

AGENDA

SCHOOL BOARD WORKSHOP

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

December 12, 2023

4:30 P.M.

THIS WORKSHOP IS OPEN TO THE PUBLIC

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

ITEMS FOR DISCUSSION

4. PERSONNEL MATTERS (resignations, retirements, recommendations, leaves of absence, terminations of services, volunteers, and job descriptions)

a. Personnel 2023 – 2024 – **SEE PAGE #3**

5. AGREEMENTS/CONTRACT/PROJECT APPLICATIONS

a. E-Therapy Agreement - **SEE PAGE #5**

Fund Source: ESSER III

Amount: \$104,000.00

b. Memorandum of Understanding Between GCSB and LCSB - **SEE PAGE #13**

Fund Source: General Revenue

Amount: Depending on Service (see Permitting Fee Schedule Attached)

6. EDUCATIONAL ISSUES

a. Adopted Instructional Materials/Textbooks for 2023 – 2024 – **SEE PAGE #16**

Fund Source: N/A

Amount: N/A

b. Gadsden Technical College Field Trip – **SEE PAGE #19**

Fund Source: N/A

Amount: N/A

- c. Gadsden County High School 9<sup>th</sup> Grade Class End of the Year Field Trip – **SEE PAGE #32**

Fund Source: N/A

Amount: N/A

7. EDUCATIONAL ITEMS BY THE SUPERINTENDENT

8. SCHOOL BOARD REQUESTS AND CONCERNS

9. ADJOURNMENT



# THE GADSDEN COUNTY SCHOOL DISTRICT

Educating Every Student Today, Making Gadsden Stronger Tomorrow

## Elijah Key, Superintendent of Schools

35 Martin Luther King, Jr. Blvd Quincy, Florida 32351

Main: (850) 627-9651 or Fax: (850) 627-2760

[www.GadsdenSchools.org](http://www.GadsdenSchools.org)

December 19, 2023

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 2023-2024

The following reflects the total number of full-time employees in this school district for the 2023-2024 school term, as of December 19, 2023.

<u>Description Per DOE Classification</u>	<u>DOE Object#</u>	<u>#Employees December 2023</u>
Classroom Teachers and Other Certified	120 & 130	308.00
Administrators	110	57.00
Non-Instructional	150, 160, & 170	<u>377.00</u>
		742.00
Part Time Instructional		3.00
Part Time Non Instructional		<u>3.00</u>
Total		6.00
100% Grant Funded		237.00
Split Grant Funded		<u>15.00</u>
Total Grant Funded of 742 Employees		252.00

Sincerely,

Elijah Key, Jr.  
Superintendent of Schools

Cathy S. Johnson  
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

Karema D. Dudley  
DISTRICT NO. 5  
Quincy, FL 32351

**AGENDA ITEM 6A INSTRUCTIONAL AND NON INSTRUCTIONAL 2023/2024**

**INSTRUCTIONAL**

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Ash, Gakeira	GBES	Teacher	12/01/2023
Ford, Nedra	JASMS	Teacher	12/01/2023
Franklin, Stone	GCHS	Teacher	11/01/2023

**NON INSTRUCTIONAL**

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Foxx, Keishara	District/ESE	Social Worker	11/27/2023
Garrett, Jane	Transportation	Bus Aide	12/01/2023
Gee, Laforest	WGMS	Custodian	12/01/2023
Kilpatrick, Robin	Transportation	Bus Aide	12/01/2023
Lewis, Rogers	Transportation	Vehicle Foreman Mechanic	12/01/2023
Smith, Linda	District/Assessment	Secretary	01/03/2024

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

**LEAVE**

<u>Name</u>	<u>Location/Position</u>	<u>Beginning Date</u>	<u>End Date</u>
Addison, Erica	JASMS/Ed. Paraprofessional	11/27/2023	01/08/2024
Brown, Dorothy	Transportation/Bus Aide	11/01/2023	11/30/2023
Cloud, Katrina	WGMS/Secretary	11/01/2023	02/07/2024
Salter, Jasmine	WGMS/Teacher	10/26/2023	11/13/2023

**RESIGNATION**

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Carrillo Rodriguez, Carina	WGMS	Secretary	12/01/2023
Conway, Jomala	WGMS	Custodial Assistant	11/17/2023
Ford, Nedra*	JASMS	Educational Paraprofessional	11/30/2023
Gee, Laforest*	WGMS	Custodial Assistant	11/30/2023
Leland, Latara	JASMS	Teacher	10/31/2023
Lewis, Rogers*	Transportation	Mechanic II	11/30/2023
Smith, Linda*	CPA	Secretary	12/22/2023

\*Resigned to accept another position within the District

**DROP RETIREMENT**

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>DROP Ends</u>
Ali, Rosita	JASMS	School Counselor	12/31/2023
Francis, Carolyn	District	Volunteer Coordinator	12/31/2023
Lanier, Mary	District	District Receptionist	12/31/2023

**RETIREMENT**

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Newsome, Chastine	SSES	ESE Self-Help Aide	12/22/2023

**OUT OF FIELD**

<u>Name</u>	<u>Location</u>	<u>Area out of Field</u>	<u>Number of Periods</u>
Ash, Gakeira	GWM	PreK/Primary Education	All Periods
Jiles, Sonya	GWM	Art	All Periods
Kornegay, Mikhal	GCHS	Physical Education	All Periods
Spells, Jordan	GCHS	English	All Periods
Whitt, Ayesha	GCHS	Exceptional Student Education	All Periods

**SUBSTITUTES**

<u>Teacher</u>
Wooden, Kytionna

<u>Custodial/SFS Worker</u>
Conway, Jomala

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 5a

DATE OF SCHOOL BOARD MEETING: December 12, 2023

TITLE OF AGENDA ITEM: E-Therapy Agreement

DIVISION: Academic & Support Services

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

PURPOSE AND SUMMARY OF ITEM: The purpose of this item is to request approval to enter into an agreement with E-Therapy for programs and services for mental health for students and staff. The vendor will provide on-demand support for all educators, Tier I programming for staff, parent mental health training through video series and therapy for staff and students. Direct services will be provided by a licensed therapist.

FUND SOURCE: ESSER III

AMOUNT: \$104,000.00

PREPARED BY: Mrs. KeSandra Brown

POSITION: Director of Exceptional Student 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 2

CHAIRMAN'S SIGNATURE: page(s) numbered 2

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

*J. Mc...*  
12/12/2023



**AGREEMENT BETWEEN E-THERAPY AND Gadsden County School  
District  
12/19/2023**

This AGREEMENT is made between Gadsden County School District (here in after referred to as GCSD at 35 Martin Luther King Jr. BLVD Quincy, FL 32351 and E-Therapy, LLC at P.O. Box 843453, Dallas, TX 75284-3453 (hereinafter referred to as "Provider") and jointly as PARTIES.

**E-Therapy agrees to provide the following programs and services for mental health for students and staff:**

1. *eQUIP On-Demand Platform for all educators school-wide*
2. *eQUIP LIVE Tier 1 Programming for staff*
3. *Parent Mental Health Training Video Series*
4. *Therapy for Staff & Students*

**Confidential Information**

GCSD and Provider understand and agree that they will not disclose any information related to the business terms of this AGREEMENT to any third party or publicly in any format, which is not already public knowledge.

- GCSD and Provider understand and agree that they will not disclose any information related to each party's operations and technology or intellectual property assets, learned over the course of doing business under this agreement to any third party or publicly in any format, which is not already public knowledge.
- This Confidential Information will continue for a period of 2 years after the termination of this AGREEMENT and will not apply to any Confidential Information that becomes public in the future.
- Confidential Information may be released pursuant to any legal requests, court orders, governmental agency/body requirements, or any other regulatory directives GCSD may be required to comply with.

**Ownership and Intellectual Property**

GCSD understands that Provider is providing a proprietary solution and agrees that it will not copy or reproduce Provider's solution, in part or in whole, or in any form whatsoever, including for commercial purposes GCSD agrees to keep confidential any materials it receives that relate to Provider's solution, including any code, technology architecture, or any other technical or solution related operating materials.

**Contractor Status and Applicable Law:**

GCSD and Provider understand and agree that the Provider is acting and performing as an independent contractor at all times. Provider and GCSD must fully comply with all applicable provisions of law and other rules and regulations of any and all governmental authorities relating to licensure and the regulation of the Provider and GCS

**Term:**

This AGREEMENT shall be for an initial term beginning December 19, 2023 to October 31, 2024.

**Written Notices:**

- Written Notices directed to GCSD should be sent via Certified Mail to **35 Martin Luther King Jr. Blvd, Quincy, FL 32351 , Attention: Mrs. Kesandra Brown, Director of Exceptional Student Education**
- Written Notices directed to Provider should be sent via Certified Mail to above address, **Attention: Mr. Matt Knapp**

**Non-Solicitation:**

GCSD agrees to not directly hire any therapist that is contracted or has been contracted by Provider to serve GCSD in order to provide services independently of Provider during the contract and for a period of 1 year after the contract terminated.

**Transfer and Assignment:**

GCSD and Provider may assign its rights and obligations hereunder to an affiliate under common corporate control or to a company owned by any of Parties' current shareholders or to a purchaser of all or substantially all of the Parties equity and/or assets. In all other cases of Transfers and/or Assignments, GCSD and Provider shall have the right to assign any and all rights and duties acquired by it hereunder, subject to the other Party's consent, which shall not be unreasonably withheld, conditioned or delayed.

**Law of State to Govern:**

The validity, enforceability and interpretation of any of the clauses of this AGREEMENT will be determined and governed by the substantive and procedural laws of the state of **Florida**.

**Scope of AGREEMENT:**

This AGREEMENT constitutes the final, complete and entire contract between the parties and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions of the parties, whether written or oral. There are no representations or other agreements included. No supplemental modification or waiver of this AGREEMENT will be binding unless executed in writing by the parties to be bound thereby.

**Amendments:**

This AGREEMENT may be amended at any time by mutual agreement of the parties. However, before any amendment will be operative or valid, it must be in writing and signed by both the Provider and GCSD.

**Payment:**

Payment will be made by GCSD within thirty (30) days of receipt of Provider's invoice. Payments made be made electronically via ACH or mailed to E-Therapy, LLC at P.O. Box 843453, Dallas, TX 75284-3453. Late payments may be subject to a 2.5% late payment fee.

THE PARTIES execute this AGREEMENT:

By:

Printed Name: Mrs. Karema Dudley Title: School Board Chairperson Gadsden County School Board Date:  _____ Signature	Name: Derek Vogel Title: Chief Executive Officer E-Therapy Date:  _____ Signature
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Printed Name: Mr. Elijah Key Title: Superintendent of Schools Gadsden County School Board Date:  _____ Signature
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**EXHIBIT A**

## SOW: eQUIP On-Demand Platform

### eQUIP On-Demand Professional Development Platform

The eQUIP platform is a dynamic, self-paced, on-demand professional development platform designed to provide staff with information, tools, and resources in order to recognize, respond, and recover from the impacts that mental health challenges may have on students and staff. Our user-friendly platform generates an informative mental health framework for teachers that includes tools and resources that naturally support what teachers are doing in classrooms.

The eQUIP on-demand professional development training platform builds healthy schools, staff, and students by “eQUIPing” them to create Engaging environments, develop Quality connections, deepen their Understanding of mental health issues, enhance Interpersonal interactions, and address Personal care and development. All five training modules come with multiple, short 5-7 minute videos outlining strategies and tools to implement in the classroom. Included in each module are also handouts, activities and techniques that can be immediately applied with students.

eQUIP helps educators to recognize, respond, and recover from impacts mental health challenges have on both themselves and their students; encourages educators to clarify misperceptions they have related to mental health; helps educators recognize the signs and symptoms of struggling students; provides educators with strategies and tools to support students experiencing mental/emotional distress, and finally, offers therapeutic tools for their own personal care.

The platform also includes hot topic modules that address the current dynamic issues impacting our school classrooms today. Some examples of current topics included in our eQUIP platform are: Bullying, De-escalation in the Classroom, Mindfulness, and Understanding and Responding to Trauma.

eQUIP Platform offers log in capabilities from any location and self-paced professional development that offers:

#### Dynamic Micro-Learning Modules

- Applied Mental Health Strategies
- Tools, Handouts, Referral Checklists, Resource Library
- Measured Learning Gains Pre-Post Test Data
- Administrative Dashboard for Transparency and Data Tracking
- Certificates to Submit for Professional Development Hours



## EXHIBIT B

### SOW: eQUIP LIVE Tier I Professional Development Training for staff

E-Therapy provides a variety of professional development opportunities for school staff in regards to mental health. These professional development trainings are aimed at increasing the knowledge and expertise of staff with regards to mental health issues within their schools and communities. The *eQUIP LIVE* program targets staff development addresses important mental health topics facing schools today such as creating a positive school **climate and culture, how to handle conflict and improve communication, and how to support students holistically**. With this fundamental mental health and wellness education, school district staff can improve the educational experience for students of all ages and abilities. With *eQUIP LIVE*, schools have the power to create engaging and healthy learning environments, build strong connections with students, and empower families to support their children's mental health.

E-Therapy's *eQUIP LIVE* address the needs of the whole school community. At E-Therapy we support students, staff, teachers, and administrators in developing their mental well-being. E-Therapy's *eQUIP LIVE* includes targeted staff development, and customized professional development sessions for educators. E-Therapy is committed to holistically supporting staff and student's mental, emotional, and academic needs while partnering with schools to break down common barriers in order to support their mental health programming.

#### CLIMATE AND CULTURE SERIES

E-Therapy created a climate and culture series to promote staff wellness. This six-session interactive group wellness series helps staff focus on creating wellness professionally, physically, socially, emotionally, psychologically, and environmentally. While working with groups of up to 30 educators, the sessions focus on all areas of wellness and help educators to build community and connections within their school environment. Sessions typically last between 60 – 90 minutes in length.

#### CONFLICTS AND CONNECTIONS SERIES

E-Therapy's six session series includes a focus on collaboration and positive relationships as well as prevention of disputes through proactive communication, collaborative problem-solving, and support activities. This session series is limited to 30 participants and focuses on Diffusing Disputes and Creating Connections. In this series, educators learn how to navigate difficult conversations using healthy communication skills and active, engaged listening, while also ensuring personal emotional regulation. In addition, we use the SAFE-T model to focus on effective ways to create positive relationships with students, families, and other educators to foster wellness and learning gains for students. Sessions typically last between 60 – 90 minutes in length.

E-Therapy will provide qualified licensed professionals to provide:

- Interactive workshops for educators and staff to increase knowledge of the fundamentals of holistic wellness, development and leadership training to build a healthier school climate and culture.
- Administrator Dashboard for measurable session data on attendee's understanding of mental health in the school setting and how to create better wellness professionally, physically, socially, emotionally, psychologically, and environmentally for themselves and their school community.

#### Climate & Culture Interactive Workshop Series:

- Creating Happiness
- Creating Connections
- Increasing Your Physical Wellness
- Mindfulness: In & Out of the Classroom
- Counselor Specific: Supporting Yourself While Supporting Others
- Building and District Administrators: Taking Care of Yourself, While Taking Care of your Team
- Burn Out, What it is and How to Combat It

Conflicts & Connections Workshop Series:

- SAFE-T
- Active Listening
- Healthy Communication
- Emotional Regulation for Educators
- Navigating Difficult Conversations
- De-Escalation Challenging Meetings with staff and parents

Support, Deliverables, and Materials Provided:

ADMINISTRATIVE SUPPORT: E-Therapy will provide the following administrative support to schools:

- Create website to:
  - Administer registration and sign up for staff participation in workshops
  - Videos and Resources
    - Handouts
    - Supplementary Materials
    - Recording of sessions for future reference
  - School related requests in conjunction with the professional development sessions
- Meet with School Leaders as needed to determine session topics and scheduling for live sessions
- Online meeting platform for participants to attend sessions.
- Post meeting to review program and feedback gained from participants

SESSION MATERIALS: E-Therapy will provide accompanying handouts, materials, and worksheets for teachers to use to apply the knowledge the gain from the professional development sessions. Session will include the following materials and support:

- Secure HIPAA compliant online meeting room
  - Breakout rooms will be utilized
- Interactive Session materials including but not limited to:
  - Interactive Jamboards
  - Accompanying interactive handouts correlating with session topics
  - Interactive breakout sessions where participants apply skills to scripted case studies
- Pre and Post test surveys to determine knowledge gained

DATA/EVIDENCED BASED REPORTS:

- E-Therapy will conduct pre and post test surveys to assess teachers understanding, skills, and comfort levels with the presented material.
- E-Therapy will assess the quality and customer satisfaction levels of the sessions and collect feedback to share with the school/district.
- School will receive a printed data report following the conclusion of the series to that outlines learning outcomes, customer satisfaction, and key take aways. The report will have graphs, comments, and percentages that outline the data.

**EXHIBIT C**  
**SOW: Parent Mental Health Training Video Series**

E-Therapy believes that creating a safe and healthy school community is a collective effort that requires the participation of not only educators and staff, but also families. eQUIP Parents is a key element of our comprehensive eQUIP program that helps bridge the gap between schools and families by providing parents with the knowledge and resources they need to recognize the signs and symptoms of mental health distress in their children and take appropriate action.

E-Therapy produced a series of video webinars to educate families in order to answer FAQ's and understand the self-referral process. These videos outline how teletherapy works, what to expect, how to identify and help their students cope with mental health challenges.

Videos include information on the following topics:

- Teletherapy Guide for Parents
- What is mental health 101
- Identifying Mental Health needs in your Elementary students
- Identifying Mental Health needs in your Secondary students
- Helping Elementary Students Cope
- Helping Secondary Students Cope

Downloadable Companion Guides with checklists and resources are available to parents. Schools can opt in to have a "referral button" on the E-Therapy school designed site that allows parents to refer their student to the in-house designated school contact, in order to receive services.



The Parent Videos are designed to be easily accessible and can be watched anytime, anywhere. These resources focus on educating parents on topics such as:

Recognizing the signs and symptoms of mental health distress in children

- Understanding the importance of seeking professional help
- Identifying the most appropriate resources and services
- Supporting their child's mental health and well-being
- Building a positive and supportive relationship with the school

With eQUIP Parents, families can be empowered to play a more active role in creating safe and healthy school communities. This not only benefits students but also educators and the entire school community. By providing parents with the tools and resources they need to support their children's mental health, we can work together to promote positive outcomes for students and families.

## PRICING AND PACKAGING

### **eQUIP On Demand Platform - 12 Month Annual Contract**

Under 500 Staff - \$30,000 annually November 1, 2023 – October 31, 2024 (Includes 2 Professional development training sessions)

### **eQUIP LIVE - Professional Development Trainings (*Climate & Culture Topics*)**

VIRTUAL SESSIONS (up to 30 attendees per Session)

(\$15,000) [Virtual 6 sessions at \$2,500 per session, district selection]

Individual Sessions are 60 minutes.

Sessions Are:

- \*Customizable to schools needs
- \*Includes Custom Website
- \*Detailed Data Report Provided
- \*Recordings and Handouts Included

### **eQUIP LIVE - Professional Development Trainings\* (*Climate & Culture Topics*)**

ON-SITE SESSIONS (no limit to attendees per Session)

(\$15,000) [On-site 6 sessions at \$2,500 per session, district selection]

Individual Sessions are 60 minutes.

Sessions Include:

- \*Customizable topics for schools needs
- \*Custom Website to refer to access recordings
- \*Detailed Data Reports
- \*Recordings and Handouts

**Parent Training Video Series: (WAIVED)**

\$5,000.00/flat fee

Total Cost for eQUIP Platform, 6 virtual eQUIP LIVE Sessions & 6 on-site eQUIP Live Sessions  
\$60,000.00

### **Therapy Services for Staff/Students**

\$79.00/HR

Therapy Services available beginning November 1, 2023 through the school year up to 20 hours per week for 28 weeks. Total Cost for Direct Therapy Services = \$44,240.00

Total Cost for eQUIP Platform, Professional Development Sessions, & Direct Therapy Services =

\$104,240.00

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 5b

DATE OF SCHOOL BOARD MEETING: December 12, 2023

TITLE OF AGENDA ITEM: Memorandum of Understanding Between GCSB and LCSB

DIVISION:

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

PURPOSE AND SUMMARY OF ITEM:

Leon County School Board currently operates a Building Code Inspection Program ("Codes Program") that is in compliance with Florida Statutes and administrative rules. The Codes Program is described in detail in the "Building Codes Enforcement Program" document dated April 6, 2001. This document promulgated a Codes Program for Leon County School Board and is herein incorporated as part of this agreement to establish a Codes Program for GCSD. LCSB agrees to extend plans review and codes inspection services to GCSD in the same manner and at the same rates it charges other entities.

FUND SOURCE: General Revenue

AMOUNT: Depending on Service (see Permitting Fee Schedule Attached)

PREPARED BY: Brenton Hudson *BEH*

POSITION: Facilities Director

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

1 Number of ORIGINAL SIGNATURES NEEDED by preparer.

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

CHAIRMAN'S SIGNATURE: page(s) numbered 1

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

**MEMORANDUM OF UNDERSTANDING**

**AGREEMENT BETWEEN THE LEON COUNTY SCHOOL BOARD AND GADSDEN COUNTY SCHOOL DISTRICT FOR BUILDING CODES INSPECTION AND ADMINISTRATION SERVICES**

This document is established to serve as a general agreement between the Gadsden County School District (GCSD), Facilities Department and Leon County School Board (LCSB), Code Enforcement, Compliance, Sustainability and Small Business Enterprise Department, (CCS&S). This agreement is entered into per section 468.617, Florida Statutes, to describe the building code inspection and administration services to be provided by LCSB, CCS&S to GCSD and the amount to be paid for these services by Gadsden County School District.

**Period of Service:** This agreement will go into effect upon final signature and remain in effect until cancelled. It is conceived to establish a continuing relationship between the two institutions. The program can be cancelled by either party by giving notice in writing at least sixty (60) days prior to termination date. It can be cancelled, in written, prior to (60) days with mutual consent of both parties; LCSB designee, Divisional Director of Support Services and GCSD Director of Facilities Department.

**Services to be Provided:** Leon County School Board currently operates a Building Code Inspection Program ("Codes Program") that is in compliance with Florida Statutes and administrative rules. **The Codes Program is described in detail in the "Building Codes Enforcement Program" document dated April 6, 2001. This document promulgated a Codes Program for Leon County School Board and is herein incorporated as part of this agreement to establish a Codes Program for GCSD.** LCSB agrees to extend plans review and codes inspection services to GCSD in the same manner and at the same rates it charges other entities.

**Method of Payment.** At the beginning of each month, LCSB will invoice GCSD for inspection and/or plan review services completed during the previous month. Inspection/Plan Review Services will be invoiced separately, under each executed permit and the invoice will be mailed to the Director, GCSD, Facilities Department. GCSD will issue a check to LCSB made payable to the **Leon County School Board**. For some projects, GCSD may instruct the General Contractor/Construction Management firm to pay LCSB directly for the inspection/plan review services at the time the permit is picked up. This is acceptable. Along with its regular monthly billing, LCSB will send copies of invoices for permits and mark them paid. In any event, GCSD will ultimately be responsible to LCSB for payment of all permit fees related to GCSD projects and will establish its own internal mechanism for working out the collection and remittance of fees to LCSB within (45) days from the date of invoice.

**Amount of Payment:** LCSB will charge GCSD a fee based upon the rate schedule specified in the Codes Program document (Attachment 1). This is the standard fee charged to all LCSB projects. If any adjustment in the rate structure is required in the future, LCSB will advise GCSD as soon as possible but at least six (6) months in advance of a rate change.

**Acceptance of Agreement:**

For the Leon County School Board, Chair:

\_\_\_\_\_ Date \_\_\_\_\_

For the Gadsden County School District, Chair:

\_\_\_\_\_ Date \_\_\_\_\_

LEON COUNTY SCHOOLS Code Enforcement, Compliance, Sustainability and  
 Small Business Enterprise Department  
 3420 W. Tharpe Street, Suite100 Tallahassee, FL 32303  
 EMAIL: LCSCodeEnforcement@leonschools.net  
 Phone: (850) 617-1838  
 Fax: (850) 617-1790

Fax Inspection Requests to (850) 617-1790 or  
 Email: LCSCodeEnforcement@leonschools.net  
 To Call In An Inspection, Call (850) 617-1800 from 7:30 am - 4:00 pm

## Permitting Fee Schedule

<u>Project Costs</u>	<u>Permit and Plan Review Rate</u>	<u>Plan Review Fee (33%) Range</u>	<u>Inspection Fee (67%) Range</u>	<u>TOTAL FEE RANGE</u>		
\$0 - \$15,000		\$250	\$82.50	\$167.50	\$250	
\$15,001 - \$50,000		\$500	\$165.00	\$335.00	\$500	
\$50,001 - \$150,000	3.00%	\$1,485	\$1,005	\$3,015	\$1,500	\$4,500
\$150,001 - \$500,000	2.50%	\$4,125	\$2,513	\$8,375	\$3,750	\$12,500
\$500,001 - \$1,000,000	2.00%	\$6,600	\$6,700	\$13,400	\$10,000	\$20,000
\$1,000,001 - \$5,000,000	1.00%	\$16,500	\$6,700	\$33,500	\$10,000	\$50,000
Over \$5,000,001	1.00%		\$33,500		\$50,000	

**Maintenance Permits**  
 \$500 each department

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

**AGENDA ITEM NO.** 6a

**Date of School Board Meeting:** December 12, 2023

**TITLE OF AGENDA ITEM:** Adopted Instructional Materials/Textbooks for 2023-2024

**DIVISION:** K-12 Education

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

**PURPOSE AND SUMMARY OF ITEM:**

(Type and Double Space)

The State of Florida requires that all instructional materials have been reviewed, selected, and adopted by the district school board in accordance with the school board hearing and public meeting requirements as specified in section 1006.283(2)(b)8, Florida Statutes.

**FUND SOURCE:** N/A

**AMOUNT:** N/A



**PREPARED BY:** Tammy McGriff Farlin, EdS

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**POSITION:** Assistant Superintendent of Academic Services

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 \_\_\_\_\_



GADSDEN COUNTY PUBLIC SCHOOLS  
*"Putting Children First"*

List of Adopted Textbooks

Grade	ELA/Reading (Adopted 2020)	Mathematics (Adopted 2022)	Science (Adopted 2018)	Social Studies (2023)
K	Florida Into Reading Houghton Mifflin Harcourt	HMH Florida's B.E.S.T. Go Math Houghton Mifflin Harcourt	HMH Florida Science Houghton Mifflin Harcourt	Gallopade FL Kindergarten Social Studies: Living, Learning, and Working Together
1	Florida Into Reading Houghton Mifflin Harcourt	HMH Florida's B.E.S.T. Go Math Houghton Mifflin Harcourt	HMH Florida Science Houghton Mifflin Harcourt	Gallopade FL 1 <sup>st</sup> Grade Social Studies: Our Community and Beyond
2	Florida Into Reading Houghton Mifflin Harcourt	HMH Florida's B.E.S.T. Go Math Houghton Mifflin Harcourt	HMH Florida Science Houghton Mifflin Harcourt	Gallopade FL 2 <sup>nd</sup> Grade Social Studies: Who We Are as Americans
3	HMH Florida Into Reading Houghton Mifflin Harcourt	HMH Florida's B.E.S.T. Go Math Houghton Mifflin Harcourt	HMH Florida Science Houghton Mifflin Harcourt	Gallopade FL 3 <sup>rd</sup> Grade Social Studies: United States' Regions and Neighbors
4	HMH Florida Into Reading Houghton Mifflin Harcourt	HMH Florida's B.E.S.T. Go Math Houghton Mifflin Harcourt	HMH Florida Science Houghton Mifflin Harcourt	Gallopade FL 4 <sup>th</sup> Grade Social Studies: Florida Studies + Financial Literacy
5	HMH Florida Into Reading Houghton Mifflin Harcourt	HMH Florida's B.E.S.T. Go Math Houghton Mifflin Harcourt	HMH Florida Science Houghton Mifflin Harcourt	Gallopade FL 5 <sup>th</sup> Grade Social Studies: United States History
6	Amplify English Language Arts Florida Edition Amplify Education , Inc	HMH Florida's B.E.S.T. Into Math Houghton Mifflin Harcourt	HMH Florida Science Course 1 Houghton Mifflin Harcourt	Gallopade World History: Early Ancient, and Classical Civilizations (Florida M/J Social Studies)
7	Amplify ELA Florida Edition, Grade 7, 2021, 1st Edition Amplify Education, Inc	HMH Florida's B.E.S.T. Into Math Houghton Mifflin Harcourt	HMH Florida Science Course 2 Houghton Mifflin Harcourt	Gallopade Civics and Government (Florida M/J Social Studies)
8	Amplify ELA Florida Edition, Grade 8, 2021, 1st Edition Amplify Education, Inc	HMH Florida's B.E.S.T. Into Math Houghton Mifflin Harcourt	HMH Florida Science Course 1 Houghton Mifflin Harcourt	Gallopade United States History: Exploration and Colonization to Reconstruction + Financial Literacy
9	myPerspectives Florida English Language Arts English I, 2022, 1st Edition Savvas Learning Company	Math Nation: Florida's B.E.S.T. Algebra 1 Math Nation: Florida's B.E.S.T. Algebra 1 Honors	HMH Florida Biology  HMH Florida Modern Chemistry  HMH Florida Environmental Science	<u>McGraw-Hill LLC</u> World History: Florida Edition United States History, Modern Times, Florida Edition United States Government and Civics, Florida Edition Economics with Financial Literacy, Florida Edition
10	myPerspectives Florida English Language Arts English, 2022, 1st Edition Savvas Learning Company	Math Nation: Florida's B.E.S.T. Algebra 2 Math Nation: Florida's B.E.S.T. Algebra 2 Honors	Glencoe Physical Science, Florida Edition (McGraw-Hill School Education, LLC)	United States Government and Civics, Florida Edition Economics with Financial Literacy, Florida Edition
11	myPerspectives Florida English Language Arts English, 2022, 1st Edition Savvas Learning Company	Math Nation: Florida's BEST Geometry Math Nation: Florida's B.E.S.T. Geometry Honors	Glencoe Earth Space Science Florida Edition (McGraw-Hill School Education, LLC)	<u>John Wiley &amp; Sons, Inc.</u> Real World Psychology (High Sch. Binding) <u>Cengage Learning</u>
12	myPerspectives Florida English Language Arts English, 2022, 1st Edition Savvas Learning Company	Savvas Learning Pre-Calculus Calculus: Graphical, Numerical, Algebraic (Prentice Hall)		Principals of Economics (Honors) Gateways to Democracy (US Gov. Honors) <u>Bedford, Freeman &amp; Worth Publishing Group</u> American History (US History Honors) Myers Psychology for AP

GADSDEN COUNTY PUBLIC SCHOOLS  
*"Putting Children First"*

List of Adopted Textbooks

Grade Level	World Languages	Mathematics	HOPE	
9-12	<u>Santillana</u> Florida Santillana Spanish 1 Florida Santillana Spanish 2 2015/1 <sup>st</sup> Edition	<u>Pearson Prentice Hall</u> Liberal Arts Math: A Florida Course 2014/2 <sup>nd</sup> Edition Intermediate Algebra: Math for College Readiness, 2013/1 <sup>st</sup> Florida Edition Stats in Your World, 2016/2 <sup>nd</sup> Edition The Practice of Statistics for AP 4 <sup>th</sup> Edition	Florida Glencoe Health, 2014/1 <sup>st</sup> Edition	

Gadsden District reviews instructional materials from vendors included on the Florida Department of Education’s approved vendor list and selects and adopts these materials based on Florida Statutes.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

**AGENDA ITEM NO.** 6b

**DATE OF SCHOOL BOARD MEETING:** December 12, 2023

**TITLE OF AGENDA ITEM:** Gadsden Technical College Field Trip

**DIVISION:** Post-Secondary Education

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

**PURPOSE AND SUMMARY OF ITEM:**

(Type and Double Space)

According to School Board Policy 2340 (Field and Other District-Sponsored Trips), all out-of-state field trips must be approved by the School Board. The Gadsden Technical College Future Builders of America students and Adult Education Coordinator are requesting approval for an out-of-state field trip to compete in the 2024 National Association of Home Builders International Builders Show in Las Vegas, Nevada.

Please see attached documentation.

**FUND SOURCE:** N/A

**AMOUNT:** N/A

**PREPARED BY:** Angela G. Sapp, M.Ed. 

**POSITION:** Career and Technical Education Coordinator

-----  
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:  \_\_\_\_\_  


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

**FIELD TRIP REQUEST**

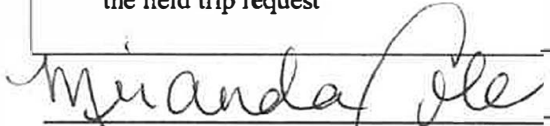
<b>SCHOOL:</b> Gadsden Technical College	<b>CONTACT FOR FIELD TRIP:</b> Mrs. Miranda Cole
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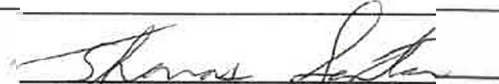
<b>DATE OF TRIP:</b> February 25 – March 2, 2024	<b>WHO IS ATTENDING: (grade/organization)</b> Future Builders of America Students and Adult Education Coordinator
---	--

<b>LOCATION:</b> Las Vegas, NV	<b>TRAVELING BY:</b> <input type="checkbox"/> School bus <input type="checkbox"/> Charter bus <input checked="" type="checkbox"/> Rental Van and Southwest Air
-----------------------------------	--

<b>PURPOSE:</b> Competing the 2024 National Association of Home Builders International Builders Show
---

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

  
 \_\_\_\_\_  
 Signature of Person Requesting Trip

  
 \_\_\_\_\_  
 Signature of Director/Designee

_____ APPROVED	_____ DENIED
_____ Superintendent/Designee	_____ Date

**Please forward completed form via district mail or fax to:**  
**Mrs. Euruka Fields** Program Assistant for Curriculum & Instruction  
**Fax: (850) 627-3530    Email: [fieldse@gcpsmail.com](mailto:fieldse@gcpsmail.com)**

# The School Board of Gadsden County



Angela G. Sapp  
Career & Technical Education  
Coordinator

**ELIJAH KEY, JR.**  
SUPERINTENDENT OF SCHOOLS

## GADSDEN TECHNICAL COLLEGE

**Thomas E. Saxton, Director**  
Career Technical and Adult Education  
*"Opportunity at Your Fingertips"*



Miranda D. Cole  
Adult Education  
Coordinator

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

**2024 National Association of Home Builders International Builders Show  
(NAHB IBS)  
Las Vegas Convention Center (LVCC)  
3150 Paradise Road  
Las Vegas, NV 89109**

**February 25 – March 2, 2024**

### Roster

A [REDACTED] B [REDACTED]	Crossroad Academy Charter School	Future Builders of America
A [REDACTED] H [REDACTED]	Crossroad Academy Charter School Gadsden Technical College	Future Builders of America
B [REDACTED] H [REDACTED]	Crossroad Academy Charter School	Future Builders of America
C [REDACTED] S [REDACTED]	Crossroad Academy Charter School	Future Builders of America
J [REDACTED] Z [REDACTED]	Crossroad Academy Charter School	Future Builders of America
Miranda Cole	Gadsden Technical College	Chaperone
Kerwyn Wilson	Jones Construction	Chaperone
Sestee Wilson, III	North Florida Vault & Septic Tank	Chaperone

#### MISSION STATEMENT

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

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NARENA D. DUDLEY  
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**February 25 – March 2, 2024**

### Itinerary

Day / Date	Activity
Sunday, February 25, 2024 (Depart for Las Vegas)	4:00 AM EST Depart from Gadsden Technical College 7:00 AM CST Board Southwest Airlines Flight #2407 NW Florida Regional Airport – Destin 11:25 AM Arrive McCarran International Airport – Las Vegas 1:00 PM Transported from Airport 4:30 PM PST Check-in Hotel (LINQ Hotel) 3535 S. Las Vegas Blvd., Las Vegas, NV 89109 5:30 PM Dinner – Planet Hollywood
Monday, February 26, 2024 (Registration Day)	8:00 AM Breakfast 11:00 AM Registration at LVCC 12:30 PM Lunch on The Strip 2:00 PM Return to LINQ 6:00 PM Dinner & Show – Tournament of Kings 9:30 PM Return to LINQ
Tuesday, February 27, 2023 (Competition Day)	7:10 AM Breakfast at LVCC <b>See the enclosed Schedule of Events</b> 5:30 PM Return to LINQ 7:00 PM Dinner at Heart Attack Grill on Fremont Street 10:00 PM Return to LINQ

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QUINCY, FL 32353



**Itinerary (cont.)**

Day / Date	Activity
<p>Wednesday, February 28, 2024 (IBS Show Ceremony)</p>	<p>7:00 AM Breakfast at LYCC  <b>See the enclosed Schedule of Events</b>                      Return to LINQ                      6:00 PM                      6:45 PM Dinner at Guy Fieri's Vegas Kitchen                      9:00 PM Return to LINQ</p>
<p>Thursday, February 29, 2024 (Wonders of the Earth Field Trip)</p>	<p>5:30 AM Pick-up from LINQ                      6:00 AM Hoover Dam &amp; Grand Canyon Experience                      5:00 PM Return to LINQ</p>
<p>Friday, March 1, 2024 (Return to Quincy)</p>	<p>7:10 AM Breakfast TBA                      11:00 AM Check-out LINQ                      2:08 PM Depart from McCartan International Airport                      8:00 PM CST Arrive at NW FL Regional Airport                      12:00 AM EST Arrive at GTC</p>
<p>Saturday, March 2, 2024</p>	<p>12:00 AM EST Arrive at GTC</p>



REGISTER

EXHIBIT

# Schedule

## IBS Location

Las Vegas Convention Center (LVCC)  
3150 Paradise Road  
Las Vegas, NV 89109

## IBS 2024 Show Schedule



### SATURDAY, FEBRUARY 24



12:00 PM-5:00 PM	Exhibitor Registration	LVCC - Central Hall C2, West Hall Rooms W102-W106, South Hall outside S3
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### SUNDAY, FEBRUARY 25



7:00 AM-5:00 PM	Attendee & Exhibitor Registration (Exhibitor	LVCC - Central Hall C2, West Hall Rooms W102-W106, South Hall outside S3
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REGISTER

EXHIBIT

MONDAY, FEBRUARY 26

7:00 AM-7:30 PM	Attendee & Exhibitor Registration	LVCC - Central Hall C2, West Hall Rooms W102-W106, South Hall outside S3
8:30 AM-5:30 PM	Pro Builder & Pro Remodeler's U40 Leadership Summit	LVCC
9:00 AM-4:30 PM	Pre-show Symposiums	LVCC
9:00 AM-5:00 PM	Pre-show NAHB Education Courses	Encore Hotel

TUESDAY, FEBRUARY 27 (SHOW DAY 1)

6:30 AM-6:00 PM	Hotel Shuttle Service	Official Show Hotels not within walking distance of the LVCC
7:00 AM-5:00 PM	Attendee & Exhibitor	LVCC - Central Hall C2, West Hall



REGISTER	EXHIBIT
----------	---------

8:00 AM-9:00 AM	DCW Opening Ceremonies	Westgate Paradise Event Center
8:00 AM-5:00 PM	IBS Store, powered by NAHB BuilderBooks	LVCC - Central Hall Lobby
9:00 AM-5:00 PM	IBS Exhibits	LVCC - Central Hall, West Hall W2-W4, South Hall Level 2
9:00 AM-5:00 PM	Outdoor Exhibits	LVCC - Silver Parking Lot 1
9:30 AM-5:00 PM	Education Sessions*	LVCC - West Hall, Levels 2 & 3
6:30 PM-8:30 PM	Official House Party**	Drai's Beachclub & Nightclub at The Cromwell

**WEDNESDAY, FEBRUARY 28 (SHOW DAY 2) ▲**

6:30 AM-6:00 PM	Hotel Shuttle Service	Official Show Hotels not within walking distance of the LVCC
7:00 AM-5:00 PM	Attendee & Exhibitor Registration	LVCC - Central Hall C2, West Hall Rooms W102-



REGISTER	EXHIBIT
----------	---------

8:00 AM-5:00 PM	IBS Store, powered by NAHB BuilderBooks	LVCC - Central Hall Lobby
8:30 AM-4:00 PM	Education Sessions*	LVCC - West Hall Levels 2 & 3
8:30 AM-9:30 AM	NAHB Member Event: Home Construction Industry	Westgate Paradise Event Center
9:00 AM-5:00 PM	Economic & Political Outlook  IBS Exhibits	LVCC - Central Hall, West Hall W2-W4, South Hall Level 2
9:00 AM-5:00 PM	Outdoor Exhibits	LVCC - Silver Parking Lot 1
8:00 PM-11:00 PM	Young Pro Party**	BrewDog at Planet Hollywood Resort

THURSDAY, FEBRUARY 29 (SHOW DAY 3) ▲	
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6:30 AM-6:00 PM	Hotel Shuttle Service	Official Show Hotels not within walking distance of the LVCC
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REGISTER		EXHIBIT
7:30 AM-1:00 PM	Centrals	LVCC - West Hall Levels 2 & 3
8:00 AM-5:00 PM	IBS Store, powered by NAHB BuilderBooks	LVCC - Central Hall Lobby
8:30 AM-2:00 PM	IBS Education Sessions*	LVCC - West Hall Levels 2 & 3
9:00 AM-5:00 PM	IBS Exhibits	LVCC - Central Hall, West Hall W2-W4, South Hall Level 2
9:00 AM-5:00 PM	Outdoor Exhibits	LVCC - Silver Parking Lot 1
5:00 PM-7:30 PM	Closing Concert**	Westgate Paradise Event Center

**\*IBS Expo+Education Pass Required**

**\*\*Ticketed Event**

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1201 15th St NW  
Washington, DC 20005

FEB 27 - 29, 2024 | LAS VEGAS, NV



REGISTER

EXHIBIT

# The School Board of Gadsden County



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

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

## **Carpentry**

- 01.0 Apply shop and construction site safety skills.
- 02.0 Select, use and maintain hand tools, power tools and stationary equipment.
- 03.0 Apply mathematics knowledge to assist in constructing buildings, structures, and various construction and woodworking related projects.
- 04.0 Read, understand and create basic construction and shop drawings and/or sketches.
- 05.0 Select and recommend appropriate building materials for building and woodworking projects.
- 06.0 Select and use appropriate fasteners and hardware for specific construction and woodworking applications.
- 07.0 Set up and install basic rigging and scaffolding.
- 08.0 Identify ways that sustainable design and construction strategies impact the built environment (Optional).
- 09.0 Explain the importance of employability and entrepreneurship skills (Optional).
- 10.0 Perform site-preparation and building layout activities.
- 11.0 Understand how to layout and/or construct a building foundation.
- 12.0 Layout cut and install framing members for a floor system (wood and/or metal).
- 13.0 Layout cut and install a wall framing system (wood and/or metal).
- 14.0 Comply with current hurricane building codes.
- 15.0 Layout cut and install a wood frame roof system.
- 16.0 Frame walls using cold-formed steel (Optional).
- 17.0 Lay out, cut and rough frame a stair system.
- 18.0 Identify, select and install various roofing materials for building structures.
- 19.0 Identify and apply appropriate thermal boundary, moisture protection and water management systems.

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### **Benchmarks Documentation (Cont.)**

- 20.0 Install windows and exterior doors.
- 21.0 Install gypsum drywall.
- 22.0 Identify and fasten wood stock and joints.
- 23.0 Install cabinets and components.
- 24.0 Identify, interpret and describe types of interior and exterior doors types, hardware and assembly component requirements, and installation techniques based on plans and specifications.
- 25.0 Install interior trim and other finishes based on construction drawings, details and specifications.
- 26.0 Identify and install various types of interior wall and ceiling finish materials.
- 27.0 Layout cut and finish a stair system.
- 28.0 Select and install exterior finishes.
- 29.0 Demonstrate building site layout to excavate for footings and foundations, and optionally, trenching for utilities.
- 30.0 Erect, plumb and brace simple concrete forms with reinforcement.
- 31.0 Explain or identify various foundation forms.
- 32.0 Demonstrate an understanding of vertical concrete formwork.
- 33.0 Demonstrate an understanding of constructing horizontal formwork.
- 34.0 Explain and demonstrate how to place reinforcing bars in walls, columns, beams, girders, joists and slabs.
- 35.0 Discuss the transport and placement of concrete.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 6c

DATE OF SCHOOL BOARD MEETING: December 12, 2023

TITLE OF AGENDA ITEM: GCHS 9<sup>th</sup> Grade Class End of the Year Field Trip

DIVISION: Academic Services

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

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

According to School Board Policy 2340 (Field and Other District-Sponsored Trips), all out-of-state field trips must be approved by the School Board. The Gadsden County High School ninth grade students are requesting approval for an out-of-state field trip to attend Tropic Falls OWA in Foley, AL.

Please see attached documentation.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Tammy McGriff 

POSITION: Assistant Superintendent, Academic Services PreK-12

-----  
INSTRUCTIONS TO BE COMPLETED BY PREPARER

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

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

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





**THE SCHOOL BOARD OF GADSDEN COUNTY**  
*Educating Every Student Today, Making Gadsden Stronger Tomorrow*

## FIELD TRIP REQUEST

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

<b>DATE OF REQUEST:</b> Oct. 31. 2023	<b>SCHOOL:</b> Gadsden County High School	<b>CONTACT FOR FIELD TRIP:</b> Blair Polite 203-893-7837
--	--	--

<b>DATE OF TRIP:</b> 05.18..2024	<b>WHO IS ATTENDING: (grade/organization)</b> 9 <sup>th</sup> Graders
-------------------------------------	--

<b>LOCATION:</b> Tropic Falls OWA 1501 S OWA Blvd FOLEY, AL 36535	<b>TRAVELING BY:</b> <input type="checkbox"/> School Bus/District Vehicle <input checked="" type="checkbox"/> Charter Bus
--	---

**PURPOSE:** CLASS end of the year trip to connect with their classmates. Freshman traditional incentive

**FUNDING** source of this field trip: Please mark and "X" in the appropriate box

<b>Students</b> \$150		<b>Fundraiser</b>		<b>School/District Budget</b>	
--------------------------	--	-------------------	--	-------------------------------	--

- |  |   |
|--|---|
| <p><b>SCHOOL BUS -Required items for approval:</b></p> <ol style="list-style-type: none"> <li>1. Principal's signature</li> <li>2. Complete list of participants and chaperones</li> <li>3. Signed Permission Form for each participant.</li> <li>4. Complete final itinerary</li> <li>5. Documentation showing correlation of the Florida Standards or benchmark to the field trip request</li> </ol> | <p><b>CHARTER BUS-Required items for approval:</b></p> <ol style="list-style-type: none"> <li>1. Principal's signature</li> <li>2. Complete list of participants and chaperones</li> <li>3. Signed Permission Form for each participant.</li> <li>4. Complete final itinerary</li> <li>5. Copy of charter bus contract with signatures</li> <li>6. Proof of Insurance showing either district or school as insured</li> </ol> |
|--|---|

\_\_\_\_\_  
 Signature of Person Requesting Trip

\_\_\_\_\_  
 Approval of Principal (Signature required)

____ APPROVED	____ DENIED
_____ Superintendent/Designee	_____ Date

**Please forward the completed form via email, district mail or fax:**  
**Mrs. Euruka Fields, Program Assistant for Instructional Services**  
**Fax: (850) 627-3530 Email: fieldse@gcpsmail.com**

*Revised 1/24/2023*

THIS IS A COMPLETE  
LIST OF STUDENTS WITHIN  
THE 9<sup>TH</sup> GRADE ONLY  
100 STUDENTS WILL BE ATTENDING  
NO REFERRALS, HAVE TAKEN  
PM1 & PM2 & PM3, AND HAVE  
GOOD ATTENDANCE.

Chaperones

MS. POLITE

MS. HORNE

MRS. ARNOLD

MS. HAMIS

MR. TOUSSAINT

MS. MOSS

MS. RANDOLPH

MS. ALEXANDER

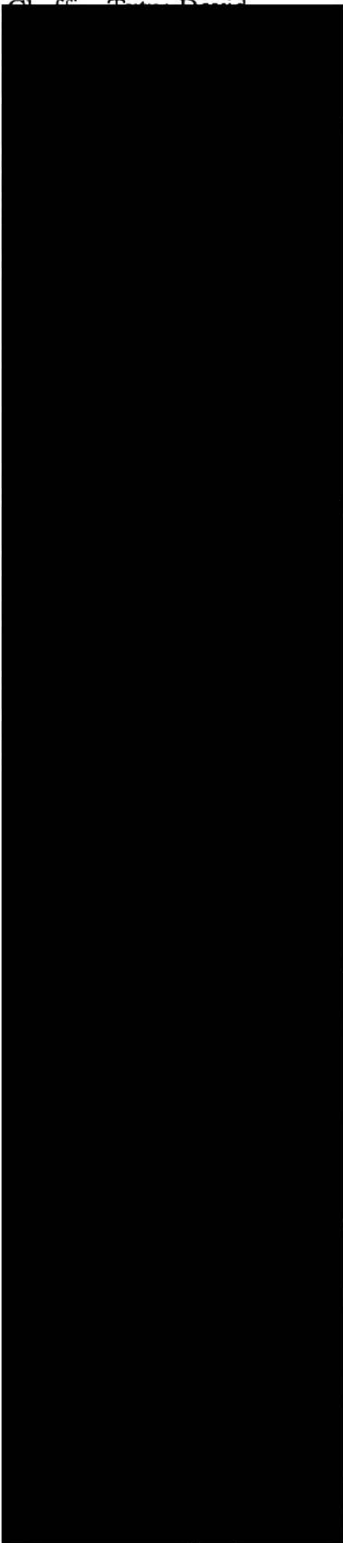
MR. MOYE

MR. HAMIS

MS. QUINCY

MRS. VALENCIA

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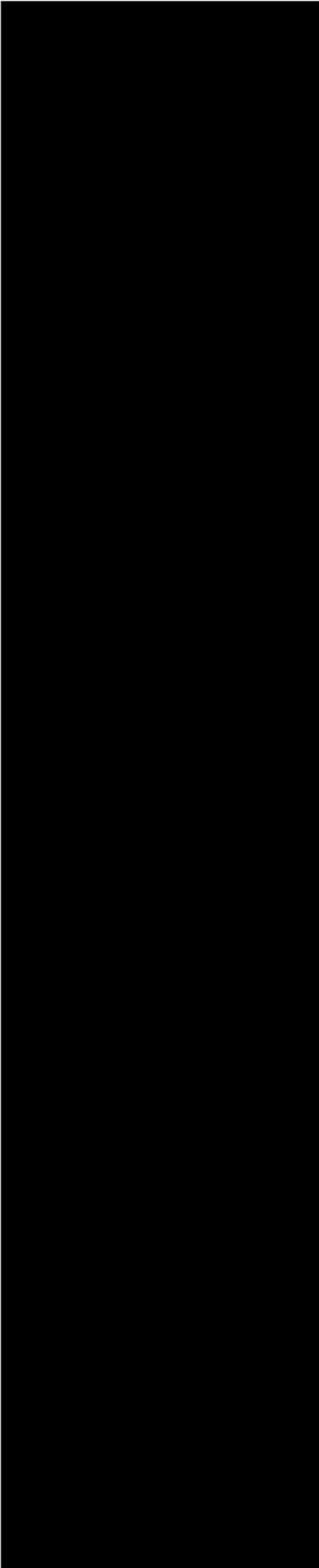
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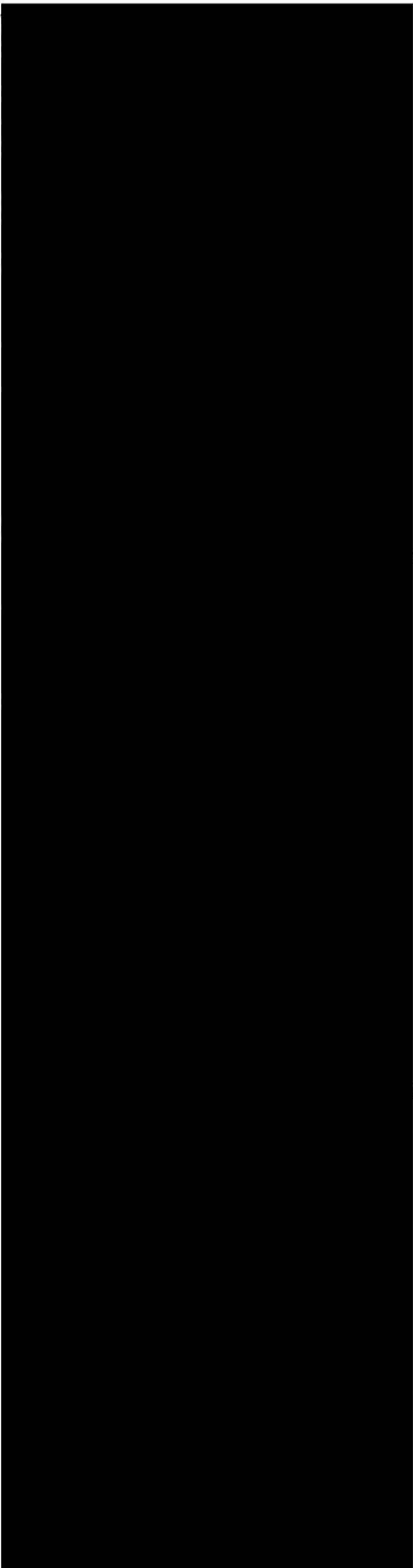
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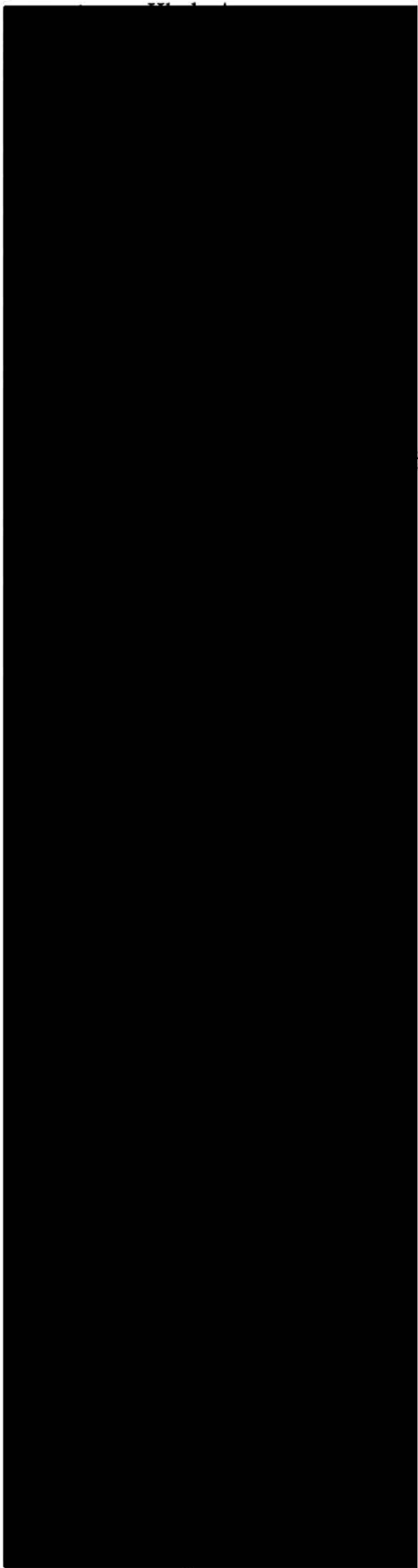
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# 9TH GRADE EOY TRIP

7:45 AM Depart from GCHS

11:26 AM Arrive at OWA Tropic Falls

11:30- 6:00 PM: Enjoy theme park and eat

6:30 PM : Depart from OWA Tropic Falls

10:00 PM :Return to GCHS

GADSDEN COUNTY

HIGH SCHOOL

"Together, Everyone Achieves More. Everyone Excelling Every day. (T.E.A.M. E<sup>3</sup>)"

Chelsea Franklin  
Instructional Leader & Principal

O'Hara Black  
AP of Instruction & Discipline

Kysha Hopkins  
AP of Instruction & Testing

Brooke Solz  
AP of Instruction & Curriculum

27001 Blue Star Hwy, Havana 32333  
850-662-2300  
850-539-2863 (FAX)  
<http://gchs.gadsdenschools.org/>

## Permission Form

Gadsden County High School will be attending:

9th Grade End of the Year Trip

Date	May 17, 2024	Time	7:00a-10:00p
Place	Tropic Falls		
Amount needed	Free-lunch provided		
Location	1501 S OWA Blvd, Foley, AL 36535		
Details	This trip is designed to allow 9th grade high school students the opportunity to participate in an end of the year field trip. To uphold GCHS vision and mission through providing the opportunity participate in a class field trip to connect and network with individuals in their class		
Instruction	Follow a professional dress code; no crop tops, ripped jeans, or pajamas. Make sure you feel comfortable in whatever you wear..		

Please return this permission to: Blair Polite

I give permission for my child: \_\_\_\_\_ Year/grade \_\_\_\_\_  
to attend the 9th Grade End of Year Trip on 5/17/2024

In case of an emergency, I give permission for my child to receive medical treatment. In case of such an emergency, please contact:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



**Astro Travel**  
 4876 Woodlane Circle  
 Tallahassee, FL 32303  
 (850) 514-1793

**Quote: 33255-0**

<b>Departure Date</b>	<b>Quotation Date</b>
05/17/2024	08/28/2023

**Quote Information**

**Customer Information**

Blair Polite  
 Gadsden County High School  
 27001 Memorial Blue Star Highway  
 27001 Memorial Blue Star Hwy  
 Gadsden County, 32333,  
 blairpolite@yahoo.com  
 2038937837

**Salesperson**

Janet Callahan

**Contact**

850-514-1793

**Total Miles**

461.70

**# of Passengers**

110

**Itinerary 05/17 - 05/17**

**05-17-2024 07:15 am** - Vehicle Onsite at 27001 Blue Star Hwy, Havana, FL 32333, USA

**05-17-2024 07:45 am** - Depart from 27001 Blue Star Hwy, Havana, FL 32333, USA

**05-17-2024 11:26 am** - Arrive at 101 S OWA Blvd, Foley, AL 36535, USA

**05-17-2024 06:30 pm** - Depart from 101 S OWA Blvd, Foley, AL 36535, USA

**05-17-2024 10:07 pm** - Arrive at 27001 Blue Star Hwy, Havana, FL 32333, USA

**Quotation Total : \$6,415.90**

#	Vehicle Type	Seats/Total
2	56 Passenger Luxury Coaches	56 / 112

**Charter Description**

GCHS class field trip to OWA in Foley, Alabama

I have reviewed the details above and agree that they are correct. I confirm that I would like to request this booking. I accept the above price and understand that it may be subject to changes and additions if details of the trip change or if direct travel expenses are incurred.

Signature

Printed Name

Date

**\* Prices provided are subject to changes and additions if details of the trip change or if direct travel expenses are incurred.**

**\* The group is responsible for the driver's private hotel room.**

**\* Driver gratuities while not required, are greatly appreciated for good service. This may be done with cash, check, electronic payment or added to your invoice. Please contact our office if you need any additional information or assistance.**

**\* Billing Instructions: Check or cash payable to Astro Travel. All major credit cards are accepted. (4% service charge on credit card payments)**

GENERAL TERMS OF CONTRACT Please return a signed copy of this agreement by the due date to reserve your charter. A deposit is required to guarantee vehicle reservation. Deposits are fully refundable if your trip is cancelled at least thirty (30) days prior to departure. Payment can be made by cash, certified funds, check, electronic transfer, or credit card. While most transportation costs can be estimated and included in the quote, customers are responsible for unplanned costs such as parking, entrance fees, tolls, airport fees, permits, port charges, etc. For your trip to be successful, a detailed itinerary is needed at least two (2) weeks prior to departure including specific pickup locations and any other special directions. If your itinerary differs from the basis of this agreement, the price is subject to change. Your driver will make all attempts to follow your requested routes and parking requests. However, if the driver deems any request is unsafe to chartering party or potential damage to an Astro Travel vehicle, alternate routes/parking will be at the sole discretion of your motorcoach operator. When lodging is required, the chartering party must furnish a separate private hotel room for the driver. Federal regulations and Astro Travel safety policies require CDL drivers to have undisturbed rest time. To ensure your trip is both safe and enjoyable, a driver has limited driving and on-duty time. Within a 24-hour time period, a driver is allowed 10 hours of driving with a maximum 15 hours of on-duty time and is required to have 9 hours of uninterrupted rest time. If needed, we will arrange extra drivers to accommodate your schedule. Additional driving time and/or on-duty service may require a relay/relief driver, which will incur additional charges. Astro Travel will gladly accommodate these requirements in your itinerary with advance notice. Smoking cigarettes, including e-cigarettes, is prohibited on board Astro Travel vehicles. It is the responsibility of the chartering party to ensure illegal activities are not permitted while on board Astro Travel vehicles, which include but are not limited to illegal drugs, underage drinking/smoking, possession of a weapon, etc. The chartering party will be responsible for any damage to the exterior or interior of the coach done by the chartering party. Astro Travel is not responsible for lost, stolen, or damaged property. The expenses related to the return or replacement of property left on the vehicle are the responsibility of the property owner. Astro Travel reserves the right to substitute equipment from another company, if in our sole discretion, substitution is necessary. Astro Travel reserves the right to use assigned vehicles for multiple charters and customers on the same day. Astro Travel shall not be liable for loss of time due to mechanical, inclement weather, or other occasional delays that are beyond our control. While Astro Travel will make every effort to ensure devices are operational, failure of amenities such as Wi-Fi, DIRECTV, power outlets, DVD player, monitors, audio devices, a/c, heat, lavatory, or microphones shall not be cause for refund. Astro Travel cannot guarantee operation of these amenities.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# 9<sup>th</sup> GRADE STANDARDS



## Course Description

### 9<sup>th</sup> Grade AVID Elective Class

**Major Concepts/Content:** Advancement Via Individual Determination (AVID) is an academic elective course that prepares students for college readiness and success, and it is scheduled during the regular school day as a year-long course. Each week, students receive instruction that utilizes a rigorous college-preparatory curriculum provided by AVID Center, tutor-facilitated study groups, motivational activities, and academic success skills. In AVID, students participate in activities that incorporate strategies focused on writing, inquiry, collaboration, organization, and reading to support their academic growth. Additionally, students engage in activities centered around exploring college and career opportunities and their own agency.

Some students will have previous experience with AVID in the middle school grades, and some students will be experiencing AVID for the first time. Either way, the 9<sup>th</sup> grade AVID Elective course will serve as a review of the AVID philosophy and strategies. Students will work on academic and personal goals and communication, adjusting to the high school setting. Students will increase their awareness of their personal contributions to their learning as well as their involvement in their school and community. There is an emphasis on analytical writing, focusing on personal goals and thesis writing. Students will work in collaborative settings, learning how to participate in collegial discussions and use sources to support their ideas and opinions. Students will prepare for and participate in college entrance and placement exams while refining study skills and test-taking, note-taking, and research techniques. They will take an active role in field trips and guest-speaker preparations and presentations. Their college research will include financial topics and building their knowledge of colleges and careers of interest.

**AVID curriculum books used:**

*AVID College and Careers, AVID Critical Thinking and Engagement, AVID Reading for Disciplinary Literacy, AVID Secondary Implementation Resource, AVID Tutorial Guide, AVID Writing for Disciplinary Literacy, Preparing for College*

**Supplemental materials could include the following:**

*AVID Weekly®*, *Supporting Math in the AVID Elective*, *Write Path* content-area books, focused note-taking resources, [my.avid.org](http://my.avid.org) Curriculum Book Webpages

## Student Outcome

## Reference

### Student Agency SA

- Student Empowerment
- Leadership of Others

### Rigorous Academic Preparedness AP

- Writing
- Inquiry
- Collaboration
- Organization
- Reading

### Opportunity Knowledge OK

- Advancing College Preparedness
- Building Career Knowledge

**Student Empowerment**

1. a) Determine personal interest for extracurricular and community service activities within the school and community  
b) Gain awareness of extracurricular and community service activities within the school and community
2. Evaluate the impact of decisions on others
3. Explore the importance of healthy, balanced lifestyles, including aspects such as good sleeping, eating, and exercise habits
4. Establish understanding of concepts and content-specific vocabulary related to personal finance
5. a) Identify the characteristics of positive, healthy relationships  
b) Explore individual peer relationships and identify those that are positive and healthy
6. Gain awareness of motivators that positively impact performance
7. Self-monitor to diagnose areas of need (e.g., academic, personal, social-emotional)
8. a) Gain awareness of skills that increase mental flexibility  
b) Explore the relationship between grit and perseverance
9. a) Identify strategies and skills that promote self-awareness  
b) Identify individual strengths and areas of challenge related to academic skills and performance
10. Determine key points from learning experiences

**Leadership of Others**

1. Identify traits connected to personal integrity and ethics
2. a) Identify leadership opportunities and positions in the school and community  
b) Determine formal and informal leadership opportunities that could be pursued
3. a) Select tools to analyze a conflict and identify a positive solution  
b) Classify passive, assertive, and aggressive statements

**Writing**

1. a) Develop writing skills related to expository, timed, and descriptive modes of writing  
b) Plan and structure writing based on the mode (descriptive, narrative, expository, argumentative)  
c) Draft initial writing
2. Analyze a writing task by identifying key vocabulary and audience
3. Gather and analyze feedback from peers and instructors
4. a) Edit drafts for grammar, mechanics, and spelling  
b) Analyze the organizational structure of writing
5. Publish writing to a small group audience within the classroom, such as a formal written paper
6. a) Take notes with an emphasis on identifying and recording the note-taking objective and/or Essential Question  
b) Take notes with an emphasis on setting up notes, including all required components
7. Summarize by pulling together the most important information related to the objective and/or Essential Question

**Inquiry**

1. Create questions based on Costa's Levels of Thinking
2. Identify misunderstood concepts or problems
3. Determine the steps/process that led to a solution
4. Reflect on learning to make connections between new learning and previous learning
5. Reflect on learning strategies that were employed and whether those strategies were effective
6. a) Identify processes that are used  
b) Reflect on a process that was used and whether that process was effective
7. Analyze a research prompt
8. a) Locate sources that are relevant to the topic and support the purpose of the research assignment  
b) Distinguish between primary and secondary sources
9. Plan and structure the writing based on the research prompt
10. Integrate quotations and references to texts, using proper citations
11. Publish research to a small group audience within the classroom, such as a formal, written paper



## **Collaboration**

1. Establish norms and expectations around shared responsibility among group members
2. Establish norms and expectations around appreciating diversity among group members
3. Develop a foundational familiarity and comfort with classmates
4. Identify respectful and disrespectful actions of self and others
5. Check group members' level of understanding
6. Utilize technology to collaborate with classmates
7. a) Apply basic understanding of effective public speaking  
b) Incorporate visual aids and/or technology when appropriate
8. Describe the characteristics of effective listening, such as eye contact and mirroring
9. Monitor word choice when speaking
10. Identify formal and informal language registers

## **Organization**

1. a) Begin implementing organizational tools (e.g., binders/eBinders, portfolios, or digital folders) that support academic success  
b) Create an activity log or tracking system for community extracurricular activities and hours
2. a) Explore a variety of organizational formats for calendaring/planning  
b) Determine how to use time effectively  
c) Assess complex assignments and break them into smaller tasks
3. Set personal, academic, and career goals
4. Monitor progress towards goals
5. Utilize visual frameworks to organize information

## **Reading**

1. Determine the characteristics of a high-quality text in relation to the reading purpose
2. a) Preview text features  
b) Identify prior knowledge that may be relevant to the reading
3. Assess knowledge of academic and content-specific vocabulary words
4. a) Mark the text to accomplish the reading purpose  
b) Identify the key components of a text related to the reading purpose
5. Extend beyond the text by applying key learning

**Advancing College Preparedness**

1. Identify personal interests and skills related to future college aspirations, such as through an interest inventory
2.
  - a) Know how to determine GPA
  - b) Develop familiarity with college terminology
  - c) Classify the various types of colleges
3. Understand scholarships and the role they play in college financing
4. Articulate the importance of long-term academic plans as a part of goal setting and achievement
5.
  - a) Identify what is meant by match schools, reach schools, and safety schools in order to determine the best academic fit during the selection process
  - b) Understand the different college entrance exams: PSAT, PreACT, SAT, ACT

**Building Career Knowledge**

1. Identify personal interests and skills related to future career aspirations
2.
  - a) Increase familiarity with career terminology
  - b) Distinguish between jobs, careers, and career fields
3.
  - a) Establish initial knowledge around the characteristics that contribute to academic, social, and financial fit
  - b) Explore the net cost of attending college to inform decisions and budget plans
4. Request assistance in selecting career elective courses and pathways that match interests and goals