

# AGENDA

## REGULAR SCHOOL BOARD MEETING

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

September 22, 2020

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 25, 2020, 4:30 p.m. – School Board Workshop
- b. August 25, 2020, 6:00 p.m. – Regular School Board Meeting
- c. September 8, 2020 – 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 #4**

- a. Personnel 2020 -2021

ACTION REQUESTED: The Superintendent recommends approval.

#### 7. AGREEMENT/CONTRACT/PROJECT APPLICATIONS

- a. Cooperative Agreement for Inter-County Transfer of Exceptional Students Between Leon County School Board and Gadsden County School Board  
**SEE PAGE #6**

Fund Source: State FTE Funds  
Amount: (determined by formula)

ACTION REQUESTED: The Superintendent recommends approval.

- b. Dual Enrollment Articulation Agreement Between Tallahassee Community College and Gadsden County Schools 2020 – 2021- **SEE PAGE #11**  
 Fund Source: FEFP  
 Amount: Undetermined – based upon enrollment  
 ACTION REQUESTED: The Superintendent recommends approval.
- c. eWalk, Harris School Solutions – **SEE PAGE #29**  
 Fund Source: Title V, Part B  
 Amount: \$21,200.00  
 ACTION REQUESTED: The Superintendent recommends approval.
- d. Beacon Educator Partnership – **SEE PAGE #34**  
 Fund Source: Title V, Part B  
 Amount: \$25,000.00  
 ACTION REQUESTED: The Superintendent recommends approval.
- e. Revised 2020 2021 Resolutions for PAEC Services – **SEE PAGE #38**  
 Fund Source: General Fund  
 Amount: \$90,591.31  
 ACTION REQUESTED: The Superintendent recommends approval.
- f. Contract with Goede, Adamczyk, DeBoest & Cross, PLLC – Attorneys in Claim against Florida Municipal Insurance Trust - **SEE PAGE #48**  
 Fund Source: General Fund  
 Amount: If Recovery is made, fees range between 5% and 20% of recovery amount per contract  
 ACTION REQUESTED: The Superintendent recommends approval.

8. EDUCATIONAL ISSUES

- a. 2020 – 2021 Controlled Open Enrollment Plan - **SEE PAGE #56**  
 Fund Source: FEFP  
 Amount: Undetermined – based upon enrollment  
 ACTION REQUESTED: The Superintendent recommends approval.
- b. 2020 – 2022 School Health Services Plan - **SEE PAGE #67**  
 Fund Source: N/A  
 Amount: N/A  
 ACTION REQUESTED: The Superintendent recommends approval.

- c. 2020 – 2021 Uniform Assessment Schedule – **SEE PAGE #92**

Fund Source: N/A

Amount: N/A

**ACTION REQUESTED:** The Superintendent recommends approval.

ITEMS FOR DISCUSSION

9. FACILITIES UPDATE
10. EDUCATIONAL ITEMS BY THE SUPERINTENDENT
11. SCHOOL BOARD REQUESTS AND CONCERNS
12. ADJOURNMENT

# THE SCHOOL BOARD OF GADSDEN COUNTY

6a



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"*

September 22, 2020

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

Dear School Board Members:

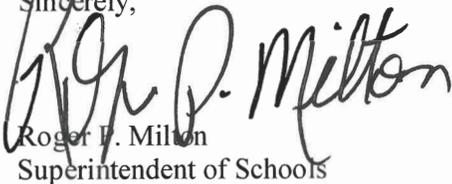
**I am recommending that the attached list of personnel actions be approved, as indicated. I further recommend that all appointments to grant positions be contingent upon funding.**

### **Item 6A Instructional and Non-Instructional Personnel 2020-2021**

The following reflects the total number of full-time employees in this school district for the 2020-2021 school term, as of September 22, 2020.

<u>Description Per DOE Classification</u>	<u>DOE Object#</u>	<u>#Employees September 2020</u>
Classroom Teachers and Other Certified	120 & 130	361.00
Administrators	110	56.00
Non-Instructional	150, 160, & 170	386.00
		<u>803.00</u>

Sincerely,

  
Roger P. Milton  
Superintendent of Schools

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

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

Leroy McMillan.  
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

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**AGENDA ITEM 6A INSTRUCTIONAL AND NON INSTRUCTIONAL 2020/2021**

**INSTRUCTIONAL**

<b><u>Name</u></b>	<b><u>Location</u></b>	<b><u>Position</u></b>	<b><u>Effective Date</u></b>
Martin, Harold	CPA	Teacher	09/15/2020
Uribe, Ruben	GCHS	Teacher	09/09/2020

**NON INSTRUCTIONAL**

<b><u>Name</u></b>	<b><u>Location</u></b>	<b><u>Position</u></b>	<b><u>Effective Date</u></b>
Aguilar Maldonado, Jacqueline	GBES	Secretary	09/03/2020
Fagg, Willie	WGMS	Education Paraprofessional	09/14/2020
Lewis, Kimmie	Maintenance	Plumber	09/03/2020
Peterson, Cheryl	District	Reading Specialist	09/21/2020
Thomas, Sharon	Exceptional Student Education	Director	09/09/2020

**PART TIME**

Campbell, Cedrick	WGMS	Education Paraprofessional	09/14/2020
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**REQUESTS FOR LEAVE, RESIGNATION, TRANSFERS, RETIREMENTS, TERMINATIONS OF EMPLOYMENT:**

**LEAVE**

<b><u>Name</u></b>	<b><u>Location/Position</u></b>	<b><u>Beginning Date</u></b>	<b><u>Ending Date</u></b>
Holloman, Anne	Transportation/Bus Aide	08/31/2020	11/26/2020

**RESIGNATION**

Aguilar Maldonado, Jacqueline*	GBES	Education Paraprofessional	09/03/2020
Bush, Nakendra	Transportation	Bus Aide	09/04/2020
Dawson, Stafford	GEMS	Teacher	09/18/2020
Lewis, Kimmie*	Maintenance	Maintenance Worker	09/02/2020

\*Resigned to accept another position within the District.

**TRANSFERS**

<b><u>Name</u></b>	<b><u>Location/Position Transferring From</u></b>	<b><u>Location/Position Transferring To</u></b>	<b><u>Effective Date</u></b>
Baskin, Myra	GWM/SFS Worker	GEMS/SFS Worker	09/01/2020
Betsey, Vanessa	GCHS/SFS Worker	GWM/SFS Worker	09/01/2020
Smith, Jomala	GWM/SFS Worker	GBES/SFS Worker	09/01/2020
Stephens, Farah	GCHS/SFS Worker	GWM/SFS Worker	09/01/2020
Williams, Vilie	GWM/SFS Worker	SSES/SFS Worker	09/01/2020

**SUBSTITUTE**

**Teacher**

Morgan Smith, Shaneasia

# SUMMARY SHEET

## RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7a

Date of School Board Meeting: September 22, 2020

TITLE OF AGENDA ITEM: COOPERATIVE AGREEMENT FOR INTER-COUNTY TRANSFER OF EXCEPTIONAL STUDENTS BETWEEN LEON COUNTY SCHOOL BOARD AND GADSDEN COUNTY SCHOOL BOARD

DIVISION: EXCEPTIONAL STUDENT EDUCATION

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

### PURPOSE AND SUMMARY OF ITEM:

(Type and Double Space)

This is an Annual Review of Contractual Agreement for Inter-County Transfer of Exceptional Students by the School Board of Leon County and the School Board of Gadsden County. The School Board of Leon County provides and operates special programs for properly identified special education students from Gadsden County. The special program contract is for Hearing Impaired, and other students specifically identified by individual contract. Students are placed at the following school sites: Swift Creek Middle School, Lincoln High School, and Gretchen Everhart Special Day School.

FUND SOURCE: STATE FTE FUNDS

AMOUNT: (determined by formula)

PREPARED BY: Sharon B. Thomas   
POSITION: Director, Exceptional Student Education

### INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer

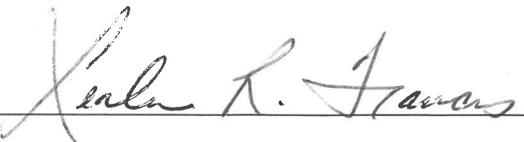
SUPERINTENDENT'S SIGNATURE: page(s) numbered 4

CHAIRMAN'S SIGNATURE: page(s) numbered 4

Be sure that the COMPTROLLER has signed the budget page.

This form is to be duplicated on light blue paper.

summary.for  
revised 0591

Proof read by: Keala R. Thomas 

BOARD CHAIR  
DeeDee Rasmussen

BOARD VICE CHAIR  
Georgia "Joy" Bowen



BOARD MEMBERS  
Darryl Jones  
Alva Swafford Striplin  
Rosanne Wood

SUPERINTENDENT  
Rocky Hanna

**CONTRACTUAL AGREEMENT  
FOR INTER-COUNTY  
TRANSFER OF EXCEPTIONAL STUDENTS**

This agreement entered into the **31st day of August, 2020**, by the School Board of Leon County and the School Board of **Gadsden County** is for the purpose of defining the responsibilities of each as it relates to exceptional students who reside in one county and attend schools in the other and delineating the conditions under which the contract shall be executed.

- I. The School Board of Leon County agrees to make available exceptional student education services in certain exceptional education programs and assignments within certain grade levels at specific sites in the district. Those programs, assignments, grade levels and sites are as follows:

<b>PROGRAM ASSIGNMENT</b>	<b>GRADE LEVEL</b>	<b>SITE</b>
Special Day School	PK-12	Everhart
DHH Program	6-8	Swift Creek
DHH Program	9-12	Lincoln

Parents and home zone school sites must in all cases contact the **Gadsden County** ESE Director. The ESE Director will contact the Leon County School ESE Director for all Leon County school assignments. **Gadsden County** school sites may not directly contact Leon County school site administrators.

The School Board of **Gadsden County** and the parents will develop an individual educational plan (IEP) for exceptional students in conjunction with the School Board of Leon County. As determined by the IEP, those exceptional students in need of programs, assignments, grade levels and at sites included herein may be served by the School Board of Leon County. Only if programs, facilities and personnel are available will students be considered.

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- II. In providing these Special Education Programs, the School Board of Leon County shall be responsible for:
- A. Provision and maintenance of adequate and appropriate facilities to house the program(s);
  - B. Provision of sufficient certified instructional and qualified non-instructional personnel, necessary for a quality program, including teacher, therapists, and a supervisor or coordinator;
  - C. Notifying and obtaining the agreement of the participating district in any decision regarding the assignment of instructional staff in excess of the approved staffing ratio of the School Board of Leon County in order to provide appropriate instruction for a student from the participating district.
  - D. Provision of necessary equipment, materials and supplies for each student;
  - E. Provision of all other direct and indirect services necessary to conduct a quality program, except those responsibilities specifically designated in this agreement as the responsibility of the participating county;
  - F. Provision of dismissal or reevaluation information for students from the School Board of **Gadsden County**.
  - G. Initiating and conducting annual Individual Education Plan meeting and reevaluation consideration meeting in accordance with 6A-6.0331, FAC and in conjunction with the School Board of Gadsden County.
- III. As a participating school district, the School Board of **Gadsden County** shall be responsible for:
- A. Provision of transportation for those students from its county who are enrolled in the program. The transportation schedule shall enable students to participate in the program for at least the minimum number of hours required for the age or grade group;
  - B. Provision of the evaluation information and eligibility process conducted in accordance with Florida State Board of Education Administrative Rules 6A-6.0331, FAC, 6A-6.03011, FAC and 6A-6.03013, FAC;
  - C. Provision of the assignment and dismissal process in accordance with 6A-6.03028, FAC, 6A-6.0311, FAC and 6A-6.0331, FAC;
  - D. Initiating and conducting initial Individual Education Plan meeting in accordance with 6A-6.0331, FAC and in conjunction with the School Board of Leon County;
  - E. Legal costs incurred through the due process procedure as a result of a student's assignment;
  - F. The salary of personnel required to instruct students from the participating district in excess of the approved staffing ratio of the School Board of Leon County;
  - G. Adhering to the school calendar and hours designated by the School Board of Leon County.

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IV. Funding for exceptional student programs shall follow the procedure specified within this section:

A. The School Board of Leon County shall:

1. Provide the 2020-2021 formula calculation for the Regional Funding Fee;
2. Provide an invoice after the February FTE period to June 1 based on a formula using discretionary tax dollars in the general fund (FEFP calculation) projected total weighted FTE for contracted students multiplied by the Regional Funding Fee; and the salary of any teacher, classroom aide, interpreter or classroom support personnel required for individual instruction as a result of the behavior and/or communication needs of a Gadsden County student;
3. Submit or receive funds as an adjustment to the “Regional Funding Fee” following the June FTE and end-of-year close out. That is, provided the actual end of year formula factors creates an under or over payment of \$100 or more for the current fiscal year.

B. The School Board of Gadsden County shall:

1. Receive all FTE funds generated from Transportation of their students to Leon County; **all community based instructional trips will be invoiced separately by the Leon County Transportation Department.**
2. Submit payment to the School Board of Leon County based on the statement of account described under IV A of this section. This payment shall arrive no later than June 30, 2021;
3. Submit or receive funds as an adjustment to the Regional Funding Fee payment projections and actual salary reimbursement for any teacher, classroom aide, interpreter or classroom support personnel required for instruction as a result of the behavior and/or communication needs of a Gadsden County student, if actual weighted FTE creates an under or over payment of \$100 or more. This adjustment will be made following the June FTE and prior to October 1, 2020.

This Agreement shall take effect August 31, 2020 and continue until June 10, 2021. This contract supersedes any previous agreements. The School Board of Leon County and the School Board of Gadsden County shall abide by Section 1001.42(4)(d)(3.), Florida Statutes, for Settlement of Disagreements, which states “In the event an agreement cannot be reached relating to any phase of the project or activity, the matter may be referred jointly by the cooperating school boards, or by any individual school board of the cooperating districts, to the Department of Education for decision under regulations of the state board, and its decision shall be binding on all school boards of the cooperating districts”.

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**Extended School Year Services (ESY)**

- I. Services for Extended School Year (ESY) will be determined by the IEP team based on the State of Florida Indicators for Extended School Year.
  - A. The School Board of Leon County agrees to make available extended school year exceptional student education services for students who are being served under this contract based upon IEP team determination (including representation from Gadsden County). Extended School Year services are defined as any services provided outside of the adopted Leon County School Board Calendar. All provisions agreed upon in the yearly contractual agreement are extended for extended school year services, i.e., among other things, **Gadsden County** will be required to pay for all costs associated with the employment of one-on-one aides during ESY.
  - B. Funding: Extended School Year services will be provided by Leon County for **Gadsden County** students for a cost of twenty-five dollars per student per hour of ESY services.
  - C. Transportation: Transportation for those students from **Gadsden County**, who are determined to by the IEP Team, including representation from Gadsden County, in need of ESY services, will be provided by the School Board of **Gadsden County**.

The agreement executed the day and year first written above.

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

BY: \_\_\_\_\_  
Board Chairperson

DATE: \_\_\_\_\_

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

BY: \_\_\_\_\_  
DeeDee Rasmussen, Chair

DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
Rocky Hanna, Superintendent

DATE: \_\_\_\_\_

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**Building the Future Together**

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

**AGENDA ITEM NO.** 7b

**DATE OF SCHOOL BOARD MEETING:** September 22, 2020

**TITLE OF AGENDA ITEM:** Dual Enrollment Articulation Agreement between Tallahassee Community College and Gadsden County Schools 2020-2021

**DIVISION:** Secondary Education

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

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

The purpose of this agenda item is to request board approval of the Dual Enrollment Articulation Agreement between the School Board of Gadsden County and Tallahassee Community College governing the enrollment of students for the 2020-2021 school term.

**FUND SOURCE:** FEFP

**AMOUNT:** Undetermined – based upon enrollment

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

**POSITION:** Area Director of Secondary Education/Adult, Career and Technical 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   17  

CHAIRMAN’S SIGNATURE: page(s) numbered   17  



# 2020 – 2021 Dual Enrollment Articulation Agreement

## Gadsden County Schools and Tallahassee Community College

### Introduction

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee Community College, hereinafter referred to as TCC, and the District School Board of Gadsden County, hereinafter referred to as the School Board. The term of this agreement shall commence upon signing and shall end July 31, 2021.

The local Articulation Committee shall consist of the following: Committee members from the School Board will be appointed by the Superintendent of the School Board or designee. Committee members from TCC will be appointed by the President of TCC or designee.

Either party may cancel this Agreement upon thirty (30) days written notice should the other party fail substantially to perform in accord with its terms through no fault of the party initiating the termination. This Agreement may be amended only by written communication signed by the Superintendent of the District School Board of Gadsden County and the President of Tallahassee Community College.

### I. A ratification or modification of all existing articulation agreements

This agreement replaces any existing agreement with TCC and the School Board regarding the Dual Enrollment Articulation Agreement existing as of the start of the term set forth above.

### II. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program

It is the responsibility of the high schools in the district to inform students of the availability of the dual enrollment program requirements and currently offered courses through educational planning and guidance process. Each high school will advertise dual enrollment through a variety of methods. High school personnel will direct students to meet with their high school guidance counselors if they are interested in learning more about participation in dual enrollment. High school guidance counselors will review with the student criteria for participation in the dual enrollment program. Information will also be available to students and parents on TCC's Dual Enrollment website.

It is the responsibility of the high schools to notify parents about the option for their child to participate in dual enrollment courses through a variety of means.

### III. A delineation of courses and programs available to students eligible to participate in dual enrollment

Section 1007.271(1), Florida Statutes, establishes that “the dual enrollment program is the enrollment of an eligible secondary student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree”. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student. Physical education skills courses and college preparatory instruction are not eligible for dual enrollment.

Students enrolled as dual enrollment, early admission, or career dual enrollment shall be exempt from the payment of registration, tuition, and laboratory fees. Students enrolled as dual enrollment, early admission, and career dual enrollment, will be eligible to participate in both high school and college activities as appropriate including graduation and other extracurricular activities. Participation in all college activities must be approved by the Vice President for Student Affairs.

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available upon request. Eligible courses may be taken in any format that TCC offers them unless otherwise specified in the agreement.

College courses are offered on the main campus, high school campuses, and through distance learning.

#### **Early Admission Dual Enrollment**

Early Admission shall be a form of dual enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis (minimum of 12 credit hours and maximum of 15 credit hours) in courses that are creditable toward the high school diploma and the associate or baccalaureate degree. Early admitted students will be exempt from the payment of registration, tuition, and laboratory fees. Both the high school and TCC must approve Early Admission for a high school student each semester.

#### **Career Dual Enrollment**

Career dual enrollment is a curricular option of elective credits toward earning the high school diploma and completing a career-preparatory certificate program (PSAV). Career dual enrollment is not intended to enable students to take isolated courses unrelated to a program. The School Board will inform all students of the options available and the eligibility criteria.

For 2020-2021, career dual enrollment through TCC is not available.

**IV. A description of the process by which students and their parents exercise options to participate in the dual enrollment program**

**Application Process for Jump Start Students**

**For Fall 2020 Enrollment Only**

Step 1: Complete [TCC Online Application](#).

Step 2: Complete the Super Strong Assessment.

Step 3: Complete the Permission to Register Form with your guidance counselor. Your guidance counselor will help you to choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form. [Click here to access the form.](#)

Step 4: Schedule a meeting with the TCC Dual Enrollment Coordinator to discuss the student's academic plan.

Step 5: Submit the documents below prior to or during your meeting with the TCC Dual Enrollment Coordinator. Documents can be emailed to the TCC Dual Enrollment Coordinator or you can bring them to your meeting.

- Copy of Super Strong assessment results
- Permission to register form
- High school transcript (please use the FASTER system)

Step 6: During your meeting with the TCC Dual Enrollment Coordinator, you will be registered for your TCC courses that are listed on your Permission to Register Form.

**Jump Start Student Course Options on TCC's Campus**

The list below reflects the courses available for Fall 2020:

- A. National Government (POS1041)
- B. Concepts of Positive Living (HSC1100)
- C. College Success (SLS1510)
- D. Composition I (ENC1101C)
- E. Intermediate Algebra (MAT1033)
- F. College Algebra (MAC1105C)

TCC Course	Alternative Method for Dual Enrollment Eligibility (For Jump Students Only)
ENC 1101	ERW score $\geq$ 430 on PSAT/NMSQT or;
	English Language Arts Reading Level $\geq$ 4 or;
	B or better grade English Honors (10th grade or higher or meets 10th competencies) or;
	B or better in English course for AP, IB, or Cambridge/AICE programs
MAT 1033 MGF 1106 MGF 1107	Math score $\geq$ 480 on PSAT/NMSQT or;
	Math FSA or Algebra EOC level $\geq$ 4 or;
	B or better grade in Algebra 1 Honors, Algebra 2, or Algebra 2 Honors
MAC 1105	Math score $\geq$ 530 on PSAT/NMSQT or;
	B or better grade in Pre-calculus or higher or;
	B or better in Math course for AP, IB, or Cambridge/AICE programs
MAC 1105C	Math score $\geq$ 530 on PSAT/NMSQT or;
	B or better in Algebra 2 or Algebra 2 honors or;
Placement in mathematics courses will be determined by the student's algebra or non-algebra track program of study.	
Additional initial eligibility requirement includes an unweighted high school GPA of 3.0 or higher.	
Common placement tests scores (PERT, SAT, ACT) fewer than 2 years old can be used.	

Note: The Jump Start Program emerged from Emergency Order No. 2020-EO-02, signed by Commissioner Richard Corcoran on May 15<sup>th</sup>, 2020. One of the provisions of the order suspends the testing requirement for student eligibility regarding initial enrollment in the college dual enrollment courses taken through December 31<sup>st</sup>, 2020. For the spring semester, student eligibility for initial enrollment in the College's dual enrollment program will adhere to the previous requirements, unless otherwise noted by the Commissioner of

Education. Additionally, the jump start program will only be available to students in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade.

### **Application Process for Traditional (New) Dual Enrollment Students**

#### **For Spring 2021 Enrollment Only**

Step 1: Complete [TCC Online Application](#).

Step 2: Meet with high school guidance counselor to discuss testing options.

Step 3: Complete the Permission to Register Form with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form. [Click here to access the form.](#)

Step 4: Schedule a meeting with the TCC Dual Enrollment Coordinator.

Step 5: Submit the documents below prior to or during your meeting with the TCC Dual Enrollment Coordinator. Documents can be emailed to the TCC Dual Enrollment Coordinator or you can bring them to your meeting.

- Copy of test scores
- Permission to register form
- High school transcript (please use the FASTER system)

Step 6: During your meeting with the TCC Dual Enrollment Coordinator, you will be registered for your TCC courses that are listed on your Permission to Register Form.

**Note:** If Emergency Order No. 2020-EO-02 continues through the spring, new dual enrollment students will adhere to the process listed in the section that reads: Application Process for Jump Start Students.

### **Application Process for Early Admission Students**

Step 1: Complete [TCC Online Application](#).

Step 2: Meet with high school guidance counselor to discuss testing options.

Step 3: Complete the Permission to Register Form with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form. [Click here to access the form.](#)

Step 4: Complete the Permission for Early Admission Form with your guidance counselor. [Click here to access the form.](#)

Step 5: Schedule a meeting with the TCC Dual Enrollment Coordinator.

Step 6: Submit the documents below prior to or during your meeting with the TCC Dual Enrollment Coordinator. Documents can be emailed to the Dual Enrollment Coordinator or you can bring them to your meeting.

- Copy of test scores
- Permission to register form
- Permission for early admission form
- High school transcript (please use the FASTER system)

Step 7: During your meeting with the TCC Dual Enrollment Coordinator, you will be registered for your TCC courses that are listed on your Permission to Register Form. The TCC Dual Enrollment Coordinator is the only person allowed to register you for your courses.

### **Withdrawing from classes and Schedule Changes**

Dual enrollment students must comply with the drop/add and withdrawal policies and deadlines published by TCC.

To withdraw, add, or drop from a course(s), students must provide a written request from the high school guidance counselor verifying that the student has permission to withdraw, add, or drop **before the withdrawal deadline**. The request must be submitted to TCC's Dual Enrollment Coordinator before the withdrawal deadline.

To change a student's schedule, the guidance counselor must submit a written request to TCC's Dual Enrollment Coordinator before the deadline which is published on TCC's dual enrollment website.

### **Summer Enrollment**

Students are allowed to enroll in summer courses during Summer B session. Enrollment in sessions A, F and C are not allowed.

Graduating high school seniors will not be eligible to participate in dual enrollment during the summer. They will be categorized as degree seeking college students and will have to pay for summer courses.

### **Maximum Course Loads**

Traditional dual enrolled students are allowed a maximum of 11 credit hours each semester. All college courses taken must count towards high school credit.

Early admission students are allowed a minimum of 12 credit hours and maximum of 15 credit hours each semester. All college courses taken must count towards high school credit. Special permission is required each semester for the early admission program.

### **Testing for Dual Enrollment Eligibility**

Students will use the P.E.R.T., SAT, and ACT. Reading scores to test for dual enrollment eligibility.

Prior to May 1<sup>st</sup>, 2017

<b>P.E.R.T.</b>			
Reading	106		ENC 1101
Writing	103		
Mathematics	114-122		MAT 1033
Mathematics	123		MAC 1105, STA 2023, MGF 1106, MGF 1107
<b>SAT-I, The College Board</b>			
Reading	440	24	ENC 1101
Writing and Language	N/A	25	ENC 1101
Mathematics	440	24	MAT 1033
Mathematics	550	28.5	MAC 1105, STA 2023, MGF 1106, MGF 1107
<b>Enhanced ACT, American College Testing Program</b>			
Reading	19		ENC 1101
English	17		
Mathematics	19-20		MAT 1033
Mathematics	21		MAC 1105, STA 2023, MGF 1106, MGF 1107
<b>Grade 10 FSA Reading</b>			
Reading	262		ENC 1101

After May 1<sup>st</sup>, 2017

<b>P.E.R.T.</b>			
Reading	106		ENC 1101
Writing	103		
Mathematics	114-122		MAT 1033
Mathematics	123		MAC 1105, STA 2023, MGF 1106, MGF 1107
<b>SAT-I, The College Board</b>			
Reading	440	24	ENC 1101
Writing and Language	N/A	25	ENC 1101
Mathematics	440	24	MAT 1033
Mathematics	470	25.5	MAC 1105, STA 2023, MGF 1106, MGF 1107
<b>Enhanced ACT, American College Testing Program</b>			
Reading	19		ENC 1101
English	17		
Mathematics	19-20		MAT 1033

Mathematics	21	MAC 1105, STA 2023, MGF 1106, MGF 1107
<b>Grade 10 FSA Reading</b>		
Reading	262	ENC 1101

Students must provide official score reports to TCC for ACT, SAT, and/or FCAT Reading before being registered for courses. Scores must be less than two years old.

High schools must provide P.E.R.T. official score reports and P.E.R.T. test history if students plan to use high school P.E.R.T. scores.

It is the high schools' responsibility to provide P.E.R.T. for dual enrollment eligibility. TCC will work with the high schools and assist with P.E.R.T. testing for special circumstances.

**V. A list of any additional initial student eligibility requirements for participation in the dual enrollment program**

The statutory eligibility requirements for academic dual enrollment include: 3.0 unweighted high school GPA and demonstrated readiness for college coursework through scores on a common placement test (as established in State Board of Education Rule 6A-10.0315).

TCC defines readiness for college-level coursework as placement into college-level Mathematics and English and Reading.

Students who wish to enroll in dual enrollment prior to completing the 10<sup>th</sup> grade FCAT or Florida Comprehensive Assessment Test will be required to place into college-level Mathematics and English and Reading in order to be eligible for the dual enrollment program. There are no exceptions to this rule.

Students who wish to enroll in dual enrollment after taking the 10<sup>th</sup> grade FCAT or Florida Comprehensive Assessment and have appropriate scores (see *Table 1*) on the English and Reading areas and do not have appropriate scores on the math portion of the college placement test will only be allowed to accumulate 12 college credit hours until the math portion of the test is passed. Students must be enrolled in the high school math college readiness course during the accumulation of the 12 college credit hours or have successfully completed the high school math college readiness course which will be verified through the high school transcript. There are no exceptions to this rule. Students must place into ENC 1101 with their test scores to be eligible to participate in the dual enrollment program.

Students who will graduate from high school prior to completion of the postsecondary course may not register for the course through dual enrollment.

Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process.

**Continued Enrollment for Academic Dual Enrollment**

Students must maintain a minimum 3.0 unweighted cumulative high school grade point average. Continued eligibility for college credit dual enrollment requires the maintenance of a 3.0 unweighted high school GPA.

Additionally, the TCC GPA will be reviewed each semester and students must maintain a 2.0 TCC GPA at the time of review as well as a successful completion rate of 75% (C or better). Students will be given a one semester grace period if the TCC GPA is below 2.0 or completion is below 75%. High school students are only allowed one grace period.

**Early Admission Eligibility**

Students who wish to participate in early admission must be a high school senior and have an unweighted high school GPA of 3.5 or higher. Additionally, students must have a TCC GPA of 3.0 or higher.

**Continued Enrollment for Early Admission**

Students must maintain a minimum 3.5 unweighted cumulative high school GPA and a TCC GPA of 3.0.

**VI. High school credit earned for the passage of dual enrollment courses**

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. Eligible courses may be taken in any format that TCC offers them unless otherwise specified in the Agreement.

Other courses in the Statewide Course Numbering System, with the exception of remedial courses and physical education skills courses, can be used for dual enrollment credit and count toward high school graduation, including electives provided these courses are specified in this agreement.

Courses Not Specified on the List – Courses that are not listed in the Dual Enrollment Course – High School Subject Area Equivalency List that are taken through dual enrollment must be identified in the Dual Enrollment Articulation Agreement along with the number of high school credits to be awarded either as an elective or subject area credit.

**Courses not listed on the Dual Enrollment Course – High School Subject Area Equivalency List**

N/A

**VII. A description of the process for informing students and their parents of college-level course expectations**

Dual enrollment courses meet the curricular expectations and are at the same depth and rigor of non-dual enrollment postsecondary instruction, including dual enrollment courses offered on the high school campus. Students should understand that dual enrollment courses are college courses and the amount of work necessary to succeed may be much greater than in high school courses. In addition, dual enrollment courses become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA.

It is the responsibility of the high schools in the district to inform the students and parents about the college-level expectations. TCC will inform students and parents of college-level course expectations through a dual enrollment orientation. TCC will also inform students and parents of college-level course expectations through the use of the course syllabus which is given to each student in each college-level course at the beginning of each semester.

**VIII. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis**

Section 1007.271(3), F.S., allows exceptions to the required GPA on an individual student basis if both parties agree.

Exceptions to High School Grade Point Averages Terms:

Upon recommendation by the principal or designee, a student with an unweighted GPA of 2.75-2.99 may enroll for a maximum of 6 hours of dual enrollment courses provided that the student has shown evidence of ability to do advanced level work through successful completion of Advanced Placement, Honors, or other advanced courses or supplemental work and provided that the student is in a high school college preparatory program in high school. Continuation of dual enrollment will require satisfactory progress in all college dual enrollment courses as defined in Section V of this agreement and successful completion of all high school courses with grades no lower than "B". Documentation must be provided to TCC's Academic Affairs designee.

Exceptions related to serious illness or other extenuating circumstances will be reviewed on a case by case basis and must be approved by both the principal and TCC's Academic Affairs designee.

TCC will provide a form to the high school that must be completed, signed, and returned to TCC before the student will be allowed to continue in the program. A rationale for the exception must be stated on the form.

TCC will not make exceptions to the required TCC grade point average. Students will be given a one semester grace period during which a review will take place to determine

continued eligibility. The grace period can only be used once during the student's high school matriculation.

**IX. Registration procedures for dual enrollment**

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course reference numbers as well as 2<sup>nd</sup> options. The completed registration form will be given to TCC's Dual Enrollment Coordinator who will register the student for courses that are available at the time the form is received.

**2020-2021 Deadlines for High Schools:**

<b>Due Date</b>	<b>Activity</b>	<b>Responsible Party</b>
June 19 <sup>th</sup> , 2020 (Noon)	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Summer 2020 B session	High school
July 23 <sup>rd</sup> , 2020	Last Day to Withdraw a student from Summer 2020 B session (use withdrawal form)	
August 17 <sup>th</sup> , 2020	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Fall 2020 semester. This includes registration for courses on the high school campus.	
August 24 <sup>th</sup> , 2020	TCC First Day of Class	
August 25 <sup>th</sup> , 2020	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
November 3 <sup>rd</sup> , 2020	Last Day to Withdraw a student (use withdrawal form)	
November 8 <sup>th</sup> , 2020	Deadline to make changes to course offerings at the high school for Spring 2020. Deadline to identify instructors.	High school
December 4 <sup>th</sup> , 2020	TCC Last Day of Class	
December 7 <sup>th</sup> , 2020	Deadline for students to submit paperwork for Spring 2020 (applications, test scores, permission to register forms)	
December 14 <sup>th</sup> , 2020	Deadline to submit grades to TCC	High school
December 15 <sup>th</sup> , 2020	TCC Transcripts will be delivered to high schools	TCC

January 7 <sup>th</sup> , 2021	TCC First Day of Class	
January 13 <sup>th</sup> , 2021	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
March 12 <sup>th</sup> , 2021	Deadline to Submit “Course Request for Dual Enrollment” Form for 2021-2022.	High school
March 26 <sup>th</sup> , 2021	Last Day to Withdraw a student	High school
April 23 <sup>rd</sup> , 2021	TCC Last Day of Class	
May 3 <sup>rd</sup> , 2021	Deadline to submit grades to TCC	High school
May 7 <sup>th</sup> , 2021	TCC transcripts will be delivered to high schools	

**X. Exceptions, if any, to professional rules and guidelines for instructors teaching dual enrollment courses**

There are no exceptions.

**XI. Exceptions, if any, to rules and guidelines stated in the student handbook which apply to faculty members**

Dual enrollment courses are college courses both in content and outcomes. Dual enrollment instructors must meet the teaching credentials established by the Southern Association of Colleges and Schools (SACS). Section 1007.271(5)(a), F.S., governs dual enrollment faculty. These provisions were taken from the *Dual Enrollment Statement of Standards*, which was codified in State Board of Education Rule 6A 14.064, FAC.

Faculty who wish to teach college credit courses that are offered on the high school campuses must complete a [TCC Online Application](#) and all other procedures required by TCC’s Human Resources and Academic Divisions. Applicants must be recommended for hire by the appropriate Academic Dean/Director. Faculty must also adhere to the following guidelines (Florida Statutes, 1007.271 (5a):

Meet the qualifications required by TCC as identified in the TCC Faculty Credentials Manual. The qualifications apply to all faculty members regardless of the location of instruction. TCC requires compliance with these qualifications.

1. Provide TCC with an official copy of the postsecondary transcript.
2. Provide a copy of the current syllabus for each course taught to the discipline chair or department chair of the postsecondary institution before the start of each term. The content of each syllabus must meet the same standards

required for all college-level courses offered at TCC and must be approved by the appropriate TCC academic division.

3. Adhere to the professional rules, guidelines, and expectations stated in TCC's adjunct faculty handbook.
4. Adhere to the rules, guidelines, and expectations (which apply to faculty members) that are stated in TCC's student handbook.

Dual enrollment courses taught on the high school campus must meet the same competencies required for courses taught on the TCC campus. To ensure equivalent rigor with courses taught at TCC, the high school instructor will provide a comprehensive, cumulative end-of-course assessment or a series of assessments of all expected learning outcomes to the appropriate Dean or designee. The completed and scored assessments must be returned to TCC and held for one year (Florida Statutes, 1007.271 (6a)).

It is the responsibility of the high school dual enrollment specialist to notify TCC's Academic Affairs designee of all courses that the high school is requesting to offer. Each high school must complete the appropriate form for each course that the high school plans to offer. Based on need and faculty availability, TCC will decide what courses can be offered on the high school campus.

It is the responsibility of each instructor to check their online class rosters every day to ensure that the appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify the high school dual enrollment contact person. The high school dual enrollment contact person should notify TCC's dual enrollment coordinator.

Advanced Placement (AP) students who do not take or pass the AP examination are not permitted to earn postsecondary credit for the AP course via dual enrollment. Per Section 1007.272, Florida Statutes, no student will be allowed duplicate credit based on enrollment in a joint AP/dual enrollment course. Dual enrollment courses taught on a high school campus may not be combined with any non-college credit high school course, per Section 1007.271 (6d), Florida Statutes.

Dual enrolled students taking courses on the high school campus must submit the same documentation as the students taking courses on TCC's main campus.

## **XII. Responsibilities of the School Board regarding determination of student eligibility before dual enrollment participation and monitoring of student performance while participating in dual enrollment**

The School Board is responsible for determining if the student is eligible to be tested for the dual enrollment program. Students who have a 3.0 unweighted high school grade point average and who have an interest in participating in dual enrollment should be

referred to their high school guidance counselors to discuss the eligibility requirements for the program.

The high school is responsible for making sure that all students who plan to participate in dual enrollment have completed an online TCC application.

The high school is responsible for advising students relative to insuring that they meet the requirements for high school graduation. The high school is also responsible for advising students about Bright Futures.

It is TCC's responsibility to monitor student performance in TCC's dual enrollment courses. The School Board and TCC should exchange student transcripts in order to make sure that students are eligible to continue in the dual enrollment program.

TCC is responsible for assigning grades for dual enrollment courses. The School Board is prohibited from changing any grade (once assigned by the college) when posting it to the high school transcript.

**XIII. Responsibilities of the Florida College System institution regarding transmission of student grades in dual enrollment courses to the School Board**

TCC will transmit student transcripts to the district office at the end of each semester.

**XIV. Responsibilities for student transportation**

It is the student's responsibility to provide his or her own transportation.

**XV. Responsibilities for Funding that Delineates Costs Incurred by the School Board and TCC**

Dual enrollment students shall be exempt from paying registration, matriculation, and laboratory fees.

Textbook Costs & ADA Accommodation Costs

Textbooks will be provided to students by the School Board. Textbooks purchased by the School Board shall remain the property of the School Board as specified in Section 1007.271 (17), F.S. TCC will continue its efforts to reduce the cost of textbooks and materials to the School Board. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on TCC's campus will be covered by TCC. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on the high school campus will be covered by the School Board.

#### Standard Tuition Rate

Per the 1007.271, F.S., the School Board is required to pay the standard tuition rate per credit hour to TCC for instruction taking place on the college campus for dual enrolled students. The approved standard tuition for FY 2019-2020 is \$71.98. The rate will be charged for courses taking place on TCC's main campus, TCC's educational centers, and distance learning courses.

TCC will not charge tuition to the School Board for Summer 2021 dual enrollment students. TCC also will not limit dual enrollment participation based upon capacity, F.S. 1007.271(4) in any term.

TCC will use the fees collected to enhance the dual enrollment program. TCC will promote dual enrollment participation, increase capacity, and enrich the quality of services associated with the dual enrollment program. The School Board's payment of tuition to TCC will increase the number of counselors available to the dual enrollment program in order to recruit more dual enrollment students and to help prepare students for transition to college, to counsel students in meta-majors and programs of study, and to track and provide feedback to students on their progress. TCC will also provide high school faculty and counselor training for dual enrollment.

#### Instructional Costs

It is the responsibility of the School Board to provide full instructional costs for dual enrollment occurring on the high school site. For instruction occurring on the high school sites by college faculty, the School Board must reimburse TCC for the costs associated with the proportion of salary and benefits.

TCC cannot guarantee the availability of instructors for dual enrollment classes offered at the high school. Schools can assist TCC by recommending qualified School Board instructors for consideration for teaching dual enrollment courses offered at the high school.

TCC regularly uses high school faculty to teach both dual enrollment and regular TCC courses and incorporates training, mentoring, and assessment of these faculty into its regular adjunct program. Therefore, TCC's costs associated with instruction occurring on the high school site by TCC approved high school faculty who are paid by the School Board will be considered a normal part of TCC's obligation to its faculty for training and mentoring; no costs will be assessed.

#### Invoicing for Financial Obligations

TCC will invoice the School Board for financial obligations within 21 business days of TCC's Census date which is normally after the 5<sup>th</sup> day of class each semester.

A second invoice may be generated for all students who enroll in an express session if that student is not included in the main session invoice.

The school district is responsible for any student who fails to withdraw after the add/drop period.

Before invoicing, each district will need to verify enrollment. Once verification has occurred, there will be no changes to the invoices.

**XVI. Responsibilities for Student Transportation**

It is the student's responsibility to provide his or her own transportation.

**XVII. Responsibilities for services and resources that are available to students with disabilities**

By this agreement, Section 1007.271(25), F.S., requires that the dual enrollment articulation agreement include services and resource that are available to students with disabilities who register for dual enrollment.

Tallahassee Community College provides services and facilities accessible to, and usable by, all qualified students with disabilities. The college will assure educational access by providing reasonable and appropriate accommodations to those students who provide the proper documentation. An Individual Education Program (I.E.P) filed with the student's home school will suffice as appropriate documentation to receive necessary accommodations.

The college provides physical, academic, and program access including: Extended time testing, Note-taking Services, Reader Services, Recorders, Audio Books via LearningAlly.org, E-Texts, Adaptive technology, Math accommodations, Sign Language interpreters, and Spelling accommodations.

IN WITNESS WHEREOF, the School Board of Gadsden County, Florida and The District Board of Trustees, Tallahassee Community College, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.271, F.S., Dual Enrollment Articulation Agreements.

8/18/2020  
Date

F. Mervin Smith  
Chair, Tallahassee District Board of Trustees  
Tallahassee Community College, Florida

8/18/2020  
Date

[Signature]  
President, Tallahassee Community College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, School Board of Directors  
Gadsden County School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent, Gadsden County School District

SUMMARY SHEET  
RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

**AGENDA ITEM NO.** 7c

**DATE OF SCHOOL BOARD MEETING:** September 22, 2020

**TITLE OF AGENDA ITEM:** eWalk, Harris School Solutions

**DIVISION:** Professional Learning

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

**PURPOSE AND SUMMARY OF ITEM:**

The eWalk observation system was piloted at 5 District schools during the 2019-2020 school year to determine its feasibility for addressing the monitoring of PL activities, as well as conducting classroom observations and teacher evaluations. Five assistant principals participated in the eWalk observation system training and subsequent development of a District observational protocol for PL and school-based use. As a result of feedback, the eWalk observation system will be used at 12 District schools for increasing collaboration and gathering PL feedback and assessing needs around improving teacher practices.

The eWalk observation system provides PL the opportunity to assist Administrators with the ability to provide instant feedback to teachers after classroom walkthroughs, electronic teacher evaluations feedback on the use of professional learning activities, as well as address the recommendations of the 2019 Title V: Teacher and Principal Training Fund Project Evaluation, which states, “develop and implement a written process to determine the extent to which knowledge and skills acquired through professional learning is being transferred back to the classroom.” The eWalk observation system addresses this recommendation and extends the services to schools for greater alignment around school and district level PL needs through observational data.

**FUND SOURCE:** Title V, Part B

**AMOUNT:** \$21,200

**PREPARED BY:** Ella-Mae Daniel

**POSITION:** Director, Professional Learning

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INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

       Number of ORIGINAL SIGNATURES NEEDED by preparer.

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

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

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



# PROPOSAL FOR Gadsden County Public Schools

Created Date: Apr 28, 2020  
Expiration Date: Jun 30, 2020

Education Solutions





Corporate Address: N. Harris Computer Corporation  
(a.d.b.a Harris School Solutions)  
62133 Collections Center Drive  
Chicago, IL 60693-0623

Prepared By: Lisa Redman  
Email: lredman@harriscomputer.com  
Phone: (727) 459-9085

Bill To: Gadsden County Public Schools  
35 MARTIN LUTHER KING JR BLVD  
QUINCY, FL

Apr 28, 2020

Harris School Solutions appreciates your interest in our observation system, eWalk. The first iteration of eWalk was created in 2007 with a vision toward increasing collaboration, improving teaching practices and simply, making it easier for schools to understand what was happening in their classrooms. The program has grown exponentially since then with continual upgrades and is currently used by over 3000 schools in over 36 states.

We pride ourselves on our dedicated customer care including system training, implementation, professional development, and ongoing customer support.

We appreciated the opportunity to learn more about your priorities and thank you for considering our solution. We always strive to deliver an individual and affordable proposal. Please feel free to contact me with any questions.

Set-up and implementation will begin upon the receipt of the signed agreement and includes (6) 1 Hour Webinar Sessions and 10 Custom Templates.

Sincerely,  
Lisa Redman



**Upon the conclusion of the initial 4 year term, the Agreement shall be automatically renewed for all active Gadsden County Public Schools licenses for successive one (1) year periods (each a "Renewal Term"), subject to Harris' then-current price structure. Gadsden County Public Schools must provide written notice to Harris of its intention not to renew within ninety (90) days of the end of the current term.**

Full payment is due within thirty (30) days of account activation. If payment is not received within sixty (60) days of account activation, Harris reserves the right to deactivate accounts until payment is received in full. Further, upon written notice to Gadsden County Public Schools, Harris may immediately terminate this agreement in the event that Gadsden County Public Schools fail to pay any License Fees when due.

TO THE GREATEST EXTENT PERMITTED BY APPLICABLE LAW, HARRIS, ITS AFFILIATES, AND EACH OF THEIR RESPECTIVE DIRECTORS, OFFICERS, EMPLOYEES AND SHAREHOLDERS' ENTIRE LIABILITY AND CUSTOMER'S EXCLUSIVE REMEDY WITH RESPECT TO THE SOFTWARE, THE PROFESSIONAL SERVICES, THE MAINTENANCE AND SUPPORT SERVICES AND ANY OTHER PRODUCTS, MATERIALS OR SERVICES SUPPLIED BY HARRIS IN CONNECTION WITH THIS AGREEMENT FOR DAMAGES FOR ANY CAUSE AND REGARDLESS OF THE CAUSE OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING FUNDAMENTAL BREACH, NEGLIGENCE, STRICT LIABILITY OR OTHERWISE, SHALL NOT EXCEED IN THE AGGREGATE AN AMOUNT THAT IS EQUAL TO THE SUM OF: THE LICENSE FEES PAID TO HARRIS BY ASCS UNDER THIS AGREEMENT IN THE TWELVE MONTH PERIOD PRECEDING THE DATE OF TERMINATION. IN ADDITION TO THE FOREGOING, TO THE GREATEST EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL HARRIS, ITS AFFILIATES AND EACH OF THEIR RESPECTIVE DIRECTORS, OFFICERS, EMPLOYEES AND SHAREHOLDERS, BE LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, PUNITIVE, OR SPECIAL DAMAGES WHATSOEVER, INCLUDING BUT NOT LIMITED TO FOR LOST REVENUE OR LOSS OF PROFITS, LOSS OF BUSINESS, LOSS OF DATA, FAILURE TO REALIZE EXPECTED SAVINGS, OR COST OF SUBSTITUTE GOODS OR SERVICES ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, EVEN IF IT HAS BEEN ADVISED OF THE LIKELIHOOD OF THE OCCURRENCE OF SUCH LOSS OR DAMAGE OR SUCH LOSS OR DAMAGE IS FORSEEABLE AND NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY.

The parties acknowledge that it may receive Confidential Information from the other party or otherwise in connection with this Agreement. Each of the parties agree:

- (a) to maintain the Confidential Information of the other party in confidence and to take all reasonable steps, which shall be no less than those steps it takes to protect its own confidential and proprietary information, to protect the Confidential Information of the other party from unauthorized use, disclosure, copying or publication;
- (b) not to use the Confidential Information of the other party other than in the course of exercising its rights or performing its obligations under this Agreement;
- (c) not to disclose or release such Confidential Information except to the extent required by applicable law or during the course of or in connection with any litigation, arbitration or other proceeding based upon or in connection with the subject matter of this Agreement, provided that the



receiving party shall first give reasonable notice to the disclosing party prior to such disclosure so that the disclosing party may obtain a protective order or equivalent and provided that the receiving party shall comply with any such protective order or equivalent;

(d) not to disclose or release such Confidential Information to any third person without the prior written consent of the disclosing party, except for authorized employees or agents of the receiving party who have a need to know such information for the purpose of performance under this Agreement and exercising its rights under this Agreement, and who are bound by confidentiality obligations at least as protective of the disclosing party’s Confidential Information as this Agreement; and

(e) to take such actions as may be reasonably necessary to enforce its agreements with its employees and agents, including commencing legal proceedings.

2020-2021

Item Name	Type	Users	Hours	Days	Net price/Unit	Net Price
eWalk	eWalk Site License(s)	12	-	-	\$1500.00	\$18,000.00
Professional Development	On-Site Training	-	-	1	\$2000.00	\$2000.00
Setup and Implementation Fixed		1	-	-	\$1,200.00	\$1,200.00
Total List Price						\$28,200.00
Discount						24.83%
<b>Total Net Price</b>						<b>\$21,200.00</b>

**IN WITNESS WHEREOF**, Harris and Gadsden County Public Schools have duly executed this Agreement to be effective on the Effective Date first written above.

Date of Signature: Apr 28, 2020 1:07:57 PM UTC-0400

**Seller**

Seller Name: Michael Torrenti

Seller Title: VP of Sales

Seller Signature:



**Buyer**

Buyer Name: Ella-Mae Petersen-Daniel

Buyer Title: Director, Professional Learning

Buyer Signature:







**Proposal of Subscription Service  
Gadsden County  
By Beacon Educator**

**Vendor Information**

Beacon Educator is a project of Bay District Schools. Beacon provides online staff development and curriculum resources through their Website at <http://www.BeaconEducator.com>.

**Office Address:**

Beacon Educator  
Bay District Schools  
1311 Balboa Avenue  
Panama City, FL 32401

Contact Information: Cathy A. Starling  
Office: 800-311-6437  
Fax: 850-767-4152 (new)  
Email: [starlca@bay.k12.fl.us](mailto:starlca@bay.k12.fl.us)

Beacon's staff includes a team of Florida certified teachers with K-Adult experience.

**Services Provided**

Beacon Educator will provide a subscription service of 5,000 hours of online professional development facilitated by Beacon Educator staff, including content delivery, evaluation, and follow-up.

Course topics may include research-based reading practices, ESOL practices, gifted practices, and new teacher educational practices. The course participants can print the entire course content. The syllabus and complete course description for each course can be downloaded from the Beacon Courses Website at <http://www.BeaconEducator.com>.

**Deliverables**

Course participants can print a transcript showing all their courses completed from the Website. A report of the course participants and their completion status will be available to the district after the course end date.

Goals and objectives for each course are provided within the course syllabus.

**Content Delivery**

The Gadsden County will identify administrators and teachers to participate in specified Beacon courses. Gadsden County staff will transmit information to Beacon's staff for the acquisition of a Beacon account and registration for each approved course.

The subscription service for Beacon facilitated courses will be delivered through the Beacon Course System. Through this system, participants will have access to online content including instructional content, relevant Web links, interactive formative assessments, and summative assessments. A course facilitator will evaluate all summative assessments. All submissions and facilitator feedback will be conducted within the course system.

All participants will have access to the content immediately upon enrollment in the course. Access to the course will be removed **ONE** week after the course end date.

**Timeline**

Beacon facilitated courses are scheduled in coordination with Gadsden County staff. Teachers may be enrolled in any course scheduled. Scheduled requests should be made at least 7 days before the section is to begin.

This subscription service covered by this document will end 12 months after date of signature on this Proposal of Subscription Service.

**Course Enrollment and Usage**

Contract hours for this subscription are calculated as used hours for each participant registered at midnight of the last day of the course. Course participants may be withdrawn from the course through the last day of the course. Participants who have submitted a Course Log exercise may not withdraw.

**Delivery mechanism**

All training will occur via the Internet, using the Beacon Courses Website.

**FEE STRUCTURE**

Gadsden County agrees to pay Bay District Schools for Beacon Educator for the subscription services outlined in this proposal. This subscription fee is based on

5,000 hours @ \$5 per hour = \$ 25,000.

Beacon will send an invoice to Gadsden County for the subscription services within 15 days of this agreement. Payment is due within 45 days of receipt of the invoice.

To complete the process:

1. Send signed Proposal of Subscription Service to Beacon Educator, Attention – Jan Mills, 1311 Balboa Ave., Panama City, FL 32401 and fax to 850-767-4152.
2. To initiate payment call Jan Mills, 1-800-311-6437 OR send Purchase Order to Beacon Educator, Attention – Jan Mills, 1311 Balboa Ave., Panama City, FL 32401 or fax to 850-767-4152.
3. Create participant accounts and register participants in course(s).

**Beacon Educator Representative**

**Gadsden County Representative**

  
 \_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Signature

Name: Cathy A. Starling

Name: \_\_\_\_\_

Title: Project Director

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

Date: 7/15/2020

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

State Board of Education Rule 6A1.012 (7) states:

The requirement for requested bids from three (3) or more sources is hereby waived as authorized by Section 237.02, Florida Statutes, for the purchase of professional or educational services, educational tests, textbooks, printed instructional materials, computer software, films, filmstrips, videotapes, disc or tape recordings, or similar audio-visual materials, and for library and reference books, and printed library cards where such materials are purchased directly from the producer or publisher, the owner of the copyright, an exclusive agent within the state, a governmental agency or a recognized educational institution.

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 7e

**DATE OF SCHOOL BOARD MEETING:** September 22, 2020

**TITLE OF AGENDA ITEMS:** Revised 2020-2021 Resolutions for PAEC Services

**DIVISION:** Finance Department

**PURPOSE AND SUMMARY OF ITEMS:** Board approval is requested for the revised resolutions for the following services with their respective costs to be provided by the Panhandle Area Educational Consortium (PAEC). PAEC applied a 50% COVID credit to membership services and included an additional feature for the Skyward payroll package.

	<u>Previously Approved</u>	<u>Revised Amount</u>
• PAEC Membership Services	\$12,630.54	\$ 6,315.27
• Professional Development Center	16,853.45	16,853.45
• Gateway Computing Consultants (Payroll/Finance)	60,610.15	60,711.69
• Human Resources Support Services	<u>6,710.90</u>	<u>6,710.90</u>
<b>Total</b>	<b>\$96,805.04</b>	<b>\$90,591.31</b>

**FUND SOURCE:** General Fund

**AMOUNT:** \$90,591.31

**PREPARED BY:** Bonnie Wood

**POSITION:** Finance Director



### Master Resolution and Contract for District Participation in PAEC Central Services 2020-21

This Central Services Master Contract is between Panhandle Area Educational Consortium through its District of Record, the School Board of Washington County and the School Board of **Gadsden** County. This signature page is incorporated into and subject to all terms and conditions of the individual agreements attached.

Service:	District Assessment:
PAEC Membership Services (50% COVID credit applied)	\$ 6,315.27
Professional Development Center	\$ 16,853.45
Gateway Educational Computing Consultants (Finance/Payroll)	
<i>Gateway Support Services</i>	\$ 24,923.08
<i>Skyward Software Fee</i>	\$ 28,355.60
<i>ISCorp Hosting Fee</i>	\$ 7,433.01
Human Resources Support Services	\$ 6,710.90
<b>TOTAL</b>	<b>\$90,591.31</b>

#### APPROVED

School Board of Gadsden County

School Board of Washington County

\_\_\_\_\_  
Roger P. Milton, Superintendent

\_\_\_\_\_  
Herbert J. Taylor, Superintendent

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

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

\_\_\_\_\_  
Audrey D. Lewis, Chairman

\_\_\_\_\_  
Lou Cleveland, Chairman

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

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

Panhandle Area Educational Consortium

\_\_\_\_\_  
John T. Selover, Executive Director

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

BOD approval: May 14, 2020  
WCSB approval: May 11, 2020

**RESOLUTION AND CONTRACT FOR DISTRICT PARTICIPATION IN THE  
PANHANDLE AREA EDUCATIONAL CONSORTIUM**



A resolution of the District School Board of Gadsden County, Florida, hereinafter referred to as District School Board, pursuant to Florida Statutes, Sections 230.23(4)(j), 230.23(12), and 1001.451, adopting a plan for cooperating with school boards of other districts in this state in a Regional Consortium Service Organization, the Panhandle Area Educational Consortium (PAEC), for acquisition of materials, supplies, equipment, contracted services, and participation in programs and projects, when such meets specific needs of the district and is deemed educationally/monetarily beneficial by the school board.

**WHEREAS**, the District School Board has the power and the duty among other responsibilities to cooperate with other agencies in joint projects, programs, and services when it is to the best interest of the taxpayers of their county and for the best interest of the educational system and the school children of the school district, and

**WHEREAS**, it is necessary to adopt resolutions spread upon the minutes of each participating school board, which provide a plan for cooperating with school boards of other districts in the state for the projects and activities cooperatively initiated, and

**WHEREAS**, the school boards of **Calhoun, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Liberty, Madison, Taylor, Wakulla, Walton, and Washington counties, FAMU Developmental Research School**, and all such other eligible school boards which adopt a like resolution and are approved for Consortium membership by the Board of Directors, hereinafter called the Member Districts, have established and participated in the Panhandle Area Educational Consortium (PAEC), a Regional Consortium Service Organization, jointly performing, bidding, contracting for, and purchasing certain materials, supplies, equipment, and services to be used in respective school systems, and

**WHEREAS**, the Consortium is operated in compliance with all Florida Statutes and State Board of Education Administrative Rules, with all programs, services, projects, and activities initiated through recommendation of the Board of Directors to its designated District of Record, the Washington County School Board (WCSB), for approval.

**I. SPECIFIC DISTRICT NEEDS.** That specific needs identified by the District School Board can be better met through cooperative programs/services undertaken with other participating school boards. Such needs include:

- A. Educational/instructional needs of specific student populations.
- B. Professional development often mandated by law, for both instructional and non-instructional personnel.
- C. Supplementary contracted services to compensate for limited staff, staff time, or expertise in federal and state mandated programs.
- D. Student evaluation services.
- E. Reduction in overhead costs of administration and conducting specific programs/activities through pooling of resources.
- F. Financial advantages of cooperatively bidding and/or purchasing: materials, supplies, equipment, services, and programs that afford district protection.

**II. SERVICES TO DISTRICT.** That the District School Board does hereby determine that it is in the best interest of the taxpayers of their county to cooperate with other school districts in the operation of the PAEC, availing themselves of the services which meet specific district needs. Projects, programs, and contracted services may also be provided to non-member districts. Non-member districts shall pay for contracted services or goods received in the manner provided in Section IV of this Agreement or in the manner designated by the Board of Directors. Services will be provided through the PAEC. The services provided include, but are not necessarily limited to, the bidding, contracting, and purchasing arrangements pursuant to a plan of implementation for the following:

**RESOLUTION AND CONTRACT FOR DISTRICT PARTICIPATION IN THE  
PANHANDLE AREA EDUCATIONAL CONSORTIUM**

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- A. Professional Development Center with electronic learning content and management system (FloridaLearns Academy™)
- B. Federal and State Discretionary Programs
- C. Federal and State Mandated Programs
- D. Student Testing
- E. Printing
- F. Cooperative Bidding & Purchasing
- G. Risk Management Services
- H. Financial and Data Management Information Services (Gateway)
- I. Distance Learning Services
- J. Pupil Personnel Services
- K. Instructional Services
- L. Program Evaluation Services
- M. Resource Development
- N. Exceptional Student Education Services
- O. Research and Data Analysis Services
- P. Federal and State Grant Procurement and Coordination
- Q. Health Insurance
- R. Planning and Accountability
- S. Student Data Services
- T. Any other services recommended by the Board of Directors of the Consortium and approved by the District of Record, currently the Washington County School Board.

**III. METHOD(S) OF EVALUATION.** That the Superintendent or designee will, at least annually, evaluate the results of services provided through the PAEC as follows:

- A. For services rendered without direct assessment to the district, such as participation in various projects funded by the state or federal government (ex. FDLRS, SEDNET, Migrant Education, Read with Me!, Title IV, etc.), your superintendent and staff will review:
  - 1. Quality of service provided, including professionalism of personnel involved
  - 2. Alignment with the district's instructional professional development plan
  - 3. Alignment of program activity to the needs of the district
- B. For contracted services, (ex. Risk Management, Student Data Services, Gateway Finance/Payroll, Professional Development Center, My Virtual Classroom, etc.), your superintendent and staff will review:
  - 1. Quality of service provided, including professionalism of personnel involved.
  - 2. Cost efficiency.
  - 3. Alignment of program activity to the needs of the district
  - 4. Benefits derived by the district. Fulfillment of obligations itemized in the contract
- C. For professional development provided, (ex. principal leadership academy, new teacher academy, online professional development via ePDC, add-on endorsement programs, leadership conference, etc.), your superintendent and staff will review:
  - 1. Quality of service provided, including professionalism of personnel involved
  - 2. Cost efficiency.
  - 3. Alignment with the professional development needs of the district

**RESOLUTION AND CONTRACT FOR DISTRICT PARTICIPATION IN THE  
PANHANDLE AREA EDUCATIONAL CONSORTIUM**

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- D. For cooperative programs/activities (ex. cooperative purchasing, etc.) involving pooling of districts' resources, your superintendent and staff will review:
  - 1. Quality of service provided, including professionalism of personnel involved
  - 2. Cost efficiency.
  - 3. Alignment of program activity to the needs of the district

**IV. DISTRICT PARTICIPATING IN FUNDING.** That the District School Board will pay allocated costs for the services or goods received through participation in specific programs, projects, or activities of the Consortium. All assessments of compensation will be based on actual costs incurred, as itemized in contracts and/or invoices. The projected cost will be furnished to the superintendent prior to implementation of the service, with adjustments for actual costs being made only upon mutual consent of both parties.

**V. PENALTIES AND SEVERABILITY.**

- A. Should the District of Record, currently WCSB, in its capacity as fiscal agent for PAEC, be assessed a penalty or fine (including reimbursement of grant funds) by any governmental agency or authority arising out of and based on improper administration of a grant by PAEC, then the Member Districts would share responsibility for satisfaction of the penalty or fine based on the following:
  - 1. 50% of the fine or penalty shall be allocated equally among all the Member Districts.
  - 2. The remaining 50% of the fine or penalty shall be allocated among the Member Districts according to each district's percentage of the total FTE.
  - 3. The total of the amount to be allocated among the Member Districts under subparagraphs 1) and 2) shall first be reduced by any and all amounts recoverable by insurance or other bonds.
- B. Each Member District acknowledges and agrees that, as a condition of continued participation in the PAEC, each Member District is required to comply with and perform the above provision regarding satisfaction of any such fines or penalties. In the event that a Member District fails to satisfy its allocation as set forth above, the PAEC Board of Directors shall determine the repayment schedule for the Member District and any interest due PAEC. Member District agrees that if repayment has not been made by the date of expiration of this repayment period, said district:
  - 1. Shall no longer be eligible for participation as a Member District in PAEC.
  - 2. Shall no longer be a member of PAEC.
  - 3. Shall not be entitled to continue to receive any of the benefits of membership in PAEC. Any Member District whose participation in PAEC is terminated under this resolution shall pay all allocated costs that have accrued to that district by virtue of participation in PAEC through the end of the month during which termination of participation occurs.
- C. In the event a Member District's participation is terminated pursuant to the foregoing paragraph B, and that former member has not satisfied its allocated share of any fine or penalty in accordance with paragraph A, then the allocated share of each of the remaining Member Districts shall then be re-determined in accordance with paragraph A based on the number of the remaining Member Districts and their respective percentage of the total FTE.
- D. The District of Record, currently WCSB, shall be responsible, only as allocated above as a Member District, for any such penalty or fine (including reimbursement of grant funds) assessed by any governmental agency or authority arising out of and based on improper administration of a grant by PAEC. In the event that the other Member Districts fail to comply with the above

**RESOLUTION AND CONTRACT FOR DISTRICT PARTICIPATION IN THE  
PANHANDLE AREA EDUCATIONAL CONSORTIUM**

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provisions relating to satisfaction of fines or penalties, WCSB shall have the right to terminate its fiscal agent agreement during the term of said agreement on the following terms:

1. WCSB must give written notice and a thirty-day opportunity to cure any such failure to comply to the Member District or districts involved and to PAEC;
  2. Termination shall not be permitted during the term of the agreement if the noncompliance is cured within the thirty-day period;
  3. Fiscal agent fees from PAEC to WCSB shall continue only through the end of the month during which the contract is terminated.
- E. Should the District of Record, currently Washington County School Board (WCSB), based on its own mismanagement or negligence, be assessed a fine or penalty (including reimbursement of grant funds) or be prohibited by any governmental agency or court from receiving any grant, PAEC (through its Board of Directors) shall have the right to terminate the fiscal agent agreement with WCSB by giving written notice and may appoint a new fiscal agent. Fiscal agent fees from PAEC to WCSB shall continue only through the end of the month during which the contract is terminated. There shall be no other monetary liability from PAEC or any other Member District to WCSB in the event of any such termination.
- F. Should PAEC be dissolved or moved to a different physical location by action of the PAEC Board of Directors, the District of Record, currently WCSB, shall dispose of the current PAEC facility in accordance with the terms of the Annual Fiscal Agent Agreement Between the Washington County District School Board and the Panhandle Area Educational Consortium (“Annual Agreement”), reflecting PAEC’s equitable ownership in its current physical facility. The PAEC Board of Directors would determine the use of the funds from the sale of the property.
- G. It is understood and agreed by all members of PAEC that the foregoing provisions of Section V shall not alter the waiver of sovereign immunity or extend the respective member’s liability as set forth in Section 768.28, Florida Statutes.

**VI. GOVERNANCE OF PAEC. That the organization and governance of the PAEC shall be as follows:**

- A. The Board of Directors has designated the WCSB to serve as the District of Record for contractual and reporting purposes for the Consortium. Said Board will:
1. Serve as employer for all Consortium staff, establishing policies in collaboration with the Board of Directors by which all personnel so employed will be governed. The District of Record assumes no liability for continued employment of Consortium staff in the event of loss of funds, discontinuation of project services or a reduction in force by Consortium Board of Directors. Additionally, the provisions of Section V (Penalties and Severability) shall apply to the extent that the District of Record (currently WCSB) were to be found liable and required by an administrative agency or court of competent jurisdiction to make a payment for unpaid wages or other losses to an employee of PAEC as a result of an employment action taken by PAEC so that any such liability shall be shared by the members of PAEC. The provisions of Section V shall only apply, however, in the event the order is not reversed or vacated on appeal. Additionally, nothing herein shall be construed or intended by any member or PAEC to serve as a waiver of any immunity of any kind. This provision shall not apply in the event it was deemed to be any such waiver of any type of immunity from liability. Moreover, it is understood and agreed by all members of PAEC that the foregoing provisions of Section V shall not alter the waiver of sovereign immunity or extend the respective member’s liability as set forth in Section 768.28, Florida Statutes.
  2. Serve as title holder for building complex on 753 West Boulevard, Chipley for PAEC and its Member Districts according to “Annual Fiscal Agent Agreement Section B. Equitable

**RESOLUTION AND CONTRACT FOR DISTRICT PARTICIPATION IN THE PANHANDLE AREA EDUCATIONAL CONSORTIUM**

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Ownership of Building Complex at 753 West Boulevard”.

3. Serve as District of Record for the Consortium, with mutually agreed upon compensation for services. These services will include, but not be limited to:
    - a. Monthly financial report to Member Districts.
    - b. Separate report on the financial status of the Consortium in the annual financial report of the district to the Commissioner.
  4. Per Florida Statutes and Florida Administrative Code, approve all programs, projects, contracts, bids and procedures for operation of the Consortium as part of the District of Record’s consent agenda. If an action is not approved, written explanation of just cause shall be provided to the PAEC Board of Directors within fourteen (14) days of the District of Record’s decision.
- B. The Board of Directors for the Consortium shall be composed of the Superintendents of all Member Districts. The Directors will:
1. Determine all policies for operation of the Consortium.
  2. Determine programs, products, contracted services, and charges for services rendered by the Consortium.
  3. Determine Consortium salary schedule and compensation plan.
  4. Recommend establishment of positions and individuals for appointment to the District of Record.

The Board of Directors has full authority to control the Consortium within the parameters of Florida Statutes, State Board of Education administrative rules, and the Board-approved policies of the school board of the District of Record.

- C. An Executive Director, recommended by the Board of Directors and approved by the school board of the District of Record, will manage the operation of the Consortium. Said Executive Director will:
1. Be responsible for compliance of Consortium operation with all Consortium policies, applicable State Laws, and State Board of Education Regulations.
  2. Keep the Board of Directors and District of Record apprised of all Consortium activities.

**VII. TERMS OF AGREEMENT.** The term of this Agreement shall commence and be deemed in full force and effective as of July 1, 2020. The terms of this Agreement shall be one (1) fiscal year with an annual renewal option.

**VIII. TERMINATION OF AGREEMENT.** Any participant may withdraw from this agreement by written notification to the PAEC Executive Director six months prior to renewal.

This Agreement among the Member Districts of the Consortium, as set forth in this resolution, will be in operation and effect from July 1, 2020, by action of the various school boards named herein, and upon adoption by the Cooperating Boards joined together in this Consortium, shall be binding for one (1) fiscal year from said date of July 1, 2020.

For PAEC membership, each district pays a fixed base of \$3,000 plus \$2.00 / FTE based on the 3<sup>rd</sup> calculation of the previous fiscal year.

For the above described services, **THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA**, agrees to pay **THE SCHOOL BOARD OF WASHINGTON COUNTY, FLORIDA**, Fiscal Agent and District of Record for **PAEC**, the sum of **\$6,315.27**, payable upon completion of this resolution.



## **GATEWAY EDUCATIONAL COMPUTING CONSULTANTS PROJECT RESOLUTION AND CONTRACT FOR DISTRICT PARTICIPATION**

A resolution of **The District School Board of Gadsden County, Florida**, pursuant to Florida Statutes 1001.42(14) and Florida State Board of Education Administrative Rule 6A-1.099, FAC, adopting an agreement made by and between **The School Board of Washington County, Florida**, fiscal agent for **The Panhandle Area Educational Consortium (PAEC)** and **Gateway Educational Computing Consultants** and **The District School Board of Gadsden County Florida**, has been reviewed by both parties. It is the decision of these participants that the resolution for rendering of services and benefits shall commence as of July 1, 2020 and shall end on June 30, 2021.

**WHEREAS, The District School Board of Gadsden County Florida** has the power and the duty among other responsibilities to cooperate with other agencies in joint programs when it is to the best interest of the district, taxpayers, the education system, and the school children of the participant, and

**WHEREAS, The District School Board** agrees to participate along with other participating and member districts in the Gateway Educational Computing Consultants (Gateway) and

**WHEREAS, the PAEC** is operated in compliance with all Florida Statutes and State Board of Education Administrative Rules, with all charges and assessments for services being made as approved by the Board of Directors of PAEC as extended to include all the superintendents of districts participating in the Gateway Project.

**THEREFORE**, in consideration of the mutual covenants contained herein, the parties hereto contract and agree as follows:

- I. SERVICES TO DISTRICTS.** The general services to be provided by Gateway are:
  - A.** PAEC Gateway Services will comply with all requirements relating to s.119.07, F.S, Florida's public records act.
  - B.** Contracting for software updates, maintenance, and technical assistance.
  - C.** Application of software updates implemented at hosting service.
  - D.** Training of district personnel with regard to:
    - 1. Initial and continuing implementation of system
    - 2. Operational changes required by software updates
    - 3. Operational changes per requirements of the Florida Department of Education.
  - E.** On-site and telephone consultation to provide technical assistance and problem correction.
  - F.** Technical assistance in the maintenance of files to provide long-term records
  - G.** Technical assistance in the operation of data processing equipment necessary to operate the system.
  - H.** Maintenance of disk packs required for software libraries and online user files.
  - I.** Technical assistance in providing required automated files to DOE.
  - J.** Maintenance of system job control language (JCL) required for the execution of software and changes necessary to the execution of district or institution level jobs within the application of the system.
  - K.** Technical assistance in support of district processes at outside organizations and/or companies where the data being used originates from within the Gateway system. In order to provide this assistance, the districts authorize Gateway to have access to the data stored on such outside systems.
  - L.** Other services recommended by the extended PAEC Board of Directors for the Gateway Educational Computing Consultants Project and approved by the fiscal agent.

## **II. GOVERNANCE**

The PAEC Board of Directors has established the PAEC Gateway Educational Computing Consultants entity to work with districts on their financial data processing needs. As part of its work, the PAEC Gateway Educational Computing Consultants shall have an Advisory Committee. The Gateway/PAEC Project is administered under the PAEC Board of Directors extended to include the superintendents from non-PAEC districts participating in the Gateway Project, with each participating district having one (1) vote. Five (5) voting members present will constitute a quorum. Washington County School Board shall serve as Fiscal Agent and District of Record. The Gateway staff will be under the supervision of the PAEC Executive Director and function as a part of the consortium staff. The Gateway PAEC Project shall contribute its pro rata share of the PAEC/Fiscal Agent Annual Agreement, Annual Employee Termination Benefits Plan (for staff paid from project budget) and PAEC Overhead Funding Plan.

**III. DISTRICT RESPONSIBILITIES**

- A. Superintendent will appoint one representative to serve on the Advisory Committee and that person will serve as the primary Finance contact (POC) between PAEC Gateway and the district.
- B. POCs will designate a backup contact.
- C. Responsible for attending conference calls and trainings.
- D. Responsible for troubleshooting before reporting and providing clear and concise examples when reporting issues.
- E. Responsible for importing data into system.
- F. Responsible for facilitating internal training to district personnel.

**IV. PAEC ASSETS.** Training and Website materials provided by PAEC Gateway are strictly for the internal use of participating districts, including their administrators, staff, teachers, students, and parents. These materials remain the property of PAEC Gateway and cannot be reprinted, duplicated, sold, or distributed to anyone outside the participating school or school district without the express written consent of PAEC Gateway.

**V. DISTRICT FINANCIAL PARTICIPATION.** The District School Board of Gadsden County, will pay for services received through participating in the PAEC Gateway Educational Computing Consultants. All assessments will be based on actual costs incurred, prorated among participants on the base plus unweighted FTE basis. Each participating district hereby agrees to pay, a base sum of \$21,100.00 plus a sum per most recent unweighted FTE 3<sup>rd</sup> calculation as per the 2019-20 year’s enrollment @ a rate \$.991712. This contribution shall be the total obligation of each participating district during the agreement year. Payment must be made by the District and received by PAEC by September 15 of each year in which the district is participating.

**VI. TERMS OF AGREEMENT.** The term of this agreement with PAEC Gateway Educational Computing Consultants shall commence as of July 1 of each school year (the “renewal date”) and shall end on June 30 of each school year (the “termination date”), unless the participating district chooses to renew this resolution/contract for an additional year. Each District entering into a resolution/contract with PAEC Gateway shall do so effective July 1 unless specified to the contrary.

**VII. TERMINATION/SUSPENSION OF AGREEMENT**

**A. TERMINATION BY DISTRICT**

Written notice of intent to withdraw (“Terminate”) from participation in the PAEC Gateway Educational Computing Consultants program must be provided by the participating district to the PAEC Executive Director at least six months prior to the renewal date. This resolution/contract will automatically renew for an additional 1-year period if such written notice is not timely received by the PAEC Executive Director.

**B. SUSPENSION OF SERVICES BY PAEC**

The Board of Directors of PAEC may suspend and decline to provide services to a participating district because of failure to:

- Make full payment by September 15 of each year
- For DRS schools, provide proof of agreement with their statutorily assigned university affiliate (s. 1003.32, FS) by September 15 of each year

**C. WITHDRAWAL BY FISCAL AGENT**

The fiscal agent must provide written notification by certified mail to the Superintendent/DRS Director of each participating district if services are to be discontinued. Notification must be received at least six months prior to the renewal date (July 1<sup>st</sup>).

**VIII. EQUIPMENT PURCHASES AND TRANSFERS.** The equipment transferred from the former district of record, the School Board of Bay County, will be vested in Washington County School Board according to

the present PAEC Agreement. If the Gateway Project is transferred to another District of Record, all equipment purchased with Gateway Project funds will be transferred to the new district upon approval of the PAEC Extended Board of Directors.

For the above described services, The District School Board of Gadsden County, Florida, agrees to pay The District School Board of Washington County, Florida, fiscal agent and District of Record for PAEC and PAEC Gateway Finance, the sum of \$24,923.08 for Gateway Services, the Skyward License Fee of \$28,355.60, and the ISCorp hosting fee of \$7,433.01 - a total of \$60,711.69 - payable upon execution of this resolution/contract.

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.**   7f  

**DATE OF SCHOOL BOARD MEETING:** September 22, 2020

**TITLE OF AGENDA ITEM:** Contract with Goede, Adamczyk, DeBoest & Cross, PLLC –  
Attorneys in Claim against Florida Municipal Insurance Trust

**DIVISION:** Administration

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

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

Board approval is requested for retaining and employing Goede, Adamczyk, DeBoest & Cross, PLLC to represent the School Board in its claim against the insurance company, Florida Municipal Insurance Trust, for the damage/loss due to Hurricane Michael. The attorneys are hired on a contingent fee basis. If no recovery is made, the Board would not owe attorneys any sum for fees and costs.

**FUND SOURCE:** General Fund

**AMOUNT:** If Recovery is made, fees range between 5% and 20% of recovery amount per contract

**PREPARED BY:** Roger P. Milton

**POSITION:** Superintendent of Schools

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**INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER**

       Number of ORIGINAL SIGNATURES NEEDED by preparer.

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

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



GOEDE / ADAMCZYK / DEBOEST / CROSS

ATTORNEYS AND PROFESSIONAL COUNSEL

INFO@GADCLAW.COM / WWW.GADCLAW.COM

## AUTHORITY TO REPRESENT

The undersigned, The School Board of Gadsden County (“Client”), hereby retains and employs Goede, Adamczyk, DeBoest & Cross, PLLC (“Attorneys”) as its attorneys to represent it in the matter of its claim against its insurance company, Florida Municipal Insurance Trust, or other responsible first-party insurers, for the damage/loss to its property, due to Hurricane Michael, which occurred on or about October 10, 2018, and which has a claim number of GC2018092587, under insurance policy number 0857. Attorneys will also represent Client as to any bad faith/extra-contractual claim Client may have related to the insurance claim referenced above.

### **I. Responsibility to Pay Attorney’s Fees**

Client understands that it is hiring Attorneys on a contingent fee basis, and/or for a court-awarded fee to be paid by the opposing party/parties, and/or for a fee the amount of which will be agreed to and paid by the opposing party/parties. **If no recovery is made, Client will not owe Attorneys any sum whatsoever in attorney’s fees and costs.**

As compensation for their services, Client agrees to pay Attorneys a fee calculated on the gross amount of any recovery (before costs and expenses are deducted), as follows:

- a. 5% of any recovery (based on the gross recovery, plus costs) via: settlement (by mediation or otherwise) before suit is filed; or, payment of any appraisal award before suit is filed; or
- b. 10% of any recovery (based on the gross recovery, plus costs) via: payment, confirmation, or enforcement of any appraisal award (or judgment on the same) after suit is filed provided the insurer does not dispute coverage and/or such appraisal awards; or
- c. 20% of any recovery (based on the gross recovery, plus costs) via: settlement after suit is filed; payment, confirmation, or enforcement of any appraisal award (or judgment on the same) after suit is filed if the insurer disputes coverage and/or such appraisal awards; arbitration; or, judgment.

In the event of an appeal, this contract shall authorize Attorneys to represent Client on that appeal. In the event of an appeal or if any court proceedings after judgment must be brought to collect the judgment, the fee shall be increased by an additional 5% of the amount recovered.

As for any **bad faith/extra-contractual claim**, Client agrees to pay Attorneys a fee calculated on the gross amount of any recovery (before costs and expenses are deducted), as follows: 25% of any recovery (based on the gross recovery, plus costs).

**CLIENT WILL NOT BE CHARGED ATTORNEY'S FEES ON INSURANCE PROCEEDS THAT WERE RECOVERED BY CLIENT BEFORE THIS AGREEMENT WAS SIGNED.**

Client agrees that Attorneys shall receive, as compensation for their services, the greater of the applicable contingency fee sum specified above, or the amount that a court awards or the insurance company is willing to pay for attorney's fees. In the event that the sum awarded by a court or agreed to be paid by the insurance company is less than the contingency fee, Client shall be responsible for the difference. If the amount awarded by a court or agreed to be paid by the insurance company is greater than the contingency fee, Client shall not have to contribute any attorney's fees from the recovery.

For any fee recovery based on hours, Attorneys' standard rates (partners rates are \$350-\$450; associates rates are \$275; paralegal rates are \$195; and, legal assistant/secretary rates are \$125) will apply and are agreed to and deemed reasonable by Client. Client assigns to Attorneys the authority to negotiate and settle any claim for attorney's fees.

Client agrees not to settle the subject claims in any manner without prior written notification to the Attorneys.

**II. Responsibility to Pay Costs and Expenses**

The client understands and acknowledges that certain costs and expenses will be required and must be incurred in the course of representation for the claim and any related appraisal, arbitration, or litigation. These costs include, but are not necessarily limited to: professional fees, consultant and expert fees, filing fees and associated court costs; service of process fees; deposition costs; computerized research; trial exhibits, postage, document reproduction and copying.

Attorneys will advance costs as permitted by the rules governing The Florida Bar, such as professional, consultant and expert fees, court filing fees, summons fees, and service of process fees. In the event of any recovery, Client agrees to reimburse Attorneys all such costs.

**III. Miscellaneous**

Client authorizes the Attorneys, with prior approval of the Client, to file suit and bring those actions and causes of action that they believe, in good faith, ought to be prosecuted in order to assert the claims against any offending party including punitive damages, as may be applicable. Client also authorizes the Attorneys to initiate arbitration, or appraisal (as noted below). Client retains the right to ultimately decide whether a settlement should be accepted, but agrees not to accept any settlement offer without first conferring with the Attorneys, and advising of Client's desire for acceptance.

At any time, even after a lawsuit is filed, Attorneys may discover facts that may lead them to desire to withdraw from representation. If so, Client agrees to discuss this matter with the Attorneys.

If Client unilaterally terminates this contract after the time period for cancellation set forth below, Client understands and agrees that Attorneys shall remain fully entitled to be paid the amounts determined consistent with Florida law. Attorney's normal attorney hourly fees range from \$275.00 to \$450.00 per hour and paralegal and legal assistant/secretary time range from \$125.00 to \$195.00 per hour. If it becomes necessary for either party to litigate to enforce its rights under this contract, the prevailing party shall be entitled to its reasonable attorney's fees and costs.

This Contract states the entire agreement between the Client and the Attorneys and takes the place of any prior oral or written agreements. This Agreement is entered into and is to be performed within the State of Florida and is to be interpreted in accordance with Florida Law. The venue with respect to any action pertaining to this agreement shall be Gadsden County, Florida. The terms of this agreement may be changed only by a separate written agreement signed and dated by the Client and the Attorneys. If a word, sentence, or provision of this Agreement is, or may be, held by a court to be invalid, void, superseded or unenforceable, the offending term shall be severed and the remaining shall survive and continue in full force and effect without being impaired or invalidated in any way. The section headings herein contained are for purposes of identification only and shall not be considered in construing this Agreement.

In making this agreement to pay Attorneys' fees, Client has made inquiry concerning the experience of Attorneys and is satisfied with Attorneys' experience.

Since the outcome of negotiations (and appraisal, arbitration, and litigation) is subject to factors that cannot always be foreseen, such as the uncertainties and risks inherent in the negotiation (and appraisal, arbitration, and litigation) process, it is understood that Attorneys have made no promises or guarantees to Client concerning the outcome of this or any other matter and cannot do so.

Attorneys make no representations or guarantees regarding the tax consequences of any recovery, which may be obtained on behalf of the Client. Attorneys are not tax attorneys or investment counselors and will not give tax or investment advice regarding any recovery or whether to structure any settlement obtained in this case. Accordingly, Client shall obtain independent advice from accountants, tax attorneys or investment professionals regarding the tax and investment treatment of any recovery.

### **READ CAREFULLY**

**THIS IS YOUR CONTRACT. IT PROTECTS BOTH YOU AND YOUR ATTORNEYS AND WILL PREVENT MISUNDERSTANDINGS IN THE FUTURE. IF, AFTER HAVING READ THIS CONTRACT YOU DO NOT UNDERSTAND ANY PART OF IT, OR IF IT DOES**



NOT CONTAIN ALL OF THE AGREEMENTS BETWEEN THE PARTIES PERTAINING THERETO, PLEASE DO NOT SIGN THIS CONTRACT.

THE UNDERSIGNED CLIENT HAS, BEFORE SIGNING THIS CONTRACT, RECEIVED AND READ THE STATEMENT OF CLIENT’S RIGHTS AND UNDERSTANDS EACH OF THE RIGHTS SET FORTH THEREIN. THE UNDERSIGNED CLIENT HAS SIGNED THE STATEMENT AND RECEIVED A SIGNED COPY TO REFER TO WHILE BEING REPRESENTED BY THE UNDERSIGNED ATTORNEYS. THIS CONTRACT MAY BE CANCELLED BY WRITTEN NOTIFICATION TO THE ATTORNEYS AT ANY TIME WITHIN 3 BUSINESS DAYS OF THE DATE THE CONTRACT WAS SIGNED, AS SHOWN BELOW, AND IF CANCELLED THE CLIENT SHALL NOT BE OBLIGATED TO PAY ANY FEES TO THE ATTORNEYS FOR THE WORK PERFORMED DURING THAT TIME. IF THE ATTORNEYS HAVE ADVANCED FUNDS TO OTHERS IN REPRESENTATION OF THE CLIENT, THE ATTORNEYS ARE ENTITLED TO BE REIMBURSED FOR SUCH AMOUNTS AS THE ATTORNEYS REASONABLY ADVANCED ON BEHALF OF THE CLIENT.

**ACCEPTED AND AGREED**

The undersigned, by duly authorized signature below, agrees to engage Goede, Adamczyk, DeBoest & Cross, PLLC pursuant to the terms set forth above.

**CLIENT:** The School Board of Gadsden County

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

ITS: \_\_\_\_\_

DATE: \_\_\_\_\_

**ATTORNEYS:**

\_\_\_\_\_  
Goede, Adamczyk, DeBoest & Cross, PLLC

\_\_\_\_\_  
Date





GOEDE / ADAMCZYK / DEBOEST / CROSS

ATTORNEYS AND PROFESSIONAL COUNSEL

INFO@GADCLAW.COM / WWW.GADCLAW.COM

## STATEMENT OF CLIENT'S RIGHTS FOR CONTINGENCY FEES

Before you, the prospective client, arrange a contingency fee agreement with a lawyer, you should understand this statement of your rights as a client. This statement is not a part of the actual contract between you and your lawyer, but, as a prospective client, you should be aware of these rights.

1. There is no legal requirement that a lawyer charge a client a set fee or a percentage of money recovered in a case. You, the client, have the right to talk with your lawyer about the proposed fee and to bargain about the rate or percentage as in any other contract. If you do not reach an agreement with one lawyer you may talk with other lawyers.

2. Any contingency fee contract must be in writing and you have three (3) business days to reconsider the contract. You may cancel the contract without any reason if you notify your lawyer in writing within three (3) business days of signing the contract. If you withdraw from the contract within the first three (3) days, you do not owe the lawyer a fee although you may be responsible for the lawyer's actual costs during that time. But if your lawyer begins to represent you, your lawyer may not withdraw from the case without giving you notice, delivering the necessary papers to you, and allowing you time to employ another lawyer. Often, your lawyer must obtain court approval before withdrawing from a case. If you discharge your lawyer without good cause after the 3-day period, you may have to pay a fee for the work the lawyer has done.

3. Before hiring a lawyer, you, the client, have the right to know about the lawyer's education, training and experience. If you ask, the lawyer should tell you specifically about the lawyer's actual experience dealing with cases similar to yours. If you ask, the lawyer should provide information about specific training or knowledge and give you this information in writing if you request it.

4. Before signing a contingent fee contract with you, a lawyer must advise you whether the lawyer intends to handle your case alone or whether other lawyers will be helping with the case. If your lawyer intends to refer the case to other lawyers, the lawyer should tell you what kind of fee sharing arrangement will be made with the other lawyers. If lawyers from different law firms will represent you, at least one lawyer from each law firm must sign the contingent fee contract.

5. If your lawyer intends to refer your case to another lawyer or counsel with other lawyers, your lawyer should tell you about that at the beginning. If your lawyer takes the case and later decides to refer it to another lawyer or to associate with other lawyers, you should sign a new contract that includes the new lawyers. You, the client, also have the right to consult with each

lawyer working on your case and each lawyer is legally responsible to represent your interest and is legally responsible for the acts of other lawyers involved in the case.

6. You, the client, have the right to know in advance how you will need to pay the expenses and the legal fees at the end of the case. If you pay a deposit in advance for costs, you may ask reasonable questions about how the money will be or has been spent and how much of it remains unspent. Your lawyer should give a reasonable estimate about future necessary costs. If your lawyer agrees to lend or advance you money to prepare or research the case, you have the right to know periodically how much money your lawyer has spent on your behalf. You also have the right to decide, after consulting with your lawyer, how much money is to be spent to prepare a case. If you pay the expenses, you have the right to decide how much to spend. Your lawyer should also inform you whether the fee will be based on the gross amount recovered or the amount recovered minus the costs.

7. You, the client, have the right to be told by your lawyer about possible adverse consequences if you lose the case. Those adverse consequences might include money which you might have to pay to your lawyer for costs and the liability you might have for attorney's fees to the other side.

8. You, the client, have the right to receive and approve a closing statement at the end of the case before you pay any money. The statement must list all of the financial details of the entire case, including the amount recovered, all expenses, and a precise statement of your lawyer's fee. Until you approve the closing statement, you need not pay any money to anyone, including your lawyer. You also have the right to have every lawyer or law firm working on your case sign this closing statement.

9. You, the client, have the right to ask your lawyer at reasonable intervals how the case is progressing and to have these questions answered to the best of your lawyer's ability.

10. You, the client, have the right to make the final decision regarding settlement of a case. Your lawyer must notify you of all offers of settlement before and after the trial. Offers during the trial must be immediately communicated and you should consult with your lawyer regarding whether to accept a settlement. However, you must make the final decision to accept or reject a settlement.

11. If at any time, you, the client, believe that your lawyer has charged an excessive or illegal fee, you have the right to report the matter to The Florida Bar, the agency that oversees the practice and behavior of all lawyers in Florida. For information on how to reach The Florida Bar, call (850) 561-5600, or contact the local bar association.

12. Any disagreement between you and your lawyer about a fee can be taken to court and you may wish to hire another lawyer to help you resolve this disagreement. Usually fee disputes must be handled in a separate lawsuit, unless your fee contract provides for arbitration. You can request, but may not require, that a provision for arbitration (under Chapter 682, Florida Statutes,

or under the fee arbitration rule of the Rules Regulating The Florida Bar) be included in your fee contract.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2020.

**The School Board of Gadsden County**

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

\_\_\_\_\_  
Goede, Adamczyk, DeBoest & Cross, PLLC





Gadsden County School District  
2020-2021

Controlled Open  
Enrollment Plan

ENROLL



## Gadsden County School District Controlled Open Enrollment Plan 2020-2021

### **Contact Information:**

Vicki Johnson

Parent Services Coordinator

850-627-9651 x 1295

Fax: 850-627-7594

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

Enrollment Plan Link: <http://www.gadsdenschools.org/>

### **Open Enrollment Policies**

***“Controlled open enrollment” means a public education delivery system that allows school districts to make student school assignments using parents’ indicated preferential educational choice as a significant factor.***

### **Introduction:**

Florida Statute 1002.31 states that beginning with the 2017-2018 school year, each district school board shall allow a parent 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 that has not reached capacity in the district, subject to the maximum class size.

### **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 parent/guardian. Any student residing in the Gadsden County School District (GCSD) shall be assigned to a school for attendance by the Superintendent or his designee.

The Gadsden County School District gladly honors school choice from any parent/guardian. The Gadsden County School District has open enrollment options for parents to choose a school outside their residential attendance zone school. The 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.

Any parent/guardian wishing to apply should complete the following steps:

1. The parent/guardian will complete the Gadsden County School District's Application for Attendance to request permission to attend an alternate school to the student's zoned school. This form is available at any school in the district. The form must be completed in its entirety and must have attached any additional justifications/documentation and proof of residency at the time of submission to the school.
2. The parent/guardian will complete a Controlled Open Enrollment Student Performance Contract available on the district's website, at the district office, or at any Gadsden County School.

Once the school receives ALL of the required items, the request will be reviewed. The parent/guardian will be notified in writing via US Mail within two weeks or as soon as a decision is made. Due to this process, students may not be allowed to enroll in the choice school at the time the Application for Attendance is submitted. Once notification of acceptance has been received, the parent/guardian may enroll the student in the approved school.

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 Gadsden County School District does not operate a home education program and parent/guardian only registers with the school superintendent for the purpose of complying with the state's attendance requirements under s. 1003.21(1). If a parent or guardian chooses to home school their child(ren) the superintendent shall accept a notice of intent to set up a home education program and shall immediately register the home education program upon receipt of the notice. The notice of intent must come from the parent/guardian and include the full legal name, address and date of birth of all children who shall be enrolled as students in the home education program. If the student chooses to participate in a school district program additional information or verification from the parent/guardian will be required.

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 the school district. 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;
- C. Forty-five (45) day time period for accepting applications;
- D. Method of determining capacity of schools;
- E. Capacity determination for each District school;
- F. Identification of schools that have not reached capacity;
- G. Class size standards;
- H. Lottery procedure for determining student assignment if transfer requests exceed available space;
- I. Provision for a parent to request placement of siblings within the same school;
- J. Appeals process for hardship cases;
- K. Availability of transportation; and
- L. 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 shall be given to a student whose parent is transferred or is pending transfer to a military installation within the school district while on active military duty pursuant to an official military order and the student shall be considered a resident of the school district for purposes of enrollment when the order is submitted to the school district; 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 requirements.

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***

The Gadsden County School District Choice Options are available on our website <http://www.gadsdenschools.org/>. Applications can be downloaded from the web or picked up at any Gadsden County school campus, the district office, or 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); 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; Arts and Sciences Academy (S.T.E.A.M.) offered at Havana Magnet School; Alternative School at Carter-Parramore Academy; Exceptional Student Education at Gadsden Central Academy; Charter School at Crossroad Academy; Dual Enrollment at Gadsden County High School; Advanced Placement at Gadsden County High School; Highest Performing Schools are Gadsden Elementary Magnet School, Crossroad Academy, and Havana Magnet School; Career and Technical Education Programs are offered at Gadsden County High School and Crossroad Academy through Gadsden Technical Institute and Information Technology Academy at Havana Magnet School. Other Options include PAEC/FLVS Virtual; and Home Education.

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, home education, or a school in another district as allowed by law. The school district will provide transportation to a student if they stay enrolled in the school district, but if the parent/guardian opt to move their child(ren) outside the school district transportation will not be provided by the school district. Designation of schools included in Opportunity Scholarship Options are determined by Florida Department of Education.

Family Empowerment Scholarship (FES) Program: The Gadsden County School District shall honor a school choice opportunity for low-income and working-class families that is designed to extend support to middle-income families. Priority will be given to students who are at 185% of federal poverty level (per 1002.394). Following the 2019 Legislative Session, Governor Ron DeSantis signed SB 7070, which creates the FES Program and provides 18,000 students life-changing education opportunities for academic and career success. A student is eligible for a scholarship if the student meets the following criteria:

The student's household income level does not exceed 300% of the federal poverty level (\$77,250 for a family of four) or the student is on the direct certification list (list of children who qualify for the food assistance program, the Temporary Assistance to Needy Families Program, or the Food Distribution on Indian Reservations program), or  
The student is currently placed, or during the previous state fiscal year was placed, in foster care or in out-of-home care as defined in s. 39.01 **and**

The student is eligible to enroll in kindergarten or has spent the prior school year (2019-20) in attendance at a Florida public school. Prior attendance means the student was enrolled in and in attendance at a Florida public school during both the October and February student counts.  
Prior to scholarship funds being awarded, the student must be accepted and enrolled in a participating private school. A private school that is currently eligible to participate in any of the scholarship programs is eligible to participate in the FES. However, parents should contact the schools to inquire as to whether the private school will participate in the program. The student will remain eligible until he/she graduates from high school or turn 21 years of age, which ever first. It is the parent's responsibility to request the scholarship from The Department of Education (DOE) at least 60 days prior to the first payment due date at the school of their choice.

### ***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. GCSD 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.

Section 1002.40, Florida Statutes (F.S.), was established and provides the parent of a public school student who was subjected to an incident of bullying or violence (a complete list of incidents is found in section 1002.40(3), F.S.), an opportunity to transfer to another public school, or request a scholarship for the student to enroll in and attend a participating private school. The law states in part, "Upon receipt of a report of an incident, the school principal, or his or her designee, shall provide a copy of the report to the parent and investigate the incident to determine if the incident must be reported as

required by s.1006.09(6). Within 24 hours after receipt of the report, the principal or his or her designee shall provide a copy of the report to the parent of the alleged offender and to the superintendent. Upon conclusion of the investigation or within 15 days after the incident was reported, whichever occurs first, the school district shall notify the parent of the program and offer the parent an opportunity to enroll his or her student in another public school that has capacity or to request and receive a scholarship to attend an eligible private school, subject to available funding.”

Pursuant to State Board of Education Rule 6A-6.0951, Florida Administrative Code, the district shall notify the parent by providing the parent a completed Hope Scholarship Notification Form. The Hope Scholarship Notification Form was adopted by the State Board of Education in July 2018, and therefore shall not be substantively altered.

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 School District uses a lottery procedure for determining student assignment if transfer requests exceed available space. 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.

For purposes of continuity of educational choice, a student who enrolls or transfers under Controlled Open Enrollment may remain at the Controlled Open Enrollment School until the student completes the highest grade level at the school. After completion of the terminal grade of that school, the student must return to their zoned school or apply for and be granted another lottery selection through Controlled Open Enrollment. Students residing in another county must return to their school district in the absence of another lottery selection entitling them to enroll in another District 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 School District provides equal opportunity for school choice to all students in the district regardless of race, ethnicity or socio-economic status. In order to ensure that participation in school choice supports socioeconomic, demographic and racial balance, Gadsden County School District annually evaluates participation by race and free and reduced lunch eligibility and make changes accordingly.

## 7. *Homeless Students*

Pursuant to Gadsden County School District's School Board Policy 5.14\*, (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 or is currently in foster care shall be entitled to enrollment in the Gadsden County School District at their school of origin, unless it is determined that their school of origin placement is not in the best interest of the child. The school district's homeless coordinator shall work in collaboration with the Department of Children and Families (DCF) to determine the school of origin for foster children. Student transportation to their school of choice will be provided if their school of origin is 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 zoned 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.

**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, 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.

## 12. *Gadsden County Schools Reopening Options*

GCSD will reopen on August 31st utilizing the following options:

The Gadsden County School District will offer the following Innovative Model to ensure quality and equitable services to all students, Kindergarten through Grade 12. The District will continue to utilize our approved instructional materials, which includes digital resources.

**In-person Instruction:** Students will receive in-person instruction. In-Person learning, occurring in the brick and mortar, is any form of instructional interaction that occurs “in person” and in real time between teachers and students. An electronic device, such as a laptop or Chromebook will be assigned to each student. All elementary schools will utilize the Google Suite as a learning management system, while the secondary schools will utilize Google Classroom and or Canvas to make learning seamless. The District is committed to following the CDC recommendations and will take all precautions to ensure the safety of our students and staff by using masks when social distancing is difficult.

**Remote Learning:** The District will offer Remote Learning for students whose parents elect to have their students learn in their home environment. Instruction will be a combination of synchronous and asynchronous activities.

In order to ensure quality and equitable services, classroom teachers may provide both in-person instruction and remote learning instruction simultaneously. This model will allow all students access to the same curriculum, instructional activities and resources as their classmates whose parents have elected to return to the brick and mortar program. Utilizing the model where classroom teachers are providing in-person instruction and instruction for remote learners will ensure continuity of instruction for all learners. Synchronous instruction will provide an inclusive environment and will facilitate student engagement. When interventions and additional supports are required, the selected LMS solutions will accommodate learners. For example, students can be placed in small group environments through Google Meets or Zoom break-out rooms. Small group (workshops) or individualized instruction can be implemented through remote means.

Whether the students is enrolled in In-person Instruction or Remote Learning, they will have a schedule that includes required coursework, instructional supports (IEPs, interventions, etc.) and will be included in the schools’ master schedules. Assignments traditionally known as homework will be posted in the Google Classrooms and or Canvas for both in-person and remote learners. Students will access the assignments and return as directed by the classroom teachers. This practice will allow Gadsden to ensure that students, teachers and families can effectively navigate online resources should circumstances move the district back to remote learning.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

**AGENDA ITEM NO.** 8b

**DATE OF SCHOOL BOARD MEETING:** September 22, 2020

**TITLE OF AGENDA ITEM:** 2020-2022 School Health Services Plan

**DIVISION:**

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

**PURPOSE AND SUMMARY OF ITEM:** This two year plan lists the services that the Health Department plans to render to the students enrolled in the Gadsden County Public School system.

**FUND SOURCE:** N/A

**AMOUNT:** N/A

**PREPARED BY:** Caroline McKinnon

**POSITION:** District Assessment Coordinator

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INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

       Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 2

CHAIRMAN'S SIGNATURE: page(s) numbered 2

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



*Mission: To protect, promote & improve the health of all people in Florida through integrated state, county, and community efforts.*

**2020 – 2022 School Health Services Plan**  
**for**  
**Gadsden County**

**Due by September 15, 2020**

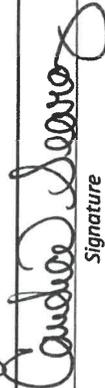
**E-mail Plan as an Attachment to:**

**[HSF.SH\\_Feedback@flhealth.gov](mailto:HSF.SH_Feedback@flhealth.gov) and County School Health Liaison**

**2020 - 2022 School Health Services Plan Signature Page**

Please ensure that this signature page is signed by the parties below, scanned and sent via email to [hsf.sh\\_feedback@flhealth.gov](mailto:hsf.sh_feedback@flhealth.gov) and your county school health liaison.

My signature below indicates I have reviewed and approved the Gadsden County 2020 - 2022 School Health Services Plan.

Position	Name and Signature	Date
County Health Department Administrator/Director	Adrian Cooksey, DrPH, MPH <i>Printed Name</i>  <i>Signature</i>	9/10/20 <i>Date</i>
County Health Department Nursing Director	Jana Barfield, BSN, RN <i>Printed Name</i>  <i>Signature</i>	9/10/20 <i>Date</i>
County Health Department School Health Coordinator	Candice Searcy, BSN, RN <i>Printed Name</i>  <i>Signature</i>	9/10/20 <i>Date</i>
School Board Chairperson	Steve Scott <i>Printed Name</i> <i>Signature</i>	<i>Date</i>
School District Superintendent	Roger Milton <i>Printed Name</i> <i>Signature</i>	<i>Date</i>
School District School Health Coordinator	Caroline McKinnon <i>Printed Name</i> <i>Signature</i>	<i>Date</i>
School Health Advisory Committee Chairperson	Candice Searcy <i>Printed Name</i>  <i>Signature</i>	9/10/20 <i>Date</i>
Public/Private Partner Provider of School Health Services	FSU College of Medicine (COM) <i>Printed Name</i> <i>Signature</i>	<i>Date</i>

**SUMMARY – SCHOOL HEALTH SERVICES PLAN 2020-2022**

Statutory Authority: Section 381.0056, Florida Statute (F.S.) requires each local county health department (CHD) to develop, jointly with the school district and school health advisory committee, a School Health Services Plan (referred herein as the “Plan”) that outlines the provisions and responsibilities to provide mandated health services in all public schools. Florida Administrative Code Rule 64F-6.002 (F.A.C.) requires the plan to be completed biennially.

**The Plan format is arranged in 3 parts relating to the services provided and funding streams, as follows:**

- Part I: Basic School Health Services - General school health services which are available to all students in Florida’s public and participating non-public schools in all 67 school districts.
- Part II: Comprehensive School Health Services – include increased services in section 381.0057, Florida Statutes, for student health management, interventions and classes. These services promote student health; reduce high-risk behaviors and their consequences (substance abuse, unintentional/ intentional injuries, and sexually transmitted diseases); provide pregnancy prevention classes and interventions; and provide support services to promote return to school after giving birth.
- Part III: Health Services for Full Service Schools (FSS) – Includes basic school health services and additional specialized services that integrate education, medical, social and/or human services such as nutrition services, basic medical services, aid to dependent children (temporary assistance for needy families (TANF)), parenting skills, counseling for abused children, counseling for children at high risk for delinquent behavior and their parent/guardian and adult education to meet the needs of the high-risk student population and their families. These services are required of schools as defined in section 402.3026, Florida Statutes.

**The Plan contains 4 columns, as follows:**

- Column 1 –Requirements and References. This column includes Florida Statutes, Florida Administrative Codes and references demonstrating best practices related to school health.
- Column 2 – Program Standards. This column provides specific requirements related to the statutes, administrative code and references listed in Column 1.
- Column 3 – Local Agency(s) Responsible. The local agencies (CHD, Educational Agency (LEA), and School Health Advisory Committee (SHAC)) determine the responsibilities for providing the services described columns 1 and 2.
- Column 4 – Local Implementation Strategy & Activities. This column describes the implementation strategies and activities to fulfill requirements in columns 1 and 2.

**Plan Submission:**

- If the plan signature page has not been signed by all parties on or before September 15, 2020, you may submit the plan at that time and submit the scanned signature page as a PDF file when it is fully signed.

**PART I: BASIC SCHOOL HEALTH SERVICES**

Requirements/References	Program Standards	Local Agency(s) Responsible	Local Implementation Strategy & Activities
<p><b>1. School Health Services Plan; Basic School Health Services; Comprehensive School Health Services and Full Service Schools:</b>                      School Health Services Act: s. 381.0056, F.S.; Chapter 64F-6.002, F.A.C.; Florida Nurse Practice Act: Chapter 464 Nursing                      Technical Assistance Guidelines - The Role of the Professional School Nurse in the Delegation of Care in Florida Schools (Rev. 2010); ss. 381.0057, F.S., 402.3026, F.S.</p>	<p>1a. Each local school health services plan shall be completed biennially and approved and signed by, at a minimum, the superintendent of schools, the school board chairperson, and the local CHD medical director/administrator.</p> <p>1b. The local school health services plan shall be reviewed each year for the purpose of updating the plan. Amendments shall be signed by the school district superintendent and the county health department medical director/administrator and forwarded to the School Health Services Program office.</p> <p>1c. The local school health services plan shall describe employing or contracting for all health-related staff and the supervision of all school health services personnel regardless of the funding source.</p> <p>1d. Each local CHD uses annual Schedule C funding allocation to provide school health services pursuant to the School Health Services Act and the requirements of the Schedule C Scope of Work.</p>	<p>FL-DOH GCHD</p> <p>FL-DOH GCHD, GCSD</p> <p>FL-DOH GCHD</p> <p>FL-DOH GCHD</p>	<p>The County Health Department School Health Staff are directly supervised by the School Health Coordinator. The School Health Coordinator completes scheduled school health clinic inspections and works within school health clinics to ensure compliance with standards set by State of Florida. The School Health Staff are evaluated annually to ensure standards are being consistently met.</p> <p>The School Health Services Plan is reviewed annually with collaborative effort by DOH Gadsden and the Gadsden County School Board. The County Health Department Administrator and Gadsden County Superintendent are notified of and approve any amendments to this plan.</p> <p>The Gadsden County Health Department employs a Registered Nurse as the designated School Health Coordinator, support Registered Nurse, Licensed Practical Nurses, and Health Aides to provide school health support.</p> <p>Annual funding allocation allows employment of one Registered Nurse as the School Health Coordinator, one Registered Nurse as a Senior Community Health Nurse, 2 Licensed Practical Nurses, and 6 Health Aides to provide health related services including but not limited to: medication administration, surveillance of health conditions including reportable health</p>

<p>conditions, evaluation and management of sick students, screening services for hearing, vision, BMI, and scoliosis. Health Education classes for students, parents, and staff are provided by School Health Staff as well which promotes health lifestyles, chronic disease prevention and management, family planning services, and referrals for students requiring further medical attention.</p>			
<p>DOH Gadsden employees a Registered Nurse as the School Health Coordinator and the Gadsden County School Board designates an employee to work collaboratively and on a regular basis through telephone calls, email, and virtual and face-to-face meetings with the School Health Coordinator to implement services.</p>	<p>FL-DOH GCHD</p>	<p>1e. The local CHD and local LEA shall each designate one person, RN recommended, to be responsible for the coordination of planning, development, implementation and evaluation of the program. These individuals should collaborate throughout the school year to assure program compliance and to plan and assess the delivery of program services.</p>	
<p>School Health RNs, LPNs, and Health Aides are employed through the GDHD and are directly supervised by the School Health Coordinator to ensure plans, goals, and standards are being met. An annual internal evaluation is completed to ensure that standards for employees are met.</p>	<p>FL-DOH GCHD</p>	<p>1f. Protocols for supervision of school health services personnel shall be described in the local school health services plan to assure that such services are provided in accordance with statutory and regulatory requirements and professional standards and are consistent with the Nurse Practice Act.</p>	
<p>The GCHD and GCSD coordinator work collaboratively along with input from the School Health Advisor Committee (SHAC) chair to complete the school health plan on a biennial basis. The completed plan is reviewed, approved, GCSD chairperson, and GCSD Superintendent.</p>	<p>FL-DOH GCHD &amp; GCSD</p>	<p>1g. Decisions regarding medical protocols or standing orders in the delivery of school health services are the responsibility of the local CHD medical director in conjunction with district school boards, local school health advisory committees, the school district medical consultant if employed or the student's private physician.</p>	

	<p>1h. Establish procedures for health services reporting in Health Management System (HMS) and the annual report, to include services provided by all partners.</p>	<p>FL-DOH GCHD</p>	<p>Each School Health Clinic has one computer available that allows electronic documentation into Health Office and HMS to capture services received by students.</p>
	<p>1i. Each School Health Advisory Committee (SHAC) should include members representing the eight components of the Centers for Disease Control and Prevention's Coordinated School Health (CSH) model. The SHAC is encouraged to address the eight CSH components in the school district's wellness policy.</p>	<p>FL-DOH GCHD &amp; GCSD</p>	<p>The SHAC Committee is comprised of school health staff, county health educators, champions, students, parents, community leaders, GCSD employees, FSU College of Medicine (COM) staff (pediatrician, APRNs, mental health counselors), school staff, and individuals who have a common goal to promote healthy lifestyles for the children of Gadsden County.</p>
<p><b>2. Health Appraisal</b> s. 381.0056(4)(a)(1), F.S.</p>	<p>2a. Determine the health status of students.</p>	<p>FL-DOH GCHD &amp; FSU College of Medicine (COM)</p>	<p>Gadsden County School Health personnel which consist of 2 RNs, 2 LPNs, and 7 Health Aides determine the health status of students through daily health room visits, screenings, medical history updates, and a minimum of biannual cumulative record reviews. The FSU COM also employs 2 ARNPs and a part time Pediatrician to provide health services to the students of Gadsden County. Each organization has developed MOAs with the district outlining their services. Letters are sent home to parents if any additional information is required and school staff are kept apprised of any need to know health information.</p>
<p><b>3. Records Review</b> s. 381.0056(4)(a)(2), F.S. s. 1003.22(1)(4) F.S.; Chapters: 64F-6.005(1), F.A.C., 64F-6.004(1)(a), F.A.C.</p>	<p>3a. Perform initial school entry review of student health records, to include school entry physical, immunization status, cumulative health record, emergency information, school health screenings and student-specific health related documents.</p>	<p>FL-DOH GCHD</p>	<p>Student health records are reviewed biannually to ensure the cumulative record, physical, immunization record, and emergency health information form are included to ensure compliance with state guidelines. Cumulative Record Review logs are set in place as a</p>

			tracking system of the progress of record reviews.
	3b. Emergency information card/form for each student shall be updated each year.	FL-DOH GCHD & GCSO	School Health Staff coordinate with GCSO staff to distribute the Emergency Health Information cards annually at the beginning of the school year in the Health Packet. School Health Staff assist by sending letters out to parents who have not returned the health information cards after the first few weeks of school.
<b>4. Nurse Assessment</b> s. 381.0056(4)(a)(3), F.S.; Chapters: 64F-6.001(6), F.A.C., 6A-6.0253, F.A.C., 6A-6.0252, F.A.C., 6A-6.0251, F.A.C.	4a. Perform nursing (RN) assessment of student health needs.  4b. For day-to-day and emergency care of students with chronic and/or complex health conditions at school, the RN develops an individualized healthcare plan (IHP) and Emergency Care Plan (ECP).	FL-DOH GCHD & FSU COM	School Health personnel notify the RNs of any change and need for assessment related to student health conditions. FSU COM APRNs also notified of pertinent information related to student health conditions and evaluate as needed.
<b>5. Nutrition Assessment</b> s. 381.0056(4)(a)(4), F.S.; Florida School Health Administrative Resource Manual, 2017	5a. Identify students with nutrition related problems and refer to an appropriate healthcare provider.	FL-DOH GCHD	The Registered Nurses assess the student's health needs on a regular basis through clinic visits and develops an Individual Health Plan (IHP) and an Emergency Care Plan (ECP) for the student who is identified to have chronic and/or acute health issues.
<b>6. Preventive Dental Program</b> s. 381.0056(4)(a)(5), F.S.	6a. Provide services such as oral health education, screenings and referrals, dental sealants, fluoride varnish and/or fluoride rinse as appropriate.	FL-DOH GCHD & FSU College of Medicine (COM)  FL DOH-GCHD Liberty Community Healthcare, Inc. (Healthy Smiles Happy Students) United Way, & Neighborhood Dental Clinic	Students with nutritional needs are identified through annual BMI screenings, school staff referrals, parent referrals and assessments by school nurses, and FSU ARNPs.  The school health staff provide periodic oral health education classes to the students and referrals are made to private dentists for students needing dental services. The local agencies listed also provide oral health education and limited services during onsite visits.

<p><b>7. Health Counseling</b> s. 381.0056(4)(a)(10), F.S.</p>	<p>7a. Provide health counseling as appropriate.</p>	<p>FL DOH GCHD, GCSD, &amp; FSU COM</p>	<p>Nurses, APRNs, and psychologists provide counseling to students as needed with parental consent.</p>
<p><b>8. Referral and Follow-up of Suspected and Confirmed Health Problems</b> s. 381.0056(4)(a)(11), F.S.</p>	<p>8a. Provide referral and follow-up for abnormal health screenings, emergency health issues and acute or chronic health problems. Coordinate and link to community health resources.</p>	<p>FL-DOH GCHD</p>	<p>School Health Staff generate a notification letter to the parent(s) or guardian of students receiving abnormal health screenings. This information is also recorded in Health Office, with a record documented each time a school health staff attempts to notify the parent or guardian of the abnormal screening via telephone or other communication method.</p>
<p><b>9. Provisions for Screenings</b> s. 381.0056(4)(a)(6-9), F.S.; Chapter 64F-6.003(1-4), F.A.C.</p>	<p>9a. Provide mandated screenings: (1) Vision screening shall be provided, at a minimum, to students in grades kindergarten, 1, 3 and 6 and students entering Florida schools for the first time in grades kindergarten – 5. (2) Hearing screening shall be provided, at a minimum, to students in grades kindergarten, 1 and 6; to students entering Florida schools for the first time in grades kindergarten – 5; and optionally to students in grade 3. (3) Growth and development screening shall be provided, at a minimum, to students in grades 1, 3 and 6 and optionally to students in grade 9. (4) Scoliosis screening shall be provided, at a minimum, to students in grade 6.</p> <p>9b. Obtain parent/guardian permission in writing prior to any invasive screening, (e.g. comprehensive eye exam).</p> <p>9c. Refer students with abnormal screening results to service providers for additional evaluation and/or treatment (e.g. state contracted vision service providers).</p>	<p>FL DOH GCHD</p>	<p>School Health staff provide the mandated screenings in grades Kindergarten, 1st, 3rd, 6th and for all new students entering in grades Kindergarten through 5th grade. Computer generated letters are sent home to all parent(s) or guardians of children with abnormal screening results and appropriate referrals are made.</p>
		<p>FL- DOH GCHD</p>	<p>Written permission is obtained and verified before any invasive screening and/or procedure is performed.</p>
		<p>FL- DOH GCHD</p>	<p>Students identified by school health staff to have an abnormal vision screening results are referred to Vision Quest. Students are also referred to Dr. Abbey or their established Ophthalmologist for evaluation related to decreased visual</p>

<p><b>10. Meeting Emergency Health Needs</b>                  ss. 381.0056(4)(a)(10), F.S., 1006.165, F.S.;                  Chapter 64F-6.004(1), F.A.C.;                  Emergency Guidelines for Schools, 2019 Florida Edition</p>	<p>10a. Ensure written health emergency policies and protocols are maintained and include minimum provisions. Ensure that student emergency information forms/cards are updated annually and completed for each student listing contact person, family physician, allergies, significant health history and permission for emergency care.                  10b. Ensure health room staff and two additional staff in each school are currently certified in cardiopulmonary resuscitation (CPR) and first aid and a list is posted in key locations.</p>	<p>FL-DOH GCHD</p>	<p>The school district requires that certain staff have a current CPR license. A minimum of at least 2 individuals at each school are identified to have CPR and first aid and a list of those individuals are posted throughout the schools with designated phone numbers. School Health Staff have current BLS CPR Certification Annually.</p>	<p>acuity. Students are also referred to their assigned primary providers for follow up related to hearing difficulty, growth and development, and evaluation for scoliosis.                  The School Health Manual is a collaborative effort of the GCHD &amp; the GCSD which contains written policies and procedures for emergency situations. This manual is updated as needed.</p>
	<p>10c. Assist in the planning and training of staff responsible for emergency situations.</p>	<p>FL-DOH GCHD, GCSD, &amp; GCSO</p>	<p>GCHD, GCSD, and GCSO work collaboratively to ensure all staff and students are trained and prepared for emergency situations by conducting drills, creating specific teams, and child specific collaboration. These entities communicate on a regular basis to ensure safety.</p>	
	<p>10d. The school nurse shall monitor adequacy and expiration of first aid supplies, emergency equipment and facilities.</p>	<p>FL-DOH GCHD</p>	<p>The school nurse performs and documents on a log that the emergency equipment kit is checked, and documents and supplied are replaced as needed.</p>	
	<p>10e. The school principal (or designee) shall assure first aid supplies, emergency equipment, and facilities are maintained.</p>	<p>FL-DOH GCHD &amp; GCSD</p>	<p>The school health staff ensure that adequate emergency equipment is maintained at all clinic sites and the GCSD maintenance department ensures</p>	

				the upkeep of the clinic facilities at each school.
	10f. All injuries and episodes of sudden illness referred for emergency health treatment shall be documented and reported immediately to the principal or the person designated by the principal or the acting principal. 10g. It is the responsibility of each school that is a member of the Florida High School Athletic Association to: 1) have an operational automatic external defibrillator (AED), 2) ensure employees expected to use the AED obtain appropriate training, and 3) register the AEDs with the county emergency medical services director.	FL-DOH GCHD & GCSD	FL-DOH GCHD & GCSD	All health services provided are documented in Health Office. Parents and the principal are notified of any situation that requires emergency treatment.  The GCSD & GCHD have collaborated to ensure 100% of schools who are members of the Florida High School Athletic Association have AED's on site.
<b>11. Assist in Health Education Curriculum</b> s. 381.0056(4)(a)(13), F.S.	11a. Collaborate with schools, health staff and others in health education curriculum development.	FL-DOH GCHD, GCSD, FSU COM, & SHAC	FL-DOH GCHD, GCSD, FSU COM, & SHAC	The GCHD School health staff, GCSD, FSU COM, and members of the SHAC work collaboratively to develop and implement health education curriculum into the schools that will gain interest and engage students.
<b>12. Refer Student to Appropriate Health Treatment</b> s. 381.0056(4)(a)(14), F.S.	12a. Use community or other available referral resources. Assist in locating referral sources for Medicaid eligible, uninsured and underinsured students.	FL-DOH GCHD, FSU COM, GCSD	FL-DOH GCHD, FSU COM, GCSD	When a health problem is identified we work to assist the parent by utilizing our resources including the GCHD, FSU COM providers, local providers, the local federally qualified health center, and local community support groups such as referral sources as appropriate.
<b>13. Consult with parent/guardian regarding student's health issues</b> s. 381.0056(4)(a)(15), F.S.; Chapter 64F-6.001(1), F.A.C.	13a. Provide consultation with parent/guardian, students, staff and physicians regarding student health issues.	FL-DOH GCHD, FSU COM	FL-DOH GCHD, FSU COM	The GCHD school health staff and the FSU COM provide phone or face to face consultations with parents and providers to ensure quality care.

<p><b>14. Maintain Health-Related Student Records</b>                  ss. 381.0056(4)(a)(16), F.S., 1002.22, F.S.;                  Chapter 64F-6.005(1)(2), F.A.C.</p>	<p>14a. Maintain a cumulative health record for each student that includes required information.</p>	<p>FL-DOH GCHD &amp; GCSD</p>	<p>The GCSD staff house and maintain all student cumulative health records in a secure area. School health staff work to ensure all the required health information is present in the cumulative record.</p>
<p><b>15. Non-public School Participation</b>                  ss. 381.0056(5)(a)(18), F.S., 381.0056(5)(a)-(g), F.S.</p>	<p>15a. Notification to the local non-public schools of the school health services program, allowing the non-public school to request participation in the school health services program provided they meet requirements.</p>	<p>FL-DOH GCHD &amp; Private Schools</p>	<p>The School Health Coordinator provides the opportunity for private schools to participate in the school's health services program.</p>
<p><b>16. Provision of Health Information for Exceptional Student Education (ESE) Program Placement</b>                  s. 381.0056(4)(a)(17), F.S.;                  Chapters 6A-6.0331, F.A.C., 64F-6.006, F.A.C.</p>	<p>16a. Provide relevant health information for ESE staffing and planning.</p>	<p>FL-DOH GCHD &amp; GCSD</p>	<p>School health staff participate in ESE/IEP staffing when a medical condition is present. School health staff also provide vision and hearing screening for ESE evaluation with parental consent.</p>
<p><b>17. The district school board shall provide in-service health training for school personnel.</b>                  s. 381.0056(6)(b), F.S.;                  Chapter 64F-6.002, F.A.C.</p>	<p>17a. /Ensure that district staff are provided with training to assist with the day-to-day and emergency health needs of students.</p>	<p>FL-DOH GCHD &amp; GCSD</p>	<p>The school health program coordinates with the GCSD to provide annual and as needed training for school personnel.</p>
<p><b>18. The district school board shall include health services and health education as part of the comprehensive plan for the school district.</b>                  s. 381.0056(6)(a), F.S.;                  Chapter 64F-6.002, F.A.C.</p>	<p>18a. School-based health services and health education are provided to public school children in grades pre-kindergarten through 12.</p>	<p>GCSD, Public Charter &amp; Private Schools</p>	<p>The GCSD receives health services and health education provided to the public-school children in grades pre-kindergarten through twelfth in the comprehensive school plan. School Health services are provided to public charter and private schools. These schools receive staff-in services, student health screenings, and cumulative record reviews.</p>

<p><b>19. The district school board shall make available adequate physical facilities for health services.</b>  <a href="#">s. 381.0056(6)(c), F.S.</a>;  <a href="#">State Requirements for Educational facilities, 2014</a>  <a href="#">and/or State Requirements for Existing Educational Facilities 2014</a></p>	<p>19a. Health room facilities in each school will meet Florida Department of Education (FDOE) requirements.</p>	<p>GCSD</p>	<p>The Gadsden County School District Maintenance Department maintains all school health clinics and ensure that they meet DOE standards.</p>
<p><b>20. The district school board shall, at the beginning of each school year, provide parent/guardian with information concerning ways that they can help their children to be physically active and eat healthy foods.</b>  <a href="#">s. 381.0056(6)(d), F.S.</a></p>	<p>20a. List programs and/or resources to be used to help children be physically active and eat healthy foods.</p>	<p>FL-DOH GCHD &amp; GCSD</p>	<p>The school health program coordinates with the school faculty each year to send out health packets at the beginning of each new school year. Health information on various topics are also presented throughout the year at Open Houses, PTOs, and Health Fairs.</p>
<p><b>21. The district school board shall inform parent/guardian in writing at the beginning of each school year of the health services provided.</b>  <a href="#">s. 381.0056(6)(e), F.S.</a></p>	<p>21a. Provide parent/guardian with list of services provided and the opportunity to request an exemption in writing.</p>	<p>FL DOH &amp; GCSD</p>	<p>In a collaborative effort the school health staff and the district send home health packets to parents at the beginning of the school year with a detailed consent form describing the school health services offered. Parents are informed to notify the school health staff in writing if they do not wish for their child to receive these services. School Health staff also are present at Open Houses and parent nights to distribute these packets, meet with parents and answer any questions they may have.</p>

<p><b>22. The presence of any of the communicable diseases for which immunization is required by the Department of Health in a Florida public or private school shall permit the county health department director or administrator or the State Health Officer to declare a communicable disease emergency.</b>  <a href="#">s. 1003.22(9), F.S.;</a>  <a href="#">Chapter 64F-6.002(2)(d), F.A.C.</a></p>	<p>22a. The school health plan shall include communicable disease policies. Note: Policies need to provide for interagency coordination during suspected or confirmed disease outbreaks in schools.</p>	<p>FL DOH- GCHD, GCSD, &amp; Private Schools</p>	<p>A policy for reporting communicable diseases to the GCHD's epidemiology department is in place. The school health coordinator is notified and if a communicable disease is confirmed within a school and necessary measures are taken to minimize outbreaks, A list of students who have medical exemptions are maintained by the school health coordinator. Also, the school health manual provides guidance on identifying the signs and symptoms of communicable diseases and whether school exclusion is necessary. If school health staff have any questions as to if a student is showing signs of a communicable disease they are to call the school health coordinator</p>
<p><b>23. Each district school board shall include in its approved school health services plan a procedure to provide training, by a registered nurse, a licensed practical nurse, a physician or a physician assistant (pursuant to chapter 458 or 459), to the school personnel designated by the school principal to assist students in the administration of prescribed medication.</b>  <a href="#">s. 1006.062(1)(a), F.S.</a></p>	<p>23a. Include provisions in the procedure for general and student-specific administration of medication training.</p>	<p>FL DOH-GCHD, GCSD, &amp; private schools</p>	<p>Principals annually designate a minimum of two UAPs to provide medication administration at their assigned schools during an absence of a school health staff when the clinic cannot be covered. School nurses also identify students with needs at their assigned schools in which staff require specific training. Specific training is provided by an RN and demonstration of correct techniques by the designated unlicensed assistive personal (UAPs) are observed, A training log with completed tests and skills check off lists are kept by the school health coordinator.</p>

<p><b>24. Each district school board shall adopt policies and procedures governing the administration of prescription medication by district school board personnel.</b>  <a href="#">s. 1006.062(1)(b), F.S.;</a>  <a href="#">Chapter 64B9-14, F.A.C.</a></p>	<p>24a. The school district medication policy will address the use of designated school staff for medication administration and be consistent with delegation practices.</p>	<p>FL-DOH GCHD, GCSD, and private schools</p>	<p>Each year the principal designates at least 2 UAPs to administer prescription medication in the absence of a school health employee.</p>
<p><b>25. Each district school board shall adopt a policy and a procedure for allowing a student who is a qualified patient, as defined in s. 381.986, to use marijuana obtained pursuant to that section.</b>  <a href="#">ss. 1006.062(8), F.S.;</a>  <a href="#">381.986, F.S.</a></p>	<p>25a. Ensure that all school health room/clinic staff and school staff designated by principals have read and have on file the school district policy on medical marijuana. Pursuant to the district policy, develop procedures to follow when parents of students, that are qualified patients under section 381.986, Florida Statutes, request that medical marijuana be administered to their child at school.</p>	<p>FL-DOH GCHD &amp; GCSD</p>	<p>After obtaining parental as well as physician approval, the student's knowledge of correct use of the inhaler is assessed. Upon approval by all parties the student is permitted to carry the inhaler while on school grounds. Student specific training is also conducted with the designated school staff.</p>
<p><b>26. Students with asthma whose parent/guardian and physician provide approval may carry a metered dose inhaler on their person while in school.</b>  <a href="#">s. 1002.20(3)(h), F.S.;</a>  <a href="#">National Association of School Nurses (NASN) Position Statement, The Use of Asthma Rescue Inhalers in the School Setting</a></p>	<p>26a. Ensure written authorization for use of metered dose inhaler at school is completed and signed by healthcare provider and parent/guardian.</p>	<p>FL-DOH GCHD &amp; GCSD</p>	<p>After obtaining parental as well as physician approval, the student's knowledge of correct use of the inhaler is assessed. Upon approval by all parties the student is permitted to carry the inhaler while on school grounds. Student specific training is also conducted with the designated school staff.</p>
<p><b>27. A student who is at risk for life-threatening allergic reactions may carry an epinephrine auto-injector and self-administer while en route to and from school, in school,</b></p>	<p>27a. For students with life threatening allergies, the RN shall develop and update annually IHP that includes an ECP, in cooperation with the student, parent/guardian, physician, and school staff. The IHP shall include child-specific training to protect the safety of all students</p>	<p>FL-DOH GCHD &amp; GCSD</p>	<p>The school health staff identifies students with life threatening allergies, obtains parental and physician approval for auto injector use, then assesses the students' knowledge and ability to use the auto injector. The RN develops an Individual Health Plan (IHP) that includes</p>

<p>or at school-sponsored activities if written parent/guardian and physician authorization has been provided.  <a href="#">s. 1002.20(3)(i), F.S.;</a>  <a href="#">Chapters 6A-6.0251, F.A.C.,</a>  <a href="#">64F-6.004(4), F.A.C.;</a>  <a href="#">Saving Lives at School</a>  <a href="#">Anaphylaxis and Epinephrine</a>  <a href="#">School Nurse and Handbook for</a>  <a href="#">Connection Cards, NASN;</a>  <a href="#">NASN Position Statement on</a>  <a href="#">Rescue Medications in School;</a>  <a href="#">Students with Life-Threatening</a>  <a href="#">Allergies, 2017 Updated</a>  <a href="#">Guidance</a></p>	<p>from the misuse or abuse of auto-injectors. The ECP shall direct that 911 will be called immediately for an anaphylaxis event and have a plan of action for when the student is unable to perform self-administration of the epinephrine auto-injector.</p>		<p>an Emergency Action Plan (EAP). Student specific training is also conducted with the school health staff. After all of the above is completed the student is allowed to carry the auto injector while on school grounds.</p>
<p><b>28. A public school may purchase a supply of epinephrine auto-injectors from a wholesaler distributor or manufacturer as defined in <a href="#">s. 499.003, F.S.</a> for the epinephrine auto-injectors at fair-market, free, or reduced prices for use in the event a student has an anaphylactic reaction. The epinephrine auto-injectors must be maintained in a secure location on the public school's premises. The participating school district shall adopt a protocol developed by a licensed physician for the administration by school</b></p>	<p>28a. If the school district has chosen to maintain supplies of epinephrine auto-injectors, a standing order and written protocol has been developed by a licensed physician and is available at all schools where the epinephrine auto-injectors are stocked.</p>	<p>GSCD</p>	<p>The GCS D has chosen not to purchase from a wholesale distributor and maintain a stock of epinephrine auto-injectors at this time.</p>

<p>personnel who are trained to recognize an anaphylactic reaction and to administer an epinephrine auto-injection. <b>s. 1002.20(3)(i)(2), F.S.</b></p>	<p><b>29. Educational training programs required by this section must be conducted by a nationally recognized organization experienced in training laypersons in emergency health treatment or an entity or individual approved by the department. The curriculum must include at a minimum: (a) Recognition of the symptoms of systemic reactions to food, insect stings, and other allergens; and (b) The proper administration of an epinephrine auto-injector. <b>s. 381.88, F.S.</b></b></p>	<p>29a. Ensure that school staff that are designated by the principal (in addition to school health staff in the school clinic) to administer stock epinephrine auto-injectors (not prescribed to an individual student) are trained by a nationally recognized organization experienced in training laypersons in emergency health treatment or an entity approved by the Department of Health.</p>	<p>FL-DOH GCHD &amp; GCSD</p>	<p>The GCSD has chosen not to purchase from a wholesale distributor and maintain a stock of epinephrine auto-injectors at this time.</p>
<p><b>30. Students with diabetes will have a Diabetes Medical Management Plan (DMMP) from the student's healthcare provider that includes medication orders and orders for routine and emergency care. An Individualized Healthcare Plan (IHP) will be developed from the DMMP by the RN in collaboration with the parent/guardian, student, healthcare providers and school personnel for the</b></p>	<p>30a. Maintain a copy of the current physician's diabetes medical management plan and develop and implement an IHP and ECP to ensure safe management of diabetes</p>	<p>FL-DOH GCHD</p>	<p>Each student diagnosed with diabetes has an individual care plan book with an Individual Health Plan (IHP) and an Emergency Care Plan (ECP) to ensure safe self-management of diabetes developed from the DMMP provided by the student's medical provider. Daily blood sugar checks are also kept in these logs for fast access when communicating with physicians and electronically on health office. School Health Staff will be trained on recognizing signs and symptoms of hypoglycemia/hyperglycemia and appropriate interventions for each.</p>	

<p>management of diabetes while en route to and from school, in school, or at school-sponsored activities. An Emergency Care Plan (ECP) will be developed as a child-specific action plan to facilitate quick and appropriate responses to an individual emergency in the school setting. The ECP may be a component of the IHP. The ECP will summarize signs and symptoms and how to recognize and treat hypoglycemia and hyperglycemia. It shall specify when to call 911. s. 1002.20(3)(f), F.S.; Chapter 6A-6.0253, F.A.C.; NASN position statement, Diabetes Management in the School Setting</p>			
<p><b>31. Students with diabetes that have physician and parent/guardian approval may carry their diabetic supplies and equipment and self-manage their diabetes while en route to and from school, in school, or at school-sponsored activities. The written authorization shall identify the diabetic supplies, equipment and activities the student can perform without assistance for diabetic self-</b></p>	<p>FL-DOH GCHD</p>	<p>31a. Maintain a copy of the current physician's diabetes medical management plan and develop and implement an IHP and ECP to ensure safe self-management of diabetes.</p>	<p>Each student diagnosed with diabetes has an individual care plan book with an Individual Health Plan (IHP) and an Emergency Care Plan (ECP) to ensure safe self-management of diabetes. Daily blood sugar checks are also kept in these logs for fast access when communicating with physicians and electronically on health office.</p>

<p>management, including hypoglycemia and hyperglycemia.  <a href="#">s. 1002.20(3)(j), F.S.;</a>  <a href="#">Chapter 6A-6.0253, F.A.C.;</a>  <a href="#">NASN position statement,</a>  <a href="#">Diabetes Management in the School Setting</a></p>	<p><b>32. A student who has experienced or is at risk for pancreatic insufficiency or who has been diagnosed as having cystic fibrosis may carry and self-administer a prescribed pancreatic enzyme supplement while en route to and from school, in school, or at school sponsored activities, if the school has been provided with authorization from the student's parent/guardian and prescribing practitioner.</b>  <a href="#">s. 1002.20(3)(j), F.S.;</a>  <a href="#">Chapter 6A-6.0252, F.A.C.</a></p>	<p>32a. Develop and implement an IHP and ECP for management of the conditions requiring pancreatic enzyme supplements and to ensure that the student carries and self-administers such supplements as prescribed by the physician. Maintain documentation of healthcare provider and parental/guardian authorization to self-carry.</p>	<p>FL-DOH GCHD</p>	<p>A policy is currently in place which the school health staff obtains parental and physician approval, then assesses the students' knowledge and ability to utilize supplements. Upon approval by all parties the student may carry their medication. Student specific training is also conducted with the school health staff.</p>
<p><b>33. Non-medical assistive personnel shall be allowed to perform health-related services upon successful completion of child specific training by a registered nurse or advanced registered nurse practitioner, physician, or physician assistant.</b>  <a href="#">s. 1006.062(4), F.S.;</a></p>	<p>33a. Document health related child-specific training by an RN for delegated staff. The delegation process shall include communication to the UAP which identifies the task or activity, the expected or desired outcome, the limits of authority, the time frame for the delegation, the nature of the supervision required, verification of delegate's understanding of assignment, verification of monitoring and supervision. The documentation of training and competencies should be signed and dated by the RN and the trainee.</p>	<p>FL-DOH GCHD</p>	<p>With parental permission, staff designated by the principal receive annual training by the school nurse on the student's specific medication and physician orders. The training is documented in the student's medical record and HMS.</p>	

<p>Chapters:          64B9-14.002(3), F.A.C.,          64B9-14, F.A.C.;          Technical Assistance          Guidelines - The Role of the          Professional School Nurse in          the Delegation of Care in          Florida Schools (Rev. 2010).</p>	<p>33b. Use of non-medical assistive personnel shall be consistent with delegation practices per requirements.</p>	<p>FL-DOH GCHD &amp; GCSD</p>	<p>Principals at each school annually designate appropriate staff to receive student specific training and administer prescription medication.</p>
<p>34. Pursuant to the provisions of Chapter 435, any person who provides services under a school health services plan pursuant to s. 381.0056, F.S. must meet level 2 screening requirements as described in s. 435.04, F.S. A person may satisfy the requirements of this subsection by submitting proof of compliance with the requirements of level 2 screening conducted within 11 months before the date that person initially provides services under a school health services plan.          ss. 381.0059, F.S.,          1012.465, F.S.</p>	<p>34a. Collaborate with school district to ensure district background screening policies do not result in duplicate or conflicting background screening requirements for staff providing school health services.</p>	<p>FL-DOH GCHD</p>	<p>The GCHD ensures all employees, contractual staff and volunteers satisfy a level 2 background screening prior to rendering services.</p>
<p>35. Immediate notification to a student's parent/guardian, or caregiver if the student is removed from school, school-sponsored activity and taken to a receiving facility for an involuntary examination pursuant to s. 394.463, F.S.</p>	<p>35a. The school health services plan shall include policies and procedures for implementation of the aforementioned statutory requirements.</p>	<p>GCSD</p>	<p>The GCSD ensures all principals or his or her designee, will notify a student's parent or guardian if the student is removed from the school for an involuntary examination under Baker Act. The principal may delay the notification up to 24 hours if abuse is suspected and the delay is deemed in the child's best interest. This will only occur after an official reporting of the suspected abuse</p>

<p>including the requirements established pursuant to ss. 1002.20(3)(f), F.S., 1002.33(9), F.S., 381.0056(4)(a)(19), F.S.</p>			<p>to the Department of Children and Families' abuse hotline.</p>
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<p><b>PART II: COMPREHENSIVE SCHOOL HEALTH SERVICES (CSHSP)</b></p>			
<p><b>References/Resources</b></p>	<p><b>Program Standards</b></p>	<p><b>Local Agency(s) Responsible</b></p>	<p><b>Local Implementation Strategy &amp; Activities</b></p>
<p>36. The services provided by a comprehensive school health program must focus attention on promoting the health of students, reducing risk-taking behavior, and reducing teen pregnancy. Services provided under this section are additional and are intended to supplement, rather than supplant, basic school health services. ss. 381.0057(6), F.S., 743.065, F.S.</p>	<p>34a. Provide in-depth health management, interventions and follow-up through the increased use of professional school nurse staff.</p>	<p>FL-DOH GCHD, GCSD, &amp; FSU COM</p>	<p>The school health staff work diligently to provide in-depth health management, interventions, and monitoring with thorough assessments and referrals to appropriate specialist/providers. School health staff utilize FSU COM who provides 2 APRNs and a part-time pediatrician to Gadsden County Schools.</p>
	<p>34b. Provide health activities that promote healthy living in each school.</p>	<p>FL-DOH GCHD, GCSD, GCHD Population Based Services, SHAC, FSU COM</p>	<p>School Health collaborates with numerous agencies to provide a variety of health promotion/ healthy living activities within each school including Champions, the nutritional program 5-2-1-0, and regular health fairs.</p>
	<p>34c. Provide health education classes.</p>	<p>FL-DOH GCHD</p>	<p>All school health staff are required to provide health education classes at their assigned schools throughout the year.</p>

	<p>34d. Provide or coordinate counseling and referrals to decrease substance abuse.</p>	<p>FL-DOH GCHD, GCSD, &amp; FSU COM</p>	<p>School health staff work collaboratively with school guidance counselors, resource officers, and Capital City Youth Services for referring children in need of substance abuse counseling. FSU mental health also provides onsite and tele-mental health counseling for students, school faculty and parents.</p>
	<p>34e. Provide or coordinate counseling and referrals to decrease the incidence of suicide attempts.</p>	<p>FL-DOH GCHD, GCSD &amp; FSU COM</p>	<p>School health staff work collaboratively with school guidance counselors, GCSD psychologist, resource officers and Capital City Youth Services for referral of students in need of counseling. FSU mental health also provides onsite counseling for students, school faculty, and parents.</p>
	<p>34f. Provide or coordinate health education classes to reduce the incidence of substance abuse, suicide attempts and other high-risk behaviors.</p>	<p>FL-DOH GCHD, GCSD, &amp; FSU COM</p>	<p>All school health staff are required to provide health education classes at their assigned schools. These classes include, but are not limited to substance abuse, suicide prevention, violence prevention, date rape, bullying, self-esteem, and Human Growth and Development. The content of information taught in these classes are sensitive and age appropriate.</p>
	<p>34g. Identify and provide interventions for students at risk for early parenthood.</p>	<p>GCHD, FSU COM, GCSD Guidance Counselors, Community agencies</p>	<p>School health staff obtain open communication with all GCSD staff. School guidance counselors refer any child identified to be at risk for early parenthood to the school health staff. At this point the school health staff works collaboratively with the listed agencies to provide counseling and health education classes to reduce the student's risk of early parenthood</p>

	<p>34h. Provide counseling and education of teens to prevent and reduce involvement in sexual activity.</p>	<p>FL-DOH GCHD, GCSD, &amp; FSU COM</p>	<p>School health staff work collaboratively with GCSD employees and FSU COM to provide health education and classes to reduce and prevent involvement in sexual activity. These education classes are offered individually and in groups and students who are involved in sexual activity are referred for family planning services.</p>
	<p>34i. Collaborate with interagency initiatives to prevent and reduce teen pregnancy.</p>	<p>FL-DOH GCHD</p>	<p>School health staff and guidance counselors are provided with healthy start and family planning services information. Health education sessions are provided for teens through lunch and learns, group classes and individual clinic visits to reduce teen pregnancy. Any students at risk for teen pregnancy are referred for Family Planning services</p>
	<p>34j. Facilitate the return to school after delivery and provide interventions to decrease repeat pregnancy.</p>	<p>FL-DOH GCHD</p>	<p>The school health staff regularly monitor all pregnant teens throughout their pregnancy. The teen is referred to WIC and Healthy Start for services and school health staff counsel with pregnant teens to provide family planning services. Support and student specific counseling and education are provided to facilitate return to school post-delivery and decrease repeat pregnancy.</p>
	<p>34k. Refer all pregnant students who become known to staff for prenatal care and Healthy Start services.</p>	<p>FL- DOH GCHD, GCSD, FSU COM</p>	<p>The school health staff refer all pregnant students to Healthy Start and a private physician if they do not have one. The school health staff, counselors, FSU COM, and Healthy Start work collaboratively to assist the pregnant student in establishing appointments. The pregnant student is routinely monitored and assessed</p>

				by school health nurses & FSU APRNs during the pregnancy and pregnancy specific health education classes and support are provided.
<b>PART III: HEALTH SERVICES FOR FULL SERVICE SCHOOLS (FSS)</b>				
<b>References/Resources</b> 37. The State Board of Education and the Department of Health shall jointly establish full-service schools (FSS) to serve students from schools that have a student population at high risk of needing medical and social services <a href="#">s. 402.3026(1), F.S.</a>	<b>Program Standards</b> 35a. Designate full-service schools based on demographic evaluations.  35b. Provide nutritional services.  35c. Provide basic medical services.  35d. Provide referral to dependent children (Temporary Assistance to Needy Families (TANF)).  35e. Provide referrals for abused children.  35f. Provide specialized services as an extension of the educational environment that may include: nutritional services, basic medical services, aid to dependent children, parenting skills, counseling for abused children, counseling for children at high risk	<b>Local Agency(s) Responsible</b> FL-GCHD & GCSD  FL-GCHD  FL-GCHD, FSU COM  FL-GCHD, GCSD  FL-DOH GCHD, GCSD, GCSO, FSU COM  FL-GCHD, GCSD, FSU COM, GCSO	<b>Local Implementation Strategy &amp; Activities</b> Based on the demographic evaluations of Gadsden County High School, it is designated as a full-service school.  School health staff provide nutrition education classes to the students at Gadsden County High School.  School health staff coordinate with FSU COM to offer services including but not limited to: Family Planning services with FSU COM ARNP on site a minimum of 3 days per week, STD & HIV education/ testing, sports physicals and primary care services.  School health staff coordinate with guidance counselor to provide referrals to TANF for dependent children.  All staff (GCHD, GCSD, GCSO & FSU COM) are required by law to report any suspected abuse. All entities work together to provide referrals and assistive services for any abused children.  The school health staff works with school guidance counselors, resource officers and FSU COM to provide referrals and education for children at risk of delinquent behavior for parents. Nutritional counseling,	

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	<p>for delinquent behavior and their parent/guardian, and adult education.</p> <p>35g. Develop local agreements with providers and/or partners for in-kind health and social services on school grounds.</p>	<p>FL-DOH GCHD, GCSD, FSU COM, Community Agencies</p>	<p>basic medical services, are providing via health education classes and individualized counseling from school health staff and FSU COM APRNs.</p> <p>The school health staff works collaboratively with other county health department programs (Healthy Start, Population Based Services), Community Agencies (FSU COM, Champions, Vision Quest, Liberty Healthcare Inc. Gadsden County Sheriff's Office) and others to provide in-kind services to our Full Service as well as Comprehensive schools.</p>
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SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8c

DATE OF SCHOOL BOARD MEETING: September 22, 2020

TITLE OF AGENDA ITEM: 2020-2021 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

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INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

  0   Number of ORIGINAL SIGNATURES NEEDED by preparer.

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

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

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

## 2020–2021 Uniform Statewide Assessment Calendar

According to Section 1008.22(7)(c), 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
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

## 2020–2021 Uniform Statewide Assessment Calendar

Acronym/Term	Definition
	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 Statewide, Standardized Assessments	Assessments that evaluate student mastery of Florida's academic standards at or near the conclusion of the course of instruction All assessments required by s. 1008.22, 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
VAM	A Value-Added Model (VAM) is used by some school districts as part of their educator evaluation system. It is also used in the approval process for teacher preparation programs, as part of the criteria for teachers to qualify for a financial award under the Florida Best and Brightest Teacher Scholarship program and as part of the criteria to extend an educator's temporary teaching certificate.
VPK	Florida's Voluntary Prekindergarten Education Program

### 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-6.09021, F.A.C. Rule 6A-6.0903, F.A.C.
FAIR	Diagnostic/Progress Monitoring	Provides general estimates 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.

Rule 6A-1.094224, F.A.C.  
Form ARM 001  
Effective October 2018  
Updated September 2, 2020



## 2020–2021 Uniform Statewide Assessment Calendar

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; VAM; scholar designation; Credit Acceleration Program; school improvement plans; school, district, state, and federal reporting	s. 1002.38, F.S. s. 1003.4156, F.S. s. 1003.4282, F.S. s. 1004.04, F.S. s. 1004.85, F.S. s. 1008.22, F.S. s. 1008.25, F.S. s. 1008.33, F.S. s. 1008.34, F.S. s. 1008.341, F.S. s. 1012.34, F.S. s. 1012.56, F.S. s. 1012.731, F.S. Rule 6A-1.09422, F.A.C. Rule 6A-1.094221, F.A.C. Rule 6A-1.094222, F.A.C. Rule 6A-1.0943, F.A.C. Rule 6A-1.09432, F.A.C. Rule 6A-1.09981, F.A.C. Rule 6A-1.099811, F.A.C. Rule 6A-1.099822, F.A.C. Rule 6A-5.0411, F.A.C.
FSAA	Summative		
NGSSS EOC	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.

Rule 6A-1.094224, F.A.C.

Form ARM 001

Effective October 2018

Updated September 2, 2020



## 2020–2021 Uniform Statewide Assessment Calendar

Assessment	Students to Be Tested	Statewide Window	District Window	Mode	Testing Time	Results Expected
FLKRS	Kindergarten	July 13–December 18, 2020	September 1–December 18, 2020	CBT <sup>1</sup>	15–20 minutes	Immediately following test completion
FSAA — Datafolio <sup>4</sup>	Grades 3–10 ELA (Reading & Writing); Grades 3–8 Mathematics; Grades 5 & 8 Science; and Algebra 1, Biology 1, Civics, Geometry, & U.S. History EOCs	Collection Period 1: September–October 2020	N/A	PBT	Varies/Untimed	June 2021
FSA Algebra 1 and Geometry EOC assessments	Students enrolled in associated courses	September 14–November 20, 2020	September 14–November 20, 2020	CBT <sup>1</sup>	180 minutes <sup>2</sup>	October 2020
NGSSS Biology 1, Civics, and U.S. History EOC assessments	Students enrolled in associated courses	September 14–November 20, 2020	September 14–November 20, 2020	CBT <sup>1</sup>	160 minutes <sup>3</sup>	October 2020
FSAA — Datafolio <sup>4</sup>	Grades 3–10 ELA (Reading & Writing); Grades 3–8 Mathematics; Grades 5 & 8 Science; and Algebra 1, Biology 1, Civics, Geometry, & U.S. History EOCs	Collection Period 2: November–December 2020	N/A	PBT	Varies/Untimed	June 2021
FSA Algebra 1 and Geometry EOC assessments	Students enrolled in associated courses	November 30–December 18, 2020	November 30–December 18, 2020	CBT <sup>1</sup>	180 minutes <sup>2</sup>	January 2021
NGSSS Biology 1, Civics, and U.S. History EOC assessments	Students enrolled in associated courses	November 30–December 18, 2020	November 30–December 18, 2020	CBT <sup>1</sup>	160 minutes <sup>3</sup>	January 2021

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Assessment	Students to Be Tested	Statewide Window	District Window	Mode	Testing Time	Results Expected
FSAA — Datafolio <sup>4</sup>	Grades 3–10 ELA (Reading & Writing); Grades 3–8 Mathematics; Grades 5 & 8 Science; and Algebra 1, Biology 1, Civics, Geometry, & U.S. History EOCs	Collection Period 3: March–April 2021	N/A	PBT	Varies/Untimed	June 2021
FSAA — Performance Task <sup>5</sup>	Grades 3–8 ELA & Mathematics; Grades 4–8 Writing; Grades 5 & 8 Science; and Civics EOC	March 1–April 16, 2021	N/A	PBT	Varies/Untimed	June 2021
FSAA — Performance Task <sup>5</sup>	Grades 9 & 10 ELA; Grades 9 & 10 Writing; and Algebra 1, Biology 1, Geometry, and U.S. History EOCs	March 15–April 30, 2021	N/A	PBT	Varies/Untimed	June 2021
FSA ELA – Reading	Grade 3	April 5–16, 2021	April 5–16, 2021	PBT	160 minutes	May 2021
FSA ELA – Writing	Grades 4–6	April 5–16, 2021	April 5–16, 2021	PBT	120 minutes	June 2021
FSA ELA – Writing	Grades 7–10	April 5–16, 2021	April 5–16, 2021	CBT <sup>1</sup>	120 minutes	June 2021
FSA ELA – Reading	Grades 4–6	May 3–14, 2021	May 3–14, 2021	PBT	Grades 4–5 Reading: 160 minutes Grade 6 Reading: 170 minutes	June 2021
FSA Mathematics	Grades 3–6	May 3–14, 2021	May 3–14, 2021	PBT	Grades 3–5 Mathematics: 160 minutes Grade 6 Mathematics: 180 minutes	June 2021
FSA ELA – Reading	Grades 7–10	May 3–28, 2021	May 3–28, 2021	CBT <sup>1</sup>	Grades 7–8 Reading: 170 minutes Grades 9–10 Reading: 180 minutes	June 2021



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Assessment	Students to Be Tested	Statewide Window	District Window	Mode	Testing Time	Results Expected
FSA Mathematics	Grades 7 and 8	May 3–28, 2021	May 3-28, 2021	CBT <sup>1</sup>	180 minutes	June 2021
FSA Algebra 1 and Geometry EOC assessments	Students enrolled in associated courses	May 3–28, 2021	May 3-28, 2021	CBT <sup>1</sup>	180 minutes <sup>2</sup>	June 2021
NGSSS Biology 1, Civics, and U.S. History EOC assessments	Students enrolled in associated courses	May 3–28, 2021	May 3-28, 2021	CBT <sup>1</sup>	160 minutes <sup>3</sup>	June 2021
NGSSS Statewide Science Assessment	Grades 5 and 8	May 10–21, 2021	May 10-21, 2021	PBT	160 minutes	June 2021
FSA Algebra 1 and Geometry EOC assessments	Students enrolled in associated courses	July 12–23, 2021	July 12-23, 2021	CBT <sup>1</sup>	180 minutes <sup>2</sup>	August 2021
NGSSS Biology 1, Civics, and U.S. History EOC assessments	Students enrolled in associated courses	July 12–23, 2021	July 12-23, 2021	CBT <sup>1</sup>	160 minutes <sup>3</sup>	August 2021

<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.  
<sup>4</sup> The FSAA—Datafolio is designed for students with significant cognitive disabilities for whom participation in the general statewide assessment or the FSAA—Performance Task is inappropriate, even with accommodations.  
<sup>5</sup> The FSAA—Performance Task is designed for students with significant cognitive disabilities for whom participation in the general statewide assessment is inappropriate, even with accommodations.

### 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: July 31–November 6, 2020	N/A	CBT <sup>1</sup>	45 minutes	1 week after



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Assessment	Applicable Students <sup>4</sup>	Statewide Window	District Window	Mode	Testing Time	Results Expected
PreACT	Grade 10	September–December 2020	N/A	PBT	150 minutes	Approximately 2 weeks after testing
ELA Grade 10 Retake – Writing		September 14–December 18, 2020	September 14–December 18, 2020	CBT <sup>1</sup>	120 minutes <sup>2</sup>	December 2020
ELA Grade 10 Retake – Reading		September 14–December 18, 2020	September 14–December 18, 2020	CBT <sup>1</sup>	180 minutes <sup>2</sup>	December 2020
FSAA — Performance Task <sup>6</sup> Grade 10 ELA and Algebra 1 EOC Makeup		September 28–December 18, 2020	N/A	PBT	Varies/Untimed	December 2020
PSAT/NMSQT	Grade 10	October 14, 2020 October 17, 2020 October 29, 2020 January 26, 2021	October 14, 2020	PBT	165 minutes	January 2021
FAIR	Grades 3–12	AP 2: November 9, 2020–February 12, 2021	N/A	CBT <sup>1</sup>	45 minutes	1 week after
ACCESS for ELLs	Grades K–12 currently classified as ELL with “LY” code	January 25–March 19, 2021	January 25–March 19, 2021	PBT	Kindergarten: 45 minutes Grades 1–12: 105–245 minutes (varies by grade-level/tier)	June 2021
Alternate ACCESS for ELLs	Grades 1–12 with significant cognitive disabilities and currently classified as ELL with “LY” code	January 25–March 19, 2021	January 25–March 19, 2021	PBT	80 minutes	June 2021
NAEP	Grades 4 and 8	January–March 2021	January –March 2021	CBT	90–120 minutes	Fall 2021 (National, State, and Trial Urban District Assessment results): Mathematics and Reading, Grades 4 and 8
FAIR	Grades 3–12	AP 3: February 15–June 11, 2021	N/A	CBT <sup>1</sup>	45 minutes	1 week after

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Assessment	Applicable Students <sup>4</sup>	Statewide Window	District Window	Mode	Testing Time	Results Expected
ELA Grade 10 Retake – Writing		February 22–March 12, 2021	February 22–March 12, 2021	CBT <sup>1</sup>	120 minutes <sup>2</sup>	May 2021
ELA Grade 10 Retake – Reading		February 22–March 12, 2021	February 22–March 12, 2021	CBT <sup>1</sup>	180 minutes <sup>2</sup>	May 2021
FSA Algebra 1 Retake EOC <sup>5</sup>		February 22–March 12, 2021	February 22–March 12, 2021	CBT <sup>1</sup>	180 minutes <sup>2</sup>	May 2021

<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 ELA Retake or 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.

<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.

<sup>6</sup> The FSAA—Performance Task is designed for students with significant cognitive disabilities for whom participation in the general statewide assessment is inappropriate, even with accommodations.

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### 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
STAR Early Literacy	PREK-1	September 15-25, 2020 January 15-29, 2021 June 7-18, 2021	CBT	Approx. 455 minutes	Immediately
Star Reading	Grades 2-10	September 15-25, 2020 January 15-29, 2021 June 7-18, 2021	CBT	Approx. 20 minutes	Immediately

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### 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
6	470	960	1,430
7	630	960	1,590
8	630	960	1,590
9	640	600	1,240
10	480	500	980
11	160	100	260
12	0	0	0