Ensuring that Titus will provide adequate training and day-to-day supervision of all staff, to include appropriate safety standards set forth by SBGC policy.
- b. Ensuring that Titus complies with all District safety and operations protocols.

5.4 Titus shall provide the staff and all programs necessary to implement and operate the *CHP Champions* program. In this regard, Titus shall have the sole discretion to recruit, select, hire and fire the staff, the coaches, any volunteers, or any other persons working in the *CHP Champions* program as Titus deems necessary to implement the *CHP Champions* program.

5.5 Titus shall select, train, and assign the staff, Coaches, volunteers, or other persons that may be required to work in the *CHP Champions* program.

5.6 Titus shall ensure that all employees, contractors or assignees submit to Sexual Predator and Level II background checks in accordance with state law and Leon County School Policy 2.021.

5.7 Titus shall take all precautions necessary for the safety of and prevention of injury to persons, including *CHP Champions* program participants, Titus employees, and third persons, and for the prevention of damage to SBGC property.

5.8 Titus shall maintain during the term of this Agreement, and any and all subsequent terms, Commercial General Liability insurance covering Titus and the *CHP Champions* program for bodily injury, personal injury, and property damage, including, but not limited to, coverage for operations, products, independent contractors, and liability contractually assumed, using the latest

occurrence form edition Commercial General Liability Coverage Form (ISO Form CG1), as filed for use in the State of Florida by the Insurance Services Office. The insurance shall be in the minimal amount of \$1 million per occurrence/\$3 million annual aggregate and shall clearly list SBGC as Additional Insured on the policy certificate. Titus shall provide the following proof of insurance coverage to WCS and SBGC: 1) a copy of the current certificate of insurance with SBGC listed as a named insured; and 2) documentation of payment (which shall consist of a statement of the cost of an annual premium from the insurance company, and either a cancelled check, credit card statement, or letter from the insurance company documenting proof of annual payment). Titus shall not permit this insurance to lapse for any reason during the term of this Agreement and any subsequent terms. Any lapse in insurance coverage will be grounds for immediate termination of this Agreement, as set forth in section 10.2 of this Agreement. Titus shall provide written notice to WCS and SBGC within 24 hours of being made aware of the existence of any third-party claim, demand, or action giving rise to a claim.

5.9 Titus shall maintain workers compensation/employers liability insurance covering Titus, the *CHP Champions* program, and to the extent its subcontractors and sub-subcontractors are not insured, which would be covered by the latest edition of the Standard Workers' Compensation Policy, as filed for use in Florida by the National Council on Compensation Insurance, without restrictive endorsements. Titus shall ensure that this coverage complies with both the Florida Workers' Compensation Act and the Federal Employer's Liability Act. Subject to the restrictions found on the Standard Workers' Compensation Policy, there shall be no maximum limit on the amount of coverage for those customarily insured under Part One of the Standard Workers' Compensation Policy. The minimum amount of coverage for those customarily insured under Part Two of the Standard Workers' Compensation Policy shall be: EL Each Accident: \$500,000; EL Disease Policy Limit: \$500,000; EL Disease-Each Employee: \$500,000. Titus shall provide the following proof of insurance coverage to WCS and SBGC: 1) a copy of the current certificate of insurance with SBGC listed as a named insured; and 2) documentation of payment (which shall consist of a statement of the cost of an annual premium from the insurance company, and either a cancelled check, credit card statement, or letter from the insurance company documenting proof of annual payment). Titus shall not permit this insurance to lapse for any reason during the term of this Agreement and any subsequent terms. Any lapse in workers compensation/employers liability insurance coverage will be grounds for immediate termination of this Agreement, as set forth in section 10.2 of this Agreement. Titus shall provide



written notice to WCS and SBGC within 24 hours of being made aware of the existence of any third-party claim, demand, or action giving rise to a claim.

5.10 SBGC agrees that SBGC personnel paid by Titus through the official Titus payroll system to assist with the CHP Champions program, whether hourly, salaried or by stipend are considered Titus employees for any duties required to perform the above referenced assistance. Therefore, incidents involving said employees and arising from these duties that may constitute grounds for a worker's compensation claim, an unemployment compensation claim, or which may be subject of a wage and hour claim or determination, shall be covered exclusively by Titus pursuant to employees acting within the scope, responsibility and duty of employment. In the event a governmental entity (other than SBGC), court, or administrative panel make a determination under any state or federal law that SBGC is, singularly or jointly, the employer for these employees, Titus will indemnify, hold harmless and/or defend SBGC.

6. **Compensation.**

6.1 Compensation shall be paid by WCS to Titus in accordance with the approved budget for the *CHP Champions* program.

7. **Protection of Proprietary and Confidential Information of Titus.**

7.1 The Parties acknowledge that during the performance of this Agreement and during the implementation and operation of the *CHP Champions* program, it may be necessary for Titus to disclose certain trade secrets, concepts, programs, intellectual property or other confidential and proprietary information (collectively referred to as "Information") that has been developed by Titus.

7.2 To the extent that any Party gains knowledge of the confidential or proprietary Information of Titus, the Parties shall not disclose to non-partner third parties any such Information except upon express, written permission of Titus.

8. **Protection of Student Information.**

The Parties acknowledge that, by virtue of entering into this Agreement, Titus and WCS may have access to certain participant information, including

health information. Titus and WCS agree that neither party will at any time, either during or subsequent to the term of this Agreement, disclose to any non-partner third party, except where permitted or required by law or where such disclosure is expressly approved by the student's parent in writing, any participant information, and Titus and WCS shall comply with all Federal and State laws and regulations regarding the protection of such participant information.

9. **Term of the Agreement.**

This Agreement shall commence on the date signed ("Effective Date") and shall end on June 30, 2018, unless earlier terminated pursuant to paragraph 10. This Agreement may be extended or renewed, upon written approval of the parties.

10. **Termination of Agreement.**

10.1 This Agreement or any extension thereof may be terminated with or without cause, by any Party at any time, by giving a 60-day written notice to the other parties. Said notice shall be delivered by certified mail or in person. In the event this Agreement is terminated, the participants of the CHP Champions program shall be afforded a 30-day written notice. All costs incurred in the provision of the written notice to the participants shall be borne by the terminating party.

10.2 This Agreement or any extension thereof may be immediately terminated upon the provision of written notice by certified mail by any Party for the failure of Titus to maintain appropriate liability and workers' compensation insurance coverages in accordance with sections 5.8 and 5.9 of this Agreement.

10.3 In the event of termination pursuant to section 10.1, neither party is relieved of their respective performance obligations for the 60 day notice period. All parties are responsible to provide their respective services or payments for such services for all periods up to and including until the final expiration date of the notice period in section 10.1 above.

11. **Indemnification.**

11.1 In exchange for the ability to access SBGC property for the implementation of the CHP Champions program, WCS and Titus expressly undertake to indemnify, defend with competent counsel, and hold harmless SBGC against any and all liability, loss, damage, claims, suits, judgments, costs, fees or



damages, including court costs and attorney's fees, exclusively arising out of the implementation and operation of the CHP Champions program, including, but not limited to:

- Disciplinary action or the termination of any individual involved in the CHP Champions program that is exclusively related to activities arising within the scope of the CHP Champions program;
- Debts accrued by WCS or Titus in connection with or arising out of the CHP Champions program and/or nonpayment of the same;
- Any material breach of this Agreement or violation of law;
- Personal injury, property damage, or violations of civil rights that may arise out of, or by reason of the CHP Champions program and/or its employees, agents, and representatives while performing their duties within the scope of the CHP Champions program;
- Any labor and employment related actions brought under state or federal law, as set forth in sections 2.7 and 5.10, above.

11.2 In addition to the express acknowledgment set forth in section 11.1 of this Agreement, Titus expressly undertakes to indemnify, defend with competent counsel, and hold harmless SBGC against any and all liability, loss, damage, claims, suits, judgments, costs, fees or damages, including court costs and attorney's fees, arising out of the negligence of any individuals involved in the implementation of the *CHP Champions* program, including employees, contractors, subcontractors, or other agents, in connection with and arising out of their services within the scope of this Agreement.

11.3 WCS or Titus shall provide written notice to SBGC in within 24 hours of being made aware of the existence of any third-party claim, demand, or action giving rise to a claim for indemnification under this provision.

11.4 Should it become necessary for SBGC to incur any costs and/or expenses, from the Effective Date of this Agreement forward whether directly or indirectly, including, but not by way of limitation, attorney's fees, investigator's fees, collection fees, or court costs, in connection with any claim or demand for which indemnification is provided by this Agreement, or in connection with any attempt to recover losses incurred on such claims or demands, or in connection

with the enforcement of this Agreement or any portion of it, WCS and Titus or their respective insurance carriers agree to pay SBGC, upon the provision of reasonable notice by SBGC, such reasonable fees and/or costs for which expenditure is made or liability incurred by SBGC.

11.5 WCS and Titus's indemnity obligations under this Agreement shall survive the expiration or termination of this Agreement and shall continue until the later of: a) five years after termination of this Agreement, or b) the final termination of all pending or threatened actions, suits, proceedings or investigations to which SBGC may be subject by virtue of this Agreement.

11.6 Nothing in this indemnification section waives or modifies the limitations of liability in section 768.28, F.S., which limits are hereby deemed applicable to this Agreement.

12. **Other Terms and Conditions.**

12.1 **Renegotiation or Modifications.** Modifications of the terms and conditions of this Agreement shall only be valid when they have been reduced to writing and duly signed by the parties. The Parties agree to renegotiate this Agreement if any material changes to the *CHP Champions* program are made that adversely affect any party to this Agreement.

12.2 **Severability.** If any provision of this Agreement or the application thereof is held to be invalid for any reason, such invalidity shall not affect the validity of other provisions or applications thereof, which can be given effect without the invalid provision or application. To this end, the provisions of this Agreement are declared to be severable.

12.3 **Assignment.** Titus may assign its rights and delegate its duties pursuant to this Agreement to any wholly owned subsidiaries of Titus that it deems necessary in order to implement and operate the *CHP Champions* program.

12.4 **Controlling Law.** The construction, interpretation, and performance of this Agreement and all transactions under it shall be governed by the laws of the State of Florida and the parties expressly submit to its jurisdiction.

12.5 **Authority.** Each party represents and warrants to the other party that it has all requisite authority and power to enter into and perform its obligations pursuant to the provisions of this Agreement.

12.6 **Integration.** This Agreement constitutes the entire Agreement of the Parties with respect to the implementation and operation of the *CHP Champions* program in Gadsden County.

IN WITNESS WHEREOF, the Parties have entered into this Agreement as of the date referenced above.

**School Board of Gadsden County,  
Florida**

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

Roger P. Milton

Its: Superintendent

**School Board of Gadsden County,  
Florida**

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

Isaac Simmons

Its: School Board Chair

**World Class Schools, Inc., Greater  
Tallahassee Chamber of  
Commerce**

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

Sue Dick

Its: President

**Titus Sports Academy, LLC**

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

Adam Faurot

Its: President

**Capital Health Plan**

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

John Hogan

Its: President



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7c

DATE OF SCHOOL BOARD MEETING: September 26, 2017

TITLE OF AGENDA ITEMS: District Office Purchase Orders

DIVISION: Support Services

PURPOSE AND SUMMARY OF ITEMS: Approval of DESF for Inez Henry

Board approval is requested for the Contract with DES of Florida for Inez Henry at Havana Magnet School.

FUND SOURCE: 110 Fund General Fund

AMOUNT: \$45,672.06

PREPARED BY: Dr. Pink Hightower

POSITION: Area Director for Support Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 2

CHAIRMAN'S SIGNATURE: page(s) numbered 2

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

2017 SEP 15 PM 1:11  
SCHOOL BOARD



## LETTER PURCHASE ORDER

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

1. **Scope of Work:** Interim Havana Magnate School Teacher
  
2. **Seller Contact:** Roy F. DeCastro  
DES of Florida, LLC  
P.O. Box 13935  
Tallahassee, FL 32317-3935  
P: 850/893-1315 \* F: 888/219-7972 \* Email: rdecastro@desfsolutions.com
  
3. **Buyer Contact:** Thomas Kauffman  
Interim Assistant Superintendent for Business & Finance  
35 Martin Luther King Jr. Blvd  
Quincy, Florida 32351  
P: 850-627-9651\* Email: kauffmant@gcpsmail.com
  
4. **LPO Term:** August 01 – June 05, 2017. This LPO may be terminated without cause by Buyer upon 30 days' written notice to Seller. Buyer shall be required to pay Seller for services rendered to the effective date of termination. During the term of this LPO, Buyer may terminate or discontinue the items covered in this LPO for lack of appropriated funds.
  
5. **LPO Cost:** The total cost of this LPO, excluding expenses, shall not exceed \$45,672.06 Invoices will be billed at a rate of \$4,567.21 per billable month. Without exception, the fees listed in this LPO shall be in effect throughout the term of this LPO. No overtime will be required with this LPO. Any and all expenses, including travel, will be reasonable, verifiable and documented and must be pre-approved by Buyer. Included in the total cost is Paid Time Off (PTO), as follows:
  - Paid Holidays to match Buyer's holiday schedule,
  - Sick/Personal and Vacation days will follow Buyer's policy, and
  - Any unused PTO at the completion of this LPO will be considered "used, paid and all obligations fulfilled."
  
6. **Invoicing:** Invoices detailing the fees and expenses, including a reference to this LPO number, shall be submitted to the Buyer. The normal terms of payment will be "Net 30 Days" from receipt of Seller's invoice.
  
7. **Deliverables:** Deliverables shall be those items described in Item 1 of this LPO and shall be further defined on an ongoing basis throughout the term of this LPO. In addition, deliverables shall be due as requested by the Buyer or Buyer-designated representatives associated with the Scope of Work referenced by this LPO.

PRIVATE/PROPRIETARY: MUST BE STORED IN LOCKED FILE WHEN NOT IN USE.  
Contains Private and/or Proprietary Information. May not be used or disclosed outside DES of Florida, LLC except pursuant to written agreement.



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

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

**BUYER:** Gadsden County School Board

By: \_\_\_\_\_  
(Authorized Signature)

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

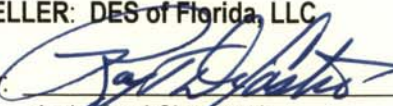
Date: \_\_\_\_\_

By: \_\_\_\_\_  
(Authorized Signature)

Name: Isaac Simmons, Jr.  
Title: Chairman

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

**SELLER:** DES of Florida, LLC

By:  \_\_\_\_\_  
Authorized Signature)

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

Date: 08/01/2017

PRIVATE/PROPRIETARY: MUST BE STORED IN LOCKED FILE WHEN NOT IN USE.

Contains Private and/or Proprietary Information. May not be used or disclosed outside DES of Florida, LLC except pursuant to written agreement.



SUMMARY SHEET



RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7d

DATE OF SCHOOL BOARD MEETING: September 26, 2017

TITLE OF AGENDA ITEMS: District Office Purchase Orders

DIVISION: Support Services

PURPOSE AND SUMMARY OF ITEMS: Approval of DESF for Cynthia Reynolds

Board approval is requested for the Contract with DES of Florida for Cynthia Reynolds at West Gadsden Middle School.

FUND SOURCE: 110 Fund General Fund

AMOUNT: \$45,672.06

PREPARED BY: Dr. Pink Hightower

POSITION: Area Director for Support Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 2

CHAIRMAN'S SIGNATURE: page(s) numbered 2

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

2017 SEP 15 PM 1:00  
WEST GADSDEN MIDDLE SCHOOL

Prepared by Thomas Kauffman



DES of Florida, LLC

**LETTER PURCHASE ORDER**

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

1. **Scope of Work:** Interim West Gadsden Middle School Teacher
  
2. **Seller Contact:** Roy F. DeCastro  
DES of Florida, LLC  
P.O. Box 13935  
Tallahassee, FL 32317-3935  
P: 850/893-1315 \* F: 888/219-7972 \* Email: rdecastro@desfsolutions.com
  
3. **Buyer Contact:** Thomas Kauffman  
Interim Assistant Superintendent for Business & Finance  
35 Martin Luther King Jr. Blvd  
Quincy, Florida 32351  
P: 850-627-9651\* Email: kauffmant@gcpsmail.com
  
4. **LPO Term:** August 01 – June 05, 2017. This LPO may be terminated without cause by Buyer upon 30 days' written notice to Seller. Buyer shall be required to pay Seller for services rendered to the effective date of termination. During the term of this LPO, Buyer may terminate or discontinue the items covered in this LPO for lack of appropriated funds.
  
5. **LPO Cost:** The total cost of this LPO, excluding expenses, shall not exceed \$45,672.06 Invoices will be billed at a rate of \$4,567.21 per billable month. Without exception, the fees listed in this LPO shall be in effect throughout the term of this LPO. No overtime will be required with this LPO. Any and all expenses, including travel, will be reasonable, verifiable and documented and must be pre-approved by Buyer. Included in the total cost is Paid Time Off (PTO), as follows:
  - Paid Holidays to match Buyer's holiday schedule,
  - Sick/Personal and Vacation days will follow Buyer's policy, and
  - Any unused PTO at the completion of this LPO will be considered "used, paid and all obligations fulfilled."
  
6. **Invoicing:** Invoices detailing the fees and expenses, including a reference to this LPO number, shall be submitted to the Buyer. The normal terms of payment will be "Net 30 Days" from receipt of Seller's invoice.
  
7. **Deliverables:** Deliverables shall be those items described in Item 1 of this LPO and shall be further defined on an ongoing basis throughout the term of this LPO. In addition, deliverables shall be due as requested by the Buyer or Buyer-designated representatives associated with the Scope of Work referenced by this LPO.

**PRIVATE/PROPRIETARY: MUST BE STORED IN LOCKED FILE WHEN NOT IN USE.**  
Contains Private and/or Proprietary Information. May not be used or disclosed outside DES of Florida, LLC except pursuant to written agreement.



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

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

**BUYER:** Gadsden County School Board

By: \_\_\_\_\_  
(Authorized Signature)

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


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

By: \_\_\_\_\_  
(Authorized Signature)

Name: Isaac Simmons, Jr.  
Title: Chairman

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

**SELLER:** DES of Florida, LLC

By:  \_\_\_\_\_  
(Authorized Signature)

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

Date: 08/01/2017

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7e

DATE OF SCHOOL BOARD MEETING: September 26, 2017

TITLE OF AGENDA ITEMS: District Office Purchase Orders

DIVISION: Support Services

PURPOSE AND SUMMARY OF ITEMS: Approval of DESF for Joan Wimberly

**Board approval is requested for the Contract with DES of Florida for Joan Wimberly at Havana Magnet School.**

FUND SOURCE: 110 Fund General Fund

AMOUNT: \$45,672.06

PREPARED BY: Dr. Pink Hightower

POSITION: Area Director for Support Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 2

CHAIRMAN'S SIGNATURE: page(s) numbered 2

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

2017 SEP 15 PM 1:14

Prepared by Thomas Kauffman





## LETTER PURCHASE ORDER

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

1. **Scope of Work:** Interim Havana Magnate School Teacher
  
2. **Seller Contact:** Roy F. DeCastro  
DES of Florida, LLC  
P.O. Box 13935  
Tallahassee, FL 32317-3935  
P: 850/893-1315 \* F: 888/219-7972 \* Email: rdecastro@desfsolutions.com
  
3. **Buyer Contact:** Thomas Kauffman  
Interim Assistant Superintendent for Business & Finance  
35 Martin Luther King Jr. Blvd  
Quincy, Florida 32351  
P: 850-627-9651\* Email: kauffmant@gcpsmail.com
  
4. **LPO Term:** August 01 – June 05, 2017. This LPO may be terminated without cause by Buyer upon 30 days' written notice to Seller. Buyer shall be required to pay Seller for services rendered to the effective date of termination. During the term of this LPO, Buyer may terminate or discontinue the items covered in this LPO for lack of appropriated funds.
  
5. **LPO Cost:** The total cost of this LPO, excluding expenses, shall not exceed \$45,672.06 Invoices will be billed at a rate of \$4,567.21 per billable month. Without exception, the fees listed in this LPO shall be in effect throughout the term of this LPO. No overtime will be required with this LPO. Any and all expenses, including travel, will be reasonable, verifiable and documented and must be pre-approved by Buyer. Included in the total cost is Paid Time Off (PTO), as follows:
  - Paid Holidays to match Buyer's holiday schedule,
  - Sick/Personal and Vacation days will follow Buyer's policy, and
  - Any unused PTO at the completion of this LPO will be considered "used, paid and all obligations fulfilled."
  
6. **Invoicing:** Invoices detailing the fees and expenses, including a reference to this LPO number, shall be submitted to the Buyer. The normal terms of payment will be "Net 30 Days" from receipt of Seller's invoice.
  
7. **Deliverables:** Deliverables shall be those items described in Item 1 of this LPO and shall be further defined on an ongoing basis throughout the term of this LPO. In addition, deliverables shall be due as requested by the Buyer or Buyer-designated representatives associated with the Scope of Work referenced by this LPO.

PRIVATE/PROPRIETARY: MUST BE STORED IN LOCKED FILE WHEN NOT IN USE.  
Contains Private and/or Proprietary Information. May not be used or disclosed outside DES of Florida, LLC except pursuant to written agreement.

*"Providing Professional Staffing Solutions"*

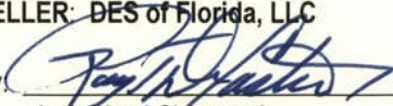
8. **Public Records:** Seller specifically acknowledges its obligation to comply with State of Florida public records laws that require Seller to keep and maintain public records that Buyer would ordinarily and necessarily require in order to perform the services under this LPO; provide public access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

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

**BUYER:** Gadsden County School Board

**SELLER:** DES of Florida, LLC

By: \_\_\_\_\_  
(Authorized Signature)

By:  \_\_\_\_\_  
(Authorized Signature)

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

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

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

Date: 08/01/2017

By: \_\_\_\_\_  
(Authorized Signature)

Name: Isaac Simmons, Jr.  
Title: Chairman

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



# SUMMARY SHEET

## RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 9a

Date of School Board Meeting: September 26, 2017

TITLE OF AGENDA ITEM: Osceola Supply, Inc.

DIVISION: Department of Facilities

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

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

PURPOSE AND SUMMARY OF ITEM: School Board notification of Emergency Purchases of Custodial Supplies for the Start of School (SBGC Exception to Bidding – Emergency Purchases, (B) Best Price & stock availability for deadline delivery).

FUND SOURCE: 110

AMOUNT: \$21,161.50

PREPARED BY: Bill Hunter

POSITION: Director of Facilities

### INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

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

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

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

Be sure that the COMPTROLLER has signed the budget page.

2017 SEP 13 PM 3:54



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

**GADSDEN COUNTY  
SCHOOLS**

**Purchase Order**  
Standard - Osceola Supply,  
Inc.

**PO# 199919**

08/11/2017

Vendor (VO03230000)

Show P.O. Number on all shipping containers,  
packing lists, correspondences, and invoices.

**Order Contact:** Tony Britt

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

**Ship To**  
MAINTENANCE DEPARTMENT  
805 SOUTH STEWART STREET  
QUINCY, FL 32351

OSCEOLA SUPPLY, INC.  
P O BOX 13503  
TALLAHASSEE, FL 32317

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

Item #	Description	Quantity	UOM	Unit Price	Amount
	See attached list of custodial supplies (tissue, paper towels, soap) needed immediately for start of school.	1		21,161.50	21,161.50
<b>Total</b>					21,161.50

Fund	Function	Object	Facility	Project	Program	Amount
110	7900	510	9020	1104250		21,161.50

Superintendent

**Comments for vendor:**

EMERGENCY PURCHASES FOR THE START OF SCHOOL. SBGC Policy: Exception to Bidding -Emergency Purchases, (B) Best Price & stock availability for Deadline Delivery.

**Terms & Conditions:**



# SUMMARY SHEET

## RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 9b

Date of School Board Meeting: September 26, 2017

TITLE OF AGENDA ITEM: Brooks Building Solutions

DIVISION: Department of Facilities

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

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

PURPOSE AND SUMMARY OF ITEM: School Board notification of Emergency Purchase for a two month rental of chiller at Gadsden County High School (SBGC Exception to Competitive Bidding – Policy 6320 (k)). This purchase includes rental of chiller, delivery fee, set up labor, chiller and trailer insurance, equipment pick up fee and equipment tear down labor.

FUND SOURCE: 110

AMOUNT: \$19,491.00

PREPARED BY: Bill Hunter

POSITION: Director of Facilities

### INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

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

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

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

Be sure that the COMPTROLLER has signed the budget page.

2017 SEP 13 PM 3:51



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

**GADSDEN COUNTY  
SCHOOLS**  
Purchase Order  
Standard - Brooks - GCHS

**PO# 200042**  
08/30/2017  
Vendor (VB10990000)

Show P.O. Number on all shipping containers,  
packing lists, correspondences, and invoices.

Order Contact: Bill Hunter

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

**Ship To**  
Gadsden County High School  
27001 BLUE STAR HWY  
HAVANA, FL 32333

**BROOKS BUILDING SOLUTIONS**  
11196 ST JOHNS IND.PKY,S  
JACKSONVILLE, FL 32246

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

Item #	Description	Quantity	UOM	Unit Price	Amount
	See attached proposal for two months rental of chiller for Gadsden County High School. (September & October, 2017)	2		8,306.00	16,612.00
	Delivery Fee	1		325.00	325.00
	Set up labor	1		760.00	760.00
	Chiller & trailer insurance	1		709.00	709.00
	Equipment pick up fee	1		325.00	325.00
	Equipment tear down labor	1		760.00	760.00
<b>Total</b>					<b>19,491.00</b>

Fund	Function	Object	Facility	Project	Program	Amount
110	8100	360	0051	1101379		19,491.00

Superintendent

Comments for vendor:

Emergency - Exception CBR SBGC Policy 6320 (k)

Terms & Conditions:



# THE SCHOOL BOARD OF GADSDEN COUNTY

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

**Roger P. Milton**  
*Superintendent*  
miltonr@gcpsmail.com

*"Putting Children First"*

August 23, 2017

William B. Hunter  
Director of Facilities  
805 South Stewart Street  
Quincy, FL 32351

Dear Mr. Hunter:

In accordance to Policy 6320 (Purchasing and Contracting For Goods and Services) (K), it states the following:

Emergency purchase of commodities or contractual services when the Superintendent determines in writing that an immediate danger to the public health, safety, or welfare or other substantial loss to the District requires emergency action. After the Superintendent makes such a written determination, the Board may proceed with the procurement of commodities, or contractual services necessitated by the immediate danger, without requesting competitive solicitations. However, such an emergency purchase shall be made by obtaining pricing information from at least two (2) prospective vendors, which must be retained in the contract file unless the Superintendent determines in writing that the time required to obtain pricing information will increase the immediate danger to the public health, safety or welfare or other substantial loss to the District.

Due to the large number of health concerns resulting from the diminished indoor air quality caused by the failure of the facilities cooling capacity at Gadsden County High School, I am requesting for the Department of Facilities/Maintenance to move forward on the rental of a temporary chiller for said location.

Sincerely,

Roger P. Milton  
Superintendent of Schools  
Gadsden County Public Schools

cc: Bonnie Wood, Director of Finance

Audrey Lewis  
DISTRICT NO. 1  
HAVANA, FL 32333  
MIDWAY, FL 32343

Steve Scott  
DISTRICT NO. 2  
QUINCY, FL 32351  
HAVANA, FL 32333

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

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

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



# SUMMARY SHEET

## RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 9c

Date of School Board Meeting: September 26, 2017

TITLE OF AGENDA ITEM: Brooks Building Solutions

DIVISION: Department of Facilities

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

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

PURPOSE AND SUMMARY OF ITEM: School Board notification of Emergency Purchase of a Chiller #2 Compressor Replacement at Gadsden County High School (SBGC Exception to Competitive Bidding – Policy 6320 (K)).

FUND SOURCE: 379

AMOUNT: \$41,171.00

PREPARED BY: Bill Hunter

POSITION: Director of Facilities

---

### INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

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

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

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

Be sure that the COMPTROLLER has signed the budget page.



2017 SEP 19 PM 4:13



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

**GADSDEN COUNTY  
SCHOOLS**  
Purchase Order  
Standard - Brooks - GCHS

**PO# 200003**  
08/24/2017  
Vendor (VB10990000)

Show P.O. Number on all shipping containers,  
packing lists, correspondences, and invoices.

**Order Contact:** Bill Hunter

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

**Ship To**  
Gadsden County High School  
27001 BLUE STAR HWY  
HAVANA, FL 32333

**BROOKS BUILDING SOLUTIONS**  
11196 ST JOHNS IND.PKY,S  
JACKSONVILLE, FL 32246

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

Item #	Description	Quantity	UOM	Unit Price	Amount
	See attached quote for Chiller #2 Compressor Replacement at Gadsden County High School.	1		41,171.00	41,171.00
<b>Total</b>					41,171.00

Fund	Function	Object	Facility	Project	Program	Amount
379	7400	681	0051	0999		41,171.00

Superintendent

**Comments for vendor:**

**Terms & Conditions:**



# THE SCHOOL BOARD OF GADSDEN COUNTY

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

**Roger P. Milton**  
*Superintendent*  
miltonr@gcpsmail.com

*"Putting Children First"*

August 23, 2017

William B. Hunter  
Director of Facilities  
805 South Stewart Street  
Quincy, FL 32351

Dear Mr. Hunter:

In accordance to Policy 6320 (Purchasing and Contracting For Goods and Services) (K), it states the following:

Emergency purchase of commodities or contractual services when the Superintendent determines in writing that an immediate danger to the public health, safety, or welfare or other substantial loss to the District requires emergency action. After the Superintendent makes such a written determination, the Board may proceed with the procurement of commodities, or contractual services necessitated by the immediate danger, without requesting competitive solicitations. However, such an emergency purchase shall be made by obtaining pricing information from at least two (2) prospective vendors, which must be retained in the contract file unless the Superintendent determines in writing that the time required to obtain pricing information will increase the immediate danger to the public health, safety or welfare or other substantial loss to the District.

Due to the large number of health concerns resulting from the diminished indoor air quality caused by the failure of the facilities cooling capacity at Gadsden County High School, I am requesting for the Department of Facilities/Maintenance to move forward on the purchase of a Chiller #2 Compressor Replacement for said location.

Sincerely,

Roger P. Milton  
Superintendent of Schools  
Gadsden County Public Schools

cc: Bonnie Wood, Director of Finance

Audrey Lewis  
DISTRICT NO. 1  
HAVANA, FL 32333  
MIDWAY, FL 32343

Steve Scott  
DISTRICT NO. 2  
QUINCY, FL 32351  
HAVANA, FL 32333

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

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

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



# SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA



AGENDA ITEM NO. 9d

Date of School Board Meeting: September 26, 2017

TITLE OF AGENDA ITEM: Brooks Building Solutions/Daikin

DIVISION: Department of Facilities

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

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

PURPOSE AND SUMMARY OF ITEM: School Board notification for the purchase and replacement of Chiller #1 per the terms and conditions of the National IPA Contract.

FUND SOURCE: 379

AMOUNT: \$146,722.00

PREPARED BY: Bill Hunter

POSITION: Director of Facilities

## **INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER**

1 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered Page 6

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

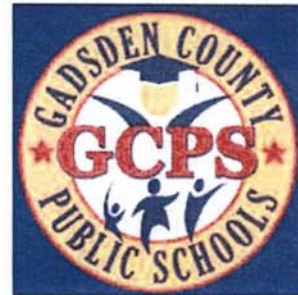
Be sure that the COMPTROLLER has signed the budget page.

2017 09 26 10:10:10 AM  
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## National IPA Project Proposal Gadsden County Public Schools

Certified Proposal #: R150505-FL-15499  
9/6/2017



**Prepared for:**  
William Hunter  
Director of Facilities  
Gadsden County Public Schools

**Prepared by:**  
Tom Zimmerly  
Brooks Building Solutions  
**Phone:** 805.528.4041  
**Email:** tzimmerly@brookssolutions.net



NATIONAL IPA



## Scope of Work

We propose to furnish the following equipment and services for the above referenced project. Upon approval of Customer's credit check, Brooks Building Solutions may invoice for 50% of the project amount for material purchase and mobilization. The project may not commence until the payment of the 50% invoice has been deposited by Brooks Building Solutions. Brooks Building Solutions standard TERMS AND CONDITIONS apply to this proposal and price quotation.

### This proposal includes:

- Shut down the chiller plant, disconnect primary and low voltage power and controls
- Drain the chilled water system and install isolation valves on all three (3) chillers
- Disconnect the chilled water piping and remove the old chiller from premises
- Install new Daikin AGZ 211E chiller and pipe in the chilled water system
  - Equipment submittal located in proposal Appendix beginning on page 7
- Refill chilled water system, bleed the air out of the system
- Test the new isolation valves
- Run new primary power lines to chiller from main breaker
- Power up the new chiller and bring the entire plant on-line
- Perform factory authorized start up on the new chiller and put in service



### This proposal does not include:

- Parts other than listed above
- Overtime or any weekend work
- Electrical
- Anything not specifically listed in the Proposal Inclusion section above.

## National IPA Pricing and Payments

Total investment required to implement the proposed solution

**\$146,722.00** Two Hundred Seven Thousand, Four Hundred Ninety dollars and no cents

Pricing and acceptance are based on Daikin Applied's National IPA contract number R150505 and the execution of a Contractor Agreement in the form attached hereto, subject to final credit approval.

Proposed price includes FOB First Destination per Daikin's National IPA/TCPN contract terms and conditions, all applicable taxes are included.

This proposal will be honored for 30 days from the date on the front of the proposal. After 30 days, Daikin Applied reserves the right to evaluate cost changes (both increases and decreases) from the proposal.

**Note: This Agreement is subject to final approval by Daikin Applied.**





## CONTRACTOR AGREEMENT

Project No. R150505-FL-15499

This **CONTRACTOR AGREEMENT** ("**Agreement**"), effective this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ ("**Effective Date**"), is made and entered into by and between Northern State University (hereinafter "**Owner**") and Daikin Applied Americas Inc. (hereinafter "**Contractor**").

WHEREAS, Contractor is in the business of providing equipment, labor and/or material, which may involve subcontracting a third party ("**Subcontractors**") to provide labor and material, to perform the scope of work described in the Proposal No. R150505-FL-15499 Dated: 9/6/2017 hereto ("**Work**"), and,

WHEREAS, Contractor has offered to perform the Work for Owner with respect to the property located at East Gadsden High School, City of Quincy, State of Florida (hereinafter "**Property**");

WHEREAS, Owner desires to retain Contractor to perform the Work;

NOW, THEREFORE, in consideration of the promises and the mutual covenants and agreements of the parties, it is agreed as follows:

1. **Work. Subject to credit approval**, Contractor agrees to furnish all labor, materials, tools, equipment, and samples necessary to complete the Work. Contractor acknowledges that in providing such Work, it shall at all times comply with all laws and regulations affecting, Contractor. Owner agrees that Contractor may retain one or more subcontractors ("**Subcontractors**") to perform the Work through a Subcontract Agreement.
2. **Term of Agreement**. Contractor will commence Work on the commencement date ("**Commencement Date**"). Owner will notify Contractor of the Commencement Date in writing by issuing a Notice to Proceed. The Notice to Proceed shall be issued at least fourteen (14) days before the Commencement Date. Upon substantially completing the Work, Contractor shall present a Certificate of Substantial Completion to Owner.
3. **Contract Price**. For full performance of the Work in conformance with this Agreement, Owner shall pay the Contractor the fixed sum specified in the Proposal hereto ("**Contract Price**"), subject to adjustment per mutual agreement of the parties should the scope of Work change. The Contract Price does not include sales tax.
4. **Relationship of Parties**. Contractor is retained by Owner only for the purpose and to the extent set forth in this Contractor Agreement. Contractor's relationship with Owner shall, during the entire term of this Contractor Agreement, be that of an independent contractor. Contractor, and any employee, agent, servant, officer, director or shareholder of Contractor, shall not be deemed an agent, servant, or employee of Owner.
5. **Compliance with Laws**. Contractor and Owner agree that parties shall comply with all federal, state, and local laws and regulations applicable to its activities under this agreement, including without limitation to the hiring, safety, and taxation of its employees, as well as obtaining and maintenance of any applicable licenses and/or permits as required by all laws and regulations applicable to its activities under this Agreement.





6. **Insurance.** At all times while performing the Work, Contractor shall maintain, at its sole cost and expense, insurance as customary within the industry. If requested Contractor will present a copy of their certificate of insurance.
7. **Indemnification.** It is the parties' obligation to defend and indemnify upon prompt receipt of written notice to defend, indemnify, and hold harmless each other's officers, directors, employees, and agents, from and against those damages, liabilities, claims, and causes of action, for property damage, personal injury or death (including without limitation injury to or death of employees or any subcontractor thereof) (jointly referred to as "Claims"), directly caused by Contractor's negligence, gross negligence, or willful misconduct of the indemnifying party during the performance of the Work.
8. **Default.**
  - 8.1. A default occurs under the terms of this Agreement if: (a) Contractor substantially fails to perform any of its material obligations under this Agreement; (b) if Owner becomes insolvent, and/or; (c) if Owner fails to tender payment to Contractor under this Agreement for thirty (30) days after the date such payment is due (together "Event of Default").
  - 8.2. Upon the occurrence of an Event of Default, the non-breaching party shall provide written notice to the breaching party ("Notice of Default"). Upon receipt of the Notice of Default, the breaching party shall immediately correct the default. If the breaching party fails to correct the default for thirty (30) days after receipt of the Notice of Default, or fails to provide evidence that appropriate corrective action is in reasonable process, the non-breaching party may terminate this Agreement upon written notice ("Notice of Termination"). The parties shall have any legal remedies at their disposition, as allowed by local law.
9. **Termination.** Absent an uncured Event of Default, this Agreement may only be terminated only by the consent of the parties.
  - 9.1. The termination shall be evidenced by: (a) execution of a single writing; (b) signed by Contractor and Owner; (c) that specifically identifies this Agreement, and (d) states that Owner and Contractor terminate this Agreement as of a specified date ("Termination Agreement").
  - 9.2. Prior to execution of the Termination Agreement, Contractor shall present Owner with an Application for Payment for actual Work rendered under this Agreement as of the date the parties intend to execute the Termination Agreement, and Owner shall pay Contractor the amount requested in the Application Payment contemporaneously with the parties execution of the Termination Agreement.
10. **LIMITATION OF LIABILITY: NOTWITHSTANDING ANY OTHER PROVISION TO THE CONTRARY, UNDER NO CIRCUMSTANCES SHALL EITHER PARTY BE LIABLE TO THE OTHER FOR ANY CONSEQUENTIAL, INCIDENTAL, PUNITIVE, EXEMPLARY, DELAY, LIQUIDATED, SPECIAL, OR INDIRECT DAMAGES, INCLUDING, BUT NOT LIMITED TO, LOSS OF USE, REVENUE, PROFITS, GOODWILL, OR OTHER BUSINESS INTERRUPTION DAMAGES, THAT ARISE OUT OF OR RELATED IN ANY WAY TO THEIR PERFORMANCE OR LACK OF PERFORMANCE UNDER THIS AGREEMENT, WHETHER BASED ON STATUTE, TORT, CONTRACT, NEGLIGENCE, STRICT LIABILITY, OR ANY OTHER CLAIM OR THEORY OF RECOVERY OR LIABILITY WHATSOEVER, REGARDLESS OF WHETHER THESE DAMAGES COULD HAVE BEEN FORESEEN OR NOT.**
11. **Warranty.** All equipment furnished hereunder is provided with the manufacturer's warranty as the exclusive warranty for such equipment. Contractor provides such warranty as a pass-through to Owner. The manufacturer's warranty for equipment manufactured by Daikin Applied and Daikin North America are attached hereto and incorporated herein by this reference. The Contractor





agrees to perform Work in a manner which is in accordance with industry standards for the operation, appearance, and public perception established by those engaged in a business similar to that of Contractor. Subcontractor Agreements will contain warranties that Subcontractors will perform the Work in a similar manner. Valid for one year from completion of the Work.

12. **Asbestos and Hazardous Materials.** In the event Contractor encounters asbestos, lead and/or other hazardous materials, Contractor will stop work and notify Owner, and shall have the right to suspend its work at no penalty to Contractor until such products or materials and the resultant hazards are removed. Completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted. Owner shall remediate any asbestos, lead or other hazardous materials at Owner's expense, and shall be responsible for all costs, expenses, damages, fines, penalties, claims and liabilities associated with or incurred in connection with any hazardous materials or substances, upon, beneath, about or inside Owner's equipment or property, shall bear title to, ownership of, and legal responsibility and liability for any and all such hazardous materials or substances, and shall be responsible for the removal, handling and disposal of all hazardous materials and substances in accordance with all applicable Governmental Regulations. Owner shall defend, indemnify, reimburse and hold harmless Contractor and its officers, directors, agents, and employees from and against any and all claims, damages, costs, expenses, liabilities, actions, suits, fines and penalties (including without limitation, attorneys' fees and expenses) suffered or incurred by any such indemnified parties, based upon, arising out of or in any way relating to exposure to, handling of, or disposal of any hazardous materials or substances, in connection with the services performed hereunder. Contractor reserves the right to engage others in a subcontractor status to perform the work hereunder.
13. **Confidentiality.** Owner agrees to keep confidential and use its best efforts to cause any sales representative and employees to keep confidential all trade secrets, proprietary, and confidential information (hereinafter "Confidential Information") related to Daikin Applied and safeguard all Confidential Information from disclosure or use by any person directly or indirectly under Owner's control. Confidential Information does not include (i) information which is in the public domain other than through a breach of this clause and (ii) information which was received by Owner independently of Daikin Applied. Neither expiration nor termination of this Agreement for any reason shall release Owner from the obligations of this Section.
14. **Notices.** Any information or notices required to be given under this Agreement shall be in writing and shall be delivered either by (a) certified mail, return receipt requested, in which case notice shall be deemed delivered three (3) business days after deposit, postage prepaid, in the U.S. mail; (b) a reputable messenger service or a nationally recognized overnight courier, in which case notice shall be deemed delivered one (1) business day after deposit with such messenger or courier; or (c) personal delivery with receipt acknowledged in writing, in which case notice shall be deemed delivered when received. All notices shall be addressed as follows:

If to Contractor:

Daikin Applied Americas Inc.  
Attn: Legal Department  
13600 Industrial Park Blvd.  
Plymouth, MN 55340

If to Owner:

Gadsden County Public Schools  
Attn: William Hunter  
35 Martin Luther King Jr Blvd  
Quincy, FL 32351





The foregoing addresses may be changed from time to time by notice to the other party in the manner hereinbefore provided for.

15. **No Waiver.** A party's failure or neglect to enforce any provision hereof shall in no way constitute a waiver of said party's rights under any other provision.

16. **Severability.** If any provision hereof is deemed to be invalid or unenforceable under applicable law, the remaining provisions of this Agreement shall continue to be enforceable.

17. **Applicable Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota, except conflicts of law which may require the application of another jurisdiction's laws.

18. **Miscellaneous.**

18.1. **Force Majeure.** Notwithstanding anything to the contrary contained in the Agreement, Daikin Applied shall have a reasonable opportunity to cure any alleged unmet performance obligations thereunder. Additionally, in the event either party is delayed in its performance due to causes outside its reasonable control, the time for such party's performance will be extended for a period of time reasonably necessary to overcome the delay.

18.2. **Entire Agreement; Modifications.** This Agreement constitutes the entire agreement between the parties with respect to the Work and supersedes all prior negotiations, representations or agreements relating thereto either written or oral, except to the extent that they are expressly incorporated herein. No modifications or alterations shall be made to this Agreement unless in writing and agreed upon by the parties.

**IN WITNESS WHEREOF**, the parties have executed this Agreement on the Effective Date, the corporate parties by their officers duly authorized.

**OWNER:**

Gadsden County Public Schools

**CONTRACTOR:**

Daikin Applied Americas Inc. dba  
Daikin Applied

\_\_\_\_\_  
(Print Full Legal Name of Customer)

\_\_\_\_\_  
(Print Full Legal Name of Daikin Applied Representative)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

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

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

**Certified Proposal #:** R150505-FL-15499



# SUBMITTAL DATA

for

Gadsden County Public Schools

East Gadsden High School AGZ Chiller #1

Job Number: 4IUUFX

Customer PO#: TBD

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8/30/2017

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Technical Data Sheet for CH-1

**Job Information** **Technical Data Sheet**

**Job Name** East Gadsden Chiller  
**Date** 8/30/2017  
**Submitted By** Chuck Pierson  
**Software Version** 07.90  
**Unit Tag** CH-1



**Unit Overview**

Model Number	Capacity ton	IPLV/IP* EER Btu/W.h	Voltage	Unit Starter Type	ASHRAE 90.1	LEED EA Credit 4
AGZ211E	195.3	16.10	460 v / 60.0 Hz / 3 Ph	Across the Line	'07, '10, '13/'16	Pass

\* IPLV reflects AHRI standard rating conditions and does not change with user defined conditions.

**Unit**

<b>Unit Type</b> Air-Cooled Scroll Compressor Chiller	<b>Platform</b> Packaged	<b>Unit Revision</b> 00
<b>Head Pressure</b> VFD w/Line Reactors & Control Box Heaters [Low Ambient]	<b>Tubing</b> Replaceable Filter Dryer with Discharge & Liquid Valves, with HGBP	
<b>Unit Controls</b> Electronic Expansion Valve	<b>Display</b> On Controller only	
<b>Refrigerant Type</b> R410A	<b>Refrigerant Weight</b> 182 lb (per unit)	
<b>Pump Controls</b> Dual Evaporator Pumps - Dual Control Output		
<b>Approval</b> ETL/cETL, AHRI & ASHRAE 90.1		
<b>Evaporator</b>		

**Water Volume:** 18.0 gal  
**Connection Hand:** Universal Connection - Facing out back  
**Connection Size:** 6.0 in  
**Insulation:** Single Layer Insulation to Suction at each Compressor

Entering Fluid Temperature	Leaving Fluid Temperature	Fluid Type	Fluid Flow	Fluid Flow Min / Max	Pressure Drop	Fouling Factor
54.00 °F	44.00 °F	Water	466.6 gpm	187.2/ 780.2 gpm	12.4 ft H <sub>2</sub> O	0.000100 °F.ft <sup>2</sup> .h/Btu

Note: Evaporator Pressure Drop includes Factory Installed Strainer. Pressure drop without strainer is 10.9 ft H<sub>2</sub>O.

**Condenser**

<b>Coil Fins:</b> MicroChannel				
<b>Guards:</b> Condenser Coil Louvers & Base Frame Louvers				
<b>Design Ambient Air Temperature</b>	<b>Altitude</b>	<b>Fan Diameter</b>	<b>Nominal Fan Motor Horsepower</b>	<b>Minimum Design Ambient Temperature</b>
95.0 °F	0.000 ft	30.0 in	2.0 hp	0.0 °F

**Job Number:** 41UUFX  
**Job Name:** East Gadsden Chiller

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**Prepared Date:** 8/30/2017  
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# Technical Data Sheet for CH-1

## Unit Performance

Design										
Capacity		Input Power			Efficiency (EER)			IPLV.IP* (EER)		
195.3 ton		229.9 kW			10.20 Btu/W.h			16.10 Btu/W.h		
Performance Points rated at AHRI Ambient Relief										
Point #	% Load	Unit Capacity ton	Input Power kW	Efficiency (EER) Btu/W.h	Fluid Flow gpm	Evaporator			Condenser	
						Pressure Drop ft H <sub>2</sub> O	Entering Fluid Temperature °F	Leaving Fluid Temperature °F	Ambient Air Temperature °F	Altitude ft
1	100.0	195.3	229.9	10.20	466.6	10.9	54.00	44.00	95.0	0.000
2	75.0	146.5	125.9	14.00	466.6	10.9	51.50	44.00	80.0	0.000
3	50.0	97.70	67.90	17.30	466.6	10.9	49.00	44.00	65.0	0.000
4	25.0	48.80	29.70	19.70	466.6	10.9	46.50	44.00	55.0	0.000

\* IPLV reflects AHRI standard rating conditions and does not change with user defined conditions

Note: Evaporator Pressure Drop in this table does Not include strainer. For strainer pressure drop data see 'Evaporator' table on page 1.

## Sound (without insulation)

Sound Pressure (at 30 feet)											
63 Hz	125 Hz	250 Hz	500 Hz	1 kHz	2 kHz	4 kHz	8 kHz	Overall	75% Load	50% Load	25% Load
dB	dB	dB	dB	dB	dB	dB	dB	dBA	dBA	dBA	dBA
70	71	70	67	66	62	62	58	71	70	68	67
Sound Power											
63 Hz	125 Hz	250 Hz	500 Hz	1 kHz	2 kHz	4 kHz	8 kHz	Overall	75% Load	50% Load	25% Load
dB	dB	dB	dB	dB	dB	dB	dB	dBA	dBA	dBA	dBA
97	98	97	94	94	90	89	85	99	98	96	95

Octave band is non 'A' weighted and overall readings are 'A' weighted. Sound data rated in accordance with AHRI Standard-370.

## Physical

Unit				
Length*	Height	Width*	Shipping Weight*	Operating Weight*
283 in	99 in	88 in	9574 lb	9724 lb

\*Shipping and Operating Weights include the below Option weights only and do not include the weights of any Accessories. Contact Chiller Applications for additional information.

### Option Weights

Louvers: 905 lb  
Total: 905 lb

# Technical Data Sheet for CH-1

## Electrical

		Unit Electrical Data							
<b>Voltage</b>	460 V / 60.0 Hz / 3 Ph	<b>Starter Type</b>	Across the Line	<b>Fan Motor Quantity</b>	12	<b>LRA Fan Motor (each)</b>	18A	<b>FLA Fan Motors (each)</b>	3.6A
<b>Power Connection Type:</b>	Single Point Disconnect Switch with Circuit Protection								
<b>Short Circuit Current Rating:</b>	5 kA								
<b>Phase Voltage:</b>	Phase & Under/Over Voltage Protection with LED								
<b>Single Point Power Connection</b>									
<b>MCA:</b>	443.1 A								
<b>Fuse Size (recommended):</b>	500 A								
<b>Fuse Size (maximum):</b>	500 A								
<b>Connector Wire Range:</b>	(2) 3/0-500MCM								

		Compressor Electrical Data				Starter Type	
<b>Compressor Type</b>	Scroll	<b>Compressor Quantity</b>				Across the Line	
		6					
<b>Circuit #:</b>		1				2	
<b>Compressor #:</b>	1	3	5	2	4	6	
<b>RLA:</b>	57.2 A	76 A	57.2 A	57.2 A	76 A	57.2 A	
<b>Inrush Current:</b>	310 A	408 A	310 A	310 A	408 A	310 A	

Note: Power wiring connections to the chiller may be done with either copper or aluminum wiring. Wire should be sized per NEC and/or local codes. Wire sizing and wire count must fit in the power connection lug sizing listed in latest installation manual. Please contact your local sales office for more information.

## Options

		Basic Unit	
<b>Control Box Ambient:</b>	High Ambient with Exhaust Fans (125°F maximum)		
<b>Suction Shut-off Valve:</b>	Included		
<b>Evaporator Strainer:</b>	Factory Installed Evaporator Strainer – 175 PSI Pressure Rating		
<b>Control</b>			
<b>Communication:</b>	BACnet MS/TP		
<b>Electrical</b>			
<b>Unit Options:</b>	115V Convenience Outlet		
<b>Water Flow Indicator:</b>	Thermal Dispersion Type		

## Warranty

<b>Unit Startup</b>	Domestic
<b>Standard Warranty:</b>	1st Year Entire Unit Parts & Labor
<b>Extended Unit Warranty:</b>	Entire Unit; Extended 4 years parts only

## AHRI Certification



Certified in accordance with the AHRI Air-Cooled Water-Chilling Packages Using Vapor Compression Cycle Certification Program, which is based on AHRI Standard 550/590 (I-P) and AHRI Standard 551/591 (SI). Certified units may be found in the AHRI Directory at [www.ahridirectory.org](http://www.ahridirectory.org)

## Accessories

		Optional	
Part Number		Description	
332325114		RIS Isolator Kit; AGZ: Packaged, 190-241E; Single Pump 140-180E; Dual Pmp 140-180E	

**Job Number:** 4IUUFX  
**Job Name:** East Gadsden Chiller

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## Item Summary for CH-1

Job: East Gadsden Chiller

Model: AGZ211E

Tag: CH-1

Date: 8/30/2017

Version: 07.90

### Unit Options:

Code Item	Code Value	Description
1	AGZ	UNIT TYPE; AIR COOLED SCROLL CHILLER
2	211E	UNIT SIZE; 211E
3	T	NUMBER OF COMPRESSORS; 3 Compressors per Circuit
4	SE	PLATFORM; Standard Package - Standard Eff.
5	FN	CONSTRUCTION; Fully Painted
6	ST	SOUND; Standard Sound
7	S	UNIT OPERATION; Standard Operation (40F-50F LWT)
8	M	CONDENSER COIL FINS; MicroChannel (Standard)
9	AL	COMPRESSOR STARTER; Across the Line
10	Y	FUTURE; Future
11	27	VOLTAGE; 460V/60HZ/3PH
12	DC	POWER CONNECTION; Single Point Disconnect Sw. & Circuit Protection
13	V	PHASE VOLTAGE; Phase & Under/Over Voltage Protection w/ LED
14	N	FUTURE; None
15	H	CONTROL BOX AMBIENT; With Exhaust Fans & Vents
16	N	COMPRESSOR CAPACITOR; None
17	BN	COMMUNICATION; BACnet MS/TP
18	N	DISPLAY OPTIONS; On Controller Only
19	N	GROUND FAULT; None
20	Y	FUTURE; Future
21	C	UNIT OPTIONS; 115V Convenience Outlet (Unit Supplied Power)
22	B	WATER FLOW; Factory Installed Strainer & Flow Indication
23	UC	EVAPORATOR CONNECTION; Universal Connection - Facing Out Back
24	B	EVAPORATOR INSULATION; Single Layer Insulation to Suction at each Compr.
25	E	UNIT CONTROLS; Electronic Expansion Valve
26	L	FANS; Standard Low Noise Fan Motors
27	L	HEAD PRESSURE; VFD with Line Reactors & Control Box Heaters
28	B	GUARDS; Condenser Coil & Base Louvers
29	VH	TUBING OPTIONS; Repl. Filter Dyer, w/ Disch. & Liq. Valves, w/ HG
30	V	SUCTION VALVE; Shut-off Valve
31	NN	WATER PUMP; None
32	NNNN	PUMP TYPE; No Pump Package
33	N	FACTORY USE ONLY; N/A
34	0000	PUMP FLOW; Gallons per minute
35	000	TOTAL HEAD; Feet
36	N	PUMP PACKAGE STARTER; None
37	N	PUMP GAUGES; None
38	N	PUMP SUCTION VALVE; None
39	N	PUMP DISCHARGE VALVE; None
40	Y	FUTURE; Future
41	NNNN	IMPELLER TRIM; None
42	NN	EXPANSION TANK; None
43	NN	BUFER TANK; None
44	000	PERCENT OF GLYCOL; None
45	00000000 00000000	PUMP PART NUMBER; Pump Package Part Number
46	E	APPROVALS; ETL/CETL, AHRI & ASHRAE 90.1
47	N	CRN EVAPORATOR; None
48	DSU	UNIT START; Domestic Startup

Job Number: 4IUUFX

Job Name: East Gadsden Chiller

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Prepared Date:

8/30/2017

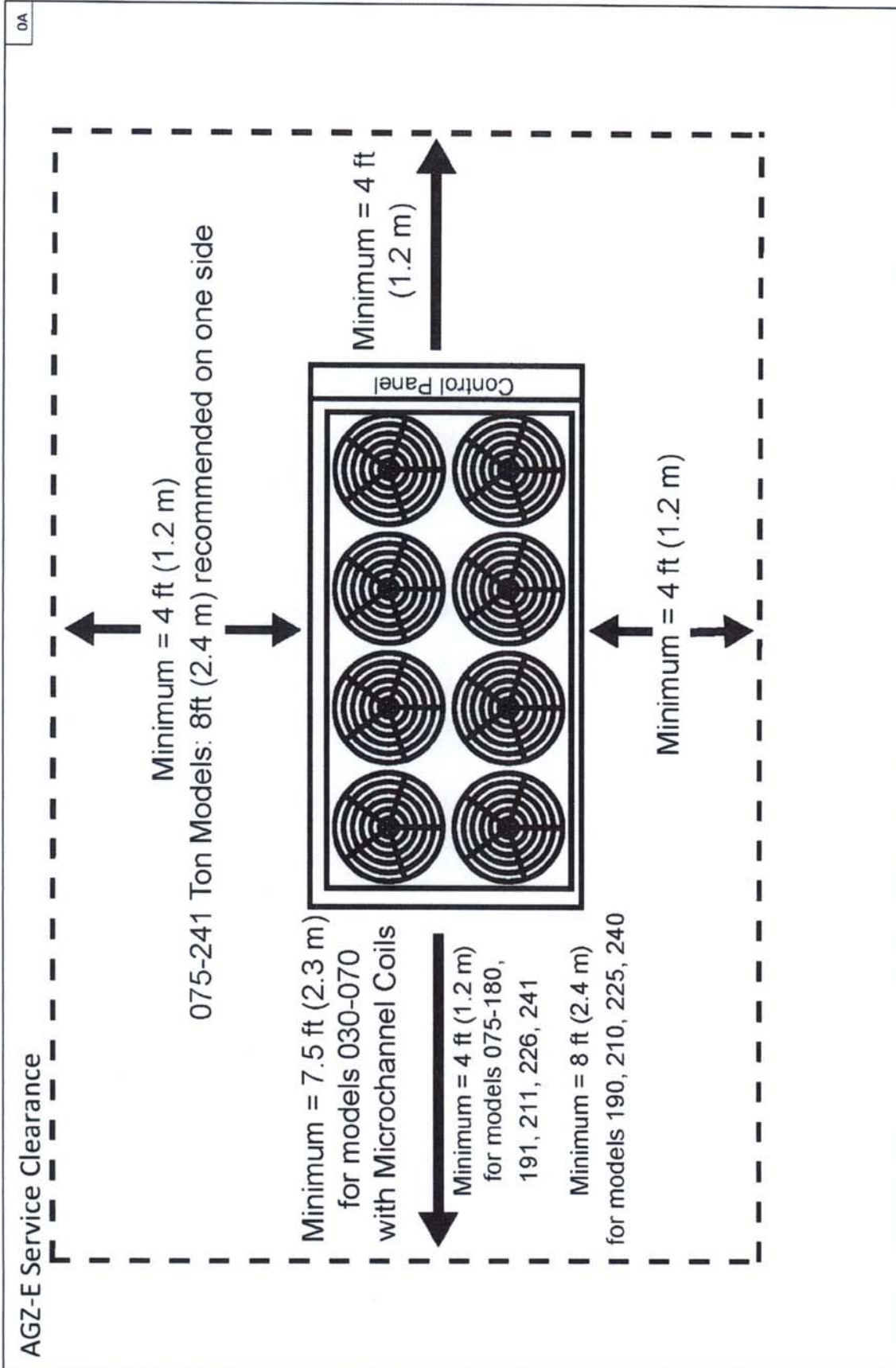
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**Item Summary for CH-1**

Code Item	Code Value	Description
49	DPN	STANDARD WARRANTY; Domestic, 1 Year Standard Warranty-Parts Only
50	Y	FUTURE; Future
51	NNNN	EXT COMPRESSOR WARRANTY; None - No Extended Compressor Warranty
52	AE1	FIRST YEAR LABOR WARRANTY; Entire Unit
53	EPE4	EXTENDED UNIT WARRANTY; Entire Unit - Ext. 4 Year Parts Only
54	NNN	REFRIGERANT WARRANTY; None
55	D00	DELAYED WARRANTY START; Additional Months:N 0 [12 - 18] Standard
56	D2	FIELD OPTIONS; Dual Evaporator Pumps - Dual Control Output
57	J	BRAND NAME; Daikin
58	S	SHIP; Standard Ship
59	NN	RESTART; Standard
60	Y	FUTURE; Future
61	S	UNIT MISC; Standard Unit
62	00	UNIT REVISION; Major Unit Change Revision
63	B	SHIPPING/PACKAGING; Bagged
64	F0	TESTING; Functional Test

**Accessories:**

Part Number	Description	Qty	Ext Qty
332325114	RIS Isolator Kit; AGZ: Packaged, 190-241E; Single Pump 140-180E; Dual Pmp 140-180E	1	1



Job Number: 4IUUFX  
 Job Name: East Gadsden Chiller

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Prepared Date:

8/30/2017

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<b>Product Drawing</b>		Unit Tag: CH-1		Sales Office: National Accounts	
Product: Air-Cooled Scroll Chiller	Project Name: East Gadsden Chiller		Sales Engineer: Andrew Casey		13600 Industrial Park Blvd. Minneapolis, MN 55441 www.DaikinApplied.com Software Version: 07_90
Model: AGZ-E	Aug. 30, 2017	Ver/Rev:	Scale: NTS	Tolerance: +/- 1.0"	
No change to this drawing may be made unless approved in writing by Daikin Applied. Purchaser must determine that the equipment is fit and sufficient for the job specifications.					

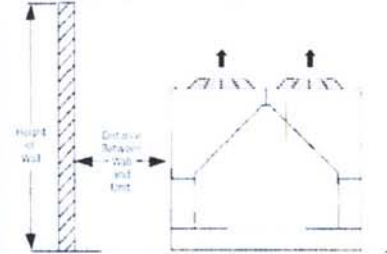


# AGZ-E Close Spacing Performance

## Case 1: Building or Wall on One Side of Unit

Assumes a solid height wall taller than unit. Refer to Case 4 for partial wall openings.

### Building or Wall on One Side of Unit



For models AGZ030-100E, maintain a 4 feet minimum from a wall of any height.

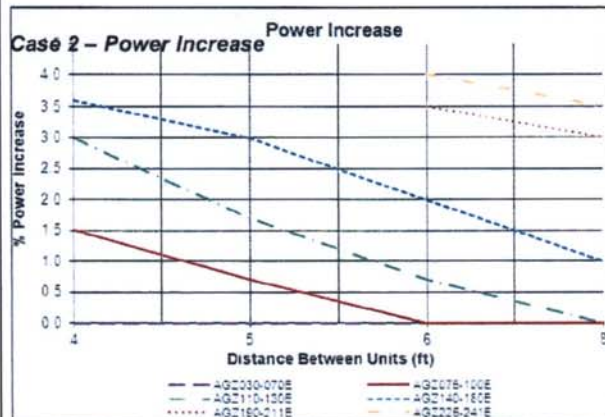
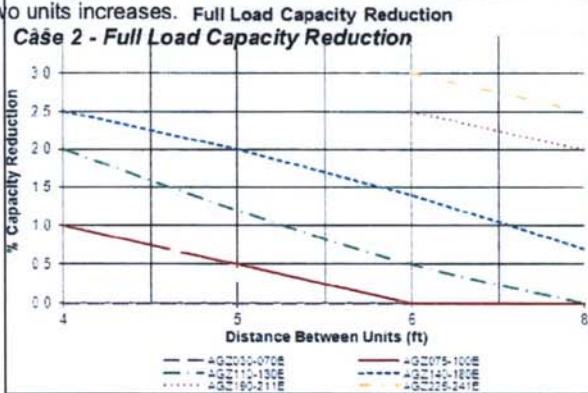
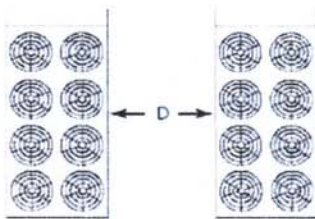
For models AGZ110-130E, maintain a 6 feet minimum from a wall of any height.

For models AGZ140-241E, maintain an 8 feet minimum from a wall of any height.

## Case 2: Two Units, Side-by-Side

For models 030-180, there must be a minimum of 4 feet between two units placed side-by-side; however, performance may be affected at this distance. For models 190-211, the minimum is 6 feet as closing spacing may cause air recirculation and elevated condenser pressure. Assuming the requirement of one side having at least 8 feet of service clearance is met. Case 2 figures show performance adjustments as the distance between two units increases. Full Load Capacity Reduction

### Two Units, Side-by-Side



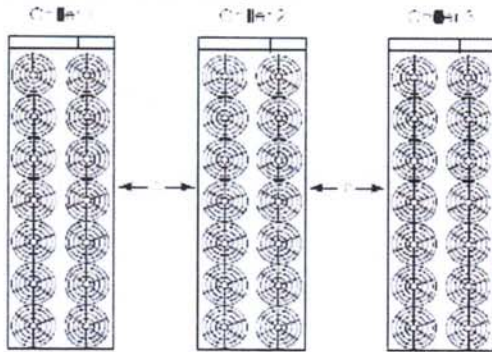
<b>Product Drawing</b>		Unit Tag: CH-1		 13600 Industrial Park Blvd. Minneapolis, MN 55441 www.DaikinApplied.com Software Version: 07.90			
Product: Air-Cooled Scroll Chiller		Project Name: East Gadsden Chiller					
Model: AGZ-E		Sales Office: National Accounts		Scale: NTS	Tolerance: +/-1.0"	Dwg Units: in [mm]	
Sales Engineer: Andrew Casey	Aug. 30, 2017	Ver/Rev:	Sheet 1 of 1	No change to this drawing may be made unless approved in writing by Daikin Applied. Purchaser must determine that the equipment is fit and sufficient for the job specifications.			

# AGZ-E Close Spacing\_Drawing for CH-1

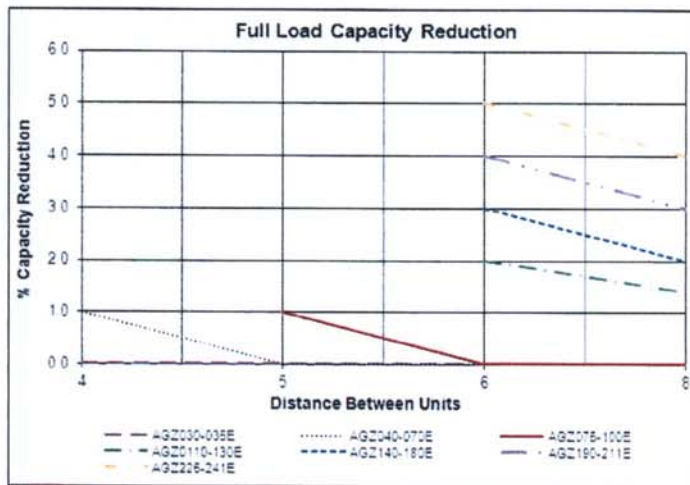
## Case 3: Three or More Units, Side-by-Side

For all models, there must be a minimum distance between any units placed side-by-side; however, performance may be affected at this distance. Minimum distances are: models 030 to 070 - 4 feet, models 075 to 100 - 5 feet, models 110 to 241 - 6 feet. The Case 3 charts below depict Case 3 performance adjustments as the distance between units increases. Data shown is for the middle unit with a unit on each side. See Case 2 adjustment factors for the two outside units.

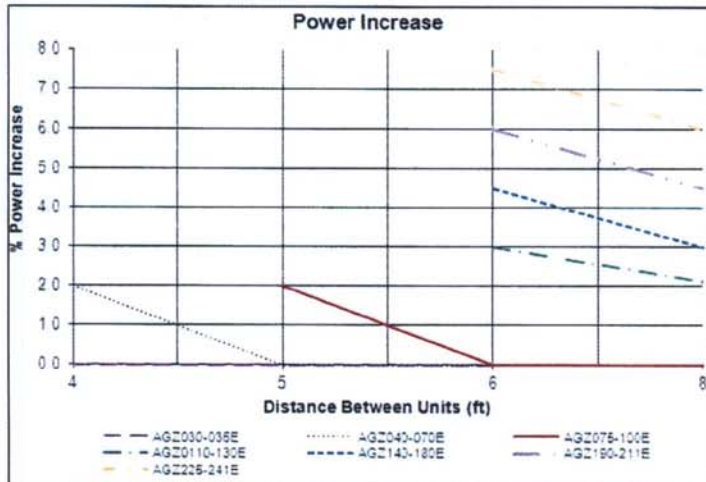
### Three or More Units, Side-by-Side



### Case 3 – Full Load Capacity Reduction



### Case 3 – Power Increase



Job Number: 4IUUFX  
Job Name: East Gadsden Chiller

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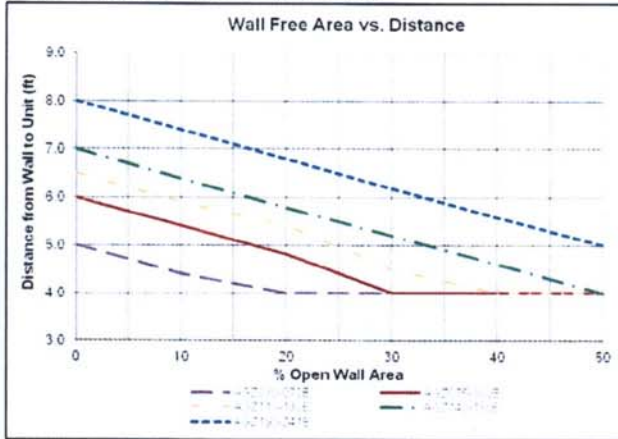


## AGZ-E Close Spacing\_Drawing for CH-1

### Case 4: Open Screening Walls

Decorative screening walls are often used to help conceal a unit either on grade or on a rooftop. When possible, design these walls such that the combination of their open area and distance from the unit (see chart below) do not require performance adjustment. If the wall opening percentage is less than recommended for the distance to the unit, it should be considered as a solid wall. It is assumed that the wall height is equal to or less than the unit height when mounted on its base support. If the wall height is greater than the unit height, see Case 5: Pit Installation for performance adjustment factors. The distance from the sides of the unit to the side walls must be sufficient for service, such as opening control panel doors. For uneven wall spacing, the distance from the unit to each wall can be averaged providing no distance is less than 4 feet. Values are based on walls on all four sides.

#### Case 4 - Allowable Wall Open Area



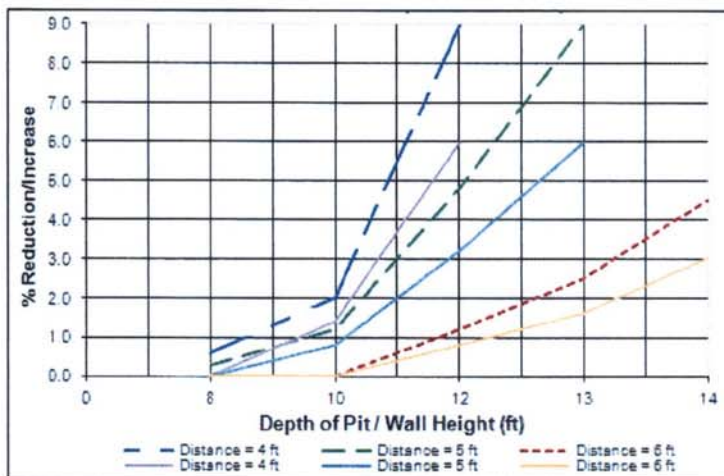
circulation and restriction and require care that sufficient air clearance is maintained. A solid wall surrounding a unit is substantially a pit and this data should

Steel grating is sometimes used to cover a pit to prevent accidental falls or trips into the pit. The grating material and installation design must be strong enough to prevent such accidents, yet provide abundant open area to avoid recirculation problems. Have any pit installation reviewed by the Daikin Applied sales representative prior to installation to ensure it has sufficient air-flow characteristics and approved by the installation design engineer to avoid risk of accident.

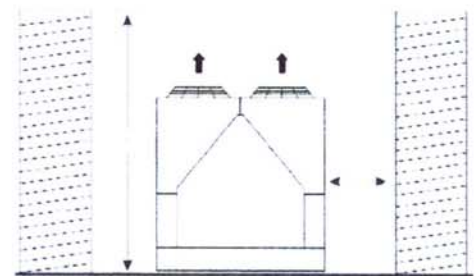
#### Models AGZ030-070E:

The Case 5 figures for models AGZ030-070E show adjustment factors for pit/wall heights of 4 feet, 5 feet, and 6 feet.

#### Case 5 - Full Load Capacity Reduction and Power Increase (AGZ030E-070E)



#### Case 5 - Pit Installation



KEY:

----- : Power Increase  
 \_\_\_\_\_ : Capacity Reduction

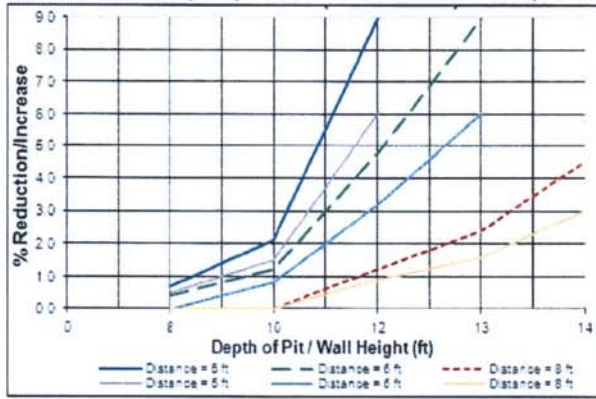


# AGZ-E Close Spacing\_Drawing for CH-1

## Models AGZ075-130E:

The Case 5 figures for models AGZ075-130E show adjustment factors for pit/wall heights of 5 feet, 6 feet, and 8 feet.

Case 5 - Full Load Capacity Reduction and Power Increase (AGZ075-130E)



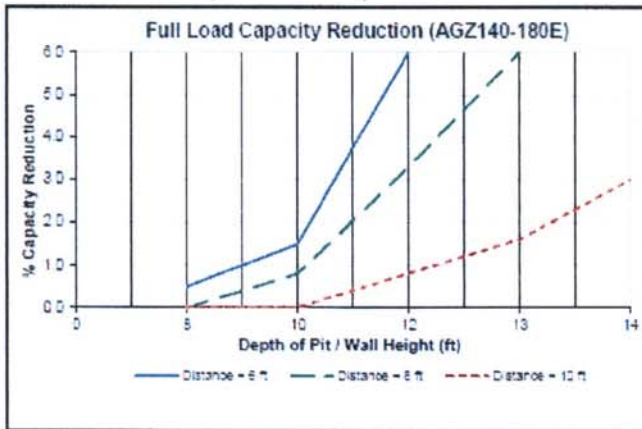
KEY:

----- : Power Increase  
 \_\_\_\_\_ : Capacity Reduction

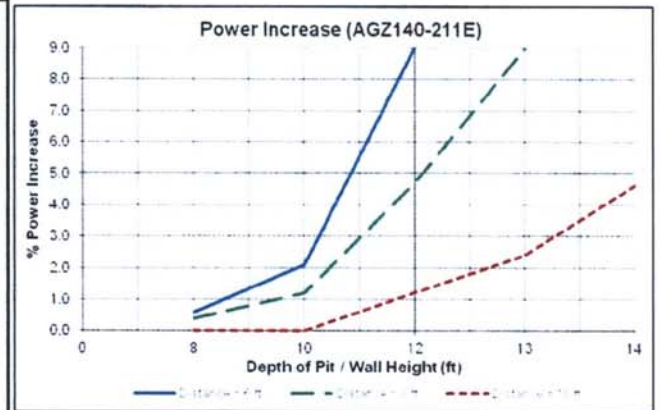
## Models AGZ140-241E:

The Case 5 figures for models AGZ140-241E show adjustment factors for pit/wall heights of 6 feet, 8 feet, and 10 feet.

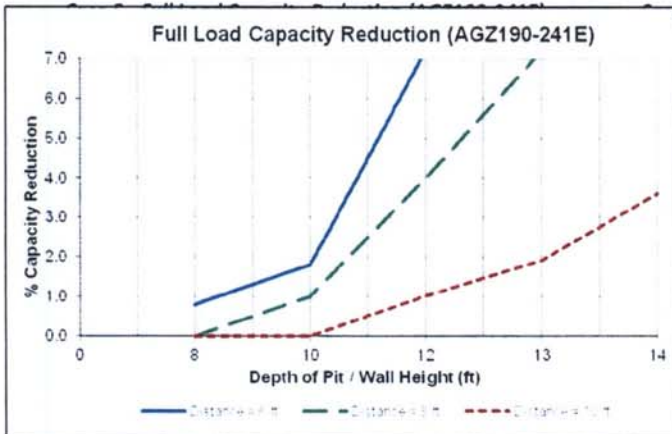
Case 5 - Full Load Capacity Reduction (AGZ140-180E)



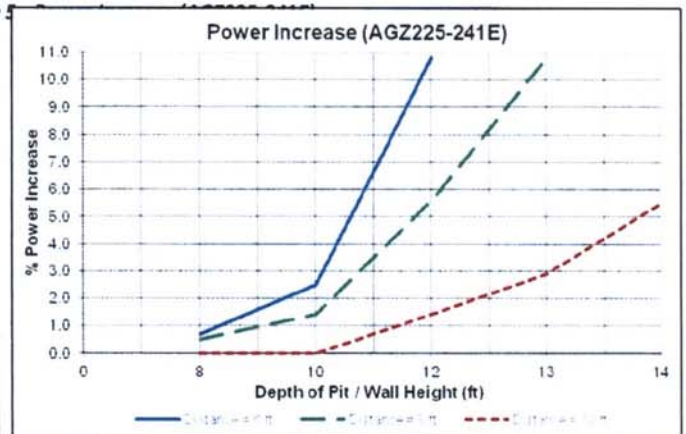
Case 5 - Power Increase (AGZ140-211E)



Full Load Capacity Reduction (AGZ190-241E)

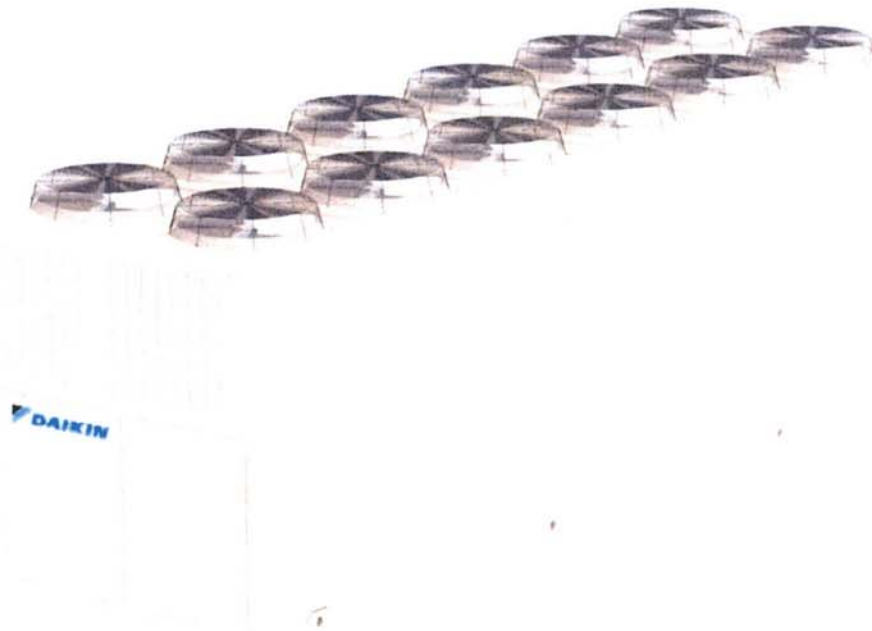


Power Increase (AGZ225-241E)




AGZ-E Guards: Condenser Coil and Base Louvers, Painted Base

0A



**Diagram Notes**

Diagram simulates wrap, grille and louver options as selected only. Refrigeration components may vary depending on selected options.

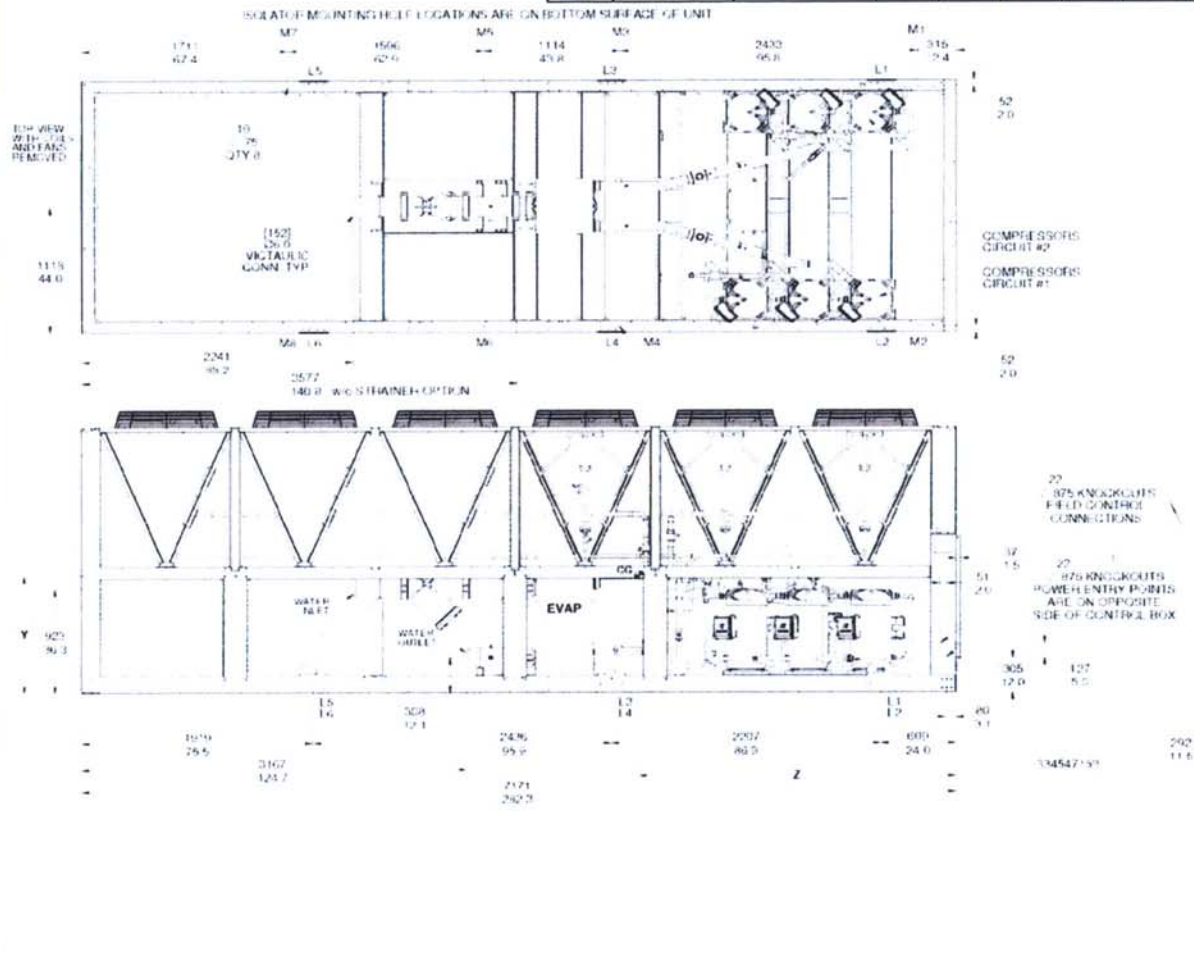
<b>Product Drawing</b>	Unit Tag: CH-1	Sales Office: National Accounts				 13600 Industrial Park Blvd. Minneapolis, MN 55441 www.DaikinApplied.com Software Version: 07.90
Product: Air-Cooled Scroll Chiller	Project Name: East Gadsden Chiller	Sales Engineer: Andrew Casey				
Model: AGZ191-211E	Aug. 30, 2017	Ver/Rev:	Sheet: 1 of 1	Scale: N/A	Tolerance: N/A	
No change to this drawing may be made unless approved in writing by Daikin Applied. Purchaser must determine that the equipment is fit and sufficient for the job specifications.						

ate:

8/30/2017  
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**AGZ211E Packaged (Microchanne**  
**Unit Dimensions**

Unit Weight Data																
Units	Weight		Lifting Weight				Mounting Weight									
	Shipping	Operating	L1	L2	L3	L4	L5	L6	M1	M2	M3	M4	M5	M6	M7	M8
lb	8669	8819	1766	1753	1461	1450	1124	1116	1585	1573	1166	1158	975	968	700	695
kg	3932	4000	801	795	663	658	510	506	719	713	529	525	442	439	318	315



Unit and Center of Gravity Dimensions				
Units	Connection Size (Victaulic)	Center of Gravity		
		X	Y	Z
in	6.0	43.8	40.5	100.4
mm	152	1113	1029	2550

**NOTE**

A water strainer must be installed at the inlet of the evaporator to protect it from damage. Please refer to the IOM for additional details. It is recommended that the side locations be used for power entry wire sizes larger than 350 mcm.

Job Number: 41UUFX  
 Job Name: East Gadsden Chiller  
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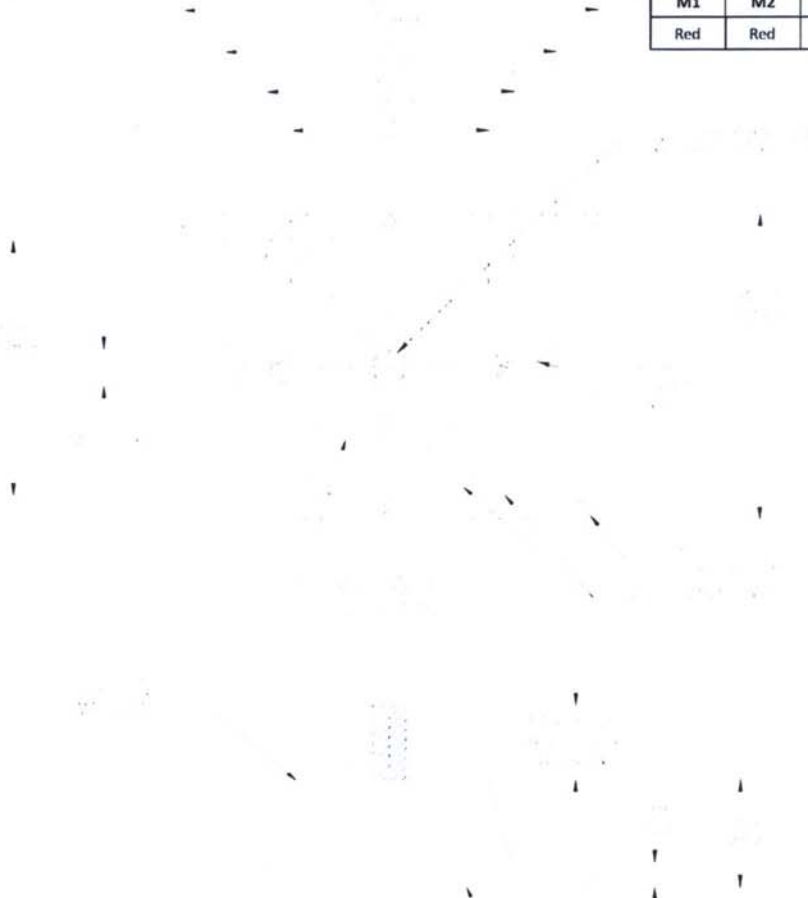
<b>Product Drawing</b>		Unit Tag: CH-1		Sales Office: National Accounts			
Product: Air-Cooled Scroll Chiller		Project Name: East Gadsden Chiller		Sales Engineer: Andrew Casey			
Model: AGZ211E		Aug. 30, 2017	Ver/Rev:	Sheet: 1 of 1	Scale: NTS	Tolerance: +/- 1.0"	Dwg Units: in [mm]
No change to this drawing may be made unless approved in writing by Daikin Applied. Purchaser must determine that the equipment is fit and sufficient for the job specifications.							



# Rubber-in-Shear (RIS) Isolator Kit

## Dimensior

Mounting Location							
M1	M2	M3	M4	M5	M6	M7	M8
Red	Red	Brown	Brown	Brown	Brown	Brown	Brown




Job Number: 4IUUFX  
 Job Name: East Gadsden Chiller

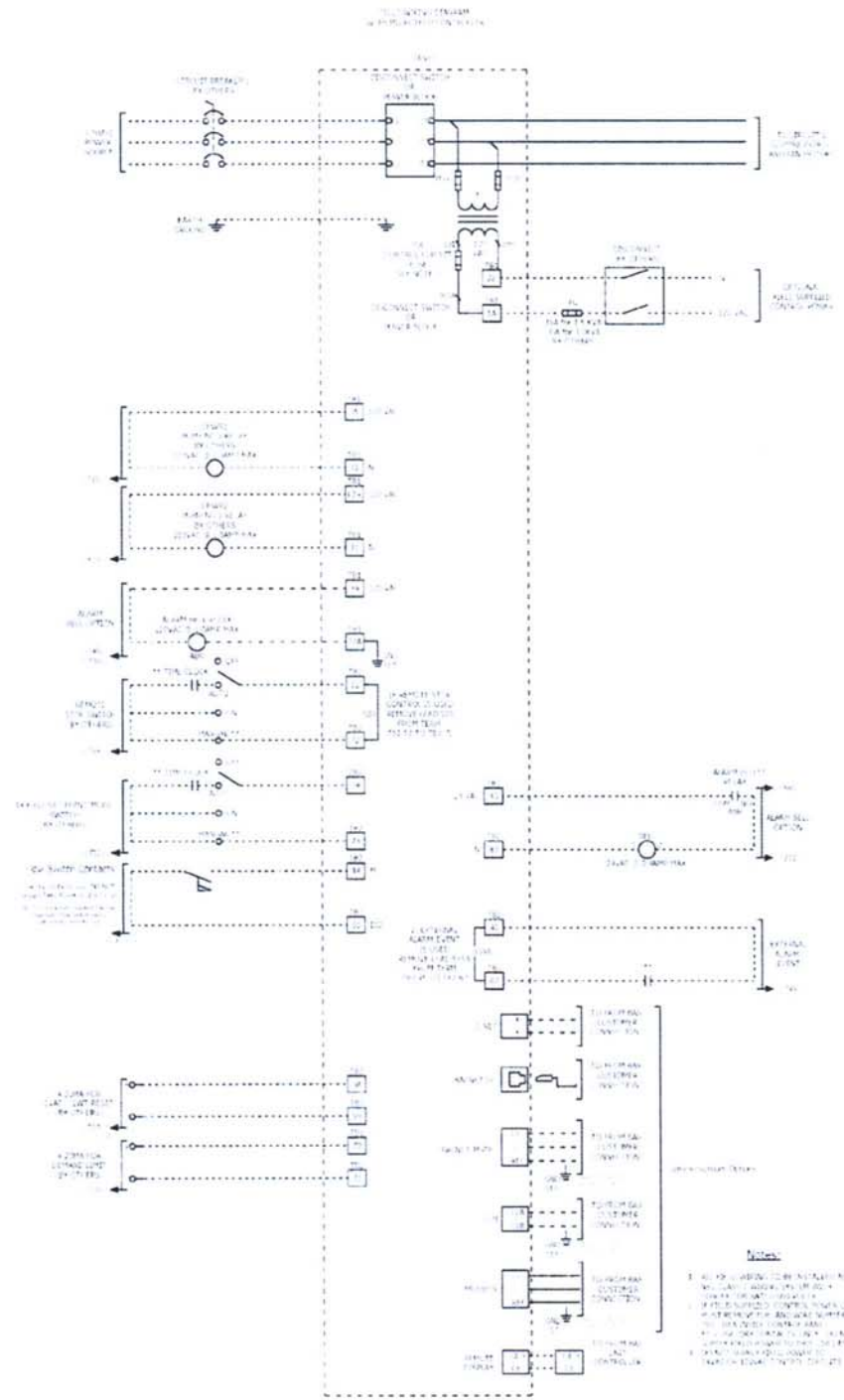
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Prepared Date:

8/30/2017  
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<b>Product Drawing</b>	Unit Tag: CH-1	Sales Office: National Accounts		 13600 Industrial Park Blvd. Minneapolis, MN 55441 www.DaikinApplied.com Software Version: 07.90			
Accessory: Rubber-in-Shear (RIS) Isolator Kit	Project Name: East Gadsden Chiller	Sales Engineer: Andrew Casey					
Kit Part Number: 332325114	Aug. 30, 2017	Ver/Rev:	Sheet: 1 of 1	Scale: NTS	Tolerance: +/- 1.0"	Dwg Units: in [mm]	
No change to this drawing may be made unless approved in writing by Daikin Applied. Purchaser must determine that the equipment is fit and sufficient for the job specifications.							

# AGZ030-241E Single-Point Connection Field Wiring Diagram



**Notes:**  
 1. ALL WIRING TO BE INSTALLED IN ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE (NEC) AND ALL APPLICABLE LOCAL AND STATE CODES.  
 2. IF THE SUPPLIER'S CONTROL PANEL DOES NOT MATCH THE ABOVE WIRING, CONTACT THE SUPPLIER IMMEDIATELY.  
 3. THE WIRING SHOULD BE DONE BY A LICENSED ELECTRICIAN.  
 4. THE WIRING SHOULD BE DONE IN ACCORDANCE WITH THE DAIKIN WIRING MANUAL.

<b>Field Wiring Diagram</b>		<b>Unit Tag: CH-1</b>		13600 Industrial Park Blvd. Minneapolis, MN 55441 www.DaikinApplied.com Software Version: 07.90		
Product: Air-Cooled Scroll		Project Name: East Gadsden Chiller				
Model: AGZ030-241E Single-Point		Sales Office: National Accounts		Scale: N/A	Tolerance: N/A	Dwg Units: N/A
Sales Engineer: Andrew Casey		Aug. 30, 2017	Ver/Rev:	Sheet 1 of 1		
No change to this drawing may be made unless approved in writing by Daikin Applied. Purchaser must determine that the equipment is fit and sufficient for the job specifications.						

## Document Summary Page



May 5, 2017

Michael G. Schwartz  
Vice President  
Daikin Applied Americas Inc. *dba* Daikin Applied  
[Duane.rothstein@daikinapplied.com](mailto:Duane.rothstein@daikinapplied.com)  
13600 Industrial Park Boulevard  
Minneapolis, MN 55441

Re: Renewal Award of Contract # R150505

Dear Mr. Schwartz:

Per official action taken by the Board of Directors of Education Service Center, Region 4 on April 25, 2017, National IPA is pleased to announce that Daikin Applied Americas Inc. *dba* Daikin Applied has been awarded an annual contract renewal for the following, based on the sealed proposal submitted to Region 4 on April 30, 2015, and subsequent performance thereafter:

**Contract**

HVAC Equipment, Installation, Service & Related Products

The contract will expire on September 30, 2018 completing the third year of a five-year term contract. **If you have any questions or if your company is not in agreement, please contact your designated Contract Manager, Clint Pechacek, at 713-554-7349 or [clint.pechacek@nationalipa.org](mailto:clint.pechacek@nationalipa.org).**

The partnership between Daikin Applied Americas Inc. *dba* Daikin Applied and Region 4 can be of great help to participating agencies. Please provide copies of this letter to your sales representative(s) to assist in their daily course of business.

Sincerely,

*Kelly Burnett*

Kelly Burnett  
Contract Analyst



August 28, 2015

Mr. Michael G. Schwartz  
Vice President  
Daikin Applied Americas Inc. *dba* Daikin Applied  
13600 Industrial Park Boulevard  
Minneapolis, Minnesota 55441

Re: Award of TCPN Contract # R150505

Dear Mr. Schwartz:

Per official action taken by the Board of Directors of Region 4 Education Service Center, on Tuesday, August 25, 2015, The Cooperative Purchasing Network (TCPN) is pleased to announce that Daikin Applied Americas Inc. *dba* Daikin Applied has been awarded an annual contract for the following, based on the sealed proposal (RFP# 15-05) submitted on April 30, 2015:

<u>Commodity/Service</u>	<u>Contractor</u>
HVAC Equipment, Installation, Service and Related Services	Daikin Applied Americas Inc. <i>dba</i> Daikin Applied

The contract is effective October 1, 2015 and will expire on September 30, 2016. As indicated above, your TCPN Contract # is R150505. This contract may be renewed annually for an additional four (4) years in one-year increments if mutually agreed by Region 4 ESC/TCPN and Daikin Applied Americas Inc. *dba* Daikin Applied.

This contract award is not intended to result in Indefinite Quantity/Indefinite Delivery long term project agreements between Daikin Applied and TCPN members. This contract is only available to help TCPN members procure specific equipment and services and enter into service agreements directly related to those equipment and services.

Additionally, please note that design and engineering services, when required, must be procured separately by applicable state and local statutes where the work is to be performed.

Your participation in the proposal process is appreciated and we look forward to a successful partnership. Please feel free to provide copies of this letter to your sales representative(s) to assist in their daily course of business.

If you have any questions, please feel free to contact me at 713.554.0460.

Sincerely,

  
Deborah Bushnell, CTSBO  
Contract/Compliance Manager

**Competitively solicited and publicly awarded by: Region 4 Education Service Center**

**Contract #R150505**

Contract Term: October 1, 2015 through September 30, 2018



# SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 9e



Date of School Board Meeting: September 26, 2017

TITLE OF AGENDA ITEM: South Eastern Surfaces (SSE& Associates, Inc.)

DIVISION: Department of Facilities

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

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

PURPOSE AND SUMMARY OF ITEM: School Board notification of replacement  
courtside seat modules needed for Gadsden County High School. This was purchased  
through South Eastern Surfaces/SSE & Associates, Inc. as a Sole Source Manufacturer  
(SBGC Policy Exception to Competitive Bidding Requirements (L)).

FUND SOURCE: 110

AMOUNT: \$12,615.00

PREPARED BY: Bill Hunter

POSITION: Director of Facilities

---

## INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

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

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

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

Be sure that the COMPTROLLER has signed the budget page.

2017 SEP 13 PM 3:51  
SCHOOL BOARD



**State Tax Exemption #**

85-8012621915C-2

**Federal Employer Identification #**

59-6000615

**GADSDEN COUNTY  
SCHOOLS**

**Purchase Order**

Standard - Southeastern  
Surfaces & Equip.GCHS

**PO# 200051**

08/30/2017

Vendor (VS14900000)

Show P.O. Number on all shipping containers,  
packing lists, correspondences, and invoices.

**Order Contact:** Bill Hunter

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

SSE & ASSOCIATES, INC.  
SOUTHEASTERN SURFACES  
P O BOX 602  
NEW SMYRNA BEACH, FL 32170

**Ship To**

MAINTENANCE DEPARTMENT  
805 SOUTH STEWART STREET  
QUINCY, FL 32351

**Bill To**

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

Item #	Description	Quantity	UOM	Unit Price	Amount
	See attached quote for Replacement Courtside Seat Modules needed for Gadsden County High School: COURTSIDE STARTER MODULE COLOR 301 BLUE	1		12,615.00	12,615.00
<b>Total</b>					12,615.00

Fund	Function	Object	Facility	Project	Program	Amount
110	7400	681	0051	1106010		12,615.00

Superintendent

**Comments for vendor:**

Manufacturer-Sole Source for Seat Modules See SBGC Policy EXCEPTION TO COMPETITIVE BIDDING REQUIREMENTS (L).

**Terms & Conditions:**



**To Whom It May Concern:**

Hussey Seating Company is the world's leading manufacturer of Spectator Seating and offers a complete line of both Telescopic and Fixed Seating. Our products are only sold through exclusive dealers. All Hussey dealers have exclusive territories and are responsible for all pre sale positioning, order procurement, installation and all aftermarket service. Hussey dealers must be extremely financial fit, have creditable bonding and be carry sufficient/ reputable insurance policies. All Hussey products must be installed and serviced by a Certified Hussey Installer. We (Hussey and the dealer) take all these requirements seriously. This goes for all new product as well as repair / renovation work.

Southeastern Surfaces & Equipment is our exclusive dealer in the state of Florida. They take seriously the quality of work done in the territory they represent, as does Hussey Seating Company and therefore all certified installation companies in these states work under the direction of Southeastern Surfaces & Equipment only.

SSE is the sole provider of all Hussey Seating Company products including factory authorized replacement parts. Although many bleacher parts may appear to be interchangeable, Hussey Seating Company highly recommends for spectator safety and operational assurance that only Hussey factory parts be used on all Hussey renovation work. This will provide you not only that the best mechanics will work on your products but having the factory parts, provide you the peace of mind that the general public is SAFE once the renovation is completed! Safety is our number one concern, and that is why we work so hard to provide the market place with certified installers and factory authorized parts.

The way you can be assured of this level of safety and satisfaction is to have SSE do your work. Often, other companies will represent themselves as being "Hussey" certified, we suggest confirming this information prior to allowing anyone to service your products.

If I can be of any Service or answer any questions please do not hesitate to contact me directly at 207-676-0394. Thanks you in advance for this opportunity to serve you with Hussey products.

Best Regards,

Jim Chadbourne  
National Sales Manager

38 Dyer Street Ext. • North Berwick, ME 03906 USA  
toll free USA 1.800.353.3308  
tel +1 207.676.2271 • fax +1 207.676.0257  
[www.husseyseating.com](http://www.husseyseating.com) • [info@husseyseating.com](mailto:info@husseyseating.com)



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

**AGENDA ITEM NO.** 10a

**Date of School Board Meeting:** September 26, 2017



**TITLE OF AGENDA ITEM:** Gadsden Technical Institute

**DIVISION:** Secondary/Adult Education

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

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

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

**FUND SOURCE:** N/A

**AMOUNT:** N/A

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



**POSITION:** Director of Secondary Education/ Director of Adult, Career and Technical Education

-----  
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 \_\_\_\_\_

2017 AUG 31 AM 7:25  
SCHOOL BOARD AGENDA  
GADSDEN COUNTY SCHOOLS

CRJ  
JG29'17 RCVD

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

### FIELD TRIP REQUEST

<b>SCHOOL:</b> Gadsden Technical Institute	<b>CONTACT FOR FIELD TRIP:</b> Mr. Mike Clark
---	--

<b>DATE OF TRIP:</b> October 19, 2017	<b>WHO IS ATTENDING: (grade/organization)</b> Secondary and Post-Secondary Career and Technical Education Students
--	---

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

<b>PURPOSE:</b> Attending the 2017 Sun Belt Ag Expo
--

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

  
 Signature of Person Requesting Trip

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

_____ APPROVED	_____ DENIED
_____ Superintendent/Designee	_____ Date

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

**Rosters**

**Automotive Technologies**

- 1. William Brown Adult
- 2. Cristian Castaneda Adult
- 3. Edwin Flores Adult
- 4. Ke [REDACTED]
- 5. Ke [REDACTED]
- 6. Jo [REDACTED]
- 7. Je [REDACTED]
- 8. Al [REDACTED]
- 9. Ar [REDACTED]
- 10. Ro [REDACTED]
- 11. Tr [REDACTED]
- 12. Sh [REDACTED]

Chaperone: Mr. Jimmy Weeks

**Carpentry /Drafting & Design**

- 1. Donterious Barnes Adult
- 2. Ro [REDACTED]
- 3. Q [REDACTED]
- 4. Ke [REDACTED]
- 5. Be [REDACTED]
- 6. Ny [REDACTED]
- 7. M [REDACTED]
- 8. De [REDACTED]
- 9. At [REDACTED]
- 10. Ro [REDACTED]

Chaperone: Mr. Jeff Suber

**Power Equipment Technoloies**

- 1. William, Jr., Alexander Adult
- 2. Kyle Comodore Adult
- 3. Harold Fields Adult
- 4. Harold Herring Adult
- 5. K [REDACTED]
- 6. Alfred Kerklin Adult
- 7. Victor Sanchez Adult
- 8. Ty [REDACTED]
- 9. Ty [REDACTED]
- 10. B [REDACTED]
- 11. R [REDACTED]
- 12. E [REDACTED]

Chaperone: Mr. David McPhaul

**Welding Technology**

- 1. Keith Brown Adult
- 2. Padryck Beamon Adult
- 3. Lee Davis Adult
- 4. Alex Johnson Adult
- 5. Nicholas Richardson Adult
- 6. Hunter Sellars Adult
- 7. Frank Turner Adult

Chaperone: Mr. Mike Clark



# The School Board of Gadsden County



*"Opportunity at Your Fingertips"*

**ROGER P. MILTON**  
SUPERINTENDENT OF SCHOOLS

**GADSDEN TECHNICAL INSTITUTE**  
**Dr. Sylvia R. Jackson, Director**  
Career Technical and Adult Education



*"Opportunity at Your Fingertips"*

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

## Sunbelt Ag. Expo / Moultrie, GA Itinerary October 19, 2017

- 8:00 A. M. Depart Gadsden Technical Institute
- 10:00 A. M. Arrive Sunbelt Ag. Expo / Moultrie, GA
- 10:00 A. M - Tour Sunbelt Ag. Expo / Moultrie, GA
- 12:00 P. M.
- 12:00 P. M - Lunch @ Sunbelt Ag. Expo / Moultrie, GA
- 1:00 P. M.
- 1:00 P. M - Tour Sunbelt Ag. Expo / Moultrie, GA
- 2:00 P. M.
- 2:00 P. M. Depart Sunbelt Ag. Expo / Moultrie, GA
- 4:00 P. M. Arrive Gadsden Technical Institute

### Mission Statement

The mission of Gadsden Technical Institute is to recognize the worth and potential of each student. We are committed to providing opportunities for basic and advanced instruction in a conducive learning environment. The Center encourages academic and technical curiosity, innovation and creativity by integrating applied academic skills in all occupational areas. We strive to instill the attitudes and skills necessary to produce motivated, self-sufficient individuals who are able to function effectively in our ever-changing, complex society.

AUDREY LEWIS  
DISTRICT NO. 1  
HAVANA, FL 32333  
MIDWAY, FL 32343

STEVE SCOTT  
DISTRICT NO. 2  
QUINCY, FL 32351  
HAVANA, FL 32333

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

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

TYRONE D. SMITH  
DISTRICT NO. 5  
QUINCY, FL 32353

# SCHEDULE OF EVENTS

(Events subject to change)

## TUESDAY, OCTOBER 18

- 9:30 a.m. Southeastern Hay Contest Awards Recognition, E-8  
10:30 a.m. Ribbon Cutting for South Carolina Spotlight State, South end B-6  
12:00 noon Willie B. Withers Luncheon & Swisher Sweets Sunbelt Southeastern Farmer of the Year Announcement, Maule Hangar (By Invitation Only)  
1:00 p.m. Titan/Goodyear and Georgia FFA Foundation Tire Auction, A-3, Tires will range in application and include ATV, combine, small tractor and logger applications. All tires will be auctioned as single item; Option to buyer as either one or as a pair of tires. Terms include cash, check or credit card as approved. This is a real auction, with a real auctioneer, bid paddles, and real dollars. Once you purchase an item, it's yours to go home with. Please note: All items must wait until 5 p.m. to remove through exit gates. All proceeds from the auction will benefit the Georgia FFA (Future Farmers of America)  
2:30 p.m. Cow Milking Contest featuring the Deans of Ag from Auburn University, University of Florida & University of Georgia, F-7  
3:00 p.m. Subway Press Conference, Georgia Ag Building (main gate)- Georgia Agriculture Commissioner Gary W. Black and representatives from Subway Corporation will discuss the current advertising campaign promoting the more than 8 million pounds of Georgia-grown tomatoes, cucumbers and green peppers in several Georgia media markets.

## WEDNESDAY, OCTOBER 19

- 1:00 p.m. Titan/Goodyear and Georgia FFA Foundation Tire Auction, A-3, Tires will range in application and include ATV, combine, small tractor and logger applications. All tires will be auctioned as single item; Option to buyer as either one or as a pair of tires. Terms include cash, check or credit card as approved. This is a real auction, with a real auctioneer, bid paddles, and real dollars. Once you purchase an item, it's yours to go home with. Please note: All items must wait until 5 p.m. to remove through exit gates. All proceeds from the auction will benefit the Georgia FFA (Future Farmers of America)  
1:00 p.m. Young Farmer Terrell Weeks Spirit of Q'fest Site Judging, NW corner of the grounds  
2:00 p.m. AGL Leadership and Lemonade Social – On the porch of the UGA Exhibit Building B-5  
5:30 p.m. Young Farmer Event (only open to members of Young Farmer Associations and their families), Maule Aircraft Facility

## THURSDAY, OCTOBER 20

- 2:30 p.m. Winner of the Main Gate Prize and other major prize drawings will be announced from the Farm Credit Roving Stage located at the Main Gate – Flight Tower:  
■ Kitchen Craft Bakeware Set Giveaway Drawing  
■ Massey Ferguson Lawn Tractor Drawing  
■ PolyDome Calf Hut Drawing  
■ PolyDome Calf Hut Drawing  
■ ABI Irrigation DC Perfect Primer Drawing  
■ Reinke Donation to breast Cancer Program

## EACH DAY OF THE SHOW — EVENTS IN EXHIBIT AREA

### Aquaculture & Pond Management Seminars – Northeast corner of exhibit area

For more information please refer to article on page 33.

#### TUESDAY

- 9:00 a.m. Managing Ponds for Great Fishing  
10:00 a.m. How to Fillet Fish  
10:30 a.m. Chef Chris Wilton, Fantastic U.S. Farm-Raised Catfish Recipes...A Cooking Demonstration  
11:30 a.m. How to Fillet Fish  
12:00 p.m. Chef Chris Wilton, "Fantastic U.S. Farm-Raised Catfish Recipes...A Cooking Demonstration  
1:00 p.m. Locally-Grown Aquaponic Fish and Plants  
2:00 p.m. Controlling Aquatic Plants in Your Pond  
3:00 p.m. How to Grow Trophy Fish

#### WEDNESDAY

- 9:00 a.m. Six Steps for Great Fishing in Your Pond  
10:00 a.m. How to Fillet Fish  
10:30 a.m. Chef Chris Wilton, Fantastic U.S. Farm-Raised Catfish Recipes...A Cooking Demonstration  
11:30 a.m. How to Fillet Fish  
12:00 p.m. Chef Chris Wilton, "Fantastic U.S. Farm-Raised Catfish Recipes...A Cooking Demonstration  
1:00 p.m. Introduction to Aquaponics  
2:00 p.m. Locally-Grown Aquaponic Fish and Plants  
3:00 p.m. Controlling Aquatic Plants in Your Pond

#### THURSDAY

- 9:00 a.m. Aquaponics—Integrating Fish and Vegetable Production  
10:00 a.m. How to Fillet Fish  
10:30 a.m. Chef Chris Wilton, Fantastic U.S. Farm-Raised Catfish Recipes...A Cooking Demonstration  
11:30 a.m. How to Fillet Fish  
12:00 p.m. Chef Chris Wilton, "Fantastic U.S. Farm-Raised Catfish Recipes...A Cooking Demonstration  
1:00 p.m. Aquaponics—Integrating Fish and Vegetable Production





## EACH DAY OF THE SHOW — EVENTS IN EXHIBIT AREA

### Beef Cattle Management and Forage Seminars – Beef Pavilion, E-8

For more information please refer to article on page 27.

#### TUESDAY

- 9:30 a.m. SE Hay Contest Awards Presentation
- 10:30 a.m. Selection/EPD/DNA
- 11:30 a.m. Industry Outlook/update then New or Featured Products
- 12:30 p.m. Upcoming changes in antibiotic availability and use in animal feeds: What farmers need to know
- 1:30 p.m. Warm Season Annual Forages: Current Research and Recommendations
- 2:30 p.m. Ruminant Health/Body Weight and effects on Reproduction

#### WEDNESDAY

- 9:30 a.m. Winter Forage Grazing Systems: Current Research in the Southeast
- 10:30 a.m. Selection/EPD/DNA
- 11:30 a.m. Industry Outlook/Update Then New or Featured Products
- 12:30 p.m. Upcoming changes in antibiotic availability and use in animal feeds: What farmers need to know
- 1:30 p.m. Integrating Alfalfa into Bermuda grass in the South
- 2:30 p.m. Ruminant Health/Body Weight and effects on Reproduction

#### THURSDAY

- 9:30 a.m. Fertilizing forages: tips and challenges
- 10:30 a.m. Selection/EPD/DNA
- 11:30 a.m. Industry Outlook/Update Then New or Featured Products
- 12:30 p.m. Upcoming changes in antibiotic availability and use in animal feeds: What farmers need to know
- 1:30 p.m. What's New in Forages: Southeastern Forage Update
- 2:30 p.m. Ruminant Health/Body Weight and effects on Reproduction

### Dairy Seminars – F-7

For more information please refer to article on page 37.

Dairy Specialists from Universities of Georgia and Florida will be on hand each day to answer questions.

- 10:00 a.m. Mobile Dairy Classroom
- 10:30 a.m. Organic Dairying – certification, production, animal care, and market opportunities
- 11:00 a.m. Mobile Dairy Classroom
- 11:30 a.m. Basics of raising dairy calves
- 1:00 p.m. Mobile Dairy Classroom
- 1:30 p.m. Managing a Back Yard Dairy Cow
- 2:00 p.m. Mobile Dairy Classroom
- 2:30 p.m. Cow Milking Contest featuring the Deans of Ag from Auburn University, University of Florida and University of Georgia **\*\*Tuesday only\*\***

### Equine Demonstrations & Seminars – Priefert Horse Arena, E-11

For more information please refer to article on page 53.

- 9:30 a.m. Welcome and introduction of Sunbelt Expo Rodeo Queen
- 10:00 a.m. Trick Riding Demonstration – Montana Wilkes
- 11:00 a.m. Georgia Ranch Horse Association Demonstration– 5 Wynn Horse Company
- 12:00 p.m. Georgia 4-H Horse Program Demonstration
- 12:00 p.m. Georgia Special Olympics-How Kids with Special Challenges Work with Horses (Thursday only)
- 1:00 p.m. Trick Riding Demonstration – Montana Wilkes
- 2:00 p.m. Georgia Ranch Horse Association Demonstration – 5 Wynn Horse Company
- 3:00 p.m. Georgia 4-H Horse Program Demonstration

### Lauri Jo's Southern Style Cooking Stage – Family Living

Thanksgiving Theme — Thanksgiving Farm to Table Style in the South, 11:00 a.m. & 2:00 p.m.

**TUESDAY** Abby J from Abby J's Gourmet – Clarksville, GA

**WEDNESDAY** Carmen Johnston, Senior Editor, Southern Living, and National Spokesperson for Home Depot Garden Center

**THURSDAY** Hugh Hardy, President of Carroll's Sausage & Meats

### Georgia Grown and Georgia Dept. of Agriculture – Across from Expo HQ at Main Gate

#### TUESDAY

Chef Holly Chute, Executive Chef for the Georgia Department of Agriculture

- 10:00 a.m. **Trio of Salads:** Cilantro Lime Cole Slaw; Grilled Chicken & Blueberry Salad— mixed greens, grilled chicken, dried blueberries, sunflower seeds, feta, blueberry vinaigrette; and Collard Green Salad—shredded collard greens, Vidalia, onions, cider pecan vinaigrette
- 2:00 p.m. Pumpkin Gingersnap Trifle—layered dessert with gingersnaps, pumpkin, custard and whipped topping with Heath bits.

#### WEDNESDAY

Marcia Crowley & Ray D'Alessio

- 11:00 a.m. **Meals from The Field:** Marcia Crowley, Georgia Department of Agriculture and Ray D'Alessio, Georgia Farm Monitor Television (The Georgia Farm Monitor is produced by the Georgia Farm Bureau, the state's largest general farm organization. First airing in 1966, the Monitor is celebrating its 50th year on the air. Marcia and Ray have been dishing up monthly recipes featuring Georgia Grown products and produce from across the state for nearly four years. Be sure to join them in the kitchen as they prepare dishes that are sure to become your fall favorites.

#### THURSDAY

Chef Holly Chute, Executive Chef for the Georgia Department of Agriculture

- 10:00 a.m. **Tailgate Treats:** Redneck Sushi—Ham, pimento cheese, pickled okra; Asian Chicken Thighs— boneless thighs, Chinese Southern Belle Wild Wild East; Pecan Truffle Mushroom Dip—mushrooms, scallions, garlic, white wine, cream cheese, cream, pecan truffle oil
- 12:00 p.m. **New Twist on Mexican**—Hamburger Burritos—seasoned hamburger log rolled in a tortilla with cheese, salsa, peppers and onions; Mexican Vegetable Caprese—peppers, onions, tomatoes, corn, hominy, peppers, onions, tomatoes, enchilada sauce and cheese



## EACH DAY OF THE SHOW — EVENTS IN EXHIBIT AREA

### Sheep and Goat Seminars and Demonstrations – E-11

*For more information please refer to article on page 52.*

#### TUESDAY, WEDNESDAY, AND THURSDAY

- 9:00 a.m. Goat Milking
- 10:00 a.m. What animals should I buy? Selection of animals for breeding, show, and milk or meat production; Hands-on session after a brief overview
- 11:00 a.m. Who will buy my animals? Marketing and Buyers perspective
- 1:00 p.m. Healthy animals make more money – Parasite Control and Basic Health management (link to nutrition/body condition scoring)
- 2:00 p.m. Grass and other groceries – Feeding and pasture management
- 3:00 p.m. Goat Milking

### Poultry Seminars – E-6

*For more information please refer to article on page 19.*

#### TUESDAY

- 10:00 a.m. Keeping Your Backyard Flock Healthy
- 2:00 p.m. Nutrition for Your Small Flock

#### WEDNESDAY

- 10:00 a.m. Backyard Biosecurity
- 2:00 p.m. Food Safety in Poultry Production

#### THURSDAY

- 10:00 a.m. Maintaining Paw Quality
- 2:00 p.m. Recognizing Diseases in Your Flock



### Hoss Tools Sustainable Living Center – North End of WB-7

*For more information, please refer to article on page 36.*

#### SPEAKER'S TENT

- 10:00 a.m. Vegetable Gardening in a Small Space – This is a lesson on the art of container vegetable gardening
- 11:00 a.m. Making the Most of a Small Farm – Finding the hidden square footage in your garden or farm
- 12:00 p.m. Necessary Tools to Grow Your Own Food – Proper tools can be the difference between success and failure in a vegetable garden
- 1:00 p.m. Forest Fungi for Food, Health and Sustainability

#### OUTDOOR IN DEMONSTRATION GARDEN

- 2:30 p.m. Lisa Mason Ziegler, The Gardner's Workshop, organic cut-flower gardening
- 3:00 p.m. Greg Key, Hoss Tools, Techniques for preparing your garden, test-drive Hoss Tools equipment
- 3:30 p.m. Breeder from Johnny's Seeds

## OTHER EVENTS ON SHOWGROUNDS

Antique Tractor Parade – 2:00 p.m. each day

Test Drive a truck at the official Chevrolet Test Track – C-13

EMC's of Georgia - A-6 *For more information please refer to article on page 29.*

EMC High Voltage Demonstrations, 9:30 a.m., 11:30 a.m., 1:30 p.m. and 3:30 p.m. daily

Touchstone Energy Hot Air Balloon, 9:00 a.m. and 4:30 p.m. Tuesday & Wednesday; Thursday only, 9:00 a.m., weather permitting

Farm Credit Building B-9 – Check at the exhibit for specific times. *For more information please refer to article on page 82.*

Come by and register for your chance to win a gift basket valued at \$500, to be given away at 3:00 p.m. on Tuesday and Wednesday and noon on Thursday. Entertainment by Landon Rowe: Tuesday at 11:30 a.m., 1:30 p.m. and 2:30 p.m.; Wednesday: 9:00 a.m., 10:30 a.m., 11:30 a.m., 1:30 p.m. and 2:30 p.m.; and Thursday: 9:30 a.m., 10:30 a.m. and 11:30 a.m.

### Alpaca Seminars & Demonstrations – F-8

We will have several Alpaca Farm owners/operators on hand with their alpacas and products providing information and answering your questions on The Alpaca Lifestyle. Topics can be on all things alpaca from general care & nutrition through their breeding programs and will cover the family/hobby farm to herd improvement for the show circuit. In our store we will have alpaca fiber and fiber products from raw fleece through finished items plus a few hand spinners and weavers on hand for demonstrations along with fiber education.

American Grand Finals Stockdog Trials – Field at north end of exhibit area.

*For more information, please refer to article on page 79.*

8:30 am. until 5:00 p.m. daily Stockdog Sheep Trials

Equipment Test Tracks & Demonstrations: Trams depart from the Tram Station (north of D-1) to take visitors directly to and from the field demos

## EVENTS IN THE FIELD

Compact and Utility Tractor Driving Range – 10:00 a.m. – 4:00 p.m. daily: Test drive and compare different models side-by-side from AGCO/Massey, CASE-IH, John Deere, KUBOTA, LS Tractor, New Holland, Yanmar America

John Deere Gator Test Track – 10:00 a.m. – 4:00 p.m. daily: Test drive the latest John Deere Gator models

Titan Tire Test Track – 10:00 a.m. – 4:00 p.m. daily: Test drive equipment with unique tire configurations used by real growers to overcome challenges in the field



## EVENTS IN THE FIELD

**RAM Commercial Truck Test Track – 10:00 a.m. – 4:00 p.m. daily:** Test track designed for visitors to get behind the wheel and test drive a RAM commercial vehicle

**FORD Test Track – 10:00 a.m. – 4:00 p.m. daily:** Test Track designed for visitors to get behind the wheel and test drive a FORD truck

### Harvesting and Tillage Demonstrations

*Trams depart from the Tram Station (north of D-1) 15 minutes prior to the posted Demonstration Time. At the conclusion of the demonstration the trams will return directly to the shuttle station. These trams do not travel to any other areas of the fields.*

*For more information please refer to article on page 80. All times are subject to weather permitting.*

#### TUESDAY

10:00 a.m. Tillage  
11:00 a.m. Corn Harvesting  
12:30 p.m. Cotton Harvesting  
12:45 p.m. Peanut Harvesting  
1:00 p.m. Soybean Harvesting  
1:30 p.m. Cotton Harvesting  
2:00 p.m. Tillage  
2:30 p.m. Cotton Harvesting  
2:45 p.m. Peanut Harvesting  
3:00 p.m. Soybean Harvesting

#### WEDNESDAY

10:00 a.m. Tillage  
11:00 a.m. Corn Harvesting  
12:30 p.m. Cotton Harvesting  
12:45 p.m. Peanut Harvesting  
1:00 p.m. Soybean Harvesting  
1:30 p.m. Cotton Harvesting  
2:00 p.m. Tillage  
2:30 p.m. Cotton Harvesting  
2:45 p.m. Peanut Harvesting  
3:00 p.m. Soybean Harvesting

#### THURSDAY

10:00 a.m. Tillage  
12:30 p.m. Cotton Harvesting  
12:45 p.m. Peanut Harvesting  
1:30 p.m. Cotton Harvesting  
2:00 p.m. Tillage  
2:45 p.m. Peanut Harvesting

### Hay Demonstrations

*Trams depart from the Tram Station (north of D-1) 15 minutes prior to the posted Demonstration Time. At the conclusion of the demonstration the trams will return directly to the shuttle station. These trams do not travel to any other areas of the fields.*

*For more information please refer to article on page 80. All times are subject to weather permitting.*

#### TUESDAY

10:00 a.m. Tedding  
11:00 a.m. Cutting  
11:30 a.m. Raking  
12:30 p.m. Baling  
1:30 p.m. Tedding  
2:00 p.m. Raking  
2:30 p.m. Baling  
3:00 p.m. Cutting

#### WEDNESDAY

10:00 a.m. Tedding  
11:00 a.m. Cutting  
11:30 a.m. Raking  
12:30 p.m. Baling  
1:30 p.m. Tedding  
2:00 p.m. Raking  
2:30 p.m. Baling  
3:00 p.m. Cutting

#### THURSDAY

10:00 a.m. Tedding  
11:30 a.m. Raking  
12:30 p.m. Baling  
1:00 p.m. Cutting  
1:30 p.m. Tedding  
2:00 p.m. Raking  
2:30 p.m. Baling

## Logo denotes articles of special interest to Sunbelt farmers

The fields of the Sunbelt Ag Expo research farm have been a historic proving ground for Southeastern agriculture during the show's 38-year history.

In this year's official program, look for the special "Focus on the Farm" logo, which indicates the story will focus on topics that will be of interest to farmers involved in production agriculture.

It also includes stories that show what sets the Expo apart from other farm shows.



## DISABILITY ACCESS FOR SUNBELT EXPO

A special entrance at the Expo has been designated for physically disabled visitors. Please go to Gate 3 and proceed to the orange ticket sales booth near the south end of WC-7 in the exhibit grounds. The hard-surface parking area at Gate 3 will provide the easiest access onto the grounds.



The Expo allows wheelchairs, both manual and electric. The use of golf carts, riding mowers, ATVs or any other type of motorized vehicles is prohibited.

Electric scooters, electric wheelchairs and manual wheelchairs are available for rent at the Expo from Scootaround. They are located in section WC-7. Representatives can be reached by phone at 1-888-441-7575 or e-mail them at [info@scootaround.com](mailto:info@scootaround.com) or visit their website <https://locations.scootaround.com/SunbeltAgExpo> Permanent restrooms on the grounds are also accessible to the disabled.

Anyone with a disability may contact the Expo office 24 hours in advance of their arrival to request assistance in meeting any special requirements.



# The School Board of Gadsden County



"Opportunity at Your Fingertips"

ROGER P. MILTON  
SUPERINTENDENT OF SCHOOLS

GADSDEN TECHNICAL INSTITUTE  
Dr. Sylvia R. Jackson, Director  
Career Technical and Adult Education



"Opportunity at Your Fingertips"

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

Sunbelt Ag. Expo / Moultrie, GA  
October 19, 2017

**Documentation showing correlation of the Florida Standards or benchmarks to the field trip request.**

***Florida Department of Education Student Performance Standards & Benchmarks for  
Automotive Service Technology***

S1 BM 1.01-1.25 – Proficiently explain and apply required shop and personal safety tasks relating to the automotive industry.

S2 BM 2.01-2.04 – Explain and apply required tasks associated with the proper use and handling of tools and equipment relating to the automotive industry.

***Florida Department of Education Student Performance Standards & Benchmarks for  
Carpentry***

S1 BM 1.01-1.06 – Apply shop safety skills.

S2 BM 2.01-2.05 – Utilize manual and power tools relevant to the carpentry profession.

***Florida Department of Education Student Performance Standards & Benchmarks for  
Drafting & Design***

S1 BM 1.01-1.08 – Apply basic drafting skills.

S2 BM 2.01-2.12 – Demonstrate mathematics knowledge and skills.

***Florida Department of Education Student Performance Standard & Benchmarks for  
Power Equipment Technologies***

S1 BM 1.01-1.36 – Demonstrate an understanding of workplace safety and workplace organization.

S17 BM 17.01-17.06 – Understand basic two-stroke and four-stroke engines.

***Florida Department of Education Student Performance Standard & Benchmarks for  
Welding***

S1 BM 1.01-1.34 – Demonstrate an understanding and apply workplace safety and workplace organization.

S2 BM 2.01-2.05 - Demonstrate basic knowledge of industrial and manufacturing processes.

## Mission Statement

The mission of Gadsden Technical Institute is to recognize the worth and potential of each student. We are committed to providing opportunities for basic and advanced instruction in a conducive learning environment. The Center encourages academic and technical curiosity, innovation and creativity by integrating applied academic skills in all occupational areas. We strive to instill the attitudes and skills necessary to produce motivated, self-sufficient individuals who are able to function effectively in our ever-changing, complex society.

AUDREY LEWIS  
DISTRICT NO. 1  
HAVANA, FL 32333  
MIDWAY, FL 32343

STEVE SCOTT  
DISTRICT NO. 2  
QUINCY, FL 32351  
HAVANA, FL 32333

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

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

TYRONE D. SMITH  
DISTRICT NO. 5  
QUINCY, FL 32353



**SUMMARY SHEET**



**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 10b

**DATE OF SCHOOL BOARD MEETING:** September 26, 2017

**TITLE OF AGENDA ITEM:** The 2017/18 Open Enrollment

**DIVISION:** Gadsden County Parent Services

**PURPOSE AND SUMMARY OF ITEM:**

Parent Services is seeking Board approval for the 2017 – 18 Open Enrollment

**AMOUNT:** N/A

**PREPARED BY:** Sherrie Taylor

**POSITION:** Parent Services Coordinator

---

**INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER**

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

**SUPERINTENDENT'S SIGNATURE: YES**

**CHAIRMAN'S SIGNATURE: YES**

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

2017 SEP 16 AM 2:17

## Gadsden County Controlled Open Enrollment Plan 2017-2018

### **Contact Information:**

Sherrie Taylor

School Choice and Parent Resource Coordinator

850-627-9651 x 1252

Fax: 850-627-7594

[taylor@gcpsmail.com](mailto:taylor@gcpsmail.com)

Enrollment Plan Link: [www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

### **Open Enrollment Policies**

#### ***1. Application Process***

The School Board shall establish residential attendance zones for each school. All students, unless otherwise provided by School Board rule or authorized by the School Board's order, shall attend the school serving the student's residential attendance zone. A student's residence is the residence of his/her parents(s), as defined by Florida Statutes. Any student residing in the School District shall be assigned to a school for attendance by the Superintendent or his designee.

Gadsden County Schools has open enrollment options for parents to choose a school outside their residential attendance zone school. Gadsden County School District allows parents from any school district in the state, whose child is not subject to a current expulsion or suspension, to enroll his or her child in and transport his or her child to any public school in the district, including charter schools, that have not reached capacity subject to the maximum class size pursuant to Florida Statutes and the Controlled Open Enrollment Plan adopted by the School Board. No student shall be permitted to transfer, enroll, or be admitted to a school when he/she has been expelled or suspended from another school district. This prohibition shall be effective for the period of time in which the student was expelled or suspended from another district. Such students shall be accorded the same appeals procedure which is available for district students.

Charter school open enrollment processes may provide enrollment preferences consistent with the enrollment preferences permitted under the charter school statute (s. 1002.33(10), F.S.), if such preferences are included in the charter school contract. The charter school shall annually post on its website the application process required to participate in controlled open enrollment. Determination of capacity must be listed on the charter school website and must be consistent with its charter school contract.

The assigned school for an out-of-district student shall be designated on the basis of space available. Such transfers shall be made on a nondiscriminatory basis and shall not result in reducing desegregation in either the school district or in reinforcing the dual school system. The

student will be accepted pursuant to the district's controlled open enrollment process described below, and the district will report the student for purposes of the district's funding pursuant to the Florida Education Finance Program. Students residing in the district shall not be displaced by a student from another district who is seeking enrollment through the open enrollment provisions.

The Controlled Open Enrollment Process is approved by the School Board and is consistent with the School Board Policy 5.23\*+. The process includes but is not limited to the following:

- A. Eligibility requirements
- B. Application process for parents to notify the school district of their desire to be part of controlled open enrollment
- C. Method of determining capacity of schools
- D. Capacity determination for each District school
- E. Identification of schools that have not reached capacity
- F. Class size standards (pursuant to s. 1003.03(4), F.S. – determination for capacity will be listed on district and charter websites
- G. Lottery procedure for determining student assignment if transfer requests exceed available space
- H. Provision for a parent to request placement of siblings within the same school
- I. Appeals process for hardship cases
- J. Availability of transportation
- K. Method and timeline for notifying a parent of his/her child's placement for the next school year.

The process for implementing must

- A. Adhere to federal desegregation requirements
- B. Maintain socioeconomic, demographic, and racial balance
- C. Allow a student to remain at the chosen school until he/she completes the highest grade level at the school
- D. Maintain existing academic eligibility criteria for public school choice programs

Information about school choice and special programs is provided annually to the community through parent communication links, listservs, school mail-outs, back pack disseminations, individual program promotional materials, open houses at school sites, school visits, and through the district Parent Resource Center.

Open enrollment options include school choice for grandfathering, sibling support, over/under capacity schools, school safety, and other parent hardships. Preferential treatment will be given to dependent children of active duty military personnel whose move resulted from military orders; children who have been relocated due to a foster care placement in a different school zone; children who move due to a court-ordered change in custody due to separation or divorce; children who have moved due to the serious illness or death of a custodial parent; students at multiple session schools; and students residing in the district.



In all cases, applications for school choice are available at all public schools, the Parent Resource Center, on the district website, or by mail or fax, as requested. The form provides instructions, information, and contact information for questions and support. Applications are processed by the Parent Resource Center. Applications for magnet and special programs are processed at the individual school level in accordance with each program's admissions criteria. Determinations about student eligibility for acceptance into the special program are made based on eligibility of the program.

Applications for other choice options are reviewed by the Parent Resource Center and the Superintendent or his designee taking into consideration any hardships that may need to be accommodated. The Parent Resource Center then updates the student information system. A notification letter responding to a school choice application is sent to parents as soon as possible, including an appeal process in the case of a denial for reassignment based on hardship at a school that is over capacity. Parents with an approved school choice request are directed to the new school to proceed with student enrollment.

## ***2. Process for Declaring School Preference***

Gadsden County School Choice options are available on our website [www.gcps.k12.fl.us](http://www.gcps.k12.fl.us). Applications can be downloaded from the web or picked up at any Gadsden County School, at the district office, or at the Parent Resource Center. Additional applications may be required by special programs.

Gadsden County choice programs include S.T.E.M. Academies (Gadsden County High School), Science Students Together Reaching Individual Diversity and Excellence (S.S.T.R.I.D.E.) offered at Gadsden County High School, West Gadsden Middle School, Gadsden Elementary Magnet School, and James A. Shanks Middle School; Information Technology Academies offered at Gadsden County High, West Gadsden Middle, Carter Parramore Academy, and James A. Shanks Middle School; Culinary Academies offered at Gadsden County High School and West Gadsden Middle School; Law Enforcement Academy offered at Gadsden County High School; Health Academy offered at Gadsden County High School; Biotechnology offered at Gadsden County High School; Arts and Sciences Academy (S.T.E.A.M.) offered at Havana Magnet School; Alternative School at Carter-Parramore Academy; Second-Chance Academy at HOPE Academy; Exceptional Student Education at Gadsden Central Academy; Charter School at Crossroad Academy Dual Enrollment; Gadsden County High School and West Gadsden Middle Schools); Advanced Placement (Gadsden County High School and West Gadsden Middle Schools); Highest Performing Schools are Gadsden Elementary Magnet School and Havana Magnet School; Career and Technical Education Programs are offered at Gadsden County High School and West Gadsden High School through Gadsden Technical Institute. Other Options include Gadsden Virtual, Edgenuity Virtual; FUEL K12 Virtual; Florida Virtual; PAEC Virtual; and Home Education.

Per District School Policy 5.20+, (Assignment Within District), a student may be permitted to attend a school other than the school serving the parents' residential area by completing a Request for Out-of-Zone Assignment Form and submitting the form for the approval or disapproval of the Superintendent or Designee. Parents choosing to send their child to a school outside their home residential zone will be responsible for providing transportation.

A student who has been attending, in the year prior to the designation, a public school that has been classified as performance grade category “F” or has earned three (3) consecutive grades of “D” or a student who is assigned to a public school that has been designated as performance grade category “F” or has earned three (3) consecutive grades of “D” may attend a higher performing public school in the district, virtual or home school, or a school in another district as allowed by law. The district will provide transportation to a student impacted by Florida Statutes for Opportunity Scholarship. Designation of schools included in Opportunity Scholarship Options are determined by Florida Department of Education.

### ***3. Process that Encourages Placement of Siblings within the Same School***

Students who have siblings enrolled at a school other than their home zone school may apply for reassignment to that same school based on sibling support. GCPS understands the importance of keeping brothers and sisters together and encourages parental involvement.

Parents of siblings who are assigned to the same grade level and school may request that the school place the siblings in the same classroom or in separate classrooms. The sibling must be attending the school the same year as the requested reassignment. Students assigned for sibling support may remain at the assigned school until they change grade levels. On the school choice form parents identify "sibling support" and provide the name of the sibling who is at the school that the parent wants the student to be reassigned. Parents choosing this option will be responsible for their own student transportation.

Students attending a "persistently dangerous" school, as defined by State law, have the right to transfer to another "safe" school in the district. Students who are victims of a 'violent crime' on school property also have the right to transfer to another school. If there is not another "safe" school in the district providing instruction at the student's grade level(s), the Superintendent or his designee shall contact neighboring counties and request that they permit students to transfer to a school in one (1) of those counties.

The Superintendent or his designee, will develop and revise this plan as necessary, including administrative procedures necessary to implement these policies. Except for homeless students, foster students and other student safety measures required by Florida Statute, parents who choose these options are required to provide their own student transportation.

### ***Open Borders***

State Lawmakers in 2016 removed school-district boundaries by allowing parents to enroll children in any public school beginning in 2017-18. School districts must accept most students if the school they want to attend has not reached capacity, according to Florida Statutes. If a school has more applications than openings, the law calls for schools to use a lottery to fill the spots.



#### **4. *Lottery Procedure to Determine Student Assignment***

Gadsden County Schools uses a lottery procedure, as necessary, to determine student assignment. Applications for choice schools and special programs are reviewed at the individual school level in accordance with each program's admissions criteria. Students are admitted to the program according to the available capacity in each program. In the case of too many requests for available slots in a special program or choice school, the district reserves the right to hold a lottery to determine admissions. The lottery process is designed to prevent the loss of more than five percent (5%) enrollment at any one school.

#### **5. *Appeals Process for Hardship Cases***

Students may be allowed to attend a school other than their residentially zoned home school based on documented economic or medical hardship, or other documented reason. A reassignment form must be completed, signed by both school administrators and submitted to the Parent Resource Center for review.

A hardship is defined as documented economic or medical factors that are beyond the student's and parent's/guardian's control that have a negative impact on the student's educational process, safety, mental health or physical well-being. Upon receipt of a hardship reassignment request, the Superintendent or his/her designee will afford the parent/guardian or student an opportunity to present such evidence as may be appropriate. Thereafter, the Superintendent will make his/her recommendations to the Board. The Superintendent or his designee will furnish the parent/guardian or student a copy of his/her recommendation to the Board.

If the parent/guardian or student wishes to appeal the recommendation of the Superintendent, they must submit a detailed statement specifying the basis for the disagreement to the Superintendent within ten (10) working days of receipt of the recommendation. If the Superintendent denies the reassignment appeal, the parent/guardian may appeal the decision to the Board at the next Board meeting. The parent/guardian must register for an appeal through the Board secretary prior to the meeting. The Superintendent will permit the student to remain at the current school until a decision is made by the Board. Parents choosing this option will be responsible for providing their own student transportation.

#### **6. *Procedures to Maintain Socioeconomic, Demographic, and Racial Balance***

Gadsden County Schools provides equal opportunity for school choice to all students in the district regardless of race, ethnicity or socioeconomic status. In order to ensure that participation in school choice supports socioeconomic, demographic and racial balance, Gadsden County Schools annually evaluates participation by race and free and reduced lunch eligibility and makes changes accordingly.

#### **7. *Homeless Students***

Pursuant to District School Board Policy 5111.01, (Homeless Students), any child in Gadsden County whose primary nighttime residence is in a supervised publicly or privately operated shelter for temporary accommodations, or in a public or private place not designated for, or



ordinarily used for, continuing human habitation, shall be entitled to enrollment in the district at their school of choice, unless it is determined that it is not in the best interest of the child. Student transportation to their school of choice will be provided within the school district. If the verified homeless situation is such that the student is crossing district lines, the Gadsden County Transportation Department will coordinate transportation between the district and neighboring districts.

#### **8. *Availability of Transportation***

With the exception of homeless students or foster care students, it is the responsibility of the parent/guardian to provide transportation for students who chose to participate in a choice option and are approved to attend a school other than their residentially zone school. Transportation can be arranged by contacting Gadsden County's Transportation Department. Transportation provisions will follow s. 1002.31(2) F.S.

#### **9. *Parental and Family Engagement***

Encouraging and promoting strong parental and family engagement is a priority of every school and department throughout Gadsden County. Throughout the district, there are parent liaisons, community liaisons, instructional specialists, guidance counselors and other staff in positions to strengthen parental involvement. The district does not have specific parental involvement requirements for its public schools, however, individual programs at the schools may require parent participation.

#### **10. *Strategy for Establishing an Information Clearinghouse***

Gadsden County has a full-time, year-round Parent Resource Center that serves as a clearinghouse for information on school choice opportunities for students. In addition, each school disseminates information and promotes their choice options. Information is provided to parents and to the community through parent communication links, listservs, school mail-outs, back pack disseminations, individual program promotional materials, open houses at school sites, school visits, and through the district Parent Resource Center.

#### **11. *Athletic Eligibility***

A student participating in controlled open enrollment or a choice program will be immediately eligible to participate in interscholastic and intrascholastic extracurricular activities. However, a student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets one of the following criteria:

1. Dependent child of active duty military personnel whose move resulted from military orders
2. Child who has been relocated due to a foster care placement in a different school zone
3. Child who moves due to a court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent.
4. Authorized for good cause in district or charter school policy.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10c

DATE OF SCHOOL BOARD MEETING: September 26, 2017

TITLE OF AGENDA ITEM: 2017-2018 Uniform Assessment Schedule

DIVISION:

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

PURPOSE AND SUMMARY OF ITEM: The purpose of this schedule is to list all required statewide assessments and make them available to schools, parents, and community stakeholders as requested by the Florida Department of Education.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Caroline McKinnon

POSITION: District Assessment Coordinator

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

       Number of ORIGINAL SIGNATURES NEEDED by preparer.

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

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

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

2017 SEP - 7 PM 12: 01



## 2017–2018 Uniform Statewide Assessment Calendar

According to Section 1008.22(7)(d), Florida Statutes (F.S.), and State Board of Education Rule 6A-1.094224, Florida Administrative Code (F.A.C.), each school district must complete this uniform calendar with district-required assessment information, publish the calendar to the district website, and provide it to the department by October 1 of each school year, beginning in 2016–17. Districts must provide completed calendars to schools and include the calendar in their parent guides. In addition, each school must publish the completed calendar on its website.

The statewide assessment information in sections 3 and 4 should not be altered; however, districts may otherwise modify and populate this template to accurately indicate their assessment schedules for the school year.

### 1. Glossary of Assessment Terms

The following glossary includes definitions of assessment terms and explanations of acronyms used throughout this template. Districts may add rows as needed for additional glossary terms that are specific to district-required assessments. Do not modify any other information in this section.

Acronym/Term	Definition
ACCESS for ELLs	Assessing Comprehension and Communication in English State-to-State (ACCESS) for English Language Learners (ELLs)
Accommodation	Per Rule 6A-1.0943, F.A.C., “Accommodations are defined as adjustments to the presentation of the statewide standardized assessment questions, methods of recording examinee responses to the questions, scheduling for the administration of a statewide standardized assessment to include amount of time for administration, settings for administration of a statewide standardized assessment, and the use of assistive technology or devices to facilitate the student’s participation in a statewide standardized assessment.”
CBT	Computer-Based Test
Diagnostic	Assessments that measure students’ understanding of a subject area or skills base, which allow teachers and educators to evaluate student learning, focusing on strengths and areas of need
District Window	The selected dates within the statewide window during which a district will administer a given assessment
District-Required Assessments	Assessments required by the school district for students in a specific grade or course
ELA	English Language Arts
EOC	End-of-Course
Evaluative	Assessments that measure student proficiency at selected intervals in order to compare change over time and to compare state-level results
FAIR	Florida Assessments for Instruction in Reading
FLKRS	Florida Kindergarten Readiness Screener
Formative	Formative assessments are the formal and informal ways that teachers and students gather and respond to evidence of student learning. Formative assessments are part of teaching in the classroom. Formative assessments will not result in a score that will appear on a student’s report card, but they serve the greater purpose of informing both students and teachers on what changes need to happen in classroom instruction to better serve the needs of individual students.
FSA	Florida Standards Assessments
FSAA	Florida Standards Alternate Assessment

Rule 6A-1.094224, F.A.C.  
 Form ARM 001  
 Effective July 2016  
 Updated July 31, 2017





## 2017–2018 Uniform Statewide Assessment Calendar

Acronym/Term	Definition
Interim	Interim assessments are administered on a smaller scale (i.e., school or district) with results that can be used at the classroom level or aggregated at the school- or district-level. Depending on the design, interim assessments can be used to predict a student’s ability to succeed on a summative assessment, to evaluate a program, or to diagnose student learning gaps.
NAEP	National Assessment of Educational Progress
NGSSS	Next Generation Sunshine State Standards
PBT	Paper-Based Test
Progress Monitoring	Process used to determine whether a student’s academic performance is improving, at what rate it is improving, and how effective instruction has been
PSAT/NMSQT	Preliminary SAT/National Merit Scholarship Qualifying Test
Summative	Assessments that evaluate student mastery of Florida’s academic standards at or near the conclusion of the course of instruction
Statewide, Standardized Assessments	All assessments required by <a href="#">s. 1008.22</a> , Florida Statutes (F.S.)
Statewide Window	The range of dates during which districts and/or schools may choose to administer a given assessment
Testing Time	The amount of time individual students are each given to respond to test items on each test

### 2. Test, Type, and Purpose/Use

Add rows as needed to define district-required tests, test type, and their purpose/use in your district. If additional types are added, define applicable types in the glossary. Do not modify any other information in this section.

Test	Type	Purpose/Required Use	Statutory Authority/Required Use Citation
ACCESS for ELLs 2.0	Diagnostic	Measure English language acquisition of ELLs	s. 1003.56, F.S.
Alternate ACCESS for ELLs	Diagnostic	Measure English language acquisition of ELLs with significant cognitive disabilities	Rule 6A-6.0902, F.A.C. Rule 6A-6.0903, F.A.C. Rule 6A-6.09021, F.A.C.
FAIR	Diagnostic/Progress Monitoring	Provides general estimate of students’ reading ability/monitors students’ progress toward meeting grade-level skills in reading	s. 1008.25(4), F.S.
FLKRS	Diagnostic/Progress Monitoring	Determine readiness for kindergarten; used to calculate VPK Provider Kindergarten Readiness Rates	s. 1002.69, F.S. Rule 6M-8.601, F.A.C.

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Test	Type	Purpose/Required Use	Statutory Authority/Required Use Citation
FSA	Summative	Purpose: Measure student achievement of Florida’s academic standards (Florida Standards, Next Generation Sunshine State Standards)  Required uses: third grade retention; high school standard diploma; EOC assessments as 30% of course grade; school grades; school improvement rating; district grades; differentiated accountability; scholar designation; federal reporting; Credit Acceleration Program (CAP); school improvement plans; school, district, state, and federal reporting  Optional uses: progress monitoring in accordance with student progress plan	s. 1008.22, F.S. Rule 6A-1.09422, F.A.C. Rule 6A-1.0943, F.A.C. Rule 6A-1.09432, F.A.C. Rule 6A-1.094223, F.A.C s. 1008.25, F.S. Rule 6A-1.094221, F.A.C. Rule 6A-1.094222, F.A.C. s. 1003.4156, F.S. s. 1003.4282, F.S. s. 1008.34, F.S. Rule 6A-1.09981, F.A.C. s. 1008.341, F.S. Rule 6A-1.099822, F.A.C. s. 1008.33, F.S. Rule 6A-1.099811, F.A.C. s. 1012.34, F.S. s. 1002.38, F.S.
FSAA	Summative		
NGSSS EOC Assessments	Summative		
Statewide Science Assessment	Summative		
NAEP	Evaluative	Measure student performance for comparison among state and national populations over time	s. 1008.22, F.S.
PreACT	Summative	Inform course placement	s. 1007.35, F.S.
PSAT/NMSQT	Summative	Inform course placement	s. 1007.35, F.S.

### 3. Required Statewide Assessments

The following assessments are required for students as indicated in the Students to Be Tested column.

Populate the **District Window** column for each assessment in the table below. Do not modify any other information in this section. When calculating total test time in Section 6, do not include times for assessments indicated by grey rows, which indicate duplicate assessment windows (e.g., EOCs), assessments that take the place of another assessment, or assessments that do not have a specified testing time.



## 2017–2018 Uniform Statewide Assessment Calendar

Assessment	Students to Be Tested	Statewide Window	District Window	Mode	Testing Time	Results Expected
FLKRS	Kindergarten	July 10–October 20, 2017	<b>August 14–September 25, 2017</b>	CBT <sup>1</sup>	15–20 minutes	Immediately following test completion
FSA—Datafolio	Students with significant cognitive disabilities for whom participation in the general statewide assessment is inappropriate, even with accommodations	Collection Period 1: September–October 2017	N/A	PBT/CBT <sup>1</sup> (based on IEP)	Varies/Untimed	June 2018
FSA Algebra 1 and Geometry EOC assessments	Students enrolled in associated courses	September 11–22, 2017	<b>September 11–22, 2017</b>	CBT <sup>1</sup>	180 minutes <sup>2</sup>	October 2017
NGSSS Biology 1, Civics, and U.S. History EOC assessments	Students enrolled in associated courses	September 18–29, 2017	<b>September 18–29, 2017</b>	CBT <sup>1</sup>	160 minutes <sup>3</sup>	October 2017
FSA—Datafolio	Students with significant cognitive disabilities for whom participation in the general statewide assessment is inappropriate, even with accommodations	Collection Period 2: November–December 2017	N/A	PBT/CBT <sup>1</sup> (based on IEP)	Varies/Untimed	June 2018
FSA Algebra 1 and Geometry EOC assessments	Students enrolled in associated courses	November 27–December 15, 2017	<b>November 27–December 15, 2017</b>	CBT <sup>1</sup>	180 minutes <sup>2</sup>	January 2018
NGSSS Biology 1, Civics, and U.S. History EOC assessments	Students enrolled in associated courses	November 27–December 15, 2017	<b>November 27–December 15, 2017</b>	CBT <sup>1</sup>	160 minutes <sup>3</sup>	January 2018



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Assessment	Students to Be Tested	Statewide Window	District Window	Mode	Testing Time	Results Expected
FSA—Datafolio	Students with significant cognitive disabilities for whom participation in the general statewide assessment is inappropriate, even with accommodations	Collection Period 3: February–March 2018	N/A	PBT/CBT <sup>1</sup> (based on IEP)	Varies/Untimed	June 2018
FSA ELA – Writing	Grades 8–10	March 1–9, 2018	<b>March 1-8, 2018</b>	CBT <sup>1</sup>	120 minutes	June 2018
FSA ELA – Writing	Grades 4–7	March 5–9, 2018	<b>March 6, 2018</b>	PBT	120 minutes	June 2018
FSA—Performance Task	Students with significant cognitive disabilities for whom participation in the general statewide assessment is inappropriate, even with accommodations	February 26–April 27, 2018	N/A	PBT/CBT <sup>1</sup> (based on IEP)	Varies/Untimed	June 2018
FSA ELA – Reading	Grade 3	April 9–13, 2018	<b>April 10-11, 2018</b>	PBT	160 minutes	May 2018
FSA ELA – Reading	Grades 4–10	April 16–May 11, 2018	<b>April 16-May 11, 2018</b>	CBT <sup>1</sup>	Grades 4–5 Reading: 160 minutes Grades 6–8 Reading: 170 minutes Grades 9–10 Reading: 180 minutes	June 2018
FSA Mathematics	Grades 3–8	April 16–May 11, 2018	<b>April 16-May 11, 2018</b>	CBT <sup>1</sup>	Grades 3–5 Mathematics: 160 minutes Grades 6–8 Mathematics: 180 minutes	June 2018
FSA Algebra 1 and Geometry EOC assessments	Students enrolled in associated courses	April 16–May 11, 2018	<b>April 16-May 11, 2018</b>	CBT <sup>1</sup>	180 minutes <sup>2</sup>	June 2018

## 2017–2018 Uniform Statewide Assessment Calendar

Assessment	Students to Be Tested	Statewide Window	District Window	Mode	Testing Time	Results Expected
NGSSS Biology 1, Civics, and U.S. History EOC assessments	Students enrolled in associated courses	April 16–May 11, 2018	<b>April 16-May 11, 2018</b>	CBT <sup>1</sup>	160 minutes <sup>3</sup>	June 2018
NGSSS Statewide Science Assessment	Grades 5 and 8	April 30–May 4, 2018	<b>May 1-4, 2018</b>	PBT	160 minutes	June 2018
FSA Algebra 1 and Geometry EOC assessments	Students enrolled in associated courses	July 9–20, 2018	<b>July 9-19, 2018</b>	CBT <sup>1</sup>	180 minutes <sup>2</sup>	August 2018
NGSSS Biology 1, Civics, and U.S. History EOC assessments	Students enrolled in associated courses	July 9–20, 2018	<b>July 9-19, 2018</b>	CBT <sup>1</sup>	160 minutes <sup>3</sup>	August 2018

<sup>1</sup> Paper-based accommodations (e.g., regular print, large print, braille, one-item-per-page) for computer-based tests are available to eligible students if indicated as an accommodation on an IEP or Section 504 plan.

<sup>2</sup> Any student taking an FSA EOC assessment who has not completed a session by the end of the allotted time may continue working up to half the length of a typical school day.

<sup>3</sup> Any student taking an NGSSS EOC assessment who has not completed the session by the end of the allotted time may continue working; however, testing must be completed within the same school day.

### 4. Statewide Assessments for SELECT Students

The following assessments are only intended for selected students/students in certain sub-groups. Populate the **District Window** column for the assessments in the table below. If an assessment is not being administered in your district, indicate “N/A” in the District Window column. Do not modify any other information in this section.

Because the tests included in this section are not administered to all students or, in some cases, are optional for students, the testing time for these tests should not be included in the total testing time calculated in Section 6.

Assessment	Applicable Students <sup>4</sup>	Statewide Window	District Window	Mode	Testing Time	Results Expected
FAIR	Grades 3–12	Assessment Period (AP) 1: First day of school– November 3, 2017	<b>N/A</b>	CBT <sup>1</sup>	45 minutes	1 week after
PreACT	Grade 10	September–December 2017	<b>N/A</b>	PBT	150 minutes	Approximately 2 weeks after testing
ELA Grade 10 Retake – Writing		September 11–22, 2017	<b>September 11-22, 2017</b>	CBT <sup>1</sup>	120 minutes <sup>2</sup>	December 2017
ELA Grade 10 Retake – Reading		September 11–29, 2017	<b>September 11-29, 2017</b>	CBT <sup>1</sup>	180 minutes <sup>2</sup>	December 2017



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Assessment	Applicable Students <sup>4</sup>	Statewide Window	District Window	Mode	Testing Time	Results Expected
FCAT 2.0 Reading Retake		September 18–29, 2017	<b>September 18-29, 2017</b>	CBT <sup>1</sup>	Up to a typical school day	November 2017
PSAT/NMSQT	Grade 10	October 11, 2017	<b>October 11, 2017</b>	PBT	165 minutes	January 2018
FAIR	Grades 3–12	AP 2: November 6–February 9, 2018	<b>N/A</b>	CBT <sup>1</sup>	45 minutes	1 week after
ACCESS for ELLs 2.0	Grades K–12 currently classified as ELL with “LY” code	January 29–March 23, 2018	<b>January 29-March 23, 2018</b>	PBT	Kindergarten: 45 minutes Grades 1–12: 105–245 minutes (varies by grade-level/tier)	June 2018
Alternate ACCESS for ELLs	Grades 1–12 with significant cognitive disabilities and currently classified as ELL with “LY” code	January 29–March 23, 2018	<b>January 29-March 23, 2018</b>	PBT	80 minutes	June 2018
NAEP – Civics, Geography, U.S. History, and Technology & Engineering Literacy	Grade 8	January 29–March 9, 2018	<b>N/A</b>	PBT and CBT	90–120 minutes	Spring 2019 (National results)
NAEP – Mathematics, Reading, and Science Pilots; Reading Special Studies	Grades 4, 8, and 12	January 29–March 9, 2018	<b>N/A</b>	CBT	90–120 minutes	N/A
FAIR	Grades 3–12	AP 3: February 12–June 8, 2018	<b>N/A</b>	CBT <sup>1</sup>	45 minutes	1 week after
ELA Grade 10 Retake – Writing		February 26–March 2, 2018	<b>February 26-March 2, 2018</b>	CBT <sup>1</sup>	120 minutes <sup>2</sup>	May 2018
ELA Grade 10 Retake – Reading		March 19–April 6, 2018	<b>March 19-April 6, 2018</b>	CBT <sup>1</sup>	180 minutes <sup>2</sup>	May 2018
FSA Algebra 1 Retake EOC <sup>5</sup>		March 19–April 6, 2018	<b>March 19-April 6, 2018</b>	CBT <sup>1</sup>	180 minutes <sup>2</sup>	May 2018
FCAT 2.0 Reading Retake		March 19–April 6, 2018	<b>March 19-April 6, 2018</b>	CBT <sup>1</sup>	Up to a typical school day	May 2018

<sup>1</sup> Paper-based accommodations (e.g., regular print, large print, braille, one-item-per-page) for computer-based tests are available to eligible students if indicated as an accommodation on an IEP or Section 504 plan.



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<sup>2</sup> Any student taking an FSA ELA Retake or EOC assessment who has not completed the session by the end of the allotted time may continue working up to half the length of a typical school day.

<sup>3</sup> Any student taking an NGSSS EOC assessment who has not completed a session by the end of the allotted time may continue working; however, testing must be completed within the same school day.

<sup>4</sup> If indicated, “applicable students” relates to the sub-group(s) of students who *may* take that assessment; it does not indicate that all students throughout the state in that sub-group will take that assessment. Assessments for which no applicable student group is listed are available to students as needed but are not limited to any specific sub-group.

<sup>5</sup> The FSA Algebra 1 EOC Assessment is only offered as a separate Retake assessment during the Spring administration; students retaking the FSA Algebra 1 EOC in Fall, Winter, or Summer participate in the regular EOC administration.

### 5. District-Required Assessment Information

Complete the table below with assessments that are required for all schools in your district.

Assessment	Students to Be Tested	District Window	Mode	Testing Time	Results Expected
I-Ready Diagnostic	Grades K-8	Quarterly	CBT	160 Minutes	Yes
ACALETICS	Grades 2-8	Quarterly	CBT	160 Minutes	Yes
Civics	Grade 7	Quarterly	PBT	160 Minutes	Yes

### 6. Estimates of Total Testing Time by Grade Level

Estimates of average time for administering state-required and district-required assessments (listed in Sections 3 and 5 above) by grade level. Subject-based assessments should be included with the grade level to which they are most likely to be administered (e.g., Biology 1 with grade 9).

Grade Level	Statewide Assessments	District Assessments	Approximate Total Testing Time (In Minutes)
K	15–20	-	15-20
1	0	160	160
2	0	160	160
3	320	320	640
4	440	960	1,400
5	600	960	1,560

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6	470	960	1,430
7	630	960	1,590
8	630	960	1,590
9	640		
10	480		
11	160		
12	0		