

AGENDA

REGULAR SCHOOL BOARD MEETING

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

June 27, 2017

6:00 P.M.

THIS MEETING IS OPEN TO THE PUBLIC

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

ITEMS FOR CONSENT

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

- a. May 23, 2017, 4:30 p.m. – School Board Workshop
- b. May 23, 2017, 6:00 p.m. – Regular School Board Meeting
- c. May 30, 2017, 5:00 p.m. – Student Hearing
- d. May 30, 2017, 6:00 p.m. – Special School Board Meeting

ACTION REQUESTED: The Superintendent recommends approval.

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

- a. Personnel 2016-2017 – **SEE PAGE #9**

ACTION REQUESTED: The Superintendent recommends approval.

- b. Personnel 2017- 2018 – **SEE PAGE #9**

ACTION REQUESTED: The Superintendent recommends approval.

- c. Salary Schedule 2017 – 2018 – **SEE PAGE #14**

ACTION REQUESTED: The Superintendent recommends approval.

- d. Payroll Schedule 2017 – 2018 – **SEE PAGE #24**

ACTION REQUESTED: The Superintendent recommends approval.

7. AGREEMENT/CONTRACT/PROJECT APPLICATIONS

- a. First 12 Month Extension on Capital City Bank Construction Loan
SEE PAGE #35

Fund Source: Capital Funds

Amount: Two bi-annual payments due November 1, 2017 and
May 1, 2018 for a total of \$371,543.66

ACTION REQUESTED: The Superintendent recommends approval.

- b. Approval of 2017 – 2018 Fiscal Year Debt Service Payments with Sun Trust
Bank – **SEE PAGE #37**

Fund Source: Capital Funds

Amount: Two bi-annual payments of \$100,683.31 each which are due on
July 1, 2017 and January 1, 2018 for \$201,366.62

ACTION REQUESTED: The Superintendent recommends approval.

- c. Skyward – **SEE PAGE #40**

Fund Source: Capital Funds

Amount: \$61,964.00 year 1 includes one-time fees - \$27,990
in year 2 and 3

- d. Federal Programs P. O. – vTtech – **SEE PAGE #79**

Fund Source: Federal

Amount: \$37,700.00

ACTION REQUESTED: The Superintendent recommends approval.

- e. Federal Programs P. O. – Acaletics – **SEE PAGE #81**

Fund Source: Federal

Amount: \$239,202.00

ACTION REQUESTED: The Superintendent recommends approval.

- f. Federal Programs P. O. – Curriculum Associates – **SEE PAGE #86**

Fund Source: Federal

Amount: \$316,616.74

ACTION REQUESTED: The Superintendent recommends approval.

- g. Renewal Contractual Agreement – PSTB Consulting, LLC – **SEE PAGE #94**
- Fund Source: Federal
Amount: \$40,000 plus expenses
- ACTION REQUESTED: The Superintendent recommends approval.
- h. The School Board of Gadsden County Contract with Independent Contractor Janice M. Gilchrist – **SEE PAGE #102**
- Fund Source: IDEA dollars
Amount: \$45.00 (per hour for actual hours worked)
- ACTION REQUESTED: The Superintendent recommends approval.
- i. FSU Multidisciplinary Services 2017-2018 School Year - **SEE PAGE #106**
- Fund Source: IDEA Dollars
Amount: \$25,000.00 est.
- ACTION REQUESTED: The Superintendent recommends approval.
- j. Contracted Services with Speech/Language Pathologist Joy Scharein & The Gadsden County School Board – **SEE PAGE #112**
- Fund Source: FEFP dollars
Amount: \$50.00 per hour
- ACTION REQUESTED: The Superintendent recommends approval.
- k. Agreement Between The School Board of Gadsden County Public Schools and More Ability Therapy Services, LLC – **SEE PAGE #118**
- Fund Source: FEFP Dollars
Amount: \$58.00 (per hour for actual hours worked) Occupational Therapy
\$45.00 (per hour for actual hours worked) Occupational Therapy Assistant
- ACTION REQUESTED: The Superintendent recommends approval.
- l. Agreement Between The School Board of Gadsden County Public Schools and Soliant Health, Inc. – **SEE PAGE #121**
- Fund Source: FEFP
Amount: \$56.00 per hour
- ACTION REQUESTED: The Superintendent recommends approval.
- m. Agreement Between The School Board of Gadsden County Public Schools and ProCare Therapy, Inc. – **SEE PAGE #128**
- Fund Source: FEFP Dollars
Amount: \$58.00 - \$62.00 (per hour for actual hours worked)
- ACTION REQUESTED: The Superintendent recommends approval.

- n. Vision Services for Exceptional Students – **SEE PAGE #137**
Fund Source: FEFP Dollars
Amount: \$25,000.00 (est.)
ACTION REQUESTED: The Superintendent recommends approval.
- o. Renewal Contract for Homeless Outreach Parent Specialist
SEE PAGE #148
Fund Source: Federal
Amount: \$18,000.00
ACTION REQUESTED: The Superintendent recommends approval.
- p. MOA Between Gadsden County School Board and Florida Department of Health – **SEE PAGE #154**
Fund Source: N/A
Amount: N/A
ACTION REQUESTED: The Superintendent recommends approval.
- q. Approval of Agreement with Lamier Technical Services – **SEE PAGE #160**
Fund Source: Federal
Amount: \$50,000.00
ACTION REQUESTED: The Superintendent recommends approval.
- r. 2017 – 2018 Panhandle Area Educational Consortium (PAEC FLVS Franchise) Agreement – **SEE PAGE #165**
Fund Source: FEFP
Amount: Undetermined – based upon enrollment
ACTION REQUESTED: The Superintendent recommends approval.
- s. Florida Virtual School (FLVS K – 12 Florida) Agreement – **SEE PAGE #172**
Fund Source: FEFP
Amount: Undetermined – based upon enrollment
ACTION REQUESTED: The Superintendent recommends approval.
- t. 2017 – 2018 Edgenuity Agreement – **SEE PAGE #180**
Fund Source: FEFP
Amount: Undetermined – based upon enrollment
ACTION REQUESTED: The Superintendent recommends approval.
- u. K12 Virtual School (fueleducation) Agreement – **SEE PAGE #201**
Fund Source: FEFP
Amount: Undetermined – based upon enrollment
ACTION REQUESTED: The Superintendent recommends approval.

- v. Head Start 2017 Cost-of-Living-Adjustment (COLA) – **SEE PAGE #226**

Fund Source: Head Start
Amount: \$20,788.00

ACTION REQUESTED: The Superintendent recommends approval.

8. STUDENT MATTERS – **SEE ATTACHMENT**

- a. Student Expulsion – See back-up material

Case #102-1617-0051

ACTION REQUESTED: The Superintendent recommends approval.

9. SCHOOL FACILITY/PROPERTY

- a. Fire Extinguisher Services – District Wide - **SEE PAGE #244**

Fund Source: 110
Amount: \$4,500.00

ACTION REQUESTED: The Superintendent recommends approval.

- b. Final Payment for Max D. Walker Administration Building Project
SEE PAGE #246

Fund Source: 340/379
Amount: \$22,000.00

ACTION REQUESTED: The Superintendent recommends approval.

- c. Real Estate Brokerage Services – District Wide – **SEE PAGE #249**

Fund Source: N/A
Amount: 6% Brokerage Fee (unless property listed brokerage fee is paid by seller)

ACTION REQUESTED: The Superintendent recommends approval.

- d. Sign Project for District Reconfiguration – **SEE PAGE #252**

Fund Source: 110
Amount: \$8,602.24

ACTION REQUESTED: The Superintendent recommends approval.

- e. Continuing Services for Mechanical Maintenance and Repair – District Wide
SEE PAGE #269
- Fund Source: 110
Amount: \$75.00 / hourly rate (Key Heating and Cooling)
\$80.00 / hourly rate (Engineered Cooling Services)
- ACTION REQUESTED: The Superintendent recommends approval.
- f. Continuing Services for Construction Management on Minor Projects – District Wide – **SEE PAGE #272**
- Fund Source: 110
Amount: Cost proposal per project (not to exceed \$500,000)
- ACTION REQUESTED: The Superintendent recommends approval.
- g. Continue Agreement with Sonitrol/Redwire – District-Wide
SEE PAGE #275
- Fund Source: 379
Amount: \$46,897.08 – Sonitrol
\$6,550.08 – Redwire
- ACTION REQUESTED: The Superintendent recommends approval.
- h. Pest Control Services – District Wide – **SEE PAGE #290**
- Fund Source: 110
Amount: \$15,084.00
- ACTION REQUESTED: The Superintendent recommends approval.
- i. Grounds Maintenance Agreement - Max D. Walker Building Complex
SEE PAGE #294
- Fund Source: 110
Amount: \$500.00 (monthly)
- ACTION REQUESTED: The Superintendent recommends approval.
- j. Grounds Maintenance – District Wide – **SEE PAGE #296**
- Fund Source: 110
Amount: \$194,016.00
- ACTION REQUESTED: The Superintendent recommends approval.

- k. Approval to Continue Agreement with North Florida Vault and Septic for Pump Out Services of Grease Traps and Sewer Plants – **SEE PAGE #303**

Fund Source: 110
Amount: \$8,520.00

ACTION REQUESTED: The Superintendent recommends approval.

- l. Solid Waste Collection Agreement Between Gadsden County School District and Waste Pro of Florida, Inc. – District Wide – **SEE PAGE #308**

Fund Source: 110
Amount: \$127,853.40

ACTION REQUESTED: The Superintendent recommends approval.

- m. Preventative Maintenance Services with Brooks Building Solutions, Inc. **SEE PAGE #314**

Fund Source: 110
Amount: \$58,660.00

ACTION REQUESTED: The Superintendent recommends approval.

- n. Five Year Survey – Recommendation Report – **SEE PAGE #327**

Fund Source: N/A
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

10. EDUCATIONAL ISSUES

- a. Master Inservice Plan for 2017 – 2022 (PAEC) - **SEE PAGE #365**

Fund Source: N/A
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

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

- a. Approval of Job Description - **SEE PAGE #507**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

ITEMS FOR DISCUSSION

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

THE SCHOOL BOARD OF GADSDEN COUNTY

6a & b



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"

June 27, 2017

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

Dear School Board Members:

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

Item 6A Instructional and Non-Instructional Personnel 2016-2017
Item 6B Instructional and Non-Instructional Personnel 2017-2018

The following reflects the total number of full-time employees in this school district for the 2016-2017 school term, as of June 27, 2017.

<u>Description Per DOE Classification</u>	<u>DOE Object#</u>	<u>#Employees June 2017</u>
Classroom Teachers and Other Certified	120 & 130	359.00
Administrators	110	45.00
Non-Instructional	150, 160, & 170	<u>377.00</u>
		781.00

Sincerely,

Roger P. Milton
Superintendent of Schools

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

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

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

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

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

AGENDA ITEM 6A, INSTRUCTIONAL AND NON INSTRUCTIONAL 2016/2017**NON-INSTRUCTIONAL**

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Wood, Bonnie	District	Director, Business and Finance	07/01/2017

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

<u>RESIGNATION</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Ancion, Josemane	GRES	Teacher	06/05/2017
Carr, Emma	Transportation	Bus Aide	05/31/2017
Carter, Chelsea	WGHS	Teacher	06/09/2017
Conyers, Andrika	EGHS	Teacher	06/05/2017
Estramera, Ricardo	WGHS	Teacher	06/09/2017
Ellis, Juanita	JASMS	Principal	06/30/2017
James, Tricia	GRES	Teacher	06/05/2017
King, Courtney	EGHS	Teacher	06/05/2017
Martinez, Joseph	WGHS	JROTC Instructor	06/30/2017
Sawyer, Artranise	HMS	Assistant Principal	06/22/2017
Simmons, Kashonda	GWM	Teacher	06/14/2017
Washington, Leslie	SSES	Teacher	06/05/2017

AGENDA ITEM 6B, INSTRUCTIONAL AND NON INSTRUCTIONAL 2017/2018

<u>TRANSFERS</u>	<u>Location/Position</u>	<u>Location/Position</u>	<u>Effective Date</u>
<u>Name</u>	<u>Transferring From</u>	<u>Position</u>	
Baker, Sharita	JASMS/Teacher	GCHS/Teacher	08/07/2017
Dantzler, Heath	GWM/Behavior Specialist	JASMS/Behavior Specialist	08/07/2017
Gunn, Jennie	JASMS/Guidance Counselor	CPA/Guidance Counselor	08/07/2017
Hussein, Frederic	GCHS/Teacher	Teacher/JASMS	08/07/2017
Jackson, Sylvia	GTI/Director	District/Area Director, Secondary	07/01/2017
Johnson, Gregory	WGMS/Teacher	GCHS/Teacher	08/07/2017
Kenon-Franklin, Bridget	CES/Teacher	GWM//Teacher	08/07/2017
Lightfoot, Tomeka	JASMS/Teacher	GCHS/Teacher	08/07/2017
Rambosk, Peggy	WGMS/Teacher	GCHS/Teacher	08/07/2017
Rollinson, Latonya	JASMS/Teacher	GWM/Teacher	08/07/2017
West-Chestnut, Carmisha	CES/Teacher	GBES/Teacher	08/07/2017
Wiggins, Cleanita	CPA/Teacher	GCHS/Teacher	08/07/2017
Wilson-Lewis, Sonja	GWM/Teacher	GCHS/Media Specialist	08/07/2017

D.R.O.P. RETIREMENT

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Perkins, Beth	JASMS	Teacher	07/31/2017
Simmons, Peggy	EGHS	Teacher	08/31/2017

Administration

<u>Name</u>	<u>Location</u>	<u>Position</u>
Gaines, Rebecca	GCHS	Assistant Principal

**NON-INSTRUCTIONAL
PERMANENT STATUS**

Secretaries

Lewis-Safford, Debra
Stauffer, Tomme

PreK Program Assistants

Bridges, Joan
Fields, Barbara
Gammon, Julia
Pete-Brown, Shannon

ESE Self Help Assistant

Jackson, Patricia

Paraprofessional

Akins, Tisher
Battles, Joanne
Beavers, Martha
Brinson, William
Bouie, Veronica
Childress, Melinda
Clove, Hazel
Davis, Sharon
Dixon, Betty
Donaldson, Nekittrae
Faison, Evelyn
Fields, Dorothy
Fields, Delores
Fields, Sandra
Harrison, Noah
Herring, Cynthia
Kenon, Cynthia
Kincy, Carol
McSwain, Gloria
Munroe, Sonja
Pace, Josephine
Poythres, Carolyn
Pringley, Giselda
Sanders, Valorie
Thompson, Felicia
Tsigbey, Jennifer
Williams, Gloria
Williams, Thahaya
Wright, Shandra
Wynn, Vira

Custodians

Betsey, Antwan
Copeland, Bridget
Hatten, Henry
Johnson, William
Jones, Marion
Jones, Marshall
Kirkland, Juan
Lee, Willie
Miller, Raymond
Oliver, Clifford
Pete, John
Robinson, Lamar
Seymore, David
White, Danny
Wimbush, Rondal

Custodial Asst.

Alexander, Estelle
Brown, Willie
Favors, John
Glover, Mattie
Gordon, Stenet
Hobbs, Carolyn
Kenon, Geraldine
Lee, Katherine
Lynn, Faye
McCall, Barbara
McCloud, Estella
Mitchell, Alice
Monroe, Lisa
Reed, Willie
Smith, Ronnie
Smith, Rosetta
Walker, Cedric
Williams, Keysha
Williams, Sharon
Winbush, Latoya
Woods, Terell

Maintenance

Britt, Tony
Cox, David
Harris, Terry
McCall, Isaac
Pride, Michael
Smith, Shannon
Smith, William
Tyus, James
Yon, Dennis

SFS Workers

Brown, Betty
Carroll, April
Cogman, Hattie
Coster, Earnestine
Denson, Ruby
Deshazier, Toby
Garrett, Dianna
Golden, Helen
Hartsfield, Diane
Jones, Morhonda
Mitchell, Jennifer
Reglin, Earnestine
Robinson, Damaro
Spears, Mary
Starling, Betty
Thigpen, Dexter
Williams, Pamela

Transportation

Lewis, Rogers
Moore, H. Gerard
Rodriguez, Carlos
Taylor, Jimmy

Bus Drivers

Akery, Jennifer
Austin Tony
Bostick, Amos
Brewington, Earnestine
Brown, Linzell
Butler, Linda
Coster, Linda
Fluker, Stephanie
Gavin-Brown, Dorothy
Goldwire, Cynthia
Goldwire, Lalisa
Herring, Julia
Holloman, Sharon
Huggins, Terryal
Jones, Regina
Kenon, David
Lanier, Tron
Lewis, Shelia
Mabry, Velyetta
Maynor, Charlie
McCray, Wanzella
McNealy, Nathaniel
Milton, Dorothy

Bus Drivers cont'd

Moore, Johnny
Paul, Charleston
Ross-Thomas, Martha
Shaw, Jacqueline
Jones, Regina
Kenon, David
Lanier, Tron
Lewis, Shelia
Mabry, Velyetta
Maynor, Charlie
McCray, Wanzella
McNealy, Nathaniel
Milton, Dorothy
Moore, Johnny
Paul, Charleston
Ross-Thomas, Martha
Shaw, Jacqueline
Woods, Lucy

Bus Aides

Harris, Darlene
Jackson, Rosemary
Jackson, Sharon
Jessie, Cassandra
Lightfoot, Lessie
Miller, Mary
Robinson, Kenneth
Scott, Hope
Wilson, Renesia

NON INATRUNCTIONAL**ANNUAL STATUS****Office Managers, Secretaries****Clerical**

Bradwell, Gwendolyn
 Bryant, Cametra
 Bryant, Edna
 Bradwell-Conyers, Maggie
 Burke, Keyichee
 Clark, Clarine
 Clark, Tenesia
 Elias, Irene
 Enzor, Blondell
 Frison, Lauren
 Green, Floria
 Hall, Brenda
 Harrell, Frances
 James, Felicia
 Lamb, Makenzie
 Lanier, Kathleen
 Lewis, Kourtney
 McNeil, Tinika
 McWhite, Alexis
 Quintero, Dolores
 Robinson, Allen
 Robinson, Demetrice
 Russ-Hutley, Lesa
 Salais, Lorraine
 Spates, Carla
 Stokes, Demetrius
 Thurman, Tamika
 Thomas, Towanda
 Woods, Shalinda

Part-time

Smith, Linda

PreK

Alvarez, Michelle
 Austin, Jimmie
 Gainous, Sharon
 Hall, Laurie
 Jackson, Christa
 Jones, Curtis
 McMillan, Tarwin
 Perkins, Lakysa
 Popoca, Patricia
 Randolph, Niara
 Riley, Cynthia
 Robinson, Dominga
 Starks, Shelanda
 Washington, Ruby

PreK cont'd

Williams, Mary
 York, Jocelin

Paraprofessionals

Alls, Precious
 Basford, Marilyn
 Baxter, Lakacha
 Bradley, Kathy
 Brown, Vernita
 Carroll, Alonza
 Carter, Arlene
 Centeno, Eduardo
 Chambers, Larhonda
 Corker, Barry
 Davis, Mae
 Dobbins, Rebecca
 Emanuel, Eureka
 Esland, Sharonda
 Ford, Nedra
 Frazier, Thomas
 Gilcrease, Dana
 Hall, Shyndell
 Highman, Keshandra
 Hightower, Richard
 Jackson-Clark, Priscilla
 McClendon, Marilynne
 McMillion, Tamita
 Mitchell, Antenette
 Moore, Michelle
 Paz, Xoxhitl
 Quintanilla, Ernesto
 Roberts, Jerry
 Rollinson, Bernica
 Rush, Geraldine
 Russ, Erica
 Russ, George
 Safford, Judson
 Salais, Leticia
 Thomas, Carla
 Walker, Kyshada
 Warren, Tia
 Watson, Kent
 Wright, Mary
 Wright, Shanda
 Young, Maria

ESE Self Help Asst.

Dilworth, Laquanda
 Newsome, Chastine

Custodians

Hobbs, James
 McGriff, Linda

Custodial Assistants

Alls, Billy
 Anderson, Sarah
 Brown, Eugene
 Brown, Hazel
 Dixon, Anthony
 Eggleton, Alfred
 Gamble, Wendell
 Green, Priscilla
 Hayes, Charles
 James, Bobby
 March, Kelvin
 McCree, Jeanese
 Murray, Eddie
 Pearson, Betty
 Russ, Erica
 Sanders, Sylvia
 Smith, Edrick
 Stevens, Derrick
 West, Dwight
 Williams, Mary
 Wilson, Reginald

Transportation

Dorsey, James
 Fields, Ritchard
 Gleaton, Sandra
 Hostetter, James
 Rutten, Mary

Bus Drivers

Barkley, Jessie
 Baxter, Geraldine
 Card, Stanley
 Causey, Brenda
 Cole, Jermaine
 Dantley, Dominique
 Draper, Terrence
 Dudley, Zack
 Edwards, Mary Ann
 Green, Charles
 Holloman, Attaway
 Holloway, Lucius
 Johnson, Arcedra
 Jones, Marlon
 Knight, Devonta

Bus Drivers cont'd

Lanier, Milton
 Mitchell, Jerome
 Moore, Jacqueline
 Myrick, Michael
 Perkins, Judith
 Sconiers, Kenneth
 Starks, Edwin
 Turner, Pierre
 Walker, Anthony
 Williams, Kimberly
 Woods, Sandra
 Wright, King

Bus Aides

Bridges, Minnie
 Brundidge, Tommie
 Coster, Eula
 Davis, Lazelle
 Holloman, Annie
 Holmes, Gwendolyn
 Ivey, Arthur
 Johnson, Angela
 Jones, Trina
 Kenon-Carter, Francelyn
 Monroe, Chenell
 Nealy, Shavonda
 Ogunti, Sharon
 Scott, Pamela
 Williams, Darlene
 Wilson, Gwendolyn
 Wright, Debra

SFS Managers

Alday, Deborah
 Brinkley, Patricia
 Brown, Debra
 Butler, Regina
 Chavers, Lisa
 Chestnut, Adrienna
 Copeland, Henry
 Fitzgerald, Brenda
 Hurchins, Felix
 Jackson, Renisha
 Pugh, Chrishaunda
 Smith, Machel
 Youmas, Joann

SFS Workers

Baker, Romeko
Bittle, Yvette
Campbell, Justa
Chestnut, Shakina
Copeland, Henry
Donald, Irene
Drayton, Yolanda
Evans, Maxine
Francis, Keyshonda
Frierson, Annell
Graham, Shanetha
Griffin, Antonio
Hammon, Rufus
Jackson, Derrick
Jackson, Laterica
Johnson, Annie
Johnson, Bennie
Kenon, Jennie
McMillan, Christine
Milton, Carolyn
Parker, Markeith
Robbins, Margaret
Rolax, Veronica
Rittman, Jermaine
Scurry, Debra
Smith, Edrick
Smith, Emma
Smith, Jomala
Williams, Villie
Winbush, Jessica
Wynn, Cedric

GTI

Dupont, Natalie
Nesmith, Kimblin
Thomas, Tatia

Maintenance

Burdick, Johnnie
Horton, Daniel
Lewis, Kimmie
Peters, John
Riley, Johnny
Roberts, Angela
Sherman, Ricky
Smith, Barbara
Yon, K-Dentris

District

Byrd, Lakeisha
Francis, Carolyn
Hinson, Doris
Knight, Sarah
Jackson, Rolanda
James, Betty
Taylor, Sherrie-Coor, Par Ser/
Homeless

Instructional PS

Riggins, Sandra

Instructional Annual

Bailey, Rhett
Black, O'Hara
Carlisle, Felicia
Castro, Esther
Clary, Dritches
Clark, Angie
Coley, Demetrius
Daniels, Yakesia
Davis, Teresa
Dickey, Shelia
Ervin, Julius
Harmon, Ashleigh
House, Lauren
Hunter, Sarah
Jackson, Tamesha
James, Alexander
Jones, Kiyonna
Lee, Emma
Lewis, Jari
Linen, Tiffany
Luckey, Anthony
Manion, Bufford
Powell, Chase
Sailor, Barbara
Shaffer, Deborah
Sheals, Maurice
Toussain, Eric
Washington, Alex
Winters, Victor

JROTC

Lewis, Rodney
Roberts, Charlie

Program Specialist

Murphy, Bianca

GADSDEN COUNTY SCHOOL BOARD

SALARY SCHEDULE

2017-2018

Roger P. Milton

Superintendent of Schools

35 Martin L. King, Jr. Blvd.

Quincy, Florida 32351

850.627.9651

Fax: 850.627.2760

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

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

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

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

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

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

ADMINISTRATIVE/ADMINISTRATIVE SUPPORT			
	Pay Grade	Min. Salary	Max. Salary
Electronics Technician, Instructional Media, Recruiter/Counselor, Single/Displaced Homemaker	1	\$29,815.41	\$35,262.05
AmeriCorps Program Coordinator, Coordinator of Custodial Services, Data Processing Coordinator, Homeless Liaison Coordinator, Human Resource Specialist, Inventory Control Specialist, Pre-K Resource Coordinator	2	\$36,237.46	\$50,287.69
AmeriCorps Program Director, Audiologist/Social Services Community Affairs/Public Relations, Coordinating Specialist, Coordinator, Occupational Therapist, Physical Therapist, Program Specialist, Psychologist, *Safety/Investigation Coordinator, Social Worker, Technology Specialist, Technology Training Specialist, Visiting Teacher	3	\$42,869.63	\$65,742.84
Assistant Principal	4	\$44,644.32	\$59,227.06
Assistant Comptroller	5	\$54,975.22	\$73,759.33
School Principal Elementary	5	\$60,976.00	\$74,366.00
Middle		\$64,066.00	\$77,456.00
High school		\$68,186.00	\$81,576.00
Supervisor	6	\$55,704.46	\$73,144.42
Director	7	\$61,328.26	\$74,696.63
Assistant Superintendent	8	\$66,775.93	\$79,906.37
Deputy Superintendent	9	\$72,221.54	\$85,478.67

NON-INSTRUCTIONAL SALARY SCHEDULE - CLASSIFIED EMPLOYEES

POSITION	NO. DAYS	YEARS						
		0	1-3	4-7	8-11	12-15	16-19	20 UP
Food Service Manager (1-500 Average Daily Participation)	185	\$ 16,124.65	\$ 17,286.49	\$ 18,996.29	\$ 19,601.93	\$ 20,760.68	\$ 22,236.00	\$ 23,363.00
Food Service Manager (551 Up Average Daily Participation)	185	\$ 17,109.33	\$ 18,268.08	\$ 19,425.80	\$ 20,584.55	\$ 21,744.33	\$ 22,903.08	\$ 24,063.89
Secretary I Elementary School Secretary	240	\$ 23,101.60	\$ 23,833.11	\$ 24,563.61	\$ 25,297.14	\$ 26,024.61	\$ 26,756.12	\$ 27,484.60
Secretary II Middle School Secretary Computer Operator I	240	\$ 23,627.28	\$ 24,359.79	\$ 25,089.29	\$ 25,820.80	\$ 26,551.30	\$ 27,281.80	\$ 28,014.32
Secretary III Senor High School Secretary Certification Specialist	240	\$ 24,557.55	\$ 25,288.06	\$ 26,018.56	\$ 26,750.07	\$ 27,478.55	\$ 28,211.07	\$ 28,939.55
Executive Secretary I Office Manager Computer Operator II	240	\$ 25,714.85	\$ 26,447.37	\$ 27,174.85	\$ 27,909.38	\$ 28,639.89	\$ 29,367.36	\$ 30,100.89
Executive Secretary II Staff Assistant Personnel Specialist	240	\$ 26,362.62	\$ 27,093.12	\$ 27,826.65	\$ 28,554.12	\$ 29,286.64	\$ 30,016.13	\$ 30,748.65
Account Clerk I Computer Operator III	240	\$ 27,960.84	\$ 28,689.93	\$ 29,421.84	\$ 30,152.35	\$ 30,881.84	\$ 31,614.36	\$ 32,341.83
Account Clerk II Pre-K Program Assistant	240	\$ 29,010.18	\$ 29,743.71	\$ 30,472.19	\$ 31,203.70	\$ 31,932.19	\$ 32,663.70	\$ 33,393.19
Account Clerk III Executive Secretary to Supt. & Board	240	\$ 31,099.78	\$ 31,830.28	\$ 32,560.78	\$ 33,290.27	\$ 34,019.76	\$ 34,752.28	\$ 35,482.79
Administrative Assistant Computer Programmer Information Service Specialist Chief Account Clerk Warehouse Foreman	240	\$ 35,817.77	\$ 37,058.81	\$ 38,301.87	\$ 39,546.96	\$ 40,793.04	\$ 42,040.14	\$ 43,282.20

Part-Time Employees: Salary Range = Minimum Wage to \$12.00 per hour.

Salaries shown are annual amounts based on the number of days indicated. Positions requiring less work days than those shown will be paid based on the daily rate for the classification times the number of days employed during the regular employment period. All salaries are based on eight (8) hours per day of employment.

The Superintendent may recommend that a new employee be credited with a maximum of ten years of previous experience, based upon the individual's job training and/or knowledge of the position for which employed.

The Superintendent may recommend that an employee be placed in a lower step than to which he/she might normally be placed, or held at the salary paid for the previous year, based upon limited experience and/or failure to perform his/her duties in a satisfactory manner.

MISCELLANEOUS SALARY SCHEDULE

SUBSTITUTE TEACHERS

	PER DAY	PER HOUR
Masters Degree or Equivalent	\$72.10	\$9.8363
Bachelors Degree or Equivalent	\$66.95	\$9.1336
Associate Degree or Equivalent	\$60.78	\$8.2915
Less than Two Years of College	\$60.78	\$8.2915

WORKSHOPS: - All daily rates based on 6 hours participation

Instructional: Participants will be paid their normal hourly salary rate for workshops conducted after hours and on weekends.

Conducting Workshop/Consultant		\$52.00
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*Workshops and Special Duty Funded by Special Grants:

Participants may be paid up to but not to exceed their normal hourly salary rate, as called for in the specific grant.

Non-Instructional:

School Food Service Managers		\$62.00
All Other Non-Instructional Employees		\$52.00
Conducting Workshop/Consultant		\$52.00

SUBSTITUTE BUS DRIVERS:

\$38.00

NON-INSTRUCTIONAL SUBSTITUTES OTHER THAN BUS DRIVERS:

MINIMUM WAGE

HALF TIME EMPLOYEES: Half time employees will be expected to work one-half of the hours normally expected of a full time employee in the same work assignment. Salary will be one-half that of the full time position. Half time employees will earn retirement and social security benefits only. Half time employees are not eligible for annual leave or sick leave pursuant to School Board Policies 6.541, 6.543, and 6.549.

ADULT EDUCATION: All salaries paid at hourly rate according to applicable salary schedule for the current school term.

COMMUNITY EDUCATION/AFTER SCHOOL : Salary Range: Minimum Wage to \$12.00 per hour

SUMMER SCHOOL: All salaries paid at hourly rate according to applicable salary schedule for the preceding school term.

INSTRUCTIONAL SALARY SCHEDULE

Years	Salary Schedule
0	\$33,000.00
1	\$33,500.00
2	\$34,000.00
3	\$34,500.00
4	\$35,000.00
5	\$35,500.00
6	\$36,000.00
7	\$36,500.00
8	\$37,000.00
9	\$37,500.00
10	\$38,000.00
11	\$38,500.00
12	\$39,000.00
13	\$39,500.00
14	\$40,000.00
15	\$40,500.00
16	\$41,000.00
17	\$41,500.00
18	\$42,000.00
19	\$42,500.00
20	\$43,200.00
21	\$43,900.00
22	\$44,600.00
23	\$45,300.00
24	\$46,000.00
25	\$46,700.00
26	\$47,400.00
27	\$48,100.00
28+	\$49,500.00
Effective date July 1, 2016	

Years of Service frozen as of March 1, 2016

The future use of this salary schedule is contingent upon receiving sufficient funds from the state designated for salaries. If the Florida Legislature changes the salary and benefits appropriation or moves these funds into another appropriation in subsequent years, then this action shall result in renegotiations of salaries for that year.

SALARY SUPPLEMENTS

Position	Activity	% of B-O	2016-17
Athletic Director	Senior High	5%	\$1,650.00
	Middle School	4%	\$1,320.00
Head Coach	Football - Sr. High	10%	\$3,300.00
	Football - Middle	9%	\$2,970.00
	Basketball - Sr. High	9%	\$2,970.00
	Basketball - Middle	6%	\$1,980.00
	Baseball - Sr. High	6%	\$1,980.00
	Baseball - Middle	4%	\$1,320.00
	Softball - Sr. High	6%	\$1,980.00
	Softball - Middle	4%	\$1,320.00
	Volleyball - Sr. High	6%	\$1,980.00
	Volleyball - Middle	4%	\$1,320.00
	Track & Field - Sr. High	6%	\$1,980.00
	Cross Country	6%	\$1,980.00
	Weightlifting - Sr. High	4%	\$1,320.00
	Wrestling - Sr. High	4%	\$1,320.00
	Track & Field - Middle	4%	\$1,320.00
	Golf	4%	\$1,320.00
	Tennis	4%	\$1,320.00
Soccer	6%	\$1,980.00	
Assistant Coaches	Football - Sr. High	7%	\$2,310.00
	Football - Middle	6%	\$1,980.00
	Basketball - Sr. High	6%	\$1,980.00
	Volleyball - Sr. High	4%	\$1,320.00
	Baseball - Sr. High	4%	\$1,320.00
	Softball - Sr. High	4%	\$1,320.00
	Track - Sr. High	4%	\$1,320.00
Other Positions	Band Director - Sr. High	6%	\$1,980.00
	if Chorus also, add	4%	\$1,320.00
	Choral Director - Sr. High	5%	\$1,650.00
	Band Director - Middle	5%	\$1,650.00
	if Chorus also, add	3%	\$990.00
	Choral Director - Middle	4%	\$1,320.00
	Band Director - Middle	3%	\$990.00
	Band Assistant	4%	\$1,320.00
	Majorette Sponsor - Sr. High	4%	\$1,320.00
	Varsity Cheerleader Sponsor - Sr. High	5%	\$1,650.00
	Jr. Varsity Cheerleader Sponsor - Sr. High	4%	\$1,320.00
	Cheerleader Sponsor - Middle	4%	\$1,320.00
	Special Olympics Coordinator	4%	\$1,320.00
Newspaper Sponsor - Sr. High/Middle	3%	\$990.00	
Yearbook Sponsor - Sr. High/Middle	3%	\$990.00	
Student Council Sponsor - Sr. High	3%	\$990.00	
Student Council Sponsor - Middle	3%	\$990.00	

Advanced Degrees	*Master's Degree		\$1,268.00
	*Specialist Degree		\$1,819.00
	*Doctorate Degree		\$2,481.00

*F.S. 1012.22(3) – Advanced Degrees – A district school board may not use advanced degrees in setting a salary schedule for instructional personnel or school administrators hired on or after July 1, 2011, unless the advanced degree is held in the individual’s area of certification and is only a salary supplement.

The Superintendent will establish a committee comprised of three (3) teachers appointed by GCCTA, the president of GCCTA, and three (3) administrators appointed by the Superintendent. The committee shall be advisory in nature and devise its own internal working procedure. The committee will address the following: supplemental salary schedule to determine positions warranting supplemental pay, supplements to be paid for such positions, and duties/expectations for supplemental positions. The committee shall make a recommendation to the Superintendent.

**GUIDE TO POSITIONS FOR APPENDIX A:
NON-INSTRUCTIONAL SALARY SCHEDULE,
DISTRICT/SCHOOL LEVEL, 2015-2017**

PAY GRADE 1:	Educational Aide, Clerical Assistant, Media Assistant, Parent Liaison, ESE Self Help Assistant-No College
PAY GRADE 2:	Educational Paraprofessional, Clerical Assistant, Media Assistant -AA Degree or Equiv.
PAY GRADE 3:	Educational Paraprofessional, Clerical Assistant, Media Assistant -Bachelors Degree
PAY GRADE 4	Custodial Assistant, Bus Attendant
PAY GRADE 5:	Lead Custodian, Mechanic I, Warehouse Worker, Maintenance Assistant
PAY GRADE 6:	Bus Driver
PA Y GRADE 7:	Cafeteria Worker
PAY GRADE 8:	Assistant Cafeteria Manager
PAY GRADE 9:	Receptionist-Xerox, Assistant Secretary
PAY GRADE 10:	Secretary I
PAY GRADE 11:	Secretary II
PAY GRADE 12	Routing, Parts & Inventory Specialist, Maintenance Worker
PAY GRADE 13	Parts Manager, Mechanic II,
PAY GRADE 14	Audio Visual Equip. Technician, Boiler Mechanic, Electrician, Plumber, AC/Refrig.- Mechanic, Fire & Safety Inspector, Head Mechanic, Carpenter
PAY GRADE 15	Lead Plumbing/Gas Mechanic, Lead Electrician, Lead HVAC Refrigeration Mechanic, Lead Boiler Mechanic and Lead Carpenter

Salaries are annual amounts based on the number of days indicated. Positions requiring less work days than those shown will be paid based on the salary rate for the classification times the number of days employed during the regular employment period.

Salaries for food service employees are based on 7.5 hours per day. Rates for food service employees who are hired to work less than 7.5 hours per day shall be determined by dividing the applicable annual rate by 183 days and by 7.5 hours per day, then multiplying the hourly rate times the hours and days to be worked. Hours worked by school food service employees shall be at the discretion of the School Food Service Supervisor.

Cafeteria workers and assistant managers who were certified by the Florida School Food Service Association during the prior school year shall be paid \$150.00 bonus in August of the new school year, provided they are reemployed and included on the current membership roster of the Florida School Food Service Association.

Lunch is provided for school food service employees for 180 school days. One breakfast is provided for school food service employees who work in the breakfast program.

Non-instructional Personnel will receive their step increases based upon completed years of experience and one classification, as verified by the District, each year beginning July 1 as reflected in the salary schedule in Appendix A.

The Superintendent may recommend that a new employee be credited with a maximum of five years of previous experience, based upon the individual's job training and/or knowledge of the position for which employed. The Superintendent may recommend that an employee be placed in a lower step than to which he/she might normally be placed, or held at the salary paid for the previous year, based upon limited experience and/or failure to perform his/her duties in a satisfactory manner.

**NON-INSTRUCTIONAL SALARY SCHEDULE
DISTRICT/SCHOOL-LEVEL
2015-2017**

	T C H R A I D E	T C H R A I D E	T C H R A I D E	O T H T R A N S	C U S T O D I A N	D R I V E R S	F O O D P R E P	F O O D S U P V	R E C E P T I O N	S E C R E T A R Y	S E C R E T A R Y	O T H M A I N T	M E C H A N I C	T E C H N I C I A N	O T H R M A I N T
PAYGRADE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
STEP															
0	16446	17265	18358	16993	20107	10709	13826	14973	23002	23822	24368	23275	27646	28739	33862
1	16610	17430	18522	17156	20282	10899	13941	15088	23232	24062	24642	23647	28083	29231	34922
2	16774	17592	18685	17320	20456	11092	14056	15203	23460	24302	24915	24018	28520	29722	35983
3	16937	17757	18850	17483	20630	11283	14171	15318	23690	24543	25188	24390	28957	30214	37044
4	17102	17921	19014	17648	20805	11473	14285	15434	23920	24783	25461	24761	29394	30705	38103
5	17265	18054	19178	17812	20980	11665	14400	15548	24149	25024	25735	25133	29832	31198	39164
6	17430	18249	19341	17976	21155	11856	14515	15662	24378	25264	26006	25504	30269	31689	40224
7	17592	18424	19506	18139	21330	12048	14629	15777	24609	25504	26280	25876	30705	32181	41284
8	17757	18576	19669	18304	21504	12238	14744	15892	24837	25745	26553	26247	31143	32673	42345
9	17921	18741	19834	18467	21679	12429	14859	16017	25067	25985	26827	26619	31580	33165	43405
10	18085	18905	19996	18632	21855	12622	14973	16121	25297	26226	27099	26990	32017	33656	44466
11	18249	19068	20161	18794	22030	12812	15088	16236	25526	26466	27373	27362	32454	34149	45526
12	18413	19232	20325	18959	22205	13004	15203	16350	25755	26706	27646	27733	32891	34640	46587
13	18576	19396	20489	19123	22379	13194	15318	16465	25985	26947	27920	28106	33328	35131	47648
14	18741	19560	20653	19287	22554	13387	15434	16581	26215	27187	28192	28476	33765	35623	48758
15	18905	19725	20817	19451	22729	13577	15548	16695	26444	27428	28466	28848	34202	36115	49768
16	19068	19887	20980	19615	22904	13768	15662	16810	26673	27668	28739	29219	34640	36606	50828
17	19232	20052	21418	19996	23384	13960	15777	16924	27319	27908	29012	30050	35077	37590	51910

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 6d

DATE OF SCHOOL BOARD MEETING: June 27, 2017

TITLE OF AGENDA ITEMS: Payroll Schedule 2017-2018

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

To approve the Payroll Schedule for Fiscal Year 2017-2018

FUND SOURCE:

AMOUNT:

PREPARED BY: LaClarence Mays

POSITION: Budget Director

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered

CHAIRMANS'S SIGNATURE: page(s) numbered

Be sure that the Comptroller has signed the budget page.

GADSDEN COUNTY PUBLIC SCHOOLS
 2017-18 TEACHERS
 PAY TYPE 12

PAY PERIOD		DAYS	REPORTS DUE	CHECKS ISSUED
8/7/2017	8/18/2017	10	8/18/2017	9/8/2017
8/21/2017	9/15/2017	19	9/15/2017	10/10/2017
9/18/2017	10/13/2017	20	10/13/2017	11/9/2017
10/16/2017	11/9/2017	19	11/9/2017	12/8/2017
11/13/2017	12/1/2017	12	12/1/2017	1/10/2018
12/4/2017	1/12/2018	21	1/12/2018	2/9/2018
1/16/2018	2/9/2018	19	2/9/2018	3/9/2018
2/12/2018	3/9/2018	20	3/9/2018	4/10/2018
3/19/2018	4/13/2018	20	4/13/2018	5/10/2018
4/16/2018	5/11/2018	20	5/11/2018	6/8/2018
5/14/2018	6/5/2018	16	6/8/2018	6/28/2018

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TEACHERS WILL RECEIVE THEIR LAST TWO (11TH & 12TH) CHECKS ON **6/28/2017**

NON-PAID HOLIDAYS

- Sept. 4
- Nov. 10
- Nove. 22-24
- Dec. 20-29
- Jan. 1
- Jan. 15
- Mar. 12-16
- May. 28

PAID HOLIDAYS

- Nov. 20-21
- Dec. 18-19
- Mar. 30
- Jun. 5

GADSDEN COUNTY PUBLIC SCHOOLS
 2017-18 PARA PROFESSIONS
 PAY TYPE 15

PAY PERIOD		DAYS	REPORTS DUE	CHECKS ISSUED
8/7/2017	8/11/2017	5	8/11/2017	8/31/2017
8/14/2017	9/8/2017	19	9/8/2017	9/29/2017
9/11/2017	10/6/2017	20	10/6/2017	10/31/2017
10/9/2017	11/3/2017	20	11/3/2017	11/30/2017
11/6/2017	11/17/2017	9	11/17/2017	12/15/2017
11/27/2017	1/5/2018	19	1/5/2018	1/31/2018
1/8/2018	2/2/2018	19	2/2/2018	2/28/2018
2/5/2018	3/2/2018	20	3/2/2018	3/30/2018
3/5/2018	4/6/2018	19	4/6/2018	4/30/2018
4/9/2018	5/4/2018	20	5/4/2018	5/31/2018
5/7/2018	5/18/2018	10	5/18/2018	6/8/2018
5/21/2018	6/5/2018	11	6/8/2018	6/28/2018
		191		

PARA PROFESSIONALS WILL RECEIVE THEIR LAST CHECK ON

6/28/2018

NON-PAID HOLIDAYS

- Sept. 4
- Nov. 10
- Nov. 20-24
- Dec. 18-29
- Jan. 1
- Jan. 15
- Mar. 12-16
- Mar. 30
- May. 28

**GADSDEN COUNTY PUBLIC SCHOOLS
 2017-18 12 MONTH EMPLOYEES
 PAY TYPES 20 & 22**

PAY PERIOD		DAYS	REPORTS DUE	CHECKS ISSUED
7/3/2017	7/14/2017	9	7/14/2017	7/31/2017
7/17/2017	8/11/2017	20	8/11/2017	8/31/2017
8/14/2017	9/8/2017	19	9/8/2017	9/29/2017
9/11/2017	10/6/2017	20	10/6/2017	10/31/2017
10/9/2017	11/3/2017	20	11/3/2017	11/30/2017
11/6/2017	11/21/2017	11	11/21/2017	12/15/2017
11/27/2017	1/5/2018	23	1/5/2018	1/31/2018
1/8/2018	2/2/2018	19	2/2/2018	2/28/2018
2/5/2018	3/2/2018	20	3/2/2018	3/30/2018
3/5/2018	4/6/2018	20	4/6/2018	4/30/2018
4/9/2018	5/4/2018	20	5/4/2018	5/31/2018
5/7/2018	6/29/2018	39	6/15/2018	6/28/2018
		240		

12 MONTH EMPLOYEES WIL RECEIVE THEIR LAST CHECK

6/28/2018

NON-PAID HOLIDAYS

- July. 4
- Sept. 4
- Nov. 10
- Nov. 22-24
- Dec. 22-29
- Jan. 1
- Jan. 15
- Mar. 12-16
- May. 28

GADSDEN COUNTY PUBLIC SCHOOLS

2017-18

11 MONTH EMPLOYEES

PAY TYPE 25

ASSISTANT CUSTODIANS, & 11 MONTH SECRETARIES

PAY TYPE 35

ASSISTANT PRINCIPALS, PYSCHOLGISTS & THERAPIES

PAY PERIOD		DAYS	REPORTS DUE	CHECKS ISSUED
8/1/2017	8/11/2017	9	8/11/2017	8/31/2017
8/14/2017	9/8/2017	19	9/8/2017	9/29/2017
9/11/2017	10/6/2017	20	10/6/2017	10/31/2017
10/9/2017	11/3/2017	20	11/3/2017	11/30/2017
11/6/2017	11/21/2017	11	11/21/2017	12/15/2017
11/27/2017	1/5/2018	23	1/5/2018	1/31/2018
1/8/2018	2/2/2018	19	2/2/2018	2/28/2018
2/5/2018	3/2/2018	20	3/2/2018	3/30/2018
3/5/2018	4/6/2018	20	4/6/2018	4/30/2018
4/9/2018	5/4/2018	20	5/4/2018	5/31/2018
5/7/2018	6/21/2018	33	6/15/2018	6/28/2018

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12 MONTH EMOPLOYEES WIL RECEIVE THEIR LAST CHECK

6/28/2018

NON-PAID HOLIDAYS

July. 4

Sept. 4

Nov. 10

Nov. 22-24

Dec. 22-29

Jan. 1

Jan. 15

Mar. 12-16

May. 28

GADSDEN COUNTY PUBLIC SCHOOLS
 2017-18 VISITING TEACHRS/SOCIAL WORKERS
 Pay Type 30

PAY PERIOD		DAYS	REPORTS DUE	CHECKS ISSUED
8/7/2017	8/11/2017	5	8/11/2017	8/31/2017
8/14/2017	9/8/2017	19	9/8/2017	9/29/2017
9/11/2017	10/6/2017	20	10/6/2017	10/31/2017
10/9/2017	11/3/2017	20	11/3/2017	11/30/2017
11/6/2017	11/17/2017	9	11/17/2017	12/15/2017
11/27/2017	1/5/2018	19	1/5/2018	1/31/2018
1/8/2018	2/2/2018	19	2/2/2018	2/28/2018
2/5/2018	3/2/2018	20	3/2/2018	3/30/2018
3/5/2018	4/6/2018	19	4/6/2018	4/30/2018
4/9/2018	5/4/2018	20	5/4/2018	5/31/2018
5/7/2018	5/18/2018	10	5/18/2018	6/8/2018
5/21/2018	6/7/2018	13	6/8/2018	6/28/2018
		193		

VISITING TEACHERS/SOCIAL WORKERS WILL RECEIVE THEIR LAST CHECK ON 6/28/2018

NON-PAID HOLIDAYS

- Sept. 4
- Nov. 10
- Nov. 20-24
- Dec. 18-29
- Jan. 1
- Jan. 15
- Mar. 12-16
- Mar. 30
- May. 28

GADSDEN COUNTY PUBLIC SCHOOLS
 2017-18 10 MONTH EMPLOYEES
 PAY TYPE 38

PAY PERIOD		DAYS	REPORTS DUE	CHECKS ISSUED
8/7/2017	8/11/2017	5	8/11/2017	8/31/2017
8/14/2017	9/8/2017	19	9/8/2017	9/29/2017
9/11/2017	10/6/2017	20	10/6/2017	10/31/2017
10/9/2017	11/3/2017	20	11/3/2017	11/30/2017
11/6/2017	11/17/2017	9	11/17/2017	12/15/2017
11/27/2017	1/5/2018	19	1/5/2018	1/31/2018
1/8/2018	2/2/2018	19	2/2/2018	2/28/2018
2/5/2018	3/2/2018	20	3/2/2018	3/30/2018
3/5/2018	4/6/2018	19	4/6/2018	4/30/2018
4/9/2018	5/4/2018	20	5/4/2018	5/31/2018
5/7/2018	5/18/2018	10	5/18/2018	6/8/2018
5/21/2018	6/11/2018	15	6/8/2018	6/28/2018
		195		

10 MONTH EMPLOYEES WILL RECEIVED THEIR LAST CHECK ON

6/28/2018

NON-PAID HOLIDAYS

- Sept. 4
- Nov. 10
- Nov. 20-24
- Dec. 18-29
- Jan. 1
- Jan. 15
- Mar. 12-16
- Mar. 30
- May. 28

GADSDEN COUNTY PUBLIC SCHOOLS
 2017-18 FOOD SERVICE WORKERS
 PAY TYPE 40

PAY PERIOD		DAYS	REPORTS DUE	CHECKS ISSUED
8/11/2017	8/11/2017	1	8/11/2017	8/31/2017
8/14/2017	9/8/2017	19	9/8/2017	9/29/2017
9/11/2017	10/6/2017	20	10/6/2017	10/31/2017
10/9/2017	11/3/2017	19	11/3/2017	11/30/2017
11/6/2017	11/17/2017	9	11/17/2017	12/15/2017
11/27/2017	1/5/2018	18	1/5/2018	1/31/2018
1/8/2018	2/2/2018	19	2/2/2018	2/28/2018
2/5/2018	3/2/2018	20	3/2/2018	3/30/2018
3/5/2018	4/6/2018	18	4/6/2018	4/30/2018
4/9/2018	5/4/2018	20	5/4/2018	5/31/2018
5/7/2018	5/18/2018	10	5/18/2018	6/8/2018
5/21/2018	6/4/2018	10	6/8/2018	6/28/2018

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FOOD SERVICE WORKERS WILL RECEIVE THEIR LAST CHECK ON

6/28/2018

NON-PAID HOLIDAYS

- Sept. 4
- Oct. 16
- Nov. 10
- Nov. 20-24
- Dec. 18-29
- Jan. 1
- Jan, 2
- Jan. 15
- Mar. 9
- Mar. 12-16
- Mar. 30
- May. 28

GADSDEN COUNTY PUBLIC SCHOOLS
 2017-18 FOOD SERVICE MANAGER
 PAY TYPE 42

PAY PERIOD		DAYS	REPORTS DUE	CHECKS ISSUED
8/10/2017	8/11/2017	2	8/11/2017	8/31/2017
8/14/2017	9/8/2017	19	9/8/2017	9/29/2017
9/11/2017	10/6/2017	20	10/6/2017	10/31/2017
10/9/2017	11/3/2017	19	11/3/2017	11/30/2017
11/6/2017	11/17/2017	9	11/17/2017	12/15/2017
11/27/2017	1/5/2018	18	1/5/2018	1/31/2018
1/8/2018	2/2/2018	19	2/2/2018	2/28/2018
2/5/2018	3/2/2018	20	3/2/2018	3/30/2018
3/5/2018	4/6/2018	18	4/6/2018	4/30/2018
4/9/2018	5/4/2018	20	5/4/2018	5/31/2018
5/7/2018	5/18/2018	10	5/18/2018	6/8/2018
5/21/2018	6/5/2018	11	6/8/2018	6/28/2018

185

FOOD SERVICE MANAGERS WILL RECEIVE THEIR LAST CHECK ON

6/28/2018

NON-PAID HOLIDAYS

- Sept. 4
- Oct. 16
- Nov. 10
- Nov. 20-24
- Dec. 18-29
- Jan. 1
- Jan, 2
- Jan. 15
- Mar. 9
- Mar. 12-16
- Mar. 30
- May. 28

**GADSDEN COUNTY PUBLIC SCHOOLS
2017-18 BUS DRIVERS
PAY TYPE 50**

PAY PERIOD	PAY PERIOD	DAYS	REPORTS DUE	CHECKS ISSUED
8/14/2017	8/14/2017	1	8/11/2017	8/31/2017
8/15/2017	9/8/2017	18	9/8/2017	9/29/2017
9/11/2017	10/6/2017	20	10/6/2017	10/31/2017
10/9/2017	11/3/2017	19	11/3/2017	11/30/2017
11/6/2017	11/17/2017	9	11/17/2017	12/15/2017
11/27/2017	1/5/2018	18	1/5/2018	1/31/2018
1/8/2018	2/2/2018	19	2/2/2018	2/28/2018
2/5/2018	3/2/2018	20	3/2/2018	3/30/2018
3/5/2018	4/6/2018	19	4/6/2018	4/30/2018
4/9/2018	5/4/2018	20	5/4/2018	5/31/2018
5/7/2018	5/18/2018	10	5/18/2018	6/8/2018
5/21/2018	5/31/2018	7	6/8/2018	6/28/2018
		180		

BUS DRIVERS WILL RECEIVE THEIR LAST CHECK ON

6/28/2018

NON-PAID HOLIDAYS

- Sept. 4
- Oct. 16
- Nov. 10
- Nov. 20-24
- Dec. 18-29
- Jan. 1
- Jan, 2
- Jan. 15
- Mar. 9
- Mar. 12-16
- Mar. 30
- May. 28

**PAYROLL CHECK SCHEDULE 2017-18
GADSDEN COUNTY SCHOOL BOARD**

RUN NO.	SEND OUT TIME SHEETS	TIME SHEETS TO BE RETURNED	COMPLETE PAYROLL	PRE-NOTE DATE	PAY CHECKS ISSUED
071		NO TIME SHEETS	(DROP PAYMENTS)	NO DD	7/13/2017
072	7/7/2017	7/14/2017	7/26/2017	7/27/2017	7/31/2017
082	8/4/2017	8/11/2017	8/28/2017	8/29/2017	8/31/2017
091	8/11/2017	8/18/2017	9/5/2017	9/6/2017	9/8/2017
092	9/1/2017	9/8/2017	9/26/2017	9/27/2017	9/29/2017
101	9/8/2017	9/15/2017	10/5/2017	10/6/2017	10/10/2017
102	9/29/2017	10/6/2017	10/26/2017	10/27/2017	10/31/2017
111	10/6/2017	10/13/2017	11/6/2017	11/7/2017	11/9/2017
112	10/27/2017	11/3/2017	11/27/2017	11/28/2017	11/30/2017
121	11/3/2017	11/9/2017	12/5/2017	12/6/2017	12/8/2017
122	11/9/2017	11/21/2017	12/12/2017	12/13/2017	12/15/2017
011	11/17/2017	12/1/2017	1/5/2018	1/8/2018	1/10/2018
012	12/15/2017	1/5/2018	1/26/2018	1/29/2018	1/31/2018
021	1/5/2018	1/12/2018	2/6/2018	2/7/2018	2/9/2018
022	1/26/2018	2/2/2018	2/23/2018	2/26/2018	2/28/2018
031	2/2/2018	2/9/2018	3/7/2018	3/6/2018	3/9/2018
032	2/23/2018	3/2/2018	3/27/2018	3/28/2018	3/30/2018
041	3/2/2018	3/9/2018	4/5/2018	4/6/2018	4/10/2018
042	3/30/2018	4/6/2018	4/25/2018	4/26/2018	4/30/2018
051	4/6/2018	4/13/2018	5/7/2018	5/8/2018	5/10/2018
052	4/27/2018	5/4/2018	5/25/2018	5/29/2018	5/31/2018
061	5/4/2018	5/11/2018	6/5/2018	6/6/2018	6/8/2018
062	6/8/2018	6/15/2018	6/25/2018	6/26/2018	6/28/2018
063	5/25/2018	6/8/2018	6/25/2018	6/26/2018	6/28/2018
064		NO TIME SHEETS	6/25/2018	6/26/2018	6/28/2018

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7a

DATE OF SCHOOL BOARD MEETING: June 27, 2017

TITLE OF AGENDA ITEMS: First 12 month extension on Capital City Bank Construction Loan

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS: To approve the first 12 month extension on the Capital City Construction Loan to pay next year's debt service that will become due and payable in the 2017-2018 fiscal year.

FUND SOURCE: Capital Funds

AMOUNT: Two bi-annual payments due November 1, 2017 and May 1, 2018 for a total of \$371,543.66

PREPARED BY: LaClarence Mays

POSITION: Budget Director

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMANS'S SIGNATURE: page(s) numbered _____

Be sure that the Comptroller has signed the budget page.

The School Board of Gadsden County, Florida
Revenue Anticipation Note, Series 2013 - Capital City Bank 2.76% Loan
Dated Date = 11/01/2013 Delivery Date = 11/01/2013

Dates	Term Bond Maturities	Bond Redemptions	Proceeds	Coupon Rate	Yield	Price	Interest Amount	Total Debt Service	Fiscal Year Debt Service
05/01/2014	-	162,056.83	162,056.83	2.760	2.760000	100.000000	23,805.00	185,861.83	-
11/01/2014	-	164,293.22	164,293.22	2.760	2.760000	100.000000	21,568.82	185,861.84	371,723.67
05/01/2015	-	166,560.46	166,560.46	2.760	2.760000	100.000000	19,301.37	185,861.83	-
11/01/2015	-	168,859.00	168,859.00	2.760	2.760000	100.000000	17,002.83	185,861.83	371,723.66
05/01/2016	-	171,189.25	171,189.25	2.760	2.760000	100.000000	14,672.58	185,861.83	-
11/01/2016	-	173,551.66	173,551.66	2.760	2.760000	100.000000	12,310.17	185,861.83	371,723.66
05/01/2017	-	175,946.68	175,946.68	2.760	2.760000	100.000000	9,915.16	185,861.84	-
11/01/2017	-	178,374.74	178,374.74	2.760	2.760000	100.000000	7,487.09	185,861.83	371,723.67
05/01/2018	-	180,836.31	180,836.31	2.760	2.760000	100.000000	5,025.52	185,861.83	-
11/01/2018	-	183,331.85	183,331.85	2.760	2.760000	100.000000	2,529.98	185,861.83	371,723.66
Total	-	1,725,000.00	1,725,000.00				133,618.32	1,858,618.32	1,858,618.32
Acc Int	-	-	-				-	-	-
Grand TtIs	-	1,725,000.00	1,725,000.00				133,618.32	1,858,618.32	1,858,618.32
TIC (Incl. all expenses) 3.36717049%		Average Coupon 2.76000003%							
TIC (Arbitrage TIC) 2.76000003%		Average Life (yrs) ... 2.81		IRS Form 8038-G NIC = 2.760000% (with Adjstmnt of \$0.00).					
Bond Years 4,841.24		WAM (yrs) 2.806518		NIC = 2.760000% (with Adjstmnt of \$0.00).					

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7b

DATE OF SCHOOL BOARD MEETING: June 27, 2017

TITLE OF AGENDA ITEMS: Approval of 2017-2018 fiscal year debt service payments with Sun Trust Bank

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS: To approve the payment of the Construction Loan and Bus Lease Purchases 2017-2018 debt service with Sun Trust Bank

FUND SOURCE: Capital Funds

AMOUNT: Two bi-annual payments of \$100,683.31 each which are due on July 1, 2017 and January 1, 2018 for \$201,366.62
Bus Lease purchase one annual payment due January 20, 2016 totaling \$222,281.45

PREPARED BY: LaClarence Mays

POSITION: Budget Director

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT’S SIGNATURE: page(s) numbered _____

CHAIRMANS’S SIGNATURE: page(s) numbered _____
Be sure that the Comptroller has signed the budget page.

Capital City
Board
1000

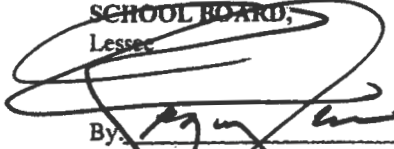
Lease Number: 09363
Equipment Schedule: 01

PAYMENT SCHEDULE

The Funding Date with respect to the above referenced Equipment Group shall be January 20, 2014. Lessor shall retain any interest or income accruing between the Funding Date and the date on which interest begins to accrue in accordance with the Payment Schedule more fully set forth below. The annual Interest rate applicable to the Equipment Group shall be 1.70%. The first Rental Payment is due on January 20, 2014 and subsequent payments are due annually as set forth below.

<u>Payment Number</u>	<u>Payment Date</u>	<u>Payment Amount</u>	<u>Principal Component</u>	<u>Interest Component</u>	<u>Principal Balance</u>
1	01/20/14	222,281.45	222,281.45	0	852,585.55
2	01/20/15	222,281.45	207,787.50	14,493.95	644,798.05
3	01/20/16	222,281.45	211,319.89	10,961.56	433,478.16
4	01/20/17	222,281.45	214,912.33	7,369.12	218,565.83
5	<u>01/20/18</u>	<u>222,281.45</u>	<u>218,565.83</u>	<u>3,715.62</u>	<u>0</u>
	Totals	\$1,111,407.25	\$1,074,867.00	\$36,540.25	

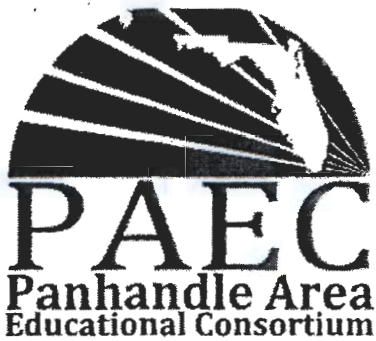
GADSDEN COUNTY DISTRICT
SCHOOL BOARD,
Lessee

By: 
Name: Reginald C. James
Title: Superintendent of Schools
Date: 4/27/16

* After payment of Rental Payment due on such date.

**The School Board of Gadsden County, Florida
 Remaining Principal Balances & Coverage Report
 Sales Tax Revenue Bond, Series 2013 - Sun Trust 3.28% Loan**

Dates	Principal Balance D/S	Maturing Amount	Principal Payment	Interest	Semi-Annual Total	Annual Total	Coverage x 1.100
10/31/2013	2,370,000.00						
01/01/2014	2,308,875.00	61,125.00	61,125.00	13,171.93	74,296.93		
07/01/2014	2,246,057.24	62,817.76	62,817.76	37,865.55	100,683.31	174,980.24	192,478.26
01/01/2015	2,182,209.27	63,847.97	63,847.97	36,835.34	100,683.31		
07/01/2015	2,117,314.18	64,895.08	64,895.08	35,788.23	100,683.31	201,366.62	221,503.28
01/01/2016	2,051,354.83	65,959.36	65,959.36	34,723.95	100,683.31		
07/01/2016	1,984,313.73	67,041.09	67,041.09	33,642.22	100,683.31	201,366.62	221,503.28
01/01/2017	1,916,173.17	68,140.57	68,140.57	32,542.75	100,683.32		
07/01/2017	1,846,915.10	69,258.07	69,258.07	31,425.24	100,683.31	201,366.63	221,503.29
01/01/2018	1,776,521.19	70,393.90	70,393.90	30,289.41	100,683.31		
07/01/2018	1,704,972.83	71,548.36	71,548.36	29,134.95	100,683.31	201,366.62	221,503.28
01/01/2019	1,632,251.07	72,721.76	72,721.76	27,961.55	100,683.31		
07/01/2019	1,558,336.68	73,914.39	73,914.39	26,768.92	100,683.31	201,366.62	221,503.28
01/01/2020	1,483,210.09	75,126.59	75,126.59	25,556.72	100,683.31		
07/01/2020	1,406,851.42	76,358.67	76,358.67	24,324.65	100,683.32	201,366.63	221,503.29
01/01/2021	1,329,240.47	77,610.95	77,610.95	23,072.36	100,683.31		
07/01/2021	1,250,356.71	78,883.77	78,883.77	21,799.54	100,683.31	201,366.62	221,503.28
01/01/2022	1,170,179.24	80,177.46	80,177.46	20,505.85	100,683.31		
07/01/2022	1,088,686.87	81,492.37	81,492.37	19,190.94	100,683.31	201,366.62	221,503.28
01/01/2023	1,005,858.03	82,828.85	82,828.85	17,854.46	100,683.31		
07/01/2023	921,670.79	84,187.24	84,187.24	16,496.07	100,683.31	201,366.62	221,503.28
01/01/2024	836,102.87	85,567.91	85,567.91	15,115.40	100,683.31		
07/01/2024	749,131.65	86,971.22	86,971.22	13,712.09	100,683.31	201,366.62	221,503.28
01/01/2025	660,734.10	88,397.55	88,397.55	12,285.76	100,683.31		
07/01/2025	570,886.93	89,847.27	89,847.27	10,836.04	100,683.31	201,366.62	221,503.28
01/01/2026	479,566.06	91,320.77	91,320.77	9,362.54	100,683.31		
07/01/2026	386,747.63	92,818.43	92,818.43	7,864.88	100,683.31	201,366.62	221,503.28
01/01/2027	292,406.98	94,340.65	94,340.65	6,342.66	100,683.31		
07/01/2027	196,519.14	95,887.84	95,887.84	4,795.47	100,683.31	201,366.62	221,503.28
01/01/2028	99,058.75	97,460.40	97,460.40	3,222.91	100,683.31		
07/01/2028	0.00	99,058.75	99,058.75	1,624.56	100,683.31	201,366.62	221,503.28
Totals		\$2,370,000.00	\$2,370,000.00	\$624,112.94	\$2,994,112.94	\$2,994,112.94	\$3,293,524.23



Contact Person

Lele Sobey
(850) 638-6131 Ext. 2263
1-877-873-7232
Fax (850) 638-6134
lele.sobey@paec.org

John T. Selover
Executive Director

May 18, 2017

753 West Boulevard
Chipley, FL 32428
Phone: (850) 638-6131
Fax: (850) 638-6134
www.PAEC.org

Please find enclosed two copies of the contract between PAEC and your district for the Skyward ERP software system. Please return the fully executed copies of the contract, along with a signed copy of the End User License Agreement (enclosed as Attachment A).

If you have any questions or concerns, please feel free to contact me.
Thanks.

A handwritten signature in cursive script that reads "Lele Sobey".

Enclosures

Advancing Schools and Communities for Student Success

Panhandle Area Educational Consortium Contract Agreement

THIS CONTRACT is entered into by and between the School Board of Gadsden County, 35 Martin Luther King Jr. Blvd. Quincy Florida 32351 hereinafter called "contractee", and PAEC, 753 West Boulevard Chipley Florida 32428 hereinafter called "contractor," PAEC project # 7481077, entitled Gateway Finance, funded by the selected school districts as indicated.

The contract will commence July 1, 2017 and will continue until June 30, 2020. John Selover will direct the activities of the contract.

The Contractee agrees to compensate contractor for the amount of \$151,088.55. The payment schedule will be Upon receipt of invoices. The invoice should be signed by the contractor, reference the PAEC contract number, as shown above, include appropriate supporting documentation, and should be forwarded to the Finance Office, PAEC, 753 West Boulevard, Chipley, FL 32428.

If applicable, verification of Level 2 screening, as stated in F.S. 1012.465, must be submitted to the PAEC Risk Management Department and approved before contract can be presented to the Washington County School Board for approval.

The services provided through this contract are stipulated as follows:

The contractor, PAEC will:

1. ERP software solution subject to the terms and conditions of the Skyward End User License Agreement (Attachment A); Skyward Software Proposal 17-0722bs (Attachment B); Master Agreement between PAEC and Skyward, Inc. (Attachment C); and the Hosting Agreement between PAEC and Integrated Systems Corporation (Attachment D).
2. Training subject to the terms and conditions of the Skyward Software Proposal 17-0712bs (Attachment E). These services procured by PAEC through competitive procurement (ITN #17-10) approved by the PAEC Board of Directors on March 23, 2017 and the Washington County School Board, fiscal agent for PAEC, on April 10, 2017.

The contractee, School Board of Gadsden County will:

1. Remit payment in a timely manner.

This contract is subject to 2 CFR 200 Code of Federal Regulations

No award will be made to parties that have been suspended or debarred from participation in federal assistance programs. A review of the official site for debarred and suspended parties or otherwise ineligible parties will be made prior to approval of this contract. Evidence of parties of this contract being included in such listings will deem the contractor ineligible making this contract null and void, by 2 CFR Appendix II to Part 200, Section (H), "Debarment and Suspension."

The contractor, as defined by the Attorney General Opinion No. 062-120, will perform all services and furnish all labor at the Payee/Contractor's risk assuming full responsibility for completion of services stipulated. The contractor is the party providing the services; the contractee is the party receiving the services and providing the payment for the services.

This Agreement is subject to the Laws of the State of Florida, in particular, the below listed provisions found in Florida Statutes 287.058, 287.0582, 216.347 and 215.422:

287.058 -

- (1) a. A provision that bills for fees or other compensation for services or expenses be submitted in detail sufficient for a proper preaudit and postaudit thereof.
- c. A provision allowing unilateral cancellation by the agency for refusal by the contractor to allow public access to all documents, papers, letters, or other material made or received by the contractor in conjunction with the contract, unless the records are exempt from s. 24(a) of Art. I of the State Constitution and s. 119.07(1).
- (2) The agency head and the contractor prior to the rendering of any contractual service shall sign the written agreement.

287.0582 -The State of Florida's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature.

216.347 -The terms of this agreement prohibit the expenditure of funds for the purpose of lobbying the Legislature or a state agency.

Panhandle Area Educational Consortium Contract Agreement

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- (2) The agency head and the contractor prior to the rendering of any contractual service shall sign the written agreement.

287.0582 -The State of Florida's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature.

216.347 -The terms of this agreement prohibit the expenditure of funds for the purpose of lobbying the Legislature or a state agency.

215.422 -Agencies have 5 working days to inspect and approve goods and services, unless bid specifications or the P.O. specifies otherwise. With the exception of payments to health care providers for hospital, medical, or other health care services, if payment is not available within 40 days, measured from the latter of the date the invoice is received or the goods or services are received, inspected and approved, a separate interest penalty set by the Comptroller pursuant to Section 55.03, F.S., will be due and payable in addition to the invoice amount. To obtain the applicable interest rate, please contact the Agency's Fiscal Section at the agency's main office. Payments to health care providers for hospitals, medical or other health care services, shall be made not more than 35 days from the date of eligibility for payment is determined, and the daily interest rate is .03333%. Invoices returned to a vendor due to preparation errors will result in a payment delay. Invoice payment requirements do not start until a properly completed invoice is provided to the agency. A Vendor Ombudsman, whose duties include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from a State Agency, may be contacted at the agency's main office.

1012.465- (1) Non-instructional school district employees or contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet Level 2 screening requirements as described in s. 1012.32, F.S. Contractual personnel shall include any vendor, individual, or entity under contract with the school board.

This Contract is also subject to the Federal Code of Regulations CFR 200.326 provisions for procurement - Contract Administration described in CFR 200.326 Code of Federal Regulations not previously covered in the above references to Florida Statutes. These provisions are:

- a. All records supporting project activities and the expenditure of funds must be maintained for a minimum of three years after the final payments and all other pending matters are closed.
- b. Access will be allowed by the contractee to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
- c. The contractor understands that contractee will give the contractor thirty (30) days to take corrective action should it be determined that there is a violation of the contract. If corrective action is not taken by the contractor, funding will be withheld or revoked.
- d. For a contract in excess of \$10,000, the contractor understands that modifications and/or revisions to the financial and/or program aspects of this contract may be required as a result of changes in funding. The contractor understands and agrees that if either party desires to change, modify, or terminate this Agreement, the proposed changes shall be negotiated and shall be written documents executed by both parties.

IN WITNESS WHEREFORE, the parties have executed this **CONTRACT/MODIFICATION** and signing, thereby validating this **CONTRACT/MODIFICATION**, the parties also certify that each possesses legal authority to contractually bind their respective organizations in their capacity as a signatory official.

Contractee

Contractor

Roger Milton, Superintendent
Gadsden County School Board

Herbert J. Taylor, Superintendent
Calhoun County School Board

Date

Date

Isaac Simmons, Chair
Gadsden County School Board

John T. Selover, Executive Director
PAEC

Date

Date

193
Social Security # or Federal ID#

59-6000898
Social Security # or Federal ID #

WCSB Date: June 12, 2017

215.422 -Agencies have 5 working days to inspect and approve goods and services, unless bid specifications or the P.O. specifies otherwise. With the exception of payments to health care providers for hospital, medical, or other health care services, if payment is not available within 40 days, measured from the latter of the date the invoice is received or the goods or services are received, inspected and approved, a separate interest penalty set by the Comptroller pursuant to Section 55.03, F.S., will be due and payable in addition to the invoice amount. To obtain the applicable interest rate, please contact the Agency's Fiscal Section at the agency's main office. Payments to health care providers for hospitals, medical or other health care services, shall be made not more than 35 days from the date of eligibility for payment is determined, and the daily interest rate is .03333%. Invoices returned to a vendor due to preparation errors will result in a payment delay. Invoice payment requirements do not start until a properly completed invoice is provided to the agency. A Vendor Ombudsman, whose duties include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from a State Agency, may be contacted at the agency's main office.

1012.465- (1) Non-instructional school district employees or contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet Level 2 screening requirements as described in s. 1012.32, F.S. Contractual personnel shall include any vendor, individual, or entity under contract with the school board.

This Contract is also subject to the Federal Code of Regulations CFR 200.326 provisions for procurement - Contract Administration described in CFR 200.326 Code of Federal Regulations not previously covered in the above references to Florida Statutes. These provisions are:

- a. All records supporting project activities and the expenditure of funds must be maintained for a minimum of three years after the final payments and all other pending matters are closed.
- b. Access will be allowed by the contractee to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
- c. The contractor understands that contractee will give the contractor thirty (30) days to take corrective action should it be determined that there is a violation of the contract. If corrective action is not taken by the contractor, funding will be withheld or revoked.
- d. For a contract in excess of \$10,000, the contractor understands that modifications and/or revisions to the financial and/or program aspects of this contract may be required as a result of changes in funding. The contractor understands and agrees that if either party desires to change, modify, or terminate this Agreement, the proposed changes shall be negotiated and shall be written documents executed by both parties.

IN WITNESS WHEREFORE, the parties have executed this CONTRACT/MODIFICATION and signing, thereby validating this CONTRACT/MODIFICATION, the parties also certify that each possesses legal authority to contractually bind their respective organizations in their capacity as a signatory official.

Contractee

Contractor

 Roger Milton, Superintendent
 Gadsden County School Board

 Herbert J. Taylor, Superintendent
 Calhoun County School Board

 Date

 Date

 Isaac Simmons, Chair
 Gadsden County School Board

 John T. Selover, Executive Director
 PAEC

 Date

 Date

193
 Social Security # or Federal ID#

59-6000898
 Social Security # or Federal ID #

WCSB Date: June 12, 2017

SKYWARD® END USER LICENSE AGREEMENT

The undersigned, as an authorized representative of **Gadsden County Schools** (“Licensee”), does hereby, on behalf of Licensee and with its authority, agree to the terms and conditions contained in this End User License Agreement (this “EULA”) with respect to Licensee’s use of proprietary application software owned by **Skyward, Inc.**, a Wisconsin corporation (“Skyward”).

1. Limited License. Subject to the terms and conditions of this EULA and that certain Software Services License Agreement dated **May 9, 2017** (the “Master Agreement”) between Skyward and Panhandle Area Educational Consortium, a Florida non-profit educational service agency (“PAEC”), Skyward grants to Licensee a limited, nontransferable, nonexclusive license to access the Software and System (as those terms are defined in the Master Agreement) through the Internet, solely for Licensee’s internal use during the term of the Master Agreement. Licensee may not, directly or indirectly: (a) license, sell, lease or otherwise transfer or grant third-part access to the Software or System; (b) alter, modify, translate or create derivative works based on the Software or System; (c) process or permit to be processed the data of any third party; (d) disassemble, decompile or reverse engineer the Software or System; or (e) permit any third party to do any of the foregoing.

2. Licensee Obligations. Licensee shall pay all Fees (as that term is defined in the Master Agreement) identified in the Master Agreement in association with Licensee’s use of the Software and System. Licensee shall be solely responsible for collecting, imputing and updating all Licensee data. Licensee shall further be responsible for all use of the accounts and passwords provided to Licensee to access the Software and System. Licensee may not share its passwords with third parties or attempt to access the Software or Service without providing a password assigned to Licensee. Licensee shall be responsible for selecting, obtaining, maintaining and confirming the compatibility of any equipment and ancillary services needed to connect to, access or otherwise use the Software and System, including but not limited to, modems, hardware, servers, software, operating systems, networking equipment, web services, and internet service.

3. Services and Support. Except as otherwise provided in the Master Agreement or agreed to by Skyward and Licensee in writing, all application hosting services, training, support and other professional and administrative services (collectively the “Services”) in relation to the Software and System shall be provided by PAEC or Skyward’s authorized third party host (the “Host”). Skyward will not be liable for any failure by PAEC or the Host to provide the Services to Licensee.

4. Limited Warranty. Licensee shall have the benefit of the limited warranty described in the Master Agreement. Except for the foregoing, the Skyward Products and Materials are provided AS IS. This limited warranty extends only to Licensee as the original licensee. EXCEPT AS SPECIFIED IN THE MASTER AGREEMENT, ALL EXPRESS OR IMPLIED CONDITIONS, REPRESENTATIONS, AND WARRANTIES INCLUDING WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, ARE HEREBY EXCLUDED TO THE EXTENT ALLOWED BY APPLICABLE LAW.

5. Limitation of Liability. The liability of Skyward to Licensee for any claim whatsoever related to this Agreement, including any cause of action arising in contract, tort, or strict liability, shall not exceed the total amount of all payments made under the Master Agreement by Licensee to Skyward with respect to the Software and System during the 365 days preceding the cause of action. IN NO EVENT WILL SKYWARD BE LIABLE FOR ANY LOST REVENUE, PROFIT, OR DATA, OR FOR SPECIAL, INDIRECT, CONSEQUENTIAL, INCIDENTAL, OR PUNITIVE DAMAGES HOWEVER CAUSED AND REGARDLESS OF THE THEORY OF LIABILITY ARISING OUT OF THE USE OF OR INABILITY TO USE THE SOFTWARE EVEN IF SKYWARD HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

6. Intellectual Property. Licensee acknowledges and agrees that the Software, including but not limited to, the specific design and structure of individual programs, input formats, object code and source code, algorithms, frameworks, all constitute trade secrets, confidential and proprietary information, and copyrighted material of Skyward. Licensee further acknowledges and agrees that this EULA does not affect any transfer of title in the Software and that the Software shall remain the sole and exclusive property of Skyward or Skyward’s licensor. Licensee shall implement reasonable security measures to protect such trade secrets, confidential and proprietary information, and copyrighted material. Licensee shall devote its best efforts to ensure that all Licensee’s personnel protect the Software as confidential and proprietary information and the trade secrets of Skyward to any other person, firm, organization, or employee that does not need (consistent with Licensee’s right of use hereunder) to obtain access to the Software.

7. Indemnification. Skyward shall defend and hold harmless Licensee from and against any and all claims, actions, and liabilities brought by any third party alleging that the Software and/or System infringe upon a trade secret, or a registered patent or copyright in the United States and Skyward shall pay all costs and damages arising out of any such claim. To qualify for such defense and payment, Licensee must give Skyward prompt written notice of such claim and allow Skyward to control or institute all defenses to a such claim, including settlement of all such claims, in litigation or otherwise, provided no such settlement adversely affects Licensee's ability to exercise the rights granted in this Agreement, unless Licensee consents thereto. Licensee agrees that if the Software and/or System become, or in the opinion of Skyward is likely to become, the subject of a trade secret, patent, or copyright infringement claim, Licensee shall permit Skyward at Skyward's option and expense, to: (a) promptly procure for Licensee the right to continue to use the Software and/or System; or (b) replace the Software and/or System with an alternative that functions substantially the same.

8. Audit Rights. During the term of this EULA and for a period of two (2) years following the termination or expiration of this EULA, upon written notice to Licensee, Skyward may audit Licensee's database and/or computing devices to determine Licensee's compliance with this EULA and the Master Agreement and payment of all applicable License Fees due Skyward, if any, for the Software and System. If such audit reveals that Licensee knowingly underpaid the Fees due Skyward under the terms of the Master Agreement, then Licensee shall promptly pay to Skyward any such unpaid amounts.

9. Term and Termination. The term of this EULA shall run concurrently with the term of the Master Agreement. In the event of the termination of the Master Agreement for any reason, this EULA and Licensee's rights hereunder shall also immediately terminate without further notice. In addition to the foregoing, Licensee shall have the same rights to terminate this EULA as PAEC has to terminate the Master Agreement. Notwithstanding the foregoing, in the event Licensee fails to pay the Fees required by the Master Agreement or otherwise violates the terms of this EULA, Skyward may terminate this EULA and Licensee's rights hereunder.

10. Interpretation and Construction. This EULA and the Master Agreement contain the entire understanding and full and complete agreement of the parties. This EULA may be altered, amended or modified only in writing, signed by both of the parties hereto. Licensee may not, voluntarily or involuntarily, sublicense, sell, assign or otherwise transfer its rights under this EULA without Skyward's prior written consent. Subject to the foregoing, this EULA shall inure to the benefit of and be binding on the parties and their respective successors, affiliates, legal representatives and permitted assigns. Any provisions of this EULA which by their very nature are intended to survive the termination or expiration of this EULA will survive the termination or expiration of this EULA. No waiver of a breach of any term of this Agreement will be effective unless in writing and duly executed by the waiving party. No course of dealing between the parties will be deemed effective to modify, amend or discharge any part of this Agreement or the rights or obligations of any party hereunder. If any court of competent jurisdiction determines that any provision of this EULA is invalid or unenforceable, such invalidity or unenforceability shall have no effect on the other provisions hereof, which shall remain valid, binding and enforceable and in full force and effect, and such invalid or unenforceable provision shall be construed in a manner so as to give the maximum valid and enforceable effect of the intent of the parties expressed herein.

This EULA may be executed in any number of counterparts, each of which when so executed will be deemed to be an original and all of which when taken together will constitute one agreement. The parties agree that original signatures of a party transmitted by facsimile or in portable document format (pdf) or electronic signatures affixed to this EULA shall be as valid as an original signature.

Gadsden County Schools

By: _____

Title: _____

Date: _____



YOUR SCHOOL MANAGEMENT SYSTEM PROPOSAL

Chipley, FL

The following pricing for software and services is provided specifically for you. If you would like information on a product or service not included below, please contact your Account Executive.

Software as a Service Pricing - 3 Year Contract

Secure Cloud Computing Installation

The Skyward School Business Suite Core Package includes:

Finance, Employee Access, Employee Management, Flex Benefits, Payroll, Salary Negotiations, State Reporting, and Substitute Tracking

Additional Optional Skyward modules include:

FastTrack, Fixed Assets, and School Based Activity Accounting

This proposal includes software and service fees for the PAEC - Panhandle Area Educational Consortium member districts. Training for PAEC support personnel is not included on this proposal.

The data migration fees are priced to reflect data coming from both vendors, TERMS and Focus. Skyward Data Migrations include the following Data Migrations: Check Reconciliation, Detailed Fiscal Year Time-Off, Employee Management, Open Purchase Orders, Current Year Standard Budgetary, Current Year Standard Payroll, Time-off Summary Balances, Standard Fixed Assets and W2 History.

Details Regarding this Sale

Billing

PAEC - Panhandle Area Educational Consortium will purchase Skyward's School Business Suite on behalf of their participating districts. Skyward will invoice PAEC for any member districts that purchase under this proposal.

Databases

ISCorp hosting options available at \$1.65 per student per district.

Support

PAEC - Panhandle Area Educational Consortium will provide centralized support for its member districts.

PAEC will provide all Tier 1 support to all of its member districts as part of this proposal.

Tier 2 support calls can be directed to Skyward for additional service. If Skyward is involved in any Tier 2 support calls to a member district, PAEC support staff must be available for that call to resolve the outstanding issue.

School Management System Investment Summary

	Full 12-Month Recurring Fees	Services	Full 12-Month Annual License Fee	Total
School Business Suite	\$ 302,370.00	\$ 465,493.00	\$ -	\$ 767,863.00
School Management System Investment - Including the Full 12-Month Recurring Fees *				\$ 767,863.00

See Terms and Conditions for revised payment terms.

170711dtc

The School Management System total is based on all 14 member districts purchasing the School Business Suite. This amount will change if there are changes to participating member districts. See details below for district-level pricing.



Pricing Detail

School Business Suite - Itemized Software Pricing Detail

Core Package Recurring Fee

¹ School Business Suite Core Package	\$	4.00 / student
Support		2.00 / student
² Skyward Discount		(1.50) / student
³ Professional Development Center		0.15 / student
Total Core Package Recurring Fees	\$	4.65 / student

Additional Functionality

FastTrack		0.50 / student
Fixed Assets		0.50 / student
School Based Activity Accounting		0.50 / student

School Business Suite - Jefferson County Schools

728 Students

School Business Suite Software		Full 12-Month Recurring Fee ¹	Services	Full 12-Month Annual License Fee	Total
⁴ Total Core Package Recurring Fees	\$ 4.65 / student	\$ 3,385.00	\$ -	\$ -	\$ 3,385.00
Additional Functionality					
eSign - Electronic Signature - 1 block		-	200.00	-	200.00
FastTrack	\$ 0.50 / student	364.00	-	-	364.00
Fixed Assets	\$ 0.50 / student	364.00	-	-	364.00
School Based Activity Accounting	\$ 0.50 / student	364.00	-	-	364.00
^{5,6} School Business Suite Data Migrations		-	17,733.00	-	17,733.00
Installation					
⁷ Secure Cloud Computing Setup Assistance		-	585.00	-	585.00
SmartStart Implementation Service					
Consultative Services - Business		-	5,250.00	-	5,250.00
Project Management		-	4,480.00	-	4,480.00
⁸ Project Management Discount		-	(960.00)	-	(960.00)
Subtotal System Wide Services and Software		\$ 4,477.00	\$ 27,288.00	\$ -	\$ 31,765.00

⁹ Jefferson County Schools Total System Wide Services and Software	\$ 31,765.00
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Pricing detail continued on following page



Pricing Detail, continued from previous page

School Business Suite - Franklin County School District			895 Students			
School Business Suite Software			<i>Full 12-Month Recurring Fee ¹</i>	<i>Services</i>	<i>Full 12-Month Annual License Fee</i>	<i>Total</i>
⁴ Total Core Package Recurring Fees	\$ 4.65 / student		\$ 4,162.00	\$ -	\$ -	\$ 4,162.00
Additional Functionality						
eSign - Electronic Signature - 1 block			-	200.00	-	200.00
FastTrack	\$ 0.50 / student		448.00	-	-	448.00
Fixed Assets	\$ 0.50 / student		448.00	-	-	448.00
School Based Activity Accounting	\$ 0.50 / student		448.00	-	-	448.00
^{5,6} School Business Suite Data Migrations			-	17,733.00	-	17,733.00
Installation						
⁷ Secure Cloud Computing Setup Assistance			-	585.00	-	585.00
SmartStart Implementation Service						
Consultative Services - Business			-	5,250.00	-	5,250.00
Project Management			-	4,480.00	-	4,480.00
⁸ Project Management Discount			-	(960.00)	-	(960.00)
Subtotal System Wide Services and Software			\$ 5,506.00	\$ 27,288.00	\$ -	\$ 32,794.00
⁹ Franklin County School District Total System Wide Services and Software						\$ 32,794.00

School Business Suite - Liberty County School District			1,270 Students			
School Business Suite Software			<i>Full 12-Month Recurring Fee ¹</i>	<i>Services</i>	<i>Full 12-Month Annual License Fee</i>	<i>Total</i>
⁴ Total Core Package Recurring Fees	\$ 4.65 / student		\$ 5,906.00	\$ -	\$ -	\$ 5,906.00
Additional Functionality						
eSign - Electronic Signature - 1 block			-	200.00	-	200.00
FastTrack	\$ 0.50 / student		635.00	-	-	635.00
Fixed Assets	\$ 0.50 / student		635.00	-	-	635.00
^{5,6} School Business Suite Data Migrations			-	17,733.00	-	17,733.00
Installation						
⁷ Secure Cloud Computing Setup Assistance			-	585.00	-	585.00
SmartStart Implementation Service						
Consultative Services - Business			-	5,250.00	-	5,250.00
Project Management			-	4,480.00	-	4,480.00
⁸ Project Management Discount			-	(960.00)	-	(960.00)
Subtotal System Wide Services and Software			\$ 7,176.00	\$ 27,288.00	\$ -	\$ 34,464.00
⁹ Liberty County School District Total System Wide Services and Software						\$ 34,464.00

Pricing detail continued on following page



Pricing Detail, continued from previous page

School Business Suite - Gulf District Schools			1,883 Students			
			<i>Full 12-Month Recurring Fee ¹</i>	<i>Services</i>	<i>Full 12-Month Annual License Fee</i>	<i>Total</i>
School Business Suite Software						
⁴ Total Core Package Recurring Fees	\$ 4.65 / student		\$ 8,756.00	\$ -	\$ -	\$ 8,756.00
Additional Functionality						
eSign - Electronic Signature - 1 block			-	200.00	-	200.00
Fixed Assets	\$ 0.50 / student		942.00	-	-	942.00
^{5,6} School Business Suite Data Migrations			-	17,733.00	-	17,733.00
Installation						
⁷ Secure Cloud Computing Setup Assistance			-	585.00	-	585.00
SmartStart Implementation Service						
Consultative Services - Business			-	5,250.00	-	5,250.00
Project Management			-	4,480.00	-	4,480.00
⁸ Project Management Discount			-	(960.00)	-	(960.00)
Subtotal System Wide Services and Software			\$ 9,698.00	\$ 27,288.00	\$ -	\$ 36,986.00
⁹ Gulf District Schools Total System Wide Services and Software						\$ 36,986.00

School Business Suite - Calhoun County School District			2,105 Students			
			<i>Full 12-Month Recurring Fee ¹</i>	<i>Services</i>	<i>Full 12-Month Annual License Fee</i>	<i>Total</i>
School Business Suite Software						
⁴ Total Core Package Recurring Fees	\$ 4.65 / student		\$ 9,788.00	\$ -	\$ -	\$ 9,788.00
Additional Functionality						
eSign - Electronic Signature - 1 block			-	200.00	-	200.00
FastTrack	\$ 0.50 / student		1,053.00	-	-	1,053.00
Fixed Assets	\$ 0.50 / student		1,053.00	-	-	1,053.00
^{5,6} School Business Suite Data Migrations			-	17,733.00	-	17,733.00
Installation						
⁷ Secure Cloud Computing Setup Assistance			-	585.00	-	585.00
SmartStart Implementation Service						
Consultative Services - Business			-	5,250.00	-	5,250.00
Project Management			-	4,480.00	-	4,480.00
⁸ Project Management Discount			-	(960.00)	-	(960.00)
Subtotal System Wide Services and Software			\$ 11,894.00	\$ 27,288.00	\$ -	\$ 39,182.00
⁹ Calhoun County School District Total System Wide Services and Software						\$ 39,182.00

Pricing detail continued on following page



Pricing Detail, continued from previous page

School Business Suite - District School Board of Madison County

2,125 Students

School Business Suite Software		Full 12-Month Recurring Fee ¹	Services	Full 12-Month Annual License Fee	Total
⁴ Total Core Package Recurring Fees	\$ 4.65 / student	\$ 9,881.00	\$ -	\$ -	\$ 9,881.00
Additional Functionality					
eSign - Electronic Signature - 1 block		-	200.00	-	200.00
FastTrack	\$ 0.50 / student	1,063.00	-	-	1,063.00
Fixed Assets	\$ 0.50 / student	1,063.00	-	-	1,063.00
School Based Activity Accounting	\$ 0.50 / student	1,063.00	-	-	1,063.00
^{5,6} School Business Suite Data Migrations		-	17,733.00	-	17,733.00
Installation					
⁷ Secure Cloud Computing Setup Assistance		-	585.00	-	585.00
SmartStart Implementation Service					
Consultative Services - Business		-	7,000.00	-	7,000.00
Project Management		-	6,720.00	-	6,720.00
⁸ Project Management Discount		-	(1,440.00)	-	(1,440.00)
Subtotal System Wide Services and Software		\$ 13,070.00	\$ 30,798.00	\$ -	\$ 43,868.00
⁹ District School Board of Madison County Total System Wide Services and Software					\$ 43,868.00

School Business Suite - Taylor County School District

2,643 Students

School Business Suite Software		Full 12-Month Recurring Fee ¹	Services	Full 12-Month Annual License Fee	Total
⁴ Total Core Package Recurring Fees	\$ 4.65 / student	\$ 12,290.00	\$ -	\$ -	\$ 12,290.00
Additional Functionality					
eSign - Electronic Signature - 1 block		-	200.00	-	200.00
FastTrack	\$ 0.50 / student	1,322.00	-	-	1,322.00
Fixed Assets	\$ 0.50 / student	1,322.00	-	-	1,322.00
School Based Activity Accounting	\$ 0.50 / student	1,322.00	-	-	1,322.00
^{5,6} School Business Suite Data Migrations		-	17,733.00	-	17,733.00
Installation					
⁷ Secure Cloud Computing Setup Assistance		-	585.00	-	585.00
SmartStart Implementation Service					
Consultative Services - Business		-	7,000.00	-	7,000.00
Project Management		-	6,720.00	-	6,720.00
⁸ Project Management Discount		-	(1,440.00)	-	(1,440.00)
Subtotal System Wide Services and Software		\$ 16,256.00	\$ 30,798.00	\$ -	\$ 47,054.00
⁹ Taylor County School District Total System Wide Services and Software					\$ 47,054.00

Pricing detail continued on following page



Pricing Detail, continued from previous page

School Business Suite - Holmes District School Board				3,088 Students		
		<i>Full 12-Month Recurring Fee ¹</i>	<i>Services</i>	<i>Full 12-Month Annual License Fee</i>	<i>Total</i>	
School Business Suite Software						
⁴ Total Core Package Recurring Fees	\$ 4.65 / student	\$ 14,359.00	\$ -	\$ -	\$ 14,359.00	
Additional Functionality						
eSign - Electronic Signature - 1 block		-	200.00	-	200.00	
FastTrack	\$ 0.50 / student	1,544.00	-	-	1,544.00	
Fixed Assets	\$ 0.50 / student	1,544.00	-	-	1,544.00	
^{5,6} School Business Suite Data Migrations		-	17,733.00	-	17,733.00	
Installation						
⁷ Secure Cloud Computing Setup Assistance		-	585.00	-	585.00	
SmartStart Implementation Service						
Consultative Services - Business		-	7,000.00	-	7,000.00	
Project Management		-	6,720.00	-	6,720.00	
⁸ Project Management Discount		-	(1,440.00)	-	(1,440.00)	
Subtotal System Wide Services and Software		\$ 17,447.00	\$ 30,798.00	\$ -	\$ 48,245.00	
⁹ Holmes District School Board Total System Wide Services and Software					\$ 48,245.00	

School Business Suite - Washington County School District				3,089 Students		
		<i>Full 12-Month Recurring Fee ¹</i>	<i>Services</i>	<i>Full 12-Month Annual License Fee</i>	<i>Total</i>	
School Business Suite Software						
⁴ Total Core Package Recurring Fees	\$ 4.65 / student	\$ 14,364.00	\$ -	\$ -	\$ 14,364.00	
Additional Functionality						
eSign - Electronic Signature - 1 block		-	200.00	-	200.00	
Fixed Assets	\$ 0.50 / student	1,545.00	-	-	1,545.00	
^{5,6} School Business Suite Data Migrations		-	17,733.00	-	17,733.00	
Installation						
⁷ Secure Cloud Computing Setup Assistance		-	585.00	-	585.00	
SmartStart Implementation Service						
Consultative Services - Business		-	7,000.00	-	7,000.00	
Project Management		-	6,720.00	-	6,720.00	
⁸ Project Management Discount		-	(1,440.00)	-	(1,440.00)	
Subtotal System Wide Services and Software		\$ 15,909.00	\$ 30,798.00	\$ -	\$ 46,707.00	
⁹ Washington County School District Total System Wide Services and Software					\$ 46,707.00	

Pricing detail continued on following page



Pricing Detail, continued from previous page

School Business Suite - Gadsden County Schools			4,737 Students			
			<i>Full 12-Month Recurring Fee ¹</i>	<i>Services</i>	<i>Full 12-Month Annual License Fee</i>	<i>Total</i>
School Business Suite Software						
⁴ Total Core Package Recurring Fees	\$ 4.65 / student		\$ 22,027.00	\$ -	\$ -	\$ 22,027.00
Additional Functionality						
eSign - Electronic Signature - 1 block			-	200.00	-	200.00
FastTrack	\$ 0.50 / student		2,369.00	-	-	2,369.00
Fixed Assets	\$ 0.50 / student		2,369.00	-	-	2,369.00
School Based Activity Accounting	\$ 0.50 / student		2,369.00	-	-	2,369.00
^{5,6} School Business Suite Data Migrations			-	20,909.00	-	20,909.00
Installation						
⁷ Secure Cloud Computing Setup Assistance			-	585.00	-	585.00
SmartStart Implementation Service						
Consultative Services - Business			-	7,000.00	-	7,000.00
Project Management			-	6,720.00	-	6,720.00
⁸ Project Management Discount			-	(1,440.00)	-	(1,440.00)
Subtotal System Wide Services and Software			\$ 29,134.00	\$ 33,974.00	\$ -	\$ 63,108.00
⁹ Gadsden County Schools Total System Wide Services and Software						\$ 63,108.00
School Business Suite - Wakulla County Schools			4,954 Students			
			<i>Full 12-Month Recurring Fee ¹</i>	<i>Services</i>	<i>Full 12-Month Annual License Fee</i>	<i>Total</i>
School Business Suite Software						
⁴ Total Core Package Recurring Fees	\$ 4.65 / student		\$ 23,036.00	\$ -	\$ -	\$ 23,036.00
Additional Functionality						
eSign - Electronic Signature - 1 block			-	200.00	-	200.00
Fixed Assets	\$ 0.50 / student		2,477.00	-	-	2,477.00
School Based Activity Accounting	\$ 0.50 / student		2,477.00	-	-	2,477.00
^{5,6} School Business Suite Data Migrations			-	20,909.00	-	20,909.00
Installation						
⁷ Secure Cloud Computing Setup Assistance			-	585.00	-	585.00
SmartStart Implementation Service						
Consultative Services - Business			-	7,000.00	-	7,000.00
Project Management			-	6,720.00	-	6,720.00
⁸ Project Management Discount			-	(1,440.00)	-	(1,440.00)
Subtotal System Wide Services and Software			\$ 27,990.00	\$ 33,974.00	\$ -	\$ 61,964.00
⁹ Wakulla County Schools Total System Wide Services and Software						\$ 61,964.00

Pricing detail continued on following page



Pricing Detail, continued from previous page

School Business Suite - Jackson County School Board				6,370 Students		
		<i>Full 12-Month Recurring Fee ¹</i>	<i>Services</i>	<i>Full 12-Month Annual License Fee</i>	<i>Total</i>	
School Business Suite Software						
⁴ Total Core Package Recurring Fees	\$ 4.65 / student	\$ 29,621.00	\$ -	\$ -	\$ 29,621.00	
Additional Functionality						
eSign - Electronic Signature - 1 block		-	200.00	-	200.00	
Fixed Assets	\$ 0.50 / student	3,185.00	-	-	3,185.00	
^{5,6} School Business Suite Data Migrations		-	22,499.00	-	22,499.00	
Installation						
⁷ Secure Cloud Computing Setup Assistance		-	585.00	-	585.00	
SmartStart Implementation Service						
Consultative Services - Business		-	7,000.00	-	7,000.00	
Project Management		-	10,640.00	-	10,640.00	
⁸ Project Management Discount		-	(2,280.00)	-	(2,280.00)	
Subtotal System Wide Services and Software		\$ 32,806.00	\$ 38,644.00	\$ -	\$ 71,450.00	
⁹ Jackson County School Board Total System Wide Services and Software					\$ 71,450.00	

School Business Suite - Walton County School District				8,345 Students		
		<i>Full 12-Month Recurring Fee ¹</i>	<i>Services</i>	<i>Full 12-Month Annual License Fee</i>	<i>Total</i>	
School Business Suite Software						
⁴ Total Core Package Recurring Fees	\$ 4.65 / student	\$ 38,804.00	\$ -	\$ -	\$ 38,804.00	
Additional Functionality						
eSign - Electronic Signature - 1 block		-	200.00	-	200.00	
FastTrack	\$ 0.50 / student	4,173.00	-	-	4,173.00	
Fixed Assets	\$ 0.50 / student	4,173.00	-	-	4,173.00	
School-Based Activity Accounting	\$ 0.50 / student	4,173.00	-	-	4,173.00	
^{5,6} School Business Suite Data Migrations		-	22,499.00	-	22,499.00	
Installation						
⁷ Secure Cloud Computing Setup Assistance		-	585.00	-	585.00	
SmartStart Implementation Service						
Consultative Services - Business		-	7,000.00	-	7,000.00	
Project Management		-	10,640.00	-	10,640.00	
⁸ Project Management Discount		-	(2,280.00)	-	(2,280.00)	
Subtotal System Wide Services and Software		\$ 51,323.00	\$ 38,644.00	\$ -	\$ 89,967.00	
⁹ Walton County School District Total System Wide Services and Software					\$ 89,967.00	

Pricing detail continued on following page



Pricing Detail, continued from previous page

School Business Suite - Nassau County School District		11,589 Students			
		<i>Full 12-Month Recurring Fee ¹</i>	<i>Services</i>	<i>Full 12-Month Annual License Fee</i>	<i>Total</i>
School Business Suite Software					
⁴ Total Core Package Recurring Fees	\$ 4.65 / student	\$ 53,889.00	\$ -	\$ -	\$ 53,889.00
Additional Functionality					
eSign - Electronic Signature - 1 block		-	200.00	-	200.00
Fixed Assets	\$ 0.50 / student	5,795.00	-	-	5,795.00
^{5,6} School Business Suite Data Migrations		-	25,680.00	-	25,680.00
Installation					
⁷ Secure Cloud Computing Setup Assistance		-	585.00	-	585.00
SmartStart Implementation Service					
Consultative Services - Business		-	8,750.00	-	8,750.00
Project Management		-	32,340.00	-	32,340.00
⁸ Project Management Discount		-	(6,930.00)	-	(6,930.00)
Subtotal System Wide Services and Software		\$ 59,684.00	\$ 60,625.00	\$ -	\$ 120,309.00
⁹ Nassau County School District Total System Wide Services and Software					\$ 120,309.00

Secure Cloud Computing Services

Secure Cloud Computing Services (SCC Services) provides an option to remotely operate your Skyward application through a secure cloud provider. Our cloud provider operates servers within its own facilities allowing you secure access to all applications through a browser via the Internet. The SCC Services are fully responsible for all aspects involved in database disaster recovery, loading releases and updates, operating and maintaining host servers, software, and databases.

School Business Suite	53,821 Students	Annual Total
Gold Package		\$ 88,805.00 *

* This is a 36 month contract.

If you are interested in learning more about the SCC Services package options, please contact ISCorp, Jeff Zillner - VP Operations, 262.240.7777 or jzillner@iscorp.com.

All member districts will have their Skyward database hosted by ISCorp and will be billed collectively through PAEC.

Software Modules and Data Migrations Not Included on this Proposal

School Business Suite Software Modules

Accounts Receivable	\$ 0.50 / student
Applicant Import	\$ 0.50 / student
Bid Management	\$ 0.50 / student
Insurance Tracking	\$ 0.50 / student
Inventory	\$ 0.50 / student
Third Party Applicant Tracking	\$ 0.50 / student
TrueTime	\$ 0.75 / student

School Business Suite Data Migrations

- Certification
- Employee Management Custom Setup / Blackbox
- Inventory
- Professional Growth
- School Based Activity Accounting (SBAA)

System Wide Software Modules

- Schools Interoperability Framework (SIF) Agent
- Crystal Reports



Pricing Footnotes

See Terms and Conditions for revised payment terms.

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- ¹ This is a 3-Year Contract with automatic renewal after the initial term. The contract will renew at the then-current rate. The rate per student for the recurring fee will remain unchanged as stated in the Pricing Detail section above through June 30, 2020. The initial count is based on the student count as available from Market Data Retrieval (MDR) a division of Dun and Bradstreet. The recurring fee can fluctuate for subsequent years based on obtaining enrollment information directly from MDR. Charter and DJJ schools are not included in the above license except for use with FLDOE reporting.
- ² This proposal includes a discount off of the Skyward Support Fee. This discount is based on PAEC personnel providing Tier 1 support to their member districts. 170078dp
- ³ Skyward's Professional Development Center (PDC) is included on this proposal. The PDC is a self-paced learning center to assist in training all staff. It includes online tutorials, simulations, and testing options. Your entire staff will have unlimited access to Skyward's on-line library and training materials for select modules.
- ⁴ The bulk pricing for the Total Recurring Fees includes the following: The Skyward Core Package (Finance, Employee Access, Employee Management, Flex Benefits, Payroll, Salary Negotiations, State Reporting, and Substitute Tracking), Skyward Support, and the Professional Development Center. Detailed per student rates are included in the itemized rates on page 2 of this proposal.
- ⁵ The bulk pricing for the Skyward Data Migrations includes the following Data Migrations: Check Reconciliation, Detailed Fiscal Year Time-Off, Employee Management, Open Purchase Orders, Current Year Standard Budgetary, Current Year Standard Payroll, Time-Off Summary Balances, Standard Fixed Assets, and W2 History. The data migration fees are priced to reflect data coming from both vendors, TERMS and Focus. Skyward offers two solutions to migrate Employee Management data. Skyward will work with you to determine the best solution.
- ⁶ All data must be provided in an ASCII, SQL Database or Excel format. Any other format will result in additional charges based on programming estimates at the then-current programming rate. In some instances it is not possible to identify the fields required for the data migration. If this occurs, Skyward will not be responsible for manual data entry of these fields under the data migration agreement. Field and record layouts will be provided by customer, if needed.
- Account Balancing Clarification**
Skyward software requires that an account's ending balance for the quarter or year be equal to the opening balance for the next quarter or year. This is an accepted accounting principal and if your data does not meet that requirement Skyward will attempt to determine the discrepancy and if the discrepancy cannot be determined in a timely manner, Skyward will make an offsetting entry to fulfill the requirement. Skyward will clearly identify which account was adjusted and how the adjustment was accomplished. The customer may conduct further research and make a journal entry to eliminate the offsetting entry if desired.
- ⁷ **Secure Cloud Computing (SCC) Setup Assistance**
SCC Compliancy Testing.
Installation/Setup Service.
- ⁸ This proposal includes a Project Management discount. This discount applies when purchasing a core product. Future sub module purchases will include standard Project Management fees.
- ⁹ A/P checks, payroll checks, W-2 forms and 1099 forms can only be printed using supported laser printers. Skyward PaC software requires client access to utilize features that integrate with Microsoft products Excel and Word. Skyward Web based products like Employee Access do not require client access to Microsoft Office products. Crystal Reports can be purchased directly from Skyward for additional custom reporting functionality and/or web Custom Reports. Third-party product licenses may be subject to an annual increase. Skyward requires an SSL (Secure Socket Layer) certificate to run any web-based applications. Skyward's IT Services can provide you more information including cost and installation of an SSL certificate.



Custom Forms (Checks, W-2's, etc.) and Peripherals

Nelco is the exclusively recommended supplier of preprinted, blank laser, pressure seal (blank and preprinted) checks and MICR toner cartridges. To request free samples or to place your order, visit www.skywardforms.com or contact Nelco's customer service center at 1-800-266-4669.

School Technology Associates, Inc. has worked with Skyward for over 18 years and offers a complete line of hardware, software, service, and support for peripheral equipment needed to run Skyward's Food Service, Fixed Assets, and TrueTime software. All items have been completely tested by Skyward and are in use by other Skyward customers nationwide.

Dan Hoerl, President
School Technology Associates, Inc.
15134W Pierce Lane
Stone Lake, WI 54876
(612) 860-8960 - Cell Phone

Your one-stop source for your Skyward needs.
(877) 436-4657 - Toll Free Order Line
(877) 466-7157 - Toll Free Fax Line
www.k12sta.com

BMI Systems Group is a full service systems integrator specializing in creating procedures, software applications and sourcing supplies, and scanning hardware for automating and integrating advanced data collection systems with your current applications. We have built our reputation by developing and marketing reliable and cost effective systems designed to work in conjunction with your organization's Skyward School Business Suite Solution.

BMI Systems Group has interfaced with Skyward's Fixed Asset Module for over 8 years with many successful installations. For over 27 years, BMI Systems Group has designed and installed innovative solutions that consistently perform well in real world situations. Our products are in over 500 School Districts in 47 of the 50 states. Please visit our website: www.bmisys.com.

Secure Cloud Computing Readiness Review

As you consider Skyward's SCC Services, we can provide you with an initial readiness review to ensure your internet connection provides adequate bandwidth. Please contact your ISP (Internet Service Provider) on obtaining a usage report of your internet connection and provide the following information to your Skyward Account Executive for further analysis.

- ISP (Internet Service Provider) Name
- Type and Total bandwidth contracted with your ISP
- Available/free bandwidth during school hours (typically available through a bandwidth utilization report; preferably during the past 30 days with students present)

Annual Fee Information

Annual Support License

- Unlimited support requests for designated support contacts
- Live chat support
- Periodic product webinars
- Quarterly customer newsletter

Annual Software License

- Product updates throughout the year
- State and Federal required reports

Terms and Conditions

- See attached Terms and Conditions page for further information.
The Terms and Conditions page must be executed by an authorized representative.
- The Sales Agreement will be sent to you for execution.
The Sales Agreement page must be executed by both Skyward and an authorized representative to be valid.



TERMS AND CONDITIONS

All proposals are valid for 30 days from date of proposal.

This information is distributed exclusively by Skyward, Inc. It is to be used by the PAEC - Panhandle Area Educational Consortium administrative staff only. Any copying or distributing of the proposal, or any part of the proposal, to sources outside the PAEC - Panhandle Area Educational Consortium is prohibited without written consent, which shall not unreasonably be withheld, of Skyward, Inc.

Software

Classroom Training: Skyward classroom training shown in this proposal is calculated on the basis that up to 3 people may attend each class (with initial software purchase). Classroom training is to be provided at the Skyward Branch Office. Skyward reserves the right to cancel due to low enrollment. Additional training may be purchased at the then-current price per person, per class day.

On-site Training: On-site training is based on the customer having training facilities available. Additional on-site training may be purchased at the then-current rate. Up to 10 people, per instructor, may attend the on-site training. One day of training consists of 6 hours on-site.

Skyward on-site training policy: A maximum of 10 people may attend each on-site day unless otherwise noted in the training grid. Should more people attend the training over the numbers stated, the customer will be charged an additional \$200 for each person.

Cancellation of Training Days: The customer must cancel 24 hours in advance of scheduled training. If the training is not cancelled according to this policy, the customer will be billed for the scheduled classroom or on-site training.

Expiration of Training Days: The customer may utilize Classroom and On-Site training days, included with the purchase of Skyward software, for a period of up to twelve (12) months. The twelve-month period will commence upon implementation of each respective software module. Training days not utilized within the twelve-month period will expire and are non-refundable.

Skyward software systems will be installed by Customer Service Representatives. Customers running on an existing network installed by any other than Skyward must have their technical support person at the site to provide any assistance during the software loading. If no one is available, Skyward will bill the customer at the then-current rate.

Skyward PaC software only supports printers with drivers certified for the Windows Operating System. Skyward Web Based products like EA+ and Employee Access support print drivers that are certified for the Windows or Mac Operating System. Pre-printed forms for report cards can only be printed using supported laser printers.

Third Party Software and Hardware

Third party software and hardware proposals are for informational purposes only. Third party software and hardware prices should be verified by customer prior to ordering software and hardware.

This proposal is being presented without a Technology Analysis from our Networking Engineers. Data gathered for this proposal was provided by the customer to Skyward. Any additional required services or hardware will be billed at our normal rates. To ensure accuracy we recommend a Skyward Technology Analysis be initiated prior to ordering.

In the event Skyward provides any third party software and/or hardware as part of this Agreement (i.e. Skyward procures, assembles, delivers and/or installs such software and hardware, or provides training), customer agrees that it shall benefit by and be bound by any and all warranties, warranty limitations, license agreements, and any other rights and obligations provided by the third party software and/or hardware supplier to the purchasers and users of its products, whether provided in written or electronic format. Skyward will provide additional information on the manufacturers coverage and options upon request.

Skyward does not provide any warranties for third party software and hardware.

Payment Terms:

- 1. Skyward and 3rd Party Annual Software License
The Annual Skyward Software License will begin 7/1/2017 and run through June 30 of the current fiscal year, 10% due 7/1/2017, 23% due 9/1/2017, 33% due 10/1/2017 and 34% due 1/1/2018.
Subsequent years of Skyward Annual Software License will be billed in the spring of each fiscal year at the agreed rate and are due September 1.
The contract will renew at the then-current rate.
Third Party Annual License fees will be billed upon start of license as indicated by the third party vendor. For the initial year, the license will be prorated through June 30 if permission has been granted by said vendor. Subsequent years, therefore, would be billed on a June 30 fiscal year basis at the then-current rate.
2. Scheduling of Installation
Installation of purchased software must occur within 12 months of the date Skyward receives PO. Purchases subsequent to this conversion will be quoted at the then-current price.
3. Professional Services
a. Installation and Training Services - Billed for all training and installation services upon installation of any Skyward programs onto Customer's system, 10% due 7/1/2017, 23% due 9/1/2017, 33% due 10/1/2017 and 34% due 1/1/2018.
b. Project Management/Consultative Services - Billed upon execution of Software Agreement and/or Terms and Conditions, 10% due 7/1/2017, 23% due 9/1/2017, 33% due 10/1/2017 and 34% due 1/1/2018.
Project Management hours must be used within 24 months of purchase. Unused hours will be cancelled and are not refundable.
c. Data Migration Fees - Billed for all data migration services upon installation of any Skyward programs onto Customer's system, 10% due 7/1/2017, 23% due 9/1/2017, 33% due 10/1/2017 and 34% due 1/1/2018.
State data used for the data migration must come from one system.
d. Hosting fees to be billed by ISCorp - Billed upon completion of hardware installation, 10% due 7/1/2017, 23% due 9/1/2017, 33% due 10/1/2017 and 34% due 1/1/2018.
4. Subsequent years after contract expiration:
Subsequent years following initial term will automatically renew as a single year contract.
The contract will renew at the then-current rate.
5. Third Party Software and Hardware - Payment due upon delivery.

Customer agrees to the terms and conditions listed above and set forth in the Proposal(s).

Customer Signature

Printed Name

John Selover, Executive Director, Panhandle Area Educational Consortium

Date

5/8/17

Date

Herbert J. Taylor, Superintendent, Washington County

5/8/17

Date

SOFTWARE SERVICES AND LICENSE AGREEMENT

This Software Services and License Agreement (this "Agreement") is made and entered into as of the 9 day of May, 2017 (the "Effective Date") by and between **Skyward, Inc.**, a Wisconsin corporation with offices at 2601 Skyward Drive, Stevens Point, WI 54482 ("SKYWARD") and **Panhandle Area Educational Consortium**, a Florida non-profit educational service agency with offices at 753 West boulevard, Chipley, FL 32428 ("PAEC"). Skyward and PAEC may be referred to herein individually as a "party" and collectively as the "parties" to this Agreement.

WHEREAS, PAEC is a regional, non-profit, educational service agency established to provide cooperative services to its member districts consisting of K-12 and adult educations districts as defined by the Florida Department of Education and is governed by a Board of Directors consisting of the superintendents of the member districts;

WHEREAS, SKYWARD is engaged in the business of developing and licensing computer software for use in the management and operation of schools and educational service organizations and SKYWARD has provided PAEC with a proposal, a copy of which is attached hereto as Exhibit A and incorporated herein by reference (the "Software Proposal"), to provide PAEC and its member districts with the software services described therein; and

WHEREAS, after a selection process performed by PAEC in cooperation with the member districts, PAEC determined to conduct direct negotiations, as permitted within Florida Statute #6A-1.012(7), with SKYWARD with respect to the terms and conditions under which SKYWARD would provide the products and services described in Software Proposal and the parties have now reached an agreement and understanding, subject to the approval of the District School Board of Washington County as the fiscal agent for PAEC, as to the specific products and services to be provided by SKYWARD to PAEC and the terms and conditions on which such products and services shall be provided.

NOW, THEREFORE, in consideration of the mutual covenants and agreements of the parties and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties do hereby agree as follows:

1.0 Grant of Limited License.

1.1 Limited License for Member Districts. Subject to the terms and conditions of this Agreement, SKYWARD hereby grants to PAEC an non-exclusive, non-transferable, terminable and limited right and license to provide access to the software, products, and modules identified in the Software Proposal (collectively the "Skyward Products"), together with all related instruction manuals and other materials associated therewith (the "Materials"), in a software as a service ("SaaS") format to PAEC's member districts identified in the Software Proposal (individually a "Member District" and collectively the "Member Districts") for their internal use solely through SKYWARD's authorized third party host and pursuant to that certain Hosting Services Agreement executed by PAEC simultaneously with the execution of this Agreement. Provided however, any grant of access to the Skyward Products to a Member District pursuant to this Agreement shall be subject to and conditioned upon said Member District entering into a SKYWARD approved end user license agreement agreeing to be bound by the terms and conditions of this Agreement.

1.2 Limited License for PAEC. SKYWARD hereby grants PAEC a nonexclusive, non-transferable, non-sublicensable, terminable and limited right and license to use the Skyward Products, solely through SKYWARD's authorized third party host and pursuant to that certain Hosting Services Agreement executed by PAEC simultaneously with the execution of this Agreement, for the exclusive purpose of providing its Member Districts with the support and other services to be performed by PAEC, as provided in this Agreement.

1.3 Use Restrictions. By accepting the rights granted by SKYWARD hereunder, PAEC agrees that it will not, without the prior express written consent of SKYWARD: (i) except as specifically authorized by SKYWARD in this Agreement, sell, license, sublicense, distribute, lease or otherwise transfer or allow the transfer of the Skyward Products or Materials to third parties; (ii) use the Skyward Products or Materials in any manner inconsistent with the rights granted above; (iii) modify or create derivative works of the Skyward Products or Materials; (iv) permit the Skyward Products to be downloaded, embedded, or otherwise transferred to a third party processor, host, or any other server or equipment not under the exclusive control of SKYWARD or its authorized third party host; or (v) attempt to decompile, disassemble or reverse engineer the Skyward Products, or otherwise attempt to (a) derive source code or underlying ideas, algorithms, structure or organization from the Skyward Products, or (b) defeat, avoid, bypass, remove, deactivate or otherwise circumvent any software protection mechanisms in the Skyward Products.

1.4 Third Party Products and Services. Any information or proposals for third party products or services provided by SKYWARD to PAEC are for informational purposes only and it is the sole responsibility of PAEC to independently verify any terms, conditions, fees and expenses associated with any such third party products or services. PAEC further acknowledges that any such information or proposals provided by SKYWARD were based on information provided by PAEC and that SKYWARD did not perform an independent technology analysis, unless requested by PAEC to do so. In the event SKYWARD provides any third party products or services to PAEC under the terms of this Agreement, PAEC agrees that it will be bound by and will comply with the terms and conditions of any end user license agreement or other restrictions of use required by such third parties in association with the use of their products or services.

2.0 PAEC Obligations.

2.1 Grant of Access. PAEC shall not grant access to the Skyward Products to any Member District until said Member District executes and delivers an end user license agreement agreeing to be bound by the terms and conditions of this Agreement that has been approved by SKYWARD in writing (an "EULA").

2.2 Tier 1 Support Services. PAEC shall provide Tier 1 Support directly to its Member Districts in a manner consistent with SKYWARD's then current standards, which may be modified or amended from time to time. SKYWARD agrees to provide PAEC with thirty (30) days prior written notice of any change to its standards for the Tier 1 Support and that any change to the standards for the Tier 1 Support that will result in an additional expense to PAEC or significantly expand the responsibilities of PAEC must be agreed to by PAEC in writing. "Tier 1 Support" is defined as all initial support calls from Member Districts. Examples of Tier 1 Support include, but are not limited to: (i) best practice scenarios; (ii) general troubleshooting; and (iii) basic error handling.

3.0 SKYWARD Obligations.

3.1 Training Services. Skyward agrees to provide PAEC with the training services (the “Training Services”) described in SKYWARD’s proposal attached hereto as **Exhibit B** and incorporated herein by reference (the “Training Proposal”).

3.1.1 Classroom Training. All classroom training described in the Training Proposal is calculated on the basis that up to four (4) people may attend each class. All classroom training will be provided at a PAEC office or via the Web as determined by Skyward, unless otherwise agreed to by Skyward. Additional classroom training sessions can be purchased by Licensee at Skyward’s then current rates.

3.1.2 On-Site Training. The cost of all on-site training described in the Training Proposal is based on PAEC having training facilities available. Each on-site training day described in the Training Proposal consists of a six (6) hour training day and a maximum of number of individuals that may attend is stated in the Training Proposal. In the event the number of attendees exceeds the permitted number, then PAEC will be charged an additional \$200.00 for each additional attendee.

3.1.3 Cancellation or Expiration. Any scheduled classroom or on-site training days may be cancelled by PAEC up to twenty-four (24) hours in advance. If the scheduled classroom or on-site training day is cancelled by PAEC with less than twenty-four (24) hours advance notice to SKYWARD, then Licensee will be responsible for the full amount of the scheduled classroom or on-site training. All classroom and on-site training days described in the Training Proposal may be utilized by PAEC for a period of up to twelve (12) months following the implementation of each software module to which the training pertains. Any classroom and on-site training days that are not utilized by PAEC within the time provided will expire and are non-refundable.

3.2 Tier 2 Support Services. PAEC shall provide Tier 2 Support directly to the Member Districts in a manner consistent with SKYWARD’s then current standards, which may be modified or amended from time to time. Skyward will provide PAEC with Tier 2 Support when requested by PAEC, but Skyward will have no obligation to contact a Member District directly to provide Tier 2 Support, unless otherwise agreed to by Skyward. “Tier 2 Support” is generally defined as more difficult calls after Tier 1 Support solutions have been exhausted. Examples of Tier 2 Support include, but are not limited to: (i) when the Skyward Products not working as intended; (ii) database errors not already identified; (iii) basic error handling; (iv) data conversion assistance when mass data fixes and corrections are not working; (v) configuration consulting; and (vi) data import issues.

4.0 Fees and Payment.

4.1 Fees. PAEC shall pay the annual license fees, subscription fees, service fees, and other reoccurring fees and amounts due in association with the Skyward Products as described in the Software Proposal (the “Annual Fees”) during the Initial Term (as defined herein), in accordance with the terms and conditions contained in the Software Proposal. PAEC further agrees to pay the fees associated with the Training Services as described in the Training Proposal (the “Training Fees”). The Annual Fees and the Training Fees may be referred to herein collectively as the “Fees.” In the event this Agreement is renewed as provided in Section 8.1 below, the Fees due SKYWARD in association with (i) the Skyward Products for such Renewal Term (as defined herein) and (ii) any Training Services agreed by SKYWARD and PAEC, shall be at SKYWARD’s then current rates.

4.2 Hosting Fees. Unless otherwise agreed to by SKYWARD and PAEC, all fees due from PAEC and/or its Member Districts to SKYWARD's authorized application service provider (the "Host") in association with the services provided by the Host shall be paid directly to the Host as provided in that certain Hosting Services Agreement executed by PAEC simultaneously with the execution of this Agreement.

4.3 Payment and Taxes. Unless otherwise agreed to by SKYWARD, PAEC shall make payment of all Fees to SKYWARD within thirty (30) days following PAEC's receipt of invoice from SKYWARD. If any authority imposes a duty, tax, levy or fee, excluding those based on SKYWARD's net income, upon the Skyward Products, Materials, or the services to be provided herein, then PAEC agrees to pay the amount specified and PAEC is solely responsible for any personal property taxes for the Skyward Products from the date they were acquired.

5.0 Warranty and Limitations.

5.1 Limited Warranty. SKYWARD shall use commercially reasonable efforts consistent with prevailing industry standards to maintain the security of the Software Products and minimize errors and interruptions in PAEC and its Member Districts' access and use of the Skyward Products, provided that: (a) PAEC and its Member Districts use the Skyward Products strictly in accordance with the user documentation furnished by SKYWARD; (b) PAEC and its Member Districts pay all amounts due under this Agreement and is not in default of any provisions of this Agreement; and (c) PAEC and its Member Districts make no changes (nor permits any changes to be made other than by or with the express written approval of SKYWARD) to the Software Products. This limited warranty extends only to PAEC and its Member Districts as the original licensees.

5.2 Limitations. In no event does SKYWARD warrant that the Skyward Products will be error free or that PAEC and its Member Districts will be able to operate the Skyward Products without problems or interruptions. PAEC acknowledges that the availability of the Skyward Products depends upon the availability of the Internet and the authorized third party Host that SKYWARD uses and that SKYWARD has no control over such availability. Accordingly, SKYWARD makes no representations, warranties, or covenants regarding the availability of the Skyward Products to the extent that such availability depends upon the availability of the Internet or any authorized third party Host that SKYWARD uses. PAEC further acknowledges that the Skyward Products may be temporarily unavailable for scheduled maintenance, for unscheduled emergency maintenance, or due to other causes beyond SKYWARD's reasonable control and SKYWARD will not be liable to PAEC or its Member Districts as a result of these temporary interruptions.

5.3 Remedies and Exclusions. PAEC and its Member Districts' sole and exclusive remedy and the entire liability of SKYWARD under this limited warranty will be for SKYWARD to make commercially reasonable efforts to provide the Skyward Products as warranted. If for any reason, SKYWARD is unable to provide the Skyward Products as warranted within thirty (30) days following PAEC or a Member District's report of a breach of this limited warranty, then upon PAEC's written request, Skyward will refund the Annual Fees paid by PAEC to SKYWARD for the then current fiscal year, pro-rated as of the date of the report of the breach, and PAEC and its Member Districts' license to use the Skyward Products will be terminated. Except for the limited warranty described herein, no other warranties, express or implied, are provided by SKYWARD. EXCEPT AS SPECIFIED IN THIS LIMITED WARRANTY, ALL EXPRESS OR IMPLIED CONDITIONS, REPRESENTATIONS, AND WARRANTIES INCLUDING WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, ARE HEREBY EXCLUDED TO THE EXTENT ALLOWED BY APPLICABLE LAW.

5.4 Limitation of Liability. The liability of SKYWARD to PAEC and its Member Districts for any claim whatsoever related to this Agreement, including any cause of action arising in contract, tort, or strict liability, shall not exceed the total amount of the Fees received by SKYWARD under the terms of this Agreement during the 365 days preceding the cause of action. The parties acknowledge and agree that IN NO EVENT WILL EITHER PARTY BE LIABLE FOR ANY LOST REVENUE, OR PROFIT, OR FOR SPECIAL, INDIRECT, CONSEQUENTIAL, INCIDENTAL, OR PUNITIVE DAMAGES HOWEVER CAUSED AND REGARDLESS OF THE THEORY OF LIABILITY ARISING OUT OF OR RELATING TO THIS AGREEMENT OR THE TERMINATION OF THIS AGREEMENT, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

6.0 Insurance and Indemnification.

6.1 Insurance. Both parties agree to maintain in effect at all times during the Term (as defined herein), at their sole expense, the following minimum insurance coverages:

6.1.1 Workers' Compensation. Workers compensation insurance covering their employees in accordance with applicable law.

6.1.2 Commercial General Liability. Commercial general liability insurance written on an occurrence form including coverage for bodily injury, property damage, and completed operations arising out of their performance of their obligations under this Agreement, with minimum limits of not less than One Million Dollars (\$1,000,000) per occurrence and One Million Dollars (\$1,000,000) annual aggregate.

6.1.3 Professional Liability. Professional liability/errors and omissions coverage insurance in an amount of not less than One Million Dollars (\$1,000,000) per occurrence and One Million Dollars (\$1,000,000) annual aggregate. If coverage is written on a claims made basis, coverage with respect to any and all of the respective services that each party has agreed to perform in connection with this Agreement shall be maintained for a period of at least three (3) years after the termination of this Agreement.

Each party agrees to name the other party shall be designated as an additional insured on each of the above referenced policies.

6.2 Indemnification.

6.2.1 Indemnification by PAEC. PAEC will hold SKYWARD harmless against, and defend any claim, suit, or proceeding brought against SKYWARD insofar as such suit or proceeding is based upon: (i) a claim that this Agreement or PAEC's obligations hereunder constitutes a violation or infringement of any contract between PAEC and any other party; (ii) the release of PII (as defined herein) or other data or confidential information of a Member District to the extent directly caused by the negligence or willful misconduct of PAEC or its employees; or (iii) a claim by any Member District due to PAEC's breach of the terms of a EULA, this Agreement, or violation of any applicable law or failure to maintain any required license or certification. PAEC shall pay any damages or costs awarded to a third party in any suit, and shall pay all costs, disbursements and attorneys' fees incurred by SKYWARD in defending such suit and/or enforcing the obligations imposed upon PAEC by this section.

6.2.2 Indemnification by SKYWARD. SKYWARD will defend any claim, suit, or proceeding brought against SKYWARD and/or PAEC insofar as such suit or proceeding shall be based upon (i) a claim that the use of the Skyward Products by one or more of the Member Districts violates any United States patent, United States copyright or trade secret right protected under the laws of any state

within the United States; or (ii) the release of PII or other data or confidential information of a Member District to the extent directly caused by the negligence or willful misconduct of SKYWARD or its employees. To qualify for such defense and payment, PAEC must give SKYWARD prompt written notice of such claim and allow SKYWARD to control or institute all defenses to such claims, including settlement of all such claims, in litigation or otherwise, so long as no such settlement adversely affects PAEC's ability to exercise the rights granted in this Agreement, unless PAEC consents. Skyward shall pay any damages or costs awarded against PAEC (or payable by PAEC pursuant to a settlement agreement) in connection with such suit or proceeding.

7.0 Confidential Information and Intellectual Property.

7.1 Member District Records.

7.1.1 Confidentiality of All Data. All personally identifiable information and data relating to the Member Districts' students and/or employees used by the Member Districts in conjunction with the Skyward Products shall at all times be treated as confidential by SKYWARD and PAEC and will not be copied, used or disclosed by SKYWARD and PAEC for any purpose. SKYWARD and PAEC recognize that personally identifiable information is protected against disclosure by federal and state statutes and regulations and SKYWARD and PAEC agree to comply with said restrictions.

7.1.2 Family Educational Rights and Privacy Act. The parties expect and anticipate that the parties may have access to education records of the Member Districts only as an incident of the respective services that SKYWARD and PAEC are required to provide to the Member Districts pursuant to the terms of this Agreement. In the event SKYWARD or PAEC has access to any Personally Identifiable Information ("PII") (including but not limited to personally identifiable student information as defined by applicable state and federal law), then SKYWARD and PAEC shall be deemed a "school official determined to have a legitimate educational interest" under 34 CFR 99.31(a)(1), as provided by the Member Districts' policies and procedures. SKYWARD and PAEC acknowledge that PII is the confidential information of the Member Districts and SKYWARD and PAEC shall not use it for any purpose, commercial or otherwise, except as expressly provided in this Agreement. SKYWARD and PAEC agree to abide by the requirements of applicable federal and state law pertaining to the disclosure of PII, and agree to take all reasonable measures to protect against the unauthorized disclosure of any PII. Except for use and disclosure to their employees and personnel to the extent necessary to fulfill its obligations under the terms of this Agreement, SKYWARD and PAEC shall not use or further disclose PII. Upon the expiration or termination of this Agreement, SKYWARD and PAEC agree to promptly return to the respective Member Districts any and all PII in their possession.

7.1.3 Health Insurance Portability and Accountability Act. The parties further acknowledge that their respective performance of the services required of each of them may necessarily involve the incidental receipt of data by each party that constitutes personal health information, as that term is defined by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). In addition to the terms and conditions contained herein, SKYWARD, PAEC, and the Member Districts may enter into a HIPAA Business Associate Agreement providing for the protection of such personal health information as required by HIPAA.

7.2 Intellectual Property.

7.2.1 SKYWARD Intellectual Property. PAEC acknowledges and agrees that the Skyward Products developed by SKYWARD, including the specific design and structure of individual programs, input formats, and source code and the products, services and materials associated therewith, all constitute trade secrets, confidential and proprietary information, and copyrighted material of

SKYWARD (the "Intellectual Property"). PAEC further acknowledges and agrees that this Agreement does not affect any transfer of title in the Intellectual Property to PAEC or its Member Districts and that SKYWARD is the sole owner of said Intellectual Property. PAEC shall implement reasonable security measures to protect such Intellectual Property.

7.2.2 Works Made For Hire. All of the Tier 1 Support to be performed by PAEC hereunder shall be deemed works-made-for-hire for the benefit of SKYWARD. SKYWARD shall be deemed the sole and exclusive owner of all intellectual property, specifications, and any other products or information designed and/or produced either solely by PAEC or in conjunction with SKYWARD in association with the Skyward Products or PAEC's performance of its obligations under this Agreement, including but not limited to all patent, copyright, and other intellectual property rights associated therewith. PAEC shall execute such truthful acknowledgments, affidavits, or other documentation reasonably required by SKYWARD, during the Term, and for a reasonable period after the termination of this Agreement, to assist in proving SKYWARD's ownership of such intellectual property. SKYWARD shall have an irrevocable and permanent royalty free license to use any intellectual property of PAEC incorporated into the intellectual property, specifications, and any other products or information systems designed and/or produced under the terms of this Addendum, in any manner deemed necessary by SKYWARD in its sole discretion. SKYWARD's intellectual property rights created by this Agreement, including all patents, trade secrets, copyrights and licenses, are fully transferable by SKYWARD and all sales proceeds, license fees, royalties, and other profits received by Skyward related to the any such intellectual property or other products or information systems designed and/or produced under the terms of this Agreement shall be the sole and exclusive property of SKYWARD.

8.0 Term and Termination.

8.1 Term. The term of this Agreement shall commence on the Effective Date and shall continue until June 30, 2020, unless terminated earlier as provided herein (the "Initial Term"). This Agreement will automatically renew for additional one (1) year periods (each a "Renewal Term") following the expiration of the Initial Term or a Renewal Term (as the case may be), unless terminated as provided herein. All references to the "Term" of this Agreement shall include the Initial Term and any Renewal Term.

8.2 Termination by Either Party. Either party may terminate this Agreement at the end of the Initial Term or any Renewal Term by providing the other party with written notice at least ninety (90) days prior to the end of the Initial Term or any Renewal Term (as the case may be).

8.3 Termination by SKYWARD. Except as provided in Section 8.5 below, in the event (i) PAEC or any of its Member Districts fails to make any payment to SKYWARD when due; or (ii) PAEC otherwise fails or refuses to perform its obligations under this Agreement, and such default is not cured within thirty (30) days after PAEC and/or the Member District receives notice of such default, then PAEC shall be deemed to be in default under the terms of this Agreement and Skyward may terminate this Agreement immediately and without further notice.

8.4 Termination by PAEC. In the event SKYWARD fails or refuses to perform its obligations under this Agreement and such default is not cured within thirty (30) days after SKYWARD receives notice of such default, then SKYWARD shall be deemed to be in default under the terms of this Agreement and PACE may terminate this Agreement immediately and without further notice.

(a) **Non-appropriations.** Notwithstanding any other provision of this agreement, if funds for the continued fulfillment of this agreement by PAEC are at any time not forthcoming or are insufficient, through failure of any entity to appropriate funds or otherwise, then PAEC will have the right to terminate

this agreement at no additional cost and with no penalty whatsoever by giving prior written notice documenting the lack of funding. PAEC will provide at least thirty (30) days advance written notice of such termination. PAEC will use reasonable efforts to ensure appropriated funds are available

8.5 Injunctive Relief. Notwithstanding Section 8.3 above, in the event PAEC or one of its Member Districts breaches or commits a violation of Section 1.2 or 7.2 above, then SKYWARD will be entitled, without proof of damages, to immediate injunctive relief (including but not limited to, a temporary restraining order, temporary injunction and permanent injunction, all without bond), restraining PAEC and its Member Districts from any further use of the Skyward Products and/or use or disclosure of the Intellectual Property and requiring that all copies thereof be immediately returned to SKYWARD. Notwithstanding anything contained herein to the contrary, this Section will not be construed to limit SKYWARD's rights to pursue any other remedy or relief available under this Agreement or otherwise available. PAEC further agrees that SKYWARD's pursuit of any remedy under this Agreement or otherwise available will not constitute an election of remedies by SKYWARD.

8.6 Effect of Termination. In the event of the termination of this Agreement for any reason, all of PAEC and its Member Districts' rights and privileges under this Agreement, including but not limited to the right to use the Skyward Products and Materials shall be immediately terminated. PAEC and its Member Districts shall immediately return to SKYWARD all Intellectual Property in their possession, regardless of the form.

9.0 Relationship of Parties and Assignment.

9.1 Relationship of Parties. Nothing contained in this Agreement shall be construed to create a partnership, joint venture, employer/employee, agency or any other type of relationship. Nothing in this Agreement or otherwise shall be construed as constituting an appointment of either party as agent, legal representative, joint venturer, partner, or employee of the other party for any purpose whatsoever. Neither party is authorized to transact business, incur obligations, or assign or create any obligation of any kind, express or implied, on behalf of the other party, or bind it in any way whatsoever, or to make any contract, promise, warranty or representation on the other party's behalf with respect to any matter.

9.2 Assignment. Neither party may assign its rights under this Agreement without the prior written consent of the other party, which shall not be unreasonably withheld, conditioned or delayed. Provided however, the purchase of all or substantially all of the capital stock or assets of a party by a third party, or the merger of a party into another entity shall not be deemed an assignment for the purposes of this Agreement.

10.0 Interpretation and Construction.

10.1 Entire Agreement. This Agreement shall be governed by the laws of the State of Florida, without regard to any rules of construction concerning the draftsmanship hereof. This Agreement contains the entire understanding and full and complete agreement of the parties, and supersedes and replaces any prior understandings and agreements among the parties, with respect to the subject matter hereof. Section headings included in this Agreement are for convenience only and are not intended to limit or expand the rights of the parties hereto. References to Sections herein shall mean sections of the text of this Agreement, unless otherwise indicated. This Agreement may be altered, amended or modified only in writing, signed by both of the parties hereto.

10.2 Notices. Any notice provided for or permitted under this Agreement shall be treated as having been given when (i) delivered personally, (ii) sent by commercial overnight courier with written verification of receipt; or (iii) mailed postage prepared by certified or registered mail, return receipt

requested, to the party to be notified, at the address set forth in the introductory paragraph of this Agreement, or such other place of which the other party has been notified in writing.

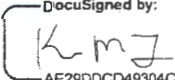
10.3 Severability. If any court of competent jurisdiction determines that any provision of this Agreement is invalid or unenforceable, such invalidity or unenforceability shall have no effect on the other provisions hereof, which shall remain valid, binding and enforceable and in full force and effect, and such invalid or unenforceable provision shall be construed in a manner so as to give the maximum valid and enforceable effect of the intent of the parties expressed herein.

10.4 Remedies and Waiver. All remedies conferred upon the parties by this Agreement shall be deemed cumulative and no one exclusive of the other or of any other remedy conferred by law. The waiver by either party of the breach of any provision of this Agreement shall not operate or be construed as waiver of any subsequent breach by either party.

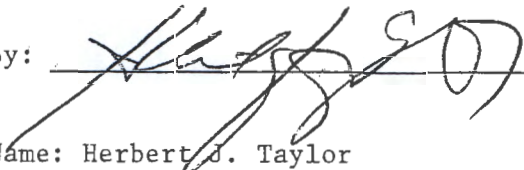
10.5 Counterparts and Signatures. This Agreement may be executed in any number of counterparts, all of which when executed shall be deemed to be an original but all of which taken together shall constitute one and the same agreement. The parties agree that facsimile or PDF signatures when attached to this Agreement shall bear the same legal import as original signatures on one document.

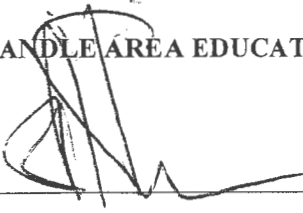
The undersigned have agreed to the terms and conditions of this Agreement as of the Effective Date.

SKYWARD, INC.

DocuSigned by:
By: 
AF29DDCD49304C1
Kevin B. McFerrin
Chief Business Development Officer

PANHANDLE AREA EDUCATIONAL CONSORTIUM

By: 
Name: Herbert J. Taylor

By: 
Name: John Selover
Title: Executive Director

Title: Superintendent
Washington County School Board

Attest:
By: _____
Name: _____
Title: _____

SaaS HOSTING SERVICES AGREEMENT

This SaaS Hosting Services Agreement (this "Agreement") is made and entered into by and between **Skyward, Inc.**, a Wisconsin corporation with offices at 2601 Skyward Drive, Stevens Point, WI 54482 ("Skyward"), **Panhandle Area Educational Consortium**, a Florida non-profit educational service agency with offices at 753 West boulevard, Chipley, FL 32428 ("Subscriber"), and **Integrated Systems Corporation**, a Wisconsin corporation, with offices at 10325 N. Port Washington Road, Mequon, WI 53902 ("Host"). Skyward, Subscriber and Host may be collectively referred to herein as the "parties" or individually as a "party."

RECITALS

A. Skyward has developed certain proprietary computer software, as updated and revised from time to time (the "Skyward Software"). The Skyward Software, together with any additional products provided by Skyward in association therewith, shall be collectively referred to as the "Skyward Products."

B. Skyward and Subscriber have entered into that certain Software Service and License Agreement (the "SaaS Agreement") whereby Skyward granted Subscriber the right to access and use certain Skyward Products more particularly described therein, subject to and conditioned upon Subscriber entering into this Agreement to provide for the terms and conditions of Subscriber's access and use of the Skyward Products through Skyward's authorized third party host.

C. Host is an application service provider who is in the business of providing services for server and application hosting, management, and operations and Skyward has granted Host a license to host the Skyward Products.

TERMS AND CONDITIONS

1.0 Hosting Services.

1.1 Description of Hosting Services. Host shall provide Subscriber and its Member Districts (as defined in the SaaS Agreement) with remote access to a digital information processing, transmission and storage system on one or more servers located at Host's facilities that will enable Subscriber and its Member Districts to access the Skyward Products over the Internet. Subject to Subscriber and its Member Districts' compliance with the SaaS Agreement and this Agreement, Host will support the Skyward Products through implementation of Skyward-provided or authorized modifications, patches, updates, upgrades and new releases or versions of the Skyward Products. Host will use commercially reasonable efforts to back up the information on its servers and to store the information in a reasonably secure environment and shall also use commercially reasonable efforts to provide redundant systems designed to decrease the risk or magnitude of a loss of data. The services to be provided by Host to Subscriber and its Member Districts, as described in this Section 1.1, shall be collectively referred to as the "Hosting Services."

1.2 Use of Hosting Services. Subscriber and its Member Districts may access and use the Hosting Services only to the extent of authorizations acquired by Subscriber from Skyward or Host. Subscriber is responsible for use of the Hosting Services by any party who accesses the Hosting Services with Subscriber and its Member Districts' account credentials. Subscriber acknowledges and agrees that its use of the Hosted Services is subject to Subscriber and its Member Districts' compliance with the terms and conditions of the SaaS Agreement, this Agreement, and any prohibited use policies of Host. Subscriber and its Member Districts may not use the Hosting Services to providing hosting or timesharing services to any third party or to provide any third party with access to the Skyward Products.

1.3 Obligations of Subscriber. Subscriber is solely responsible for information, data, and content of Subscriber placed on Host's servers by Subscriber or Subscriber's Member Districts. Unless caused by their negligence or willful misconduct, Skyward and Host shall not be liable to Subscriber or its Member Districts for loss of its information, data, and content placed on Host's servers as a result of the Hosting

Services, but Host shall, in the event of a loss, use its commercially reasonable efforts to attempt to recover or reconstruct any such information that has been lost. Subscriber warrants and represents that information, data, and content placed on Host's servers as a result of the Hosting Services: (a) is not offensive, defamatory, or obscene; (b) is not racially, ethnically or otherwise objectionable; (c) does not promote discrimination based on sex, race, religion, nationality, disability, sexual orientation or age; and (d) does not violate any other applicable law. Host reserves the right to delete any material installed or inputted on Host's server or to disconnect a server which contains material which Host believes in good faith breaches any of these warranties. A breach of any of the foregoing warranties by Subscriber or Subscriber's Member Districts shall constitute an event of default under the terms of this Agreement and may result in the termination of this Agreement pursuant to Section 6.0 below.

2.0 Fees and Payment. Subscriber shall pay the Annual Fees (as defined in the SaaS Agreement) and other reoccurring fees and amounts due in association with the Hosting Services (collectively the "Fees"), during the term of this Agreement. Subscriber shall make payment of the Fees when due as provided in the Proposal or within thirty (30) from the date of invoice. Interest on all past due amounts will be charged at the maximum rate permitted by law. If any authority imposes a duty, tax, levy or fee (excluding those based on Host's net income) upon the Hosting Services, then Subscriber agrees to pay the amount specified.

3.0 Reservation of Title.

3.1 Host Property. All computer systems, operating software, network equipment, and any hardware, software, documentation, information, business practices, or operating methods provided by Host as part of the Hosting Services shall remain the property of Host. Host will retain title to all rights in all intellectual property provided by Host under the terms of this Agreement, including but not limited to, any know-how, customizations, practices, and other technologies related to the Hosting Services.

3.2 Skyward Property. Subscriber and Host each acknowledge and agree that the Skyward Products, including but not limited to, the specific design and structure of individual programs, input formats, object code and source code, algorithms, frameworks, all constitute trade secrets, confidential and proprietary information, and copyrighted material of Skyward. Subscriber and Host further acknowledge and agree that this Agreement does not affect any transfer of title in the Skyward Products and that the Skyward Products shall remain the sole and exclusive property of Skyward or Skyward's licensor.

4.0 Subscriber Data.

4.1 Confidentiality of All Data. All personally identifiable information and data relating to Subscriber's Member Districts' students and/or employees used by Subscriber in conjunction with the Skyward Products shall at all times be treated as confidential by Host and will not be copied, used or disclosed by Host for any purpose. Host recognizes that personally identifiable information is protected against disclosure by federal and state statutes and regulations and Host agrees to comply with said restrictions.

4.2 Family Educational Rights and Privacy Act. The parties expect and anticipate that Host may receive education records from Subscriber or its Member Districts only as an incident of the Hosting Services. In the event Subscriber or its Member Districts provide Personally Identifiable Information ("PII") (including but not limited to personally identifiable student information as defined by applicable state and federal law) to Host, they shall be deemed a "school official determined to have a legitimate educational interest" under 34 CFR 99.31(a)(1), as provided by Subscriber's Member District's policies and procedures. Host acknowledges that PII is the confidential information of Subscriber and its Member Districts and shall not use it for any purpose, commercial or otherwise, except as expressly provided in this Agreement. Host agrees to abide by the requirements of applicable federal and state law pertaining to the disclosure of PII, and agrees to take all reasonable measures to protect against the unauthorized disclosure of any PII. Except for use and disclosure to their employees and personnel to the extent necessary to fulfill its obligations under this Agreement, Host shall not use or further disclose PII. Upon the expiration or

termination of this Agreement, Host agrees to promptly return to Subscriber and its Member Districts any and all PII in Host's possession.

4.3 Health Insurance Portability and Accountability Act. The parties acknowledge that Host may receive data that constitutes personal health information, as that term is defined by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). In addition to the terms and conditions contained herein, Host and Subscriber or its Member Districts may enter into a HIPAA Business Associate Agreement providing for the protection of such personal health information as required by HIPAA.

4.4 Indemnification. Host shall, at its sole cost and expense, defend and hold harmless Subscriber, its Member Districts, and Skyward from and against any and all claims, actions, and liabilities brought by any third party against Subscriber, its Member Districts, or Skyward as a result of the release of PII or other confidential information of Subscriber, its Member Districts, or Skyward to the extent directly caused by the negligence or willful misconduct of Host or its employees. Provided however, to qualify for such defense, Subscriber, its Member Districts and Skyward must give Host prompt written notice of such claim and allow Host to control or institute all defenses to a such claim, including settlement of all such claims, in litigation or otherwise.

4.5 Open Database Connection. If requested by Subscriber or its Member Districts and agreed to by Skyward, Skyward may utilize the Hosting Services to establish an open database connection ("ODBC") between Skyward's database and the database of Subscriber or its Member Districts. In the event such an ODBC is established by Skyward, Subscriber will be permitted to insert its data into the Skyward database subject to the following terms and conditions: (a) Subscriber or its Member Districts will be the sole and exclusive owner of all data inserted into the Skyward database, (b) Subscriber agrees to hold Skyward harmless from any liability relating to Subscriber or its Member Districts' insertion of data into the Skyward database, including but not limited to the corruption of such database, (c) Subscriber shall compensate Skyward to repair any problems relating to the corruption of the Skyward database arising from or related to the insertion of the Subscriber or its Member Districts' data, (d) Subscriber agrees to log all data inserts by date, time, database, table and field and to create a backup of the database prior to inserting any data, and (e) Subscriber shall not allow any third party vendors, suppliers, or other individuals or entities associated with Subscriber access to the ODBC without the prior written consent of Skyward and Skyward may, in its sole discretion, require that any such third party execute a confidentiality and nondisclosure agreement in the form and substance required by Skyward. Subscriber further agrees that Skyward will not be liable for any claim or action whatsoever or damages, regardless of type, resulting from the Subscriber or its Member Districts' failure to properly save or back up all data and information inputted by Subscriber or its Member Districts through the ODBC.

5.0 Security and Limited Warranty.

5.1 Server Security. Subscriber acknowledges that no security systems or procedures currently available are capable of providing complete protection from unauthorized individuals who may seek to gain access to Host's servers. Host shall use commercially reasonable efforts and processes to secure its servers from access by unauthorized individuals, test its servers for viruses at reasonable intervals and maintain back-up copies of all content. Accordingly, so long as Host uses the commercially reasonable efforts set forth above, Host shall not be liable for any damage to the Subscriber or its Member Districts arising from unauthorized access or the introduction of a bug or virus, unless caused by the negligence or willful misconduct of Host. Host shall maintain complete and accurate records of these security measures and produce such records to client for purposes of audit upon reasonable prior notice during normal business hours. Notwithstanding anything in this Agreement to the contrary, Host shall not be liable for any damage caused by Subscriber or its Member Districts or their respective employees or agents. Subscriber agrees that its (and its Member Districts') use of the Hosting Services will be in compliance with applicable law and will not otherwise violate the terms of any applicable license. Subscriber acknowledges that Skyward is not responsible for the security of Host's servers and will not be responsible to maintain any back-up copies of the content on Host's servers. Notwithstanding anything in this Agreement to the contrary, Skyward and Host shall not be liable for any damages to Subscriber or its Member Districts caused by

unauthorized individuals who gain access to the Host's servers, unless caused by the negligence or willful misconduct of Skyward or Host. Subscriber and its Member Districts assume all risk related to the processing of transactions related to electronic commerce.

5.2 Limited Warranty. Host warrants that the Hosting Services will be available 99.5% of the time during Operational Hours (as defined herein), except for service interruptions for routine maintenance and backups. For the purposes of this Agreement, "Operational Hours" are 7 days per week, 24 hours per day and 365 days per year. Regular maintenance and service activities are scheduled outside of Normal User Hours (as defined herein). For the purposes of this Agreement, the "Normal User Hours" are Monday through Friday from 7 A.M. to 5 P.M. central standard time excluding the following ISCorp observed holidays: New Years' Day, Martin Luther King, Jr. Birthday, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. In the event there is an interruption in the Hosting Services during Normal User Hours, Host will respond in 30 minutes or less of being notified of such an interruption in the Hosting Services. Host will use its best efforts to respond to any interruptions in the Hosting Services outside of Normal User Hours. Except as specifically set forth in this Agreement, Host makes no warranties of any kind with respect to the Hosting Services or products provided under this Agreement. Except as specifically set forth in this Agreement, Host **DISCLAIMS ALL WARRANTIES, EXPRESS AND IMPLIED, INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**

5.3 Subscriber's Remedies. In any instance involving performance or nonperformance of the Hosting Services or products provided hereunder, Subscriber and its Member Districts' sole and exclusive remedy shall be: (a) in the case of Hosting Services, refund or credit, at Subscriber's election, of a pro rata portion of the price paid for such Hosting Services which were not provided, or (b) in the case of products, repair, replacement or return of the defective product to Host for refund, at the option of Host. A credit for an interruption in the Hosting Services during the Normal User Hours will be issued only for periods, calculated in 15 minute increments, in excess of the 99.5% scheduled available up-time within a calendar month. A credit for an interruption in the Hosting Services during the Operational Hours, but outside of the Normal User Hours, will be issued only for periods, calculated in one hour increments, in excess of the 99.5% scheduled available up-time within a calendar month. An interruption in the Hosting Services is deemed to have occurred only if the Hosting Services have stopped or been severely impacted that they are unusable by Subscriber or its Member Districts as a result of failure of Host facilities, equipment, or personnel used to provide the Hosting Services, and only where the interruption in the Hosting Services is not the result of: (i) negligence or other conduct of Subscriber or its Member Districts, or their employees or agents, including a failure or malfunction resulting from applications or services provided by Subscriber or its Member Districts; (ii) failure or malfunction of any equipment or services not provided by Host; (iii) circumstances beyond the control of Host; or (iv) interruption due to scheduled maintenance, alteration, or implementation, provided that such scheduled event is provided in writing and in advance to Subscriber or its Member Districts. All claims for a credit must be submitted to Host in writing within 60 days of the date of such interruption in the Hosting Services.

5.4 Limitation of Liability. The liability of Skyward and Host to Subscriber and its Member Districts for any claim whatsoever related to this Agreement, including any cause of action arising in contract, tort, or strict liability, shall not exceed the total amount of all payments made under this Agreement by Subscriber or the Member District to Host with respect to the Hosting Services during the 365 days preceding the cause of action. **IN NO EVENT WILL SKYWARD OR HOST BE LIABLE FOR ANY LOST REVENUE, PROFIT, OR DATA, OR FOR SPECIAL, INDIRECT, CONSEQUENTIAL, INCIDENTAL, OR PUNITIVE DAMAGES HOWEVER CAUSED AND REGARDLESS OF THE THEORY OF LIABILITY ARISING OUT OF THE USE OF OR INABILITY TO USE THE HOSTING SERVICES EVEN IF SKYWARD OR HOST HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.** Skyward and Host shall not be held liable for any claims or demands brought against Subscriber or its Member Districts by any other party unless Subscriber or its Member District has properly notified Skyward and Host as to such damages, claims, or demands, and Subscriber or its Member District has taken action to minimize such damages, claims, or demands.

6.0 Term and Termination. The term of this Agreement shall run concurrent with the term of the SaaS Agreement. In the event the SaaS Agreement is terminated for any reason, this Agreement shall automatically terminate as of the date of such termination without further notice. In addition to the foregoing, any party may terminate this Agreement in the event another party fails to perform any material obligation under this Agreement and such failure continues for a period of thirty (30) days following receipt of written notice of such failure. In the event of the termination of this Agreement for any reason, all of Subscriber and its Member Districts' rights and privileges under this Agreement, including but not limited to Subscriber and its Member Districts' rights to access and use the Hosting Services shall be immediately terminated.

7.0 Interpretation and Construction.

7.1 Entire Agreement. This Agreement shall be governed by the laws of the State of Wisconsin, without regard to any conflict of laws provisions or rules of construction concerning the draftsmanship hereof. This Agreement contains the entire understanding and full and complete agreement of the parties, and supersedes and replaces any prior understandings and agreements among the parties, with respect to the subject matter hereof. This Agreement may be altered, amended or modified only in writing, signed by both of the parties hereto. Headings included in this Agreement are for convenience only and are not intended to limit or expand the rights of the parties hereto. References to Sections herein shall mean sections of the text of this Agreement, unless otherwise indicated.

7.2 Assignment. No party may, voluntarily or involuntarily, assign or otherwise transfer this Agreement without the prior written consent of the other parties. Any attempted assignment or delegation without prior written consent will be null and void. Notwithstanding the foregoing, the transfer of all or substantially all of Skyward or Host's capital stock or assets to a third party through a sale, merger or other transaction or proceeding shall not be deemed an assignment under the terms and conditions of this Agreement. Subject to the foregoing, this Agreement shall inure to the benefit of and be binding on the parties and their respective successors, affiliates, legal representatives and permitted assigns

7.3 Severability. If any court of competent jurisdiction determines that any provision of this Agreement is invalid or unenforceable, such invalidity or unenforceability shall have no effect on the other provisions hereof, which shall remain valid, binding and enforceable and in full force and effect, and such invalid or unenforceable provision shall be construed in a manner so as to give the maximum valid and enforceable effect of the intent of the parties expressed herein.

7.4 Waiver. No waiver of a breach of any term of this Agreement will be effective unless in writing and duly executed by the waiving party. No such waiver will constitute a waiver of any subsequent breach of the same or any other term of this Agreement. No failure on the part of a party to exercise, and no delay in exercising, any of its rights hereunder will operate as a waiver thereof, nor will any single or partial exercise by a party of any right preclude any other exercise by a party of any right preclude any other or future exercise thereof or the exercise of any other right. No course of dealing between the parties will be deemed effective to modify, amend or discharge any part of this Agreement or the rights or obligations of any party hereunder.

7.5 Force Majeure. Except for the obligation to make payments, the parties will not be liable for any failure or delay in their performance under this Agreement due to any cause beyond its reasonable control, including but not limited to, acts of war, acts of God, acts of terrorism, earthquake, flood, embargo, riot, sabotage, labor shortage or dispute, governmental act, provided that the delayed part: (a) gives the other party prompt notice of such cause, and (b) uses commercially reasonable efforts to promptly correct such failure or delay in performance.

7.6 Notices. Any notice required or permitted to be given pursuant to this Agreement shall be valid only if in writing and shall be deemed to have been duly given (a) when personally delivered, (b) when transmitted by fax if confirmation of receipt is printed out on the sending fax machine, or (c) three business days after being mailed by certified mail, postage prepaid, addressed to the party receiving notice at the

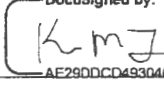
address listed in the opening paragraph of this Agreement, unless that party otherwise notifies the parties in accordance with this Section of a change of address.

7.7 Survival. Any provisions of this Agreement, including but not limited to Section 3.0, 5.4, this Section 7.7, which by their very nature are intended to survive the termination or expiration of this Agreement will survive the termination or expiration of this Agreement and will inure to the benefit of and be binding upon the parties hereto.

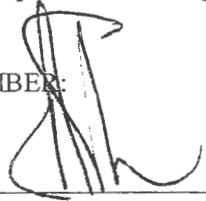
7.8 Counterparts and Signatures. The undersigned warrant and represent that they have the legal authority to execute and deliver this Agreement on behalf of the parties hereto. This Agreement may be executed in any number of counterparts, each of which when so executed will be deemed to be an original and all of which when taken together will constitute one Agreement. The parties agree that original signatures of a party transmitted by facsimile or in portable document format (pdf) or electronic signatures affixed to this Agreement shall be as valid as an original signature of such party to this Agreement. If this document is executed by electronic signature, both parties agree that their electronic signature is legally binding and shall have the same validity and meaning as a hand written signature and neither party will contest the validity of their respective electronic signature, or claim that it is not legally binding.

The undersigned, being duly authorized representatives of the parties to this Agreement, do hereby agree to the terms and conditions of this Agreement.

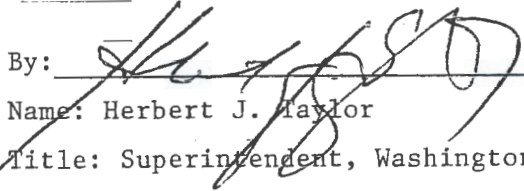
SKYWARD, INC.

DocuSigned by:
By: 
Name: Kevin B. McFerrin
Title: Chief Business Development Officer
Date: April 26, 2017

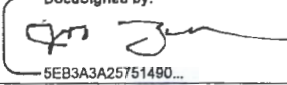
SUBSCRIBER:

By: 
Name: John Selover
Title: Executive Director
Date: _____

SUBSCRIBER:

By: 
Name: Herbert J. Taylor
Title: Superintendent, Washington
County School Board
Date: _____

HOST:

DocuSigned by:
By: 
Name: Jeff Zillner
Title: Senior VP Business Development
Date: April 26, 2017

Attachment E

PAEC - Panhandle Area Educational Consortium
 Skyward Software Proposal
 Proposal # 17-0712bs
 April 19, 2017



YOUR SCHOOL MANAGEMENT SYSTEM PROPOSAL

Chipley, FL

The following pricing for software and services is provided specifically for your district. If you would like information on a product or service not included below, please contact your Account Executive.

Software as a Service Pricing - 3 Year Contract

District Hosted by ISCorp

The Skyward School Business Suite Core Package includes:

Finance, Employee Access, Employee Management, Flex Benefits, Payroll, Salary Negotiations, State Reporting, and Substitute Tracking

Additional Skyward modules include:

FastTrack, Inventory, and School Based Activity Accounting

Pricing Detail

PAEC - Panhandle Area Educational Consortium has received software and services pricing for its member districts on the separate software proposal. This proposal includes requirements to train PAEC support personnel on the Skyward software so that the PAEC staff will be able to train and provide Tier 1 support to their member districts.

The pricing below includes training for the following modules:
 Finance, Employee Access, Employee Management, Flex Benefits, Payroll, Salary Negotiations, State Reporting, Substitute Tracking, FastTrack, Inventory, and School Based Activity Accounting

School Business Suite

	Full 12-Month Recurring Fee	Services	Annual License Fee	Total
School Business Suite Training - PAEC Support Staff				
On-Site Days (4)	\$ -	\$ 6,200.00	\$ -	\$ 6,200.00
Web Hours (40)	-	6,600.00	-	6,600.00
School Business Suite Training - District Training				
On-Site Days (12) - Group training at PAEC office	-	18,600.00	-	18,600.00
On-Site Days (14) - One (1) day per district	-	21,700.00	-	21,700.00
Web Hours (40) - Group web training	-	6,600.00	-	6,600.00
School Business Suite Training - District Configuration Setup				
Web Hours (42)	-	6,930.00	-	6,930.00
Subtotal School Business Services:	\$ -	\$ 66,630.00	\$ -	\$ 66,630.00
^{1,2} Total School Business Suite Solution:				\$ 66,630.00

Pricing Footnotes

See Terms and Conditions for revised payment terms.

170712dtc

¹ This training plan has been designed based on training Panhandle Area Educational Consortium staff who will then train and provide Tier 1 support to their member districts.

² The standard Skyward training plan has been modified. Skyward reserves the right to require more training if PAEC staff do not pass the Professional Development Center tests. Should additional training be necessary it will be charged at the then-current rate.

170079dt



Training Footnotes

Skyward consultation and training is sold as a number of days and web hours identified on the proposal. The number of days and hours sold is an estimate of customer needs based on a combination of preliminary information gathered from the customer prior to the sale and Skyward's past training experience. It will be at the discretion of the Skyward and Customer Project Managers to use the days and web hours in a manner that best suits the customer. Any time spent by Skyward consultants for preparation, follow up, and the creation of training materials or other deliverables is also considered billable and will be deducted from this consulting time at the consulting rate. The customer can purchase additional consulting hours if more consulting time is needed/desired.

Skyward On-Site Training Policy. *A maximum of 10 people may attend each on-site day unless otherwise noted in this proposal. Should more people attend the training over the numbers stated, the customer will be charged an additional \$200 for each person.*

Web training *allows Skyward to remotely present, discuss, and review our product directly with you. This application utilizes the Internet and is conducted live between your staff (at their own workstation) and a Skyward service representative without the need for them to travel to your location. This provides you with a lower cost of training and/or implementation along with greater flexibility of your installation timeline.*

Finance setup day *included for verification of previously installed conversion data in preparation for live processing. This includes but is not limited to security setup, default parameter settings in the software, verification of printing capabilities, verification of conversion totals on financial reports (balance sheet, revenue and expense, payroll history totals, etc.), verification of code table setup, and random verification of data records in each module converted. Skyward will assist the customer in working through these items so that the customer can verify the accuracy of information before processing begins.*

Terms and Conditions

- See attached Terms and Conditions page for further information.
The Terms and Conditions page must be executed by an authorized District representative.
- The Sales Agreement will be sent to you for execution.
The Sales Agreement page must be executed by both Skyward and an authorized District representative to be valid.



TERMS AND CONDITIONS

All proposals are valid for 30 days from date of proposal.

This information is distributed exclusively by Skyward, Inc. It is to be used by the PAEC - Panhandle Area Educational Consortium administrative staff only. Any copying or distributing of the proposal, or any part of the proposal, to sources outside the PAEC - Panhandle Area Educational Consortium is prohibited without written consent, which shall not unreasonably be withheld, of Skyward, Inc.

Software 170700dtc

Classroom Training: Skyward classroom training shown in this proposal is calculated on the basis that up to 4 people may attend each class (with initial software purchase). Classroom training is to be provided at the PAEC Office. Skyward reserves the right to cancel due to low enrollment. Additional training may be purchased at the then-current price per person, per class day.

On-site Training: On-site training is based on the school district having training facilities available. Additional on-site training may be purchased at the then-current rate. Up to 10 people, per instructor, may attend the on-site training. One day of training consists of 6 hours on-site.

Skyward on-site training policy: A maximum of 10 people may attend each on-site day unless otherwise noted in the training grid. Should more people attend the training over the numbers stated, the school district will be charged an additional \$200 for each person.

Cancellation of Training Days: The customer must cancel 24 hours in advance of scheduled training. If the training is not cancelled according to this policy, the district will be billed for the scheduled classroom or on-site training.

Expiration of Training Days: The customer may utilize Classroom and On-Site training days, included with the purchase of Skyward software, for a period of up to twelve (12) months. The twelve-month period will commence upon implementation of each respective software module. Training days not utilized within the twelve-month period will expire and are non-refundable.

Skyward software systems will be installed by Customer Service Representatives. Schools running on an existing network installed by any other than Skyward must have their technical support person at the site to provide any assistance during the software loading. If no one is available, Skyward will bill the district at the then-current rate.

Skyward PaC software only supports printers with drivers certified for the Windows Operating System. Skyward Web Based products like EA+ and Employee Access support print drivers that are certified for the Windows or Mac Operating System. Pre-printed forms for report cards can only be printed using supported laser printers.

Third Party Software and Hardware

Third party software and hardware proposals are for informational purposes only. Third party software and hardware prices should be verified by Customer prior to ordering software and hardware.

This proposal is being presented without a Technology Analysis from our Networking Engineers. Data gathered for this proposal was provided by your school district to Skyward. Any additional required services or hardware will be billed at our normal rates. To ensure accuracy we recommend a Skyward Technology Analysis be initiated prior to ordering.

In the event Skyward provides any third party software and/or hardware as part of this Agreement (i.e. Skyward procures, assembles, delivers and/or installs such software and hardware, or provides training), Customer agrees that it shall benefit by and be bound by any and all warranties, warranty limitations, license agreements, and any other rights and obligations provided by the third party software and/or hardware supplier to the purchasers and users of its products, whether provided in written or electronic format. Skyward will provide additional information on the manufacturers coverage and options upon request.

Skyward does not provide any warranties for third party software and hardware.

Payment Terms:

Professional Services

Installation and Training Services – Billed for all training and installation services upon installation of any Skyward programs onto Customer's system, 100% due 7/1/2017. 170712dtc

Customer agrees to the terms and conditions listed above and set forth in the Proposal(s).

Customer Signature

Printed Name

Date

John Selover

Date

Panhandle Area Educational Consortium

Executive Director

Herbert J. Taylor

Date

Washington County School Board

Superintendent

SUMMARY SHEET



RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7d

DATE OF SCHOOL BOARD MEETING: 6/27/17

TITLE OF AGENDA ITEM: Federal Programs P.O.

DIVISION:


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

PURPOSE AND SUMMARY OF ITEM:

This is a request to provide laptops for students in the summer program to improve their academics and allow them to use the technology for project-based learning (PBL). PBL learning increases student problem solving and critical thinking skills, both of which are required to be successful on the state assessment. Students are required to have keyboarding skills in order to be successful on the state assessment. By using laptops for much of their learning during the summer, it will improve their ability to use keyboarding during the school year. Laptops will also be used to earn industry certifications in various areas of web development and

vTECH has been vetted and approved through the state purchasing process and the purchasing processes of several school districts in Florida, most recently by Valencia College in Orange County. It is allowable for any district to 'piggy-back' on another state educational public competitive purchasing process. Components reviewed by other districts in their competitive process included company profile; equipment; technical support and system management. Gadsden is able to link to these competitive proposals and awards to use this vendor. Those bid processes established the company's competitiveness in price and product quality.

NAME	Amount	P.O #
vTech	\$37,700.00	199534

FUND SOURCE: Federal
AMOUNT: \$37,700.00
PREPARED BY: Rose Raynak
POSITION: Director of Federal Programs 

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered

CHAIRMAN'S SIGNATURE: page(s) numbered

REVIEWED BY:



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

GADSDEN COUNTY
SCHOOLS
Purchase Order
Standard - vTech io

199534

06/05/2017

Vendor (V002689956)

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

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

Checked box indicates order must be fully received and invoiced by 06/30/2017.
Cancellations must be in writing. No backorders without buyer approval.

VTECH
2338 IMMOKALEE ROAD #151
NAPLES, FL 34110

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

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

Item #	Description	Quantity	UOM	Unit Price	Amount
	Dell Latitude 3189 BTX	100		377.00	37,700.00
Total					37,700.00

Fund	Function	Object	Facility	Project	Program	Amount
420	5100	644	0151	4221270		3,770.00
420	5100	644	0091	4221270		3,770.00
420	5100	644	0171	4221270		11,400.00
420	5100	644	0191	4221270		2,104.00
420	5100	644	0041	4221270		4,600.00
420	5100	644	0211	4221270		4,600.00
420	5100	644	0201	4221270		7,456.00

Superintendent

Comments for vendor:

SAM Checked/Vendor not sub-recipient; SOF DMS WSCA Participation Addendum
Contract (#43211500-WSCA-15-ACS) Valencia College TRP Contract (#11-12/09) sa

Terms & Conditions:

1. For all items which are being shipped there must be a call 2 hours prior to delivery at 850-627-9651 so that an employee of the School Board can be there for delivery.



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7e

DATE OF SCHOOL BOARD MEETING: 6/27/17

TITLE OF AGENDA ITEM: Federal Programs P.O.

DIVISION:

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

PURPOSE AND SUMMARY OF ITEM:

This is a continuation program with Educational Development Associates (EDA) for Acaletics. Through this innovative math program, EDA has helped more than 400,000 students and over 400 schools dramatically improve classroom instruction and learning, test scores, and student competence and confidence by providing invaluable resources and direct support to school administrators, teachers, students and parents.

Acaletics is aligned with Florida's State Standards for math in K-8. The additional resources are being requested for summer school to further implement a targeted data-driven, differentiated program of instruction for children who still need more help in math. Acaletics provides reliable growth metrics that optimize administrative decision making for long-term performance improvements at the school level. Acaletics assessment data is used to continually progress monitor instruction and student achievement in Math.

This is an ongoing investment in our partnership with EDA. Acaletics is used in several school districts in Florida. It is allowable for any district to 'piggy-back' on another district's public competitive purchasing process. Acaletics was originally piggy-backed under other district bids in 2009. This vendor, as a continuation of the investment the district has already made in the resource, is now a sole source for Gadsden as it provides unique items that can only be supported by the program we have implemented. Previous bid processes evaluated competitiveness of the product price; consumable content; progress monitoring; and technical support. Gadsden is able to link to these competitive proposals and awards by districts such as Miami-Dade, Duval, and Broward County. Those bid processes established the company's competitiveness in price and its ability to identify resources that are intellectually copyrighted and unique to the e-learning system that allowed the other large school districts to identify them as sole source.

NAME	Amount	PO#
Acaletics	\$161,726.00	199556
Acaletics	\$77,476.00	199557

FUND SOURCE: Federal
 AMOUNT: \$239,202.00
 PREPARED BY: Rose Raynak *RR*
 POSITION: Director of Federal Programs

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: _____



199556

06/12/2017

Vendor (VE03450000)

State Tax Exemption #

85-8012621915C-2

Federal Employer Identification #

59-6000615

**GADSDEN COUNTY
SCHOOLS**

Purchase Order

Standard - Acaletics(math)

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

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

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

Checked box indicates order must be fully received and invoiced by 06/30/2017.
Cancellations must be in writing. No backorders without buyer approval.

EDU DEV ASSOC-ACALETICS
DBA ACALETICS
14052 NW 82ND AVE
MIAMI LAKES, FL 33016-1547

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

Item #	Description	Quantity	UOM	Unit Price	Amount
West Gadsden Middle	Implementation of ACALETICS®- Math (Elementary)	198	per student	86.00	17,028.00
Greensboro Elem	Implementation of ACALETICS®- Math (Elementary)	236	per student	86.00	20,296.00
James A. Shanks	Implementation of ACALETICS®- Math (Elementary)	225	per student	86.00	19,350.00
Stewart Street	Implementation of ACALETICS®- Math (Elementary)	500	per student	67.00	33,500.00
Havana Magnet	Implementation of ACALETICS®- Math (Elementary)	324	per student	86.00	27,864.00
Gadsden Elem Magnet	Implementation of ACALETICS®- Math (Elementary)	83	per student	86.00	7,138.00
George W. Munroe	Implementation of ACALETICS®- Math (Elementary)	296	per student	86.00	25,456.00
Chattahoochee Elem.	Implementation of ACALETICS®- Math (Elementary)	125	per student	86.00	10,750.00
Gadsden Central Academy	Implementation of ACALETICS®- Math (Elementary)	2	per student	86.00	172.00
Carter-Parramore Academy	Implementation of ACALETICS®- Math (Elementary)	2	per student	86.00	172.00
Total					161,726.00

Fund	Function	Object	Facility	Project	Program	Amount
420	5100	510	0041	4221274		714.00
420	5100	510	0041	4222670		600.00
420	5100	510	0091	4221274		714.00
420	5100	510	0141	4221276		12,101.00
420	5100	510	0151	4221274		714.00
420	5100	510	0151	4221270		340.00
420	5100	510	0171	4221274		714.00
420	5100	510	0191	4222670		214.00

420	5100	510	0201	4221270		2,500.00
420	5100	510	0201	4221274		714.00
420	5100	510	0201	4221276		12,100.00
420	5100	510	0211	4221276		835.00
420	5100	510	0211	4221274		714.00
420	5100	510	0231	4221270		5,900.00
420	5100	510	0231	4221276		1,900.00
420	5100	510	0231	4221274		714.00
420	5100	510	9001	4221270		39,042.00
420	5100	391	0051	4221270		7,200.00
420	5100	391	0041	4221270		3,000.00
420	5100	391	0091	4221270		3,100.00
420	5100	391	0141	4221270		415.00
420	5100	391	0151	4221270		5,000.00
420	5100	392	0201	4221270		4,615.00
420	5100	392	0211	4221270		26,000.00
420	6300	390	9001	4221270		5,300.00
110	5100	510	0101	1109990	100	7,138.00
420	6150	510	0041	4221272		3,900.00
420	6150	510	0051	4221272		3,900.00
420	6150	510	0141	4221272		3,728.00
420	6150	510	0151	4221272		4,000.00
420	6150	510	0171	4221272		3,900.00



Superintendent

Comments for vendor:

SAM Checked/Vendor not subrecipient; No state of consortia pricing found per S.287.056, F.S.; Sole Source letter. Supplies for Continued Project that was Bd Apvd initial Contract. 7/28/2015 (7 O&P)

Terms & Conditions:



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

**GADSDEN COUNTY
SCHOOLS**
Purchase Order
Standard - Acaletics (math)
secondary

199557
06/12/2017
Vendor (VE03450000)

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

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

Checked box indicates order must be fully received and invoiced by 06/30/2017.
Cancellations must be in writing. No backorders without buyer approval.

EDU DEV ASSOC-ACALETICS
DBA ACALETICS
14052 NW 82ND AVE
MIAMI LAKES, FL 33016-1547

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

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

Item #	Description	Quantity	UOM	Unit Price	Amount
Acaletics - Secondary Math	Consumables for classroom use to improve math and Algebra preparation	500	per student	75.00	37,500.00
Acaletics - Secondary Math	Consumables for classroom use to improve math and Algebra	17	per student	75.00	1,275.00
Acaletics - Secondary Math	Consumables for classroom use to improve math and Algebra	50	per student	75.00	3,750.00
Acaletics - Secondary Math	Consumables for classroom use to improve math and Algebra	150	per student	75.00	11,250.00
Acaletics - Secondary Math	Consumables for classroom use to improve math and Algebra	275	per student	75.00	20,625.00
Acaletics - Secondary Math	Consumables for classroom use to improve math and Algebra	41	per student	75.00	3,075.00
Acaletics - Secondary Math	Consumables for classroom use to improve math and Algebra	1	rounding	1.00	1.00
Total					77,476.00

Fund	Function	Object	Facility	Project	Program	Amount
420	5100	510	0071	4221270		25,375.00
420	5100	510	0071	4221274		714.00
420	5100	510	0071	4221276		12,101.00
420	5100	510	0071	4222670		8,680.00
420	5100	391	0071	4221270		4,606.00
420	5100	392	0211	4221270		26,000.00

Superintendent

Comments for vendor:

SAM Checked/Vendor not subrecipient; No state of consortia pricing found per S.287.056, F.S.; Sole Source-Letter Supplies for Continued Project that was Bd Apvd initial Contract. 7/28/2015 (7 O&P)

Terms & Conditions:

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7f

DATE OF SCHOOL BOARD MEETING: 6/27/17

TITLE OF AGENDA ITEM: Federal Programs P.O.

DIVISION:

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

PURPOSE AND SUMMARY OF ITEM:

Curriculum Associates (i-Ready) is a licensed adaptive e-learning system that has been previously approved by the Board to support the district adopted textbook (basal) programs. In September 2014, the Board approved a major investment in this e-Learning system and its respective consumable materials. The district also invests heavily in professional development for teachers and school administrators to properly implement the program and analyze diagnostic results. The implementation of this initiative is well under way and is providing quality targeted instruction for students in both reading and math.

Aligned with Florida's State Standards, i-Ready has lexile and quantile measures and Standards Mastery benchmark instruction and mini-assessments. The additional resources being requested at this time will be used after the state assessment for the remainder of the school year and into the summer to further implement a targeted data-driven, differentiated program of instruction for children who still need more help in academic areas. I-Ready provides reliable growth metrics that optimize administrative decision making for long-term performance improvements at the school level. I-Ready is the district's baseline, mid-year, and end of year assessment to continually progress monitor instruction and student achievement.

This is an ongoing investment in our partnership with Curriculum Associates. Curriculum Associates has been vetted and approved through the purchasing processes of several school districts in Florida. It is allowable for any district to 'piggy-back' on another district's public competitive purchasing process. Components reviewed by other districts in their competitive process included company profile; courseware; subject diagnostics; progress monitoring; technical support and system management. Responses were evaluated; awards were made in district Board meetings. Gadsden is able to link to these competitive proposals and awards by districts such as Broward, Seminole County, Hillsborough County, Miami-Dade County, and Sarasota County to adopt this product. Those bid processes established the company's competitiveness in price and its ability to identify resources that are intellectually copyrighted and unique to the e-learning system that allowed the other large school districts to identify them as sole source. This vendor, as a continuation of the investment the district has already made in the resource, is now a sole source for Gadsden as it provides unique items that can only be supported by the platform we have implemented.

NAME	Amount	PO#
Curriculum Associates	\$202,235.00	199536
Curriculum Associates	\$69,552.27	199533
Curriculum Associates	\$44,829.47	199535

FUND SOURCE: Federal
 AMOUNT: \$316,616.74
 PREPARED BY: Rose Raynak
 POSITION: Director of Federal Programs

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

REVIEWED BY: _____



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

GADSDEN COUNTY
SCHOOLS
Purchase Order
Standard - Curriculum
Associates (Licenses)

199536

06/05/2017

Vendor (VC20600000)

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

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

Checked box indicates order must be fully received and invoiced by 06/30/2017.
Cancellations must be in writing. No backorders without buyer approval.

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

CURRICULUM ASSOCIATES
153 RANGEWAY ROAD
P O BOX 2001
NORTH BILLERICA, MA 01862

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

Item #	Description	Quantity	UOM	Unit Price	Amount
RS15001.0	i-Ready Diagnostic and Instruction Math and Reading Site License 200 or fewer students 1 Year	3		7,100.00	21,300.00
RS15002.0	i-Ready Diagnostic and Instruction Math and Reading Site License 201-350 students 1 Year	1		11,900.00	11,900.00
RS15003.0	i-Ready Diagnostic and Instruction Math and Reading Site License 351-500 students 1 Year	2		16,900.00	33,800.00
RS15004.0	i-Ready Diagnostic and Instruction Math and Reading Site License 501-800 students 1 Year	3		19,900.00	59,700.00
RS15745.0	Ready Math and Reading K-8 Teacher Toolbox for i-Ready Site License 200 or fewer students 1 Year	3		2,635.00	7,905.00
RS15746.0	Ready Math and Reading K-8 Teacher Toolbox for i-Ready Site License 201-350 students 1 Year	1		4,505.00	4,505.00
RS15747.0	Ready Math and Reading K-8 Teacher Toolbox for i-Ready Site License 351-500 students 1 Year	2		6,715.00	13,430.00
RS15748.0	Ready Math and Reading K-8 Teacher Toolbox for i-Ready Site License 501-800 students 1 Year	3		7,565.00	22,695.00
RS19984.0	i-Ready Diagnostic and Instruction Prof Dev On Site Add on Leadership Session (Up to 3 hrs)	1		0.00	0.00
RS19982.0	i-Ready Diagnostic and Instruction Prof Dev On Site Advanced User Package: Two Advanced User Sessions (All sessions up to 6 hrs)	9		3,000.00	27,000.00
QUOTE	#120646.1	1		0.00	0.00
Total					202,235.00

Fund	Function	Object	Facility	Project	Program	Amount
420	5100	360	0231	4221276		9,050.00
420	5100	360	0041	4221276		12,300.00
420	5100	360	0211	4221276		9,050.00
420	5100	360	0201	4221276		9,050.00
420	5100	360	0091	4221276		12,320.00
420	5100	360	0191	4221276		9,050.00

420	5100	360	0151	4221270		3,000.00
420	5100	360	0051	4221276		12,328.00
420	5100	360	0091	4221270		15,000.00
420	5100	360	0201	4221270		3,000.00
420	6300	360	9001	4221270		8,300.00
420	5100	360	0191	4221270		900.00
420	5100	360	0151	4221276		11,340.00
420	5100	360	0171	4221276		9,050.00
420	5100	360	0211	4221270		7,870.00
420	5100	360	0041	4221270		3,000.00
420	5100	360	0231	4221270		500.00
420	5900	360	0141	4224475		1,125.00
420	5900	360	0051	4224475		1,125.00
420	5900	360	0041	4224475		1,125.00
420	5900	360	0091	4224475		1,125.00
420	5900	360	0171	4224477		1,150.00
420	5900	360	0201	4224477		1,150.00
420	5900	360	0151	4224477		1,150.00
420	5900	360	0231	4224478		1,550.00
420	5900	360	0091	4224478		1,550.00
420	6400	360	0041	4222472		1,460.00
420	6400	360	0051	4222472		1,460.00
420	6400	360	0091	4222472		1,460.00
420	6400	360	0191	4222472		1,460.00
420	6400	360	0201	4222472		1,460.00
420	6400	360	0211	4222472		1,460.00
420	6400	360	0231	4222472		1,460.00
420	6300	590	9001	4221270		8,757.00
420	6300	391	9001	4221270		5,000.00
420	5900	392	0201	4221270		15,000.00
420	5100	391	0171	4221270		450.00
420	5100	391	0191	4221270		500.00
420	5100	360	0141	4221276		9,050.00
110	5100	360	0101	1109990	100	7,100.00



Superintendent

Comments for vendor:

SAM Checked/Vendor not sub-recipient; I-Ready Sole Source- Consumable Licenses for program apvd 2014-2015, 2015-2016 SY for continued program use, per R Raynak
Tk:SA



199533

06/05/2017

Vendor (VC20600000)

State Tax Exemption #

85-8012621915C-2

Federal Employer Identification #

59-6000615

**GADSDEN COUNTY
SCHOOLS**

Purchase Order

Standard - Curriculum
Associates (Math)

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

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

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

Checked box indicates order must be fully received and invoiced by 06/30/2017.
Cancellations must be in writing. No backorders without buyer approval.

CURRICULUM ASSOCIATES
153 RANGEWAY ROAD
P O BOX 2001
NORTH BILLERICA, MA 01862

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

Item #	Description	Quantity	UOM	Unit Price	Amount
RS18035.0	Ready Florida Math (MAFS) Instruction + Practice Problem Solving Grade 1 Student Book Set (2017 Copyright)	406		16.15	6,556.90
RS18043.0	Ready Florida Math (MAFS) Instruction + Practice Problem Solving Grade 1 Teacher Toolbox Set (2017 Copyright) (Must buy min. of 18 corresponding student sets)	1		29.75	29.75
RS16375.0	Ready Florida Math (MAFS) Instruction + Practice Problem Solving Grade 2 Student Book Set (2016 Copyright)	434		16.15	7,009.10
RS17704.0	Ready Florida Math (MAFS) Instruction + Practice Problem Solving Grade 2 Teacher Toolbox Set (2016 Copyright) (Must buy min. of 18 corresponding student sets)	1		29.75	29.75
RS16376.0	Ready Florida Math (MAFS) Instruction + Practice Problem Solving Grade 3 Student Book Set (2016 Copyright)	392		16.15	6,330.80
RS17705.0	Ready Florida Math (MAFS) Instruction + Practice Problem Solving Grade 3 Teacher Toolbox Set (2016 Copyright) (Must buy min. of 18 corresponding student sets)	1		29.75	29.75
RS16377.0	Ready Florida Math (MAFS) Instruction + Practice Problem Solving Grade 4 Student Book Set (2016 Copyright)	472		16.15	7,622.80
RS16378.0	Ready Florida Math (MAFS) Instruction + Practice Problem Solving Grade 5 Student Book Set (2016 Copyright)	418		16.15	6,750.70
RS20438.0	Ready Florida Math (MAFS) Instruction + Practice Problem Solving Grade 6 Student Set (2017 Copyright)	365		16.15	5,894.75
RS20439.0	Ready Florida Math (MAFS) Instruction + Practice Problem Solving Grade 7 Student Set (2017 Copyright)	368		16.15	5,943.20
RS20440.0	Ready Florida Math (MAFS) Instruction + Practice Problem Solving Grade 8 Student Set (2017 Copyright)	358		16.15	5,781.70
RS18034.0	Ready Florida Math (MAFS) Instruction + Practice Problem Solving Grade K Student Book Set (2017 Copyright)	358		16.15	5,781.70
RS18042.0	Ready Florida Math (MAFS) Instruction + Practice Problem Solving Grade K Teacher Toolbox Set (2017 Copyright) (Must buy min. of 18 corresponding student sets)	1		29.75	29.75
Total					69,552.27

RS18025.9	Ready Florida Math (MAFS) Instruction Grade 1 Teacher Resource Book (2017 Copyright)	26	25.50	663.00
RS16243.9	Ready Florida Math (MAFS) Instruction Grade 2 Teacher Resource Book (2016 Copyright)	28	25.50	714.00
RS16244.9	Ready Florida Math (MAFS) Instruction Grade 3 Teacher Resource Book (2016 Copyright)	26	25.50	663.00
RS16245.9	Ready Florida Math (MAFS) Instruction Grade 4 Teacher Resource Book (2016 Copyright)	27	25.50	688.50
RS16246.9	Ready Florida Math (MAFS) Instruction Grade 5 Teacher Resource Book (2016 Copyright)	25	25.50	637.50
RS20153.9	Ready Florida Math (MAFS) Instruction Grade 6 Teacher Resource Book (2017 Copyright)	21	25.50	535.50
RS20154.9	Ready Florida Math (MAFS) Instruction Grade 7 Teacher Resource Book (2017 Copyright)	20	25.50	510.00
RS20155.9	Ready Florida Math (MAFS) Instruction Grade 8 Teacher Resource Book (2017 Copyright)	20	25.50	510.00
RS18024.9	Ready Florida Math (MAFS) Instruction Grade K Teacher Resource Book (2017 Copyright)	23	25.50	586.50
RS17480.9	Ready Math Practice Problem Solving Grade 1 Teacher Guide (2016 Copyright)	26	5.10	132.60
RS15189.9	Ready Math Practice Problem Solving Grade 2 Teacher Guide	28	5.10	142.80
RS15190.9	Ready Math Practice Problem Solving Grade 3 Teacher Guide	26	5.10	132.60
RS15191.9	Ready Math Practice Problem Solving Grade 4 Teacher Guide	27	5.10	137.70
RS15192.9	Ready Math Practice Problem Solving Grade 5 Teacher Guide	25	5.10	127.50
RS16168.9	Ready Math Practice Problem Solving Grade 6 Teacher Guide (2016 Copyright)	21	5.10	107.10
RS16169.9	Ready Math Practice Problem Solving Grade 7 Teacher Guide (2016 Copyright)	20	5.10	102.00
RS16170.9	Ready Math Practice Problem Solving Grade 8 Teacher Guide (2016 Copyright)	20	5.10	102.00
RS17479.9	Ready Math Practice Problem Solving Grade K Teacher Guide (2016 Copyright)	23	5.10	117.30
	Shipping	1	5,152.02	5,152.02
QUOTE	# 1211472.1	1	0.00	0.00
Total				69,552.27

Fund	Function	Object	Facility	Project	Program	Amount
420	5100	510	0171	4221276		5,400.00
420	5100	510	0191	4221276		5,400.00
420	5100	510	0231	4221276		10,200.00
420	5100	510	0171	4221270		1,000.00
420	5100	510	0151	4221270		10,000.00
420	5100	510	0091	4221276		10,000.00
420	6300	510	9001	4221270		10,000.00
420	6400	510	9001	4221275		6,000.00
420	5100	510	0191	4222670		352.27
420	5100	510	0211	4222670		3,600.00

420	5100	510	0041	4222670		5,000.00
420	5100	510	0051	4222670		600.00
420	5100	510	0071	4221270		2,000.00



Superintendent

Comments for vendor:

QUOTE #1211472.1 SAM Checked/Vendor not sub-recipient; I-Ready Sole Source-Consumables for program apvd 2014-2015, 2015-2016 SY for continued program use, per R Raynak Tk:SA

Terms & Conditions:

1. For all items which are being shipped there must be a call 2 hours prior to delivery at 850-627-9651 so that an employee of the School Board can be there for delivery.



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

GADSDEN COUNTY
SCHOOLS
Purchase Order
Standard - Curriculum
Associates (Reading)

199535
06/05/2017
Vendor (VC20600000)

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

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

Checked box indicates order must be fully received and invoiced by 06/30/2017.
Cancellations must be in writing. No backorders without buyer approval.

CURRICULUM ASSOCIATES
153 RANGEWAY ROAD
P O BOX 2001
NORTH BILLERICA, MA 01862

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

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

Item #	Description	Quantity	UOM	Unit Price	Amount
RS15308.0	Ready Florida ELA (LAFS) Instruction Grade 1 Student Book	406		11.05	4,486.30
RS15308.9	Ready Florida ELA (LAFS) Instruction Grade 1 Teacher Resource Book	26		25.50	663.00
RS15354.0	Ready Florida ELA (LAFS) Instruction Grade 1 Teacher Toolbox Set (No Tradebooks) (Must buy min. of 18 corresponding student instruction books)	1		29.75	29.75
RS16239.0	Ready Florida ELA (LAFS) Instruction Grade 2 Student Book (2016 Copyright)	434		11.05	4,795.70
RS16239.9	Ready Florida ELA (LAFS) Instruction Grade 2 Teacher Resource Book (2016 Copyright)	28		25.50	714.00
RS16279.0	Ready Florida ELA (LAFS) Instruction Grade 2 Teacher Toolbox Set (2016 Copyright) (Must buy min. of 18 corresponding student instruction books)	1		29.75	29.75
RS16240.0	Ready Florida ELA (LAFS) Instruction Grade 3 Student Book (2016 Copyright)	392		11.05	4,331.60
RS16240.9	Ready Florida ELA (LAFS) Instruction Grade 3 Teacher Resource Book (2016 Copyright)	26		25.50	663.00
RS16280.0	Ready Florida ELA (LAFS) Instruction Grade 3 Teacher Toolbox Set (2016 Copyright) (Must buy min. of 18 corresponding student instruction books)	1		29.75	29.75
RS16241.0	Ready Florida ELA (LAFS) Instruction Grade 4 Student Book (2016 Copyright)	472		11.05	5,215.60
RS16241.9	Ready Florida ELA (LAFS) Instruction Grade 4 Teacher Resource Book (2016 Copyright)	27		25.50	688.50
RS16242.0	Ready Florida ELA (LAFS) Instruction Grade 5 Student Book (2016 Copyright)	418		11.05	4,618.90
RS16242.9	Ready Florida ELA (LAFS) Instruction Grade 5 Teacher Resource Book (2016 Copyright)	25		25.50	637.50
RS15313.0	Ready Florida ELA (LAFS) Instruction Grade 6 Student Book	365		11.05	4,033.25
				Total	44,829.47

RS15313.9	Ready Florida ELA (LAFS) Instruction Grade 6 Teacher Resource Book	21		25.50	535.50
RS15314.0	Ready Florida ELA (LAFS) Instruction Grade 7 Student Book	368		11.05	4,066.40
RS15314.9	Ready Florida ELA (LAFS) Instruction Grade 7 Teacher Resource Book	20		25.50	510.00
RS15315.0	Ready Florida ELA (LAFS) Instruction Grade 8 Student Book	358		11.05	3,955.90
RS15315.9	Ready Florida ELA (LAFS) Instruction Grade 8 Teacher Resource Book	20		25.50	510.00
RS15307.0	Ready Florida ELA (LAFS) Instruction Grade K Student Book	358		11.05	3,955.90
RS15307.9	Ready Florida ELA (LAFS) Instruction Grade K Teacher Resource Book	23		25.50	586.50
RS15353.0	Ready Florida ELA (LAFS) Instruction Grade K Teacher Toolbox Set (No Tradebooks) (Must buy min. of 18 corresponding student instruction books)	1		29.75	29.75
	Shipping	1		3,606.92	3,606.92
QUOTE	#121211.3	1		0.00	0.00
V7030	Credit Voucher	1		-3,864.00	-3,864.00
Total					44,829.47

Fund	Function	Object	Facility	Project	Program	Amount
420	5100	510	0201	4221270		16,400.00
420	5100	510	0211	4221276		11,234.00
420	5100	510	0041	4221276		7,000.00
420	5100	510	0091	4221276		10,195.47



Superintendent

Comments for vendor:

QUOTE #121211.3 SAM Checked/Vendor not sub-recipient; I-Ready Sole Source-Consumables for program apvd 2014-2015, 2015-2016 SY for continued program use, per R Raynak Tk:SA

Terms & Conditions:

1. For all items which are being shipped there must be a call 2 hours prior to delivery at 850-627-9651 so that an employee of the School Board can be there for delivery.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7g

DATE OF SCHOOL BOARD MEETING: June 27, 2017

TITLE OF AGENDA ITEM: Renewal Contractual Agreement – PSTB Consulting, LLC

DIVISION:

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

PURPOSE AND SUMMARY OF ITEM:

Approval is requested for the Renewal Contractual Agreement between PSTB Consulting, LLC, Dr. James W. Brown, Jr., Owner (Contractor), and School Board of Gadsden County, Florida (Recipient). This agreement begins July 1, 2017 and will end on June 30, 2018. The CONTRACTOR has agreed to provide program review and ongoing technical assistance to Title I school principals with the implementation of their instructional goals for the 2017-18 school year. The CONTRACTOR will also provide summative evaluations of the Title I, Part A and School Improvement Grant 1003a programs for the 2016 - 2017 school year.

FUND SOURCE: Federal

AMOUNT: \$40,000 plus expenses

PREPARED BY: Roger P. Milton

POSITION: Superintendent of Schools

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:

**School Board of Gadsden County, Florida
RENEWAL CONTRACTUAL AGREEMENT
Fiscal Years: 2017-2018 Renewal Contract**

This renewal contractual AGREEMENT is made between the School Board of Gadsden County, Florida, a school district, referred to as the "RECIPIENT", organized and existing under the laws of the State of Florida, with its principal place of business at 35 Martin Luther King., Jr. Blvd, City of Quincy, County of Gadsden, State of Florida, herein referred to as the Board, (also referred to as the District) and PSTB Consulting, LLC ,Dr. James W. Brown, Jr., Owner a consultant with his principal place of operations at 3001 Byington Circle, Tallahassee, Florida 32303, herein referred to as "CONTRACTOR". The contractual AGREEMENT will establish uniform administrative requirements for the CONTRACTOR and Gadsden County Public Schools.

NOW, THEREFORE, the parties agree as follows:

ARTICLE 1. ENGAGEMENT OF THE CONTRACTOR

The RECIPIENT agrees to engage the CONTRACTOR and the CONTRACTOR agrees to perform the functions as outlined in the Scope of Services below. The CONTRACTOR understands and agrees that all services are to be secured and implemented solely by the CONTRACTOR and no subcontractor will be assigned as a CONTRACTOR without the prior written consent of the RECIPIENT.

The RECIPIENT and CONTRACTOR understand and agree that this AGREEMENT is valid only if approved and funds awarded for the same by the Florida Department of Education for Title I.

ARTICLE 2. SCOPE OF SERVICES

In consultation with district leadership, the CONTRACTOR has agreed to provide program review and ongoing technical assistance to Title I school principals with the implementation of their instructional goals for the 2017-18 school year. The CONTRACTOR will also provide summative evaluations of the Title I, Part A and School Improvement Grant 1003a programs for the 2016 - 2017 school year. The CONTRACTOR shall use best efforts to make the services as productive as possible for the principals and the RECIPIENT. The CONTRACTOR agrees to meet with any district personnel requested by RECIPIENT to ensure that work is responsive to district and school needs.

ARTICLE 3. DURATION OF AGREEMENT

(a). This AGREEMENT shall begin on July 1, 2017 and end on June 30, 2018 contingent upon the approval and funding by the Florida Department of Education. Services for the fiscal year ending June 30, 2018 will be completed and billed by the CONTRACTOR with final deliverables (reports) due no later than August 15, 2018. Agreement subject to annual renewal based performance deliverables, subject to School Board approval.

ARTICLE 4. DEFINITIONS

Term	Definition
Advance	means a payment made by Treasury check or other appropriate payment mechanism to a Consultant or CONTRACTOR upon its request either before outlays are made by the Consultant or through the use of predetermined payment schedules.

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

ARTICLE 5. PAYMENT

RECIPIENT shall pay the CONTRACTOR upon the receipt of periodic invoices for school principal technical assistance and final invoices for the summative evaluations from the CONTRACTOR that will include documentation describing the services that were rendered by the CONTRACTOR in support of the project for the period that the invoice covers. The invoices for technical assistance will document the services provided and follow up correspondence with principals. The summative evaluations will include all the relevant data for school year 2016-2017 in reports on goals and objectives met along with recommendations and any other support materials necessary to provide the agreed upon services. The invoices will document the work performed, and timeframe in which work occurred, including date, time and the number of hours worked. The invoice will require a minimum of fourteen (14) days to be processed for payment

after it has been approved for payment by the Office of Federal Programs and the district Finance Office. In full and complete compensation for all services provided by CONTRACTOR under this AGREEMENT, Gadsden County shall pay to Dr. James W. Brown, Jr. the total amount of \$40,000 (forty thousand dollars) for services rendered as described under the Scope of Services. Dr. James W. Brown, Jr. will invoice the district. In addition to the total amount and in accordance with Gadsden County School Board Policy (7.52), travel by private automobile will be compensated and limited to those expenses necessarily incurred in the performance of the scope of services. A detailed travel log must be maintained and submitted using the District's Travel Reimbursement Form. When submitting an invoice for payment after completion of work, travel costs will be included and listed as a separate line item. The invoices shall be prepared and addressed to: Director of Federal Programs. Checks will be made payable to Dr. James W. Brown, Jr. and mailed to the agency office. The invoices should be sent in monthly after completion of the activities listed under the Scope of Services.

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

(c). The total cost of the AGREEMENT is \$40,000 plus relevant and necessary travel expenses to provide services rendered. Cost assignment for deliverables is: \$10,000 for Title I Part A evaluation; \$5,000 for SIG 1003a evaluation; and \$25,000 for ongoing technical assistance with Title I school-based administrators to develop and meet instructional goals.

ARTICLE 6. PUBLIC RECORDS

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

ARTICLE 7. ACCESS AND RETENTION OF RECORDS

The RECIPIENT shall have access to all CONTRACTOR'S records that are directly pertinent to this AGREEMENT. The CONTRACTOR, when applicable, shall retain all required records for five (5) years after the RECIPIENT makes the final payment and all other pending matters are closed. The CONTRACTOR shall maintain accurate, current, and complete disclosure of all financial and/or activity results/records of the project in accordance with established Federal and District requirements.

ARTICLE 8. TERMINATION OF AGREEMENT

The parties hereto contemplate this contract to run for the designated time period cited above subject to review as required by law. Any party wishing to terminate this contract prior to its expiration date shall provide the other party with thirty (30) days written notice. Upon termination, the district shall be responsible for payment of all costs incurred by CONTRACTOR in the performance of the AGREEMENT prior to termination.

ARTICLE 9. AMENDMENTS

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

ARTICLE 10. INDEPENDENT CONSULTANT

The CONTRACTOR is an independent business owner and not an employee or agent of the RECIPIENT. CONTRACTOR agrees to comply with all requirements of the Jessica Lunsford Act. CONTRACTOR shall be acting as independent business owner in the performance of this AGREEMENT, and shall be responsible for the payment of claims for loss, personal injury, death, property damage, or otherwise arising out of any act or omission of their respective

employees or agents in connection with the performance of the Services for which they may be held liable under applicable law. CONTRACTOR shall sign an assurance that there exist no known conflict of interest that would make them ineligible to receive district funding for services provided. Each party shall maintain at its sole expense adequate insurance or self-insurance coverage to satisfy its obligations under this AGREEMENT.

ARTICLE 11. NONDISCRIMINATION AND COMPLIANCE

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

ARTICLE 12. ADMINISTRATION OF AGREEMENT

- (a) The CONTRACTOR'S contract administrator and contact is Dr. James W. Brown, Jr. and/or his designee.
- (b) The RECIPIENT'S contract administrator and contact is Director of Federal Programs and/or their designee.
- (c) All written and verbal approvals must be obtained from the parties' contract administrator or their designees.
- (d) This contract shall be governed by and construed under the laws of the State of Florida.

ARTICLE 13. AGREEMENT AS INCLUDING ENTIRE AGREEMENT

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

CONFLICT OF INTEREST: As of the date of this AGREEMENT, CONTRACTOR assures the RECIPIENT that he is not a party to any oral or written contract or understanding or legal or regulatory obligation that will in any way limit or conflict with its ability to fulfill the terms of the AGREEMENT.

ARTICLE 14. ENFORCEMENT

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

IN WITNESS WHEREOF, the School Board of Gadsden County, Florida and Dr. James W. Brown Jr., Owner of PSTB Consulting, LLC have executed this AGREEMENT.

Dr. James W. Brown, Owner
PSTB Consulting, LLC

Date

Mr. Roger P. Milton
Superintendent of Schools

Date

Mr. Isaac Simmons, Chairman
School Board of Gadsden County

Date

ATTACHMENT A

Gadsden County School District
Contractual Agreement

Scope of Work

PSTB CONSULTING, LLC
3001 Byington Circle
Tallahassee, FL 32303

Evaluation Overview and Scope of Work

Evaluation Design

The evaluation plans for the 2017-2018 school year of the Gadsden County School Board's School Improvement Grant Programs is consistent with EDGAR 34 CFR Part 75 Section 200.25 which requires the Local Education Agency (LEA) to annually evaluate the programs. This plan is of experimental design with analysis of pre and post test to determine the district and each participating school's progress in achieving the objectives in the district's approved applications; the effectiveness of the programs in meeting the program purpose; and the effect on participants being served by the programs.

The evaluations will analyze the School Improvement programs formatively to determine the extent the programs are implemented according to the approved applications and summatively, to determine if the programs are achieving the desired effect related to improving student achievement and school reform. In addition to student achievement and school reform, the evaluations will examine information related to parent involvement, professional development, and teacher quality.

The evaluations will utilize best practices for procedural analysis and implement the plans which create strategies with the greatest chance of being useful, feasible, ethical, and accurate.

Generally, four steps will be followed while conducting the program evaluation:

1. Data Collection
2. Data Analysis
3. Drawing Conclusion, Making Inferences and Generalizations
4. Developing Recommendations

Comment	Evaluation Activities	Estimated Hours for Completion
	Collect and analyze student performance data from all district assessments in the student data warehouse (access will be granted by RECIPIENT for participating schools.)	
	Collect and analyze student performance data on Florida Standards Assessment (FSA) and/or End of Course Exams (EOC) for all participating schools.	
	Collect and analyze student performance on other district assessments for participating schools.	
	Analyze student, teacher, and parent climate survey data for participating schools.	
	Develop summative evaluation questionnaires for completion by each school and central office.	
	Analyze summative evaluation questionnaire responses,	
	Review the Title I, Part A and School Improvement Grant 1003a approved applications to determine the specific components being evaluated.	
	Conduct interviews with district and school level instructional personnel to assess the degree to which the projects were implemented with fidelity.	

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7h

Date of School Board Meeting: JUNE 27, 2017

TITLE OF AGENDA ITEM: The School Board of Gadsden County, Contract with Independent Contractor Janice M. Gilchrist

DIVISION: EXCEPTIONAL STUDENT EDUCATION

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

PURPOSE AND SUMMARY OF ITEM:

(Type and Double Space)

The purpose of this contract is to provide additional counseling and clinical services to students with behavioral, emotional and/or academic problems in Gadsden County Schools. These services will be provided mainly at Stewart Street Elementary School/Havana Magnet School and other schools/assignments as needed (as designated by the Director of Exceptional Student Education).

FUND SOURCE: IDEA dollars
AMOUNT: \$45.00 (per hour for actual hours worked)
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 3
CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the COMPTROLLER has signed the budget page.

This form is to be duplicated on light blue paper.

summary.for
revised 0591

Proof read by: _____

Gadsden County School District
Exceptional Student Education
Contract with Independent Contractor
2017-2018 School Year

THIS CLINICAL SERVICES MASTER AGREEMENT ("Contract") is entered into as of this 31 day of May, 2017 by and between The Gadsden County School Board, a Florida a corporation organized and existing under the law of the State of Florida, with its principal place of business at 35 Martin Luther King Jr. Blvd., City of Quincy, County of Gadsden, State of Florida, herein referred to as the Board, and Janice M. Gilchriest of Midway, County of Gadsden, State of Florida herein referred to as contractor.

1. The Board is in the business of providing educational and other services to the students enrolled in its institutions or programs, and in the conduct of such business, desires to have the following services, as a contractor, to be performed by Janice M. Gilchriest: Clinical Psychological Services.
2. Janice M. Gilchriest agrees to perform services for the Board under the terms and conditions set forth in this contract and in this listed manner.

RESPONSIBILITY OF CONTRACTOR

The contractor will provide clinical psychological services on behalf of the Board with respect to all matters relating to or affecting the provision of clinical psychology to the preschool and school age population as identified by the Board and for who such services are prescribed for by a duly licensed or licensed eligible psychologist in the State of Florida. And that are approved by the Director of Exceptional Student Education. The contractor will render such service according to her professional qualifications, and shall be maintained throughout the terms of this agreement. Janice M. Gilchriest shall provide the following services: Counseling B. Class wide behavioral plans C. Individual behavioral modification plans D. Consultation for clinical and/or behavioral modification plans E. Clinical observations for Response to Intervention F. Target group sessions You are paying ne only for those services listed above and no others. It is unlawful for me to make any guarantee or promise to you unless it is written in this contract and unless I have a factual basis for making the guarantee or promise.

STATUS OF THE CONTRACTOR

These services shall be provided by the contractor as an independent agent free from obligation of employment terms not thereupon agreed in the contract.

DESIGNATED WORK AREA

The School Board will provide adequate space and materials and time for the contractor to carry out treatment goals and objectives outlined in the individual education plan and treatment plan for clinical psychological services. It is understood that these services will be rendered in Gadsden County Schools, State of Florida, or other locations approved by the Director of Exceptional Student Education.

TIME ALLOTMENT FOR AGREED DUTIES

The Contractor will provide services for 5 days per school week (7.5 hours per day). As approved by the Director of Exceptional Student Education, the contractor may provide up to an additional (5) hours per school week for activities such as home visits, emergency assessments, crisis management training. The allotted workflow shall also incorporate administrative duties required for accurate reporting of contracted services. For specific clinical psychology objectives refer to Attachment A

PAYMENT ARRANGMENT

The School Board will pay Janice M. Gilchriest for all work performed by contractor, on completion of the same, at the rate of \$45.00 per unit of services (\$45.000 per hour). Payment shall be made by the Board within (30) calendar days after statement for professional services are received. Such statements shall be presented monthly.

PAYMENT OF TAXES AND ASSESMENTS

This contractor assumes full responsibility for the payment of all assessments, payroll taxes, or contributions, whether state or federal, as to her services under this contract and as to all individuals employed by the contractor to perform services under this contract. Janice M. Gilchriest shall furnish to the Board, upon request of the Board, a certificate or other evidence of compliance with all state or federal laws concerning contribution, taxes, and payroll assessments.

The contractor agrees to maintain, at contractor's expense, workers compensation insurance, as required by law, to fully protect contractor and any individual employed by contractor in providing services under this contract. All other assumptions are thereupon understood to be in the care and authority of the Board.

CONFIDENTIALITY

Inasmuch as the contractor will acquire or have access to information which is highly confidential, it is expected that contractor will not disclose such information unless such disclosure is required by law by the ethical guidelines/statutes of the Florida Board of Licensed Psychologist and with approval for the Director of Exceptional Student Education.

Duration and Termination

The parties hereto contemplate that this contract will run for one (1) fiscal school year from August 14, 2017 to May 31, 2018. Any party wishing to terminate this contract prior to its expiration date shall provide that other party with sixty day (60) written notice.

Amendments

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

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

Janice M. Gilchrist

Date

**Sharon B. Thomas, Director
Exceptional Student Education**

Date

THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA

BY: _____

ATTEST: _____
Roger P. Milton: Superintendent

Date

Notice to Vendor/Contractor: By acceptance of a contract/order in excess of 1 \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with title 34, Section 80.36(i) code of Federal Regulation. Termination for cause and for convenience by the grantee of sub-grantee including the manner by which it will be effected on the bases for the settlement will be decided by the Gadsden County School Board.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA
AGENDA ITEM NO. 71

Date of School Board Meeting: June 27, 2017

AGENDA ITEM: FSU MULTIDISCIPLINARY SERVICES 2017-2018 SCHOOL YEAR

DIVISION: EXCEPTIONAL STUDENT EDUCATION

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

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

The contractual agreement between FSU and Gadsden School District provides for evaluation, follow-up, and intervention services beyond what the district provides. The center agrees to evaluate referred students, provide follow-up services and interventions. The district will make the appropriate referrals, assist with transportation when necessary, and reimburse for copying when appropriate. Counseling services will be provided to students at Gadsden County High School one day a week, and additional schools as determined by the ESE Director.

FUND SOURCE: IDEA DOLLARS
AMOUNT: \$25,000.00 est.
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 3 & 5

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the COMPTROLLER has signed the budget page.

This form is to be duplicated on light blue paper.

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revised 0591

Proof read by: _____

**AGREEMENT BETWEEN THE SCHOOL BOARD OF GADSDEN COUNTY,
FLORIDA AND THE FLORIDA STATE UNIVERSITY
MULTIDISCIPLINARY CENTER**

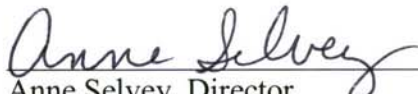
This agreement by and between the School Board of Gadsden County, hereinafter referred to as the District, and the Florida State University Board of Trustees, a public body corporate of the State of Florida, acting for and on behalf of the FSU Multidisciplinary Center, hereinafter referred to as the Center, is for the purpose of securing counseling services.

1. The term of the agreement is July 1, 2017 through June 30, 2018.
2. The rate for service is \$400 per day (8:00am-3:00pm). Rates include direct service to students, consultation with school personnel and parents as needed, participation in meetings and staffings, cost of materials and supplies, and costs of travel.
3. The District shall pay the Center bi-monthly based upon the Center's invoices accompanied by logs of services.
4. The Center shall be responsible for the following:
 - Individual and group counseling for students identified by the Gadsden County School District, in schools mutually agreed upon, for the academic year 2017-2018.
 - Consultation with teachers and other school personnel in regard to students referred for counseling.
 - A treatment summary for each student served upon completion of service.
 - Licensed/certified supervision for the counselors.
5. The District shall be responsible for the following:
 - Obtain parental permission for each student referred for counseling.
 - Provide a regular meeting location that is relatively free of outside noise and distractions.
6. The District will have access to counseling records that are directly pertinent to this agreement, as allowed by law. The parties agree to coordinate the access to counseling records in accordance with law and regulation.
7. The Center agrees to maintain all records for a period of at least three years following termination of this agreement.
8. The Center agrees that it complies with applicable provisions of the Civil Rights Act and Section 504 Requirements governing agreements of this nature.


9. Any Center personnel who (a) are permitted access on school grounds when students are present, (b) have direct contact with students, or (c) have access to or control of school funds shall, prior to beginning work, shall meet Level II screening requirements of Sections 1012.32 & 435.04 of Florida Statutes. This may be satisfied by providing the District current Level II screening approval from another Florida School District.

10. Each party agrees to be solely responsible for the negligent or wrongful acts of its employees, agents and representatives arising out of that party's respective tasks and duties that are the subject of the Agreement. This recognition by the parties is intended to be consistent with the State's waiver of sovereign immunity pursuant to Section 768.28, Florida Statutes and the Florida Supreme Court's decision in Florida Department of Natural Resources v. Garcia, 753 So.2d 72, 77-78(Fla. 2000), and does not alter such waiver, waive any lawful defense, or extend liability of either party beyond the provisions established in Section 768.28, Florida Statutes. In the event of litigation each party agrees to be liable and responsible for its own legal costs, expenses and attorney fees.

The parties affix their signatures below to covenant to the terms above.


 Anne Selvey, Director
 FSU Multidisciplinary Center

5-5-17
 Date


 James J. Clark, Dean
 College of Social Work

5-9-17
 Date

 Superintendent
 Gadsden County Schools

 Date



FLORIDA STATE UNIVERSITY

Louise R. Goldhagen Multidisciplinary Evaluation and Consulting Center
715 West Gaines Street • P.O. Box 3061603
Tallahassee, Florida • 32306-1603
850-644-2222 • 850-644-6591 (FAX) • <http://mdc.fsu.edu/>

COOPERATIVE SERVICE AGREEMENT BETWEEN THE FLORIDA STATE UNIVERSITY AND GADSDEN COUNTY SCHOOL DISTRICT

This Agreement between the Louise R. Goldhagen Multidisciplinary Evaluation and Consulting Center of the Florida State University and the Gadsden County School District sets forth services to be provided to the District and the responsibilities of the University and the District for the purposes of the Agreement. The Louise R. Goldhagen Multidisciplinary Evaluation and Consulting Center of the Florida State University will hereinafter be referred to as the "MDC" and the Gadsden County School District will hereinafter be referred to as the "District."

The District will be provided an allocation of 200 service hours to be devoted to diagnostic and consultation services. Each full evaluation will utilize 20 service hours, each partial evaluation will utilize 10 service hours, and consultation services will be calculated at actual clock hours.

The District will identify children to be referred to the MDC. Referrals should be for children served by the District from pre-school through grade 12. These children may be Exceptional Student Education students whom the District identifies as not adequately evaluated through District evaluation procedures or students in regular classrooms who are experiencing severe learning and/or behavioral problems. The referral system existing in the District will be utilized by the MDC, or the MDC's referral forms may be used. Allocated service hours not utilized in the District may be made available to other participating Districts after February 1, 2018.

The MDC will be under the direction of Anne Selvey, Ph.D. and she will have responsibility for planning and implementation of the program with the MDC professional staff.

The MDC will not use or disclose any information concerning the recipient of services under this Agreement for any purpose except with written consent of the recipient's responsible parent or guardian as authorized by law, and the MDC agrees to comply with all applicable laws and regulations concerning confidentiality of student's records.

Any MDC personnel who (a) are permitted access on school grounds when students are present, (b) have direct contact with students, or (c) have access to or control of school funds shall, prior to beginning work, shall meet Level II screening requirements of Sections 1012.32 & 435.04 of Florida Statutes. This may be satisfied by providing the District current Level II screening approval from another Florida School District.

1. The MDC agrees to provide professional services in the following areas:
 - The MDC agrees to maintain a diagnostic clinic to provide evaluation services to identified children experiencing complex learning and/or behavioral problems and to recommend alternative teaching strategies and/or behavioral intervention techniques based on the diagnostic evaluations.
 - The MDC agrees to provide a written report of each multidisciplinary evaluation to the parent or legal guardian and to those staff members designated by the District for receipt of such reports, and to appropriate individuals or agencies requested, in writing, by the parent or legal guardian.
 - The MDC agrees to provide written and verbal recommendations for teachers and to parents.
 - The MDC agrees to provide inservice education for teachers in participating school districts, when specifically requested by the District.
 - The MDC agrees to participate in case conferences with school personnel at the student's school(s).

2. The District agrees to provide for Gadsden County students referred to the MDC the following:
 - The District will make school records for each referral available for perusal by MDC staff within the setting of the local school.
 - The District will provide, for each referral, copies of evaluation reports completed by District personnel or through District contacts with other agencies, at no charge to the MDC and with appropriate permission of the student's parent or legal guardian.
 - The District will provide transportation to and from the FSU campus for individual students referred to the MDC when the student's parents are unable to provide transportation.

- The District may be asked to participate in an evaluation of MDC services. This evaluation may include contact with parents, teachers and school and district administrative personnel.

The MDC and the District mutually agree: This Agreement shall begin on July 1, 2017, or any later date on which the Agreement has been signed by both parties, and shall terminate on June 30, 2018.

Signature Approval: IN WITNESS THEREOF, the parties hereto have caused this three page Agreement to be executed by their authorized officials.

District

MDC

Signature Date

Anne Selvey 05/4/17

Anne Selvey, Ph.D. Date

Title

Director

Title

SUMMARY SHEET



RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7j

Date of School Board Meeting: June 27, 2017

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

DIVISION: **EXCEPTIONAL STUDENT EDUCATION**

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

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

**Contract services with Joy Scharein to provide Speech/Language services to
students at Havana Magnet School on an average basis of (37.5) THIRTY-
Seven and a half hours per week.**

FUND SOURCE: **FEEP dollars**
AMOUNT: **\$50.00 per hour**
PREPARED BY: Sharon B. Thomas *SBT*
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:

Reala R. Francis

**GADSDEN COUNTY SCHOOL DISTRICT
STUDENT SERVICES/EXCEPTIONAL EDUCATION
CONTRACT WITH INDEPENDENT CONTRACTOR
2017-2018 Fiscal Year**

Contract made June 27, 2017, BETWEEN the School Board of Gadsden County, Florida, a corporation organized and existing under the laws of the State of Florida, with its principal place of business at 35 Martin Luther King, Jr. Blvd., City of Quincy, County of Gadsden, State of Florida, herein referred to as the Board, and Joy Scharein, Speech Pathologist of 10041 Neamathla Trail, City of TALLAHASSEE County of LEON, State of FLORIDA herein referred to as contractor.

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

NATURE OF WORK

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

PLACE OF WORK

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

TIME DEVOTED TO WORK

In the performance of the services, the services and the hours contractor is to work on any given day will be entirely within contractors control and the Board will rely upon contractor to put in such number of hours on a daily basis that is reasonably necessary to fulfill the spirit and purpose of this contract. However, the contractor will provide services for no less than fifteen (15) hours and no more than thirty-seven and a half (37.5) hours per school week. The contractor may provide up to twenty (20) additional hours per school year for additional activities as scheduled and approved by the Director of Exceptional Student Education.

PAYMENT

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

DURATION AND TERMINATION

The parties hereto contemplate that this contract will run for (1) fiscal school year July 1, 2017 thru June 30, 2018. Any party wishing to terminate this contract prior to its expiration date shall provide the other party with sixty (60) days written notice.

STATUS OF CONTRACTOR

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

PAYMENT OF TAXES AND ASSESSMENTS

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

CONFIDENTIALITY

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

SERVICES BY OTHERS

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

MISCELLANEOUS

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

AMENDMENTS

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

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

Joy Scharein, Speech Pathologist

Date

**Sharon B. Thomas, Director
Exceptional Student Education**

Date

THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA

BY: _____
Isaac Simmons, Jr., CHAIRMAN

Date

ATTEST: _____
Roger P. Milton, SUPERINTENDENT

Date

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

ATTACHMENT A

SPEECH PATHOLOGIST SERVICES PROVIDED:

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

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA



AGENDA ITEM NO. 7k

Date of School Board Meeting: June 27, 2017

TITLE OF AGENDA ITEM: Agreement between The School Board of Gadsden County Public Schools and More Ability Therapy Services, LLC

DIVISION: EXCEPTIONAL STUDENT EDUCATION

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

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

This contract will provide Occupational Therapy Services to Exceptional Students in Gadsden Schools. The therapists will provide needed services in a position not filled by the Gadsden County School Board.

FUND SOURCE: FEFP Dollars

AMOUNT: \$58.00 (per hour for actual hours worked) Occupational Therapy
\$45.00 (per hour for actual hours worked) Occupational Therapy Assistant

PREPARED BY: Sharon B. Thomas *SBT*
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 2

CHAIRMAN'S SIGNATURE: page(s) numbered _____

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

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revised 0591

Proof read by: *Nellie Anderson*

MORE ABILITY THERAPY SERVICES, LLC
Agreement to Provide Occupational Therapy Services for
Gadsden County School Board

This contract is effective July 1, 2017, by and between, More Ability Therapy Services, LLC hereinafter referred to as "the CONTRACTOR" and Gadsden County School Board hereinafter referred to as "the AGENCY".

Whereas the CONTRACTOR is dutifully qualified to practice Occupational Therapy Services in the state of Florida,

Whereas the AGENCY desires Occupational Therapy Services for eligible students with special needs,

Whereas the CONTRACTOR and the AGENCY desire to enter into a service agreement whereby the CONTRACTOR shall provide Occupational Therapy Services upon the following terms and conditions:

1. The CONTRACTOR shall provide Services to eligible students enrolled with The Gadsden County School Board. The Administrator of the CONTRACTOR and the Director or their designee for the AGENCY shall determine the schedule of days, hours, and locations for services performed under this Agreement.
2. The CONTRACTOR shall be licensed by the State of Florida to perform Occupational Therapy services.
3. The CONTRACTOR will be fingerprinted and have their background checked upon request by the AGENCY consistent with the requirements of Florida Statutes, as a prerequisite for the CONTRACTOR to be on school property and/or have access to students.
4. During the term of this Agreement, the CONTRACTOR shall maintain professional liability Insurance.
5. The CONTRACTOR shall provide the Agency with copies of the professional licenses and liability insurance of Occupational Therapists and assistants who provide Services under this Agreement.
6. Services provided by the CONTRACTOR and authorized by the AGENCY shall be compensated at the following rate: **\$58.00 per hour** for Occupational Therapist and **\$45.00 per hour** for Occupational Therapist Assistant. This rate shall be applied to all treatment sessions and/or meetings associated with each student.
7. The CONTRACTOR shall maintain a student schedule including the hours of service for each student served. A monthly statement of services rendered by the CONTRACTOR shall be submitted to the AGENCY. Upon verification of the Services, the AGENCY will make payments to the CONTRACTOR within thirty (30) days from the date of receipt of the CONTRACTOR'S statement.

Payments shall be made payable to:

More Ability Therapy Services, LLC
1845 Acorn Ridge Trail
Tallahassee, FL 32312
F.E.I.N. 46-4476931

8. This agreement shall be constructed for all purposes under the laws of the State of Florida and may not be changed, modified, altered, or amended except by a written instrument signed by both parties.

9. The CONTRACTOR shall hold harmless, indemnify, and defend the AGENCY, its agents, servants, or employees in their official and individual capacity from any demand, claim, suit, loss, cause, expenses, or damages, which may be asserted, claimed or recovered against or from the AGENCY, its agents, or employees, in their official or individual capacity by any reason of any damage to property or injury or death of any persons which arises out of, is incident to, or in any manner connected with this agreement. Nothing in this agreement shall be deemed to constitute a waiver of sovereign immunity on the part of the AGENCY or to affect, limit, or reduce the protection from suit afforded to the Agency under Florida Law. This provision shall survive termination of that Agreement and shall be binding on the parties, successors, representatives, and assigns and cannot be waived or varied.

10. The CONTRACTOR and the leadership of the AGENCY or their respective designees shall attempt to resolve any questions or disagreements arising out of the administration or performance of this agreement before any litigation is instituted.

11. The relationship between the AGENCY and the CONTRACTOR, its employees and agents, shall be that of an independent contractor, and not that of employer/employee.

12. The term of this Agreement shall commence on July 1, 2017 and expire June 30, 2018.

13. Either party may terminate this Agreement without cause upon thirty (30) days written notice to the other party.

In witness Whereof, the parties hereto have set their hands and seals this day and year written above.

Gadsden County School Board

BY: _____ Date: _____

Print Name, Title: _____

More Ability Therapy Services, LLC.

BY: _____ Date: 6/1/2017

Print Name, Title: Deandrea Lee, OTR/L , Owner

SUMMARY SHEET



RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 71

DATE OF SCHOOL BOARD MEETING: JUNE 27, 2017

TITLE OF AGENDA ITEM: Agreement between The School Board of Gadsden County Public Schools and Soliant Health, Inc.

DIVISION: EXCEPTIONAL STUDENT EDUCATION

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

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

This contract will provide Speech Language Services to Exceptional Students at George W. Munroe Elementary School. This therapist will provide needed services in positions not filled by the Gadsden County School Board.

SOURCE: **FEFP**
AMOUNT: **\$56.00 per hour**



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

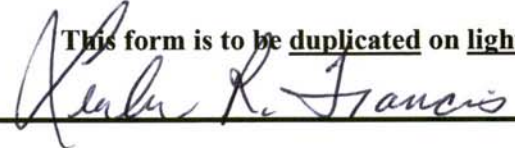
INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 6

CHAIRMAN'S SIGNATURE: page(s) numbered _____
SCHOOL BOARD ATTORNEY: page(s) numbered _____

This form is to be duplicated on light blue paper.

PROOF READ BY: 

CLIENT SERVICES AGREEMENT

Soliant Health, Inc., a Georgia corporation (hereafter referred to as "Soliant"), and

Gadsden County School District

whose location is

(Client Name)

35 Martin Luther King Blvd

Quincy, FL 32351

(Street Address)

(City, State, Zip)

(hereafter referred to as "Client")

enter into this non-exclusive Client Services Agreement for the purpose of referring and placing its employees ("Consultants") with Client. This Agreement shall govern the overall terms of the relationship, while a separate Assignment Confirmation (Addendum A) for each placement will outline specifics as to bill rates, personnel, and assignment lengths.

1. Scope of Services.

Soliant, a licensed staffing agency in the business of providing supplemental staffing to the public and private education sector and not a healthcare provider, will use its commercially reasonable efforts to provide Consultants for assignment with Client. Soliant will be responsible for payment of each Consultant's wages and applicable payroll taxes, deductions, and insurance, including workers compensation, general liability and professional liability coverage for the benefit of the Consultants. If a Consultant is unable to complete the specified assignment, Soliant will use its commercially reasonable efforts to find a replacement in a timely manner.

2. Independent Contractor.

The parties hereto specify and intend that the relationship of each to the other is that of an independent contractor, that each Consultant shall be an employee of Soliant and that no qualified Consultant shall at any time be an employee of Client, unless the parties shall otherwise agree in writing. Soliant agrees to provide and maintain all payroll services for any qualified Consultant placed with Client, to maintain payroll records and to withhold and remit all payroll taxes and social security payments. Soliant does not ordinarily use subcontractors in providing services. Should the need to use a separate staffing firm or independent contractor arise, Soliant will notify Client in advance of the assignment in order to receive approval of this arrangement.

3. Telepractice Services.

Soliant, at Client's specific request, may provide telepractice services through VocoVision. Should utilization of VocoVision occur, Client shall, at that time, receive in addition to Addendum A – Client Assignment Confirmation, an Addendum B – Teleservices Provisions, Addendum C – Duties and Responsibilities and Addendum D – VocoVision Equipment Policies which, collectively, outline specific terms and conditions regarding VocoVision's telepractice services.

4. Insurance.

Soliant will maintain Worker's Compensation and Employer Liability insurance in accordance with state regulations. General Liability insurance will be maintained at a minimum level of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate. Excess liability insurance will be maintained at a minimum level of five million dollars (\$5,000,000) per occurrence/aggregate. Professional Liability insurance will be maintained at a minimum level of one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) aggregate.

5. Competency and Licensing.

Soliant will conduct comprehensive pre-employment screening to provide licensed Consultants who meet applicable professional standards. Soliant will endeavor to present only Consultants who are qualified for Client's open position(s) on job requirements established by Client either verbally or in writing. While Soliant will make every effort to pre-screen job candidates based on these requirements, Client acknowledges the candidate assignment decision is ultimately the responsibility of the Client. To this end, Soliant will make available to Client all appropriate Consultant records that Soliant may permissibly disclose and will facilitate an interview between Client and Consultant in order to assist Client in the hiring decision. Soliant will do its due diligence to ascertain the professional and applicable Department of Education licensing and certification requirements for the Consultant discipline placed with Client, however, it is ultimately the responsibility of the Client to approve the Consultant's licensure and certifications as acceptable.

6. On-Site Responsibility.

Client is responsible for providing all orientation, support, facilities, training, direction, and means for the Consultant to complete the assignment. Client acknowledges that Soliant is not providing nursing or healthcare services, but rather is providing candidate identification and placement services. As such, Client is responsible for the Consultant's adherence to the applicable standard of practice and acknowledges that Soliant is not responsible for the Consultant's on-site performance given that Soliant does not have the capacity to provide direct, on-site supervision of daily activity. Client acknowledges that any deviation of the Client's policies and procedures as orientated to Soliant's Consultant should be

CLIENT SERVICES AGREEMENT



reported in writing and directly to Soliant immediately so that Soliant may be provided an opportunity to offer correction and/or counseling of unacceptable practices by Consultant. Client warrants that its facilities and operations will comply at all times with all federal, state and local safety and health laws, regulations and standards, including OSHA standards, and that Client will be responsible for providing all safety training and equipment, and for each Consultant's compliance with health and safety requirements, including those instituted by Client.

7. Employment of Consultants.

Client agrees that it will not directly or indirectly, personally or through an agent or agency, contract with or employ any Consultant introduced or referred by Soliant for a period of one year after the latest date of introduction, referral, placement, or end of the contract assignment. If Client or its affiliate enters into such a relationship or refers Consultant to a third party for employment, Client agrees to pay an amount equal to \$18,500 or thirty-five (35) percent (whichever is greater) of the Consultant's first year's annual salary, including any signing bonus, as agreed upon at the time of hiring. Payment is due and payable to Soliant upon start date.

8. Equal Opportunity.

It is the policy of Soliant to provide equal opportunity to all Consultants for employment. Soliant and Client will screen based on merit only. All Consultants will be free from discrimination due to race, religion, color, sex, national origin, age, or disability.

9. Payment Terms.

Client will pay Soliant based on the service charges specified in the Consultant Assignment Confirmation included as an addendum to this Agreement. All hours worked over forty (40) hours in a one-week work period will be billed at one and one-half times the regular bill rate. It is Client's responsibility to notify Soliant if pre-approval is required for any or all overtime hours prior to any such hours being worked. **Payment is due upon receipt of invoice.**

10. Default Charges.

Invoices shall be considered Past Due thirty (30) days from date of invoice and begin to incur the applicable default charge of one and one-half percent (1 1/2%) per month based on unpaid balances (annual percentage rate of eighteen percent (18%)) or the maximum legal interest rate, whichever is lower. Client agrees to pay all necessary collection costs of amounts past due, including reasonable attorney's fees and costs. Soliant reserves the right, at its option, to discontinue any extension of credit.

11. Limitation of Liability.

NEITHER PARTY SHALL BE LIABLE TO THE OTHER WHATSOEVER FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, EXEMPLARY OR PUNITIVE DAMAGES, INCLUDING ANY DAMAGES ON ACCOUNT OF LOST PROFITS, LOST DATA, LOSS OF USE OF DATA, OR LOST OPPORTUNITY, WHETHER OR NOT PLACED ON NOTICE OF ANY SUCH ALLEGED DAMAGES AND REGARDLESS OF THE FORM OF ACTION IN WHICH SUCH DAMAGES MAY BE SOUGHT. THE FEES AND BILLINGS DUE UNDER THIS AGREEMENT ARE NOT CONSIDERED SPECIAL DAMAGES OR LOST PROFITS AND SHALL NOT BE LIMITED BY THESE PROVISIONS.

12. Administrative Responsibilities.

Client shall be responsible for orienting Consultant to Client's policies and procedures regarding the submission of any requisite paperwork which must be tendered for reimbursement by funding entities such as Medicare, Medicaid, or health insurance. Such paperwork may include, but is not limited to, patient care plans, comprehensive patient histories, individual education plans, or Client specific program plans. During the contracted assignment, should Consultant fail to submit paperwork as required per Client's policies and procedures, Client must notify Soliant in writing within three (3) business days of alleged failure. Failure to notify Soliant within the three (3) day period shall negate any Client claim to withhold payment due to paperwork non-compliance by Consultant. Within three (3) business days following the conclusion of a contracted assignment, Client shall conduct a final review to determine whether the completion of additional paperwork is needed from the Consultant. Failure to notify Soliant prior to the fourth (4th) day after conclusion of the assignment will negate any Client claim to withhold payment due to paperwork non-compliance by Consultant.

13. Incident and Error Tracking.

Client will report to Soliant any performance issues, incidents, errors and other events related to the care and services provided by Soliant employees. Soliant will document reported incidents in employee's personnel file and track all such events for quality assurance purposes. All supporting documentation is required within seventy-two (72) hours of the occurrence.

14. Reporting of Work-Related Injuries.

Client will maintain a safe working environment and provide all appropriate personal protective equipment as deemed appropriate for unit to which Soliant Health's Consultant has been assigned. Client ensures compliance with all applicable OSHA or state Department of Labor obligations to include general training on the reporting of work-place injuries, incidents, and occupational exposure to bloodborne pathogens occurring at Client facility. Records of such occurrences must be maintained by the Client and accessible to Soliant Health within guidelines set forth by governing entities. In the

CLIENT SERVICES AGREEMENT

event of work-place injury, incident or exposure, each affected Consultant will contact their immediate Client-appointed supervisor and report to the applicable treating department as per Client protocol. Consultant shall also report work-place injury, incident or exposure to Soliant Health concurrently with Client. If Client's reporting requirements change during the term of this Agreement, Client is responsible for written notification of such information to both Soliant Health and Soliant Health's Consultant.

15. Termination with Cause.

Immediately upon occurrence, Client has the obligation to report each deviation from the accepted standard of practice, policies and procedures as orientated to Consultant, behavior, and or any incident that would be considered adverse to the overall operation of Client. Client may request that Soliant facilitate the immediate removal of Consultant due to any of the issues preceding with written and/or verbal notice. The Client, however, may not immediately terminate an Consultant unless Soliant has been notified prior to final incident or unless a single incident warrants immediate dismissal prior to Soliant's notification. All supporting documentation specifying the reasons and facts of the termination is required within forty-eight (48) hours of termination. If the Client does not report such deviation(s) and subsequently terminates Consultant or if Client does not provide required documentation following a termination within the required timeframe, Client will be assessed as liquidated damages and not as a penalty, an amount equal to one (1) week of billing. The parties agree that Soliant's Consultant s are an integral part of its operation and a resource that may have been developed over a number of years. Any delay or absence of a written and verbal notice could result in lost revenue or other consequences not foreseen at this time and therefore the liquidated damages are not unreasonable to the probable loss to be suffered by Soliant in the event of your breach of this provision. Client will be responsible for all professional fees (and expenses if applicable) up to the point of termination. Termination with cause must be documented prior to termination in accordance with the Incident and Error Tracking procedures set forth in paragraph 13 of this agreement. Soliant shall have five (5) business days to refill the position in the event of termination with cause. Should Soliant identify a suitable Consultant, Client agrees to original terms or extended terms of the terminated Consultant s assignment.

16. Termination without Cause.

Client may cancel an assignment with sixty (60) days written notice. Client is responsible for all charges and fees prior to cancellation date and through the 60-day period of notice. In the event Client is unable to provide sixty (60) days notice of termination, Client will be billed for sixty (60) days at the agreed upon regular bill rate and minimum hours. In the event of termination without cause, Client will be responsible for any housing and travel costs actually incurred by Soliant as a result of such cancellation.

17. Guaranteed Minimum Hours.

Client agrees to provide Consultant the guaranteed number of work hours per week specified in the attached Assignment Confirmation Addendum A. Cancellation of prescheduled workdays or reduction in work hours by Client will be billed reflecting the guaranteed minimum work hours. Minimum work hours shall be reduced to reflect scheduled school closings for holidays and planning days.

18. Paid Sick Leave.

Paid Sick Time will be billed back to Client at the straight-time bill rate for all hours taken by any Consultant in any jurisdiction that has passed or will pass paid sick time legislation.

19. Unscheduled Facility Closure Policy.

Soliant will incur fixed expenses over the entire course of a Consultant's contract assignment with Client related to the Consultant's housing and per diem costs. The parties agree that in the event of an unforeseen or unexpected interruption in a Consultant's assignment resulting from an unscheduled closure, complete or partial, of Client's facilities due to natural or manmade disasters, such as, and without limiting the generality of the foregoing, fire, storms, flooding, earthquake, labor unrest, riots, and/or acts of terrorism or war (each an "Unscheduled Closure"), Client will be invoiced and shall pay for each such affected Consultant's services at the reduced rate of \$100/day for each day that the Consultant (s) is unable to work by virtue of such Unscheduled Closure.

20. Multiple Locations.

If client requires Consultant to travel to and perform services at more than one location, Client will compensate Soliant for travel time between facilities at the regular hourly bill rate and for mileage up to the current acceptable IRS reimbursement rate.

21. Issue Resolution.

In the event Client encounters an issue that is not satisfactorily resolved by its Soliant representative, Client should escalate the issue to the appropriate Soliant manager by calling 800-849-5502. Please ask for your account representative's manager.

22. Indemnification.

To the extent permitted by law, each party will indemnify, defend and hold harmless the other against third party claims arising from breaches of the parties' respective obligations under this Agreement.

CLIENT SERVICES AGREEMENT



23. Confidentiality.

Each party acknowledges that as a result of this Agreement, they will learn confidential information of the other party. Confidential information is defined as that information which is private to each party but is shared by one to the other party as required to accomplish this Agreement and **includes bill rates, fees for permanent placements and terms and conditions of this Agreement.** It is agreed that neither party will disclose any confidential information of the other party to any person or entity. Neither will it permit any person nor entity to use said confidential information. The only exceptions will be: (a) Information shared to the appropriate individuals within the respective organizations as necessary to execute this Agreement, (b) disclosures as required by law. Confidential Information of Soliant Health shall include, but is not limited to, any and all unpublished information owned or controlled by Soliant Health and/or its employees, that relates to the clinical, technical, marketing, business or financial operations of Soliant Health and which is not generally disclosed to the public including but not limited to employee information, technical data, policies, financial data and information to include contract terms and provisions, billing rates, permanent placement fees whether disclosed orally, in writing or by inspection. If the receiving party shall attempt to use or dispose of any of the Confidential Information, or any duplication or modification thereof, in any manner contrary to the terms of the foregoing, the disclosing party shall have the right, in addition to such other remedies which may be available to it, to obtain an injunctive relief enjoining such acts or attempts as a court of competent jurisdiction may grant, it being acknowledged that legal remedies are inadequate.

24. Family Education Rights and Privacy Act.

Soliant shall comply with all laws, rules and regulations pursuant to the Family Educational Rights and Privacy Act, 20 USC 1232g ("FERPA") and acknowledges that certain information about the Client's students is contained in records maintained by Soliant and the Consultant and that this information can be confidential by reason of FERPA and related Client policies. Both parties agree to protect these records in accordance with FERPA and Client policy. To the extent permitted by law, nothing contained herein shall be construed as precluding either party from releasing such information to the other so that each can perform its respective responsibilities. As it applies, Consultant s assigned to Client will execute a FERPA Statement of Understanding outlining appropriate guidelines.

25. Survival.

The parties' obligations under this Agreement which by their nature continue beyond termination, cancellation or expiration of this Agreement, shall survive termination, cancellation or expiration of this Agreement.

26. Governing Law.

This Agreement shall be governed by the laws of the state of Florida.

27. State Retirement System Notice. This notice is intended to clarify the manner of payment in contemplation of a Consultant's mandatory or permissive participation in a state teacher retirement system, school employee's retirement system, and/or any similar or successor system applicable to the professionals provided by Soliant. Client acknowledges and agrees that if formal notice is required to be given to any Consultant that participation in any such retirement system/pension is either: 1) permitted by Consultant's election; or 2) is required by law, then Client is solely responsible for providing such notice to Consultant s and fulfilling all associated administrative duties. Client shall immediately notify Soliant if any Consultant is required to, or voluntarily elects to participate in any such system. In such event, Client shall advise Soliant of the withholding obligation percentages (both employer and employee share) so that invoices to Client and payment to the Consultant may be adjusted accordingly. The parties agree that Client shall withhold and pay to the retirement/pension both the employee and employer shares. The parties agree that the applicable employee and employer shares paid to the system by the Client shall be deducted from the amount owed to Soliant by the Client hereunder. The parties agree that the applicable employee share paid to the system by the Client shall be deducted from the amount due the Consultant by Soliant. The Client and Soliant expressly acknowledge and agree that if any Consultant is required to, or elects to participate in a retirement system/pension, the Client shall be solely responsible for: 1) creating an account for Consultant with the appropriate retirement system/pension; 2) all present and/or future obligations to make employee and employer cash payments/ contributions to the retirement system/pension as required by law and/or set by the retirement system/pension; and 3) otherwise administering all employer functions pertaining to the Consultant's interest in retirement system/pension.

28. Entire Agreement.

This Agreement represents the entire agreement between the parties and supersedes any prior understandings or agreements whether written or oral between the parties respecting the subject matter herein. This Agreement may only be amended in a writing specifically referencing this provision and executed by both parties. This Agreement shall inure to the benefit of and shall be binding upon the parties hereto and their respective heirs, personal representatives, successors and assigns, subject to the limitations contained herein. The unenforceability, invalidity or illegality of any provision of this Agreement shall not render any other provision unenforceable, invalid or illegal and shall be subject to reformation to the extent possible to best express the original intent of the parties. This Agreement and attached Assignment Confirmation contain terms that may only be altered when agreed upon in writing by both parties.

CLIENT SERVICES AGREEMENT



This Agreement and attached Assignment Confirmation contain terms that may only be altered when agreed upon in writing by both parties. ***(Please return all pages of this Client Services Agreement)***

SOLIANT HEALTH, INC

Client Representative Signature

Date

DocuSigned by:

Rachel Toadvine

5/18/2017

Soliant Representative Signature

Date

Print Name

Rachel Toadvine

Print Name

Title

Senior Associate

Title

CLIENT REQUIRED DOCUMENTS CHECKLISTClient: Gadsden County School DistrictCity, State: Quincy, FL 32351

In an effort to provide all necessary documentation for travel healthcare professionals assigned to your facility, we ask that you complete this form to be used as a reference for all personnel placed in your facility.

Standard Credentialing Package

As part of our Standard Credentialing Package, Soliant will provide the following prior to the start of a contracted assignment.

PROFESSIONAL:

Current CV / Resume
Current Skills Checklist, if applicable
References

LICENSURE

Professional License, as applicable
Professional Certification, as applicable
License and/or Certification Verification

EDUCATION:

CDC Guidelines for School Professionals
FERPA Guidelines
HIPAA Regulations

BACKGROUND:

Criminal Background Check
GSA Exclusion Search
HHS/OIG Search
Sexual Offender Search

MEDICAL:

Hepatitis B Vaccination / Declination form
MMR Declination
Physical Examination Waiver
10-Panel Drug Screen

Optional Credentialing

If your district requires any additional credentialing items above what is contained in the Standard Credentialing Package, please indicate below. If no additional items are noted, the Standard Credentialing Package will be provided.

Credentialing Documents will be held on file at Soliant and unless specifically requested, will not be forwarded to Client.

Orientation Details

Will the contracted professional be permitted to attend Orientation while license is in process?	YES	NO
Will the contracted professional be permitted to start their assignment while license is in process?	YES	NO



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7m

Date of School Board Meeting: June 27, 2017

TITLE OF AGENDA ITEM: Agreement between The School Board of Gadsden County Public Schools and ProCare Therapy, Inc.

DIVISION: EXCEPTIONAL STUDENT EDUCATION

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

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

This contract will provide Physical Therapy, Physical Therapy Assistant and Speech /Language Services to Exceptional Students in Gadsden County Schools. These therapists will provide needed services in positions not filled by the Gadsden County School Board.

FUND SOURCE: FEFP Dollars

AMOUNT: \$58.00 – \$62.00(per hour for actual hours worked)

PREPARED BY: Sharon B. Thomas *SBT*
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 3

CHAIRMAN'S SIGNATURE: page(s) numbered 3

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: *Mellicia Blinde*

CLIENT SERVICES AGREEMENT

between
 ProCare Therapy
 10151 Deerwood Park Boulevard
 Building 200, Suite 400
 Jacksonville, FL 32256
 and



Gadsden County Schools

35 Martin Luther King Jr. Blvd

Quincy, FL 32351

("Client")

ProCare Therapy, a d/b/a of New Direction Solutions, LLC ("ProCare") and Client enter into this non-exclusive Client Services Agreement ("Agreement") for the purpose of referring and placing Consultants ("Consultants") with Client. This Agreement shall govern the overall terms of the relationship, while a separate Client Assignment Confirmation (Addendum A) for each placement will outline specifics as to bill rates, personnel, and assignment lengths.

1. Scope of Services.

ProCare will use its commercially reasonable efforts to provide Consultants for assignment with Client. ProCare will be responsible for payment of each Consultant's wages and applicable payroll taxes, deductions, and insurance, including worker's compensation, general liability and professional liability coverage for the benefit of the Consultant s. If a Consultant is unable to complete the specified assignment, ProCare will use its commercially reasonable efforts to find a replacement in a timely manner.

2. Independent Contractor.

The parties hereto specify and intend that the relationship of each to the other is that of an independent contractor, that each Consultant shall be an employee of ProCare and that no qualified Consultant shall at any time be an employee of Client, unless the parties shall otherwise agree in writing. ProCare agrees to provide and maintain all payroll services for any qualified Consultant placed with Client, to maintain payroll records and to withhold and remit all payroll taxes and social security payments. ProCare does not ordinarily use subcontractors in providing services. Should the need to use a separate staffing firm or independent contractor arise, ProCare will notify Client in advance of the assignment in order to receive approval of this arrangement.

3. Telepractice Services.

ProCare, at Client's specific request, may provide telepractice services through VocoVision. Should utilization of VocoVision occur, Client shall, at that time, receive in addition to Addendum A – Client Assignment Confirmation, an Addendum B – Teleservices Provisions, Addendum C – Duties and Responsibilities and Addendum D –VocoVision Equipment Policies which, collectively, outline specific terms and conditions regarding VocoVision's telepractice services.

4. Insurance.

ProCare will maintain Worker's Compensation and Employer Liability insurance in accordance with state regulations. General Liability insurance will be maintained at a minimum level of two million dollars (\$2,000,000) per occurrence and four million dollars (\$4,000,000) aggregate. Excess liability insurance will be maintained at a minimum level of ten million dollars (\$10,000,000) per occurrence/aggregate. Professional Liability insurance will be maintained at a minimum level of five million dollars (\$5,000,000) per occurrence and five million dollars (\$5,000,000) aggregate.

5. Competency and Licensing.

ProCare will conduct comprehensive pre-employment screening to provide licensed Consultants who meet applicable professional standards. ProCare will endeavor to present only Consultants who are qualified for Client's open position(s) on job requirements established by Client either verbally or in writing. While ProCare will make every effort to pre-screen job candidates based on these requirements, Client acknowledges the candidate assignment decision is ultimately the responsibility of the Client. To this end, ProCare will make available to Client all appropriate Consultant records that ProCare may permissibly disclose and will facilitate an interview between Client and Consultant in order to assist Client in the hiring decision. ProCare will do its due diligence to ascertain the professional and applicable Department of Education licensing and certification requirements for the Consultant discipline placed with Client, however, it is ultimately the responsibility of the Client to approve the Consultant's licensure and certifications as acceptable.



6. On-Site Responsibility.

Client is responsible for providing all support, facilities, training, direction, materials, supplies, and means for the Consultant to complete the assignment. Client acknowledges that ProCare is not providing nursing or healthcare services, but rather is providing candidate identification and placement services. As such, Client is responsible for the Consultant's adherence to the applicable standard of care and acknowledges that ProCare is not responsible for the Consultant's on-site performance. Client warrants that its facilities and operations will comply at all times with all federal, state and local safety and health laws, regulations and standards, including OSHA standards, and that Client will be responsible for providing all safety training and equipment, and for each Consultant's compliance with health and safety requirements, including those instituted by Client.

7. Employment of Consultants.

Client agrees that it will not directly or indirectly, personally or through an agent or agency, contract with or employ any Consultant introduced or referred by ProCare for a period of (12) months after the latest date of introduction, referral, placement, or termination or expiration of the contract assignment. If Client or its affiliate enters into such a relationship or refers Consultant to a third party for employment, Client agrees to pay an amount equal to \$18,500 or thirty-five (35) percent (whichever is greater) of the Consultant's first year's annual salary, including any signing bonus, as agreed upon at the time of hiring. Payment is due and payable to ProCare upon start date.

8. Equal Opportunity.

It is the policy of ProCare to provide equal opportunity to all Consultants for employment. ProCare and Client will screen based on merit only. All Consultants will be free from discrimination due to race, religion, color, sex, national origin, age, or disability.

9. Payment Terms.

Client will be billed on a weekly basis for work performed during the previous week and pay ProCare based on the service charges specified in the Assignment Confirmation included as an addendum to this Agreement. All hours worked over forty (40) hours in a one-week work period will be billed at one and one-half times the regular bill rate. It is Client's responsibility to notify ProCare if pre-approval is required for any or all overtime hours prior to any such hours being worked. **Payment is due upon receipt of invoice.**

10. Default Charges.

Invoices shall be considered Past Due thirty (30) days from date of invoice and begin to incur the applicable default charge of one and one-half percent (1 1/2%) per month based on unpaid balances (annual percentage rate of eighteen percent (18%)) or the maximum legal interest rate, whichever is lower. Client agrees to pay all necessary collection costs of amounts past due, including reasonable attorney's fees and costs. ProCare reserves the right, at its option, to discontinue any extension of credit.

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Client shall be responsible for orienting Consultant to Client's policies and procedures regarding the submission of any requisite paperwork which must be tendered for reimbursement by funding entities such as Medicare, Medicaid, or health insurance. Such paperwork may include, but is not limited to, patient care plans, comprehensive patient histories, individual education plans, or Client specific program plans. During the contracted assignment, should Consultant fail to submit paperwork as required per Client's policies and procedures, Client must notify ProCare in writing within three (3) business days of alleged failure. Failure to notify ProCare within the three (3) day period shall negate any Client claim to withhold payment due to paperwork non-compliance by Consultant. Within three (3) business days following the conclusion of a contracted assignment, Client shall conduct a final review to determine whether the completion of additional paperwork is needed from the Consultant. Failure to notify ProCare prior to the fourth (4th) day after conclusion of the assignment will negate any Client claim to withhold payment due to paperwork non-compliance by Consultant.

**13. Incident and Error Tracking.**

Client will report to ProCare any performance issues, incidents, errors and other events related to the care and services provided by ProCare Consultants. ProCare will document reported incidents in Consultant's personnel file and track all such events for quality assurance purposes. All supporting documentation is required within seventy-two (72) hours of the occurrence.

14. Reporting of Work-Related Injuries.

Client will maintain a safe working environment and provide all appropriate personal protective equipment as deemed appropriate for unit to which ProCare's Consultant has been assigned. Client ensures compliance with all applicable OSHA or state Department of Labor obligations to include general training on the reporting of work-place injuries, incidents, and occupational exposure to bloodborne pathogens occurring at Client facility. Records of such occurrences must be maintained by the Client and accessible to ProCare within guidelines set forth by governing entities. In the event of work-place injury, incident or exposure, each affected Consultant will contact their immediate Client-appointed supervisor and report to the applicable treating department as per Client protocol. Consultant shall also report work-place injury, incident or exposure to ProCare concurrently with Client. If ProCare's Consultants are not eligible for treatment of work-place injury, incident or exposure by Client or if reporting requirements change during the term of this Agreement, Client is responsible for written notification of such information to both ProCare and ProCare's Consultant.

15. Termination of Contracted Assignment with Cause.

Immediately upon occurrence, Client has the obligation to report each deviation from the accepted standard of practice, policies and procedures as orientated to Consultant, behavior, and or any incident that would be considered adverse to the overall operation of Client. Client may request that ProCare facilitate the immediate removal of Consultant due to any of the issues preceding with written and/or verbal notice. The Client, however, may not immediately terminate a Consultant unless ProCare has been notified prior to final incident or unless a single incident warrants immediate dismissal prior to ProCare's notification. All supporting documentation specifying the reasons and facts of the termination is required within forty-eight (48) hours of termination. If the Client does not report such deviation(s) and subsequently terminates Consultant or if Client does not provide required documentation following a termination within the required timeframe, Client will be assessed as liquidated damages and not as a penalty, an amount equal to one (1) week of billing. The parties agree that ProCare's Consultants are an integral part of its operation and a resource that may have been developed over a number of years. Any delay or absence of a written and verbal notice could result in lost revenue or other consequences not foreseen at this time and therefore the liquidated damages are not unreasonable to the probable loss to be suffered by ProCare in the event of your breach of this provision. Client will be responsible for all professional fees (and expenses if applicable) up to the point of termination. Termination with cause must be documented prior to termination in accordance with the Incident and Error Tracking procedures set forth in paragraph 11 of this agreement. ProCare shall have five (5) business days to refill the position in the event of termination with cause. Should ProCare identify a suitable Consultant, Client agrees to original terms or extended terms of the terminated Consultants assignment.

16. Termination of Contracted Assignment without Cause.

Client may cancel an assignment with ninety (90) days written notice. Client is responsible for all charges and fees prior to cancellation date and through the 90-day period of notice. In the event Client is unable to provide ninety (90) days notice of termination, Client will be billed for ninety (90) days at the agreed upon regular bill rate and minimum hours. In the event of termination without cause, Client will be responsible for any housing and travel costs actually incurred by ProCare as a result of such cancellation.

17. Guaranteed Minimum Hours.

Client agrees to provide Consultant the guaranteed number of work hours per week specified in the attached Assignment Confirmation Addendum A. Cancellation of prescheduled shift(s) or reduction in work hours by Client will be billed reflecting the guaranteed minimum work hours.

18. Paid Sick Leave.

Paid Sick Time will be billed back to Client at the straight-time bill rate for all hours taken by any Consultant in any jurisdiction that has passed or will pass paid sick time legislation.



19. Unscheduled Facility Closure Policy.

ProCare will incur fixed expenses over the entire course of a Consultant's contract assignment with Client related to the Consultant's housing and per diem costs. The parties agree that in the event of an unforeseen or unexpected interruption in a Consultant's assignment resulting from an unscheduled closure, complete or partial, of Client's facilities due to natural or manmade disasters, such as, and without limiting the generality of the foregoing, fire, storms, flooding, earthquake, labor unrest, riots, and/or acts of terrorism or war (each an "Unscheduled Closure"), Client will be invoiced and shall pay for each such affected Consultant's services at the reduced rate of \$100/day for each day that the Consultant(s) is unable to work by virtue of such Unscheduled Closure.

20. Multiple Locations.

If client requires Consultant to travel to and perform services at more than one location, Client will compensate ProCare for travel time between facilities at the regular hourly bill rate and for mileage up to the current acceptable IRS reimbursement rate.

21. Issue Resolution.

In the event Client encounters an issue that is not satisfactorily resolved by its ProCare representative, Client should escalate the issue to the appropriate ProCare manager by calling: 800-825-7133. Please ask for your account representative's manager.

22. Indemnification.

Each party will indemnify, defend and hold harmless the other against third party claims arising from breaches of the parties' respective obligations under this Agreement.

23. Confidentiality.

Each party acknowledges that as a result of this Agreement, they will learn confidential information of the other party. Confidential information is defined as that information which is private to each party but is shared by one to the other party as required to accomplish this Agreement and **includes bill rates, fees for permanent placements and terms and conditions of this Agreement.** It is agreed that neither party will disclose any confidential information of the other party to any person or entity. Neither will it permit any person nor entity to use said confidential information. The only exceptions will be: (a) Information shared to the appropriate individuals within the respective organizations as necessary to execute this Agreement, (b) disclosures as required by law. Confidential Information of ProCare shall include, but is not limited to, any and all unpublished information owned or controlled by ProCare and/or its Consultants, that relates to the clinical, technical, marketing, business or financial operations of ProCare and which is not generally disclosed to the public including but not limited to Consultant information, technical data, policies, financial data and information to include contract terms and provisions, billing rates, permanent placement fees whether disclosed orally, in writing or by inspection. If the receiving party shall attempt to use or dispose of any of the Confidential Information, or any duplication or modification thereof, in any manner contrary to the terms of the foregoing, the disclosing party shall have the right, in addition to such other remedies which may be available to it, to obtain an injunctive relief enjoining such acts or attempts as a court of competent jurisdiction may grant, it being acknowledged that legal remedies are inadequate.

24. Family Education Rights and Privacy Act.

ProCare shall comply with all laws, rules and regulations pursuant to the Family Educational Rights and Privacy Act, 20 USC 1232g ("FERPA") and acknowledges that certain information about the Client's students is contained in records maintained by ProCare and the Consultant and that this information can be confidential by reason of FERPA and related Client policies. Both parties agree to protect these records in accordance with FERPA and Client policy. To the extent permitted by law, nothing contained herein shall be construed as precluding either party from releasing such information to the other so that each can perform its respective responsibilities. As it applies, Consultants assigned to Client will execute a FERPA Statement of Understanding outlining appropriate guidelines.

25. State Retirement System Notice.

Client acknowledges and agrees that if formal notice is required to be given to any Consultant that participation in any such retirement system/pension is either: 1) permitted by Consultant's election; or 2) is required by law, then Client is solely responsible for providing such notice to Consultant s and fulfilling all associated administrative duties. Client shall immediately notify ProCare if any Consultant is required to, or voluntarily elects to participate in any such system. In such



event, Client shall advise ProCare of the withholding obligation percentages (both employer and employee share) so that invoices to Client and payment to the Consultant may be adjusted accordingly. The parties agree that Client shall withhold and pay to the retirement/pension both the employee and employer shares. The parties agree that the applicable employee and employer shares paid to the system by the Client shall be deducted from the amount owed to ProCare by the Client hereunder. The parties agree that the applicable employee share paid to the system by the Client shall be deducted from the amount due the Consultant by ProCare. The Client and ProCare expressly acknowledge and agree that if any Consultant is required to, or elects to participate in a retirement system/pension, the Client shall be solely responsible for: 1) creating an account for Consultant with the appropriate retirement system/pension; 2) all present and/or future obligations to make employee and employer cash payments/ contributions to the retirement system/pension as required by law and/or set by the retirement system/pension; and 3) otherwise administering all employer functions pertaining to the Consultant's interest in retirement system/pension.

26. Conflicts of Interest.

The parties acknowledge their respective obligation to report any conflict of interest and/or apparent conflict of interest that may interfere with their ability to perform their obligations hereunder objectively and effectively. To that end, the Parties hereby certify and represent that their officials, employees and agents do not have any significant financial or other pecuniary interest in the other party's business enterprise, and that no inducements of monetary or other value were offered or given to any officer, employee or agent of the other party. Each party agrees to promptly notify the other in the event it becomes aware of any conflict of interest or apparent conflict of interest.

27. Survival.

The parties' obligations under this Agreement which by their nature continue beyond termination, cancellation or expiration of this Agreement, shall survive termination, cancellation or expiration of this Agreement.

28. Governing Law.

This Agreement shall be governed by the laws of the state of Florida.

29. Entire Agreement.

This Agreement represents the entire agreement between the parties and supersedes any prior understandings or agreements whether written or oral between the parties respecting the subject matter herein. This Agreement may only be amended in a writing specifically referencing this provision and executed by both parties. This Agreement shall inure to the benefit of and shall be binding upon the parties hereto and their respective heirs, personal representatives, successors and assigns, subject to the limitations contained herein. The unenforceability, invalidity or illegality of any provision of this Agreement shall not render any other provision unenforceable, invalid or illegal and shall be subject to reformation to the extent possible to best express the original intent of the parties. This Agreement and attached Assignment Confirmation contain terms that may only be altered when agreed upon in writing by both parties.

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Gadsden County Schools

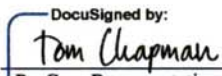
Client Name

Client Representative Signature _____ Date _____

Print Name

Title

PROCARE THERAPY, INC.

DocuSigned by:

 ProCare Representative Signature _____ Date 6/13/2017

Tom Chapman
 Print Name

Sr. Director of Educational Resources
 Title



ADDENDUM A Client Assignment Confirmation

This Client Assignment Confirmation is entered into and executed as of the signature date below and supplements the Client Services Agreement between the Client and ProCare Therapy. Client will pay ProCare for hours worked by Consultant on the following terms:

Assignment Details

ProCare Consultant: Linda Estes

School District Name (Client): Gadsden County Schools

Start Date: Approx. 8/14/2017 End Date: Approx. 5/28/2018

Start and End dates are subject to change based on the credentialing and licensure process as well as adjustment in the school district's calendar.

Position: Speech Pathologist

Position Details: Part time (2-3 days/week)

Bill Rate: 59.00/hr

Minimum Hours: 15-22.5 hours/week

Overtime Rate: 1.5 times Bill Rate Holiday Rate: 1.5 times Bill Rate

Billing Workweek: Monday – Sunday

- Additional Terms:
- a) Sales tax or gross receipts tax will be added to professional fees if required or allowed by state law and client is not a tax exempt entity.
 - b) If ProCare Consultant should be required to travel to other locations at the specific request of the Client, the Client will be responsible for all expenses incurred.
 - c) Client agrees that it will not directly or indirectly, personally or through an agent or agency, contract with or employ any Consultant introduced or referred by ProCare for a period of (12) months after the latest date of introduction, referral, or end of contract placement. If Client or its affiliate enters into such a relationship or refers Consultant to a third party for employment, Client agrees to pay an amount equal to \$18,500 or thirty-five (35) percent (whichever is greater) of the Consultant's first year's annual salary, including any signing bonus, as agreed upon at the time of hiring. Payment is due and payable to ProCare upon start date.

Miscellaneous:

Gadsden County Schools

Client Name

Client Representative Signature*

Date

Print Name

Title

PROCARE THERAPY, INC.

DocuSigned by:

Tom Chapman

6/13/2017

ProCare Therapy Representative Signature

Date

Tom Chapman

Print Name

Sr. Director of Educational Resources

Title

**Terms and conditions outlined in this Client Assignment Confirmation will be considered agreed upon by all parties unless ProCare is notified of changes by Client within forty eight (48) hours of client's receipt of this Client Assignment Confirmation.*

STATE RETIREMENT SYSTEM NOTICE

This notice is intended to clarify the manner of payment in contemplation of a Contractor Employee's mandatory or permissive participation in a state teacher retirement system, school employees retirement system, and/or any similar or successor system applicable to the professionals provided by Contractor.

Client acknowledges and agrees that if formal notice is required to be given to any Contractor Employee that participation in any such retirement system/pension is either: 1) permitted by Contractor Employee's election; or 2) is required by law, then Client is solely responsible for providing such notice to Contractor Employees and fulfilling all associated administrative duties.

Client shall immediately notify Contractor if any Contractor Employee is required to, or voluntarily elects to participate in any such system. In such event, Client shall advise Contractor of the withholding obligation percentages (both employer and employee share) so that invoices to Client and payment to the Contractor Employee may be adjusted accordingly. The parties agree that Client shall withhold and pay to the retirement/pension both the employee and employer shares. The parties agree that the applicable employee and employer shares paid to the system by the Client shall be deducted from the amount owed to the Contractor by the Client hereunder. The parties agree that the applicable employee share paid to the system by the Client shall be deducted from the amount due the Contractor Employee by the Contractor.

The Client and Contractor expressly acknowledge and agree that if any Contractor Employee is required to, or elects to participate in a retirement system/pension, the Client shall be solely responsible for: 1) creating an account for contractor employee with the appropriate retirement system/pension; 2) all present and/or future obligations to make employee and employer cash payments/ contributions to the retirement system/pension as required by law and/or set by the retirement system/pension; and 3) otherwise administering all employer functions pertaining to the Contractor Employees' interest in retirement system/pension.

By way of example of how the invoicing/payment will be adjusted, if Contractor charges the Client \$100.00 for services rendered by Contractor's Employee, if Contractor pays the Contractor Employee \$50.00 for the provision of these services, and if Contractor Employee elects to participate in the retirement system, the Client shall withhold and remit to the appropriate system or pension 13% of the employee's pay (\$6.50) as the employee's share, and 14% of the employer's pay (\$7.00) as the employer's share (assuming employee and employer contributions are 13% and 14%, respectively). Consequently, Contractor would invoice Client for \$86.50, and Contractor would pay (subject to other applicable withholdings) \$43.50 to Contractor Employee.

The logo consists of a square border with the letters 'DS' in the top right corner and a stylized signature 'TC' in the center.



ADDENDUM A Client Assignment Confirmation

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Miscellaneous: Linda cannot to be assigned to any school west of Quincy because of the drive time.

Gadsden County School District

Client Name

Client Representative Signature*

Date

Print Name

Title

PROCARE THERAPY, INC.

DocuSigned by:

Tom Chapman

5/23/2017

ProCare Therapy Representative Signature

Date

Tom Chapman

Print Name

Sr. Director of Educational Resources

Title

**Terms and conditions outlined in this Client Assignment Confirmation will be considered agreed upon by all parties unless ProCare is notified of changes by Client within forty eight (48) hours of client's receipt of this Client Assignment Confirmation.*



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7n

Date of School Board Meeting: **June 27, 2017**

TITLE OF AGENDA ITEM: **VISION SERVICES FOR EXCEPTIONAL STUDENTS**

DIVISION: **EXCEPTIONAL STUDENT EDUCATION**

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

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

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

FUND SOURCE: **FEFP Dollars**

AMOUNT: **\$25,000.00(est.)**

PREPARED BY: **Sharon B. Thomas** *SBT*
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 8

CHAIRMAN'S SIGNATURE: page(s) numbered 8

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: *Michelle Blowers*

This AGREEMENT is made as of **June 1, 2017** by and between the School Board of Gadsden County, Florida ("GCSB"), and **Palazesim, LLC**, ("Individual"), (hereinafter "Contractor.").

WITNESSED:

WHEREAS, GCSB operates schools and educational institutions and is in need of qualified, experienced

Certified Teacher of the Visually Impaired and Orientation and Mobility Specialist, to provide **direct instruction and consultation** services for GCSB, **for qualified students identified as visually impaired under the Individuals with Disabilities Education Act (IDEA)**; and

WHEREAS, Contractor employs qualified and/or duly licensed **Certified Teacher of the Visually Impaired and Orientation and Mobility Specialist** with experience in providing **Instruction in the area of visual impairments and orientation and mobility for qualified students**; and

WHEREAS, GCSB desires to engage Contractor to provide such services for GCSB and Contractor is willing to provide such services for GCSB.

NOW, THEREFORE, in consideration of the premises and the mutual covenants herein set forth, the parties agree as follows:

1. ENGAGEMENT; RESPONSIBILITIES OF CONTRACTOR

A. SERVICES: GCSB hereby engages Contractor to provide **Instruction in the area of visual impairments and orientation and mobility for qualified students** for GCSB as requested by GCSB, and Contractor hereby accepts such engagement and agrees to provide said services in accordance with the terms of this Agreement and Exhibits A and B, which exhibits are hereby incorporated in and made a part of this Agreement. Contractor shall provide said services individually or through employees and/or independent contractors of Contractor ("Contractor Staff") who are qualified and appropriately licensed and/or certified to perform all functions assigned to them by Contractor in connection with the provision of services by Contractor hereunder.

B. DOCUMENTATION: Contractor shall submit to GCSB, on a monthly basis, appropriate documentation of services provided hereunder. Such documentation shall be in the form and shall contain the information requested by GCSB.

2. REPRESENTATIONS AND WARRANTIES.

Contractor represents and warrants to GCSB, upon execution and throughout the term of this Agreement, as follows:

A. Contractor is not bound by any agreement or arrangement which would preclude it from entering into, or from fully performing the services required under, this Agreement;

B. To the best of Contractor's knowledge, none of the Contractor's staff associated with this Agreement has ever had his or her professional license or certification denied, suspended, revoked, terminated, voluntarily relinquished under threat of disciplinary action, or restricted in any way, either in the State of Florida or in any other jurisdiction.

C. Contractor and Contractor Staff shall perform the services required hereunder in accordance with:

1. all applicable federal, state, and local laws, rules, and regulations;
2. all applicable policies of: GCSB;
3. all applicable Bylaws, Rules, and Regulations of GCSB;

D. Contractor has, and shall maintain throughout the term of this Agreement, all appropriate federal and state licenses and certifications which are required in order for Contractor to perform the services required of Contractor under this Agreement; and

E. Each member of the Contractor Staff working under this Agreement has, and shall maintain throughout the term of this Agreement, all appropriate federal and state licenses and certifications which are required in order for said staff to perform the functions, assigned to him or her by Contractor in connection with Contractor Staff's provision of services under this Agreement; and

F. All Contractor Staff working under this Agreement shall comply with all applicable terms of this Agreement.

3. INDEPENDENT CONTRACTOR

A. In performing the services herein specified, Contractor is acting as an independent contractor, and neither Contractor nor any staff shall be or be considered employees of GCSB. Neither Contractor nor any Contractor staff shall be under the control of GCSB as to the manner by which results are accomplished, but only as to the results of Contractor's work. It is agreed and acknowledged by the parties that, as an independent contractor, Contractor Staff retain the right to contract with and provide **Instruction in the area of visual impairments and orientation and mobility for qualified students** and services to entities and individuals other than GCSB and its students, and nothing in this Agreement shall be interpreted as limiting or restricting in any way Contractor's right to do so.

B. In no event shall this Agreement be construed as establishing a partnership or joint venture or similar relationship between the parties hereto, and nothing herein contained shall be construed to authorize either party to act as agent for the other.

C. Contractor shall be liable for its own debts, obligations, acts and omissions, including the payment of all required withholding, social security and other taxes and benefits with respect to all Contractor Staff. Contractor hereby expressly agrees to provide GCSB with proof of payment of such taxes in the event such is requested by GCSB by federal or State tax authorities. Any such proof will be provided directly to GCSB's counsel for delivery to tax authorities in order to preserve the confidentiality of such records.

D. Neither Contractor nor any Contractor Staff shall be subject to any GCSB policies solely applicable to GCSB's employees, except policy directly related to vendors and contractors.

4. TERM

The Initial Term of this Agreement shall be for a period of **12 months, commencing July 1, 2017** and ending **June 30, 2018** unless sooner terminated as provided herein. At the end of the Initial Term and each Renewal Term (as hereinafter defined), if any, this Agreement may be renewed for an additional term, ("Renewal Term"), but only upon mutual written agreement of the parties.

5. COMPENSATION

For the services rendered pursuant to this Agreement, Contractor shall be paid by GCSB, as and for its sole compensation hereunder, the amounts listed in Exhibit B attached hereto, which Exhibit is hereby incorporated by reference into, and made a part of, this Agreement. The Contractor and Contractor staff shall be responsible for payment of Contractor and Contractor staff expenses relating to the performance of duties hereunder, including expenses for travel and similar items. Notwithstanding the foregoing, no compensation shall be payable to Contractor for any services for which Contractor has not submitted the documentation required under Paragraph I(B) of this Agreement.

6. BILLING

Contractor shall bill GCSB for services provided hereunder on the finance billing schedule following the services are rendered. Each invoice shall be in the form, and contain the information, requested by GCSB, and GCSB shall pay each invoice within **thirty (30) days** after receipt thereof by GCSB. GCSB shall not be required to pay for any services for which Contractor does not provide a proper invoice.

7. CONFIDENTIALITY

Contractor recognizes and acknowledges that, by virtue of entering into this Agreement and providing services hereunder, Contractor and Contractor Staff may have access to certain confidential information, including confidential student information and personal health information ("PHI"). Contractor agrees that neither it nor any Contractor Staff will at any time, either during or subsequent to the term of this Agreement, disclose to any third party, except where permitted or required by law or where such disclosure is expressly approved by GCSB in writing, any confidential student information, PHI or other confidential information, and Contractor and all Contractor Staff shall comply with all Federal and State laws and regulations, and all GCSB rules, regulations, and policies regarding the confidentiality of such information. Without limiting the generality of the foregoing,

Contractor shall comply with the Health Insurance Portability and Accountability Act. Contractor may not use or further disclose Personal Health Information ("PHI") other than as permitted or required by law or this Agreement. In addition, Contractor shall:

A. Report to GCSB any impermissible use or disclosure of PHI.

B. Ensure that any agents, including subcontractors to whom it provides PHI created or received from GCSB agrees to the same restrictions or conditions that apply to Contractor.

C. Make PHI available in accordance with HIPAA Privacy Rules.

D. Make PHI available for amendment and incorporate amendments into PHI in accordance with HIPAA rules.

E. Make available the information required to make an accounting of disclosures under the applicable HIPA law and regulations.

F. Make its internal practices, and any information related to the use and disclosure of PHI received from, or created or received by Contractor, available to applicable governmental entities.

G. Upon termination of the contract, if feasible, return or destroy any and all PHI received from or created or received by the Contractor in performance of this Agreement.

RECIPROCITY OF FLORIDA SCHOOL I.D. BADGES: If contractor has a Level II clearance registered with another Florida school district, they may be able to obtain a Gadsden County School Board vendor I.D. badge.

9. AUDITS, RECORDS, AND RECORDS RETENTION:

The GCSB or its representative reserves the right to inspect and/or audit all the Contractor's documents and records as they pertain to the products and services delivered under this Agreement. Such rights will be exercised with notice to the Contractor to determine compliance with and performance of the terms, conditions and specifications on all matters, rights and duties, and obligations established by this Agreement. Documents/records in any form shall be open to the GCSB representative and may include but are not limited to all correspondence, ordering, payment, inspection and receiving records, and contracts or sub-contracts that directly or indirectly pertain to the transactions between the GCSB and the Contractor in order:

A. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the GCSB under this Agreement.

B. To retain all Contractor records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Agreement for a period of five (5) years after termination of the Agreement, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this Agreement.

C. That completion or termination of the Agreement and at the request of GCSB, the Contractor will cooperate with GCSB to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph A above.

D. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the GCSB.

E. That persons duly authorized by the GCSB and Federal auditors, pursuant to 45 CFR, Part 92.36 (I) (10), shall have full access to and the right to examine any of Contractor's related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.

F. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

10. INDEMNIFICATION

Contractor shall indemnify and hold harmless GCSB from and against any and all claims, liabilities, damages, and expenses including, without limitation, reasonable attorneys' fees, incurred by GCSB in defending actions brought against it arising out of or related to the acts or omissions of Contractor, its agents, officers, or employees in the provision of services or performance of duties by Contractor pursuant to this Agreement.

11. INSURANCE

Contractor shall secure and maintain at all times during the term of this Agreement, at Contractor's sole expense, comprehensive general liability insurance in an amount not less than \$1,000,000 with limits for bodily injury and property damage combined in the amount of \$100,000 per person, \$200,000 per occurrence, with a reputable and financially viable insurance carrier. **GCSB shall be named as an additional insured on Contractor's general liability policy.** Such insurance shall not be cancelable except upon thirty (30) days written notice to GCSB. Contractor shall provide GCSB with a certificate evidencing such insurance coverage and agrees to notify GCSB immediately of any material change in any insurance policy required to be maintained by Contractor hereunder.

12. TERMINATION

A. TERMINATION WITHOUT CAUSE. Either party may terminate this Agreement without cause by giving the other party at least thirty (30) days prior written notice.

B. TERMINATION FOR BREACH. Either party may terminate this Agreement upon breach by the other party of any material provision of this Agreement, provided such breach continues for fifteen (15) days after receipt by the breaching party of written notice of such breach from the non-breaching party.

C. IMMEDIATE TERMINATION BY GCSB. GCSB may terminate this Agreement immediately by written notice to Contractor (such termination to be effective upon Contractor's receipt of such notice) upon the occurrence of any of the following events:

1. the denial, suspension, revocation, termination, restricting, relinquishment, or lapse of any license or certification required to be held by Contractor or Contractor Staff in the State of Florida, or
2. conduct by Contractor or any member of Contractor Staff which affects the quality of services provided to GCSB or the performance of duties required hereunder and which would, in GCSB's sole judgment, be prejudicial to the best interests and welfare of GCSB or its students;
3. breach by Contractor or any member of Contractor Staff of the confidentiality
4. failure by Contractor to maintain the insurance;
5. failure to comply associated background screening procedures

D. EFFECT OF TERMINATION. As of the effective date of termination of this Agreement, neither party shall have any further rights or obligations hereunder except for rights and obligations accruing prior to such effective date of termination, or arising as a result of any breach of this Agreement

13. ARBITRATION

The parties may mutually agree to resolve any dispute or controversy arising under, out of or in conjunction with, or in relation to, this Agreement, or any amendment hereof, of the breach hereof, through arbitration in Gadsden County, Florida, in accordance with the rules of the American Arbitration Association and applying the laws of the State of Florida. Any award rendered by the arbitrator shall be final and binding upon each of the parties, and judgment thereon may be entered in any court having jurisdiction thereof. The arbitration costs shall be borne equally by both parties, however, each party shall bear its own expenses. During the pendency of any such arbitration and until final judgment thereon has been entered, this Agreement shall remain in full force and effect unless otherwise terminated as provided hereunder.

14. ENTIRE AGREEMENT; MODIFICATION

This Agreement contains the entire understanding of the parties with respect to the subject matter hereof and supersedes all prior agreements, oral or written, and all other communications between the parties relating to such subject matter. This Agreement may not be amended or modified except by mutual written agreement.

15. GOVERNING LAW

This Agreement shall be construed in accordance with the laws of the State of Florida and venue shall be in Gadsden County, Florida.

16. COUNTERPARTS

This Agreement may be executed in one or more counterparts, all of which together shall constitute only one Agreement.

17. NOTICES

All notices hereunder by either party to the other shall be in writing, delivered personally, by certified or registered mail, return receipt requested, or by Federal Express or Express Mail, and shall be deemed to have been duly given when delivered personally or when deposited in the United States mail, postage prepaid, addressed as follows:

If to GCSB: The School Board of Gadsden County, Florida, Perry, Florida 32347

Contractors Full Name: Palazesim,LLC

Name of additional individual

Margot A. Palazesi-Dietrich

Address **936 Hill Roost Road**

City/State/Zip: **Tallahassee, Florida 32312**

or to such other persons or places as either party may from time to time designate by written notice to the other.

18. WAIVER

A waiver by either party of a breach or failure to perform hereunder shall not constitute a waiver of any subsequent breach or failure. A waiver of the insurance requirements (Insurance) does not relieve the Contractor of the provisions listed Indemnification.

19. CAPTIONS

The captions contained herein are used solely for convenience and shall not be deemed to define or limit the provisions of this Agreement.

20. ASSIGNMENT; BINDING EFFECT

Contractor shall not assign or transfer, in whole or in part, this Agreement without the prior written consent of GCSB, which consent shall not be unreasonably withheld. Any assignment or transfer by Contractor without such consent shall be null and void. This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, representatives, successors and permitted assigns.

21. FORCE MAJEURE

Either party shall be in default by reason of failure in performance, if such failures arise out of causes reasonably beyond its control, including but not limited to strikes, lockouts, war, epidemics, fire, embargoes, acts of God, default of common carriers, or inaction of governmental authorities.

22. SEVERABILITY

In the event any part of this Agreement is held to be unenforceable, such holding shall not invalidate or render unenforceable any other provision hereof or the Agreement as a whole.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

ATTEST: The School Board of Gadsden County, Florida

PRINCIPAL/DEPARTMENT HEAD SIGNATURE

Date

BY CONTRACTOR

Date

School Board Chairman

Date

Superintendent or Designee

Date

EXHIBIT A

CONTRACTOR FEID NUMBER: 81-3158104

INDIVIDUAL SOCIAL SECURITY NUMBER: 

EXHIBIT B

Scope of services to be Provided

Instruction in the area of visual impairments and orientation and mobility for qualified students

Fee Schedule

Up to 10 hours a week at \$60.00/hour.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 70

DATE OF SCHOOL BOARD MEETING: 6/27/17

TITLE OF AGENDA ITEM: Renewal Contract for Homeless Outreach Parent Specialist

DIVISION:

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

PURPOSE AND SUMMARY OF ITEM:

This is a renewal contract for a Homeless Outreach Parent Specialist. The funding comes from federal dollars for the Title IX Homeless project. This is a time-limited contract position based on available funding. The project is in year three of a three-year project. The position is responsible for daily assistance with parents; assistance retrieving educational records for parents; identification of homeless students and their families; facilitation and connection of student services to parents; building parent awareness of program requirements; handling parent-related paperwork for homeless students and their families; and assisting with the presentation of materials and trainings for parents during the school year.

FUND SOURCE: Federal

AMOUNT: \$18,000.00 *RR*

PREPARED BY: Rose Raynak

POSITION: Director of Federal Programs

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: _____

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

This contractual agreement is made between the School Board of Gadsden County, Florida, a school district, referred to as the "RECIPIENT", organized and existing under the laws of the State of Florida, with its principal place of business at 35 Martin Luther King., Jr. Blvd, City of Quincy, County of Gadsden, State of Florida, herein referred to as the Board, (also referred to as the District) and Mrs. Dorothy Wood an individual with its principal place of business at 4297 Hosford Hwy., Quincy, FL 32351 for the purposes of providing professional services for the homeless program, herein referred to as "CONTRACTOR". The contractual agreement will establish uniform administrative requirements for the Contractor and the School Board of Gadsden County.

NOW, THEREFORE, the parties agree as follows:

ARTICLE 1. ENGAGEMENT OF THE CONTRACTOR

The RECIPIENT agrees to engage the CONTRACTOR and the CONTRACTOR agrees to perform the functions as outlined in a response to a Bid Process and Recommendation for Award of Contract for contracted services to Gadsden County as a provider of services for the Title IX Homeless Education program. The CONTRACTOR understands and agrees that all services contracted for are to be performed solely by the CONTRACTOR and may not be subcontracted for or assigned without the prior written consent of the RECIPIENT. The CONTRACTOR is not a sub-recipient, but is instead a vendor.

The RECIPIENT and the CONTRACTOR understand and agree that this AGREEMENT is valid only if approved and funds awarded for the same by the Florida Department of Education for Title IX McKinney-Vento grant. In addition, the RECIPIENT and CONTRACTOR understand and agree that continuation of this AGREEMENT through June 30, 2018 is contingent upon completed deliverables, satisfactory evaluation, Board Approval, and continued funding of the Title IX McKinney-Vento grant by the Florida Department of Education.

ARTICLE 2. SCOPE OF SERVICES

The CONTRACTOR agrees to use expertise and community partnerships to serve as a provider of parent homeless services for Title IX during the 2017-2018 school year, beginning with date of Board Approval (no sooner than July 1, 2017) until June 30, 2018. Such activities will include, but are not limited to: daily assistance with parents and requested paperwork; retrieval of educational documents for parents; identification of homeless students and their families; facilitation and connection of student services to parents; building parent awareness of program requirements and parent-related paperwork for homeless students and their families; assisting with the presentation of materials and training for parents during the school year; and other duties as detailed below ("Performance Activities"). Any changes to the services must be made by mutual agreement in writing. The CONTRACTOR'S principal contact for the services will be Mrs. Dorothy Wood.

Performance Activities

FY 2017-2018 Homeless Parent Specialist	
Annual Performance Deliverables	
Monthly documentation of all components must be submitted for payment. Completion by June 2018.	
<p>Upon acceptance and approval of contract – through June 30, 2018</p> <ul style="list-style-type: none"> • Provide homeless parents/unaccompanied youth and guardians with awareness, information, and documentation upon request. • Assist with the planning, organization, and implementation for homeless parent outreach activities and information dissemination activities, including student identification, enrollment, etc. • Assist with development of homeless parent training sessions designed to more actively engage parents in the education of their children and increase parent literacy. • Connect homeless parents with school-related documents necessary to enhance parent literacy and assist with student transfers and/or transition between public schools. • Connect homeless parents with information about community services, outreach programs, school and family social services, counseling, family medical and dental services, and other programs to assist parents in helping their children be educationally successful. • Assist with development of homeless parent awareness about parent portals, parent alert systems, student interventions that can be used at home, summer opportunities, and other parent literacy trainings and workshops. • Assist with the development of homeless parent training tool kits and training sessions to engage parents in literacy improvement. • Assist with collection of nine-week academic reports, state assessment scores, graduation rates, career education choices, industry certifications, and other homeless student data. Communicate with homeless parents and unaccompanied youth about academic results. • Assist with collecting attendance reports (each site, each student with 3 days or more absent) to review excessive absenteeism patterns of homeless students and unaccompanied youth. • Assist with attendance follow-up with homeless parents after homeless specialist identifies families to contact. • Assist with surveying homeless parents to identify agenda items for bi-monthly homeless parent workshops. • Assist with development of bi-monthly homeless parent workshops on various subjects identified by survey results. • Assist with activities for homeless parents of children in early learning centers and Head Start/VPK. <p><i>Documentation: parent request forms; parent sign-in sheets; attendance report data, daily logs, resource materials, training materials, logs from home calls or visits to follow up on attendance or academic reports/data, documentation of dissemination of training materials, parent contact forms, training schedule, etc.</i></p>	

ARTICLE 3. DURATION OF AGREEMENT

This AGREEMENT shall begin upon School Board Approval and end on June 30, 2018 contingent upon the approval and funding as stated in Article 1 above. As required by law, this AGREEMENT shall be subject to annual review.

ARTICLE 4. DEFINITIONS

Term	Definition
Advance	means a payment made by Treasury check or other appropriate payment

Term	Definition
	mechanism to a Contractor or sub-recipient upon its request either before outlays are made by the Contractor or through the use of predetermined payment schedules.
Award	means financial assistance that provides support or stimulation to accomplish a public purpose.
Contract	means a procurement contract under an award or sub-award, and a procurement sub-contract under a recipient's contract. A contract shall be used when the principal purpose is acquisition of property or services for the direct benefit or use of the federal government and/or organization receiving financial assistance. Contractors are not sub-recipients.
Date of Completion	means the date on which all work under an award is completed by the sub-recipient or the date on the award document, or any supplement or amendment thereto, on which Federal sponsorship ends.
Project costs	means all allowable costs, as established in the applicable Federal cost principles, incurred by a recipient and the value of the contributions made by third parties in accomplishing the objectives of the award during the project period.
Project period	means the period established in the award document during which Board Approval begins and federal sponsorship ends for that fiscal year.
Recipient	means an organization receiving financial assistance directly from the Department of Education to carry out a project or program. The term includes public and private institutions of higher education, public and private hospitals and other quasi-public and private non-profit organizations such as, but not limited to, community action agencies, research institutes, educational associations, and health centers.
Sub-Recipient	means the legal entity or individual to which a contract is made and which is accountable to the recipient for the use of the funds provided and services funded in all the same ways that the recipient is bound to report and comply with all regulations of the federal award. This is NOT a sub-recipient relationship.
Vendor/Contractor	means the legal entity to which a contract is made and which is accountable to the recipient for the use of the funds provided and specific services contracted. This is NOT a sub-recipient relationship.
Termination	means the cancellation of award, in whole or in part, under an agreement at any time prior to the date of completion.
Working Capital	means a procedure whereby funds are advanced to the recipient to cover its estimated disbursement needs for a given initial period.

ARTICLE 5. PAYMENT

The RECIPIENT shall pay the CONTRACTOR upon the receipt of monthly invoices from the CONTRACTOR that includes documentation describing the services that were rendered by the CONTRACTOR and deliverables completed in support of the project for the monthly period that the invoice covers. Invoices will require a minimum of fourteen (14) days to be processed for payment after an invoice has been approved for payment by School Board of Gadsden County. In full and complete compensation for all services provided by the CONTRACTOR under this Agreement, the RECIPIENT shall pay to Mrs. Dorothy Wood up to and not exceeding \$18,000 (eighteen thousand dollars) annually, prorated monthly over an annual basis, from date of Board approval until end of project period at a rate of no more than \$1,500.00 monthly. Mrs. Wood will invoice the RECIPIENT monthly in the amount of no more than \$1,500.00 for the months of services to be provided to the program. Invoices shall be prepared and addressed to: Ms. Rose

Raynak, Director of Federal Programs for Gadsden County Schools. The monthly invoices will be sent in by the end of each month following provision of services. The invoices will document the services provided and deliverables received, including time/effort logs, agendas, sign in sheets, projected outcomes, and other documentation of services and content as required by the deliverables above.

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

(c) The total cost of the AGREEMENT is up to and no more than \$18,000.00 annually, prorated monthly at annual monthly proration rate.

ARTICLE 6. PUBLIC RECORDS

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

ARTICLE 7. ACCESS AND RETENTION OF RECORDS

The RECIPIENT shall have access to all CONTRACTOR'S records that are directly pertinent to this AGREEMENT. The CONTRACTOR shall retain all required records for five (5) years after the RECIPIENT makes the final payment and all other pending matters are closed. The CONTRACTOR shall maintain accurate, current, and complete disclosure of all financial and/or activity results/records of the project in accordance with established Federal and District requirements

ARTICLE 8. TERMINATION OF AGREEMENT

The parties hereto contemplate this contract to run for the duration of the grant award subject to annual review as required by law. Any party wishing to terminate this contract prior to its expiration date shall provide the other party with sixty (60) days written notice. Upon termination, RECIPIENT shall be responsible for payment of all costs incurred by CONTRACTOR in the performance of the Agreement prior to termination.

ARTICLE 9. AMENDMENTS

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

ARTICLE 10. INDEPENDENT CONTRACTOR

The CONTRACTOR is an independent CONTRACTOR and not an employee or agent of the RECIPIENT. CONTRACTOR is not a sub-recipient, but is instead a VENDOR. CONTRACTOR agrees to comply with all requirements of the Jessica Lunsford Act. CONTRACTOR shall be acting as independent CONTRACTOR in the performance of this Agreement, and shall be responsible for the payment of claims for loss, personal injury, death, property damage, or otherwise arising out of any act or omission of their respective employees or agents in connection with the performance of the Services for which they may be held liable under applicable law. Each party shall maintain at its sole expense adequate insurance or self-insurance coverage to satisfy its obligations under this Agreement.

ARTICLE 11. NONDISCRIMINATION AND COMPLIANCE

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

ARTICLE 12. ADMINISTRATION OF AGREEMENT

- (a) The RECIPIENT'S contract administrator and contact is Mrs. Dorothy Wood and/or her designee.
- (b) The CONTRACTOR contract administrator and contact is Ms. Rose Raynak, Director of Federal Programs and/or her designee.
- (c) All written and verbal approvals must be obtained from the parties' contract administrator or their designees.
- (d) This contract shall be governed by and construed under the laws of the State of Florida.

ARTICLE 13. AGREEMENT AS INCLUDING ENTIRE AGREEMENT

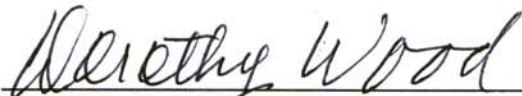
This instrument, including any attachments, embodies the entire AGREEMENT of the parties. There are no other provisions, terms, conditions, or obligations. This AGREEMENT supersedes all previous oral or written communications, representations or agreements on this subject.

CONFLICT OF INTEREST: As of the date of this Agreement, the CONTRACTOR is not a party to any oral or written contract or understanding or legal or regulatory obligation that will in any way limit or conflict with its ability to fulfill the terms of the Agreement. CONTRACTOR agrees that they are and will remain in a state that is not a conflict of interest at any time during the administration of this project award.

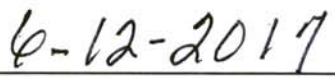
ARTICLE 14. ENFORCEMENT

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

IN WITNESS WHEREOF, the School Board of Gadsden County, Florida and Mrs. Dorothy Wood have executed this AGREEMENT.



 Mrs. Dorothy Wood



 Date

 Mr. Roger P. Milton
 Superintendent of Schools

 Date

 Mr. Isaac Simmons
 Chairman, Gadsden County School Board

 Date

SUMMARY SHEET



RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7p

DATE OF SCHOOL BOARD MEETING: June 27, 2017

TITLE OF AGENDA ITEM: MOA Between Gadsden County School Board and Florida
Department of Health

DIVISION:

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

PURPOSE AND SUMMARY OF ITEM:

The purpose of this agreement is to outline duties and responsibilities between the Gadsden
County Health Department and the Gadsden County School Board during the 2017-2018 school
year.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Caroline McKinnon

POSITION: District Assessment Coordinator/Health Coordinator

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

REVIEWED BY: _____

School Health Services
Memorandum of Agreement
Between
Gadsden County School Board
And
Florida Department of Health
Gadsden County Health Department
MOA# - 005 (2017 – 2018)

Background

The Gadsden County School Board (GCSB) envisions communities where children and youth lead positive, secure and happy young lives while developing the skills, knowledge and competencies necessary for fulfilling contributing adult lives. The GCSB is committed to a future where all children and youth live in families and communities that promote their positive development. The Gadsden County School District (GCS) agrees to collaborate with the State of Florida, Department of Health, Gadsden County Health Department (DOH-Gadsden) to deliver health care and health education programs that equip limited resource families and youth who are at risk for not meeting basic human needs, to lead positive, productive and contributing lives.

Each party Agrees to:

1. Promote a coordinated effort between GCS and DOH-Gadsden staff to achieve maximum health and academic success of students and staff.
2. Comply with relevant state and federal laws, rules, and regulations governing handling, storage, and access to student records to include the Health Insurance Portability Accountability Act, as well as all regulations promulgated thereunder (45 CFR Parts 160, 162, and 164), and the Family Educational Rights and Privacy Act, as well as all regulations promulgated thereunder (34 CFR Part 99).
3. Develop cooperative procedures for administering health care data collection, record keeping, and immunization compliance.
4. Jointly plan and provide training opportunities for DOH-Gadsden and GCS personnel.

Gadsden County Schools agree to:

1. Pay DOH-Gadsden \$100,100 annually to ensure that as many GCS school clinics will have health care staff assigned as possible. This amount shall be paid in four (4) quarterly installments of \$25,025. Please note that all invoices or notices sent to the GCS will require a minimum of seven (7) days and a maximum of fifteen (15) days to process once the invoice is received from DOH-Gadsden.
2. Provide DOH-Gadsden staff access to the district phone messaging service to relay Back-to-School information for students and their families concerning immunizations and school physical requirements and any health advisories that become necessary to protect the students and faculty. Provide phone support to school clinic staff located at onsite school clinics.
3. Provide daily janitorial and as requested maintenance services to each school clinic facility.
4. Provide and maintain building infrastructure wiring, data and phone cabling, and electrical connections for school clinics.
5. Provide data transport, troubleshooting, and network and port addressing to each school clinic, sufficient to support establishment and connectivity for an on-site firewall-created internal isolated zone. Secure tunneling will be used to establish connectivity for the isolated zone to the Florida Department of Health's (DOH) network over county circuits.
6. Maintain general liability insurance covering all onsite electronic equipment under circumstances of occupational injury, employee disloyalty, and general liability. A review and determination of fault is required before assumption of any liability and a certificate must be provided upon request. Where determination of fault is with DOH-Gadsden, DOH is self-insured to the limit required by Florida law, and a certificate of insurance shall be provided upon request.
7. Appoint a School Health Coordinator from the GCS to serve as a liaison with DOH-Gadsden. The Coordinator's duties should include but not be limited to coordination of service delivery, resolving billing issues, facilitating timely communication, and MOA monitoring.

Florida Department of Health in Gadsden County Agrees to:

1. Provide Comprehensive Health Care (s. 381.0057, F.S.) at the schools listed below: [These services include basic health services (s. 381.0056, F.S.) and

student health management, interventions and classes to reduce risk-taking behaviors, violence and injury prevention and services to reduce and promote return to school after giving birth. Comprehensive school health services provide more in-depth health management through the increased use of registered nurses (RN) for assessments, intervention, case management, and improving access to health care through referrals to insurance programs and family physicians.]

- Chattahoochee Elementary
- Gadsden Elementary Magnet
- George W. Munroe Elementary
- Greensboro Elementary
- Havana Magnet School
- James A. Shanks Middle School
- Stewart Street Elementary
- West Gadsden Middle School

2. Provide Full Service Health Care (s. 402.3026, F.S.) at the schools listed below: [These services include all basic health services (s. 381.0056, F.S.) and the coordination of medical and specialized social services such as nutritional, economic and job placement services, parenting classes, counseling for abused children, mental health and substance counseling, and adult education for parents. This program focuses on underserved students in poor, high risk communities needing access to medical and social services, as identified through demographics. Full Service Schools provide the infrastructure that is necessary to coordinate and deliver services donated by community partners and participating agencies.]

- Gadsden County High School

3. Provide immunization services and cumulative review to all GCS schools.
4. DOH-Gadsden school health employees shall work from 7:30 a.m. to 4:00 p.m. on school days with the exception of occasional mandatory training days.
5. Provide hearing, vision, scoliosis, and BMI (body mass index) screenings as appropriate to Kindergarten, 1st, 3rd, and 6th grade students only. All other student screenings will be on an as-needed basis.
6. Provide blood borne pathogen and medication in-service training for professional development.
7. Supply, provide, refresh, and maintain the following IT resources and services:

- a) All software, hardware, licensing, and technology peripherals connected to DOH's internal zones which are used in the onsite school clinics, power and path cables needed to connect to the building infrastructure.
 - b) All network switches and firewalls supporting DOH's internal zone.
 - c) Current and up-to-date antivirus and intrusion detection software required to protect assets within the internal zone from exploits.
 - d) All troubleshooting, patching, maintenance, configuration, and desktop support (includes user access management) of internal zone equipment, including firewall and all connected hosts.
8. Equipment within the clinic will be used solely by DOH-Gadsden personnel in compliance with DOH's Information and Security Policy. Only DOH provided equipment will be connected to DOH's internal zone and personal use devices will be prohibited for use on the internal network. DOH equipment will remain physically accessible at all times to GCS IT personnel for inventory and security review.
 9. Provide and maintain connectivity to a Virtual Private Network interface or Secure FTP site for GCS to the Health Office system for weekly data upload, incorporating all reasonable associated costs.
 10. Server hardware and software licensing for Health Office will be the responsibility of DOH-Gadsden. All access provided will be maintained securely over the GCS network.
 11. Assist GCS in identifying health issues and statistics that may be used to support grants for health initiatives.
 12. Provide the GCS Financial Office with quarterly invoices or written notice of agreed upon monetary funds with due date enclosed. The invoice or notice shall include documentation describing the services rendered. The invoice shall itemize the services in detail indicating DOH-Gadsden's expenditures that tie to the payments by GCSB. Attached documentation shall substantiate DOH-Gadsden's expenditures. DOH-Gadsden will invoice GCS on or approximately:
 - September 30, 2017
 - December 30, 2017
 - March 30, 2018
 - June 30, 2018
 13. Retain all required financial documents for five (5) years after the district makes the final payment and all other pending matters are closed.

Gadsden County Schools and the Florida Department of Health in Gadsden County mutually agree that:

1. The parties hereto contemplate that the term of this Agreement be for the period from July 1, 2017 through June 30, 2018. This Agreement shall be reviewed annually to determine its continuation and or need for modification as required by law. Any party wishing to terminate this contract prior to its expiration date shall provide the other party with sixty (60) days written notice.
2. The parties hereto acknowledge and understand that they have a duty to and will cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant to Section 20.055(5), Florida Statutes.

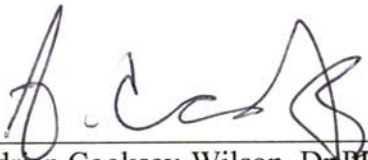
IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives.

Chairman
Gadsden County School Board

Date

ATTEST By: Roger P. Milton
Superintendent of Schools

Date



Adrian Cooksey-Wilson, DrPH, MPH
Administrator
Gadsden County Health Department

6/6/2017
Date



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7q

DATE OF SCHOOL BOARD MEETING: June 27, 2017

TITLE OF AGENDA ITEM: Approval of Agreement with Lamier Technical Services

DIVISION:

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

PURPOSE AND SUMMARY OF ITEM:

Contractor will provide professional computer technology services for Dell, Lenovo, and MAC/Apple Products, including but not limited to: iPads, iPods, laptops, e-Readers, e-Books, Lenovo, Kindle-like products, etc. at Title I schools. Contract will include, but is not limited to: technical services with hardware and software installation, imaging and configuration of new computers, and migration to AD. The contractor shall receive assignments from the Director of Media and Technology to ensure maintenance and imaging of all district-owned Dell and MAC products are being made ready for classroom/office use to support digital operations of Title I schools.

FUND SOURCE: Federal

AMOUNT: \$50,000

PREPARED BY: Pink Hightower, Ph.D.

POSITION: Deputy Superintendent

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: _____

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

This contractual AGREEMENT is made between the School Board of Gadsden County, Florida, a school district, referred to as the "RECIPIENT", organized and existing under the laws of the State of Florida, with its principal place of business at 35 Martin Luther King., Jr. Blvd, City of Quincy, County of Gadsden, State of Florida, herein referred to as the Board, (also referred to as the District) and **Eric Rodriguez, DBA Lamier Technical Services** a for-profit CONTRACTOR organized and existing with its principal place of operations at 9950 Hosford Hwy. Quincy, Florida 32351, herein referred to as "CONTRACTOR". The CONTRACTOR is a provider of services to meet the needs of a federal award, not a sub-recipient of the RECIPIENT. The contractual AGREEMENT will establish uniform administrative requirements for the CONTRACTOR and RECIPIENT.

NOW, THEREFORE, the parties agree as follows:

ARTICLE 1. ENGAGEMENT OF THE CONTRACTOR

The RECIPIENT agrees to engage the CONTRACTOR and the CONTRACTOR agrees to perform the functions as outlined in the Scope of Services below. The CONTRACTOR understands and agrees that all services are to be secured and implemented solely by the CONTRACTOR and no subcontractor will be assigned as a CONTRACTOR without the prior written consent of the RECIPIENT.

The RECIPIENT and CONTRACTOR understand and agree that this AGREEMENT is valid only if approved and funds awarded for the same by the Florida Department of Education for Title I, Part A Basic.

ARTICLE 2. SCOPE OF SERVICES

The CONTRACTOR has agreed to provide the RECIPIENT with professional computer technology services for Dell and MAC/Apple Products, including but not limited to: computer stations, tablets, laptops, and other digital devices for classrooms in Title I schools. Contract will include, but is not limited to: technical services with hardware and software installation, imaging and configuration of new computers, and migration to AD. The CONTRACTOR shall receive assignments collaboratively from the Directors of Federal Programs and Media and Technology to ensure maintenance and imaging of all district-owned Dell and MAC products are being made ready for classroom and administrative use to support the digital operations of the Title I project. The CONTRACTOR must maintain a time and effort sheet that can be used to verify time spent working on digital equipment either on or offsite for the Gadsden County Title I schools. The CONTRACTOR agrees to meet with any district personnel requested by RECIPIENT to ensure that work is responsive to district needs.

The CONTRACTOR agrees that all data relating to RECIPIENT'S business affairs and other information identified as confidential by RECIPIENT remain confidential information of the RECIPIENT. Any other information identified as confidential by CONTRACTOR, is confidential information of CONTRACTOR. Each party shall use confidential information of the other party which is disclosed to it only for the purposes of this contract and shall not disclose such confidential information to any third party, without the other party's prior written consent, other than to each other's employees on a need-to-know basis.

ARTICLE 3. DURATION OF AGREEMENT

This AGREEMENT shall begin on July 1, 2017 and end on June 30, 2018 contingent upon the approval by school board and contingent upon approval and funding by the Florida Department of Education. The contract may be renewed annually by written agreement between the CONTRACTOR and the RECIPIENT based on Superintendent, School Board, and supervisor approval; satisfactory performance; and available funding,

ARTICLE 4. DEFINITIONS

Term	Definition
Advance	Means a payment made by Treasury check or other appropriate payment mechanism to a CONTRACTOR or CONTRACTOR upon its request either before outlays are made by the CONTRACTOR or through the use of predetermined payment schedules.
Award	Means financial assistance that provides support or stimulation to accomplish a public purpose.
CONTRACTOR	Means the legal entity to which a sub-award is made and which is accountable to the RECIPIENT for the use of the funds provided.
Date of Completion	Means the date on which all work under an award or sub-award is completed or the date on the award document, or any supplement or amendment thereto, on which Federal sponsorship ends.
Project costs	Means all allowable costs, as established in the applicable Federal cost principles, incurred by a RECIPIENT and the value of the contributions made by third parties in accomplishing the objectives of the award during the project period.
Project period	Means the period established in the award document during which Federal sponsorship begins and ends.
RECIPIENT	Means an organization receiving financial assistance directly from the Department of Education to carry out a project or program. The term includes public and private institutions of higher education, public and private hospitals and other quasi-public and private non-profit organizations such as, but not limited to, community action agencies, research institutes, educational associations, and health centers.
Renewal	Means a continuation of the contract on an annual basis for up to three years based on continued satisfactory performance, approval of immediate supervisor, approval of senior district leadership and school board, and contingent upon available funding
Sub-award	Means an award of financial assistance in the form of money, or property in lieu of money, made under an award by a RECIPIENT to an eligible CONTRACTOR or by a CONTRACTOR to a lower tier CONTRACTOR. The term includes financial assistance when provided by any legal agreement, even if the agreement is called a contract, but does not include procurement of goods and services nor does it include any form of assistance which is excluded from the definition of "award". The CONTRACTOR is not a sub-recipient of federal dollars.
Termination	Means the cancellation of award, in whole or in part, under an agreement at any time prior to the date of completion.
Working Capital	Means a procedure whereby funds are advanced to the RECIPIENT to cover its estimated disbursement needs for a given initial period.

ARTICLE 5. PAYMENT

This is a professional services contract not to exceed the amount of \$50,000 (fifty thousand dollars) for responsibilities as outlined in this contract. In consideration for the work performed by CONTRACTOR, the RECIPIENT shall pay the CONTRACTOR at \$50.00 (fifty) dollars per hour up to the limit of \$50,000 in support of the period that the invoices cover. The CONTRACTOR will submit time and effort logs to the Director of Media and Technology to document services provided. In full and complete compensation for all services provided by CONTRACTOR under this AGREEMENT, the RECIPIENT shall pay to Lamier Technical Services the total amount of no more than \$50,000 for services rendered as described under the Scope of Services. Checks will be made payable to Lamier Technical Services and will be sent to the agency office.

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

(c). The total cost of the AGREEMENT is no more than \$50,000.

ARTICLE 6. PUBLIC RECORDS

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

ARTICLE 7. TERMINATION OF AGREEMENT

The parties hereto contemplate this contract to run for the designated time period cited above subject to review as required by law. Any party wishing to terminate this contract prior to its expiration date shall provide the other party with no more than thirty (30) days written notice specifying the effective termination date. Upon termination, the district shall be responsible for payment of all costs incurred by CONTRACTOR in the performance of the AGREEMENT prior to termination. Upon termination, all finished or unfinished documents and other material related to these services shall become the property of the RECIPIENT.

ARTICLE 8. AMENDMENTS

Any changes must be mutually agreed upon in writing by the Director of Media and Technology, the Director of Federal Programs, the Deputy Superintendent, and the designee from Lamier Technical Services. Written amendments will be incorporated into this AGREEMENT, as necessary.

ARTICLE 9. PERSONNEL and LEVEL 2 CLEARANCE

Pursuant to Florida Statutes 1012.465 Background screening requirement for certain non-instructional school district employees and contractors – non-instructional school district employees or contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet level 2 screening requirements as described in s. 1012.32 F.S. Contractual personnel shall include any vendor, individual or entity under contract with the school board. The CONTRACTOR agrees to comply with all requirements of the Jessica Lunsford Act as described in this article. The CONTRACTOR will work cooperatively with all district employees.

ARTICLE 10. NONDISCRIMINATION AND COMPLIANCE

During the performance of this contract, the CONTRACTOR agrees to work in an environment free from all forms of discrimination. The CONTRACTOR shall comply with all federal, state and local laws and ordinances applicable to the work and shall not discriminate on the grounds of

race, color, religion, gender, national origin, disability, marital status, sexual orientation, veteran status, or age in the performance of work.

ARTICLE 11. ADMINISTRATION OF AGREEMENT

- (a) The CONTRACTOR'S contract administrator and contact is Mr. Eric Rodriguez, DBA Lamier Technical Services and/or his designee.
- (b) The RECIPIENT'S contract administrators and contacts are Dr. Sheantika Wiggins, Director of Media and Technology and Director of Federal Programs and/or their designees.
- (c) All written and verbal approvals must be obtained from the parties' contract administrator or their designees.
- (d) This contract shall be governed by and construed under the laws of the State of Florida.

ARTICLE 12. AGREEMENT AS INCLUDING ENTIRE AGREEMENT

This instrument, including any attachments, embodies the entire AGREEMENT of the parties. There are no other provisions, terms, conditions, or obligations. This AGREEMENT supersedes all previous oral or written communications, prior negotiations, offers, representations or agreements on this subject made by either party, their agents, or employees.

CONFLICT OF INTEREST: For the duration of this AGREEMENT, the CONTRACTOR pledges that he does not have any conflict of interest. He is not a party to any oral or written contract or understanding or legal or regulatory obligation that will in any way limit or conflict with his ability to fulfill the terms of the AGREEMENT.

ARTICLE 13. DISPUTES, CONFLICTS, and ENFORCEMENT

It is mutually agreed and understood that this contract shall be governed by the laws of the State of Florida, both as to interpretation and to performance, and that any action at law, suit in equity, or judicial proceeding for the enforcement of this contract, or any provision thereof, shall be instituted and maintained in any court of competent jurisdiction in Gadsden County, Florida. Any action by a party for enforcement of this AGREEMENT shall be maintained in Gadsden County. Pending final determination of any dispute hereunder, the CONTRACTOR shall proceed diligently with the performance of this contract. This contract shall be construed and interpreted solely in accordance with the laws of the State of Florida without giving effect to the conflicts of laws or provisions thereof. Conflicts of law contained in any part of this contract shall not warrant the entire contract as voided.

IN WITNESS WHEREOF, the School Board of Gadsden County, Florida and Mr. Eric Rodriguez, DBA Lamier Technical Services have executed this AGREEMENT.

Mr. Eric Rodriguez, DBA
Lamier Technical Services

Date

Mr. Roger P. Milton
Superintendent of Schools

Date

Mr. Isaac Simmons
Chairman, Gadsden County School Board

Date



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7r

DATE OF SCHOOL BOARD MEETING: June 27, 2017

TITLE OF AGENDA ITEM: 2017 -2018 Panhandle Area Educational Consortium (PAEC FLVS Franchise) Agreement

DIVISION: K-12 Education

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

PURPOSE AND SUMMARY OF ITEM:

The State of Florida requires each district to have a virtual instruction program pursuant to F.S.1002.45. Approval of the Panhandle Area Educational Consortium (PAEC FLVS Franchise) agreement is requested in order to provide a virtual instruction program to the students of Gadsden County as a school choice option.

FUND SOURCE: FEFP

AMOUNT: Undetermined – based upon enrollment

PREPARED BY: Carolyn Francis

POSITION: District Virtual School Administrator

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: _____

Panhandle Area Educational Consortium Contract Agreement

THIS CONTRACT is entered into by and between the Gadsden County School Board, 35 Martin Luther King Jr. Blvd.; Quincy, Florida 32351, hereinafter called "Contractee", and Panhandle Area Educational Consortium, through its District of Record, the Washington County School Board, 753 West Boulevard, Chipley, Florida 32428, hereinafter called "Contractor," through PAEC project entitled Virtual Franchise.

The contract will commence July 1, 2017 and will continue until June 30, 2018. Bonnie Wertenberger will direct the activities of the contract.

The Contractee agrees to compensate Contractor the following rates:

Fee Structure for grades 6-12 enrollments:

The \$275 fee per student enrollment will be assessed each semester for students who successfully complete a course. A \$75 fee will be charged if a student is withdrawn after the 28-day grace period.

A \$150 fee per student semester course will be assessed for each enrollment in which the district makes use of curriculum only and a PAEC instructor is not compensated for the instruction of the course. A \$75 fee will be charged if a student is withdrawn after the 28-day grace period.

Fee Structure for grades K - 5 enrollments:

A \$350 fee per student will be assessed for students who successfully complete a semester course. An assessment of \$225 will be charged if a student is withdrawn after the 28-day grace period.

A \$225 fee per student semester course will be assessed for each enrollment in which the district makes use of curriculum only and a PAEC instructor is not compensated for the instruction of the course.

The payment schedule will be up to four times a year. The Contractee assumes responsibility for the student completion or withdrawal fee upon verification of a course enrollment. No assessment will be charged for any student who is withdrawn prior to the 28-day grace period.

If applicable, verification of Level 2 screening, as stated in F.S. 1012.465, must be submitted to the PAEC Risk Management Department and approved before contract can be presented to the Washington County School Board for approval.

The services provided through this contract are stipulated as follows:

The Contractor, Panhandle Area Educational Consortium, through its District of Record, the Washington County School Board will:

1. Recruit, train, provide, and pay virtual instructors for PAEC FLVS district franchise, for student K-12.
2. Assign teachers to courses and students.
3. Supervise PAEC-contracted teachers.

4. Pay Florida Virtual School the contracted fees pursuant to student participation.
5. Upload required teacher background screen dates and demographics to a secure site for district r
6. Upload student enrollment reports once a month to a secure site for district retrieval.
7. Invoice the Contractee

The Contractee, Okaloosa County School Board will:

1. Establish a district MIS Virtual Education contact.
2. Establish a district Instructional Virtual Education contact.
3. Establish a FLVS franchise with a 7004 designation.
4. Approve virtual student course requests, including VIP and Home Education.
5. Provide students access to franchise courses during the regular school day.
6. Monitor virtual student progress.
7. Notify Contractor when a student withdraws from their brick and mortar school.
8. Communicate to and schedule students for state-required assessments.
9. Report FTE and all other DOE survey information to the state.
10. Recommend the appropriate provider option for high school students based on their academic ne
11. Make timely payment of PAEC invoices per the fees noted in this contract.
12. Complete Attachment A

This contract is subject to 2 CFR 200 Code of Federal Regulations

No award will be made to parties that have been suspended or debarred from participation in federal assistance programs. A review of the official site for debarred and suspended parties or otherwise ineligible parties will be made prior to approval of this contract. Evidence of parties of this contract being included in such listings will deem the Contractor ineligible making this contract null and void, by 2 CFR Appendix II to Part 200, Section (H), "Debarment and Suspension."

The Contractor, as defined by the Attorney General Opinion No. 062-120, will perform all services and furnish all labor at the Payee/Contractor's risk assuming full responsibility for completion of services stipulated. The Contractor is the party providing the services; the Contractee is the party receiving the services and providing the payment for the services.

This Agreement is subject to the Laws of the State of Florida, in particular, the below listed provisions found in Florida Statutes 287.058, 287.0582, 216.347 and 215.422:

287.058 -

- (1) a. A provision that bills for fees or other compensation for services or expenses be submitted in detail sufficient for a proper preaudit and postaudit thereof.
 - c. A provision allowing unilateral cancellation by the agency for refusal by the Contractor to allow public access to all documents, papers, letters, or other material made or received by the Contractor in conjunction with the contract, unless the records are exempt from s. 24(a) of Art. I of the State Constitution and s. 119.07(1).
- (2) The agency head and the Contractor prior to the rendering of any contractual service shall sign the written agreement.

287.0582 -

The State of Florida's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature.

216.347 -

The terms of this agreement prohibit the expenditure of funds for the purpose of lobbying the Legislature or a state agency.

215.422 -

Agencies have 5 working days to inspect and approve goods and services, unless bid specifications or the P.O. specifies otherwise. With the exception of payments to health care providers for hospital, medical, or other health care services, if payment is not available within 40 days, measured from the latter of the date the invoice is received or the goods or services

are received, inspected and approved, a separate interest penalty set by the Comptroller pursuant to Section 55.03, F.S., will be due and payable in addition to the invoice amount. To obtain the applicable interest rate, please contact the Agency's Fiscal Section at the agency's main office. Payments to health care providers for hospitals, medical or other health care services, shall be made not more than 35 days from the date of eligibility for payment is determined, and the daily interest rate is .03333%. Invoices returned to a vendor due to preparation errors will result in a payment delay. Invoice payment requirements do not start until a properly completed invoice is provided to the agency. A Vendor Ombudsman, whose duties include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from a State Agency, may be contacted at the agency's main office.

1012.465-

(1) Non-instructional school district employees or contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet Level 2 screening requirements as described in s. 1012.32, F.S. Contractual personnel shall include any vendor, individual, or entity under contract with the school board.

This Contract is also subject to the Federal Code of Regulations CFR 200.326 provisions for procurement - Contract Administration described in CFR 200.326 Code of Federal Regulations not previously covered in the above references to Florida Statutes. These provisions are:

- a. All records supporting project activities and the expenditure of funds must be maintained for a minimum of three years after the final payments and all other pending matters are closed.
- b. Access will be allowed by the Contractee to any books, documents, papers, and records of the Contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
- c. The Contractor understands that Contractee will give the Contractor thirty (30) days to take corrective action should it be determined that there is a violation of the contract. If corrective action is not taken by the Contractor, funding will be withheld or revoked.
- d. For a contract in excess of \$10,000, the Contractor understands that modifications and/or revisions to the financial and/or program aspects of this contract may be required as a result of changes in funding. The Contractor understands and agrees that if either party desires to change, modify, or terminate this Agreement, the proposed changes shall be negotiated and shall be written documents executed by both parties.

If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor's duty to provide public records relating to this contract, contact the school board's custodian of public records, Eric Mitchell, at (850) 689-7184, or eric.mitchell@mail.okaloosa.k12.fl.us, or Okaloosa County School District, 461 West School Avenue, Crestview, FL 32536.

IN WITNESS WHERE OF, the parties have executed this CONTRACT/MODIFICATION and signing, thereby validating this CONTRACT/MODIFICATION, the parties also certify that each possesses legal authority to contractually bind their respective organizations in their capacity as a signatory official.

Contractee

Contractor

_____, Chairman
_____ County School Board

Herbert J. Taylor, Superintendent
Washington County School Board

Date

Date

_____, Superintendent
_____ County School Board

John T. Selover, Executive Director
Panhandle Area Educational Consortium

Date

Date

Social Security # or Federal ID#

59-6000898

Social Security # or Federal ID #

WCSB Date:

Attachment A:

Please complete the items below which will be specific to the service of your district.

School Year Dates: 2017 - 2018

First Semester Begins: 8/14/2017 Ends: 12/15/2017

Second Semester Begins: 1/3/2018 Ends: 5/31/2018

What Grade Levels will be served, check all that apply:

<input checked="" type="checkbox"/> K	<input checked="" type="checkbox"/> 6 th
<input checked="" type="checkbox"/> 1 st	<input checked="" type="checkbox"/> 7 th
<input checked="" type="checkbox"/> 2 nd	<input checked="" type="checkbox"/> 8 th
<input checked="" type="checkbox"/> 3 rd	<input checked="" type="checkbox"/> 9 th
<input checked="" type="checkbox"/> 4 th	<input checked="" type="checkbox"/> 10 th
<input checked="" type="checkbox"/> 5 th	<input checked="" type="checkbox"/> 11 th
	<input checked="" type="checkbox"/> 12 th

If available, would you like to participate in AP courses. Yes No

Would you like PAEC to have access to all of your virtual enrollments (both PAEC and FLVS). This will require allowing FLVS to assign login and password for PAEC to use. Yes No

PAEC uses instructors from throughout the state, including from your own district. Do you wish for students to have an instructor that is also employed at their home school? Yes No

Do you want your Home Education students to be served through the PAEC Franchise?
 Yes No

Do you want your summer school students served through the PAEC Franchise?
 Yes No We will decide on a case-by-case basis.

District Contacts:

Please provide an attached list of the names and contact email for the following.

District Virtual Education Coordinator: Carolyn Francis (francisc@gcpsmail.com)

District MIS Coordinator: Desmona Hale (haled@gcpsmail.com)

District Home Education Coordinator: Sherrie Taylor (taylors@gcpsmail.com)

Names of Counselors, including Name of School:

Gadsden County High School

Maresha Alexander (alexanderm@gcpsmail.com)

Tamela Hinson-Maynor (hinsont@gcpsmail.com)

Trinika Trotter (trottert@gcpsmail.com)

Edna Henson (hensone@gcpsmail.com)

West Gadsden Middle School

Sonja Jackson, Principal (jacksons@gcpsmail.com)

James A. Shanks Middle School

Jeanne Gunn (gunnj@gcpsmail.com)

Havana Magnet School

Portia Robinson (robinsonpo@gcpsmail.com)

Carter Parramore Academy

Pauline West, Principal (westp@gcpsmail.com)

SUMMARY SHEET



RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7s

DATE OF SCHOOL BOARD MEETING: June 27, 2017

TITLE OF AGENDA ITEM: Florida Virtual School (FLVS K-12 Florida) Agreement

DIVISION: K-12 Education

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

PURPOSE AND SUMMARY OF ITEM:

The State of Florida requires each district to have a virtual instruction program pursuant to F.S.1002.45. Approval of the Florida Virtual School (FLVS K-12 Florida) agreement is requested in order to provide a virtual instruction program to the students of Gadsden County as a school choice option.

FUND SOURCE: FEFP

AMOUNT: Undetermined – based upon enrollment

PREPARED BY: Carolyn Francis

POSITION: District Virtual School Administrator

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: _____



MEMORANDUM OF UNDERSTANDING
BETWEEN
FLORIDA VIRTUAL SCHOOL
AND

This 2017-2018 MEMORANDUM OF UNDERSTANDING (MOU) is hereby made and entered into by and between the _____, hereinafter referred to as School or District, and FLORIDA VIRTUAL SCHOOL, hereinafter referred to as FLVS.

A. PURPOSE:

The purpose of this MOU is to form a relationship between the School/District and FLVS with the intent to ensure innovative learning solutions for all students within the Blended Learning Community (BLC). A Blended Learning Community (BLC) is a school whereby two (2) or more students are working on the FLVS course(s), taught by an FLVS instructor, in a learning location at a school with a dedicated facilitator. FLVS's goal is to provide the necessary teachers for each Blended Learning Community (BLC) commencing on the School's preferred start date. To accommodate your preferred start date and hire the necessary teachers, the School principal and/or authorized district representative is required to sign this MOU no later than seven (7) days after document is received so that both parties are in agreement of this commitment.

B. Notice in Advance of Start Date: To accommodate your preferred start date and to hire the appropriate number of teachers, the following guidelines are in order:

1. BLCs with 2-29 students will require a minimum of 10 days advanced notice by submitting a formal request of course(s) with number of seats in our student information system, Virtual School Administrator (VSA), in order to provide the appropriate teachers by the preferred start date for the BLC.
2. BLCs with 30-149 students will require 30 days advanced notice by submitting a formal request of course(s) with number of seats in our student information system, Virtual School Administrator (VSA), in order to provide the appropriate teachers by the preferred start date for the BLC.
3. BLCs with 150 plus students will require 60 days advanced notice by submitting a formal request of course(s) with number of seats in our student information system, Virtual School Administrator (VSA), in order to provide the appropriate teachers by the preferred start date for the BLC.

C. FLVS is responsible for:

1. Training for the BLC school facilitator, including an emphasis on Blended Learning support strategies.
2. Training for the School Counselor(s).
3. Training for the District and school administration.
4. A registration process specifically designed for BLC students.
5. Ongoing virtual and/or face-to-face support from an FLVS instructor, District Relations Manager, Blended Learning Specialist, and FLVS support staff.
6. Highly-qualified, state-certified instructors.



7. Direct instruction using synchronous teaching methods.
8. Providing ongoing evaluation and support of all members of the Blended Learning Community.
9. Providing progress monitoring tools at student and school level.
10. Invoicing for applicable enrollments.
11. Providing data required for FTE reporting by district (as permitted by FDLE).

D. School District is responsible for providing:

1. Accurate request for reservation to secure courses.
2. Selecting academically appropriate courses by benchmark dates as stated above and within the enrollment period:
 - Fall: May 31 to September 1
 - Spring: November 15 to January 31
 - Summer: April 1 to June 1
3. Provide FLVS a complete student information roster with the minimum data requirements (last name, first name, date of birth and grade level). Noncompliance will result in FTE reported by FLVS.
4. Dedicated Blended Learning Community (BLC) facilitator to monitor students and verify attendance – does not have to be a certified Instructor.
5. Student computer access (4 – 6 hours each week per course) and other minimum technology required as listed on the FLVS website.
6. Two-way long distance communication access for FLVS Instructor – student phone calls.
7. Access to stakeholders involved in the success of the BLC for training and communications from FLVS.
8. Parent’s notification of student’s participation in the Blended Learning Community.
9. Reporting the FTE associated with these enrollments.

E. Fees

FLVS will invoice the school district on the 30th day for each billable enrollment* within the Blended Learning Community at \$267.00 per each half credit enrollment. School District shall pay the bill/invoice in accordance with the contract terms of Net 30 days.

1. **Billable Enrollments:** Any enrollments* in Classroom Assigned or Active status in VSA for a minimum of 30 consecutive day or 20% complete in any status, FLVS will bill the school/district for the student, regardless of the student’s status upon receipt of invoice.

**Segment 2 enrollments of a full credit course will become billable once enrollments are either 20% complete or have been in CA or A status for at least 30 calendar days of second semester start.*

Second Semester for the school or district begins on _____.

2. **Invoice Schedule:** District will be invoiced for each billable enrollment Classroom Assigned or Active in VSA for 30 consecutive days or 20% complete in any status (on or near: mid-October, mid-February, and mid-June); FLVS will bill the school/district for the student, regardless of the student’s status upon receipt of the invoice.

Cycle	Enrollment Data Date Range	Invoice Sent
Cycle 1	July - October	Mid-November
Cycle 2	November - February	Mid-March
Cycle 3	March - June	End of June
Cycle 4	True-up/Enrollments not captured in previous cycle	Mid-July



- 3. All fees associated with Advanced Placement and Industry Certification examinations will be the responsibility of the school or district reporting the FTE.

Billing Contact Personnel:

School or District	Florida Virtual School
Name:	Name: Kristine Campanelli
School/District Address:	Address: 2145 Metrocenter Blvd. Suite 100 Orlando, Florida 32835
Email:	Email: kcampanelli@flvs.net
Telephone No.:	Telephone No.: 407-513-3346

- F. FAILURE TO COMPLY WITH THE TERMS OF THIS MOU MAY RESULT IN ONE OR MORE OF THE CONSEQUENCES BELOW:
 1. Delay start date.
 2. Students placed as traditional FLVS Part-time Virtual Learning Lab (VLL) student.
 3. Future lab request(s) may be denied.
 4. Completed students' lists should be submitted no later than one (1) month from BLC start date; otherwise student will be enrolled as part-time, and FTE sharing will apply for enrollments not tagged as BLC.
- G. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:
 1. ACADEMIC INTEGRITY IN THE BLC. Each staff member has a stake in ensuring the highest standards of academic integrity. Teachers synchronize various aspects of FLVS to ensure the best possible experiences for their students.

Instructors will:

- Act as a resource for student questions.
- Submit various assignments into the **Turnitin.com** database.
- Coordinate any academic integrity issues with the lab facilitator, their Instructional Leader, and Academic Integrity Support Personnel.
- Verify student mastery of content through Discussion-Based Assessments and authentic assessments.
- Convey incidents and consequences to the student and facilitator.

Facilitators will:

- Provide supervision through close proximity while circulating the lab.
- Encourage students to seek support from FLVS Instructors.
- Encourage student to seek support from the facilitator.
- Discourage inappropriate collaboration of students.
- Ensure students are provided with appropriate equipment and that equipment is not shared by students who are actively working in the same FLVS coursework.
- Require that students protect their password information and coursework.
- Protect students' user names, passwords, and other private information.
- Adjust seating arrangements to help promote students' integrity.
- Communicate with the student, FLVS Instructor and Academic Integrity Investigator with regards to concerns and consequences.



- 2. **MODIFICATION:** Modifications to this Agreement shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by authorized officials, prior to any changes being performed.
- 3. **PARTICIPATION IN SIMILAR ACTIVITIES:** This Agreement in no way restricts FLVS or School or District from participating in similar activities with other public or private agencies, organizations and individuals.
- 4. **PRINCIPAL CONTACT:** Contact your District Relations Manager (DRM) with questions concerning this Agreement. The principal contacts for this instrument are:

School or District <u>Authorized Official:</u>	FLVS <u>Authorized Official:</u>
X	x

- 5. **COMPLIANCE:** The parties agree to be bound by applicable state and federal rules governing Equal Employment Opportunity, Non-Discrimination and Immigration.
- 6. **COMMENCEMENT/EXPIRATION DATE:** This Agreement is executed as of the date of last signature and is effective through 6/30/2018 at which time it will expire unless extended.
- 7. **LIABILITIES:** It is understood that neither party to this Memorandum of Understanding is the agent of the other and neither is liable for the wrongful acts or negligence of the other. Each party shall be responsible for its negligent acts or omissions and those of its officers, employees, agents or students (if applicable), howsoever caused, to the extent allowed by their respective state laws.
- 8. THE PARTIES ACKNOWLEDGE THAT NEITHER PARTY MAKE A WARRANTY OF ANY KIND, EXPRESSED OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the last written date below.

FOR: **School or District:**

Date: _____

 Name and Title

FOR: **Florida Virtual School:**

Date: _____

 Mr. Ronald Blocker; President and CEO



MEMORANDUM OF UNDERSTANDING
BETWEEN
FLORIDA VIRTUAL SCHOOL
AND

This 2017-2018 MEMORANDUM OF UNDERSTANDING (MOU) is hereby made and entered into by and between the _____, hereinafter referred to as School or District, and FLORIDA VIRTUAL SCHOOL, hereinafter referred to as FLVS.

A. PURPOSE:

The purpose of this MOU is to form a relationship between the School/District and FLVS with the intent to ensure innovative learning solutions for all students within the Virtual Learning Lab (VLL). A Virtual Learning Lab (VLL) is a school whereby students are working on FLVS course(s) taught by FLVS instructor(s) at a school with a facilitator. FLVS's goal is to provide the necessary teachers for each VLL commencing on the School's preferred start date. To accommodate your preferred state date and hire the necessary teachers, the School principal and/or authorized district representative is required to sign this MOU no later than seven days after document is received so that both parties are in agreement of this commitment.

B. FLVS is responsible for:

1. Training for the VLL school facilitator.
2. Training for the School Counselor(s).
3. A registration process specifically designed for VLL students.
4. Ongoing support from an FLVS instructor and/or a Blended Learning Specialist.
5. Highly-qualified, state-certified instructors.
6. Invoicing for successfully completed enrollments.
7. Providing data required for FTE reporting by district (as permitted by the FDLE).

C. School/District is responsible for providing:

1. Selecting academically appropriate courses by benchmark dates as stated above and within the enrollment period:
 - Fall: May 31 to September 1
 - Spring: November 15 to January 31
 - Summer: April 1 to June 1
2. Provide FLVS a complete student information roster with the minimum data requirements (last name, first name, date of birth and grade level). Noncompliance will result in FTE reported by FLVS.
3. Accurate request for reservation to secure courses.
4. Virtual Learning Lab facilitator to monitor students – does not have to be a certified instructor.
5. Computer access and other minimum technology required as listed on the FLVS website for the students to take the courses at school. This includes computer access 4 to 6 hours each week per course.
6. Two-way long distance communication access for FLVS instructor – student phone calls.
7. Parent's notification of student's participation in FLVS course.
8. FTE submission associated with these enrollments.



D. Fees:

FLVS will invoice the school district for each billable enrollment at \$325.00 per each half credit completion. School district shall pay the bill/invoice in accordance with this contract at Net 30days.

- 1. Billable Enrollments:** Any half credit completion issued by FLVS instructor through final grade report sent via Virtual School Administrator (VSA).
- 2. Invoice Schedule:** School/District will be invoiced for enrollments that have completed during each billing cycle, identified by status 'Completed' in VSA. The billing cycle is outlined in the invoicing schedule section below. The final billing amount will be net of amount paid by the district in the first billing. (October 1/January 15; March 1/June 30; July 1/August 15).

Cycle	Enrollment Data Date Range	Invoice Sent
Cycle 1	July – October	Mid-November
Cycle 2	November – February	Mid-March
Cycle 3	March – June	End of June
Cycle 4	True-up/Enrollments not captured in previous cycle	Mid-July

- 3.** All fees associated with Advanced Placement and Industry Certification examinations will be the responsibility of the school or district reporting the FTE.

BILLING CONTACT PERSONEL:

School or District	Florida Virtual School
Name:	Name: Kristine Campanelli
School/District Address:	Address: 2145 Metrocenter Blvd. Suite 100 Orlando, Florida 32835
Email:	Email: kcampanelli@flvs.net
Telephone No.:	Telephone No.: 407-513-3346

E. FAILURE TO COMPLY WITH THE TERMS OF THIS MOU MAY RESULT IN DENIAL OF FUTURE VLL REQUESTS AT THE RATE STATE ABOVE.

F. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

- 1. ACADEMIC INTEGRITY IN THE VLL.** Each staff member has a stake in ensuring the highest standards of academic integrity. Teachers synchronize various aspects of FLVS to ensure the best possible experiences for their students.

Instructors will:

- Act as a resource for student questions.
- Submit various assignments into the **Turnitin.com** database.
- Coordinate any academic integrity issues with the lab facilitator, their Instructional Leader, and Academic Integrity Support Personnel.
- Verify student mastery of content through Discussion-Based Assessments and authentic assessments.
- Convey incidents and consequences to the student and facilitator.

Facilitators will:

- Provide supervision through close proximity while circulating the lab.
- Encourage students to seek support from FLVS instructors.
- Encourage students to seek support from the facilitator.
- Discourage inappropriate collaboration of students.



Virtual Learning Lab

- Ensure students are provided with appropriate equipment and that equipment is not shared by students who are actively working in the same FLVS coursework.
 - Require that students protect their password information and coursework.
 - Protect students' user names, passwords, and other private information.
 - Adjust seating arrangements to help promote students' integrity.
 - Communicate with the student, FLVS Instructor and Academic Integrity Investigator with regard to concerns and consequences.
2. **MODIFICATION:** Modifications to this Agreement shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by authorized officials, prior to any changed being performed.
 3. **PARTICIPATION IN SIMILAR ACTIVITIES:** This Agreement in no way restricts FLVS or School or District from participating in similar activities with other public or private agencies, organizations, and individuals.
 4. **PRINCIPAL CONTACTS:** Contact your District Relations Manager (DRM) with questions concerning this agreement. The principal contacts for this instrument are:

<u>School or District Authorized Official:</u>	<u>FLVS Authorized Official:</u>
X	X

5. **COMPLIANCE:** The parties agree to be bound by applicable state and federal rules governing Equal Employment Opportunity, Non-Discrimination and Immigration.
6. **COMMENCEMENT/EXPIRATION DATE:** This Agreement is executed as of the date of last signature and is effective through 6/30/2018 at which time it will expire unless extended.
7. **LIABILITES:** It is understood that neither part to this Memorandum of Understanding is the agent of the other and neither is liable for the wrongful acts or negligence of the other. Each party shall be responsible for its negligent acts or omissions and those of its officers, employees, agents or students (if applicable), however caused, to the extent allowed by their respective state laws.
8. THE PARTIES ACKNOWLEDGE THAT NEITHER PARTY MAKES A WARRANTY OF ANY KIND, EXPRESSED OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PUPRPOSE.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the last written date below.

FOR: **School or District:**

Date: _____

Name and Title

For: **Florida Virtual School:**

Date: _____

Mr. Ronald Blocker; President and CEO



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7t

DATE OF SCHOOL BOARD MEETING: June 27, 2017

TITLE OF AGENDA ITEM: 2017 -2018 Edgenuity Agreement

DIVISION: K-12 Education

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

PURPOSE AND SUMMARY OF ITEM:

The State of Florida requires each district to have a virtual instruction program pursuant to F.S.1002.45. Approval of the Edgenuity agreement is requested in order to provide a virtual instruction program to the students of Gadsden County as a school choice option.

FUND SOURCE: FEFP

AMOUNT: Undetermined – based upon enrollment

PREPARED BY: Carolyn Francis

POSITION: District Virtual School Administrator

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: _____



VIRTUAL INSTRUCTION PROVIDER AGREEMENT

This Agreement for services ("Agreement") made and entered into by and between Edgenuity, Inc. (hereafter "VIRTUAL INSTRUCTION PROVIDER," or "Edgenuity") having principal offices at 8860 E. Chaparral Road, Suite 100, Scottsdale, AZ, 85250; and Gadsden County Schools (hereinafter "CLIENT"), having principal offices at 35 Martin Luther King, Jr. Boulevard, Quincy, Florida 32351.

This Agreement supersedes and cancels any prior agreements and/or understandings between the parties concerning the subject matter. There are no provisions, representations, undertakings, agreements, or collateral agreements between the parties other than as set forth in this Agreement.

The parties by their authorized representatives have entered into this Agreement as of the 1st day of July, 2017 (the "Effective Date").

CLIENT and VIRTUAL INSTRUCTION PROVIDER agree to the Description of Work contained in Attachment A (Description of Work); Attachment B (Payment Terms and Conditions); Attachment C (Detailed Curriculum Plan); The Standard Terms and Conditions available at <http://www.edgenuity.com/edgenuity-standard-terms-and-conditions.pdf> and all incorporated herein as part of the Agreement, as true and accurate.

This contract shall be effective upon the date upon which it is signed by both the CLIENT and the VIRTUAL INSTRUCTION PROVIDER, whichever is later.

TERM

This Agreement shall be effective on the Effective Date for a period of one (1) year and shall be terminable in accordance with the requirements herein, with the option of one year renewal after written acceptance and approval from both parties.

EDGENUITY INC.

CLIENT:

By: _____
Name: _____
Title: _____
Date: _____

By: _____
Name: _____
Title: _____
Date: _____

ATTACHMENT A
Description of Work

As more fully set forth in Attachment B, the VIRTUAL INSTRUCTION PROVIDER is to assist in the operation of a K – 12 virtual school that provides a free-to-students, full-time 180-day online instructional program to eligible students during the 2017/18 school year. The VIRTUAL INSTRUCTION PROVIDER is to provide each student with all necessary online courseware and instructional support provided as set forth in Attachment B, and as further defined by the Virtual Instruction Provider’s Standard Terms and Conditions, and through any subsequent changes established by joint written agreement between CLIENT and VIRTUAL INSTRUCTION PROVIDER. Any instructional staff provided by VIRTUAL INSTRUCTION PROVIDER must be highly qualified as identified by NCLB standards and hold valid Florida teaching certificates under provisions of Chapter 1012, Florida Statutes. The VIRTUAL INSTRUCTION PROVIDER will ensure all employees and contracted personnel undergo background screening as required by s. 1012.32, Florida Statutes, using state and national criminal history records and will provide a list of instructional employees to the CLIENT for verification of compliance according to the VIRTUAL INSTRUCTION PROVIDER’s standard procedures. If additional background checks are required by CLIENT, CLIENT will so state in writing to VIRTUAL INSTRUCTION PROVIDER. VIRTUAL INSTRUCTION PROVIDER will provide information as requested by Client Liaison as described below in #9 in regards to monitoring. All curriculum and course content must align to the Florida Standards. The VIRTUAL INSTRUCTION PROVIDER agrees to comply with any student progression plan, student calendar and other standard policies to support a virtual program in compliance with applicable Florida Statutes except as described in the Virtual Instruction Provider’s Standard Terms and Conditions incorporated herein and available at <http://www.edgenuity.com/edgenuity-standard-terms-and-conditions.pdf>. As required in s. 1002.45, a detailed curriculum plan is provided in **Attachment C** that illustrates how students will be provided services and be measured for attainment of proficiency in the Florida Standards for each grade level and subject. For districts who select the provision of a full-time virtual instruction program to students in grade 9-12, the VIRTUAL INSTRUCTION PROVIDER will report the successful completion of courses to the CLIENT and it is the CLIENT’s responsibility to confirm that a student has satisfied the requirements for graduation in s. 1003.428, s. 1003.429, or s. 1003.43. The VIRTUAL INSTRUCTION PROVIDER will establish a standard schedule for providing data for required state reporting that enables timely submission to the Department of Education. Using the data provided to VIRTUAL INSTRUCTION PROVIDER by CLIENT, VIRTUAL INSTRUCTION PROVIDER will use commercially reasonable efforts to provide timely, accurate and complete education data. While the education data is under the control of VIRTUAL INSTRUCTION PROVIDER, VIRTUAL INSTRUCTION PROVIDER will use commercially reasonable security measures and controls as required by FERPA.

Role of the CLIENT

1. Assign virtual school students at school number 7001 under the appropriate provider by code and other actions required by the Florida Department of Education.
2. Verify the enrolled students are eligible to participate in the virtual school.
3. Provide testing locations for all students for any required testing and to administer any required testing; to provide readiness screening for students entering grade K.
4. Provide any required services to support a student’s IEP consistent with the legal requirements for serving students with special needs in a virtual school.
5. Provide an English Language Learner [ELL] certified teacher for students requiring ELL education that will meet all ELL eligibility requirements, unless otherwise agreed by both parties in writing.

- Provider may make recommendations for ELL accommodations within the Provider courses or offer other services and elective courses to meet this need.
6. Manage the student admissions process, consistent with school policies and applicable law. Such administration shall include the management of the student application and enrollment process and fielding all communications with students and their parents regarding the application and enrollment process.
 7. Create and manage all marketing and promotional materials, collateral, advertisements or solicitations associated with recruiting, registering, and orienting students to the Virtual School.
 8. Provide administrators and/or counselors to provide student and/or parent counseling and administrative support as needed.
 9. Designate to the VIRTUAL INSTRUCTION PROVIDER, a CLIENT Liaison to act for the CLIENT in all matters pertaining to this contract, including but not limited to monitoring compliance pursuant to State and Client policy, and to accept and approve all deliverables and invoices.
 10. Client (i) must keep its passwords secure and confidential; (ii) is solely responsible for its Data and all activity in its account in the Service; (iii) must use commercially reasonable efforts to prevent unauthorized access to its account, and notify Provider promptly of any such unauthorized access; and (iv) may use the Service only in accordance with the Service's written technical guides and applicable law. Client may allow authorized third parties to access the Service in compliance with the terms of this Agreement, so long as the access is for the sole benefit of Client. Client is responsible for compliance by such Client authorized third parties with this Agreement.
 11. Accept standard publications of the VIRTUAL INSTRUCTION PROVIDER for all compliance and documentation purposes (i.e., program guide for information and data about the curriculum, student handbook for school policies and procedures and hours of personnel availability, state reporting for certification status and physical location of personnel, monthly school report for student-teacher ratios, teacher load limits, state data submissions and state report cards for completion, promotion, and other accountability outcomes).
 12. Provide the VIRTUAL INSTRUCTION PROVIDER with a district liaison so that VIRTUAL INSTRUCTION PROVIDER can provide accurate student completion course completion to CLIENT.
 13. Accurately code all required data for virtual students to the Florida Department of Education.
 14. Provide the VIRTUAL INSTRUCTION PROVIDER with student data so the provider can meet Florida Department of Education reporting requirements to include gender, grade, ethnicity, ELL status, special education, FSA ELA and math assessment results, EOC data, and graduation data or other data as requested.
 15. For payment, report to the state all students served under this Agreement as reported to the CLIENT by the VIRTUAL INSTRUCTION PROVIDER.
 16. Pay the VIRTUAL INSTRUCTION PROVIDER in accordance with Attachment B.
 17. Provide any required information to parents and students about their right to participate in CLIENT's virtual school.
 18. Provide a diploma for graduating seniors.
 19. Fulfill the requirements of a virtual school set forth in s. 1002.45, F.S., that are not specifically identified as responsibilities of the VIRTUAL INSTRUCTION PROVIDER under the terms of this Agreement.



**ATTACHMENT B
Payment Terms and Conditions**

Edgenuity Curriculum and Instructional Services FLORIDA VIRTUAL INSTRUCTION PROVIDER Pricing	
Edgenuity Instructional Services is an approved Florida VIRTUAL INSTRUCTION PROVIDER and offers schools and districts the flexibility to partner with Edgenuity to provide instructional teaching services and courseware to support their Florida VIRTUAL INSTRUCTION PROVIDER program needs. A comprehensive Florida VIRTUAL INSTRUCTION PROVIDER course list is attached.	
Instructional Services Program Options	Pricing
Course enrollment options - includes courseware and FL certified teacher	
Teaching Services/Supplemental - per semester course enrollment*	\$ 225.00
Teaching Services - full-time enrollment (per semester)	\$ 1,750.00
Course-only fee	\$ 50.00
VS Teaching Services - per semester course enrollment	
<p>This service provides students with an Edgenuity semester course for a 5 month enrollment period and an academic support team comprised of highly qualified and state certified instructors and on demand concept coaching:</p> <ul style="list-style-type: none"> • Instructors augment course content via remediation, modification and enrichment through web meetings, virtual office hours, and email communication. Instructors also grade course assignments and projects. • Concept coaches perform on demand concept demonstration using interactive technology tools for core courses, ELA, Math, Social Studies, and Science. • The academic support team monitors student progress and proactively communicates with students, parents, and school staff. 	
Teaching Services - full-time semester enrollment - per semester/monthly	
<ul style="list-style-type: none"> • This service provides full-time students with up to six (6) Edgenuity semester courses for a five (5) month enrollment period and an academic support team comprised of highly qualified and certified instructors, concept coaches, and success coaches. • Instructors augment course content via remediation, modification and enrichment through web meetings, virtual office hours, and email communication. Instructors also grade course assignments and projects. • Concept coaches perform on demand concept demonstration using interactive technology tools for core courses, ELA, Math, Social Studies, and Science • The academic support team monitors student progress and proactively communicates with students, parents, and school staff. • The full-time student will also receive a dedicated Success Coach. The Success Coach is a mentor who provides guidance for students enrolled full-time in online Edgenuity courses. The Success Coach provides orientation services for students and parents, create individualized learning plans with students, monitor overall student progress and attendance, and partner with the entire academic support team and school to ensure students are on track and successful in their courses. 	



Standard Terms and Conditions located at <http://www.edgenuity.com/edgenuity-standard-terms-and-conditions.pdf> are incorporated by reference into Agreement.

Payment Terms and Conditions

Quarterly Billing:

- Edgenuity will provide enrollment rosters on October 5, December 5, February 5, and June 5 on all active enrollments to be invoiced.
- The CLIENT will have an opportunity to review and provide updated information to Edgenuity by the 15th of the billing month.
- Invoices will be sent on the 16th of each billing month and the term is net 30.
- CLIENT will be billed the actual price for any required AP books. These fees are nonrefundable.

Attachment B – Continued

- I. VIRTUAL INSTRUCTION PROVIDER shall provide the Curriculum and Instructional Services identified in the “Payment Terms and Conditions” pricing table (the “Deliverables”).
- II. VIRTUAL INSTRUCTION PROVIDER will commit to a student-teacher ratio consistent with the Florida Virtual School program, which is one teacher per 65 students for grades 6 – 8 and one teacher per 200 students for grades 9 – 12.
- III. To the best of the VIRTUAL INSTRUCTION PROVIDER’s knowledge, the VIRTUAL INSTRUCTION PROVIDER further warrants that as to each Deliverable produced pursuant to this Contract, VIRTUAL INSTRUCTION PROVIDER’s production of the Deliverable and the CLIENT’s use of the Deliverable, will not infringe on the copyrights of any third party. This provision applies to each work of authorship in which copyrights subsist pursuant to 17 U.S.C. Section 102-105 and to each exclusive right established in 17 U.S.C. Section 106. To the best of the VIRTUAL INSTRUCTION PROVIDER’s knowledge, in furtherance of this provision, the VIRTUAL INSTRUCTION PROVIDER warrants that:
 - a. As to each work of software or other “information technology” as identified in s. 287.012(15), Florida Statutes, in which copyrights subsist, the VIRTUAL INSTRUCTION PROVIDER has acquired the rights by conveyance or license to any third party software or other information technology, which was used to produce the Deliverables.
 - b. As to each image and sound recording incorporated into a Deliverable, the VIRTUAL INSTRUCTION PROVIDER has acquired the necessary rights, releases and waivers from the person whose image or sound is included, or from the holder of the copyrights subsisting in the literary, musical, dramatic, pantomime, choreographic, pictorial, graphic, sculptural, motion pictures, audiovisual, work or sound recording from which the included image or sound was taken.
- IV. If there is a modification to the rules and regulations approved by the Florida Board of Education in contradiction to the terms outlined in this contract, the Parties will amend the contract as necessary to bring the contract into accord with the rules and regulations so long as such change does not materially change the Deliverables as currently defined.
- V. VIRTUAL INSTRUCTION PROVIDER will implement, maintain, and use appropriate administrative, technical, or physical security measures to the full extent required by Title 20, Section 1232g, United State Code, The Family Educational Right and Privacy Act (FERPA), in order to maintain the confidentiality of student/education records.
- VI. VIRTUAL INSTRUCTION PROVIDER has filed for or is the owner of various trademarks and logos. The CLIENT will be granted the use of such logos and trademarks in connection with its virtual school offering but use of such trademark and logos shall be used only in connection with those services provided under this contract.
- VII. VIRTUAL INSTRUCTION PROVIDER will maintain and keep in force Worker’s Compensation, Liability and Property Damage Insurance to protect it from claims under worker’s compensation claims for personal injury, including death, and claims for damages to any property of the CLIENT, or of the public, which may arise from operations under this Agreement, whether such operations be by



VIRTUAL INSTRUCTION PROVIDER, or by any subcontractor or anyone directly or indirectly employed by VIRTUAL INSTRUCTION PROVIDER.

- VIII. In no event will the CLIENT, CLIENT members, CLIENT officers, employees, or agents be responsible or liable for the debts, acts or omissions of the VIRTUAL INSTRUCTION PROVIDER, its officers, employees, or agents. This does not excuse the CLIENT from paying any obligations incurred resulting from this contract, or from the payment of any debts incurred under this contract for lawful termination.
- IX. Method for Conflict Resolution – Any dispute concerning performance of the contract shall be decided by the CLIENT's designated contract manger, who shall reduce the decision to writing and serve a copy to the VIRTUAL INSTRUCTION PROVIDER. The decision shall be CLIENT's final decision unless within ten (10) days from the date of receipt, the VIRTUAL INSTRUCTION PROVIDER files a petition with the CLIENT for administrative hearing pursuant to Chapter 120 of the Florida Statutes. Exhaustion of administrative remedies is an absolute condition precedent to the VIRTUAL INSTRUCTION PROVIDER's ability to pursue any other form of dispute resolution; provided, however, that the parties may employ the alternative dispute resolution procedures outlined in Chapter 120.
- X. After exhaustion of administrative remedies or for any claim not cognizable under Chapter 120, Florida Statutes, the exclusive venue of any legal or equitable action that arises out of or relates to the Agreement shall be the appropriate state or federal court with jurisdiction over Gadsden County, Florida; in any such action, Florida law shall apply and the parties waive any right to jury trial.
- XI. **TERMINATION** – This contract may only be terminated before its expiration as follows: a) both Parties agree in writing to the termination; or b) if either Party materially breaches the contract and fail to cure such breach within ninety (90) days following written notification of such breach from the other Party, the non-breaching Party may elect to terminate.
- XII. **DEBT RESPONSIBILITY** – As required by Florida Statute, the Virtual Instruction Program is responsible for all debts for CLIENT's virtual instruction program that arise out of the VIRTUAL INSTRUCTION PROVIDER's performance of this contract if the contract is not renewed or is terminated. This does not excuse the CLIENT from paying any obligations incurred resulting from this contract, or from the payment of any debts incurred under this contract for lawful termination.
- XIII. VIRTUAL INSTRUCTION PROVIDER is required to comply with all requirements of Section 1002.45, Florida Statutes and will comply with disclosure requirements adopted in rule by the Florida Board of Education.
- XIV. **PUBLIC RECORD** – CLIENT agrees that all of Edgenuity's Confidential Information, as defined below, is a trade secret, as defined in Section 812.081, Fla. Stat., and is therefore exempt from disclosure as public records under Chapter 119, Florida Statutes. CLIENT agrees to take all commercially-reasonable steps necessary to prevent unauthorized disclosure of Edgenuity's Confidential Information and Confidential Materials, as defined below. Such steps shall include without limitation, CLIENT'S agreement to promptly notify Edgenuity of any public records request that, if fulfilled, would result in disclosure of any of Edgenuity's Confidential Information. CLIENT'S notification will occur before releasing such Confidential Information and in sufficient time to allow



Edgenuity to assert any pertinent public records exemption before any necessary agency, court, forum, or tribunal. Edgenuity will be solely responsible for the legal defense and cost of asserting the exemption(s) in any proceeding in which the exemption(s) is contested. CLIENT agrees that Edgenuity has taken all necessary measures to prevent disclosure to unauthorized persons of Edgenuity's Confidential Information in CLIENT'S possession and that no further warning or labeling is necessary.

"Confidential Information" means any information relative to Edgenuity, its business, or its operations, that is clearly marked "confidential" or "proprietary", or that ought to be treated as confidential under the circumstances surrounding the disclosure, provided that Confidential Information shall not include information that: (i) at the time of disclosure, or thereafter, becomes publicly known through means other than a party's breach of this Agreement; (ii) was known to the CLIENT as of the time of its disclosure without any obligation of confidentiality, the proof of such knowledge to be the burden of the CLIENT; (iii) was independently developed by the CLIENT without the use of any of the Edgenuity's Confidential Information; (iv) was subsequently learned from a third party not under a confidentiality obligation to Edgenuity or any other party; or (v) is public record pursuant to applicable state law. "Confidential Materials" means all tangible materials containing Confidential Information, including written or printed documents and computer disks or tapes, whether machine or use readable. Edgenuity's Confidential Information includes the contents of any Edgenuity Licensed Content, the Software, the Documentation, the Deliverables, Copyright Materials, and other Trade Secret Materials.

- XV. **JESSICA LUNSFORD ACT** – Edgenuity and its employees are contractors as defined in Sections 1012.467(1)(a), Fla. Stat., and 1012.468(1), Fla. Stat. Edgenuity and its employees will comply with Sections 1012.465, Fla. Stat., and 1012.467, Fla. Stat., in accordance with Section XVII.M. of the Standard Terms.
- XVI. **SOVEREIGN IMMUNITY** – The parties acknowledge and agree that Client is an agency of the State of Florida for purposes of sovereign immunity and immune from suit except to the extent such immunity has been waived by the state.
- XVII. **EQUAL OPPORTUNITY** – Edgenuity shall comply with all federal and state laws prohibiting discrimination, including the Florida Civil Rights Act of 1992 and the Florida Educational Equity Act. CLIENT acknowledges that CLIENT and not Edgenuity decide which students are allowed use of Edgenuity's Licensed Content.
- XVIII. **FLORIDA ETHICS LAWS** – Edgenuity will comply with all applicable provisions contained in Chapter 112, F.S. None of CLIENT'S employees or board members has a material interest (as defined in Section 112.312(15), Fla. Stat.) in Edgenuity.
- XIX. **SALES TAX EXEMPTION** – Except to the extent CLIENT provides Edgenuity with a valid Form DR-14, Consumer's Certificate of Exemption pursuant to Section 212.08, Fla. Stat., Edgenuity will invoice CLIENT for and CLIENT agrees to promptly pay any sales tax levied by the State of Florida in connection with this Agreement.
- XX. **FIREARMS** – Edgenuity's employees will not bring a firearm or prohibited weapon onto CLIENT'S property.



XXI. **AUDIT** – CLIENT may audit Edgenuity under this Agreement for compliance matters upon reasonable written notice to Edgenuity. Any such audit will be conducted under normal business hours and days of operation.



**Attachment C
Detailed Curriculum Plan**

The VIRTUAL INSTRUCTION PROVIDER will provide courses and instructional services for the District's programs under the Virtual School:

- Full-time Student Program
- Supplemental Course Program

The attached current list of courses meets FL VIP requirements and is aligned to Florida Standards for each grade level and subject and courses that meet requirements for the District's Students Progression Plan for Middle School and High School. Additionally, the District may choose to collaborate with the VIRTUAL INSTRUCTION PROVIDER to create district specific courses for the Supplemental Program. The courses may be Honors, Advanced, and/or courses that are aligned to the District's curriculum pacing guides. Edgenuity updates courses regularly due to changing standards and customer requests.



Florida Course List



Edgenuity has proudly met the high expectations required by the state of Florida to become a Virtual Instruction Program (VIP) provider for grades six through twelve. Edgenuity is approved through 2019.

Our engaging curriculum and powerful online tools enable Florida students to be self-directed learners and prepare for future college and career success.



Ask us about **Edgenuity MyPath™**

An award-winning intervention solution to help students catch up, keep up, and get ahead, with content for grades 3–11 skill levels.



Florida Course List

Core Courses - Middle School

ENGLISH LANGUAGE ARTS

- 1001010 – M/J Language Arts 1
- 1001020 – Advanced M/J Language Arts 1
- 1001040 – M/J Language Arts 2
- 1001050 – Advanced M/J Language Arts 2
- 1001070 – M/J Language Arts 3
- 1001080 – Advanced M/J Language Arts 3
- 1008010 – M/J Reading 1
- 1000010 – M/J Intensive Reading

MATHEMATICS

- 1205010 – M/J Grade 6 Mathematics
- 1205020 – M/J Grade 6 Mathematics Advanced
- 1205040 – M/J Grade 7 Mathematics
- 1205050 – M/J Grade 7 Mathematics Advanced
- 1205070 – M/J Grade 8 Pre-Algebra
- 1204000 – M/J Intensive Math

SCIENCE

- 2000010 – M/J Life Science
- 2001010 – M/J Earth/Space Science
- 2003010 – M/J Physical Science
- 2002040 – M/J Comprehensive Science 1
- 2002050 – M/J Comprehensive Science 1 Advanced
- 2002070 – M/J Comprehensive Science 2
- 2002080 – M/J Comprehensive Science 2 Advanced
- 2002100 – M/J Comprehensive Science 3
- 2002110 – M/J Comprehensive Science 3 Advanced

SOCIAL STUDIES

- 2109010 – M/J World History
- 2106010 – M/J Civics
- 2100010 – M/J United States History
- 2100015 – M/J United States History & Career Planning
- 2103010 – M/J World Geography

WORLD LANGUAGES

- 0701000 – M/J French, Beginning
- 0701010 – M/J French, Intermediate
- 0702000 – M/J German, Beginning
- 0702010 – M/J German, Intermediate
- 0707000 – M/J Chinese, Beginning
- 0707010 – M/J Chinese, Intermediate
- 0708000 – M/J Spanish, Beginning
- 0708010 – M/J Spanish, Intermediate

ELECTIVES

- 0102040 – M/J Creative Photography 1*•
- 1508000 – M/J Fitness 6*•
- 1508600 – M/J Comprehensive 6/7*•
- 1508700 – M/J Comprehensive 7/8*•
- 1700060 – M/J Career Research and Decision Making*
- 8000400 – Orientation to Career Clusters*

State Test Preparation - Middle School

- FSA Grade 6 English Language Arts Δ
- FSA Grade 7 English Language Arts Δ
- FSA Grade 8 English Language Arts Δ
- FSA Grade 6 Mathematics Δ
- FSA Grade 7 Mathematics Δ
- FSA Grade 8 Mathematics Δ
- EOC Civics Grade 7 Δ
- SSA Grade 8 Science Δ

Core Courses - High School

ENGLISH LANGUAGE ARTS

- 1001310 – English 1
- 1001315 – English 1 for Credit Recovery
- 1001320 – English Honors 1
- 1001340 – English 2
- 1001345 – English 2 for Credit Recovery
- 1001350 – English Honors 2
- 1001370 – English 3
- 1001375 – English 3 for Credit Recovery
- 1001380 – English Honors 3
- 1001400 – English 4
- 1001402 – English 4 for Credit Recovery
- 1001405 – English 4: Florida College Prep
- 1001410 – English Honors 4
- 1000410 – Intensive Reading
- 1006300 – Journalism 1*•
- 1007300 – Speech 1•
- 1008350 – Reading for College Success*
- 1009300 – Writing 1*
- 1009370 – Writing for College Success*

Core Courses - High School, continued

MATHEMATICS

1200310 – Algebra 1
1200315 – Algebra 1 for Credit Recovery
1200320 – Algebra 1 Honors
1200370 – Algebra 1-A
1200375 – Algebra 1-A for Credit Recovery
1200380 – Algebra 1-B
1200385 – Algebra 1-B for Credit Recovery
1206300 – Informal Geometry
1206310 – Geometry
1206315 – Geometry for Credit Recovery
1206320 – Geometry Honors
1200330 – Algebra 2
1200335 – Algebra 2 for Credit Recovery
1200340 – Algebra 2 Honors
1202340 – Precalculus Honors
1200410 – Mathematics for College Success*
1200700 – Mathematics for College Readiness
1207300 – Liberal Arts Mathematics 1
1207310 – Liberal Arts Mathematics 2
1200400 – Intensive Mathematics
1298310 – Advanced Topics in Mathematics

SCIENCE

2000310 – Biology 1
2000315 – Biology 1 for Credit Recovery
2000320 – Biology 1 Honors
2001310 – Earth/Space Science
2001340 – Environmental Science
2000350 – Anatomy and Physiology •
2002400 – Integrated Science 1
2002405 – Integrated Science 1 for Credit Recovery
2002420 – Integrated Science 2
2002425 – Integrated Science 2 for Credit Recovery
2002440 – Integrated Science 3
2002445 – Integrated Science 3 for Credit Recovery
2002480 – Forensic Science 1 •
2003310 – Physical Science
2003340 – Chemistry 1
2003345 – Chemistry 1 for Credit Recovery
2003350 – Chemistry 1 Honors
2003380 – Physics 1
2003385 – Physics for Credit Recovery
2003390 – Physics 1 Honors

SOCIAL STUDIES

2100310 – United States History
2100315 – United States History for Credit Recovery
2100320 – United States History Honors
2102310 – Economics*
2102315 – Economics for Credit Recovery*
2102335 – Economics with Financial Literacy*
2102340 – Economics with Financial Literacy for Credit Recovery*
2102345 – Economics with Financial Literacy Honors*
2103300 – World Cultural Geography
2106310 – United States Government*
2106315 – United States Government for Credit Recovery*
2106320 – United States Government Honors*
2107300 – Psychology 1*
2107310 – Psychology 2*
2108300 – Sociology*
2109310 – World History
2109315 – World History for Credit Recovery
2109320 – World History Honors

ADVANCED PLACEMENT®

0701380 – AP French Language & Culture
0708400 – AP Spanish Language & Culture
1001420 – AP English Language & Composition
1001430 – AP English Literature & Composition
1202310 – AP Calculus AB
2001380 – AP Environmental Science
2100330 – AP U.S. History
2103400 – AP Human Geography
2106420 – AP U.S. Government & Politics*
(Coming December 2016)
2107350 – AP Psychology
2109420 – AP World History

GENERAL ELECTIVES

0100310 – Introduction to Art History*
0100320 – Art in World Cultures*
0800300 – Health 1: Life Management Skills*
0800300 – Health 2: Personal Health*•
0800320 – First Aid and Safety*•
0800330 – Personal, Social, and Family Relationships*•
1501300 – Personal Fitness*
1501310 – Fitness for Lifestyle Design*
1501340 – Weight Training 1*•
1502410 – Individual and Dual Sports 1*•
1502470 – Recreational Activities Individual Sports*•
1502470 – Recreational Activities Walking Fitness*•
1502470 – Recreational Activities – Running*•
1503350 – Team Sports 1*•
1700370 – Critical Thinking and Study Skills*
3026010 – HOPE – Core

Core Courses - High School, continued

CAREER ELECTIVES

- 3027010 – Biotechnology I •
- 8100320 – Fundamentals of Agriscience •
- 8121510 – Introductory Horticulture 2 •
- 1501380 – Personal Fitness Trainer •
- 1502470 – Sports Officiating* •
- 1700380 – Career Research and Decision Making (9–12)*
- 8207310 – Introduction to Information Technology
- 8417100 – Health Science 1
- 8417110 – Health Science 2
- 8417211 – Nursing Assistant 3 Δ
- 8418220 – Pharmacy Tech 2 Δ
- 8418300 – Practical Nursing •
- 8500120 – Personal and Family Finance*
- 8500355 – Nutrition and Wellness •
- 8800510 – Introduction to Culinary Arts* •
- 8827400 – Sports & Entertainment Marketing*•
- 8900330 – Principles of Public Service*•
- 8918010 – Criminal Justice Operations*•
- 8812110 – Principles of Entrepreneurship
- 8827110 – Marketing Essentials

National Core Courses - High School

CAREER ELECTIVES

- 3D Art I – Modeling*
- 3D Art II – Animation*
- Computer Applications: Office 2010
- Computer Science*
- Digital Arts*
- Engineering Design*
- Medical Terminology*
- Microsoft® Office® Specialist
- Online Learning and Digital Citizenship*

WORLD LANGUAGES

- 0708340 – Spanish 1
- 0708350 – Spanish 2
- 0708360 – Spanish 3 Honors
- 0701320 – French 1
- 0701330 – French 2
- 0701340 – French 3 Honors
- 0702320 – German 1
- 0702330 – German 2
- 0711300 – Chinese 1
- 0711310 – Chinese 2
- 0706300 – Latin 1
- 0706310 – Latin 2

Dual Credit Courses Provided by Sophia®

Priced separately by student enrollment

- Accounting*
- Approaches to Studying Religions*
- College Algebra*
- Conflict Resolution*
- Human Biology*
- Introduction to Art History*
- Introduction to Psychology*
- Introduction to Sociology*
- Introduction to Statistics*
- Macroeconomics*
- Microeconomics*
- Project Management*
- Visual Communications*

Test Preparation - High School

FLORIDA TEST PREPARATION

- FCAT Reading
- FCAT Writing
- PERT Reading
- PERT Writing
- PERT Math
- EOC Algebra I
- EOC Geometry
- EOC Biology
- EOC U.S. History
- FSA English Language Arts 1
- FSA English Language Arts 2
- FSA English Language Arts 3

NATIONAL TEST PREPARATION

- | | |
|------|-------|
| SAT® | PSAT® |
| ACT® | GED® |

* One-semester course

• Available with Edgenuity Instructional Services only

Δ Not available with Edgenuity Instructional Services

Notes

AP®, Advanced Placement®, SAT®, and PSAT® are registered trademarks of the College Board; ACT® is a registered trademark of ACT, Inc.; GED® is a registered trademark of the American Council on Education.

World language courses provided by  powerspeak

FOR MORE INFORMATION CONTACT:

877.7CLICKS | solutions@edgenuity.com

 **Edgenuity**
where learning clicks



STANDARD TERMS AND CONDITIONS

These Terms and Conditions govern the provision of products and services as set forth in the applicable Edgenuity quote, customer-accepted proposal, or purchase order (collectively the "Quote," and with these Terms and Conditions, the "Agreement"). These Standard Terms are updated from time-to-time by Edgenuity and the current version can be found at <http://www.edgenuity.com/edgenuity-standard-terms-and-conditions.pdf>

1. DEFINITIONS.

- a. **Subscription** refers to Edgenuity's internet based learning management software as a service. The Subscription includes access to the **Licensed Material** (defined below) and **Third Party Services** (defined in Attachment A)
- b. **Licensed Material** refers to Edgenuity Courseware which may include audio, video and other content, curriculum, documentation and software including applets and animations.
- c. **Professional Development** refers to all implementation planning, program design, administrative and instructional training, consulting and coaching for education professionals provided by Edgenuity as described in the applicable Quote. Professional Development services are also subject to the additional terms contained in Attachment B.
- d. **Instructional Services** refers to services provided by Edgenuity including student access to teachers and coaches, the development and implementation of policies and procedures for purposes of improving student outcomes, and other services as stated in the applicable Quote. Instructional Services are also subject to the additional terms contained in Attachment B.

2. LICENSE and SERVICES.

- a. **License.** Edgenuity grants Customer a non-exclusive, non-transferable license to access and use Licensed Material for internal educational and training purposes solely for the Subscription as set forth in the Quote. This Agreement provides only Customer and Customer's specifically authorized instructors, administrators, students and parents ("End Users") access to and use of the Subscription solely for internal education- and training-related purposes.
- b. **Services.** If set forth in the Quote, Edgenuity will also provide Professional Development and/or Instructional Services, subject to the additional terms and conditions in Attachment B. Customer's access to any Professional Development or Instructional Services will expire at the end of the Term set forth in the applicable Quote, or if the Subscription is terminated for any reason.
- c. **Edgenuity Technical and Customer Support.** Edgenuity will provide technical and customer support for the Service under the terms of Edgenuity's support policies found at www.edgenuity.com/support including all updates, bug fixes, and enhancements when generally made available.

3. USE OF SUBSCRIPTION.

- a. **Customer Owned Data.** All data and materials uploaded or entered during use of the Subscription by Customer remains the property of Customer (**Customer Data**). Customer grants Edgenuity the right to use the Customer Data solely for purposes of performing under this Agreement. During the term of this Agreement, Customer may export Customer Data to the extent allowed by functionality within the Subscription. Customer represents and warrants that it has appropriate rights to any Customer Data. For training and demonstration purposes, Edgenuity may use and share Customer Data, including protected student data, but will share only with supervisors, instructors and other Customer employees who have appropriate authorization.
- b. **Customer Responsibilities.** Customer must (i) keep its passwords secure and confidential; (ii) be solely responsible for Customer Data and all activity in its account; (iii) use commercially reasonable efforts to prevent unauthorized access to its account and notify Edgenuity promptly of any such unauthorized access; and (iv) use the Subscription as described in Edgenuity's written technical guides. Customer authorizes its integrators or other third party vendors and Edgenuity to conduct initial setup and allow continued access to the Subscription for the sole benefit of Customer. Customer will provide Edgenuity the name and contact information for all third parties authorized by Customer necessary for Customer to use the Subscription. Customer is solely responsible for compliance with all federal, state and local privacy laws and regulations, and for compliance by its authorized integrators or other third party vendor(s).

4. WARRANTIES and DISCLAIMERS.

- a. **Compliance Warranty.** Edgenuity will comply with, and will cause each of its employees, agents, and contractors to comply with, all state, federal and municipal laws and regulations applicable to its performance under this Agreement ("Applicable Laws"), including without limitation the Family Educational Rights and Privacy Act ("FERPA") and Children's Online Privacy Protection Act ("COPPA"). Edgenuity's Privacy Policy may be found at <http://www.edgenuity.com/Information/Privacy/>. Customer is responsible for providing notice of its privacy policy to parents of its student and for obtaining any necessary parental consents for students to use the Subscription as may be required by Applicable Law.
- b. **Professional Development and Instructional Services Warranty.** Edgenuity warrants that it will provide Professional Development and/or Instructional Services in a professional, workmanlike manner consistent with the terms of this Agreement and under generally accepted industry standards.
- c. **Edgenuity Service Warranty.** Edgenuity warrants that commercially reasonable efforts will be made to maintain the online availability of the Subscription. CUSTOMER'S EXCLUSIVE REMEDY AND EDGENUITY'S ENTIRE LIABILITY UNDER THIS WARRANTY WILL BE FOR EDGENUITY TO REPAIR THE NON-CONFORMING SERVICE, OR IF EDGENUITY CANNOT MAKE SUCH

REPAIR WITHIN A REASONABLE PERIOD OF TIME, THEN EDGENUITY MAY TERMINATE ACCESS TO THE SUBSCRIPTION AND REFUND A PORTION OF THE FEE.

- d. **DISCLAIMERS.** THE SUBSCRIPTION IS PROVIDED “AS IS” AND WITH ALL FAULTS. EXCEPT FOR THE ABOVE WARRANTIES, THE SUBSCRIPTION AND ANY PROFESSIONAL DEVELOPMENT AND INSTRUCTIONAL SERVICES ARE PROVIDED ON AN “AS-IS” AND “WHEN AVAILABLE” BASIS. ALL OTHER REPRESENTATIONS AND WARRANTIES CONCERNING THE SUBSCRIPTION AND SERVICES ARE HEREBY EXPRESSLY DISCLAIMED TO THE EXTENT ALLOWED BY LAW, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THERE IS NO WARRANTY THAT THE OPERATION OR CONNECTIVITY OF THE SUBSCRIPTION WILL BE UNINTERRUPTED OR ERROR-FREE, OR THAT THE SUBSCRIPTION WILL BE FREE OF ALL POSSIBLE METHODS OF UNAUTHORIZED ACCESS, ATTACK, OR INTRUSION.
5. **PAYMENT, INVOICING AND TAXES.** Unless otherwise provided in the Quote, Customer will pay the amount of each invoice net 30 days after the invoice date. Except to the extent that Customer provides Edgenuity with a valid tax exemption certificate authorized by the appropriate taxing authority, Customer must pay any taxes, impositions, or other charges imposed or levied by any governmental authority, including any sales, use, value-added, or withholding taxes, in connection with the Quote, excluding Edgenuity income and payroll taxes.
6. **MUTUAL CONFIDENTIALITY.**
- a. **Definition of Confidential Information.** Confidential Information means all non-public information including Personally Identifiable Information (“PII”) as defined by Applicable Law, disclosed by a party (“Discloser”) to the other party (“Recipient”), whether orally or in writing, that is designated as confidential or that reasonably should be understood to be confidential given the nature of the information and the circumstances of disclosure (“Confidential Information”). Edgenuity’s Confidential Information includes without limitation the Service, its user interface design and layout, pricing information, and the Licensed Material.
- b. **Protection of Confidential Information.** The Recipient must use the same degree of care that it uses to protect the confidentiality of its own confidential information (but in no event less than reasonable care) not to disclose or use any Confidential Information of the Discloser for any purpose outside the scope of this Agreement. The Recipient must make commercially reasonable efforts to limit access to Confidential Information of Discloser to those of its employees and contractors who need such access for purposes consistent with this Agreement and who have signed confidentiality agreements with Recipient no less restrictive than the confidentiality terms of this Agreement.
- c. **Exclusions.** Confidential Information excludes information that: (i) is or becomes generally known to the public without breach of any obligation owed to Discloser; (ii) was known to the Recipient before its disclosure by the Discloser without breach of any obligation owed to the Discloser; (iii) is received from a third party without breach of any obligation owed to Discloser; or (iv) was independently developed by the Recipient without use or access to the Confidential Information. The Recipient may disclose Confidential Information to the extent required by law or court order, but will provide Discloser with advance written notice to seek a protective order.
7. **EDGENUITY PROPERTY.**
- a. **Reservation of Rights.** The content, documentation, software, workflow processes, user interface, designs, know-how and other items provided by Edgenuity as part of the Subscription and/or any Instructional Services or Professional Development are the proprietary property of Edgenuity and its licensors, and all right, title and interest in and to such items, including all associated intellectual property rights, remain only with Edgenuity and its licensors. Customer may not remove or modify any proprietary marking or restrictive legends in the Edgenuity Courseware. Edgenuity reserves all rights unless expressly granted in this Agreement.
- b. **Restrictions.** Customer may not (i) sell, resell, rent or lease the access to the Subscription or use it in a service provider capacity; (ii) use the Subscription to store or transmit infringing, unsolicited marketing emails, libelous, or otherwise objectionable, unlawful or tortious material, or to store or transmit material in violation of third-party rights; (iii) interfere with or disrupt the integrity or performance of the Subscription or attempt to gain unauthorized access to the Subscription or its related systems or networks; (iv) use the Subscription for other than internal Customer educational purposes; (v) reproduce, frame, mirror, modify, translate, enhance, decompile, disassemble, copy, download or reverse engineer the Subscription or modify, create derivative works based on the Subscription; or (vi) access the Subscription to build a competitive service or product, or copy any feature, function or graphic for competitive purposes.
8. **TERM AND TERMINATION.**
- a. **Term.** The Term of this Agreement and Customer’s access to the Subscription, Services, and any instructional Services or Professional Development services will continue for the period indicated on the applicable Quote, unless terminated by Edgenuity for material breach.
- b. **Funding-Out Clause.** Customer’s payment obligation is conditioned upon the availability of funds that are appropriated or allocated by the applicable government agency. If funds are not allocated, Customer may terminate this Agreement at the end of the period for which funds are available. Customer must notify Edgenuity in writing within thirty (30) calendar days before termination. Upon termination, Edgenuity will be entitled to a pro-rata portion of the fees for Service performed up to the date of termination.
- c. **Non-payment of Fees.** Edgenuity may terminate the Agreement and access to the Subscription in a Quote within ten (10) days after Customer receipt of a notice of non-payment of amounts owed under that Quote.
- d. **Mutual Termination for Material Breach.** Except for 7(c), if either party is in material breach of this Agreement, the non-breaching party may terminate this Agreement at the end of a written thirty (30) calendar day notice and cure period, if the breach has not been cured.
- e. **Return of Customer Data.** For a period of up to sixty (60) days after termination, upon request, Edgenuity will make the Subscription available for Customer to export Customer Data.

- f. **Suspension for Violations of Law.** Edgenuity may temporarily suspend the Subscription or remove the applicable Customer Data, or both, if it in good faith believes that, as part of using the Subscription, Customer has violated a law. Edgenuity will attempt to contact Customer in advance.
- g. **Return or Destroy Edgenuity Property Upon Termination.** Upon expiration or termination of this Agreement for any reason, Customer must pay Edgenuity for any amounts owed, and destroy or return all property of Edgenuity. Customer will confirm its compliance with this destruction or return requirement in writing upon request of Edgenuity.

9. LIABILITY LIMIT.

- a. **EXCLUSION OF INDIRECT DAMAGES.** EDGENUITY IS NOT LIABLE FOR ANY INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT (INCLUDING, WITHOUT LIMITATION, COSTS OF DELAY; LOSS OF DATA, RECORDS OR INFORMATION; AND LOST PROFITS), EVEN IF IT KNOWS OF THE POSSIBILITY OF SUCH DAMAGE OR LOSS.
- b. **TOTAL LIMIT ON LIABILITY.** EDGENUITY'S TOTAL LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT (WHETHER IN CONTRACT, TORT OR OTHERWISE) DOES NOT EXCEED THE AMOUNT PAID BY CUSTOMER WITHIN THE 12-MONTH PERIOD BEFORE THE EVENT THAT GAVE RISE TO THE LIABILITY.

10. INDEMNITY.

- a. Edgenuity will defend or settle any third party claim against Customer to the extent that such claim alleges that Edgenuity technology used to provide the Subscription violates a copyright, patent, trademark or other intellectual property right. Customer must promptly notify Edgenuity of any such claim in writing, cooperates with Edgenuity in the defense, and allow Edgenuity to solely control the defense or settlement of the claim. If such a claim appears likely, then Edgenuity may modify the Subscription, procure the necessary rights, or replace the infringing part of the Subscription with a functional equivalent. If Edgenuity determines that none of these are reasonably available, then Edgenuity may terminate the Subscription and refund any prepaid and unused fees. Edgenuity has no obligation for any claim, in whole or in part, arising from information, items or technology not provided by Edgenuity or for any third party services not owned by Edgenuity. THIS SECTION CONTAINS CUSTOMER'S EXCLUSIVE REMEDIES AND EDGENUITY'S SOLE LIABILITY FOR INTELLECTUAL PROPERTY INFRINGEMENT CLAIMS.
- b. To the extent permitted under Applicable Law, each party will defend, indemnify and hold harmless the other party from and against any third party claims, injuries, losses, damages, settlements, penalties, fines, costs, or expenses (including reasonable attorneys' fees) that arise from or relate to (i) the indemnifying party's negligence, misconduct or breach of this Agreement; and (ii) an indemnifying party's violation of Applicable Law.

11. OTHER TERMS.

- a. **Governing Law.** This Agreement is governed by the laws of the state where the Customer resides, excluding any conflict of law principles. Nothing in this Agreement prevents either party from seeking injunctive relief in any court of competent jurisdiction.
- b. **Entire Agreement and Changes.** These Terms and Conditions (and any Attachments) and the Quote constitute the entire agreement between the parties and supersede any prior or contemporaneous negotiations or agreements, whether oral or written, related to this subject matter. Customer is not relying on any representation concerning this subject matter, oral or written, not included in this Agreement. This Agreement may only be modified in writing signed by both parties.
- c. **No Assignment.** Neither party may assign or transfer this Agreement or a Quote to a third party, except that this Agreement with all Quotes may be assigned, without the consent of the other party as part of a merger or sale of all or substantially all the assets of a party.
- d. **Independent Contractors.** The parties to this Agreement are independent contractors, and this Agreement does not create any partnership, joint venture, employment, franchise, or agency between the parties. Neither party will have the power to bind the other or incur obligations on the other's behalf without the other's prior written consent.
- e. **Feedback.** By submitting ideas, suggestions or feedback to Edgenuity regarding the Subscription, Customer agrees that items submitted do not contain confidential or proprietary information; and Customer grants Edgenuity an irrevocable, unlimited, royalty-free and fully-paid perpetual license to use such items for any business purpose.
- f. **Enforceability and Force Majeure.** If any term of this Agreement is invalid or unenforceable, the other terms remain in effect. Except for the payment of fees, neither party is liable for events beyond its reasonable control, including, without limitation force majeure events, failure of Internet services, any third party service and telecommunications services.
- g. **Money Damages Insufficient.** Any breach by a party of this Agreement or violation of the other party's intellectual property rights could cause irreparable injury or harm to the other party. The other party may seek a court order to stop any breach or avoid any future breach.
- h. **No Additional Terms and Order of Precedence.** This Agreement supersedes any additional or conflicting terms of any Customer form-purchasing document. If there is an inconsistency between these Terms and Conditions and any Quote, the Quote will prevail only with respect to pricing, duration and service specific terms.
- i. **Survival of Terms.** Sections 5 through 10, 11(a) (e) (g) (h) and (i) shall survive termination of this Agreement.

IN WITNESS WHEREOF, the Parties have entered into this Agreement effective as of the Effective Date.

Customer:	Edgenuity Inc.
Signature:	Signature:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:
Address:	Address: 8860 East Chaparral Road, Suite 100 Scottsdale, AZ 85250

Attachment A
Third Party Terms

1. **Third Party Services** refer to web based software, content or services licensed by Edgenuity from a third party for use by Edgenuity for the Subscription or Hardware. Customer's use of Third Party Services may be subject to additional terms from the third parties, some of which are listed below or can be found at the web links indicated:
- a. **ExploreLearning.** Access to and use of any ExploreLearning *Gizmos* (Gizmos) provided by Edgenuity are governed by the following additional terms: (i) Neither Customer nor any of its users are authorized to access or use any Gizmos, except: (a) users who are students and who are authorized by Customer to access and use the Service that includes or incorporates the Gizmos; and (b) users who are teachers of those same students, provided that such teachers may use the Gizmos only for the purposes of assigning and managing assignments for those students; (ii) A Gizmo may only be used in connection with the Service with which that particular Gizmo has been provided, and may not be used in connection with any other class, program, application, or software; and (iii) Customer understands and agrees that any access to or use of any Gizmo provided by Edgenuity by Customer or any of its users in contravention of the foregoing terms constitutes a material breach of the Agreement, and that if Customer desires to use a Gizmo in a manner that is not authorized by the Agreement, it is solely the responsibility of Customer (and not of Edgenuity) to obtain authorization for such use from the appropriate third party.
 - b. **Education Testing Services (ETS) e-rater® Scoring Service.** If the Agreement includes any ETS services, Customer agrees as follows: (i) the score and/or feedback received from the e-rater® technology should be considered as one piece of evidence about a student's writing ability. When a score from the e-rater® engine is being used for an important decision about a student's performance, instructors should review and evaluate the score and/or feedback to ensure that the appropriate decision about placement or performance has been made; (ii) the user understands and agrees that the Scoring Service may not be used for any other purpose, or provided to any other party, than as described herein. As permitted under state or federal law, user shall indemnify and hold Edgenuity and/or Educational Testing Service (ETS) harmless from any and all claims arising out of the use of the Scoring Service or use of the scores and/or feedback to determine placement of, or grades for students, or any other purpose; (iii) THE E-RATER® SCORING SERVICE (SCORE AND GRAMMAR CHECKING FEATURE) PROVIDED BY ETS IS PROVIDED "AS-IS", WITHOUT WARRANTIES OF ANY KIND AND ETS DISCLAIMS ALL WARRANTIES WITH RESPECT TO THE E-RATER® SCORING SERVICE, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF NON-INFRINGEMENT, TITLE, MERCHANTABILITY, AND FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT WILL ETS BE LIABLE TO CLIENT OR ANY THIRD PARTY FOR ANY DIRECT, INDIRECT, PUNITIVE, EXEMPLARY, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF THE THIRD PARTY PRODUCTS, EVEN IF THEY HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR LOSSES; and (iv) with regard to essays submitted to the site, you (Customer) hereby grant to ETS a non-exclusive, royalty-free, world-wide, irrevocable license to reproduce, transmit, display, disclose, archive and otherwise use any such files you submit to the site for the purposes of scoring and providing feedback. ETS will not retain any personally-identifiable information that may be associated with the essays. This license shall survive the termination of any license granted herein to ETS but in no event longer than 18 months. Any cessation of use of the site shall not result in the termination of any license you grant herein to ETS. Nothing herein shall preclude ETS from using information independently created by ETS.
 - c. **Sophia® Learning Inc.** If this Agreement includes any Sophia Learning Inc. courses for use, the following term applies to any such purchase or use: "Customer agrees that the use of any Sophia course is prohibited for all students under the age of 13 years."
 - d. **CompassLearning Third Party Information.** (i) CKEditor (© 2003-2013 CKSource – Frederico Knabben, all rights reserved), is a third party software text editor, licensed pursuant to the CKEditor Enterprise OEM License 2.3.2 and the GNU Lesser General Public License Version 3 ("LGPL"), available at <http://www.gnu.org/licenses/gpl.html>; (ii) SSHNET (© 2010 RENC I, all rights reserved), is a third party secure connectivity software tool, licensed pursuant to the terms found at <https://sshnet.codeplex.com/license>; (iii) Agilix Labs, Inc.'s xLi platform, (© Agilix Labs, Inc., all rights reserved), is distributed with other licensed third party components under the MIT License and/or the Apache License found at <https://jquery.org/license/> and <http://cdn.mathjax.org/mathjax/2.0-latest/LICENSE>.
2. **Hardware** refers to any equipment with any pre-installed software marketed or supplied by Edgenuity and identified on a Quote. Edgenuity is not the manufacturer of Hardware and it is provided subject to the separate sale terms provided by the manufacturer (including without limitation, return and exchange terms). Customer grants Edgenuity permission to provide remote technical support for setup and diagnostic purposes for any Hardware if required. Customer owns the Hardware and has a license to any pre-installed software, subject to the applicable license agreement. During the term of this Agreement, if Customer modifies Hardware in any way, it may void the manufacturer's warranty. Upon expiration or termination of the Agreement, Edgenuity will remotely remove any and all Edgenuity content and software from the Hardware.
3. **DISCLAIMERS.** ALL THIRD PARTY SERVICES AND HARDWARE ARE PROVIDED BY EDGENUITY "AS IS." EDGENUITY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND, EXPRESS OR IMPLIED. Edgenuity transfers to Customer, to the extent transferable, warranties and indemnities Edgenuity receives from the manufacturer of the Hardware or Third Party Service. Edgenuity's sole obligation with respect to Hardware and Third Party Service will be to use reasonable commercial efforts to facilitate warranty and indemnification claims that Customer makes against the manufacturer of the Hardware or Third Party Service. Customer, recognizing that Edgenuity is not the manufacturer of Hardware or Third Party Service, expressly waives any claim that Customer may have against Edgenuity for product liability or infringement of any intellectual property right with respect to any Hardware or Third Party Service, as well as any right to indemnification from Edgenuity on account of any such claim made against Customer by a third party.

Attachment B

Additional Terms for Instructional Services & Professional Development

1. **APPLICABILITY.** These additional terms and conditions apply if the Quote includes the purchase of Instructional or Professional Development Services from Edgenuity. In the event of a conflict between these additional terms and the Edgenuity Standard Terms and Conditions, these additional terms shall control, but solely with respect to the provision of Instructional and/or Professional Development Services.
2. **CUSTOMER LIAISON.** Customer will designate an individual to serve as its primary liaison to Edgenuity for all communications related to the provision of Instructional and Professional Development Services, setting up access for End Users, and use of the Subscription.
3. **HOURS OF AVAILABILITY.** Edgenuity Instructional and Professional Development Services will be available during the business hours specified by Edgenuity, or if Customer requires Instructional Services for certain times or additional hours, such requirements must be specified in the Quote prior to the beginning of the Subscription. Requests for access to Instructional or Professional Development Services not already provided for in the Quote must be made or approved by the Customer Liaison, and may result in additional charges.
4. **NO GUARANTY OF OUTCOMES.** Edgenuity cannot make any guarantees, representations or warranties as to any student, teacher, or other End User outcomes or results from the Instructional or Professional Development Services.
5. **INSTRUCTIONAL SERVICES.** If specified in the Quote, Edgenuity will provide virtual access to teachers or coaches (or both) ("Edgenuity Instructors") who are hired, trained, supervised, and paid by Edgenuity, and who will assist in the virtual delivery of the Licensed Material to students and their use of the Subscription (the "Virtual Programs"). Customer shall be responsible for (a) providing secure internet access for End Users to use the Virtual Programs, (b) all day-to-day management of the Virtual Programs, subject in all cases to compliance with Applicable Law and Customer policies; (c) obtaining all necessary consents for the provision of Instructional Services where they will involve direct contact between Edgenuity Instructors and students and parents; (d) determining appropriate student courses and verifying student schedules; (e) monitoring student attendance and insuring compliance with applicable state requirements; and (f) assisting students not making adequate progress.
 - a. **Instructor Requirements.** Customer shall be responsible for advising Edgenuity of any special certification, training, background checks, insurance, fingerprinting or similar requirements for the Edgenuity Instructors as may be imposed by Applicable Law ("Instructor Requirements"). Edgenuity shall be solely responsible for all decisions regarding hiring, supervision, discipline, and dismissal of Edgenuity Instructors, and for insuring that all Edgenuity Instructors meet and comply with Instructor Requirements.
 - b. **Exceptional Student Services.** If Customer is a public entity receiving federal funds, Customer is considered the "Local Educational Agency," or LEA, as that term is defined by Applicable Law, and Customer is solely responsible for the provision of any special education services. Edgenuity's services do not include (i) providing special education services; (ii) creating, implementing or providing Individualized Education Programs (IEP); (iii) providing reasonable accommodations or any services to insure compliance with the Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA), section 504 of the Rehabilitation Act, or any other Applicable Law. Notwithstanding the foregoing, Edgenuity will discuss, formulate and make reasonable adjustments and accommodations in furtherance of student IEPs or reasonable accommodations established by Customer, provided that Customer provides necessary IEPs and section 504 documentation to Edgenuity. Customer shall be solely responsible for the costs of any required adjustments or accommodations.
 - c. **State Testing.** Customer is responsible for providing appropriate accommodations for the administration of any state-mandated standardized testing by End Users. Customer is also responsible for receiving, distributing, administering, proctoring and returning any and all state-mandated standardized tests under applicable state law, policies and procedures.
 - d. **Reporting and Withdrawal of Students/End Users.** Where reporting of student results is required by Applicable Law, Customer shall be responsible for insuring the accuracy and completeness of student information used, relied upon, or reported by Edgenuity in providing the Instructional Services, and shall promptly notify Edgenuity if any student information needs to be corrected or updated. Upon notice to Customer, Edgenuity reserves the right to withdraw End User access for students who fail to take required tests or maintain adequate progress.
6. **PROFESSIONAL DEVELOPMENT SERVICES.** If included in the Quote, Edgenuity may also provide Professional Development Services, ("PD Services") which may include training and instruction to Customer's instructors and administrators on the implementation and use of the Subscription, curriculum workshops, use of student information to monitor progress, and other related topics as may be specified in the Quote. Customer shall be solely responsible for providing necessary equipment and secure internet access to facilitate the PD Services, and for scheduling the PD Services at least two (2) weeks in advance.
 - a. **Charges for PD Services.** Before delivering Professional Development Services, Edgenuity must receive a signed Quote specifying the number of hours included and the cost of the services provided, and all necessary setup and implementation services required to demonstrate and use the Subscription must be completed. PD Services will be available for use by Customer only during the Term of the Subscription. PD Services purchased but not scheduled and delivered within the first year of the Term may be forfeited without notice. If there are any changes or cancellations of PD services less than 72 hours prior to the scheduled delivery date, Customer agrees to reimburse Edgenuity for travel and other out-of-pocket expenses incurred. Any grace periods or extension of time for delivery of PD Services must be agreed to in writing signed by both parties.
 - b. **Use of Customer's Facilities.** If Professional Development services are to be provided by Edgenuity at Customer's premises, Customer shall advise Edgenuity in advance of any Instructor Requirements for Edgenuity personnel, and Edgenuity will be responsible for insuring that all Professional Development personnel meet and comply with all such requirements.



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7u

DATE OF SCHOOL BOARD MEETING: June 27, 2017

TITLE OF AGENDA ITEM: K12 Virtual School (fueleducation) Agreement

DIVISION: K-12 Education

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

PURPOSE AND SUMMARY OF ITEM:

The State of Florida requires each district to have a virtual instruction program pursuant to F.S.1002.45. Approval of the K12 Virtual School (fueleducation) agreement is requested in order to provide a virtual instruction program to the students of Gadsden County as a school choice option.

FUND SOURCE: FEFP

AMOUNT: Undetermined – based upon enrollment

PREPARED BY: Carolyn Francis

POSITION: District Virtual School Administrator

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: _____



This Online Educational Products and Services Order (this "Order"), dated as of 8/1/2017 (the "Order Effective Date"), is between GADSDEN, 35 MARTIN LUTHER KING JR BLVD, QUINCY, FL 32351 ("Customer") and K12 Florida LLC ("K12"), 2300 Corporate Park Drive Herndon, VA 20171. This Order incorporates and is in all respects subject to both the Florida Attachment to The Online Educational Products and Services Order ("Attachment") attached hereto as Exhibit A and the K12 Online Educational Products and Services Agreement Terms (the "Terms") attached hereto as Exhibit B, on the date that this Order bears the signatures of both Customer and K12. Collectively, the Order, Attachment and Terms will constitute the entire agreement ("Agreement"). All capitalized terms will have the meanings assigned to those terms in the Agreement. I am authorized by Customer to enter into this Order for the products, services and licenses indicated herein, at the prices set forth below and pursuant to the Terms.

Accepted by Customer:

Signature: _____ Date: _____
 Name (Print): _____ Title: _____

Accepted by K12:

Signature: _____ Date: _____
 Name (Print): _____ Title: _____

1. **Period:** 7/1/2017 through 6/30/2018 and is not eligible for a renewal period.
2. **Territory:** Students served by GADSDEN, FL
3. For the Services and/or Products provided under this Order, Customer shall pay the following Fees:

(a) Florida VIP Program Products and Services Fees

Product	Product Description	Unit Price
K12 K-8 Online Course Enrollment License (Content, Hosting)	License for a single student in a K12 Standard K-8 year course. Includes content and hosting.	\$340.00
K12 K-8 Online Course Enrollment License (Content, Hosting, Instruction)	License for a single student in a K12 Standard K-8 year course. Includes content, hosting and instruction.	\$590.00
FTS Comprehensive 9-12 Student License (6 Courses, Instruction)	9-12 FTS Comprehensive Program with FuelEd teachers for 6 courses per student.	\$4,295.00
Student Desktop Computer	Desktop computers for students.	\$525.00
FTS Comprehensive K-8 Student License (6 Courses, Instruction)	K-8 FTS Comprehensive Program with FuelEd teachers for 6 courses per student.	\$4,295.00
K12 Physical Textbooks 9-12	K12 student course materials, physical textbooks	\$80.00

4. Description of Educational Products.

FuelEd Full-Time Comprehensive Program: The FuelEd Full-Time Comprehensive Program includes three components: (1) Courses content with hosting service, (2) Materials (for K-8 courses), and (3) a suite of learning tools tailored to Client's needs. Instructional text or e-books, supplies and teaching tools (collectively, Materials) for K-8 students. Materials for Customers teachers and High School students are ordered separately. A complete list of required materials may be accessed at [Http://www.getfueled.com/required-materials](http://www.getfueled.com/required-materials). FuelEd will reclaim durable Materials by informing Customer and/or its students which Materials need to be returned and providing pre-paid return shipping labels. FuelEd Materials are intended solely for the use of the teachers and the students enrolled in FuelEd courses to whom FuelEd provides the Materials. Customer shall not transfer or resell the Materials to any other person. If a replacement component is required or a durable Material is not returned, the Customer will be invoiced for the component or Materials (plus shipping, if applicable). Customer will provide FuelEd with reasonable assistance in obtaining durable Materials from students and their parents.

FuelEd Online Courses: Each FuelEd course includes content as described in the course catalog. FuelEd may from time to time, in its sole discretion, deliver or otherwise make available to Customer certain updated courseware, which such updates shall also be subject to all of the Terms. Customer acknowledges and agrees that certain courseware and updates thereto may be designed to utilize separate textbook products or course materials and Customer shall be responsible for procuring such materials. A complete list of required materials may be accessed at <http://www.getfueled.com/required-materials>

5. Description of Services.

Instructional Services: Customer will be provided licensed teachers for instruction to enrolled students for selected courses.

Hosting Solution: The set-up, configuration and hosting of the applicable courseware for the delivery of courses, solely for the provision of educational services to its students in the Territory enrolled in Customers educational programs.

6. Billing Terms.

Customer shall be invoiced for the Educational Products and Services ordered hereunder in accordance with the Terms, unless otherwise specified on this Order. Customer shall be invoiced monthly and all invoices shall be payable Net 30 days from Customers receipt of invoice. FuelEd provides a 14 day grace period for students who enroll in courses or use instructional services. If a student withdraws from such course within 14 days from when the student enrolls, Customer will be refunded 50% of the applicable course or instruction fees, but only if such withdrawal was received in writing by fax or email before the grace period ended.

FuelEd Full-time School Comprehensive Program: FuelEd will invoice Customer for the components of the program as follows: (a) courses and educational tools and services will be billed equally over ten months; (b) materials will be invoiced upon shipment.

FuelEd Full-Time School Material Refund Policy: Materials costs are refunded 100% if the student is withdrawn within 10 days of order placement, or 50% if the student is withdrawn between the 11th and 30th day. There is no refund or credit on materials for withdraws occurring after 30 days. Fees will not be charged for a student for any month following notice to Fueled of the students withdrawal from the course. No other refunds, credits or cancellations are allowed.

EXHIBIT A

**FLORIDA ATTACHMENT TO THE
ONLINE EDUCATIONAL PRODUCTS AND SERVICES ORDER**

This Attachment is fully incorporated into the terms and conditions of the Online Educational Products and Services Order ("Order") to which it is attached and the K12 Online Educational Products and Services Agreement Terms (the "Terms") that are incorporated into said Order. It modifies certain provisions found in the Order and Terms, as noted below. **WHERE THERE IS A CONFLICT BETWEEN THE ORDER, THE TERMS, AND THIS ADDENDUM, THIS ADDENDUM SHALL CONTROL.**

Note: This Attachment is only applicable to products and services ordered under the Florida Virtual Instruction Program.

Section 1: Florida VIP Program Requirements

The following Florida Virtual Instruction Program requirements noted in §1002.45 of the Florida Statutes shall be added to the K12 Online Educational Products and Services Agreement Terms (the "Terms").

a) Contract Requirements

Contracts between Florida school boards and an Approved Virtual Instruction Provider require certain provisions to be included (see, § 1002.45 (4) F. S.)

Requirement	Text	K12 Response	Statute Reference
Curriculum Plan	"Set forth a detailed curriculum plan that illustrates how students will be provided services and be measured for attainment of proficiency in the Next Generation Sunshine State Standards for each grade level and subject."	K12 has provided a detailed curriculum plan in compliance with this requirement in the K12 Florida LLC Disclosure Requirements attached hereto as Exhibit C . K12 agrees to implement this plan in accordance with the requirements of the Florida VIP program.	§ 1002.45 (4)(a) F. S.
Graduation Plan	"Provide a method for determining that a student has satisfied the requirements for graduation in s. 1002.3105(5), s. 1003.4281, or s. 1003.4282 if the contract is for the provision of a full-time virtual instruction program to students in grades 9 through 12."	K12 provides a percentage grade to the Customer and the customer can use these percentage grades within their own system. K12 does not assign letter grades. Customer's school board can use such information to determine if a student has met such requirements, in accordance with Florida law and Customer's School Board's policies.	§ 1002.45 (4)(b) F. S.
Conflict Resolution	"Specify a method for resolving conflicts among the parties."	DISPUTE RESOLUTION: The parties agree that they will use their best efforts to settle any and all disputes arising out of, under or in connection with this Agreement, including without limitation the validity, interpretation, performance and breach hereof, prior to initiating any legal proceeding, whether judicial or administrative in nature. The efforts shall be primarily between the Executive Vice President of Operations for K12 and the Superintendent of the Customer or their respective designees. The laws of the State of Florida, without regard to its conflict of laws provisions, will govern all disputes arising out of or related to this Agreement, including the validity, enforceability or construction thereof. Each party submits to the jurisdiction of the state and federal courts located in the State of Florida for purposes of any action, suit or proceeding arising out of or related to this Agreement and agrees not to plead or claim that any action, suit or proceeding arising out of or related to this Agreement that is brought in such courts has been brought in an inconvenient forum.	§ 1002.45 (4)(c) F. S.
Termination	"Specify authorized reasons for termination of the contract."	NOTICE OF NON-RENEWAL: The period of this Agreement is as specified in the Order ("Period"). Following the Subscription Period, this Agreement will automatically extend for successive additional Subscription Periods of one (1) year (each such period a "Renewal Period"), unless (a) either party provides the other with written notice of non-renewal at least six (6) months before the expiration of the then-current Subscription Period or Renewal Period (as applicable); (b) the Agreement is sooner terminated under the section labeled Termination; or (c) the Customer (as defined in the Order) provides K12 with written notice of non-renewal as set forth under the section of these K12 Online Educational Products and Services Agreement Terms labeled Price And Payment. TERMINATION FOR CAUSE: Either party may terminate this Agreement at any time with ninety (90) days' prior written notice	§ 1002.45 (4)(d) F. S.

		<p>to the other party for cause. Termination for cause may be used if a party breaches any material term or fails to fulfill any representation, warranty, or material condition, term, provision or obligation contained in this Agreement and fails to cure within thirty (30) days of such notice from the terminating party. Upon termination, the non-breaching party shall be entitled to seek any remedies to which it shall be entitled at law or in equity. If any change in applicable law that is enacted after the date hereof could reasonably be expected to have a material adverse effect on the ability of any party to carry out its obligations under this Agreement, such party, upon written notice to the other party may request renegotiation of this Agreement. Such renegotiation shall be undertaken in good faith. If the parties are unable to renegotiate and agree upon revised terms within 120 days of such notice of renegotiation, then this Agreement shall be terminated effective at the end of the school year in which such notice was given. Termination of this Agreement does not relieve Customer of any obligations for payments outstanding to K12 as of the date of termination and does not relieve either party of any obligations that continue upon termination.</p> <p>TERMINATION DUE TO ANNUAL FEE INCREASE: K12 reserves the right to change the prices set forth in any Order no more often than once per Renewal Period (if any). K12 will provide written notice of any price increase to Customer at least ninety (90) days' prior to the start of the Renewal Period (if any) for which it would be applicable. Customer may, in its sole discretion, terminate the Agreement within thirty (30) days of such notice. Such termination will be effective at the end of the then-current Period or Renewal Period (if any).</p>	
Financial Responsibility Upon Termination	"Require the approved provider to be responsible for all debts of the virtual instruction program if the contract is not renewed or is terminated."	K12 shall be responsible for all debts for the Customer's virtual instruction program that arise out of K12's performance of this contract if the contract is not renewed or is terminated. This does not excuse the Customer from paying any obligations incurred resulting from its obligations under this contract or from the payment of any debts incurred under this contract for termination, unless such termination is as provided for under the clause titled Termination for Cause.	§ 1002.45 (4)(e) F. S.
Compliance Requirement	"Require the approved provider to comply with all requirements of this section."	K12 represents and warrants that it shall comply with all statutory requirements of § 1002.45 F. S.	§ 1002.45 (4)(f) F. S.

b) Provider Requirements

Virtual Instruction Providers must meet certain requirements as provided under Section 2 of § 1002.45 F. S. K12 represents and warrants that it meets all such requirements as an Approved Provider under Florida law. These requirements follow below:

Requirement	Text	K12 Response	Statute Reference
Non-Sectarian	"Is nonsectarian in its programs, admission policies, employment practices, and operations"	K12 represents and warrants that it adheres to a non-sectarian policy can be found here: http://www.k12.com/content/dam/k12/sites/default/files/pdf/Policy--K12-Florida-LLC-Nonsectarian-Policy-092915.pdf	§ 1002.45 (2)(a)(1) F. S.
Anti-Discrimination	"Complies with the antidiscrimination provisions of § 1000.05"	K12 represents and warrants that it complies with the antidiscrimination provisions found in § 1000.05 of the Florida Statutes. K12's anti-discrimination policy can be found here: http://www.k12.com/content/dam/k12/sites/default/files/pdf/Policy--K12-Florida-LLC-Anti-Discrimination-Policy-092915.pdf	§ 1002.45 (2)(a)(2) F. S.
Florida Offices, Administrative Staff, and Teacher Background Checks	"Locates an administrative office or offices in this state, requires its administrative staff to be state residents, requires all instructional staff to be Florida-certified teachers under chapter 1012 and conducts background screenings for all employees or contracted personnel, as required by s.1012.32, using state and national criminal history records"	Administrative Offices – K12 has an office located at 9143 Phillips Hwy, Suite 590, Jacksonville, FL 32256 Administrative Staff – All K12 administrative staff located at its Florida office are Florida residents. Teachers – Customer will be provided the services of Florida-certified teachers, compliant with Chapter 1012. Additionally, teachers providing such services shall comply with all Florida and national background screening requirements. Additional information can be found here: http://www.k12.com/Florida-DOE.html	§ 1002.45 (2)(a)(3) F. S.
Teacher and Parent Responsibilities and Teacher to Student Parent	Provides to parents and students specific information posted and	K12 has detailed its Teacher and Parent Responsibilities and Teacher to Student Parent Interactions Policies here: http://www.k12.com/content/dam/k12/sites/default/files/pdf/Policy--	§ 1002.45 (2)(a)(4)(a) – (e) F. S.

Interactions Policies	<p>accessible online that includes, but is not limited to, the following teacher-parent and teacher-student contact information for each course:</p> <ul style="list-style-type: none"> a. How to contact the instructor via phone, e-mail, or online messaging tools. b. How to contact technical support via phone, e-mail, or online messaging tools. c. How to contact the administration office via phone, e-mail, or online messaging tools. d. Any requirement for regular contact with the instructor for the course and clear expectations for meeting the requirement. 	K12-Florida-LLC-Teacher-Parent-Responsibilities-and-Teacher-Student-Parent-Interactions-092915.pdf	
Prior Experience	<p>"Possesses prior, successful experience offering online courses to elementary, middle, or high school students as demonstrated by quantified student learning gains in each subject area and grade level provided for consideration as an instructional program option. However, for a provider without sufficient prior, successful experience offering online courses, the department may conditionally approve the provider to offer courses measured pursuant to subparagraph (8)(a)2. Conditional approval shall be valid for 1 school year only and, based on the provider's experience in offering the courses, the department shall determine whether to grant approval to offer a virtual instruction program"</p>	<p>As one of the original companies to provide online K-12 education, K12 has over 15 years of providing online courses to elementary, middle, and high school students. Additional information about K12's experience in the online educational space can be found here: http://www.k12.com/Florida-DOE.html</p>	§ 1002.45 (2)(a)(5) F. S.
Accreditation	<p>"Is accredited by a regional accrediting association as defined by State Board of Education rule"</p>	<p>In 2015, the FuelEd Instructional Services Team received a five year accreditation renewal from AdvancED to 2020. The original accreditation was awarded in 2010. For additional information, please see the K12 Florida LLC Disclosure Requirements attached hereto as Exhibit C.</p>	§ 1002.45 (2)(a)(6) F. S.
Curriculum Quality	<p>"Ensures instructional and curricular quality through a detailed curriculum and student performance accountability plan that addresses every subject and grade level it intends to provide through contract with the school district, including:</p> <ul style="list-style-type: none"> a. Courses and programs that meet the standards of the International Association for K-12 Online Learning and the Southern Regional Education Board. b. Instructional content and services that align with, 	<p>K12 represents and warrants that it complies with these requirements. Additional details may be found here: http://www.k12.com/Florida-DOE.html</p>	§ 1002.45 (2)(a)(7) F. S.

	and measure student attainment of, student proficiency in the Next Generation Sunshine State Standards. c. Mechanisms that determine and ensure that a student has satisfied requirements for grade level promotion and high school graduation with a standard diploma, as appropriate"		
Publication Requirements	"Publishes for the general public, in accordance with disclosure requirements adopted in rule by the State Board of Education, as part of its application as a provider and in all contracts negotiated pursuant to this section: a. Information and data about the curriculum of each full-time and part-time program. b. School policies and procedures. c. Certification status and physical location of all administrative and instructional personnel. d. Hours and times of availability of instructional personnel. e. Student-teacher ratios. f. Student completion and promotion rates. g. Student, educator, and school performance accountability outcomes"	K12 makes all information requiring disclosure available for public review. This information can be found in the K12 Florida LLC Disclosure Requirements attached hereto as Exhibit C .	§ 1002.45 (2)(a)(8) F. S.
Independent Audit	"Performs an annual financial audit of its accounts and records conducted by an independent certified public accountant which is in accordance with rules adopted by the Auditor." General, is conducted in compliance with generally accepted auditing standards, and includes a report on financial statements presented in accordance with generally accepted accounting principles."	K12's parent company, K12 Inc., is publically held and traded on the New York Stock Exchange. In accordance with applicable law governing public companies, an independent audit is performed annually. The results of K12 Inc.'s most recent audit, as well as all other required financial disclosures, can be found here: investors.k12.com	§1002.45 (2)(a)(10) F. S.

c) Virtual Instruction Program Requirements

Florida law requires that Approved Providers and Schools develop a virtual instruction program that meets certain requirements. K12 meets such requirements as discussed in detail below:

Requirement	Text	K12 Response	Statute Reference
Course Alignment	"Align virtual course curriculum and course content to the Sunshine State Standards under s.1003.41."	The curriculum K12 will use in the performance of its services as an Approved Provider is aligned to the Florida Sunshine State Standards. Additional details on K12 courses and curriculum can be found in the K12 Florida LLC Disclosure Requirements attached hereto as Exhibit C .	§1002.45 (3)(a) F. S.
Student Proficiency	"Offer instruction that is designed to enable a student to gain proficiency	K12's program is designed to enable a student to gain proficiency in each virtually delivered course of study. Additional details can be found in the K12 Florida LLC Disclosure Requirements attached	§1002.45 (3)(b) F. S.

	in each virtually delivered course of study."	hereto as Exhibit C .	
Instructional Materials	"Provide each student enrolled in the program with all the necessary instructional materials."	Each student will be provided with required course materials as further detailed in the Order above.	§1002.45 (3)(c) F. S.
Materials for Students Qualifying for National School Lunch Act	"Provide each full-time student enrolled in the program who qualifies for free or reduced-price school lunches under the National School Lunch Act, or who is on the direct certification list, and who does not have a computer or Internet access in his or her home with: 1. All equipment necessary for participants in the virtual instruction program, including, but not limited to, a computer, computer monitor, and printer, if a printer is necessary to participate in the program; and 2. Access to or reimbursement for all Internet services necessary for online delivery of instruction."	The provision of free materials to full-time students enrolled in Customer's virtual instruction program is the duty of Customer School District. K12 has no visibility into students that would qualify for the National School Lunch Act. K12 is happy to provision to Customer any required materials at the prices in the above Order.	§1002.45 (3)(d) F. S.
No Tuition or Registration Fees	"Not require tuition or student registration fees."	K12 does not charge students enrolled in Customer's virtual instruction program any tuition or registration fees. It charges the fees disclosed in the above Order directly to the School Board.	§1002.45 (3)(e) F. S.

d) Student Participation Requirements

Florida law requires that students enrolled in a virtual instruction program meet certain participation requirements. K12 facilitates compliance with these requirements as discussed in detail below:

Requirement	Text	K12 Response	Statute Reference
Compulsory Attendance	"Comply with the compulsory attendance requirements of s. 1003.21. Student attendance must be verified by the school district."	K12's Attendance, Participation and Performance Policy details the process by which K12 will facilitate compliance with this requirement. Additional details may be found here: http://www.k12.com/content/dam/k12/sites/default/files/pdf/Policy--%20K12-Florida-LLC-Attendance-Participation-and-Performance-Policies-and-Procedures-093015.pdf	§1002.45 (6)(a) F. S.
Assessment Location	"Take state assessment tests within the school district in which such student resides, which must provide the student with access to the district's testing facilities."	K12's State Testing Policies and Procedures detail the process by which K12 will facilitate compliance with this requirement. Additional details may be found here: http://www.k12.com/content/dam/k12/sites/default/files/pdf/Policy--K12-Florida-LLC-State-Testing-Policies-and-Procedures-092915.pdf	§1002.45 (6)(b) F. S.

Section 2: Florida VIP Payment Terms

- a) **FLORIDA PRICE AND PAYMENT:** The prices and billing terms for the products, services, and licenses will be as set forth in this Amendment. Invoices shall be submitted to Customer by K12 and full payment of such invoices shall be due by Customer no more than forty five (45) days from the date of an invoice. If full payment is not timely received, K12, in its sole discretion, may cease the provision of any or all products, services and licenses. Customer agrees to pay interest at one percent (1%) per month on any unpaid balance from 30 days after the due date in accordance with the Local Governmental Prompt Payment Act, Fla. St. Chapter 218. If Customer wishes to dispute any charge invoiced to Customer by K12 or its Affiliates, Customer must submit a good faith claim regarding the Disputed Amount, in a format clearly delineated to coincide with the format of the disputed invoice and with documentation as may reasonably be required by K12 and its Affiliates to support the claim no later than ninety (90) days after the date of the invoice.. K12 will provide written notice of any price increase to Customer at least ninety (90) days' prior to the start of the Renewal Period (if any) for which it would be applicable. Customer may, in its sole discretion, terminate the Agreement within thirty (30) days of such notice. Such termination will be effective at the end of the then-current Period or Renewal Period (if any).
- b) **WITHDRAWAL AND REFUND:** When a student withdraws from a K12 course, or do not otherwise complete a course (as determined by then-current Florida law), Customer shall be entitled to a pro rata refund or credit for the specific course from which student withdrew or did not complete. For full-time student enrollments, the amount refunded or credited shall be determined by dividing the amount charged for student's course enrollment by the total number of courses the student is taking to determine the "per course" cost.

Section 3: Florida Public Records

K12 agrees that it will:

- (a) Keep and maintain public records (as defined by Section 119.011(12) F.S.) that ordinarily and necessarily would be required by the Customer in order to perform the services herein.
- (b) Provide the public with access to public records on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law. For the purposes of this contract, the Customer will forward to K12 such public records requests that it deems valid for non-privileged, non-confidential, non-exempt public records in K12's possession. K12 will evaluate the request and provide the Customer with such public records in accordance with applicable Florida law.
- (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- (d) Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the contractor upon termination of the contract and, to the extent allowed by applicable law, destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the public agency.

EXHIBIT B

K12 Products and Services Agreement Terms

PERIOD: The period of this Agreement is as specified in the Order ("Period").

DESCRIPTION OF SERVICES: Customer will be provided with those products and services, including where applicable a limited, non-exclusive, nontransferable license, without sublicense rights, for access to K12 or its Affiliates online courses, curriculum, learning management system and applicable instructional tools and online services, for the Period and Renewal Period (if any).

PRICE AND PAYMENT: The prices and billing terms for the products, services, and licenses will be as set forth on the Order, except as set forth herein. Invoices shall be submitted to Customer by K12 or its Affiliates and full payment of such invoices shall be due by Customer no more than thirty (30) days from Customer's receipt of an invoice. If full payment is not timely received, K12, in its sole discretion, may cease the provision of any or all products, services, and licenses. Customer agrees to pay interest at one and one quarter percent (1.25%) per month on any unpaid balance from the due date. If Customer wishes to dispute any charge invoiced to Customer by K12 or its Affiliates, Customer must submit a good faith claim regarding the Disputed Amount, in a format clearly delineated to coincide with the format of the disputed invoice and with documentation as may reasonably be required by K12 and its Affiliates to support the claim no later than ninety (90) days after the date of the invoice. K12 reserves the right to change the prices set forth in any Order no more often than once per Renewal Period (if any). K12 will provide written notice of any price increase to Customer at least ninety (90) days' prior to the start of the Renewal Period (if any) for which it would be applicable. Customer may, in its sole discretion, terminate the Agreement within thirty (30) days of such notice. Such termination will be effective at the end of the then-current Period or Renewal Period (if any).

TAXES: Customer represents that it is exempt from sales and use taxes imposed by the state and local governmental divisions in which it is located. Customer must provide K12 with Customer's exemption certificates or other proof of Customer tax-exempt status reasonably acceptable to K12.

TERMINATION: Either party may terminate this Agreement at any time with ninety (90) days' prior written notice to the other party for cause. Termination for cause may be used if a party breaches any material term or fails to fulfill any representation, warranty, or material condition, term, provision or obligation contained in this Agreement and fails to cure within thirty (30) days of such notice from the terminating party. Upon termination, the non-breaching party shall be entitled to seek any remedies to which it shall be entitled at law or in equity. If any change in applicable law that is enacted after the date hereof could reasonably be expected to have a material adverse effect on the ability of any party to carry out its obligations under this Agreement, such party, upon written notice to the other party may request renegotiation of this Agreement. Such renegotiation shall be undertaken in good faith. If the parties are unable to renegotiate and agree upon revised terms within 120 days of such notice of renegotiation, then this Agreement shall be terminated effective at the end of the school year in which such notice was given. Termination of this Agreement does not relieve Customer of any obligations for payments outstanding to K12 as of the date of termination and does not relieve either party of any obligations that continue upon termination.

INFORMATION REQUIREMENTS: Customer will provide K12 with all information reasonably required by K12 to provide the products, services, and licenses.

FERPA AND CONFIDENTIALITY: If Customer is a public entity receiving federal Title I funds, Customer represents that K12 is a "school official" with a "legitimate educational interest" under the definitions of those terms set forth in the Customer's Family Educational Rights and Privacy Act ("FERPA") notification(s) to students and parents during the Period and Renewal Periods (if any) of this Agreement. K12 agrees to develop, implement, maintain and use appropriate administrative, technical or physical security measures to the full extent required by FERPA in order to maintain the confidentiality of "education records" as that term is defined by FERPA. Customer recognizes and agrees that for purposes of all applicable laws, K12 has a legitimate educational interest for purposes of Customer disclosing to K12 students' education records. Regardless of whether Customer is a public entity receiving federal Title I funds, to the extent permitted by applicable law K12 or its affiliates may provide Customer with confidential information (as designated by K12) required by Customer in writing for its internal use or reporting to regulatory authorities. Customer agrees to develop, implement, maintain and use appropriate administrative, technical or physical security measures to maintain the confidentiality of such confidential information.

SPECIAL EDUCATION AND DISABILITIES: If Customer is a public entity receiving federal Title I funds, Customer agrees that it is the Local Educational Agency responsible for the provision of special education. The provision of special education, the creation, implementation or provision of Individualized Education Programs, the provision of reasonable accommodations or any services of any nature under the Individuals with Disabilities Education Act, the Americans with Disabilities Act, section 504 of the Rehabilitation Act or any similar law, whether federal, state or local are not services provided under this Agreement. Notwithstanding the forgoing, during the Period and Renewal Period (if any) of this Agreement, K12 will discuss, formulate and make adjustments and accommodations in furtherance of IEPs or reasonable accommodations established by Customer, but solely to the extent that K12 may do so without incurring direct or indirect costs.

PUBLICITY: During the Period and Renewal Period (if any) of this Agreement, Customer hereby agrees that K12 and its Affiliates shall have the right, but not the obligation, to list Customer as a customer in other materials promoting the Content. K12 will remove Customer's name from any such list within thirty (30) days after any termination of this Agreement.

AUDIT RIGHTS: This paragraph shall only be applicable if a Non-Hosted Solution is applicable to the order. Customer shall maintain books and records in connection with its use of the non-hosted courses for the Period of this Agreement and for at least three (3) years after the date this Agreement terminates or expires. K12 or its representatives may audit the relevant books and records of Customer during the Period of this Agreement, and for three (3) years after the expiration of this Agreement to ensure compliance with this Agreement. Any such audit shall be conducted during regular business hours at

Customer's facilities and shall not unreasonably interfere with Customer's business activities. Audits shall be conducted no more than once annually. If an audit reveals that Customer has underpaid fees due to K12 or its Affiliates, all such fees shall be paid immediately, together with interest at the rate of prime plus one percent (1%); and in the event such underpayment is in excess of five percent (5%) of the total owed to K12 or its Affiliates for any given audit period, then Customer shall, in addition, reimburse to K12 or its Affiliates the reasonable costs of conducting the audit. In connection with the license grants set forth in these Terms, (i) K12 or its Affiliates may monitor actual usage of the courses and (ii) at periodic intervals designated by K12 or its Affiliates in accordance with its then current practices, may request that Customer deliver to K12 or its Affiliates in writing a summary of the actual number of students that are currently enrolled and using the courses. Unless otherwise set forth in the applicable Order, all license Fees shall be payable in accordance with the number of students determined pursuant to the Reporting Process.

WARRANTY: K12 warrants that the services will be performed in a professional and workmanlike manner in accordance with commercially reasonable industry standards. THE FOREGOING WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND K12 MAKES NO GUARANTEES AS TO THE RESULTS OR ACHIEVEMENTS OF THE STUDENTS. WITHOUT LIMITING THE FOREGOING, K12 MAKES NO GUARANTEES AND SHALL NOT BE LIABLE FOR OUTAGES OR OTHER NON-ACCESSIBILITY TO THE K12 WEBSITE, END-USER CONNECTION SPEED OR CONNECTIVITY PROBLEMS REGARDLESS OF THE CAUSE. K12 OFFERS NO WARRANTIES WITH RESPECT TO ANY THIRD PARTY PRODUCTS OR SERVICES PROVIDED PURSUANT TO THIS AGREEMENT. K12 DOES NOT WARRANT THAT USE THE SITE OR CONTENT WILL BE UNINTERRUPTED OR ERROR-FREE, THAT ERRORS WILL BE CORRECTED OR THAT IT WILL BE FREE OF VIRUSES OR OTHER HARMFUL COMPONENTS.

INTELLECTUAL PROPERTY: Customer acknowledges and agrees that all courses, content, software, graphics, pictures, documents, licenses, designs, and materials, and any and all derivatives thereof (collectively, Works) made available to Customer pursuant to this Agreement are protected by copyrights, trademarks, service marks, patents, trade secrets, or other proprietary rights and laws and K12 (or its Affiliates or licensors) own all right, title and interest in and to the Works. Customer acknowledges and agrees that it has no intellectual property interest or claims in the Works and has no rights to make any use of such Works except as expressly granted herein. Except as expressly authorized in writing by an officer of K12, Customer agrees not to sell, license, sublicense, rent, modify, distribute, copy, reproduce, transmit, publicly display, publicly perform, publish, adapt, edit, or create derivative works from any of the Works. Customer will not act or permit any action that would impair any of K12's (or its Affiliates' or licensors') rights in the Works. Customer agrees not to: (a) disassemble, reverse compile, reverse engineer or otherwise attempt to discover the source code of or trade secrets embodied in the Works (or any portion thereof); (b) distribute, lend, rent, sell, transfer, or grant sublicenses to, or otherwise make available the Works (or any portion thereof) to third parties, including, but not limited to, making such Works available (i) through resellers, OEMs, other distributors, or (ii) as an application service provider, service bureau, or rental source, unless expressly permitted in the Order; (c) embed or incorporate in any manner the Works (or any element thereof) into other applications of Customer or third parties; (d) use or transmit the Works in violation of any applicable law, rule or regulation, including any export/import laws, (e) in any way access, use, or copy any portion of the Works (including the logic and/or architecture thereof and any trade secrets included therein) to directly or indirectly develop, promote, distribute, sell or support any product or service that is competitive with the Works, (f) remove, obscure or alter any copyright notices or any name, logo, tagline or other designation of K12 or its Affiliates displayed on any portion of the Works. Customer shall not permit any third party to perform any of the foregoing actions and shall be responsible for all damages and liabilities incurred as a result of such actions. Customer acknowledges that in the event Customer breaches any provision contained in this paragraph, K12's interests will be irreparably injured, the full extent of K12's damages may be impossible to ascertain, and monetary damages will not be an adequate remedy. Customer agrees that K12 will be entitled to enforce this agreement by an injunction or other legal or equitable relief in any court of its choice without the necessity of posting bond or security, in addition to its right to seek monetary damages or any other remedy.

INDEMNIFICATION AND LIMITATION OF LIABILITY: K12 agrees to defend, indemnify, and hold harmless Customer and its employees, contractors, officers, and board members from and against any and all liabilities, claims, damages, injuries, judgments, demands and expenses, including court costs and attorney's fees, that arise out of or in connection with any acts or omissions of K12 related to or arising from this Agreement (collectively "Claims") except to the extent that such Claims arise out of actions or omissions of Customer and subject to the conditions precedent that a) Customer provide written notice to K12 within thirty (30) days of its receipt of the Claim and b) Customer permits K12 to assume the control and defense of the Claim with counsel selected by K12. IN NO EVENT SHALL K12'S LIABILITY TO CUSTOMER AND ITS EMPLOYEES, CONTRACTORS, OFFICERS AND BOARD MEMBERS UNDER THIS AGREEMENT OR FOR ANY MATTER OR CAUSE OF ACTION ARISING IN CONNECTION HERewith EXCEED THE AMOUNT PAID BY CUSTOMER TO K12 HEREUNDER. IN NO EVENT SHALL K12 BE LIABLE TO CUSTOMER, WHETHER UNDER THEORY OF CONTRACT, TORT OR OTHERWISE, FOR ANY INDIRECT, INCIDENTAL, PUNITIVE, CONSEQUENTIAL, OR SPECIAL DAMAGES (INCLUDING ANY DAMAGE TO BUSINESS REPUTATION, LOST PROFITS OR LOST DATA), WHETHER FORESEEABLE OR NOT AND WHETHER K12 IS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. To the extent permitted by law, Customer agrees to defend, indemnify, and hold harmless K12 and its Affiliates and all of their employees, contractors, officers, and board members from and against any and all liabilities, claims, damages, injuries, judgments, demands and expenses, including court costs and attorney's fees, that arise out of or in connection with any acts or omissions of Customer related to or arising from this Agreement (collectively "Claims") except to the extent that such Claims arise out of actions or omissions of K12 and subject to the conditions precedent that a) K12 provide written notice to Customer within thirty (30) days of its receipt of the Claim and b) K12 permits Customer to assume the control and defense of the Claim with counsel selected by Customer.

DISPUTE RESOLUTION: The parties agree that they will use their best efforts to settle any and all disputes arising out of, under or in connection with this Agreement, including without limitation the validity, interpretation, performance and breach hereof, prior to initiating any legal proceeding, whether judicial or administrative in nature. The efforts shall be primarily between the President of K12 and the Superintendent of the Customer or their respective designees. The laws of the Commonwealth of Virginia, without regard to its conflict of laws provisions, will govern all disputes arising out of or related to this Agreement, including the validity, enforceability or construction thereof. Each party submits to the jurisdiction of the state and federal courts located in the Commonwealth of Virginia for purposes of any action, suit or proceeding arising out of or related to this Agreement and agrees not to plead or claim that any action, suit or proceeding arising out of or related to this Agreement that is brought in such courts has been brought in an inconvenient forum.

INSURANCE. K12 will, at its own expense, maintain commercial general liability insurance (including personal injury, advertising injury and contractual liability) with a minimum limit of liability of \$1,000,000 per occurrence and in the aggregate, professional liability insurance with a minimum limit of liability of \$500,000 per claim and in the aggregate, automobile insurance with a minimum limit of liability of \$1,000,000 combined single limit and workers' compensation insurance in the minimum amounts required by statute. All policies other than the workers' compensation policy shall name Customer as an Additional Insured. K12 shall, upon execution of this Agreement and upon request of Customer, send a certificate of insurance to show that the policies are in full force and effect and set forth the limits of liability. K12 shall not cancel the insurance policies nor cause them to be cancelled.

MISCELLANEOUS: a) A waiver of any part of this Agreement in one instance is not a waiver of any other part or any other instance; b) If any part of this Agreement is held invalid or if the applicability of any part of this Agreement is held invalid to a particular set of circumstances for any reason, such holding or declaration shall not in any way affect or impair the remaining provisions or the application to a different set of circumstances; c) Except as otherwise provided in this Agreement, neither party may assign or delegate any rights or obligations under this Agreement without the prior written consent of the other party and any such assignments shall be void and of no effect, except that K12 may assign all of its rights and obligations under this Agreement to any person or entity that controls K12, is controlled by K12, or is under common control with K12 or to any successor in interest that acquires all or substantially all of the assets of K12; d) This Agreement does not create any legal or equitable rights on the part of any third party, as a third party beneficiary or otherwise; e) K12 is not a division or any part of Customer. Customer is not a division or any part of K12. Nothing herein is intended to be construed as or to create a partnership or joint venture by or between K12 and Customer; f) Notwithstanding any other section of this Agreement, no party will be liable for any delay in performance or, except with respect to payment hereunder, inability to perform due to acts of God or due to war (declared or undeclared), riot, terrorism, civil war, embargo, fire, flood, explosion, sabotage, labor strike, internet outage or other acts beyond its reasonable control and unrelated to its fault or negligence; g) Customer and all users of licensed products shall comply with the terms and conditions of the Terms of Use pertaining to the use of courseware, web sites and learning management systems, as such terms are set forth therein; h) All representations, warranties and indemnities made in this Agreement will survive termination of this agreement; i) This Agreement and the documents to which it refers form the entire Agreement between the parties with respect to the subject matter herein. Customer may not rely on any other documents, proposals, statements, or representations by any sales or service representatives or other parties, unless expressly contained herein; j) Fuel Education LLC will provide all services, licenses and materials under this Agreement either directly or in conjunction with its Affiliates. An "Affiliate" of Fuel Education LLC is an entity that controls, is controlled by, or under common control with, Fuel Education LLC and "control" means the possession, directly or indirectly, of the power to direct or cause the direction of the management policies of an entity, whether through the ownership of securities, by contract or otherwise. Fuel Education LLC and its Affiliates shall be referred to collectively as K12; k) All written notices required by the terms of this Agreement will be sent to the Superintendent of the Customer at the address set forth above and to the General Counsel of K¹² at 2300 Corporate Park Drive, Herndon, VA 20171 (and such addresses may be changed upon proper notice to such addressees). Notice may be given by either certified or registered mail, postage prepaid, return receipt requested, or reputable overnight carrier, postage prepaid and is deemed to have been given three days after mailing or, as to overnight delivery, on the date of personal delivery to the address stated thereon.

EXHIBIT C

K12 FLORIDA LLC DISCLOSURE REQUIREMENTS (Updated 2/27/2017)

Section 1002.45, Florida Statutes., requires the Provider to publish, for the general public, and as part of this application and any subsequent applications or contracts with school districts, the following information:

SOURCE OF ORIGIN OF CURRICULUM AND COURSE CONTENT

- Information and data about the curriculum of each fulltime and part-time program. Please include, at minimum, the source or origin of curriculum and course content, specific research and best practice used in design, the basis for and frequency of revisions, research related to effectiveness of curriculum, evidence that content and assessments are accurate, free of bias, and accessible for students with disabilities and limited English proficiency, and National Collegiate Athletic Association (NCAA) approval status for each applicable high school course offered.

K12 Florida LLC ("K12"), currently authorized by the Florida Department of Education to participate with school districts in the Virtual Instruction Program as well as to provide virtual instruction services to virtual charter schools, is a wholly owned subsidiary of K12 Inc., the largest provider of individualized online education programs primarily for students in Kindergarten through High School in the U.S. K12 Inc. was founded in 2000 to utilize advances in technology to provide children with access to a high-quality public school education regardless of their geographic location or socioeconomic background. In the 2015-2016 school year, K12 Inc. and its subsidiaries served full-time students in public schools we managed in thirty-three states and the District of Columbia. We also served public school districts and schools in all 50 states through our Institutional Sales business, Fuel Education, providing curriculum, technology solutions, teachers, professional development and other support services customized to school and/or district needs.

K12 Inc. has developed and acquired curriculum and online learning platforms that promote mastery of core concepts and skills for students of all abilities using the K12 Inc. suite of services and instructional curriculum and courseware which we will collectively refer to as "K12" in this document (currently including K12, Fuel Ed Online Courses, Anywhere Learning System, and Middlebury Interactive Languages). K12 Inc. provides a continuum of technology-based educational products and solutions to virtual charter schools, public school districts, public schools, private schools, and families as we strive to transform the educational experience into one that delivers individualized education on a highly scalable basis. As an innovator in K-12 online education, we believe we have attained distinctive core competencies that allow us to meet the varied needs of our school customers and students and have shown academic success and achievement in the schools we serve.

Curriculum and Course Content

K12 Inc.'s academic program combines online technology with traditional instruction and materials. Instructional time occurs during synchronous sessions where the student (or groups of students) and the teacher are online together as well as asynchronous sessions when the student is working more independently online or offline. During synchronous sessions, the teacher may provide direct instruction in Class Connect sessions through a web-based conferencing platform such as Blackboard Collaborate. Students will attend classroom sessions by logging in on Blackboard Collaborate, using chat, an interactive whiteboard, Voice-Over IP (VOIP), and other features to further explore and discuss lesson topics synchronously with teachers and fellow students. Class Connect sessions will be offered in accordance to the student's Individualized Learning Plan (ILP). Student attendance requirements at Class Connect sessions will follow guidelines in the program handbooks and be based on individual student needs.

Students in grades Kindergarten through 12th grade receive the K12 course content, instruction, assignments, assessments, and supplemental materials online (Web-based lessons and assessments), as well as hands-on materials kits shipped directly to the student, including related books (textbooks, workbooks, reference books, and anthologies), DVDs, maps, and other hands-on activity materials (phonics kits, science experiments, art supplies, math manipulatives, musical instruments, etc.).

Elementary/Middle School Core Curriculum

From Kindergarten through 8th grade, K12 courses are categorized into seven major subject areas—language arts/English, math, science, history, art, music, and world languages—plus adaptive K–5 math courses and MARK12 adaptive reading remediation courses (see curriculum descriptions below). The proprietary elementary and middle school curriculum includes the courses that students need to complete their core kindergarten through eighth grade education, with more than 700 engaging lessons in each subject. These courses focus on developing fundamental skills and teaching the key knowledge building blocks or schemas that each student needs to master the major subject areas, meet state standards, and complete more advanced coursework. The curriculum is mastery-based, with assessments built into every lesson to ensure mastery and provide for remediation or enrichment where necessary.

Enhancements to the K12 K–8 curriculum include a variety of innovative games—from "xGerms Computational Fluency," which features colorful germ characters and a fun laboratory theme, to "Spell-n-Stack," an arcade-style spelling drill game. K12 has also launched mobile applications for the iPhone and iPod Touch, available as free downloads on iTunes. These apps include "K12 Money," which lets students solve math problems using currency, and "K12 Timed Reading Practice," which helps students calculate their reading pace in words per

minute.

LANGUAGE ARTS/ENGLISH: K12 Language Arts/English helps students develop important reading and writing skills, while also inspiring a love of literature. Combining phonics, literature, language skills, and spelling lessons, the Language Arts/English program emphasizes classic works, teaches writing as a process, and prepares students for standardized tests in the areas of language skills and reading comprehension. Younger children learn the basics of phonics and grammar and prepare for reading through systematic, multisensory activities, while older students develop literary analysis and comprehension skills by reading novels and nonfiction works. MARK12 Reading is a three-stage course for students reading two or more grades below grade level. The course gives students the opportunity to master missed concepts in a way that accelerates them through the remediation process.

MATH: K12's current elementary math program, known as Math Plus, represents a second generation of research and development into effective approaches in early mathematics teaching and learning. A high priority for elementary math instruction is to establish fluency in arithmetical computation, while deepening the ability to reason mathematically. To address that priority, the Math Plus program extends and improves upon the Math courses originally developed by K12 Inc. in the early 2000s.

K12 's math courses emphasize an active, multisensory approach to ensure students' understanding of the concrete realities that underlie mathematical concepts. Regular practice and review ensure mastery of basic skills. Online games and animations motivate students and help illustrate concepts, while challenge problems help develop critical thinking skills. These research-based courses focus on computational fluency, conceptual understanding, and problem solving. The engaging approach features colorful graphics and animation, learning tools, and games; adaptive activities that help struggling students master concepts and skills before moving on; and more support for Learning Coaches to support their children to succeed. From helping younger students make the link between the concrete and the abstract, to introducing older students to Algebra, K12 math provides a thorough mathematic grounding. Math Plus provides supplemental online activities, timed facts practice at repetitive intervals based on research findings for retention of information, regular lesson assessments, and backup adaptive lessons for students needing extra practice, and optional enrichment problems for students who enjoy an extra challenge.

SCIENCE: The program balances hands-on experiments with systematic study of scientific terms and concepts. Students perform many experiments to help them understand scientific principles, and receive guided instruction in important scientific concepts. Exploring life, earth, and physical sciences in each grade, K12 science nurtures curiosity, analytical skills, and an appreciation of how the world is shaped by ongoing scientific and technological advances. Students learn about the human body, plants and animals, rocks and minerals, stars, matter, motion, electricity, magnetism, and much more. Through hands-on experiments, the program helps students develop skills of observation and analysis, and learn how scientists understand the world. Students receive the hands-on science experiments in kits shipped directly to them.

HISTORY: With integrated topics in geography and civics, K12 history opens young minds and imaginations to far-off lands, distant times, and diverse cultures. K12 emphasizes the story in history—a story that includes not only great men and women but also everyday people. The kindergarten history program takes students on a world tour of the seven continents, and provides an overview of American History through a series of biographies of famous Americans. The history program in grades 1 through 4 tells the story of civilization from the Stone Age to the Space Age, while students in grades 5 and up explore major themes and topics in greater depth through survey courses in American and world history. Lessons for state-specific history requirements are embedded throughout each grade-level History course. As required in Florida, a civics education course is offered as preparation to pass the Florida Civics EOC Assessment to be eligible for promotion from middle school.

ART: Following the timelines in the History lessons, K12 art lessons introduce students to great works of art from different cultures and eras, while engaging them in creative activity—painting, drawing, sculpting, and weaving—using materials such as oil pastels, crayons, molding clay, plaster, and yarn. Students are introduced to the elements of art—line, shape, color—and identify different types of artworks, such as portrait, landscape, and still life, as they learn about important paintings, sculpture, and architecture. They study the works of famous artists from Rembrandt to Warhol, and learn about different artistic movements such as Impressionism and Cubism. Students also create their own works of art similar to those they have learned about, such as mobiles, collages, and stained glass.

MUSIC: K12 music teaches basic music concepts at different age-appropriate levels, so that all students have a consistent understanding of the essential concepts governing music. The curriculum builds quickly, in a structured, sensible way. The concepts in the lessons are critical to fostering music comprehension, which is taught in stages as students move through their years at K12 Florida LLC. Much more than simple music appreciation, this approach helps students train their own ears, voices, and bodies in the fundamental building blocks of music.

WORLD LANGUAGES: One of the few online language-learning program designed specifically for students in the lower elementary grade levels, the K12 offering in world languages, Middlebury Interactive Languages, gives students a choice of world language courses and helps students read, write, speak, and listen for meaning in the language they choose to study. Combining a variety of games, simple narratives, and regular writing and speaking challenges, the world language program highlights common vocabulary terms and phrases, introducing younger students to a wide range of grammar patterns, while helping older students master numerous grammar principles. Courses prepare students to generate language incorporating the vocabulary and patterns they have learned.

In addition, culture lessons challenge younger students to recognize different cultural manifestations, while older students analyze and

compare practices and perspectives of various cultures. Courses thoroughly meet all national standards as set forth by the American Council on the Teaching of Foreign Languages (ACTFL), and follow state guidelines in covering level-appropriate standards in communication, cultures, linguistic and cultural comparisons, and cross-curricular connections and engaging with target-language speaking communities.

High School Curriculum

High school students are offered a broad selection of courses to meet all graduation requirements, as well as a diversity of electives designed both to help students earn their high school diploma and find their own path to post-high school success—whether that is in college or in the workforce. Math, English, science, and history courses are offered in a range of levels, including Advanced Placement® (AP®), remediation, and credit recovery courses, to meet the needs of diverse learners (see curriculum descriptions below). For instance, Fuel Ed foundation courses help keep students on task and moving forward utilizing a “chunked” methodology to increase retention, as well as pre-recorded audio, pre-teaching of vocabulary, and, if needed, ELL support. High school students can take up to four years of a world language (depending on the language), and have a variety of physical education and art course options to choose from to fulfill graduation requirements. In addition, a variety of electives are provided. Unlike other programs where a student must be in a particular academic path, K12 allows students to chart their own course, choosing from among the levels of courses to match their aptitude and goals. For example, a student who excels in math and science may take all honors/AP courses in those subjects, while choosing from among the Comprehensive English and history courses. The multiple course levels prevent students from being “locked in” to one level of a particular subject, and account for natural progress and growth.

Many K12 science courses include interactive vLabs (virtual labs). These highly engaging, online experiments enable students to demonstrate the scientific method, test a hypothesis, witness various outcomes, and examine sources of error. Science vLabs can be used to reinforce concepts learned in hands-on labs or, when appropriate, supplement or replace certain onsite labs.

Many K12 textbooks, reference guides, literature anthologies, and lab manuals are also offered as online books (eBooks), and are optimized for use with mobile devices. Plus, K12 has launched new mobile applications for the iPhone and iPod Touch, available as free downloads on iTunes. These apps include “K12 Algebra I Study and Review” and “K12 Periodic Table”, which students can use to reinforce course concepts. AP® courses are college-level courses that follow curriculum frameworks specified by the College Board. These courses are designed to prepare students for success on AP Exams, providing students the opportunity to earn credit at many of the nation’s colleges and universities. In SY2015–16, K12 offered 16 Advanced Placement courses that have been authorized by the College Board, officially approved through its audit process in July 2015. K12 re-evaluates and expands the catalog of AP courses in accordance with changing College Board guidelines, in addition to student and school requests.

MATH: K12 high school math balances mastery of fundamental skills with critical thinking and problem solving. The program emphasizes an active, research-based approach to ensure that each student understands the mathematical concepts and also is able to master critical skills. Each course has both online and offline components. Online exploration, narration, and interactive activities help students develop and hone understanding of key concepts and skills. Online lessons also include worked examples that provide guidance and scaffolding to help students make connections between the concepts and the skills. Some worked examples are narrated by experienced teachers, while others provide students with the ability to interact with a structured, partially completed problem.

The textbooks provide reference information, more worked examples, and robust, well-sequenced problem sets so students can learn by practicing. Each lesson also includes resources that help teachers and mentors support students. Formative assessments come in the form of computer-scored quizzes. Summative assessments include computer-scored as well as teacher-graded components with robust rubrics.

Many courses are available in various levels including core, comprehensive, honors, and AP. The traditional pathway includes Algebra I, Algebra II, and Geometry, while the integrated pathway has Integrated Mathematics I, II, and III. Both pathways prepare students for K12 Pre-Calculus or Probability and Statistics.

ENGLISH: K12 high school English courses are designed to engage students in reading quality literature, writing in diverse genres, and communicating ideas in a variety of media. All core, comprehensive, and honors courses offer students the opportunity to read short stories, novels, dramas, poetry, and nonfiction from classic and contemporary authors. AP courses are also available. Students demonstrate their mastery of literal and inferential comprehension and then progress to more complex tasks of literary analysis and interpretation. K12 English courses focus on the craft of writing and the development of oral and written communication skills in standard (formal) English through structured lessons in composition, with opportunities for teachers to provide frequent feedback so that students may revise and refine their work. By engaging in systematic practice in vocabulary; grammar, usage, and mechanics; and reading comprehension, students hone critical skills which are frequently found in standardized assessments.

SCIENCE: K12 offers a complete high school curriculum in science. The curriculum includes courses in physical science, biology, earth science, chemistry, physics, and environmental science. Most of these courses are offered at core, comprehensive, and honors levels, allowing students to select the level of rigor in keeping with their level of science achievement. AP courses are also available. All K12 science courses are academically rigorous, meeting and exceeding national and state science standards, and provide valid, continuing assessment of student work.

K12 science courses provide hands-on exploration; courses have the option to use real materials to conduct scientific laboratory investigations. Options exist to take these courses using virtual laboratories (vLabs) that reflect actual laboratory experience in a virtual setting. Throughout the sweep of K12 science courses, students become familiar with and practice using science processes and scientific methods. They develop skills in areas such as questioning, hypothesizing, collecting and analyzing data, and forming scientific conclusions. Each K12 science course prepares students for college science courses, not only by providing solid, scientifically accurate content but also by developing laboratory awareness and skills, and by firmly anchoring students in scientific principles.

HISTORY: K12 history emphasizes the narrative of history—a narrative that includes great men and women as well as everyday people, and the governments, arts, belief systems, and technologies they have developed over time. The high school history courses meet state and national standards for content and skills and are offered at levels appropriate to the student's needs. Courses in world history, modern world history, United States history, and modern United States history combine stunning textbooks published by K12 with interactive online lessons that guide students' reading, reinforce major concepts, allow students to practice the skills of the historian, and enrich student learning through virtual field trips, discussion boards, and a variety of research and skills activities. Online lessons also integrate topics in geography, civics, and economics into the study of history. Economics and U.S. Government courses that emphasize the study of the concepts and processes of the national and international economic systems. This content should include, but not limited to currency, banking, and monetary policy, the fundamental concepts relevant to the major economic systems, the global market and economy, major economic theories and economists, the role and influence of the government and fiscal policies, economic measurements, tools, and methodology, financial and investment markets, and the business cycle.

WORLD LANGUAGES: K12 offers a selection of world languages for high school students that meet the graduation requirements for the 24 Credit Standard High School Diploma (electives) and the Scholar Designation Diploma (Foreign Language), as well as the 18 Credit College Prep Diploma (Foreign Language).

SPECIFIC RESEARCH AND BEST PRACTICES USED IN COURSE DESIGN

K12's curriculum and instructional design is based on research in the following areas:

- How students learn;
- The structure of expert knowledge in school subject areas;
- General instructional design principles, including research-based e-learning methods; and
- Methods for teaching specific topics and addressing possible misconceptions on those topics.

To insure that we draw on methods shown by scientific research to be effective in improving learning, K12 Inc. has teams reviewing and synthesizing cognitive science research and working with course development teams to implement it. The Assessment and Research team, which is guided by PhD-level cognitive science researchers and statisticians, also conducts original research on new teaching methods and tools in addition to studies of the effectiveness of their curricula. In addition to the cognitive science research that goes into K12 curricula, they also conduct evaluations of the assessment materials that are used to measure student performance as they move through the courses. The alignment between the cognitive research, measurement, and instructional strategies are targeted to insure best practice and student accessibility to K12 curricula.

K12 Inc. has documented how our courses are aligned to Florida online courses including alignment to the Florida Standards (Mathematics Florida Standards (MAFS), Language Arts Florida Standards (LAFS), and Florida Next Generation Sunshine State Standards (NGSSS)); the Common Core State Standards (CCSS); and the Next Generation Science Standards (NGSS). The K12 curriculum is also aligned to K12 Inc.'s mission and philosophy to equip every student with the academic and nonacademic foundations needed for any postsecondary opportunity they wish to pursue by utilizing research-based technology applications, meaningful teacher/student/parent involvement, and engaging, individualized learning based on:

- Careful work built on educational research to identify the "Big Ideas" of a subject area as well as the concepts that are stumbling blocks for many students
- Clear layout of the objectives to be mastered in each lesson, unit, and semester, crafted from educational research, the best state and national standards, and deep content expertise
- Easy-to-navigate online content, including summaries and reviews, with more time and effort spent on the hardest, most important topics and skills
- Engaging, interactive, media-rich content to illustrate and explain the toughest concepts in ways no static page (print or Web) could ever match
- Beautiful, printed and other hands-on materials complementing the online courses (in most cases actually built for the online course) so that the images, phrases, and organization of these references clearly reinforce the key concepts, explanations, and work done throughout the course
- Terrific offline experiences with labs, books, and writing designed to give sufficient practice in key skills that students must master, as well as challenging problems and assignments to develop each student's ability to apply what they've learned in new circumstances

- Clear assessment tools to measure mastery of lesson objectives, using both online and off-line tasks to carefully probe mastery. For any given lesson, the curriculum development team at K12 creates and assembles different learning components to satisfy the diverse needs of students in multiple learning environments. The team strategically chooses the appropriate interactive activities, printed material, assessment, video, laboratory, essay assignment, or hands-on exercise to provide a well-coordinated and purposeful learning experience. The mosaic of these individual components forms a lesson; related lessons are collected into units, and units into courses. Ultimately, all of the lesson components work together to create a rich educational experience that is unlike any other.

The K12 curriculum utilizes every medium and opportunity to advance students' learning by using a comprehensive, diverse, and innovative selection of materials, including books, protractors, seeds, clay—virtually any object that can aid the teaching process. K12 materials are intrinsically tied to the curricula because they are selected by the same experts and developers who design, write, and build the courses.

BASIS FOR AND FREQUENCY OF REVISION

K12 Inc. reviews course content on a regular basis to update and enhance course content, materials, instructions and assessments. Every student and teacher benefits from courses including assessments that take advantage of the newest standards, proven instructional methods and the latest technology. Regardless of the reason, K12 Inc. is committed to maintain up-to-date, standards-based, fully aligned courses. K12 Inc. has an in-house product development team that stays in touch with changes and quickly acts to keep courses current.

Each year our content development group prepares a development plan for new courses and course enhancements based on emerging needs, client feedback, and input from teaching staff. State and national standards are subject to review and change for any given year due to real world contexts.

User feedback is reviewed daily and minor changes, called "maintenance", are made throughout the year based on the feedback. Feedback is a crucial part of the course development process and maintenance of the course.

RESEARCH RELATED TO EFFECTIVENESS OF CURRICULUM

K12 Inc., using the K12 suite of services and instructional curriculum and courseware has shown academic success and achievement in the schools it serves across the country.

- In 2013, AdvancED, a nonprofit nationwide accreditation agency for schools and school systems, renewed its five year quality assurance accreditation of K12 Inc. AdvancED is the world's largest education community. AdvancED was created through a 2006 merger of the PreK-12 divisions of the North Central Association (NCA) and the Southern Association of Colleges and Schools (SACS)—and expanded through the 2011 acquisition of the Northwest Accreditation Commission (NWAC). K12 Inc. is the largest national K-12 virtual school provider to be recognized by AdvancED.

AdvancED conducts rigorous, on-site external reviews of PreK-12 schools and school systems to ensure that all learners realize their full potential. AdvancED Education Service Agency (ESA) Accreditation is a systems approach to improving learner performance results over time. This Accreditation recognizes that increasing student achievement is more than improving instruction. It is a result of how effectively all the parts of the corporation - the leadership, schools, and classrooms served - work together to meet the needs of learners.

To earn and maintain Accreditation, K12 Inc. must:

- Meet quality standards set forth by AdvancED.
- Engage in a continuous process of improvement.
- Demonstrate quality assurance through internal (Self-Study) and external review (Quality Assurance Review).

In 2015, the Fuel Ed Instructional Services Team received a five year accreditation renewal from AdvancED to 2020. The original accreditation was awarded in 2010.

In 2007, K12 Inc. managed public schools graduated their first cohort of just 12 students. Since that time, more than 15,000 students have earned a high school diploma including more than 6000 students who graduated in 2014 from online and blended schools using the K12 education program. Students graduating from K12 Inc. powered virtual schools have enrolled in hundreds of higher education institutions. They can be found attending selective universities, schools of liberal arts, culinary arts, business, fine arts, and top technology and fashion institutes, among others. Graduates are also going into careers--in the military, apprenticeship programs, on the job training, or directly into the workforce.

K12's Suite of Curriculum Content and Assessment

Assessments are aligned with the course objectives and are written first in the development process using the "backward design" approach. Test items are made up of a mix of basic knowledge, application of that knowledge in context, and analysis, synthesis, and evaluation questions. Assessments are age- and course-appropriate, as well as free from bias Varied performance-based assignments are embedded throughout the courses. For assessments that are not computer-graded, scoring rubrics are provided for all required assignments or assessments. Extensive use of test pools and randomized test questions with a variety of cognitive levels build academic integrity in the

assessments. Question pools and randomization also ensure that students taking the course at the same time are not being presented with the same exam. Semester examinations assess students' overall mastery of the content.

K12 content specialists are highly qualified and credentialed (information current as of February 2017):

Director of Mathematics: Kelly Engel
B.S., Colgate University, 2004
M.Ed., Boston College, 2005

Director of Science: Daniel H. Franck
B.A., Humboldt State University, 1969
Ph.D., University of California, Berkeley, 1973

Director of History/Social Studies: MaryLynne Filmon
B.A., University of Notre Dame
M.Ed., Vanderbilt University

Director of English Language Arts: Kristen Kinney
B.S., State University of New York, Geneseo, 1995
M.S., Nazareth College, 2000
Ed.D., The George Washington University, 2010

The Scope and Sequence for every course offered by K12 maps to appropriate state and national standards. In addition, K12 course developers maintain direct awareness of guidelines, recommendations, and best practices provided by the following national and international organizations.

- American Association for Applied Linguistics (AAAL)
- American Association for the Advancement of Science (AAAS)
- American Association of Teachers of French (AATF)
- American Association of Teachers of German (AATG)
- American Association of Teachers of Spanish and Portuguese (AATSP)
- American Classical League (ACL)
- American Council on the Teaching of Foreign Languages (ACTFL)
- American Diploma Project from Achieve.org (ADP/Achieve.org)
- American Philological Association (APA)
- Common Core State Standards (CCSS)
- Common European Framework of Reference for Languages (CEFR)
- Center for Civic Education
- Chinese Language Teachers' Association (CLTA)
- Council for Economic Education (CEE)
- International Dyslexia Association (IAD)
- International Language Roundtable (ILR)
- International Language Testing Association (ILTA)
- International Association for K-12 Online Learning (iNACOL)
- International Reading Association (IRA)
- Mid Continent Research for Education and Learning (McREL)
- National Art Education Association (NAEA)
- National Academy of Sciences (NAS)
- National Association for the Education of Young Children (NAEYC)
- National Geographic National Mathematics Advisory Panel Final Report 2008: Foundations for Success
- National Council for History Education (NCHE)
- National Center for History in the Schools (NCHS)
- National Council for the Social Studies (NCSS)
- National Council of Teachers of English (NCTE)
- National Council of Teachers of Mathematics (NCTM)
- National Educational Technology Standards from the International Society for Technology in Education (NETS/ISTE)
- National Institute of Child Health and Human Development (NICHD)
- National Reading Panel (NRP)
- National Research Council (NRC)
- National Science Teachers Association (NSTA)
- Next Generation Science Standards (NGSS)
- Partnership for 21st Century Learning (P21)

- Partnership for Assessment of Readiness for College and Careers (PARCC)
- President's Council on Physical Fitness and Sports and The President's Challenge
- Society of Health and Physical Educators (SHAPE)

EVIDENCE THAT CONTENT IS FREE OF BIAS AND ACCESSIBLE FOR STUDENTS WITH DISABILITIES AND LIMITED ENGLISH PROFICIENCY

Bias is prevented in both content and assessments by rigorous training of Content Specialists, Writers, Instructional Designers, Visual Designers, and Editors. The K12 Inc. Style Guidelines devote a section to how to guard against demographic, geographic, political, racial and intellectual bias. Here is our policy statement on the issue:

Multiculturalism and the K12 Curriculum within the American and Global Contexts

The motto on the Great Seal of the United States—*E pluribus unum* ("out of many, one")—affirms the bold ambition of our country to forge a unified nation out of a wide diversity of backgrounds and beliefs. At K12 Inc., we believe that students should understand and value both the pluribus and the unum—that they should learn about both the cultural diversity that distinguishes our nation and the common inheritance that unites us as Americans.

The vision for K12 Inc. announced in 2007 placed that unifying American inheritance, which remains at the core of our curriculum, within a more global context

Our Vision: To provide any child access to exceptional and meaningful curriculum and tools that enables him or her to maximize his or her success in life regardless of geographic, financial, or demographic circumstance. The ideals of the italicized words were realized in 2008 through the creation of the K12 Inc. International Academy, now serving students around the world.

To help our students grasp the common American inheritance within its global context, K12 Inc. is committed to developing a curriculum that is multicultural, pluralistic, and inclusive—a curriculum that seeks to weave many and diverse strands into the educational tapestry. Through this curriculum, we seek not only to educate students who are academically well prepared but also to develop students who

- *Understand the characteristics and contributions of American culture and cultures throughout the world.*
- *Understand that societies reflect contributions from many cultures.*
- *Develop attitudes of mutual acceptance and respect for others, regardless of heritage, background, gender, disability, or social status.*

To achieve these goals, we feel it is important to broaden students' knowledge of the world beyond themselves; reach beyond the particularities of their immediate situation and singular heritage; and open their mind and imagination to a diverse range of people, cultures, ideas, and achievements. Mutual respect and understanding begin when one can transcend provincial limitations and see oneself as part of both an interdependent global community and a larger historical process.

Accessibility for Students with Disabilities and Limited English Proficiency

Since 2001, K12 Inc. has served students with disabilities. In the SY2015-2016 about 13.7% of students attending K12 Inc. virtual academies which are responsible for providing special education services are students with exceptionalities, including students with specific learning disabilities, speech/language or other health impaired, Autism, emotionally disturbed, cognitive disability, orthopedically impaired, multiple disabilities, hearing impaired, visually impaired, and traumatic brain injury. Students with disabilities are served in accordance with federal and state regulations including Section 504 of the Rehabilitation Act of 1973 (and amendments thereto, at 29 USC Section 794 et seq. and its implementing regulations at 34 CFR Section 104), and the Individuals with Disabilities Educational Act ("IDEA" at 10 USC Section 14010 et seq. and its implementing regulations at 34 CFR section 300). A free and appropriate education is provided to such students in accordance with their Individualized Education Programs (IEPs), as required by the IDEA, and 504 plans as required by Section 504 of the Rehabilitation Act and the most recent, Americans with Disabilities Amendment Act (ADAA).

To meet the needs of exceptional learners, our K12 virtual education courses are accessible, meaning exceptional learners can physically access the information and learning resources as effectively as students not identified as exceptional. Our courses are also supportive, meaning the exceptional learner finds support built into the course design, materials, and learning activities that minimize the negative impact of the student's learning weaknesses and maximize the use of their learning strengths. Students enrolled in virtual charter schools and district virtual instruction programs served by K12 Florida LLC ("K12") are provided with accessibility to all coursework in accordance with their Individualized Education Programs (IEPs) through resources (from K12 and/or the school district, as applicable) tailored to each student's individual abilities and needs, including assistive technologies and individualized support.

K12 curriculum provides students with:

- *Multiple means of representation so that learners have various options for acquiring information*
- *Multiple means of expression so that learners have alternative ways to show that learning has occurred*
- *Multiple means of engagement to increase motivation and tap into students' interests*

Multiple Means of Representation

- *Content presented in video, audio, slide show and other*
- *Reading materials at multiple difficulty levels*
- *Reading materials with supportive resources*
- *Presentations at variable complexity levels*
- *Graphic representations such as concept maps and graphic organizers*
- *Illustrative representations such as diagrams and simulations*

Multiple Means of Expression

- *Alternative forms of text input and other augmentative communication tools*
- *Media-based assignments: drawings, maps, diagrams, videos, slideshows, web pages*
- *Reduced text assignments: outlines, concept maps, tables, graphs, hands-on activities*
- *Supportive tools: spelling and grammar checkers, drawing programs, outliners*
- *Social networking options: online chat, instant messaging*
- *Shared writing and peer editing*

Multiple Means of Engagement

- *Role-playing*
- *Online chat*
- *Threaded discussions*
- *Brainstorming activities*
- *Team inquiry projects*
- *Online experiments*

Web-based content in K12 courses are made accessible to students with disabilities by incorporating:

- Digital books, text-to-speech software, large print text, graphic images, or manipulatives
- Response accommodations such as a word processor with voice recognition, graphic organizers, or the use of a dictionary or thesaurus.
- Technologies such as screen reader software, screen magnifiers, word prediction software, audio books or other more traditional technologies and supports.
- Scheduling accommodations such as extended due dates, shorter periods of work time, or assignments presented in small chunks (Beech, 2012)

Accessibility for Students with Limited English Proficiency

The K12 courseware lends itself to providing age- and grade- appropriate content for English Language Learners. ELL students will receive comprehensive instruction for the core curriculum to ensure progress that is comparable to that of native English speakers.

The flexibility of the curriculum allows sheltered instruction and mainstream/inclusion delivery models to be integrated so that ELL students are provided with equal access to the same scope and sequence as the instruction provided to the non-ELL students at the same grade levels, while providing specific accommodations.

In the sheltered instructional model, students are “sheltered” in the sense that they do not compete with fluent speakers of English. Teachers adjust the level of instruction to ensure that students understand the grade level curriculum. This type of instruction enables ELLs to become proficient in English and facilitates the acquisition of academic language necessary to succeed in content area classrooms. In the mainstream inclusion model, ELL students receive instruction with ESOL strategies during the synchronous sessions with non-ELL students.

The curriculum will enable students in the ESOL program to meet the same curriculum standards as non-ELL students in English/Language Arts and content area instruction. A program of ESOL instruction will be implemented according to the student’s individual needs based on their ILP and ELL plan, and will be delivered by teachers with appropriate certification and/or endorsement. Instruction will be designed to develop the student’s mastery of the four language skills, including listening, speaking, reading, and writing, as rapidly as possible. In addition to providing ESOL instruction, virtual charter schools and district virtual instruction programs served by K12 will also ensure that teachers are implementing ESOL strategies in mathematics, science, social studies, and other courses on the student’s schedule following state guidelines.

In addition to the core curriculum, general ESOL instructional strategies will:

- Provide a learning environment that provides a sense of comfort
- Establish a daily routine for the student
- Use as many of the senses as possible to present information to students
- Provide ESOL students guidelines for written work
- Provide alternative instruction when appropriate
- Arrange small discussion and talking activities that permit students to practice verbal skills

- Utilize oral techniques
- Utilize graphic organizers such as webbing and semantic maps
- Modify lesson objectives according to the language level of the ELL student
- Use manipulatives to help students visualize the math concepts
- Allow students to use computational aids such as number lines, abacus, counters and computation charts
- Teach math concepts and computation procedures through games and kinesthetic activities
- Give practice in reading word problems by identifying the key words to determine the operation needed to solve the problem
- Utilize the cooperative learning approach in which the student is given the opportunity for peer instructions

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA) COURSE APPROVAL

Since its inception, K12 Inc. has been committed to creating thoroughly researched, high quality curriculum that is aligned to state and national standards. The National Collegiate Athletic Association (NCAA) has traditionally found K12 courses as meeting the requirements for establishing the initial-eligibility certification status for high school student-athletes wishing to compete in college. Course eligibility is dependent on each school's delivery model based on their compliance with NCAA non-traditional legislation by applying as a Non-traditional Program. Additional information can be found at:

http://fs.ncaa.org/Docs/eligibility_center/OVN/New_School_Review_Tutorial.pdf

POLICIES AND PROCEDURES

We have provided 8 documents that collectively address the requested policies and procedures for district virtual instruction programs (including the Florida Learning Coach Success Guide). It is important to note that there are also varying individual district policies and procedures related to the list of topics to be addressed in this question that K12 must conform to for district virtual instruction programs we serve. Often times we are asked to follow the district's policy regarding enrollment process, etc. and the district informs us as to how and what to communicate to students and families for items such as state testing, student handbook, etc. Information about those unique district policies and procedures can be found on K12's *All Participating Schools in Florida* website <http://www.k12.com/participating-schools.html?state=florida>

One policy/procedures handbook could not address the separate and myriad district policies and procedures that we actually operate under. Policies and procedures related to the following topics for K12 provides virtual instruction services to (non-sectarian, anti-discrimination, teacher responsibilities, parental responsibilities, teacher-student interaction, teacher-parent interaction, academic integrity, student eligibility, state assessment requirements, attendance and participation requirements) can be found by clicking on the link on the disclosure website <http://www.k12.com/Florida-DOE.html> which will take visitors to the K12 Virtual Instruction Provider Information and the following documents and others:

- [Academic Integrity Policies and Parental Supervision](#)
- [Anti-Discrimination Policy](#)
- [Attendance Participation and Performance Policy](#)
- [Nonsectarian Policy](#)
- [State Testing Policies and Procedures](#)
- [Student Admission and Enrollment Eligibility and Requirements](#)
- [Teacher and Parent Responsibilities and Teacher to Student and Parent Interactions](#)
- [Florida Learning Coach Success Guide](#)

CERTIFICATION STATUS AND PHYSICAL LOCATION OF STAFF

The certification status and physical location (state of residence) of all administrative and instructional personnel employed in district virtual instruction programs served by K12 at the time of this application are found on the disclosure website www.k12.com in the document "Fuel Ed Instructional and Administrative Staff List".

HOURS AND AVAILABILITY OF INSTRUCTIONAL PERSONNEL

Individual teachers are available during the traditional school day and will set appointments to meet with parents and/or students outside of the traditional day when necessary. From Monday – Friday, teachers are expected to respond to communications within 24 hours and grade assignments within 72 hours. Customer Support specialists are available Monday – Friday 8:00 AM – Midnight ET and Saturday – Sunday Noon – 8:00 PM ET.

AVERAGE STUDENT TEACHER RATIOS AND TEACHER LOADS

K12 takes into account the needs of the individual students, families, schools, and teachers in assigning teacher loads. An average teacher load for elementary grades K-3 full-time core courses is 65; grades K-3 part-time core courses (0.5 teacher) is 35; average teacher load for K-3 full time electives is 250, and K-3 part time (.5) electives is 125. For the grade level band of 4-8 the average teacher load is calculated taking into consideration the 4-5th grade average teacher load and the 6-8th grade average teacher load. The grades 4-5 average teacher load mirrors the grades K-3 average teacher load, and the grades 6-8 average teacher load mirrors the grades 9-12 average teacher load. As such, the average teacher load for grades 4-8 full-time core courses is 132; grades 4-8 part-time core courses (0.5 teacher) is 67; average teacher

load for grades 4-8 full time electives load is 250, and grades 4-8 part time (.5) electives is 125. An average teacher load for grades 9-12 full-time core courses is 200; grades 9-12 part-time core courses (0.5 teacher) is 100 ; average grades 9-12 full time electives load is 250, and grades 9-12 part time (.5) electives is 125.

Students in the online environment are not divided up into class periods, and as such student-teacher ratios in this environment are complex to calculate. Teachers most often work with students in a 1:1 ratio to review course content, provide individualized feedback or deliver instructional support. Teachers may also work in small groups with students in a 5:1 or 10:1 or 25:1 setting for support or direct instruction. Other interactions or class meetings can be up to 200:1 if the full class is invited to a synchronous session. The student teacher ratio is fluid based on the nature of the student-teacher interaction. Using the average teacher loads, and considering a typical brick and mortar school day of 6 periods for grades 6-12 and electives (with grades K-3 not divided into class periods), the average student-teacher ratios can be calculated as follows: grades K-3 full time core courses 65:1; grades K-3 part time core courses 35:1; grades K-3 grades full time electives 42:1; grades K-3 part time electives 21:1; grades 4-8 full time core 22:1; grades 4-8 part time core 11:1; grades 4-8 full time electives 42:1; grades 4-8 part time electives 21:1; grades 9-12 full time core 33:1; grades 9-12 part time core 17:1; grades 9-12 full time electives 42:1; and grades 9-12 part time electives 21:1.

STUDENT COMPLETIONS AND PROMOTIONS

Completion and Promotion in District Virtual Instruction Programs

District virtual instruction programs served by K12 had a completion rate of 94.67% for the 2012-2013 school year, 94.26% for the 2013-2014 school year, and 95.93% for the 2014-2015 school year. Completion rates include all students who were enrolled for more than 14 calendar days in a course.

In the grades K-8 district virtual instruction programs, student completion rates are the same as the successful completion rates and student promotion rates. However, in high school a student is not necessarily retained due to a failed course, but will be considered a successful completer for only courses they pass. For example, if they passed Algebra in semester one, but not in semester 2, the student would be considered a successful completer for only semester 1 of Algebra.

Percent of Subgroup Completions and Promotions by School Year			
	% of Completions/ Promotions in SY13 -14	% of Completions/ Promotions in SY14 - 15	% of Completions/ Promotions in SY15 -16
English Language Learner	94 %	94%	87%
Free and Reduced Price Lunch	95%	92%	91%
Special Education	88%	90%	91%
504 Plan	93%	94%	75%
ESL Program	94%	94%	100%
Gifted or Talented	94%	95%	100%

School Year 2013 – 2014 Completions and Promotions for Ethnic Subgroups			
Ethnic Subgroups	# of Students that Completed Coursework and were Promoted	Total # of Students Participating	Completion/ Promotion Rate
African-American or Black	63	66	95%
American Indian or Alaska Native	11	11	100%
Asian or Pacific Islander	11	13	84%
Hispanic or Latino	87	98	88%
Multi-racial	64	67	95%
Other/Undefined/Declined to State	91	98	92%
White or Caucasian	461	483	95%
Overall Completions/Promotions	788	836	94%

School Year 2014 – 2015 Completions and Promotions for Ethnic Subgroups			
Ethnic Subgroups	# of Students that Completed Coursework and were Promoted	Total # of Students Participating	Completion/ Promotion Rate
African-American or Black	70	76	92%
American Indian or Alaska Native	4	4	100%
Asian or Pacific Islander	14	14	100%
Hispanic or Latino	94	97	96%

Multi-racial	28	28	100%
Other/Undefined/Declined to State	43	43	100%
White or Caucasian	336	352	95%
Overall Completions/Promotions	589	614	95%

School Year 2015 – 2016 Completions and Promotions for Ethnic Subgroups			
Ethnic Subgroups	# of Students that Completed Coursework and were Promoted	Total # of Students Participating	Completion/ Promotion Rate
African-American or Black	131	142	92%
American Indian or Alaska Native	3	6	50%
Asian or Pacific Islander	24	25	96%
Hispanic or Latino	195	200	98%
Multi-racial	12	14	86%
Other/Undefined/Declined to State	117	131	89%
White or Caucasian	481	526	91%
Overall Completions/Promotions	963	1044	92%

SCHOOL PERFORMANCE ACCOUNTABILITY OUTCOMES

District Virtual Instruction Programs

For the district virtual instruction programs served by K12 Florida LLC ("K12"), K12 does not have access to FCAT 2.0 scores or to demographic information about the students who participate in K12 courses outside of a Florida Virtual Academy

TEACHER EVALUATIONS

At least 30% of the performance objectives weight in K12 teacher evaluations is based on student performance.

The average percent of K12 teachers in previous years with effective or highly effective evaluations is 80%.

SCHOOL GRADES

Under the highly successful instructional model of Florida Virtual Academy which operated as a pilot program under the Florida Department of Education from 2003 to 2008, K12 Florida LLC ("K12") was hired by the Florida Department of Education to use its instructional, management, and operational models as well as its curriculum and systems to design and launch the program. In 2005, the first year K12 earned a school grade as Florida Virtual Academy, the school celebrated a "B" with 400 points—just 10 points from earning an "A." From school year 2006-2007 (with the addition of the Science Proficiency and Math Lowest 25% Learning Gains components) to school year 2008-2009, the Florida Virtual Academy earned an "A". In 2009- 2010, the first year of the District Virtual Instruction Programs powered by K12, we celebrated an "A", with 89% of the students tested demonstrating high standards in reading. In the 2010-2011 school year, K12 earned a "B", which was appealed due to missing scores. In 2011-2012, K12 earned a "C" which K12 appealed based on questions of accuracy of the data used to determine the grade. FLDOE acknowledged the issues raised about the data in their vendor grade appeal response. In the 2012-2013 school year, FLDOE brought about many changes to the State's grading system including a writing proficiency increase from 3.0 to 3.5 and increased student performance expectations for FCAT 2.0 Reading and Mathematics. Like most schools in Florida, K12's school grade dropped to a "D" which was subsequently corrected in 2013-2014 in which K12 earned a "C". In 2014-2015, Senate Bill 1642 was passed, refocusing the school grading formula on student success measures which delivered multiple changes in the FL Accountability System. The state also released the new testing platform. Although these changes yielded a no fault year, K12 earned a school grade of "C". In 2015-2016, the school grade for K12 increased to a "B". K12 continues to be a "qualified" VIP Provider based on the most recent Florida school grades release and Section 1002.45(8), F.S.

DROPOUT AND GRADUATION RATES

Dropout Rates

District Virtual Instruction Programs

K12 continues to work with our district partners as part of the District Virtual Instruction Programs to collect and track student data. Dropout rates are not currently tracked by K12. As the provider of the Virtual Instruction Program, access to this information is not available.

Graduation Rates

District Virtual Instruction Programs

K12 continues to work with our district partners as part of the district virtual instruction programs to collect and track student data. The data below indicates the graduation rates based on full time students enrolled in the district virtual instruction program, where K12 received confirmation from the district that students graduated at the end of the school year.

- SY 2012-2013 61% Graduation rate
- SY 2013-2014 95% Graduation rate
- SY 2014-2015 81% Graduation rate
- SY 2015-2016 96% Graduation rate

DISCLOSURE WEBSITE

Provide the link(s) to where this required disclosure information is prominently displayed on your website and the information is up to date:

<http://www.k12.com/Florida-DOE.html>

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7v



DATE OF SCHOOL BOARD MEETING: June 27, 2017

TITLE OF AGENDA ITEM: Head Start 2017 Cost-of-Living-Adjustment (COLA)

DIVISION: Head Start

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

PURPOSE AND SUMMARY OF ITEM:

Approval of Head Start Cost-of-Living-Adjustment (COLA) Funds

FUND SOURCE: Head Start

AMOUNT: \$20,788

PREPARED BY: Carolyn Harden

POSITION: Head Start/Prekindergarten Program Director

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

REVIEWED BY: Laura Hall

Gadsden County School Board

Review/Approval of the 2017 Cost-of-Living-Adjustment (COLA) Funds

The Gadsden County School Board reviewed and approved the 2017 Cost-of-Living-Adjustment (COLA) Funding request on June 27, 2017.

Isaac Simmons, Board Chairperson

Date

**GADSDEN COUNTY HEAD START
2017 Cost-Of-Living-Adjustment (COLA) Application**

Program Narrative

Gadsden County is located in the Big Bend region of northwest Florida, approximately 25 miles from Tallahassee, Florida, the state Capitol. It is a sparsely populated rural area. According to the Florida Legislature's Office of Economic and Demographic Research, Gadsden County's population consists of approximately 45,124 residents. Gadsden County is mostly agricultural in nature, and its population is centered around six communities, with the largest being the county seat of Quincy. The other communities include Greensboro, Chattahoochee, Gretna, Havana, and Midway. Many of Gadsden County's residents live in remote areas where services are either inaccessible or hard to reach, due to location and transportation barriers.

Gadsden County remains the only county in Florida where the majority of its residents are African American. The Hispanic population, however, is one of the fastest growing populations in Florida. During the 2010 census, the Hispanic population exceeded the percentage of African Americans in the state of Florida. The Hispanic population in Gadsden County is growing, due to a reliance on migrant workers to harvest crops in the area. For the past several years, the Greensboro community has had the largest population of Hispanics in the Gadsden County area, but many Hispanics have moved into the larger city of Quincy.

Poverty is one of the most important correlates to poor (maternal and child) health and educational outcomes. Gadsden County's poverty rate is 27.1%, compared to 17% statewide. The calculated number of children birth to five living in households in the county at or below the Federal Poverty level was 31.1%. Other statistics gathered from the most recent Community Assessment indicate the following:

- 27.1% of Gadsden County residents live in poverty.
- Gadsden County has a population of 5,420 children between ages birth to five.
- Over 47.7% of the children ages birth to five are receiving Medicaid.
- In December of 2016, the unemployment rate in Gadsden County was 6%, exceeding both the state and national average.
- The High School graduation rate in Gadsden County continues to increase.

Program Strengths for the Gadsden County Schools Head Start Program

- There were no audit findings from the Fiscal/ERSEA Monitoring Event
- All Domains from CLASS Monitoring Event met minimum score requirements.
- The Environmental Health and Safety Monitoring Event found all areas in compliance in carrying out the Head Start requirements
- School Board Grantee and Board Members meet qualifications established in the Head Start Act
- Strong support from School Board Superintendent and Board Members
- School System Support (ESE services for children with disabilities, Maintenance Department, Transportation Department, and Food Services Department)
- Implementation of Practice-Based-Coaching Model
- Continued Implementation of curriculum (DLM and Imagine It)
- Participation in the State Department of Education's Fresh Fruit and Vegetables Program (which provides snacks to children)
- Child Plus Database being utilized by all staff (Record-keeping, Program Monitoring, Reports)
- Transportation system traveling from Quincy to Tallahassee (Gadsden Express)
- Head Start is very visible in the community, with the main office located in the center of Gadsden County
- Active Policy Council and Male Involvement participation (monthly meetings, parent representatives from all centers, family engagement activities, trainings, etc)
- Head Start Staff continuing to pursue educational goals
- Conversational Spanish Classes offered on an as-need basis
- School Health Clinics located at school sites
- CLASS system used to monitor Education Component
- Reliable CLASS observers on staff
- Certified CLASS trainer on staff
- Resource teachers serve as mentor teachers in the classroom
- Participation in county-wide monthly Transition Meetings
- Three major universities in neighboring county
- Relationship with the Early Learning Coalition of the Big Bend (Head Start Director and Superintendent of Schools are Board Members)
- Bilingual Staff
- Head Start children participate in State Voluntary Prekindergarten Program
- Strong communication between staff and families (home visits, parent conferences, training opportunities)
- Director works closely with District Comptroller and Fiscal staff

Local Services to Children Birth to Five

The Gadsden County School Board continues to be the Grantee for the Gadsden County Head Start Program. The program continues to be funded to serve 259 children, and has 5 school sites across the county, as well as two community-based sites. Most of the children enrolled in the Head Start Program receive a 6 ½ hour/day program for 180 days/year. The Gadsden County School Board also serves Pre-k children in the Title 1 Program, the State Voluntary Pre-kindergarten Program, and the Exceptional Student Education Program (ESE Program). There are no changes to the detailed plan to provide child development services for Head Start eligible children and families. Children and families will continue to receive comprehensive services in the areas of health, nutrition, mental health, disability services, education, and parent involvement services. Transportation continues to be provided for the school-based programs, and parents must still provide transportation for children receiving services in the full day program.

The Florida State University (FSU) Center for Prevention and Early Intervention Program continues to provide Early Head Start services for Gadsden County.

Each year, both the Early Head Start and Head Start programs enroll and provide services to children with special needs. In 2016-17, 29 children in Head Start (over 10%) were children with special needs. The Head Start Program works closely with the Exceptional Student Education Department to assure the most appropriate placement for children with disabilities.

Gadsden County's state-funded Voluntary Pre-Kindergarten Program (VPK) continues to make Pre-kindergarten services available to all age eligible four-year-old children. The VPK program will enable Head Start to serve 18 additional children during the 2017-18 school term.

Other local integral and critical services continue to be provided by such agencies as the Gadsden County Early Learning Coalition, the Early Steps Early Intervention Program, Healthy Start, Healthy Families Gadsden, and Child Find.

Service and Recruitment Area

There are no changes to the service and recruitment areas for the 2017-18 school term. The recruitment area of the Gadsden County Head Start Program continues to encompass all of Gadsden County, Florida. The Community Assessment reveals poverty areas throughout the entire county. Therefore, recruitment efforts are essentially the same throughout the county. Open registration is held in all areas of the county.

The Gadsden County School District continues to provide preschool services through four different funding sources: Head Start, Title 1, Exceptional Student Education, and the state's Voluntary Prekindergarten Program. There are no changes to the Head Start/Pre-k eligibility priority criteria checklist.

Funded enrollment levels

There are no proposed changes to the funded enrollment levels for the Head Start Program. The program continues to be funded to serve 259 children, and has 5 school sites across the county, as well as two community-based sites. The children enrolled in the Head Start Program either receive a 6 ½ hour/day program for 180 days/year or a 10 hour/day program for 180 days/year.

Program Options

The Gadsden County Head Start Program continues to be a center-based option serving three and four-year-old children. The program operates at four elementary schools, one Magnet School (Pre-k-8th grade), and two community sites (Midway and Quincy). There are no proposed changes to program options.

Location of Facilities

School locations are: George W. Munroe, Stewart Street, Chattahoochee, Greensboro and Havana Magnet School (Pre-k-8th grade), as well as Midway and Quincy full day site.

Mission Statement

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

Overall Goal

As educators, our goal is to support and assist parents in their role as their child's primary teacher by providing a safe and supportive environment, with ongoing opportunities for active learning through which children may develop self-confidence, initiative, curiosity, and resourcefulness that will serve them well in school and later in life. This goal helps to improve school readiness and promote long term success (as outlined in the Head Start Roadmap to Excellence).

2017 Cost-Of-Living-Adjustment Funds

The Gadsden County Head Start staff is paid according to the Gadsden County School District's salary schedule and is part of the Collective Bargaining unit. During the 2016-2017 school year, the school district's employees received a salary increase, and a wage comparability study for the District's school employees and Head Start staff was completed. The study revealed that Head Start salaries were comparable to other salaries in surrounding counties. To give Head Start staff a cost-of-living increase at this time, would put staff salaries out of line with similar positions in the school district, thereby undermining the collective bargaining process, and would not be in the best interest of the Head Start Program (salary schedule and wage comparability study attached).

In lieu of a salary increase for staff, at this time, the Gadsden County School District's Head Start Program would like to request authorization to use available cost-of-living funds for the following purposes: to increase funds for employee benefit coverage and increase funds in fuel cost for buses used to transport Head Start children.

The Gadsden County Head Start Program will see an increase in employee benefits this program year. This includes health insurance and Workman's Compensation. The employee's portion of the health insurance benefit will increase and Head Start will also be responsible for paying the Workman's Compensation for all Head Start employees. Workman's Compensation has previously been paid for by the school district, but the district is no longer able to continue paying this benefit for Head Start employees.

The Gadsden County Head Start Program would like to use the additional funds to cover the increased cost of fuel for school buses that transport Head Start children. The price of fuel has continued to fluctuate over the past year, therefore causing a great need for our program to increase the funds in our fuel budget.

The Gadsden County Head Start Program will continue to put all children first and ensure that we are in compliance with all federal regulations and policies. Your prompt attention to, and approval of this request will be greatly appreciated.

Cost-of-Living Adjustment (COLA) Request

Fiscal Year 2017

BUDGET:

Increase funds in Benefits Budget	:	\$15,900.00
Increase funds in Fuel Budget:		\$4,021.00
Indirect Cost:		\$867.00
Total Cost:		\$20,788.00

In-Kind Matching Funds:

In-Kind provided by the State of Florida Voluntary Prekindergarten Program.

Funding for 2.25 Head Start Children:	\$5,197.00
--	-------------------

2016-2017 Indirect Cost Rates

Approved FY 2016-17

Agency Numbers

School Districts

Unrestricted Rates

Restricted Rates

Restricted Plan Type

010

Alachua

20.40%

4.61%

Plan B

020

Baker

23.45%

8.41%

Plan B

030

Bay

15.54%

3.60%

Plan B

040

Bradford

19.52%

5.20%

Plan B

050

Brevard

16.91%

Franklin
15.90%
4.84%
Plan B

200
Gadsden
21.89%
4.17%
Plan A

210
Gilchrist
20.62%
4.92%
Plan A

220
Glades
15.86%
3.56%
Plan B

230
Gulf
18.82%
3.19%
Plan B

240
Hamilton
25.47%
5.31%
Plan B

250
Hardee
20.07%
5.22%
Plan B

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

Office of Head Start

Updated July 29, 2014

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

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

SF424B Assurances – Non-Construction Programs

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

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

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

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

Certification Regarding Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Regarding Compliance with Compensation Cap (Level II of the Executive Schedule)

Federal funds will not be used to pay any part of the compensation of an individual employed by a Head Start and/or Early Head Start agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule.

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

Certification of Filing and Payment of Federal Taxes

As required by the Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriation Act, 2008 (Public Law 110-161, Division G, Title V, section 523), as a prospective financial assistance recipient entering into a grant or cooperative agreement of more than \$5,000,000, I, as the duly authorized representative of the applicant, do hereby certify to the best of my knowledge and belief, that:

1. The applicant has filed all Federal tax returns required during the three years preceding this certification
2. The applicant has not been convicted of a criminal offense pursuant to the Internal Revenue Code of 1986 (U.S. Code - Title 26, Internal Revenue Code)
3. The applicant has not, more than 90 days prior to this certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding.

Submission Statement

<p>21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)</p> <p><input type="checkbox"/> ** I AGREE</p> <p>** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.</p>	
Authorized Representative:	
Prefix:	Mr. <input type="text"/>
* First Name:	Isaac <input type="text"/>
Middle Name:	<input type="text"/>
* Last Name:	Simmons <input type="text"/>
Suffix:	<input type="text"/>
* Title:	Board Chairperson <input type="text"/>
* Telephone Number:	(850) 627-9651 <input type="text"/>
Fax Number:	<input type="text"/>
* Email:	simmons1@gcpsmail.com <input type="text"/>
* Signature of Authorized Representative:	<input type="text"/>
* Date Signed:	<input type="text"/>
* Submitted by:	<input type="text"/>
Date Submitted:	<input type="text"/>

Florida Head Start Wage and Fringe Benefits Comparability Study

January 2015



Table 7A. Average Salaries and Wages offered to Employees by Position Across Organization Types

	School District		Community Action Agency		Single Purpose Agency	
	Range	Median	Range	Median	Range	Median
Salaried						
Director	\$66,000 to \$110,000	\$85,000	\$73,000 to \$150,000	\$85,000	\$50,000 to \$125,000	\$75,000
CFO ¹	\$44,000 to \$125,000	\$60,000	\$59,000 to \$115,000	\$65,000	\$42,000 to \$110,000	\$67,000
Asst. Director	\$35,000 to \$62,000	\$56,000	\$59,000 to \$80,000	\$60,000	\$26,000 to \$95,000	\$38,000
Education Mgr.	\$34,000 to \$80,000	\$48,000	\$36,000 to \$63,000	\$40,000	\$29,000 to \$60,000	\$42,000
Disabilities Mgr.	\$20,000 to \$58,000	\$44,000	\$35,000 to \$53,000	\$36,000	\$25,000 to \$46,000	\$36,000
Health Mgr.	\$25,000 to \$51,000	\$41,000	\$41,000 to \$63,000	\$43,000	\$15,000 to \$63,000	\$36,000
Family Eng. Mgr.	\$34,000 to \$58,000	\$44,000	\$36,000 to \$52,000	\$39,000	\$25,000 to \$68,000	\$41,000
Hourly						
Lead Teacher	\$15.50 to \$32.50	\$23.00	\$10.50 to \$12.00	\$11.00	\$11.50 to \$18.00	\$14.00
Teacher's Aide	\$11.50 to \$16.00	\$13.50	\$11.00 to \$17.50	\$15.50	\$9.50 to \$17.00	\$11.00
Family Adv.	\$11.50 to \$33.00	\$15.50	\$13.50 to \$20.00	\$15.50	\$12.50 to \$18.50	\$13.50

¹One outlier (\$25,000) was dropped.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA



AGENDA ITEM NO. 9a

Date of School Board Meeting: June 27, 2017

TITLE OF AGENDA ITEM: Fire Extinguisher Services – District Wide

DIVISION: Department of Facilities
(Example: Secondary Education, Property Records, etc.)

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

PURPOSE AND SUMMARY OF ITEM: Board approval to extend our agreement (RFQ #1617:02 Professional Annual Fire Extinguisher Services – District Wide) through the 2017-2018 fiscal year. Services provided by Edwards Fire Protection, Inc.

FUND SOURCE: 110

AMOUNT: \$4,500.00

PREPARED BY: Bill Hunter

POSITION: Director of Facilities

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the COMPTROLLER has signed the budget page.



THE SCHOOL BOARD OF GADSDEN COUNTY

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

Roger P. Milton
Superintendent
miltonr@gcpsmail.com

"Putting Children First"

May 31, 2017

Edwards Fire Protection, Inc.
3690 Mt. Pleasant Road
Quincy, FL 32352

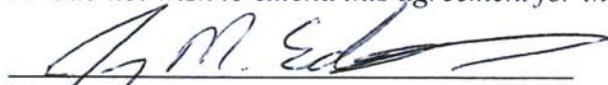
Dear Mr. Edwards,

In preparation for the upcoming fiscal year, we are contacting you in reference to extending the agreement *RFQ #1617-02 Professional Annual Fire Extinguisher Services – District Wide*.

We would like to extend this agreement through the 2017-2018 fiscal year providing the same service and cost per service as noted in the original agreement. Please give us your response and return this letter to my office no later than June 7, 2017.

I agree to extend our services at the same price and schedule as the original agreement (RFQ #1617-02) starting July 1, 2017 through June 30, 2018

I do not wish to extend this agreement for the 2017/2018 fiscal year



Signature

6-12-17

Date

Please review the specifications and terms of your original agreement and if you choose to extend our service agreement, please provide the School Board Department of Facilities with updated forms and exemptions (i.e. proof of insurance, exemption from workman's compensation coverage, etc.)

Sincerely,



William Hunter
Director of Facilities

WBH/abr

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

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

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

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

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

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

PAGE 1 OF 1

T.O. Gadsden County Schools
31 Martin Luther King Jr Blvd
Quincy, Fl

PROJECT: Gadsden County Admin HVAC Renov

APPLICATION NO: Final

Distribution to:

PERIOD TO: 5/31/2017

- Architect
- Owner
- Contractor

FROM(CONTRACTOR): Smith's Inc. Of Dothan
P.O. Box 1207
Dothan Al. 36302

ENGINEER: Pinnacle Engineering

ARCHITECTS PROJECT NO.: PO 199006

CONTRACT DATE: 12/21/2016

CONTRACT FOR: HVAC

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY			ADDITIONS	DEDUCT
Change Orders approved in previous months by Owner		TOTAL		
Approved this month				
Number	Date Approved			
TOTALS		0.00	0.00	
Net change by Change Orders			0.00	

1. ORIGINAL CONTRACT SUM	\$	275,665.00
2. Net change by Change Orders	\$	0.00
3. LESS EQUIPMENT PURCHASED BY SCHOOL BOARD	\$	50,278.83
4. CONTRACT SUM TO DATE (Line 1 +/- 2-3)	\$	225,386.17
5. TOTAL COMPLETED AND STORED TO DATE	\$	225,386.17
(Column G on G703)		
6. RETAINAGE		
a. 10% of completed Work	\$	0
(Column D+E on G703)		
b. 10% of stored materials	\$	
(Column F on G703)		
Total Retainage (Line 5a + 5b or Total in Column I of G703)	\$	0.00
7. TOTAL EARNED LESS RETAINAGE	\$	225,386.17
(Line 4 Less Line 5 Total)		
8. LESS PREVIOUS APPLICATIONS FOR PAYMENT	\$	203,386.17
9. CURRENT PAYMENT DUE	\$	22,000.00
10. BALANCE TO FINISH, PLUS RETAINAGE	\$	0.00
(Line 4 less line 8)		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Contractor **Smith's Inc. Of Dothan**
P.O. Box 1207
Dothan Al. 36302

By: *[Signature]* Date: 5/12/17



State of **Alabama** Commission Expires **May 30, 2018**
 Subscribed and sworn to before me this 12th day of May, 2017
 Notary Public **BERRY S. GROOM**
 My Commission Expires **May 30, 2018**

AMOUNT CERTIFIED \$ 22,000

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

(Attach explanation if amount certified differs from the amount applied for)

ARCHITECT:

By: *[Signature]* Date: 6/12/17

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 1 OF 1 PAGES

AIA DOCUMENT G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed certification is attached.

APPLICATION NUMBER: Final
 APPLICATION DATE: 5/18/2017
 PERIOD TO: 5/31/2017
 ARCHITECT PROJECT NO: 17-748
 Gadsden School

In tabulations below, amounts are stated to the nearest dollar.
 Use Column I on Contracts where variable retainage for line items may apply.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C-G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD E		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)		
1	Demolition	\$ 25,000.00	\$25,000.00		\$ -	\$ 25,000.00	100%	\$ -	
2	Setting Chiller/ Installing Coil	\$ 20,000.00	\$ 20,000.00			\$ 20,000.00	100%	\$ -	
3	Installing Split Systems	\$ 15,000.00	\$ 10,000.00	\$ 5,000.00		\$ 15,000.00	100%	\$ -	
4	Controls	\$ 50,000.00	\$ 38,000.00	\$ 12,000.00		\$ 50,000.00	100%	\$ -	
5	Ductwork, Flex. Grills Installation	\$ 10,000.00	\$ 10,000.00			\$ 10,000.00	100%	\$ -	
6	Refrigerant Piping	\$ 10,000.00	\$ 10,000.00			\$ 10,000.00	100%	\$ -	
7	Fencing, Finishing, Concrete, Etc	\$ 6,000.00	\$ 6,000.00			\$ 6,000.00	100%	\$ -	
8	Chilled Water Piping and Accessories	\$ 34,386.17	\$ 34,386.17			\$ 34,386.17	100%	\$ -	
9	Insulation	\$ 25,000.00	\$ 25,000.00			\$ 25,000.00	100%	\$ -	
10	Startup / Test & Balance	\$ 5,000.00		\$ 5,000.00		\$ 5,000.00	100%	\$ -	
11	Electrical Work	\$ 25,000.00	\$ 25,000.00			\$ 25,000.00	100%	\$ -	
SUB TOTALS		\$ 225,386.17	\$ 203,386.17	\$ 22,000.00	\$ -	\$ 225,386.17		\$ -	\$ -

AIA DOCUMENT G703 - APPLICATION AND CERTIFICATE FOR PAYMENT - MAY 1983 EDITION - AIA C 1983
 THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W., WASHINGTON, D.C., 20006

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 9c

Date of School Board Meeting: June 27, 2017

TITLE OF AGENDA ITEM: Real Estate Brokerage Services – District Wide

DIVISION: Department of Facilities

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

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

PURPOSE AND SUMMARY OF ITEM: School Board approval to extend the Real Estate Brokerage Services – District Wide (RFQ #1617:04) for the 2017-2018 fiscal year. Services provided by Gay Steffen with Prime South Properties, Tallahassee, FL.

FUND SOURCE: _____

AMOUNT: 6% Brokerage Fee (unless property listed brokerage fee is paid by seller)

PREPARED BY: Bill Hunter

POSITION: Director of Facilities

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the COMPTROLLER has signed the budget page.



THE SCHOOL BOARD OF GADSDEN COUNTY

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

Roger P. Milton
Superintendent
miltonr@gcpsmail.com

"Putting Children First"

May 25, 2017

Prime South Properties
Attn: Gay Steffen
2573 Barrington Circle
Tallahassee, FL 32308

Dear Ms. Steffen,

In preparation for the upcoming fiscal year, we are contacting you in reference to the *RFQ No. 1617:04, Real Estate Brokerage Services – District Wide*

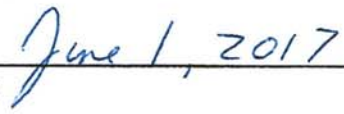
We would like to extend this agreement through the 2017-2018 fiscal year providing the same service and cost as noted in the original agreement. Please give us your response and return this letter to my office no later than June 7, 2017.

I agree to extend our services at the same price and schedule as the original agreement (RFQ No. 1617:04) starting July 1, 2017 through June 30, 2018

I do not wish to extend this agreement for the 2017-2018 fiscal year



Signature



Date

Please review the specifications and terms of your original agreement and if you choose to extend our service agreement, please provide the School Board Department of Facilities with updated forms and exemptions (i.e. proof of insurance, exemption from workman's compensation coverage, etc.)

Sincerely,



William Hunter
Director of Facilities

WBH/abr

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

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

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

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

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



2573 Barrington Circle • Tallahassee, FL 32308
Office: 850.329.7000 • Fax: 850.329.7252

REQUEST FOR QUALIFICATIONS

RFQ 1617-04

FORM 00425

TERMS OF PAYMENT FOR REAL ESTATE SERVICES

(TO BE COPIED BY THE BIDDER ON THEIR LETTERHEAD AND SUBMITTED)

TO: Gadsden County School Board
35 Martin Luther King Jr. Blvd.
Quincy, Florida 32351

FROM: Prime South Properties
Fezler, Russell & Ferrie, Inc.
GAY P. STEFFEN

Vendor ID: 264 43 3015

Office: 850 329-7000
Cell: 850 519-2701
E-mail: gaysteffen@gmail.com

Gentlemen:

I have received the Request for Qualification Document entitled "REAL ESTATE BROKERAGE SERVICES" dated 5-6-2016 as prepared by Gadsden County Schools. I have also received the following addenda numbers _____, _____, _____, _____, _____, _____, and have included their provisions in my proposal. I have examined all the proposal documents and become familiar with the sites. I formally submit the following terms of payment for consideration.

Terms of Sale:

Total percentage of sales charged to GCS: 6 %
Percentage offered to buyer's agent: 3 % (note: this percentage is deducted from total)

Exceptions: _____

Reimbursable: COST OF SPECIAL ADVERTISING AND SIGNS OF REQUEST
BY GADSDEN COUNTY SCHOOL BOARD.

Term of Purchase: Describe the purchase process and terms involved. GCSB AGREE TO
PAY 6% BROKERAGE FEE UNLESS PROPERTY LISTED BROKERAGE FEE
IS PAID BY SELLER.

I (We), the undersigned, hereby certify that I (We) have carefully examined the foregoing Proposal after the same was completed and have verified each item placed thereon; and I (We) agree to indemnify, defend and save harmless, GADSDEN COUNTY SCHOOL BOARD and their agents, against any cost, damage or expense which it may incur or be caused by an error in my (our) preparation of same.

In witness whereof the Bidder has hereunto set his signature and affixed his seal this 5 day of May, A.D., 20 16.

Kathy Smith Bidder
Gay P. Steffen Realtor
Authorizing Signature



JERI NASH
MY COMMISSION # EE 875922
EXPIRES: February 19, 2017
Bonded Thru Budget Notary Services

SUMMARY SHEET



RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7d

Date of School Board Meeting: June 27, 2017

TITLE OF AGENDA ITEM: Sign Project for District Reconfiguration

DIVISION: Department of Facilities

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

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

PURPOSE AND SUMMARY OF ITEM: School Board approval on Sign Project for District Reconfiguration. Three companies were requested to submit quotes regarding the project and in turn, only received one response; Apogee Signs.

FUND SOURCE: 110

AMOUNT: \$8,602.24

PREPARED BY: Bill Hunter

POSITION: Director of Facilities

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the COMPTROLLER has signed the budget page.



Sign Project for District Reconfiguration

Project Name: **West Gadsden High School**
200 Providence Rd., Quincy FL 32351

General Conditions:

1. Remove and dispose of old sign. NOTE the old sign cannot be sold in whole or used in any manner and must be rendered unusable before being sold as salvage.
2. Replace with new sign constructed of like materials.
3. All installation costs should be included in the price quote. This shall include crane, lifts or any rental equipment necessary for a turnkey product.
4. All misc. hardware and materials necessary for shipping, handling and attachment shall be included in proposal.
5. The awarded contractor shall be fully insured in accordance with Florida Statute that includes Workmans Comp and General Liability insurance.
6. Copies of insurance shall be provided to the owner before start of work.
7. All employees of the awarded contractor that will be working on any of the District sites or which shall deliver any materials on any of the district sites. shall have a level 2 background check done through Gadsden County Schools Administration Office located at 35 Martin Luther King Jr. Blvd., Quincy FL 32351.
8. Payment shall be made in full upon completion of the project. There will be no advanced or partial payments made without advance written approve from Gadsden County School's Director of Facilities.
9. No work will start prior to the issuance of a GCS PO.
10. There will be no changes to the scope of work without written approval from the Director of Facilities.
11. No employee of GCS has the authority to change or modify the scope of work or schedule of installation other than the Director of Facilities.
12. Any questions shall be submitted by E-mail to hunterw@gcps.mail

Scope of work:

1. Replace the upper plastic static sign, roughly 9' x 2' 4", on the main electronic sign located on hwy. 12, also replace "Home of the Panthers" on the support post. See attachment No.1.
2. Replace the lettering on the static sign, 6" letters, located on Providence Rd. See attachment No. 2
3. Re-word and re-use the 2 small, 4' x 1' 4", blue information signs, "Buses Only" and Visitor Parking". The lettering is done with tape. See attachment No. 3.
4. Replace the plywood sign on the press box, 4' x 8'. See attachment No. 4.

Assumptions:

1. It shall be assumed all wording shall be of the same size and script as of the signs being replaced. Any variances shall be address individually.
2. All work shall be completed prior to the start of school in August of 2017.
3. New graphics shall be included in quote to change mascot logo where shown.
4. List any discounts given if awarded all projects.

Attachment No. 1



**WEST GADSDEN
HIGH SCHOOL**

**WEST GADSDEN
HIGH SCHOOL**

Attachment No. 3



Attachment No. 4





1 Hour Signs Inc dba Apogee Signs

251 Fortune Boulevard
 Midway, FL 32343
 Ph: (850) 224-7446
 FAX: (850) 224-8936
 Web: <http://ApogeeSigns.com>

Estimate #: 17405

Option: Pan Formed Face with Translucent Vinyl Graphics

Created Date:	4/22/2017 10:43:40AM	Prepared For:	Gadsden County School Board
Salesperson:	Matthew Shrode	Contact:	Bill Hunter, Director of Facilities
Email:	matt.shrode@apogeesigns.com	Office Phone:	(850) 627-9888
Office Phone:	(850) 224-7446	Cell Phone:	(850) 508-8924
Office Fax:	(850) 224- 8936	Email:	hunterw@gcpsmail.com
Entered by:	Matthew Shrode	Address:	35 Martin Luther King, Jr. Blvd Quincy, FL 32351

Description: West Gadsden High School

Option: Pan Formed Face with Translucent Vinyl Graphics

		Quantity	Unit Price	Subtotal
1	Product: Specialty Item Description: Specialty Item 2 X Specialty Item. Text: "(2) 28'x9' Pan Formed Faces with Vinyl Graphics (2) Colors-No Electrical Service Requested (Billed As additional if Required) "	2	\$495.00	\$990.00
2	Product: Vinyled RTA Graphics Description: Vinyled RTA Graphics 36 in X 24 in Vinyled RTA Graphics. Vinyl Colors are: White - 010 . Text: ""Home of the Panthers" Pole Cover Graphic "	2	\$67.50	\$135.00
3	Product: Installation Description: Installation of Pylon Sign Faces And Peel, Clean and Replace "Home of The Panthers" 2 hrs. Installer 2 hrs. Installer 2 Elliott V60 Bucket	1	\$390.00	\$390.00
4	Product: Specialty Item Description: Specialty Item 21 X Specialty Item. Text: "-6" Tall Monument Gemini Formed Plastic Letters-Stud and Bad Mounted-Standard Color Pricing Included. Custom Color if required add 35%-Estimate Character Count:-1 Sided Sign (Double the price for second side if required). Sign Request didn't reference if the sign was one sided or two sided. "	21	\$21.76	\$456.96
5	Product: Installation Description: Removal of Old Letters Included Installation of Monument Letters (Based on 1 Sided Monument Sign) 2 hrs. Installer 2 hrs. Installer 2 RAM 1500	1	\$370.00	\$370.00
6	Product: Vinyl on Substrate Description: 1 Sided Sign (Post and Panel) 1 ea Single Sided 48 in X 16 in White 3mm SignaBond Vinyl on Substrate. Vinyl Colors are: Blue - 067. Text: "West Gadsden High SchoolBus Entrance Only "	1	\$87.00	\$87.00

Print Date: 4/22/2017 10:46:46AM

SYSTEM\Estimate_Estimate01



1 Hour Signs Inc dba Apogee Signs

251 Fortune Boulevard
 Midway, FL 32343
 Ph: (850) 224-7446
 FAX: (850) 224-8936
 Web: http://ApogeeSigns.com

Estimate #: 17405

Option: Pan Formed Face with Translucent Vinyl Graphics

		Quantity	Unit Price	Subtotal
7	Product: Installation Description: Change Post and Panel Vinyl Lettering (Bus Entrance) Sign 0.5 hrs. Installer 0.5 RAM 1500	1	\$55.00	\$55.00
8	Product: Specialty Item Description: Specialty Item 1 X Specialty Item. Text: "-(1) Press Box 4'x8' Panel-Printed Full Color with UV Lamination-Graphic Applied to 3mm White Polymetal "	1	\$480.00	\$480.00
9	Product: Installation Description: Installation of Press Box Sign 1 hrs. Installer 1 hrs. Installer Helper 1 RAM 1500	1	\$160.00	\$160.00

Notes

*****TERMS*****
 **3-4 Week Turnaround
 **Production Proofs will be provided once the estimate has been approved.
 **No Electrical Service included in price

Estimate Total: \$3,123.96
Subtotal: \$3,123.96
Total: \$3,123.96

Client Reply Request for Option: Pan Formed Face with Translucent Vinyl Graphics

- Estimate Accepted "As Is". Please proceed with Order.
 Changes required, please contact me.

Other: _____
 SIGN: _____ Date: / /



Sign Project for District Reconfiguration

Project Name: **East Gadsden High School**
27001 Blue Star Hwy, Havana FL 32333

General Conditions:

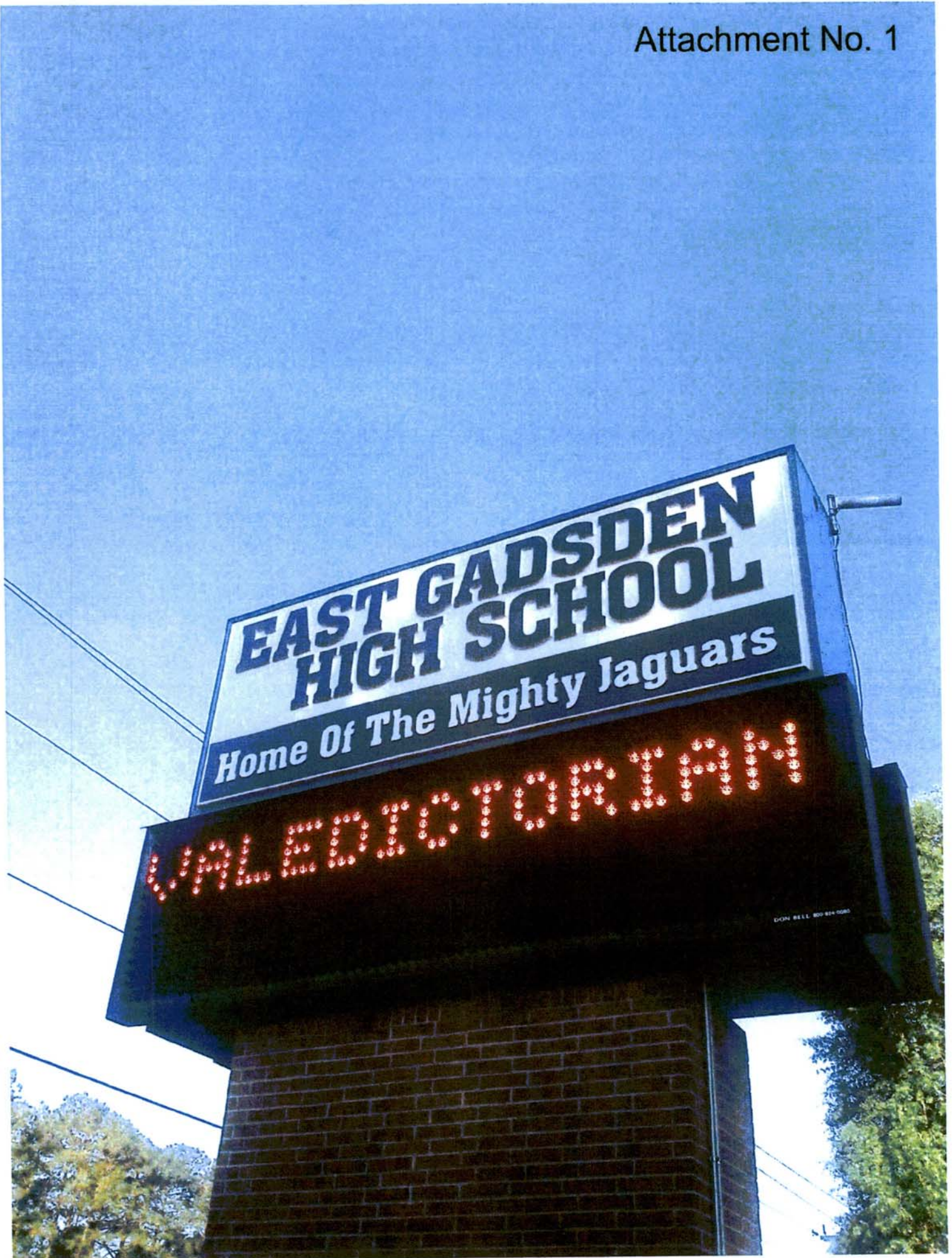
1. Remove and dispose of old sign. NOTE the old sign cannot be sold in whole or used in any manner and must be rendered unusable before being sold as salvage.
2. Replace with new sign constructed of like materials.
3. All installation costs should be included in the price quote. This shall include crane, lifts or any rental equipment necessary for a turnkey product.
4. All misc. hardware and materials necessary for shipping, handling and attachment shall be included in proposal.
5. The awarded contractor shall be fully insured in accordance with Florida Statute that includes Workmans Comp and General Liability insurance.
6. Copies of insurance shall be provided to the owner before start of work.
7. All employees of the awarded contractor that will be working on any of the District sites or which shall deliver any materials on any of the district sites. shall have a level 2 background check done through Gadsden County Schools Administration Office located at 35 Martin Luther King Jr. Blvd., Quincy FL 32351.
8. Payment shall be made in full upon completion of the project. There will be no advanced or partial payments made without advance written approve from Gadsden County School's Director of Facilities.
9. No work will start prior to the issuance of a GCS PO.
10. There will be no changes to the scope of work without written approval from the Director of Facilities.
11. No employee of GCS has the authority to change or modify the scope of work or schedule of installation other than the Director of Facilities.
12. Any questions shall be submitted by E-mail to hunterw@gcps.mail

Scope of work:

1. Replace the upper plastic, 16' x 5', static sign on the main electronic sign located on hwy. 27. See attachment No. 1.
2. Replace the 12" lettering on the west side of Bldg. 7. See attachment No. 2
3. Re-word and re-use 1 small blue "Buses Only" sign, 4' x 1' 4". The lettering is done with tape. See attachment No. 3.

Assumptions:

1. It shall be assumed all wording shall be of the same size and script as of the signs being replaced. Any variances shall be address individually.
2. All work shall be completed prior to the start of school in August of 2017.
3. New graphics shall be included in quote to change mascot logo where shown.
4. List any discounts given if awarded all projects.





EAST GADSDEN HIGH SCHOOL
BUS ENTRANCE ONLY



1 Hour Signs Inc dba Apogee Signs

251 Fortune Boulevard
 Midway, FL 32343
 Ph: (850) 224-7446
 FAX: (850) 224-8936
 Web: <http://ApogeeSigns.com>

Estimate #: 17404

Option: Pan Formed Face with Translucent Vinyl Graphics

Created Date: 4/22/2017 10:29:17AM	Prepared For: Gadsden County School Board
Salesperson: Matthew Shrode	Contact: Bill Hunter, Director of Facilities
Email: matt.shrode@apogeesigns.com	Office Phone: (850) 627-9888
Office Phone: (850) 224-7446	Cell Phone: (850) 508-8924
Office Fax: (850) 224- 8936	Email: hunterw@gcpsmail.com
Entered by: Matthew Shrode	Address: 35 Martin Luther King, Jr. Blvd Quincy, FL 32351

Description: East Gadsden High School

Option: Pan Formed Face with Translucent Vinyl Graphics

		Quantity	Unit Price	Subtotal
1	Product: Specialty Item Description: Specialty Item 2 X Specialty Item. Text: "-(2) 5'x16' Pan Formed Faces with Vinyl Graphics (2) Colors-No Electrical Service Requested (Billed As additional if Required) "	2	\$1,920.00	\$3,840.00
2	Product: Installation Description: Installation of Pylon Sign Faces 2 hrs. Installer 2 hrs. Installer 2 Elliott V60 Bucket	1	\$390.00	\$390.00
3	Product: Specialty Item Description: 21 X Specialty Item. Text: "-(12) Tall Building Gemini Formed Plastic Letters-Stud and Bad Mounted-Standard Color Pricing Included. Custom Color if required add 35%-Estimate Character Count: "	21	\$32.68	\$686.28
4	Product: Installation Description: Removal of Old Letters Included Installation of Building Letters 2 hrs. Installer 2 hrs. Installer 2 RAM 1500	1	\$370.00	\$370.00
5	Product: Vyniled RTA Graphics Description: 16 in X 48 in Vyniled RTA Graphics. Vinyl Colors are: White - 010 . Text: "Bus Entrance Sign (Post and Panel Sign Reletter) "	2	\$41.00	\$82.00
6	Product: Installation Description: Change Post and Panel Vinyl Lettering (Bus Entrance) Sign 1 hrs. Installer 1 RAM 1500	1	\$110.00	\$110.00

Print Date: 4/22/2017 10:29:45AM

SYSTEM:Estimate_Estimate01



1 Hour Signs Inc dba Apogee Signs

251 Fortune Boulevard
Midway, FL 32343
Ph: (850) 224-7446
FAX: (850) 224-8936
Web: <http://ApogeeSigns.com>

Estimate #: 17404

Option: Pan Formed Face with Translucent Vinyl Graphics

Page 2 of 2

Notes

*****TERMS*****
**3-4 Week Turnaround
**Production Proofs will be provided once the estimate has been approved.
**No Electrical Service included in price

Estimate Total:	\$5,478.28
Subtotal:	\$5,478.28
Total:	\$5,478.28

Client Reply Request for Option: Pan Formed Face with Translucent Vinyl Graphics

- Estimate Accepted "As Is". Please proceed with Order.
 Changes required, please contact me.

Other: _____
SIGN: _____ Date: / /

Print Date: 4/22/2017 10:29:45AM

SYSTEM: Estimate_Estimate01



William Hunter <hunterw@gcpsmail.com>

Gadsden Co. Schools

1 message

William Hunter <hunterw@gcpsmail.com>

Tue, Apr 18, 2017 at 1:52 PM

To: melinda@precisionsonline.com

Good Afternoon Melinda

Here are the 2 projects that I need quotes for. Please don't hesitate calling if you have any questions.

*Thank you**Bill Hunter**Director of Facilities**Gadsden County Schools**O: (850) 627-9888**C: (850) 508-8924**hunterw@gcpsmail.com***2 attachments** **Full WGHS doc.pdf**
5140K **Full EGHS doc.pdf**
4269K*Non-Responsive*



William Hunter <hunterw@gcpsmail.com>

Gadsden Co. Schools

3 messages

William Hunter <hunterw@gcpsmail.com>
To: billssigns@gmail.com

Tue, Apr 18, 2017 at 1:43 PM

Non-Responsive

Wayne

It was good to talk to you. Here are the 2 projects I need quotes for. Don't hesitate calling if you have any questions.

Thank you
Bill Hunter
Director of Facilities
Gadsden County Schools
O: (850) 627-9888
C: (850) 508-8924
hunterw@gcpsmail.com

2 attachments

Full EGHS doc.pdf
4269K

Full WGHS doc.pdf
5140K

Bill's Signs & Service, Inc. <billssigns@gmail.com>
To: William Hunter <hunterw@gcpsmail.com>

Tue, May 16, 2017 at 4:58 PM

5-16-17
Mr. Hunter,
I have a few questions:
EGHS, Scope of work

- 2. Replace the 12" lettering on the west side of bldg.7. per the attachment #2
What will the new copy be made of?
- 3. Re-word photo # 3 what is tape? Is it computer cut vinyl copy?

WGHS
200 Providence Rd

- 2. Replace the 6" letters per attachment # 2
What will the new copy be made of?

Thank you,

Bruce

Bruce Screws
Bill's Signs & Service, Inc.
5765 Mandy Lane
Tallahassee, FL 32304
Ph: (850) 576-6847
Fax: (850) 574-6290
Florida Electrical sign contractors License # ES12000087
www.billssigns.com

[Quoted text hidden]

William Hunter <hunterw@gcpsmail.com>

Wed, May 17, 2017 at 7:02 AM

To: "Bill's Signs & Service, Inc." <billssigns@gmail.com>

EGHS

2. Metal

3. Yes vinyl or pvc copy (looks like tape but I know it's a little more sophisticated than that).

WGHS

2. Metal (Note one of the signs has the same wording twice on it. You only need to figure it once on each side).

Thank you

Bill Hunter

Director of Facilities

Gadsden County Schools

O: (850) 627-9888

C: (850) 508-8924

hunterw@gcpsmail.com

[Quoted text hidden]

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 9e



Date of School Board Meeting: June 27, 2017

TITLE OF AGENDA ITEM: Continuing Services for Mechanical Maintenance and Repair – District Wide

DIVISION: Department of Facilities
(Example: Secondary Education, Property Records, etc.)

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

PURPOSE AND SUMMARY OF ITEM: School Board approval to extend the Continuing Services for Mechanical Maintenance and Repair (RFQ #1617:14) for the 2017-2018 fiscal year. Services provided by Key Heating and Cooling, Havana, FL and Engineered Cooling Services, Tallahassee, FL.

FUND SOURCE: 110

AMOUNT: \$75.00/hourly rate (Key Heating and Cooling)
\$80.00/hourly rate (Engineered Cooling Services)

PREPARED BY: Bill Hunter

POSITION: Director of Facilities

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the COMPTROLLER has signed the budget page



THE SCHOOL BOARD OF GADSDEN COUNTY

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

Roger P. Milton
Superintendent
miltonr@gcpsmail.com

"Putting Children First"

May 25, 2017

Engineered Cooling
Attn: Steve Gunn
3739 Peddie Drive
Tallahassee, FL 32303

Dear Mr. Gunn:

In preparation for the upcoming fiscal year, we are contacting you in reference to the *RFQ No. 1617:14, Continuing Services for Mechanical Maintenance and Repairs.*

We would like to extend this agreement through the 2017-2018 fiscal year providing the same service and cost as noted in the original agreement. Please give us your response and return this letter to my office no later than June 7, 2017.

I agree to extend our services at the same price and schedule as the original agreement (RFQ No. 1617:14) starting July 1, 2017 through June 30, 2018

I do not wish to extend this agreement for the 2017-2018 fiscal year

Stacy Brock
Signature

6/9/17
Date

Please review the specifications and terms of your original agreement and if you choose to extend our service agreement, please provide the School Board Department of Facilities with updated forms and exemptions (i.e. proof of insurance, exemption from workman's compensation coverage, etc.)

Sincerely,

William Hunter
Director of Facilities

WBH/abr

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

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

Isaie Simmons, Jr.
DISTRICT NO. 3
CHATTahooCHEE, FL 32324
GREENSBORO, FL 32309

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

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



THE SCHOOL BOARD OF GADSDEN COUNTY

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

Roger P. Milton
Superintendent
miltonr@gcpsmail.com

"Putting Children First"

May 25, 2017

Key Heating and Cooling
9148 Havana Highway
Havana, FL 32333

To Whom It May Concern,

In preparation for the upcoming fiscal year, we are contacting you in reference to the *RFQ No. 1617:14, Continuing Services for Mechanical Maintenance and Repairs.*

We would like to extend this agreement through the 2017-2018 fiscal year providing the same service and cost as noted in the original agreement. Please give us your response and return this letter to my office no later than June 7, 2017.

I agree to extend our services at the same price and schedule as the original agreement (RFQ No. 1617:14) starting July 1, 2017 through June 30, 2018

I do not wish to extend this agreement for the 2017-2018 fiscal year


Signature

5/31/17
Date

Please review the specifications and terms of your original agreement and if you choose to extend our service agreement, please provide the School Board Department of Facilities with updated forms and exemptions (i.e. proof of insurance, exemption from workman's compensation coverage, etc.)

Sincerely,



William Hunter
Director of Facilities

WBH/abr

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

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

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

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

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

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 9f



Date of School Board Meeting: June 27, 2017

TITLE OF AGENDA ITEM: Continuing Services for Construction Management on Minor Projects – District Wide

DIVISION: Department of Facilities
(Example: Secondary Education, Property Records, etc.)

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

PURPOSE AND SUMMARY OF ITEM: School Board approval to extend the Continuing Services for Construction Management on Minor Projects (RFQ #1617:11) for the 2017-2018 fiscal year. Services provided by CSI Contracting, Inc., Quincy, FL and Cook Brothers, Inc., Midway, FL.

FUND SOURCE: 110

AMOUNT: Cost proposal per project (not to exceed \$500,000)

PREPARED BY: Bill Hunter

POSITION: Director of Facilities

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the COMPTROLLER has signed the budget page



THE SCHOOL BOARD OF GADSDEN COUNTY

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

Roger P. Milton
Superintendent
miltonr@gcpsmail.com

"Putting Children First"

May 25, 2017

Cook Brothers Inc.
Attn: S. Lamont Cook
1255 Commerce Blvd.
Midway, FL 32343

Dear Mr. Cook,

In preparation for the upcoming fiscal year, we are contacting you in reference to the RFQ No. 1617:11, *Continuing Services for Construction Management on Minor Projects.*

We would like to extend this agreement through the 2017-2018 fiscal year providing the same service and cost as noted in the original agreement. Please give us your response and return this letter to my office no later than June 7, 2017.

I agree to extend our services at the same price and schedule as the original agreement (RFQ No. 1617:11) starting July 1, 2017 through June 30, 2018

I do not wish to extend this agreement for the 2017-2018 fiscal year

Signature S. Lamont Cook, President

Date 6/1/17

Please review the specifications and terms of your original agreement and if you choose to extend our service agreement, please provide the School Board Department of Facilities with updated forms and exemptions (i.e. proof of insurance, exemption from workman's compensation coverage, etc.)

Sincerely,

William Hunter
Director of Facilities

WBH/abr

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

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

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

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

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



THE SCHOOL BOARD OF GADSDEN COUNTY

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

Roger P. Milton
Superintendent
miltonr@gcpsmail.com

"Putting Children First"

May 25, 2017

RECEIVED
MAY 31 2017

CSI Contracting, Inc.
Attn: W. Norman McMillian III
1131 Dade Street
Quincy, FL 32351

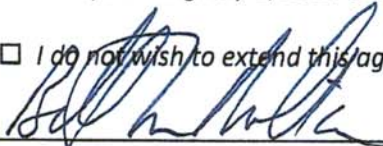
Dear Mr. McMillian,

In preparation for the upcoming fiscal year, we are contacting you in reference to the RFQ No. 1617:11, *Continuing Services for Construction Management on Minor Projects.*

We would like to extend this agreement through the 2017-2018 fiscal year providing the same service and cost as noted in the original agreement. Please give us your response and return this letter to my office no later than June 7, 2017.

I agree to extend our services at the same price and schedule as the original agreement (RFQ No. 1617:11) starting July 1, 2017 through June 30, 2018

I do not wish to extend this agreement for the 2017-2018 fiscal year



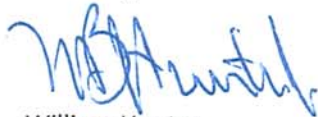
Signature



Date

Please review the specifications and terms of your original agreement and if you choose to extend our service agreement, please provide the School Board Department of Facilities with updated forms and exemptions (i.e. proof of insurance, exemption from workman's compensation coverage, etc.)

Sincerely,



William Hunter
Director of Facilities

WBH/abr

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

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

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

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

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



THE SCHOOL BOARD OF GADSDEN COUNTY

35 Martin Luther King, Jr. Blvd.
Quincy, Florida 32351
Main: (350) 627-9651 or Fax: (350) 627-2766
www.gcps.k12.fl.us

ROGER P. MILTON
Superintendent
miltonr@gcpsmail.com

May 17, 2017

Sonitrol
Attn: Lisa Rossow
1136 Thomasville Road
Tallahassee, FL 32303

Dear Ms. Rossow,

In preparation for the upcoming fiscal year, we are contacting you in reference to the *School Board of Gadsden County and Sonitrol Agreement – District Wide*.

We would like to continue the agreement with the noted cost increase (contract & addendum attached) through the 2017-2018 fiscal year. We understand the cost increase due to the rising costs of providing services. Please provide us with your response and return this letter to my office no later than May 26, 2017

I agree to extend our services as noted in the attached addendum starting July 1, 2017 through June 30, 2018

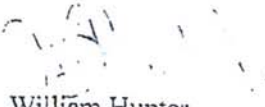
I do not wish to extend this agreement for the 2017, 2018 fiscal year

Signature _____

Date 5/17/17

Please review the specifications and terms of your original agreement and if you choose to extend our service agreement, please provide the School Board Department of Facilities with updated forms and exemptions (i.e. proof of insurance, exemption from workman's compensation coverage, etc.)

Sincerely,


William Hunter
Director of Facilities

WBH/abr

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

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

Isare Simmons, Jr.
DISTRICT NO. 3
CHATTahoochee, FL 32324
GREENSBORO, FL 32338

Charlie D. Frost
DISTRICT NO. 4
GRETN, FL 32332
QUINCY, FL 32351

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



SONITROL

1136 Thomasville Road
Tallahassee, FL 32303
(850) 205-5000
(850) 222-3682 Fax
Lic. # EF0000804

May 16, 2017

Mr. William Hunter
Attn. Maintenance
Gadsden County School Board
35 Martin Luther King Jr Blvd
Quincy, FL 32351

Dear Mr. Hunter,

There will be a global rate increase for all of our customers for fiscal year 2017-2018. The increase is due to the rising costs of providing services. We want to serve you at the same quality as last year and provide the best services possible and this is the minimal increase to enable us to do that for you.

We greatly appreciate your patronage and continue to pursue excellent service and value as your security provider.

Sincerely,

A handwritten signature in black ink, appearing to read "Lisa Rossow".

Lisa Rossow
Accounting Manager

The Leader in *Verified* Electronic Security

Intrusion Alarm | Access Control | Video Surveillance | Fire Detection

ADDENDUM TO SONITROL CLIENT AGREEMENT # SONQ24784
 GADSDEN COUNTY SCHOOL BOARD LISTING OF ACCOUNTS & SERVICES
 EFFECTIVE 7/1/17

Customer Number	Site Name	Site Address	Service Level	System Type	Alarm Account #	2017-18 Monthly	2017-18 Quarterly	Annual	Bill Cycle
Sonitrol of Tallahassee Inc									
R1M150092	GCSB Maintenance & Transportation Dept	805 S. Stewart St.	Monitoring & Maintenance	Security System	3265	183.94	551.82	2,207.28	Q
R1M150570	GCSB Cartcr Parramore Bldg 5	631 S Stewart St	Monitoring & Maintenance	Security System	3552	120.15	360.45	1,441.80	Q
	GCSB Cartcr Parramore Bldg 1	631 S Stewart St	Monitoring & Maintenance	Security System	3553	120.15	360.45	1,441.80	Q
	GCSB Cartcr Parramore Bldg 3	631 S Stewart St	Monitoring & Maintenance	Security System	3554	120.15	360.45	1,441.80	Q
	GCSB Cartcr Parramore Bldg 4 Gym	631 S Stewart St	Monitoring & Maintenance	Security System	4369	120.15	360.45	1,441.80	Q
				Security/Fire					
R1M175060	GCSB Transportation - GCSB Bus Barn	720 S. Stewart St.	Monitoring & Maintenance	System	3829	234.87	704.61	2,818.44	Q
R1M175221	GCSB Gretna Elementary	706 MLK JR Blvd	Monitoring & Maintenance	Security System	5044	232.41	697.23	2,788.92	Q
R1M175469	GCSB Havana Middle School	1210 Kemp Rd	Monitoring & Maintenance	Security System	4366	139.51	418.53	1,674.12	Q
	GCSB Havana Middle School	1210 Kemp Rd	Monitoring & Maintenance	Security System	4367	139.51	418.53	1,674.12	Q
R1M175724	GCSB St. Johns Elementary	4463 Bainbridge Hwy	Monitoring & Maintenance	Security System	4696	156.11	468.33	1,873.32	Q
R1M175725	GCSB Greensboro Elem Bldg 8	559 Greensboro Hwy	Monitoring & Maintenance	Security System	4697	53.19	159.57	638.28	Q
	GCSB Greensboro Elem Bldg 4 Clinic	559 Greensboro Hwy	Monitoring & Maintenance	Security System	4698	53.19	159.57	638.28	Q
	GCSB Greensboro Elem Bldg 6 - Gym	559 Greensboro Hwy	Monitoring & Maintenance	Security System	4699	53.19	159.57	638.28	Q
	GCSB Greensboro Elem Bldg 1, 2, 5	559 Greensboro Hwy	Monitoring & Maintenance	Security System	4701	53.19	159.57	638.28	Q
	GCSB Greensboro Elem Kitchen/Cafe.	559 Greensboro Hwy	Monitoring & Maintenance	Security System	4950	53.19	159.57	638.28	Q
R1M600108	GCSB Head Start Center	500 W King St	Monitoring & Maintenance	Security System	5849	85.11	255.33	1,021.32	Q
R1M600602	GCSB Quincy Educational Academy	500 W. King St	Monitoring & Maintenance	Security System	5037	94.45	283.35	1,133.40	Q
R1M600155	GCSB Stewart St Elementary	749 S Stewart St	Monitoring & Maintenance	Security System	5875	137.71	413.13	1,652.52	Q
R1M601147	GCSB East Gadsden High	2701 Blue Star Hwy	Monitoring & Maintenance	Security System	6088	457.71	1,373.13	5,492.52	Q
R1M601482	GCSB Shanks Middle School	1400 W King St	Monitoring & Maintenance	Security System	6317	356.75	1,070.25	4,281.00	Q
R1M602040	GCSB Family Info Resource Center	35 MLK JR Blvd	Monitoring & Maintenance	Security System	6668	48.92	146.76	587.04	Q
R1M602225	GCSB Food Service Whsc	35 MLK JR Blvd	Monitoring & Maintenance	Security/Access	6797	133.28	399.84	1,599.36	Q
R1M175514	GCSB Admin Offices	35 MLK JR Blvd	Monitoring & Maintenance	Security/Access	5062	256.85	770.55	3,082.20	Q
R1M176575	GCSB GCSB Admin Personnel Bldg	35 MLK JR Blvd	Monitoring & Maintenance	Security System	5761	94.11	282.33	1,129.32	Q
R1M602184	GCSB W Gadsden High	200 Providence Rd	Monitoring & Maintenance	Security System	6756	410.30	1,230.90	4,923.60	Q
SUBTOTAL						3,908.09	11,724.27	46,897.08	

initial TEB

Date 5/17/17

initial TEB

Date 5/17/17



THIS AGREEMENT is made , 7/1/2017 by and between the Sonitrol Independent Franchised Dealer and the client listed below:

CLIENT: Gadsden County School Board

ADDRESS: 35 Martin Luther King Jr Blvd
Quincy, FL 32351

BILL TO: 35 Martin Luther King Jr Blvd
Quincy, FL 32351

PHONE: 850-627-9888

EMAIL: hunterw@gcpsmail.com

THIS AGREEMENT COVERS:

YES ___ Burglary System NO ___ Access Control System
NO ___ CCTV System YES ___ Fire Alarm System ___ Other

SERVICES TO BE PROVIDED:

See attached Schedule of Services ("Schedule")

1. SALE, INSTALLATION AND SERVICES

All equipment is the personal property of: CLIENT

CLIENT OWNED, DEALER will sell and install, provide warranty and after-warranty repair service, and/or provide the other services specified on the Schedule for the security systems (individually or collectively the "System" or "Sold System" and as described on the Dealer's proposal dated 7/1/2017 which to the extent of the equipment detailed only becomes part of this Agreement (the "Proposal.")

DEALER OWNED, DEALER will install, provide repair service and/or provide the other services specified on the Schedule for the security systems (individually or collectively the "System" or "DEALER System") and as described on the Proposal dated 7/1/2017

CLIENT will, at CLIENT's sole expense, obtain and keep in effect during the entire term of this Agreement, all permits, licenses, plan checks and similar governmental requirements that may be required for the installation, operation and use of the System. Dealer will invoice CLIENT for cost of any installation fees plus a processing fee of \$25 per permit following the completion of installation. For a Sold System, at the expiration of the limited warranty, repair service will be on a time and material basis unless Customer subscribes to a service plan described on the Schedule. Repair services for a DEALER System are described on the Schedule.

2. PAYMENT TERMS

2.1 SALES/INSTALLATION PRICE The price of a Sold System, or the installation fee for a DEALER System is:

INSTALLATION OR INSPECTION: \$0.00 TAX \$0.00 TOTAL \$0.00, of which \$0.00 is payable upon execution of this Agreement and the balance upon substantial completion of the

System installation. DEALER may elect not to start to monitor the System(s), or provide other services until the sales/installation price is paid in full. DEALER will retain title to the Sold System until the complete sales/installation price is paid. If CLIENT fails to make any payment when due DEALER may discontinue installation, monitoring and service, terminate this Agreement and recover all damages to which DEALER is entitled, including the value of the work performed and loss of profits. In addition DEALER may impose a late charge on all payments more than ten (10) days past due in the maximum amount permitted by law. For a Sold System, DEALER may file a mechanic's lien if CLIENT fails to pay the entire sales price.

2.2 SERVICES FEE For monitoring and other services selected above, the monthly payment is: \$3,908.09

(TO INCLUDE: MONITORING: \$3,126.47 MAINTENANCE: \$781.62 INSPECTIONS: \$0.00 TAX: \$0.00) payable Monthly in advance. The first payment for the first billing cycle of service is due upon execution of this Agreement.

2.3 DEALER may at any time following the expiration of twelve (12) months of this Agreement, increase the monthly charge specified in 2.2, once in any twelve (12) month period. If DEALER increases the basic monthly charge in any year by an amount greater than ten (10) percent, CLIENT may terminate the Agreement upon written notice to DEALER within fifteen (15) days of notification of such increase.

3. TERM For services, the initial term of this Agreement is five (5) years commencing on the day service begins (the "Initial Term.") and will automatically renew for successive one (1) year terms, except where prohibited by applicable law in which case the Agreement will renew from month to month, unless canceled by either party in writing at least thirty (30) days before the end of the Initial Term or any renewal term.

4. LIQUIDATED DAMAGES AND DEALER'S LIMITS OF LIABILITY

It is understood and agreed by the parties hereto that DEALER is not an insurer and that insurance, if any, covering personal injury and property loss or damage on CLIENT'S premises shall be obtained by CLIENT at CLIENT'S sole expense; that the payments provided for herein are based solely on the value of the System and service as set forth herein and are unrelated to the value of CLIENT'S property or the property of others located on CLIENT'S premises; that DEALER makes no guarantee, representation or warranty including any implied warranty of merchantability or fitness for particular purpose that the System or service supplied will avert or prevent occurrences or the consequences therefrom which the System or service is intended to detect or avert, except for the provisions of the Sonitrol Security System Limited Performance Warranty as it may apply to any loss occurring while this Agreement is in force and if such warranty is in effect in conjunction with this Agreement

- 4.2 IT IS AGREED THAT IT IS IMPRACTICAL AND EXTREMELY DIFFICULT TO FIX ACTUAL DAMAGES WHICH MAY ARISE IN SITUATIONS WHERE THERE MAY BE A FAILURE OF THE SYSTEM AND/OR SERVICES PROVIDED, DUE TO THE UNCERTAIN VALUE OF CLIENT'S PROPERTY OR THE PROPERTY OF OTHERS KEPT ON THE PROTECTED PREMISES WHICH MAY BE LOST, STOLEN, DESTROYED, DAMAGED OR OTHERWISE AFFECTED BY OCCURRENCES WHICH THE SYSTEM OR SERVICE IS DESIGNED TO DETECT OR AVERT, INABILITY OF DEALER TO GUARANTEE POLICE, FIRE DEPARTMENT AND MEDICAL ALERT RESPONSE TIME, AND ESTABLISHING A CAUSAL CONNECTION BETWEEN THE SYSTEM OR SERVICE PROBLEMS AND CLIENT'S POSSIBLE LOSS. THEREFORE IF ARTICLE 4.1 IS JUDICIALLY DETERMINED TO BE INVALID OR UNENFORCEABLE AND ANY LIABILITY IS JUDICIALLY IMPOSED ON DEALER, ITS EMPLOYEES, AGENTS OR REPRESENTATIVES, FOR PROPERTY DAMAGE OR PERSONAL INJURY, SUCH LIABILITY SHALL BE LIMITED TO AN AMOUNT EQUAL TO THE ANNUAL SERVICE CHARGE OR \$1,500, WHICHEVER IS LESS. (IF THERE IS NO ANNUAL SERVICE CHARGE, DEALER'S LIABILITY SHALL BE LIMITED TO \$500.) THIS SUM SHALL BE PAID AND RECEIVED EITHER (i) AS LIQUIDATED DAMAGES AND NOT AS A PENALTY, OR (ii) AS A LIMITATION OF LIABILITY APPROVED AND AGREED UPON BY THE PARTIES. THE PAYMENT OF THIS AMOUNT SHALL BE DEALER'S SOLE AND EXCLUSIVE LIABILITY REGARDLESS OF WHETHER LOSS OR DAMAGE IS CAUSED BY THE PERFORMANCE OR NONPERFORMANCE OF OBLIGATIONS UNDER THIS CONTRACT OR BY NEGLIGENCE, ACTIVE OR OTHERWISE, OF DEALER, ITS EMPLOYEES, AGENTS OR REPRESENTATIVES. NO SUIT OR ACTION SHALL BE BROUGHT AGAINST DEALER MORE THAN ONE (1) YEAR AFTER THE ACCRUAL OF THE CAUSE OF ACTION ARISES. IF CLIENT WISHES DEALER TO INCREASE THE AMOUNT OF THE LIQUIDATED DAMAGES AS PROVIDED ABOVE, CLIENT MAY OBTAIN FROM DEALER AN ADDITIONAL AMOUNT OF LIQUIDATED DAMAGES BY PAYING AN ADDITIONAL MONTHLY SERVICE CHARGE TO DEALER. THIS CLAUSE WILL IN NO WAY BE INTERPRETED TO ESTABLISH DEALER AS AN INSURER.
- 4.3 SINCE THE PARTIES AGREE THAT CLIENT RETAINS THE SOLE RESPONSIBILITY FOR THE LIFE AND SAFETY OF ALL PERSONS IN ITS PREMISES, AND FOR PROTECTING AGAINST LOSSES TO ITS OWN PROPERTY OR THE PROPERTY OF OTHERS IN ITS PREMISES, CLIENT AGREES TO INDEMNIFY AND SAVE HARMLESS DEALER, ITS EMPLOYEES, AGENTS, AND REPRESENTATIVES FROM AND AGAINST ALL CLAIMS, LAWSUITS AND LOSSES, BY PERSONS NOT A PARTY TO THIS AGREEMENT, ALLEGED TO BE CAUSED BY THE IMPROPER OPERATION OF THE SYSTEM, WHETHER DUE TO MALFUNCTIONING OR NON-FUNCTIONING OF THE SYSTEM OR THE NEGLIGENT PERFORMANCE OR NON-PERFORMANCE BY DEALER OF THE INSTALLATION, MONITORING, SIGNAL-HANDLING OR NOTIFICATION ASPECTS OF THE SERVICE.
- 4.4 WITH RESPECT TO DEALER OWNED SYSTEMS, CLIENT EXPRESSLY WAIVES ANY AND ALL RIGHTS AND REMEDIES CONFERRED UPON A CLIENT UNDER ARTICLE 2A OF THE UNIFORM COMMERCIAL CODE AND ANY RIGHTS NOW OR HEREAFTER CONFERRED UPON A CLIENT BY STATUTE OR OTHERWISE THAT MAY LIMIT OR MODIFY DEALER'S RIGHTS AS DESCRIBED IN THIS SECTION OR OTHER SECTIONS OF THIS AGREEMENT OR APPLICABLE SCHEDULE.
- 4.5 Paragraphs 4.1 through 4.3 of this Article 4 shall apply to any other company or entity, and the work they perform, which, in addition to DEALER, furnishes as a subcontractor or otherwise, any installation, monitoring, repairs or other services provided hereunder.
- 4.6 LIMITED WARRANTY (SOLD SYSTEM ONLY)
 DEALER warrants that the equipment will be free from defects in material and workmanship for a period of one (1) year from the date the security system is placed into operation. If during this warranty period, any of the equipment or parts are defective or malfunction, they will be repaired or replaced, at DEALER's sole option, free of charge. Warranty repair is done 8 am - 4 pm Monday through Friday, excluding holidays. This warranty will not apply if the damage or malfunction occurs because the system has been adjusted, added to, altered, abused, misused or tampered with by the CLIENT, operated or used contrary to the operating instructions, software has been used with an operating system other than that specified by DEALER or its original equipment manufacturer ("OEM"), performance issues relating to the use of CLIENT'S data network(s), power fluctuations, or any other cause not within the cause or control of DEALER. If inspection by DEALER fails to disclose any defect covered by this limited equipment warranty, the equipment will be repaired or replaced at CLIENT'S expense and DEALER'S regular service charges will apply.
 DISCLAIMER OF ALL OTHER WARRANTIES: EXCEPT FOR THE FOREGOING LIMITED EQUIPMENT WARRANTY DESCRIBED ABOVE, DEALER MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, THAT THE SYSTEM OR SERVICE SUPPLIED MAY NOT BE COMPROMISED, OR THAT THE SYSTEM OR SERVICE WILL IN ALL CASES PROVIDE THE PROTECTION FOR WHICH IT IS INTENDED. IN NO EVENT, WILL DEALER, IT EMPLOYEES, OR AGENTS OR REPRESENTATIVES BE RESPONSIBLE FOR CONSEQUENTIAL, SPECIAL OR INCIDENTAL DAMAGES OF ANY NATURE WHATSOEVER. DEALER MAKES NO WARRANTIES CONCERNING ANY EQUIPMENT OR DEVICES ATTACHED TO CLIENT'S SYSTEM UNLESS SUCH EQUIPMENT OR DEVICES WERE ORIGINALLY PURCHASED AND INSTALLED UNDER THIS AGREEMENT.
 STATE LAW: SOME STATES DO NOT ALLOW THE EXCLUSION OR THE LIMITATION OF CONSEQUENTIAL OR INCIDENTAL DAMAGES, OR A LIMITATION ON THE DURATION OF IMPLIED WARRANTIES, SO THE ABOVE LIMITATIONS OR EXCLUSIONS MAY NOT APPLY TO CLIENT. THE WARRANTY GIVES CLIENT SPECIFIC LEGAL RIGHTS AND CLIENT MAY ALSO HAVE OTHER RIGHTS WHICH MAY VARY FROM STATE TO STATE.
5. MISCELLANEOUS CHARGES AND INCREASE IN CHARGES
- 5.1 CLIENT shall pay any City, State or Federal taxes, fees or charges which are imposed upon the equipment, the installation thereof or performance of the services provided for herein, including any increases in charges to DEALER for facilities required for transmission of signals under this Agreement.
- 5.2 At DEALER's option, a fee may be charged for any false alarm caused by CLIENT or for any unnecessary service run. If either DEALER or CLIENT is assessed any fine or penalty by any municipality, fire or police protection district as a result of any false alarm, CLIENT shall pay the full amount of such fine or penalty.
- 5.3 Installation will be performed during DEALER's normal working hours and using its own personnel. If CLIENT requests the installation or any part thereof to be performed outside ordinary business hours, or if the installation must be performed by outside contractors, or DEALER'S wage rates do not apply as a result of prevailing wage requirements, or otherwise, then the installation charge will be adjusted accordingly. The installation may require that wires be exposed.
- 5.4 If any government agency requires any changes in the system originally installed, CLIENT agrees to pay for such changes. It is CLIENT's responsibility to obtain all alarm use permits required by the local jurisdiction.
6. FURTHER OBLIGATIONS OF CLIENT
- 6.1 The prices quoted for the alarm system are based upon the number of components, type of security and service specified in the Schedule. Should CLIENT request or require additional protection, security devices or services, this may affect the final contract price. Cost associated with conditions not apparent at DEALER's initial survey and for delays other than caused by DEALER will be borne by CLIENT at DEALER's then current rates.
- 6.2 CLIENT agrees that DEALER may conduct a credit investigation and review. In such event, CLIENT shall provide, in a timely manner, such financial information as DEALER may request. CLIENT represents and warrants that all such financial information accurately and completely presents CLIENT'S financial condition as of the date of execution of this Agreement. CLIENT hereby authorizes DEALER to execute and file financing statements and/or continuation statements under the Uniform Commercial Code on CLIENT'S behalf and to file such documents in all places where necessary to perfect DEALER'S interest in the equipment. CLIENT agrees to execute any such instruments as DEALER may request from time to time.
- 6.3 CLIENT, at its own expense, shall supply appropriate unswitched 110 AC power outlets and connectivity for telephone or Internet communications as required and located according to DEALER'S requirements
- 6.4 CLIENT shall not tamper with, alter, adjust, add to, disturb, injure, move, remove, interconnect with other equipment or otherwise interfere with equipment installed by DEALER, nor shall CLIENT permit the same to be done by others. It is further agreed that CLIENT indemnifies and holds DEALER harmless for any claim arising out of the foregoing and that if any work is required to be performed by DEALER, due to CLIENT'S breach of the foregoing obligations, CLIENT will pay DEALER for such work in accordance with DEALER'S then-current prevailing charges.
- 6.5 For those premises where DEALER is to provide monitoring, CLIENT shall furnish DEALER a list of the names, titles, and telephone numbers of all persons authorized to enter the premises of CLIENT during scheduled closed periods and shall be responsible for updating such lists. In cases of supervised service, CLIENT shall also furnish DEALER with an authorized daily and holiday opening and closing schedule.
- 6.6 CLIENT shall set the alarm system at such times as CLIENT shall close its premises. CLIENT shall test the alarm system prior to each closed period and shall immediately report to DEALER any claimed inadequacy in or failure of the system. CLIENT shall perform a daily walk test of any motion detection equipment used on the premises.
- 6.7 CLIENT shall permit DEALER access to the premises for any reason arising out of or in connection with DEALER'S rights or obligations under this Agreement.
- 6.8 Should any part of the system be damaged by fire, water, lightning, acts of God, third parties or any cause beyond the control of DEALER, any repairs or replacement shall be paid for by CLIENT (ordinary wear and tear excepted in the case of a DEALER-owned system).

- 6.9 Any claim by CLIENT of improper installation or a defect in the system shall be made in writing to DEALER within thirty (30) days of installation completion.
- 6.10 CLIENT represents and warrants that CLIENT is the owner of the premises or, if not, that the owner agrees and consents to the installation of the system on the premises. CLIENT shall indemnify and hold DEALER harmless from any losses or damages, including attorney fees, resulting from breach of such representation and warranty, or from DEALER's inability to recover DEALER owned system components when CLIENT moves out of the premises.
- 6.11 For those premises where closed circuit television (CCTV) equipment is provided, CLIENT will provide adequate illumination where required for the proper operation of the CCTV cameras and will provide 110 AC power outlets where required as well as rack or desk space for monitors and associated equipment.
- 6.12 It is mutually agreed that the CLIENT assumes full responsibility for the operation of any and all bypass or switch units provided for disconnecting or reconnecting the alarm sounding and/or transmitting equipment at CLIENT's premises.
- 6.13 CLIENT represents that, except to the extent it has given DEALER written notice prior to the execution of this Agreement, (i) the work and/or services to be performed hereunder are not subject to any Federal, State or local prevailing wage statute or regulations, and (ii) to the best of its knowledge there is no asbestos or presumed asbestos-containing material, formaldehyde or other potentially toxic or hazardous material contained within, or in, on or under any portion of any area where work will be performed under this Agreement. If such materials (whether or not disclosed by CLIENT) are discovered and such materials provide an unsafe or unlawful condition, such discovery shall constitute a cause beyond DEALER's reasonable control and DEALER shall not start or continue to perform its work under the contract until CLIENT has remedied the unsafe or unlawful condition at CLIENT's sole expense. CLIENT shall indemnify and hold DEALER and its assigns harmless from and against any and all claims, costs and expenses of any kind (including attorney's fees) for fines, penalties, back wages, bodily injury, property damage, delay or work stoppage that arises under or results from a breach of the foregoing representations (regardless of whether or not CLIENT disclosed such materials to DEALER).
7. **FURTHER OBLIGATIONS OF DEALER; LIMITATIONS.**
- 7.1 DEALER shall not be held responsible or liable for delay in Installation of the system or interruption of service, due to strikes, lockouts, riots, floods, fires, lightning, acts of God or any cause beyond the control of DEALER, including interruptions in service for telephone or internet communications. DEALER will not be required to perform Installation or supply service to CLIENT while any such cause shall continue.
- 7.2 If CLIENT has subscribed to monitoring service, the System will be connected to DEALER's monitoring facility (the "Center"). Upon receipt of an audio or video signal indicating an unauthorized entry into Client's premises, Dealer will use reasonable efforts to identify the sound or image, and when warranted, transmit notice of said signal as directed in writing by Client or to the public police department, if allowed by ordinance, or private agency as applicable. When a fire alarm, hold-up alarm or duress alarm signal is received, the Center will attempt to notify the police or fire department or other emergency personnel and the first available person on the emergency call list. When a non-emergency or supervisory signal is received, the Center will attempt to contact the premises or the first available person on the emergency call list but will not notify emergency authorities. The Center reserves the right to verify all alarm before notifying emergency personnel. The Center may choose not to notify emergency personnel if it has reason to believe that an emergency condition does not exist. DEALER and CLIENT are obligated to comply with all notification and response requirements imposed by governmental agencies having jurisdiction over the system. DEALER may discontinue or change any particular response service due to governmental or insurance requirements by giving CLIENT written notice. CLIENT consents to the tape recording of all telephonic communications between CLIENT's premises and DEALER, and will inform its employees that such recordings are authorized. If CLIENT's police or fire department now or in the future requires physical or visual verification of an emergency condition before responding to a request for assistance, CLIENT agrees to subscribe to such service if provided by DEALER, or otherwise comply with such requirements, and an additional fee may apply for such services. If DEALER provides hosted managed access control, upon receipt of notice from Client requesting a modification to the DEALER hosted managed access control account base to modify Client's database, DEALER will, as requested, perform the necessary programming actions, and confirm with CLIENT that the requested changes have been implemented. In the event that a chronic noise source is introduced into a protected area, the Center will attempt to notify the first available person on the emergency call list. The Center reserves the right to disable any audio loop that is subject to a chronic noise source that is causing the alarm system to report audio on a frequent or continuous basis.
- 7.3 If video equipment is installed, it may be integrated into the system and, upon activation, will send a video transmission to the Center. The Center will first attempt to verify the nature of the emergency by viewing the video. If the Center determines that an emergency condition exists, it will try to first telephone the premises, if available, and report the emergency condition. If there is no answer or the person answering confirms the emergency condition, then, based upon the nature of the emergency condition, the Center will notify the proper police or fire department or other emergency personnel, and the next available person on the emergency call list. If the Center determines that an emergency condition does not exist or the video is inconclusive, the Center will use the notification procedures set forth in paragraph 7.2 above.
- 7.4 CLIENT understands that, if the system installed under this Agreement is monitored, due to the nature of the method used for communicating alarm signals to the DEALER's monitoring center, there may be times when that communication method is not able to transmit signals and DEALER will not receive alarm signals. Digital communicators use standard telephone lines and DEALER does not receive signals when the telephone system becomes non-operational or the telephone line is placed on vacation status, cut, interfered with or otherwise damaged. The system cannot communicate over regular cellular service. There will be times when any radio frequency method, such as cellular, public or private radio systems or internet based service, cannot transmit an alarm signal due to lack of signal strength, network congestion, or availability of a communications channel. Similarly, any other type of communication method installed under this Agreement also can experience an inability to communicate alarm signals. CLIENT understands that DEALER offers several levels of communication methods of alarm signals to the monitoring center and that the Services described on the front page of this Agreement and on the Schedule of Protection have been chosen by CLIENT after considering and balancing the levels of protection afforded by various communication methods and the related costs. CLIENT acknowledges and agrees that CLIENT is solely responsible for the selection of the type of communication method and whether the utilization of more than one communication method is required. Communications networks provided by independent carriers or providers are wholly beyond DEALER's control and are maintained and serviced, solely by the applicable carrier or provider. CLIENT agrees to reimburse DEALER for any costs incurred to reprogram the communicator because of area code changes or other dialing pattern changes. If telephone service is used, the use of DSL or other broadband telephone service may prevent the system from transmitting alarm signals to the monitoring center and/or interfere with the telephone line-seizure feature of the system. Such services should be installed on a telephone number that is not used for alarm signal transmission. CLIENT agrees to notify DEALER if CLIENT has installed or intends to install DSL or other broadband service. IMMEDIATELY AFTER THE INSTALLATION OF DSL OR OTHER BROADBAND SERVICE, THE SYSTEM'S SIGNAL TRANSMISSION MUST BE TESTED WITH THE MONITORING CENTER.
- 7.5 DEALER shall not be responsible for the replacement of equipment or parts no longer commercially available to DEALER.
8. **TITLE TO EQUIPMENT; PROPRIETARY PROTECTION.**
- 8.1 Any DEALER-owned equipment installed on the CLIENT's premises shall at all times remain solely the property of DEALER, or its assignee and CLIENT agrees not to permit the attachment thereto of any equipment not furnished by DEALER. If CLIENT purchases equipment, CLIENT agrees that DEALER retains a security interest in the equipment until the full purchase price is paid. It is further understood and agreed that DEALER may remove or abandon all DEALER-owned equipment, including all wiring installed by DEALER, in whole or in part, upon termination of the Agreement by lapse of time, default of any monies due hereunder, or otherwise without any obligation to repair or redecorate any portion of the protected premises, provided that such removal or abandonment shall not be held to constitute a waiver of the right of DEALER, or its assignee, to collect any charges which have accrued hereunder.
- 8.2 Any computer application program and/or documentation, collectively referred to as "Software", that is provided by DEALER under this agreement, is owned by DEALER, its affiliates or one of its OEM's and is protected by United States and international copyright laws and international treaty provisions. Any breach of this agreement will automatically terminate the CLIENT's right to use this Software, and the CLIENT is obligated to immediately return such Software to DEALER. CLIENT may not copy the Software for any reason other than per the dictates of any end user software license agreement. CLIENT may not reverse-engineer, disassemble, decompile or attempt to discover the source code of any Software. CLIENT acknowledges that any breach of this section shall result in irreparable injury to DEALER for which the amount of damages would be unascertainable. Therefore, DEALER may, in addition to pursuing any and all remedies provided by law, obtain an injunction against CLIENT from any court having jurisdiction, restraining any violation of this section.
9. **TERMINATION**
- 9.1 DEALER may terminate this Agreement immediately upon written notice:
- In the event CLIENT defaults in the performance of any of the terms and conditions of this Agreement, including the failure to make any payment as agreed herein, in which case the balance of all monies due and for the unexpired term of this Agreement shall become immediately due and payable, together with interest at the maximum legally allowable rate. CLIENT shall also pay attorney and/or collection fees, defined as an additional thirty-five percent (35%) of the outstanding balance owed, incurred in collecting CLIENT's account; or
 - In the event the Center, the communication lines, wires or DEALER's equipment within CLIENT's premises are destroyed or so substantially damaged that it is commercially impractical to continue service to CLIENT's premises; or
 - As provided in the Terms, Renewal and Expiration section.

- 9.2 CLIENT may terminate the Agreement:
 - a) Immediately upon written notice, in the event CLIENT's premises are, by any cause beyond the control of the CLIENT, destroyed or so substantially damaged that it is commercially impractical for CLIENT to continue any operations at such premises; provided that if the CLIENT is using DEALER-owned equipment, the CLIENT must pay DEALER all payments remaining to be made under this Agreement through its scheduled expiration or
 - b) As provided in U.S. Terms, Renewal and Expiration section.
- 9.3 Upon termination of this Agreement, CLIENT shall permit DEALER access to CLIENT's premises in order to deactivate the telephone line signaling device and/or to remove the equipment pursuant to Article 8.
- 10. **ASSIGNMENT**
This Agreement is not assignable by the CLIENT except upon written consent of DEALER first being obtained. DEALER shall have the right to assign this Agreement, or to subcontract any of its obligations under this Agreement, without notice to, or consent of, the CLIENT
- 11. **INSURANCE AND WAIVER OF SUBROGATION**
CLIENT shall obtain, and maintain, insurance coverage to cover all losses, damage, or injury, related to or sustained by CLIENT in connection with the services provided by DEALER. For all losses, damage or injury above the limits set forth in paragraph 4.2, CLIENT shall look solely to its insurer for recovery of its loss and hereby waives any and all claims for such loss against DEALER. CLIENT agrees to obtain insurance having said waiver without invalidating coverage. CLIENT does hereby for itself and other parties claiming under it, release and discharge DEALER from and against all claims arising from hazards covered by CLIENT Insurance, it being expressly agreed and understood that no insurance company or insurer will have any right of subrogation against DEALER.
- 12. **TRIAL BY JURY**
UNLESS PROHIBITED BY LAW, BOTH PARTIES TO THIS AGREEMENT, KNOWINGLY, VOLUNTARILY AND INTENTIONALLY WAIVE ANY RIGHT THEY MAY HAVE TO A TRIAL BY JURY IN RESPECT OF ANY LITIGATION ARISING OUT OF, UNDER, IN CONNECTION WITH, OR RELATING TO THIS AGREEMENT.
- 13. **ENTIRE AGREEMENT; DOCUMENT RETENTION.**
The entire and only agreement between CLIENT and DEALER is written in this Agreement. It replaces any earlier oral or written understandings or agreements. It may only be changed by a written agreement signed by both parties. IT MAY NOT BE CHANGED BY ANY ORAL STATEMENTS MADE BY A SALES AGENT. It is understood and agreed by and between the parties hereto, that the terms and conditions of this Agreement shall govern notwithstanding any, additional or inconsistent terms or conditions contained in any purchase order or other document submitted by CLIENT. If any provision of this Agreement is found to be invalid or illegal by a court, the balance of the Agreement shall remain in force. CLIENT agrees that DEALER may save and store all contracts and other documents executed by CLIENT in an electronic media and all such contracts and other documents shall be deemed to be, and may be used by DEALER as originals and shall be given the same force and effect as the paper-form originals.

See Attached Addendum for list of current site locations, services provided and billing information.

SONITROL INDEPENDENT FRANCHISE

Signature: 

Print Name: Todd Franzel

Dealer: SONITROL OF TALLAHASSEE

Address: 1136 Thomasville Road

City, State, Zip: Tallahassee, FL 32303

Licence #: LIC. NO. FL EF00000804
GA LVA004517
AL 1087

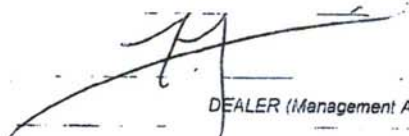
CLIENT

Client Signature: 

Print Name: V.B. [unclear]

Title: Production Specialist

Date: 5/17/17


DEALER (Management Approval)

5/17/17
Date Signed

THIS AGREEMENT WILL NOT BE BINDING UPON DEALER UNTIL EITHER (i) SIGNED BY ONE OF ITS MANAGERS OR (ii) DEALER STARTS THE INSTALLATION OR SERVICE IN THE EVENT OF NON-APPROVAL, DEALER'S ONLY LIABILITY SHALL BE TO REFUND THE AMOUNT PAID BY CLIENT UPON THE SIGNING OF THIS AGREEMENT. CLIENT ACKNOWLEDGES AND AGREES THAT CLIENT MAY NOT RECEIVE A COPY OF THIS AGREEMENT SIGNED BY DEALER'S MANAGER AND SUCH LACK OF RECEIPT SHALL NOT, IN ANYWAY, INVALIDATE OR OTHERWISE AFFECT THIS AGREEMENT. CLIENT FURTHER ACKNOWLEDGES THAT DEALER IS A SONITROL INDEPENDENT FRANCHISED DEALER AND NOT A SUBSIDIARY OR AGENT OF STANLEY CONVERGENT SECURITY SOLUTIONS, INC.

THE CITY OR COUNTY IN WHICH THE PREMISES IS LOCATED MAY REQUIRE THAT CLIENT OBTAIN A PERMIT FOR THE USE AND MONITORING OF AN ALARM SYSTEM. LOCAL AUTHORITIES MAY NOT RESPOND TO ALARM NOTIFICATIONS UNTIL ALL PERMITS OR LICENSES FOR USE OF THE ALARM SYSTEM HAVE BEEN OBTAINED AND THEREFORE DEALER MAY NOT BEGIN MONITORING UNTIL CLIENT HAS OBTAINED AT CLIENT'S EXPENSE ALL NECESSARY PERMITS OR LICENSES, AND PROVIDED DEALER WITH THE LICENSE OR PERMIT NUMBER.



Schedule of Services

Customer Name: Gadsden County School Board Contract #: SONQ24784

The monthly fee includes the following:

BURGLARY	ACCESS	CCTV	FIRE
<input checked="" type="checkbox"/> Monitoring	<input type="checkbox"/> CS Management	<input type="checkbox"/> Monitoring	<input checked="" type="checkbox"/> Monitoring
<input type="checkbox"/> mySonitrol	<input type="checkbox"/> mySonitrol	<input type="checkbox"/> mySonitrol	<input type="checkbox"/> Test & Inspections Other: _____
<input checked="" type="checkbox"/> Parts & Labor included*	<input type="checkbox"/> Parts & Labor included*	<input type="checkbox"/> Parts & Labor included*	<input type="checkbox"/> Annual _____
<input type="checkbox"/> Hold-Up / Panic	<input type="checkbox"/> Annual Preventive Maintenance	<input type="checkbox"/> Annual Preventive Maintenance	<input type="checkbox"/> Parts & Labor included*
<input type="checkbox"/> Limited Audio Performance Warranty	Other: _____	Other: _____	Other: _____
Other: _____			

Communication Method

Primary: Telephone P Cellular Radio None Secondary: Telephone P Cellular Radio Alarmnet None

*Service - Parts & Labor Coverage

1. Service calls generated as a result of component failure will be repaired or replaced without charge.
2. Service calls generated as a result of installation procedure or workmanship will be repaired without charge.
3. Service calls generated as a result of wiring failure, where wiring has not been cut or otherwise damaged, will be repaired or replaced without charge.

Not included in the monthly fee:

1. Service calls generated as a result of user operation error will be billed at prevailing rates.
2. Service calls generated as a result of damage caused by outside forces (contractors, remodeling, noise generated machinery or devices) will be billed at prevailing rates.
3. Service calls generated as a result of damage caused by Mother Nature, explosions, riots, vandalism, structural collapse, or any incident covered by adequate insurance, will be billed at prevailing rates.
4. System improvements, upgrades, additions of functions or coverage will be billed following a proposal and the appropriate approvals.
5. Repair or replacement service (other than diagnostic service) on auxiliary components not installed by Sonitrol will be billed at prevailing rates.

Other: _____

Customer Signature: [Signature] Date: 5/17/17
 Dealer Signature: [Signature] Date: 5/17/17



THE SCHOOL BOARD OF GADSDEN COUNTY

35 Martin Luther King, Jr. Blvd
Quincy, Florida 32351
Main: (850) 627-9651 or Fax: (850) 627-2700
www.gcps.k12.fl.us

Roger P. Milton
Superintendent
miltonr@gcpsmail.com

Quincy, FL, June 21, 2017

May 17, 2017

Redwire
Attn: Lisa Rossow
1136 Thomasville Road
Tallahassee, FL 32303

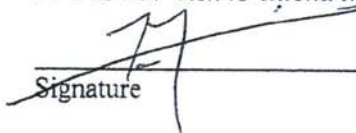
Dear Ms. Rossow,

In preparation for the upcoming fiscal year, we are contacting you in reference to the *School Board of Gadsden County and Redwire Agreement – District Wide*.

We would like to continue the agreement with the noted cost increase (contract & addendum attached) through the 2017-2018 fiscal year. We understand the cost increase due to the rising costs of providing services. Please provide us with your response and return this letter to my office no later than May 26, 2017

I agree to extend our services as noted in the attached addendum starting July 1, 2017 through June 30, 2018

I do not wish to extend this agreement for the 2017, 2018 fiscal year



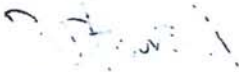
Signature

5/17/17

Date

Please review the specifications and terms of your original agreement and if you choose to extend our service agreement, please provide the School Board Department of Facilities with updated forms and exemptions (i.e. proof of insurance, exemption from workman's compensation coverage, etc.)

Sincerely,



William Hunter
Director of Facilities

WBH/abr

Audrey Lewis
DISTRICT NO. 1
HAVANA, FL 32333
MIDWAY, FL 32353

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

Isaac Simmons, Jr.
DISTRICT NO. 3
CHATTAHOOCHEE FL 32324
GREENSBORO, FL 32320

Charlie D. Frost
DISTRICT NO. 4
GRETN, FL 32332
QUINCY, FL 32351

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



2351 Thomasville Road
Tallahassee, FL 32303
850-219-9477



May 16,2017

Mr. William Hunter
Attn. Maintenance
Gadsden County School Board
35 Martin Luther King Jr Blvd
Quincy, FL 32351

Dear Mr. Hunter,

There will be a global rate increase for all of our customers for fiscal year 2017-2018. The increase IS due to the rising costs of providing services. We want to serve you at the same quality as last year and provide the best services possible and this is the minimal increase to enable us to do that for you.

We greatly appreciate your patronage and continue to pursue excellent service and value as your security provider.

Sincerely,

A handwritten signature in black ink that reads "Lisa Rossow". The signature is written in a cursive, flowing style.

Lisa Rossow
Accounting Manager

Lic.#EF20000499
www.redwireus.com

**ADDENDUM TO REDWIRE CLIENT AGREEMENT # SONQ24980
 GADSDEN COUNTY SCHOOL BOARD LISTING OF ACCOUNTS & SERVICES
 EFFECTIVE 7/1/2017**

Customer Number	Site Name	Site Address	Service Level	System Type	Alarm Account #	2017-18 Monthly	2017-18 Quarterly	Annual	Bill Cycle
W1M1658	GCSB George Munroe Elem-Office & Campus	1830 W King St	Monitoring & Maintenance	Security System w/camera	RT6861V	58.43	175.29	701.16	Q
W1M1658	GCSB George Munroe Elem-Cafeteria	1830 W King St	Monitoring & Maintenance	Security System w/camera	RT6863V	58.13	175.29	701.16	Q
W1M1658	GCSB George Munroe Elem-Media Ctr	1830 W King St	Monitoring & Maintenance	Security System w/camera	RT6864V	58.43	175.29	701.16	Q
W1M1658	GCSB Chattahoochee Elementary	335 Maple St	Monitoring & Maintenance	Security System w/camera	RT9014V	123.87	371.61	1486.44	Q
W1M1658	GCSB Havana Middle School	1210 Kemp Rd	Monitoring Only - No Maintenance	Fire System	RT1874	27.42	82.26	329.04	Q
W1M1658	GCSB Havana Middle School	1210 Kemp Rd	Monitoring Only - No Maintenance	Fire System	RT1873	27.42	82.26	329.04	Q
W1M1658	GCSB Havana Middle School-Magnet	1210 Kemp Rd Bldg 1	Monitoring & Maintenance	Security System	RT9711	54.82	164.46	657.84	Q
W1M1658	GCSB Gadsden Technical Institute	201 MLK JR Blvd	Monitoring & Maintenance	Security System	RT9502	137.02	411.06	1644.24	Q
TOTALS						545.84	1637.52	6550.08	

initial TEF

Date 5/17/17

initial TEF

Date 5/17/17

CLIENT AGREEMENT
RW SONQ24980

CLIENT NAME: Gadsden County School Board

DATE: 7/1/2017

INSTALL AT: 35 Martin Luther King Jr Blvd
Quincy, FL 32351

BILL TO: 35 Martin Luther King Jr Blvd
Quincy, FL 32351

PHONE: 850-627-9888

REDWIRE agrees to install or cause to be installed and to service, without liability and not as an insurer, during the term of this Agreement, an alarm system as described on the quotation dated 20 which becomes part of this Agreement.

All equipment is the personal property of CLIENT

THIS AGREEMENT APPLIES TO:

YES ALARM SIGNALING SERVICE
 NO DIGITAL SURVEILLANCE SERVICE
 YES FIRE ALARM SIGNALING SERVICE
 NO SPRINKLER SUPERVISORY SIGNALING SERVICE
 NO ACCESS CONTROL SERVICE
 NO OTHER

The undersigned agrees to pay REDWIRE, its agents or assigns the sums of:

INSTALLATION \$0.00 TAX \$0.00 TOTAL \$0.00 (\$0.00) \$0.00
OR INSPECTION DOWN PAYMENT BALANCE UPON COMPLETION

Monitoring \$447.64 (PAYABLE IN ADVANCE) MAINTENANCE \$98.20 INSPECTIONS \$0.00

SERVICES TOTAL \$545.84 TAX \$0.00 TOTAL \$545.84 MONTHLY PAYMENT MODE

OTHER: See Addendum for listing of site locations, services, and billing cycle. COMMUNICATION LINE SECURITY INCLUDED NO

LIMITED WARRANTY

1. Except as set forth herein REDWIRE MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND, EXPRESSED OR IMPLIED, WITH RESPECT TO THE EQUIPMENT, AND DISCLAIMS ANY AND ALL WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR ANY OTHER WARRANTY. CLIENT ACKNOWLEDGES THAT NO OTHER REPRESENTATIONS WERE MADE TO CLIENT OR RELIED UPON BY CLIENT WITH RESPECT TO THE QUALITY AND FUNCTION OF THE GOODS.
 2. In the event any part of the equipment installed shall become defective or inoperative under normal use within one (1) year from the date of the original invoice or this installation, and REDWIRE determines the equipment is defective or inoperative, REDWIRE shall replace or repair such defective part without charge to CLIENT. IN NO EVENT SHALL REDWIRE BE LIABLE FOR MORE THAN AND CLIENT'S EXCLUSIVE REMEDY FOR BREACH OF THIS LIMITED WARRANTY SHALL BE LIMITED TO THE REPAIR OR REPLACEMENT OF DEFECTIVE EQUIPMENT INSTALLED UNDER THIS AGREEMENT, AND REDWIRE SHALL NOT BE LIABLE FOR INJURIES TO PERSONS OR PROPERTY INCLUDING BUT NOT LIMITED TO, ALL GENERAL, DIRECT, SPECIAL, EXEMPLARY, PUNITIVE, INCIDENTAL OR CONSEQUENTIAL DAMAGES. THIS WARRANTY IS NOT ASSIGNABLE.
 3. If CLIENT shall discover a defect in the products supplied under this Agreement, CLIENT shall immediately contact REDWIRE in writing or by telephone and fully describe the nature of the defect so that repair service may be rendered.
 4. REDWIRE shall not be liable for repair or replacement of the equipment or damage to material or equipment caused by accident, vandalism, flood, water, lightning, fire, intrusion, abuse, misuse, an act of God, any casualty, including electrically unauthorized repair service, modification or improper installation by anyone other than REDWIRE and any other cause beyond the control of REDWIRE, including interruption of electrical or telephone service.
 5. CLIENT acknowledges that any affirmation of fact or promise made by REDWIRE shall not be deemed to create an express warranty, and that REDWIRE makes no representation or warranty, that the system supplied may not be compromised, circumvented, or that the system or services will in all cases provide the signaling, monitoring and response for which it was intended. CLIENT is not relying on REDWIRE'S skill or judgment in selecting or furnishing a system suitable for any particular purpose. Some states do not allow limitations on how long an implied warranty lasts or the exclusion or limitation of incidental or consequential damages, so the above limitations or exclusions may not apply to you. This warranty gives you specific legal rights and you may also have other rights which may vary from state to state.
 THIS AGREEMENT IS NOT BINDING UNLESS APPROVED IN WRITING BY AN AUTHORIZED REPRESENTATIVE OF REDWIRE. IN THE EVENT OF FAILURE OF APPROVAL THE ONLY LIABILITY OF REDWIRE SHALL BE TO RETURN TO THE CLIENT THE AMOUNT, IF ANY, PAID UPON THE SIGNING OF THIS AGREEMENT. CLIENT ACKNOWLEDGES THAT REDWIRE'S LIABILITY IS LIMITED AS SET FORTH HEREIN. CLIENT ACKNOWLEDGES RECEIPT OF A COPY OF THIS AGREEMENT, AND SPECIFICALLY ACKNOWLEDGES AND ACCEPTS THAT REDWIRE'S LIABILITY IS LIMITED AS SET FORTH HEREIN.

In certain states alarm agents are licensed and regulated. In this state the agency is DBPR

THE MONITORING/SERVICE CHARGE IS SUBJECT TO CHANGE AS SET FORTH IN PARAGRAPH 3. ON THE REVERSE SIDE. IN ADDITION, TOGETHER WITH THE FIRST PAYMENT, CLIENT SHALL PAY THE PRO RATA SHARE OF THE MONITORING/SERVICE CHARGE FOR THE MONTH IN WHICH MONITORING/SERVICE COMMENCED. THIS AGREEMENT IS FOR A TERM OF FIVE YEARS FROM THE DATE INSTALLATION IS COMPLETED. IF THIS TRANSACTION IS WITH A RESIDENTIAL CLIENT, YOU MAY CANCEL IT AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY FROM THE DATE OF THIS AGREEMENT. WORK ON YOUR INSTALLATION WILL BEGIN APPROXIMATELY AND SHALL BE SUBSTANTIALLY COMPLETED WITHIN APPROXIMATELY WORKING DAYS AFTER COMMENCEMENT SUBJECT

REDWIRE, LLC
1136 THOMASVILLE RD.
TALLAHASSEE, FL 32303
850.219.9473
LIC. NO. FL EF20001219
GA LVU406225 AL 1433

SUBJECT TO TERMS ON REVERSE, INCLUDING PARAGRAPH 12.

SIGNATURE (CLIENT) X

TITLE

DATE

REDWIRE AUTHORIZED REPRESENTATIVE Lisa Rossow

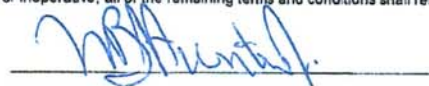
APPROVED

REDWIRE

1. REDWIRE agrees to install or cause to be installed, in the premises of the CLIENT, security equipment and devices, and may also provide a centrally monitored signaling system necessary to transmit signals from the premises of the CLIENT to REDWIRE'S central monitoring station, in accordance with the attached quotation. Upon completion of installation REDWIRE will thoroughly instruct the CLIENT in the proper use of the Alarm System. REDWIRE will not be responsible to monitor any devices for alarm or supervisory conditions that are not electrically connected by REDWIRE into the signaling system.
2. This Agreement shall automatically renew for additional terms of one (1) year each unless either party shall give written notice of cancellation at least thirty (30) days prior to the expiration of the original term or any renewal thereof. If either (a) REDWIRE terminates this Agreement pursuant to Paragraph 4 (a "Termination for Cause") or (b) this Agreement is terminated by CLIENT (a "Wrongful termination") for any reason, other than at the end of the initial term or any renewal term as provided for herein; then (i) REDWIRE will terminate all services hereunder, and (ii) in addition to amounts due for services actually rendered prior to the termination of this Agreement, there shall be immediately due and payable by CLIENT to REDWIRE, as liquidated damages, an amount equal to the unpaid Monitoring / Service Fee ("Unpaid Monitoring Fee"), calculated by multiplying (A) the number of months remaining from the date this Agreement is terminated to the end of the Initial term or the then current renewal term times (B) the Monitoring Fee set forth above, exclusive of taxes. CLIENT understands, acknowledges and agrees that REDWIRE'S actual damages resulting from either a Termination for Cause or a Wrongful Termination includes, among other things; the then present value of the Unpaid Monitoring Fees, equipment and material cost that have not been depreciated, and/or the actual costs of disconnecting and removing the REDWIRE'S equipment from the above installation site. Therefore, CLIENT acknowledges and agrees that the liquidated damages established hereby are a reasonable approximation of the actual damages to be incurred by REDWIRE upon the occurrence of either a Termination for Cause or of a Wrongful Termination. If CLIENT fails to pay the amounts due hereunder for services actually rendered and/or the liquidated damages payable hereunder, then CLIENT agrees to reimburse REDWIRE for all costs of collecting the same, including without limitation, reasonable attorney's fees.
3. REDWIRE shall have the right, at any time, to increase the charges provided herein, to reflect any additional taxes, fees or charges relating to the service provided under the terms of this Agreement, which may hereafter be imposed on REDWIRE by any utility or government agency and CLIENT agrees to pay same. So that REDWIRE may properly adjust its rates to meet changing costs, REDWIRE may, at any time after the expiration of one (1) year from the date of this Agreement, increase the annual monitoring/service charges upon giving the CLIENT notice in writing. In the event the increase exceeds more than 10% and CLIENT is unwilling to pay the increased charges, CLIENT may terminate this Agreement upon giving notice in writing to REDWIRE within thirty (30) days from the date of notice of the increase. CLIENT'S failure to notify REDWIRE within said thirty (30) days shall constitute CLIENT'S acceptance of the increase.
4. CLIENT shall be in default of this Agreement for (a) failure to pay the installation charge; (b) failure to pay the monitoring/service charge when due; (c) willfully or negligently causing repeated false alarms, (d) failure to perform any other obligation under this Agreement. Upon CLIENT'S default, REDWIRE shall have the right to terminate this Agreement ten (10) days after written notice of default if after such notice CLIENT has not cured the default. Any cost incurred by REDWIRE as a result of a false alarm caused by CLIENT shall be promptly reimbursed to REDWIRE. In the event of any default of this Agreement by CLIENT, including a default for failure to pay monies due and owing to REDWIRE, CLIENT shall pay REDWIRE any and all damages or losses incurred by REDWIRE in connection with such default, including all costs and expenses incurred by REDWIRE in collecting any monies due and owing by CLIENT to REDWIRE hereunder, reasonable attorney's fees, costs, prejudgment interest, and any other reasonable and related expenses of collection.
5. REDWIRE agrees to monitor the systems from the time CLIENT causes the system to be activated until CLIENT causes the system to be deactivated. Upon receipt of a signal indicating an unauthorized entry into CLIENT'S premises or an emergency, the REDWIRE'S operator will use reasonable efforts to identify the signal and, when warranted, will transmit notice of said signal to the local authority having jurisdiction. If instructed to do so by CLIENT in writing, REDWIRE will also notify an agent designated in writing by CLIENT. CLIENT agrees to give REDWIRE a list of names of all persons who shall have the right to enter the premises between an y regularly scheduled times for opening and closing the premises and who may be called upon for a key to enter CLIENT'S premises during such periods.
6. CENTRAL STATION ALARM. If REDWIRE has installed a central station alarm, REDWIRE shall, without warranty, use reasonable efforts to do the following to the extent the service is selected by CLIENT.
 - A. Upon receipt of a burglar alarm signal or access control door alarm signal, transmit the alarm to headquarters of the public police department, or to CLIENT.
 - B. Upon receipt of a hold-up alarm signal, transmit the alarm to the public police department.
 - C. Upon receipt of a manual, water flow, smoke or automatic fire alarm signal, transmit the alarm to the public fire department.
 - D. Upon receipt of an auxiliary, trouble, supervisory or other special signal, notify CLIENT or local authority as applicable.
 - E. Upon receipt of an audio or video signal indicating an unauthorized entry into CLIENT'S premises, REDWIRE'S operator will use reasonable efforts to identify the signal, and when warranted transmit notice of said signal to the public police department.
7. CLIENT hereby authorizes and empowers REDWIRE, its agents or assigns, to install the aforesaid system in the designated premises, and to service the system and to make any necessary inspections, tests and repairs as required. CLIENT understands that after native or additional protection can be installed at CLIENT'S request and expense. CLIENT acknowledges that REDWIRE has no way of knowing of the existence of hidden pipes, wires or other obstructions within walls or other concealed spaces, and it is CLIENT'S obligation to make REDWIRE aware of such conditions, failing which REDWIRE shall have no responsibility whatsoever for any damage that may be caused. The CLIENT agrees to furnish any necessary electric current through CLIENT'S meter and at CLIENT'S own expense. It is mutually agreed that the work of installation, repair or service by the REDWIRE shall be primarily performed between the hours of 8:00 o'clock a.m. and 5:00 o'clock p.m., exclusive of Saturdays, Sundays and holidays.
8. It is understood and agreed that upon termination REDWIRE may remove or abandon, in whole or in part, the system if owned by REDWIRE, without obligation to repair or redecorate any portion of the CLIENT'S premises. REDWIRE'S removal or abandonment shall not constitute a waiver of the right to collect any charges which may have been accrued or may be due hereunder. CLIENT shall maintain insurance adequate to cover the replacement costs of REDWIRE'S equipment in the custody and control of CLIENT.
9. This agreement may be cancelled, without previous notice, at the option of REDWIRE, in the event REDWIRE central station, connection link or the equipment within the CLIENT'S premises is destroyed by fire or other catastrophe, or so substantially damaged that it is impractical to continue service, and may likewise be cancelled at the option of the CLIENT in the event of such occurrences. CLIENT shall be liable for any delinquent payments for services previously rendered.
10. CLIENT agrees to perform system checks as instructed by REDWIRE in order to ascertain if the system is properly functioning. CLIENT acknowledges that REDWIRE'S obligation hereunder relates solely to the services set forth above and to the service of the specified alarm system and that REDWIRE is in no way obligated to insure the operation of the system or to maintain or service CLIENT'S property or the property of others to which REDWIRE'S system is connected. Repairs shall be performed as soon as reasonably possible after receipt of notice by REDWIRE. CLIENT is solely responsible for proper maintenance of any devices utilizing batteries; or any sprinkler system including provision of heat where necessary and acknowledges that REDWIRE has no responsibility for the operation or non-operation of its equipment unless the sprinkler system is at all times in sound working order.
11. REDWIRE assumes no liability for delays in installation or interruptions of service due to strikes, riots, floods, fires, act of God or any causes beyond the control of REDWIRE, including interruption of alarm transmission, and will not be required to supply service to the CLIENT while such cause continues. CLIENT understands that alarm signals may be transmitted by telephone, cable, radio or other, which are outside the control of REDWIRE, and REDWIRE shall have no responsibility for any failure in transmission of alarm signals by any means CLIENT agrees to immediately notify REDWIRE of any malfunctions of the communication link used by this equipment.
12. LIMITATIONS OF DAMAGES:
 - A. It is understood and agreed by the parties hereto that REDWIRE is not an insurer and that insurance, if any, covering personal injury and property loss or damage on CLIENT'S premises shall be obtained by CLIENT, at CLIENT'S sole expense; that the payments provided for herein are based solely on the value of the service as set forth herein and are unrelated to this value of CLIENT'S property or the property of others located on CLIENT'S premises; that REDWIRE makes no guarantee, representation or warranty including any implied warranty of merchantability or fitness for particular purpose that the system or service supplied will avert or prevent occurrences or the consequences there from which the system or service is intended to detect or avert, except for the provisions of the Redwire Performance Promise as it may apply to any loss occurring while this Agreement is in force and if such warranty is in effect; in conjunction with this agreement.
 - B. CLIENT acknowledges it is impractical and extremely difficult to fix the actual damages, if any, which may proximately result from failure to perform any of REDWIRE'S obligations or a failure or malfunction in the system to properly operate because of, among other things; the uncertain amount or value of CLIENT'S property or the property of others which may be lost or damaged; the uncertainty of the response time of the policy or other authority; the inability to ascertain what portion, if any, of any loss would be proximately caused by REDWIRE'S failure to perform any of its obligations or failure of its equipment to properly operate; or the nature of the services to be performed by REDWIRE.
 - C. CLIENT UNDERSTANDS AND AGREES THAT IF REDWIRE SHOULD BE FOUND LIABLE FOR ANY LOSS OR DAMAGE DUE FROM A FAILURE TO PERFORM ANY OF ITS OBLIGATIONS OR A FAILURE OF THE EQUIPMENT TO PROPERLY OPERATE, REDWIRE'S LIABILITY SHALL BE LIMITED TO A SUM EQUAL TO THE TOTAL OF ONE-HALF YEAR'S MONITORING PAYMENTS, OR FIVE HUNDRED DOLLARS (\$500) WHICHEVER IS THE LESSER, AS LIQUIDATED DAMAGES AND NOT AS A PENALTY, AND THIS LIABILITY SHALL BE EXCLUSIVE AND SHALL APPLY IF LOSS OR DAMAGE, IRRESPECTIVE OF CAUSE OR ORIGIN, RESULTS DIRECTLY OR INDIRECTLY TO PERSONS OR PROPERTY FROM PERFORMANCE OR NON-PERFORMANCE OF ANY OF REDWIRE'S OBLIGATIONS OR FROM NEGLIGENCE, ACTIVE OR OTHERWISE, OF REDWIRE ITS EMPLOYEES OR AGENTS.
 - D. In the event that the CLIENT wishes REDWIRE to assume greater liability, CLIENT may, as a matter of right, obtain from REDWIRE a higher limit by paying an additional amount to REDWIRE, and a rider shall be attached hereto setting forth such higher limit and additional amount, but this additional obligation shall in no way be interpreted to hold REDWIRE as an insurer.
 - E. When CLIENT in the ordinary course of business has the property of others in its custody, or the alarm system extends to protect the persons or property of others, CLIENT agrees to and shall indemnify, defend and hold harmless REDWIRE, its employees and agents for and against all claims brought by owners of said property arising out of the REDWIRE service under this Agreement. This provision shall apply to all claims regardless of cause including REDWIRE'S performance or failure to perform and including defects in products, design, installation, service, operation or non-operation of the system whether based upon negligence, active or passive, express or implied contract or warranty, contribution or indemnification, or strict or product liability on the part of REDWIRE, its employees or agents, but this provision shall not apply to claims for loss or damage solely and directly caused by an employee of REDWIRE while on CLIENT'S premises.
 - F. CLIENT acknowledges that the system installed is as requested and is suitable to his purpose, and unless defects or omissions are called to REDWIRE'S attention, in writing, within five(5)days after completion of installation, CLIENT accepts the system as is.
13. All claims, actions or proceedings, legal or equitable, against REDWIRE must be commenced in court within one (1) year after the cause of action has occurred or the act, omission or event occurred from which the claim, action or proceeding arises, whichever is earlier, without judicial extension of time, or said claim, action or proceeding is barred, time being of the essence of this paragraph.
14. CLIENT acknowledges that the provisions of this Agreement, and particularly those paragraphs relating to disclaimer of warranties, limitation of liability and third-party indemnification, inure to the benefit of and are applicable to REDWIRE and its subsidiaries and to any subcontractors engaged by REDWIRE to provide monitoring, maintenance, installation or service of the alarm system provided herein. CLIENT hereby waives his right of recovery against REDWIRE for any loss covered by insurance on the premises or its contents to the extent permitted by any policy or by law.
15. If there is any conflict between this Agreement and CLIENT'S purchase order, or any other document, this Agreement will govern, whether such purchase order or other document is prior or subsequent to this Agreement. This Agreement is not assignable by CLIENT except upon advance written consent of REDWIRE.
16. It is mutually understood and agreed that any representation, promise, advertising or other statement, condition, inducement or warranty, express or implied, whether written or verbal, not included in writing in this Agreement shall not be binding upon any party and that the Agreement may not be altered, modified or otherwise changed at any time except with the written consent of each of the parties hereto, and in the form of an addendum to this Agreement. If any of the terms or conditions of this Agreement shall be declared invalid or inoperative, all of the remaining terms and conditions shall remain in full force and effect.

CLIENT AGREEMENT RW SONQ24980
DATE 7/1/2017

SIGNATURE
CLIENT



Schedule of Services

Redwire Expert Security

Customer Name: Gadsden County School Board Contract #: SONQ24980

The monthly fee includes the following:

BURGLARY <input checked="" type="checkbox"/> Monitoring <input type="checkbox"/> Texting <input checked="" type="checkbox"/> Parts & Labor included* <input type="checkbox"/> Hold-up / Panic <input type="checkbox"/> Promise <input type="checkbox"/> VIVID <input type="checkbox"/> Application	ACCESS <input type="checkbox"/> CS Management <input type="checkbox"/> Parts & Labor included <input type="checkbox"/> Annual Preventive Maintenance <input type="checkbox"/> Other: _____	CCTV <input type="checkbox"/> Monitoring <input type="checkbox"/> Hosted Video <input type="checkbox"/> Parts & Labor included* <input type="checkbox"/> Annual Preventive Maintenance <input type="checkbox"/> Other: _____	FIRE <input checked="" type="checkbox"/> Monitoring <input type="checkbox"/> Test & Inspections <input type="checkbox"/> Annual Other: _____ <input type="checkbox"/> Parts & Labor included* <input type="checkbox"/> Other: _____
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Communication Method

Primary: Telephone IP Cellular Other Secondary: Telephone IP Cellular None

***Service - Parts & Labor Coverage**

1. Service calls generated as a result of component failure will be repaired or replaced without charge.
2. Service calls generated as a result of installation procedure or workmanship will be repaired without charge.
3. Service calls generated as a result of wiring failure, where wiring has not been cut or otherwise damaged, will be repaired or replaced without charge.

Not included in the monthly fee:

1. Service calls generated as a result of user operation error will be billed at prevailing rates.
2. Service calls generated as a result of damage caused by outside forces (contractors, remodeling, or devices) will be billed at prevailing rates.
3. Service calls generated as a result of damage caused by Mother Nature, explosions, riots, vandalism, structural collapse, or any incident covered by adequate insurance, will be billed at prevailing rates.
4. System improvements, upgrades, additions of functions or coverage will be billed following a proposal and the appropriate approvals.
5. Repair or replacement service (other than diagnostic service) on auxiliary components not installed by Redwire will be billed at prevailing rates.

Other: _____

Customer Signature:  Date: 5/17/17

Dealer Signature:  Date: 5/17/17

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 9h



Date of School Board Meeting: June 27, 2017

TITLE OF AGENDA ITEM: Pest Control Services – District Wide

DIVISION: Department of Facilities

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

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

PURPOSE AND SUMMARY OF ITEM: School Board approval to piggyback Leon County School Bid #5453-2018 Pest Control Services District Wide for the 2017-2018 Fiscal Year. Services provided by Florida Pest Control, Tallahassee, FL. Amount shown is for all school/administrative locations to be services 1x a month and all cafeteria locations to be services 2x a month.

FUND SOURCE: 110

AMOUNT: \$15,084.00

PREPARED BY: Bill Hunter

POSITION: Director of Facilities

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the COMPTROLLER has signed the budget page



www.flapest.com

CORPORATE HEADQUARTERS:

P.O. BOX 5369
116 N.W. 16TH AVENUE
GAINESVILLE, FL 32627-5369

(352) 376-2661
FAX (352) 376-2791

SCIENTIFIC PEST CONTROL DIRECTED BY GRADUATE ENTOMOLOGISTS

Complete Pest Control Service
Member Florida & National Pest Control Associations

Reply : 4970 Capital Cir NW
Tallahassee, FL 32303-6821
Phone (850) 222-6853 Fax (850) 222-0961

Angie

Florida Pest Control is pleased to have the opportunity to provide Gadsden County School Board with the same pest control pricing as Leon County School Board. The attached page is the breakdown of the proposal for the kitchens and the schools for once a month treatment. Kitchens at Leon county schools are done twice a month and therefor the price would be doubled.

If you should have any questions feel free to contact JP Paul Deutschmann at (352)-258-2659 or Chris Powell at (352)-494-3054. We appreciate the opportunity to service Gadsden County School Board.

Thank you,

JP Paul Deutschmann

BRANCHES:

• Crystal River • Daytona Beach • Ft. Walton Beach • Jacksonville South • Jacksonville West • Lake City • Milton • Ocala • Orlando • Palatka • Panama City • Pensacola • Starke • St. Augustine • Tallahassee • Winter Haven • Leesburg • Kissimmee • Tampa •



**Gadsden County Public Schools
Location List for Pest Control Services**

School Locations	Address	City, State	Telephone Number	No. of Portables	Kitchen 1x	Kitchen 2x	Schools
Carter Parramore Academy	631 South Stewart Street	Quincy, FL	850-627-6030	0	\$ 20.00	\$ 40.00	\$ 32.00
Chattahoochee Elementary	335 Maple Street	Chattahoochee, FL	850-662-2080	1	\$ 20.00	\$ 40.00	\$ 32.00
East Gadsden High School	27001 Blue Star Hwy	Havana, FL	850-662-2300	0	\$ 33.00	\$ 66.00	\$ 81.00
Gadsden Central Academy	655 South Stewart Street	Quincy, FL	850-872-7249	0	\$ 25.00	\$ 50.00	\$ 40.00
Gadsden Elementary Magnet	500 West King Street	Quincy, FL	850-627-7557	0	\$ 20.00	\$ 40.00	\$ 32.00
Gadsden Technical Institute	201 Martin L King Jr. Blvd	Quincy, FL	850-875-8324	1	\$ 25.00	\$ 50.00	\$ 40.00
George W. Munroe	1830 West King Street	Quincy, FL	850-875-8800	10	\$ 33.00	\$ 66.00	\$ 81.00
Greensboro Elementary	559 Greensboro Elementary	Quincy, FL	850-442-6327	8	\$ 20.00	\$ 40.00	\$ 32.00
Havana Magnet School	1210 Kemp Road	Havana, FL	850-662-2750	1	\$ 25.00	\$ 50.00	\$ 40.00
James A. Shanks Middle	1400 West King Street	Quincy, FL	850-875-8737	1	\$ 25.00	\$ 50.00	\$ 40.00
Stewart Street Elementary	749 South Stewart Street	Quincy, FL	850-627-3145	10	\$ 20.00	\$ 40.00	\$ 32.00
West Gadsden High School	200 Providence	Quincy, FL	850-442-9500	0	\$ 33.00	\$ 66.00	\$ 81.00
Office Locations							
	Address	City, State	Telephone Number	No. of Portables			
Administration Building	35 Martin L King Blvd	Quincy, FL	850-627-9651	3			\$ 25.00
Department of Facilities	805 South Stewart Street	Quincy, FL	850-627-9888	0			\$ 25.00
Food Service Warehouse	203 Martin L King Blvd	Quincy, FL	850-627-1536	0			\$ 25.00
Transportation	720 South Stewart Street	Quincy, FL	850-627-6858	0			\$ 21.00
Monthly Total					\$ 299.00	\$ 598.00	\$ 659.00
					<i>Fiscal Year Total (Kitchens serviced 1x a month)</i>		\$ 11,496.00
					<i>Fiscal Year Total (Kitchens serviced 2x a month)</i>		\$ 15,084.00

[Handwritten Signature]
Signature

[Handwritten Date]
Date



Angela Roberts <robertsa@gcpsmail.com>

Pest Control Services - District Wide

Kail, June <kailj@leonschools.net>
To: Angela Roberts <robertsa@gcpsmail.com>

Wed, May 17, 2017 at 7:53 AM

Good morning Angie,

Feel free to reach out to Florida Pest Control to see if they will honor our bid pricing for Gadsden County Schools. The ITB does contain language specifically allowing other agencies and political subdivisions to make purchases under the terms and conditions of our agreement if the bidder deems it in the best interest of their business to do so.

Regards,

June Kail

Purchasing Director

Leon County Schools

(850) 488-1206

*SUNSHINE LAW AND PUBLIC RECORDS CAUTION: Florida has a very broad Public Records Law. Virtually all written communications to or from School Board of Leon County, Florida Personnel are public records available to the public and media upon request. E-mail sent or received on the LCSB system will be considered public and will only be withheld from disclosure if deemed confidential pursuant to State Law. Individual student records are deemed confidential.

From: Angela Roberts [mailto:robertsa@gcpsmail.com]
Sent: Tuesday, May 16, 2017 1:15 PM
To: Kail, June <kailj@leonschools.net>
Subject: Pest Control Services - District Wide

[Quoted text hidden]

*SUNSHINE LAW AND PUBLIC RECORDS CAUTION: Florida has a very broad Public Records Law. Virtually all written communications to or from School Board of Leon County, Florida Personnel are public records available to the public and media upon request. E-mail sent or received on the LCSB system will be considered public and will only be withheld from disclosure if deemed confidential pursuant to State Law. Individual student records are deemed confidential.



THE SCHOOL BOARD OF GADSDEN COUNTY

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

Roger P. Milton
Superintendent
miltonr@gcpsmail.com

"Putting Children First"

May 24, 2017

Mike Bryant Lawn Care
Attn: Mike Bryant
149 Ranch Road
Quincy, FL 32351

Dear Mr. Bryant:

In preparation for the upcoming fiscal year, we are contacting you in reference to the Grounds Maintenance at the Max D. Walker Building/Administration Office (35 MLK Jr. Blvd, Quincy, FL). We would like to extend the agreement through the 2017-2018 fiscal year.


I agree to extend our services at the same price and schedule as the original agreement starting July 1, 2017 through June 30, 2018 (*Grounds maintenance is bi-weekly, year round, at a per service rate of \$250.00.*)

I do not wish to extend this agreement past June 30, 2017

Please indicate your response and return to my office no later than June 7, 2017.




Signature



Date

If you choose to extend our service agreement, please contact Angie Roberts at 850-627-9888 to set up a time to stop by our office to sign the 2017-2018 fiscal year continuation agreement and provide the department with updated forms and exemptions (*i.e. proof of insurance, exemption from workman's compensation coverage*).

Sincerely,


William B. Hunter, Jr.
Director of Facilities

WBH/abr

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

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

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

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

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



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Roger P. Milton
Superintendent
miltonr@gcpsmail.com

"Putting Children First"

May 24, 2017

A&J's Lawn Care
Attn: Andrew Reed
2076 Aspalaga Road
Quincy, FL 32351

Dear Mr. Reed:

In preparation for the upcoming fiscal year, we are contacting you in reference to extending the agreement (*Bid #1617:16 Grounds Maintenance*) for the 2017-2018 Fiscal Year at the following locations:

- Transportation (*bi-weekly service agreement of \$125.00 per service*)
- Gadsden Technical Institute (*bi-weekly service agreement of \$300.00 per service*)
- Stewart Street Elementary (*bi-weekly service agreement of \$300.00 per service*)
- Department of Facilities (*bi-weekly service agreement of \$150.00 per service*)
- Gadsden Elementary Magnet (*bi-weekly service agreement of \$300.00 per service*)
- Carter Parramore (*bi-weekly service agreement of \$300.00 per service*)
- St. John Elementary (*bi-weekly service agreement of \$250.00 per service*)

I agree to extend our services at the same price and schedule as the original agreement starting July 1, 2017 through June 30, 2018

I do not wish to extend this agreement past June 30, 2017

Please indicate your response and return to my office no later than June 7, 2017.

Andrew Reed
Signature

6-2-17
Date

If you choose to extend our service agreement, please contact Angie Roberts at 850-627-9888 to set up a time to stop by our office to sign the 2017-2018 fiscal year continuation agreement and provide the department with updated forms and exemptions (*i.e. proof of insurance, exemption from workman's compensation coverage, etc.*).

Sincerely,

William B. Hunter, Jr.
Director of Facilities

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

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

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

Charlie D. Frost
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QUINCY, FL 32352

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QUINCY, FL 32351



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Roger P. Milton
Superintendent
miltonr@gcpsmail.com

"Putting Children First"

June 7, 2017

Alva's Lawn Care
Attn: John Hartzog
1801 Sageway Highway
Tallahassee, FL 32303

Dear Mr. Hartzog:

Per our meeting on June 6, 2017, I am contacting you in reference to the agreement (*Bid #1617:16 Grounds Maintenance*) for the 2017-2018 Fiscal Year at the following locations:

- Greensboro Elementary (*bi-weekly service agreement of \$737.00 per service*)
- James A. Shanks Middle School (*bi-weekly service agreement of \$737.00 per service*)
- Chattahoochee Elementary (*bi-weekly service agreement of \$625.00 per service*)
- George W. Munroe Elementary (*bi-weekly service agreement of \$300.00 per service*)

It was discussed within this meeting that we would extend your services on a probational period of 4 months, starting July 1, 2017 through October 31, 2018. At the end of the probation period, we will revisit the agreement and decide whether to move forward with the remainder of the fiscal year.

Please indicate your response below and return to my office no later than *June 12, 2017*.

SP I agree to extend our services at the same price and schedule as the original agreement for a 4 month probation period, starting July 1, 2017 through October 31, 2018

NOTE: Vendor requested to have the following site removed from services (see attached email)

- West Gadsden High School (*bi-weekly service agreement of \$835.00 per service*)

_____ I do not wish to extend this agreement past June 30, 2017

John Hartzog
Signature

6/12/17
Date

If you choose to extend our service agreement for the 4 month probation period, please contact Angie Roberts at 850-627-9888 and provide the department with updated forms and exemptions (*i.e. proof of insurance, exemption from workman's compensation coverage, etc.*).

Sincerely,

William B. Hunter, Jr.

William B. Hunter, Jr.
Director of Facilities

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

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

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

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

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



Angela Roberts <robertsa@gcpsmail.com>

West Gadsden

1 message

John Herzog <alvalawncare@yahoo.com>
Reply-To: John Herzog <alvalawncare@yahoo.com>
To: William Hunter <hunterw@gcpsmail.com>
Cc: Angela Roberts <robertsa@gcpsmail.com>

Fri, Jun 9, 2017 at 1:19 PM

Mr. Hunter,

I hope your Friday is going well.

After talking with my crews, and considering my teaching assignment for the upcoming year, we think it would be best to drop West Gadsden from our mowing rotation. This would allow us to focus our efforts on Greensboro Elementary, Shanks Middle, Chattahoochee Elementary, and George Monroe Elementary. With your approval, we'll plan on finishing this month as usual and beginning in July, we will drop West Gadsden from our schedule. Moving forward, we'll plan on maintaining the right away in front of Greensboro Elementary and will focus on the other items we discussed during our conversation on Tuesday. Please let me know if this will work for you.

Sincerely,

John Herzog, Owner
Alva Lawn Care
850-727-3080



THE SCHOOL BOARD OF GADSDEN COUNTY

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

Roger P. Milton
Superintendent
miltonr@gcpsmail.com

"Putting Children First"

May 24, 2017

Marine Corps Lawn Service
Attn: Calvin Carter
PO Box 1234
Quincy, FL 32351

Dear Mr. Carter:

In preparation for the upcoming fiscal year, we are contacting you in reference to extending the agreement (*Bid #1617:16 Grounds Maintenance*) for the 2017-2018 Fiscal Year at the following locations:

- Gretna Elementary School (*bi-weekly service agreement of \$775.00 per service*)

I agree to extend our services at the same price and schedule as the original agreement starting July 1, 2017 through June 30, 2018

I do not wish to extend this agreement past June 30, 2017

Please indicate your response and return to my office no later than June 7, 2017.

Calvin A. Carter
Signature

6-1-17
Date

If you choose to extend our service agreement, please contact Angie Roberts at 850-627-9888 to set up a time to stop by our office to sign the 2017-2018 fiscal year continuation agreement and provide the department with updated forms and exemptions (*i.e. proof of insurance, exemption from workman's compensation coverage, etc.*).

Sincerely,

William B. Hunter, Jr.
Director of Facilities

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

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

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

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

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



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Roger P. Milton
Superintendent
miltonr@gcpsmail.com

"Putting Children First"

June 12, 2017

Mike Bryant Lawn Care
Attn: Mike Bryant
149 Ranch Road
Quincy, FL 32351

Re: Addendum to Bid #1617:16 Grounds Maintenance

Dear Mr. Bryant:

This letter serves as an addendum to Bid #1617:16 Grounds Maintenance.

I agree to except the services at West Gadsden Middle School (formerly known as West Gadsden High School, 200 Providence Road, Quincy, FL) at the same price and schedule as the original vendor/agreement starting July 1, 2017 through June 30, 2018

- West Gadsden Middle School (formerly known as West Gadsden High School): *bi-weekly service agreement at \$835.00 per service*



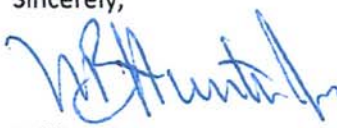
Signature

6-12-17

Date

Thank you for your services and as always, we look forward to working with in this fiscal year.

Sincerely,



William B. Hunter, Jr.
Director of Facilities

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

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

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

Charlie D. Frost
DISTRICT NO. 4
GRETN, FL 32332
QUINCY, FL 32351

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



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Roger P. Milton
Superintendent
miltonr@gcpsmail.com

"Putting Children First"

May 24, 2017

Val's Lawn Care
Attn: Valentin Pelayo
9065 Hiddencreek Lane
Tallahassee, FL 32311

Dear Mr. Pelayo:

In preparation for the upcoming fiscal year, we are contacting you in reference to extending the agreement (*Bid #1617:16 Grounds Maintenance*) for the 2017-2018 Fiscal Year at the following locations:

- East Gadsden High School (*bi-weekly service agreement of \$900.00 per service*)
- Havana Elementary (*bi-weekly service agreement of \$575.00 per service*)
- Havana Magnet (*bi-weekly service agreement of \$725.00 per service*)

_____ I agree to extend our services at the same price and schedule as the original agreement starting July 1, 2017 through June 30, 2018

_____ I do not wish to extend this agreement past June 30, 2017

Please indicate your response and return to my office no later than June 7, 2017.

Valentin Pelayo
Signature

6/6/17
Date

If you choose to extend our service agreement, please contact Angie Roberts at 850-627-9888 to set up a time to stop by our office to sign the 2017-2018 fiscal year continuation agreement and provide the department with updated forms and exemptions (*i.e. proof of insurance, exemption from workman's compensation coverage, etc.*).

Sincerely,

William B. Hunter, Jr.
Director of Facilities

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

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

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

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

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

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 9k

Date of School Board Meeting: June 27, 2017

TITLE OF AGENDA ITEM: Approval to continue agreement with North Florida Vault and Septic for Pump Out Services of Grease Traps and Sewer Plants

DIVISION: Department of Facilities
(Example: Secondary Education, Property Records, etc.)

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

PURPOSE AND SUMMARY OF ITEM: Board approval to accept lowest quote received for the Septic Services. Four companies were requested to submit quotes regarding the services and North Florida Vault Septic Tank & Mfg., Inc. submitted the lowest and best quote.

FUND SOURCE: 110

AMOUNT: \$8,520.00

PREPARED BY: Bill Hunter

POSITION: Director of Facilities

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered

CHAIRMAN'S SIGNATURE: page(s) numbered

Be sure that the COMPTROLLER has signed the budget page.

North Florida Vault Septic Tank & Mfg., Inc
420 Shiloh Rd.
Quincy, FL 32351
Office Number: (850) 627-2779 or (850) 627-3737
Fax Number: (850) 627-2644

To: Mr. William B. Hunter, Jr.- Director of Facilities (Maintenance Department)

From: North Florida Vault Septic Tank & Mfg., Inc

Date: June 2, 2017

Re: Price Quote for Grease Trap

Prices are as followed:

Sewer Plant 2500 gallon tank at 500.00

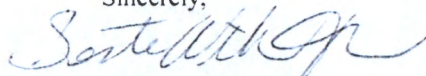
Pump out 16-1250 gallon tank at 235.00 per tank

Total amount: 8,520.00 (estimate FY 2017-2018)

* Emergency Service Pump out (after hours) 500.00 per load

* Response time: 1.5 hours

Sincerely,



Seste Wilson Jr. President

Brian's Septic Service
P.O. Box 14078
Tallahassee, FL 32317 US
(850) 309-0000
brianseptic@yahoo.com
www.brianseptic.com

Estimate



ADDRESS

The School Board of Gadsden County
805 South Stewart St.
Quincy, FL 32351

ESTIMATE # **DATE**
1406 05/22/2017

ACTIVITY	QTY	RATE	AMOUNT
Grease Trap Pump Out Chattahoochee Elementary/ Response Time 2 Hours	2	375.00	750.00
Grease Trap Pump Out Carter Parramore/ Response Time 2 Hours	2	350.00	700.00
Grease Trap Pump Out East Gadsden High School/ Response Time 2 Hours	8	350.00	2,800.00
Grease Trap Pump Out Greensboro Elementary/ Response Time 2 Hours	4	350.00	1,400.00
Sewer Plant Pump Out Greensboro Elementary (2500 Gallons Pump Out) Response Time 2 Hours	1	825.00	825.00
Grease Trap Pump Out Havana Magnet School/ Response Time 2 hours	4	350.00	1,400.00
Grease Trap Pump Out James Shanks Middle School/ Response Time 2 Hours	2	350.00	700.00
Grease Trap Pump Out Stewart Street Elementary/ Response Time 2 Hours	2	350.00	700.00
Grease Trap Pump Out West Gadsden High School/ Response Time 2 Hours	4	350.00	1,400.00
The cost per 4000 gallon truck load for emergency hauling is as follows:	TOTAL		\$10,675.00

-\$500.00 per load if no dumping fees are charged.

-\$1200.00 per load if we have to dump at The City of Tallahassee Waste Water Facility.

OUR PRICES LISTED ABOVE IS THE TOTAL CHARGE PER SERVICE FOR BEGINNING JULY 1, 2017 THROUGH JUNE 30, 2018.

Thank you for your business!



Angela Roberts <robertsa@gcpsmail.com>

Quote Request

Angela Roberts <robertsa@gcpsmail.com>
To: bigbendseptic1@aol.com

Mon, May 22, 2017 at 9:23 AM

Mr. Gray -

Please see the attached quote request for septic services.

Thank You,
Angie Roberts
Department of Facilities
Gadsden County Public Schools
Tel (850) 627-9888
Fax (850) 875-8795

 **QuoteRequest.BigBendSeptic.pdf**
690K

*Stated he would not be submitting a quote due to the distance and emergency response time.



Angela Roberts <robertsa@gcpsmail.com>

Quote Request

Angela Roberts <robertsa@gcpsmail.com>

Mon, May 22, 2017 at 8:24 AM

To: fsugreg21@aol.com

Mr. Miller -

Please see the attached quote request for septic services.

Thank You,

Angie Roberts

Department of Facilities

Gadsden County Public Schools

Tel (850) 627-9888

Fax (850) 875-8795



QuoteRequest.Septic.MillerSeptic.pdf

691K

*Never received response.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 91



Date of School Board Meeting: June 27, 2017

TITLE OF AGENDA ITEM: Solid Waste Collection Agreement between Gadsden County School District and Waste Pro of Florida, Inc. – District Wide

DIVISION: Department of Facilities
(Example: Secondary Education, Property Records, etc.)

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

PURPOSE AND SUMMARY OF ITEM: For School Board approval to continue the Solid Waste Collection Agreement with Waste Pro of Florida, Inc.

FUND SOURCE: 110

AMOUNT: \$127,853.40

PREPARED BY: Bill Hunter

POSITION: Director of Facilities

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the COMPTROLLER has signed the budget page



THE SCHOOL BOARD OF GADSDEN COUNTY

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

Roger P. Milton
Superintendent
miltonr@gcpsmail.com

"Putting Children First"

May 26, 2017

Waste Pro of Florida, Inc.
Attn: Joel Thornton
264 Commerce Lane
Midway, FL 32343

Dear Mr. Thornton,

In preparation for the upcoming fiscal year, we are contacting you in reference to the agreement with the *School Board of Gadsden County for Solid Waste Collection Agreement*.

We would like to extend this agreement through the 2017-2018 fiscal year providing the service as noted in the attached Appendix A. Please give us your response and return this letter to my office no later than June 7, 2017.

I agree to extend our services as noted in attached Appendix A starting July 1, 2017 through June 30, 2018

I do not wish to extend this agreement for the 2017-2018 fiscal year

Signature

Date

5/30/17

Please review the specifications and terms of your original agreement and if you choose to extend our service agreement, please provide the School Board Department of Facilities with updated forms and exemptions (i.e. proof of insurance, exemption from workman's compensation coverage, etc.)

Sincerely,

William Hunter
Director of Facilities

WBH/abr

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

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

Isaac Simmons, Jr.
DISTRICT NO. 3
CHATTahooCHEE, FL 32324
GREENSBORO, FL 32337

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

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

Appendix A - Waste Pro

The previous analysis of Garbage and Recycling for Gadsden County Schools June 6, 2013. The initial breakdown was based on a personal site visit by Joel Thornton of Waste Pro and Terry Harris of Gadsden County School Maintenance on 6/6/13. **These new prices are a reflection of the current Gadsden County franchise rates as of June 1, 2017.**

New Price 7/7/16

Difference

NEW PRICING BASED UPON THE CURRENT GADSDEN COUNTY FRANCHISE RATES. These rates are at the end of this spreadsheet.

1	East Gadsden High		
Free Compactor account #52473	The pull is \$250 per and on call. The disposal is \$72 per ton at the Quincy transfer station.		
52473	Lease for new self contained compactor. This lease of \$295 is half what a normal similar lease would be. We have to charge this as this is a new compactor.	\$295.00	\$295.00
6752 #	Recycle OCC dumpster is in good condion.	\$82.10	
2	Havana Middle School		
6764 #	There is (1) 6- yard and (1) 8 yard. Both are serviced 3 times a week. The 6 yard is \$450.48 monthly. The 8 yard is \$567.27 monthly.	\$1,017.75	
7813 #	Recycle OCC dumpster is in good condion.	\$82.10	
3	Carter Parramore		
Free VIP account # 6749	The VIP is working. Since this municipal solid waste (msw) is "compacted" the disposal fees are doubled. Waste Pro pays disposal based upon weight. Our frachise rates are based upon loose garbage, not compacted garbage. A VIP has 3 to 1 compaction. A 6 yard VIP has the equivalent of 18 loose cubic yards of debris.		
	Current service is a 6 yard VIP serviced twice a week. We figure twice the compaction. A 6 yard twice a week is \$300.32. Twice this is \$600.64. We are not charging you a lease for the VIP as we usually do.	\$600.64	
6748 #	Recycle OCC dumpster is in good condion.	\$82.10	
4	St. John		
	The VIP works.		
Free VIP account #6783	Currently the service is an 8 yard VIP serviced twice a week. We are not charging you a lease for this compactor as we usually do. A VIP does around triple the capacity. We only charge for twice the capacity. An 8 yard twice is \$378.18. Twice this is \$756.36.	\$756.36	
6781 #	Recycle OCC dumpster is in good condion.	\$82.10	

5	Stewart Street		
6785 #	This site requires an 8 yard VIP serviced 3X.	\$1,134.54	
6785	The 8 yard VIP lease is	\$195.00	
6784 #	Recycle OCC dumpster is in good condion.	\$82.10	
6	Warehouse		
6779 #	This is a 6 yard serviced 2X.	\$300.32	
7	James Shanks		
Free VIP account # 6766	The VIP is working. We are not charging you a lease for this VIP as we usually do. Capacity is 3X. An 8 yard VIP 1X is 378.18. 2X is \$756.36. 3X is \$1,134.54		
	Current service is a 8 yard VIP serviced 3X a week.	\$1,134.54	
6766	Recycle OCC dumpster is in good condion.	\$82.10	
8	West Gadsden		
	Currently service level is 1 8-yard serviced three times a week. .	\$567.27	
7808 #	Recycle OCC dumpster is in good condion.	\$82.10	
9	Gretna Elementary		
6760 #	Current service level is one 8-yard serviced twice a week.	\$378.18	
6760	Recycle OCC dumpster is in good condion.	\$82.10	
10	Greensboro Elementary		
6759 #	Current service level is one 8-yard serviced twice a week.	\$378.18	
6759 #	Recycle OCC dumpster is in good condion.	\$82.10	
11	George Munroe		
Free New VIP account # 6758	The new VIP is in place. We are currently charging you no lease on this new machine as we usually do. Three times is \$1,080.33		
	Currently the service is an 8 yard VIP serviced three times a week.	\$1,134.54	
6757 #	Recycle OCC dumpster is in good condion.	\$82.10	
12	Gadsden Technical		
6755 #	Current service level is one 6-yard serviced twice a week.	\$300.32	
6755 #	Recycle OCC dumpster is in good condion.	\$82.10	
13	Administration		
6884#	Current service level is two 6-yards serviced twice a week. .	\$600.64	
6884 #	We need to replace the OCC dumpster. Service level is 1X.	\$82.10	\$10.00
14	Gadsden Ed Magnet		
	Need lids. Remove the bar.		
6754	Current service level is one 8-yard serviced twice a week.	\$378.18	

6754	Fix the recycle lid. Recycling OCC service level is 1X.	\$82.10	\$10.00
15	Bus Garage		
6746 #	Current service level is one 6 yard serviced once a week.	\$150.16	
16	Maintenance		
6769 #	Current service level is one 6 yard serviced once a week. Removed 7/7/16 by A. Roberts	\$0.00	
11037	A PERM ROLL OFF FOR METAL, \$186 delivery; \$190 plus FS for pull; \$75 month rent; no disposal as the haul goes to ACE in Midway; rebate goes Gadsden Schools. Address is 805 S. Stewart Street.	\$75.00	
no account number. Not being charged.	Recycle OCC dumpster is in good condion. <u>This dumpster is removed.</u>	\$0.00	
17	Havana Elementary		
6763 #	closed		
6762 #	closed		
18	Midway Head Start		
6772	Current service level is one 2 yard serviced once a week.	\$68.18	
19	Quincy Area 3		
8574 #	Current service is a 2 yard twice a week.	\$122.35	
5 free compactors would be a normal lease value of \$350 each or \$1,750.	Totals	\$10,654.45	\$315.00
	Increase in pricing		\$315.00
	Gadsden County Franchise rates		
	Dumpster size	2X	3X
	2 yard	\$122.35	\$183.53
	4 yard	\$222.46	\$333.69
	6 yard	\$300.32	\$450.48
	8 yard	\$378.18	\$567.27
	VIPs are triple capacity but double the price.		
	6 yard	\$600.64	\$900.96
	8 yard	\$756.36	\$1,134.54
	Extra Pickup charges are:		

	2 yard	68.18
	4 yard	111.23
	6 yard	150.16
	8 yard	189.09
VIP extra pickup charges are:		
	6yard	300
	8 yard	378
The Recycler is: (for metal rebate checks)		
Ace Salvage		
31556 Blue Star Hwy		
Midway, FL 32343		
contacts are Sandy and Warren 574-1364		

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 9m



Date of School Board Meeting: June 27, 2017

TITLE OF AGENDA ITEM: Preventative Maintenance Services with Brooks Building Solutions, Inc.

DIVISION: Department of Facilities
(Example: Secondary Education, Property Records, etc.)

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

PURPOSE AND SUMMARY OF ITEM: Board approval for agreement between Gadsden County School Board and Brooks Building Solutions, Inc. for West Gadsden Middle School and Gadsden County High School.

FUND SOURCE: 110

AMOUNT: \$58,660.00

PREPARED BY: Bill Hunter

POSITION: Director of Facilities

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 4

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the COMPTROLLER has signed the budget page.

PREVENTATIVE MAINTENANCE AGREEMENT June 2017

**For
HVAC Equipment
At
Gadsden County High School
West Gadsden Middle School**

Proposed For:

*Mr Bill Hunter
Gadsden County Schools
FACILITIES
805 S. Stewart Street
Quincy Fl. 32351*

Submitted by: Brooks Building Solutions, Inc.

Tom Zimmerly

**AGREEMENT BETWEEN
Gadsden County School Board
AND
BROOKS BUILDING SOLUTIONS, INC., INC. (BBS)
FOR
PREVENTATIVE MAINTENANCE SERVICES
JUNE 2017**

EQUIPMENT

Only the equipment listed on the attached "Equipment Schedule" is included in the "Scope of Services" described in this Agreement.

SCOPE OF SERVICE – PREVENTATIVE MAINTENANCE AGREEMENT

Brooks Building Solutions, Inc. will provide preventative maintenance services on HVAC equipment at Gadsden County High School and West Gadsden Middle school. Services will include (3) operational and (1) annual inspection on the equipment listed in the "Equipment Schedule" of this agreement. The specific tasks to be performed is listed on the attached "Scope of Services Schedule" in this Agreement.

TERM OF AGREEMENT

The initial term of this Agreement shall be (1) year beginning July 01, 2017 and ending June 30, 2018, unless earlier terminated as provided herein. Gadsden County School Board has the option to extend the agreement for three (3) additional one (1) year terms, at the conditions and specifications contained herein. A price increase will be made annually as determined by the U.S. Department of Labor Chapter 17 Clerical and Urban Workers CPI, or 3%, whichever is higher.

PRICE AND PAYMENT

Brooks Building Solutions, Inc., will provide the service detailed in this Agreement for: Gadsden County High School and West Gadsden Middle School.

Total Price: Fifty-Eight Thousand Six Hundred Sixty Dollars \$58,660.00

Customer shall pay Brooks Building Solutions, Inc. Semi-annually in Advance
Twenty-Nine Thousand Three Hundred Thirty Dollars \$29,330.00

PERSONNEL

Brooks Building Solutions, Inc. will perform all services using factory-trained technicians who specialize in HVAC, refrigeration and electronic system maintenance and repair service.

REPAIR SERVICE

Repair service is NOT included. Brooks Building Solutions, Inc. will perform all services during its regular working hours unless otherwise specified. Any services requested or agreed to by the Customer that are outside the Scope of Work will be performed by Brooks Building Solutions, Inc. at an additional cost. Services or parts requested by Customer in addition to those specified in this Agreement will be provided upon receipt of Customer's written authorization and invoiced at Brooks Building Solutions, Inc. prevailing labor rate for Contract Customers for the service area, plus truck charge and consumables.

REPORTS

We will provide a detailed report of the services performed on each inspection and or repair. This report will include equipment log readings taken during inspection, condition of equipment, repairs and/or services performed.

EMERGENCY SERVICE

Emergency call out service is not included but will be available on a 24-hour basis.

ADDITIONAL SERVICES

In addition, this contract may include related services that supplement and complement the mechanical, electrical, and EMCS control system required by this contract. These may include additional repair, retrofit, preventative maintenance, diagnostic services, electrical services, remote monitoring and control services, analytical services, "turnkey" mechanical, electrical, and controls installations, and/or professional services including design and engineering as required for equipment replacement or to resolve operational and maintenance issues. Any such additional services must be authorized by Gadsden County School Board Facilities in writing. All additional services will be invoiced by Brooks Building Solutions, Inc., and payable by Gadsden County School Board.

THIS AGREEMENT DOES NOT INCLUDE

The following services are not part of this agreement.

- Filters or labor to replace filters

PROPOSAL EXPIRATION DATE:

This Proposal is valid for Thirty (30) days from date of issue.



4501 Beverly Avenue | Jacksonville, FL 32210
www.BrooksSolutions.net
904.642.5303

TERMS AND CONDITIONS

This agreement is subject to the Terms and Conditions included in this agreement.

Brooks Building Solutions, Inc.

Gadsden County Schools

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

West Gadsden Middle Equipment List:

Item	Equip. Type	MFG.	Order Number	Model No.	Qty	Serial No.	Tag	Area Served
1	CHILLER	McQuay	E799282130	AGS170CH27	1	STNUO60700220	7-2	CAMPUS
2	CHILLER	McQuay	F7992F2120	AGS170CH27	1	STNUO60700221	7-1	CAMPUS
3	VFD	ABB		ACH550-VD-08A8-4+K465	1	2063000882	AHU	
4	VFD	ABB		ACH550-VD-012A-4+K465	1	2063000883	AHU	
5	VFD	ABB		ACG550-VD-012A-4+K465	1	2063000886	AHU	
6	VFD	ABB		ACH550-VD--023A-4+K465	1	2063000887	PUMP	
7	VFD	ABB		ACH550-VD-023A-4+K465	1	2063000888	PUMP	
8	VFD	ABB		ACH550-VD-023A-4+K465	1	2063000889	AHU	
9	VFD	ABB		ACH550-VD-023A-4+K465	1	2063000890	AHU	
10	VFD	ABB		ACH550-VD-031A-4+K465	1	2063000891	AHU	
11	VFD	ABB		ACH550-VD-031A-4+K465	1	2063000893	AHU	
12	VFD	ABB		ACH550-VD-031A-4+K465	1	2063000894	AHU	
13	VFD	ABB		ACH550-VD-031A-4+K465	1	2063000919	AHU	
14	FANCOILS	ETI		VARIOUS	87	VARIOUS	BY ROOM	
15	Walk-in Cooler			REFRIGATEK	1		KITCHEN	
16	Walk-in Freezer			REFRIGATEK	1		KITCHEN	
17	AHU	MCQUAY		VARIOUS	11	VARIOUS	BY BLDG	
18	PUMPS			PRIMARY	2	"		CAMPUS
19	PUMPS			SECONDARY	2	"		CAMPUS

Gadsden High School Equipment List:

1	CHILLER	McQuay		ALS218C	3			
2	AHU	ETI		VARIOUS	80			
3	AHU	McQuay		VARIOUS	14			
4	VFD	Danfoss		VARIOUS	9			
5	VAV	ETI		VARIOUS	53			
6	BOILER			GAS-FIRED	2			
7	CWP			PRIMARY	3			
8	CWP			SECONDARY	2			
9	HWP			PRIMARY	2			
10	HWP			SECONDARY	2			

SCOPE OF SERVICES

Air Cooled Chillers

Daikin Factory Service will perform the following procedures:

Annual Inspection

1. Inspect for refrigerant and oil leaks.
2. Inspect vibration eliminators and water piping for leaks.
3. Check freeze protection, evaporator and piping heaters, glycol content.
4. Check and blow down water piping strainers.
5. Check refrigerant charge and adjust if necessary.
6. Check compressor oil presence in sightglass, if applicable.
7. Inspect and tighten electrical connections.
8. Check relays and operating/safety controls.
9. Check crankcase heater operation.
- ~~10. Meg hermetic motor.~~
11. Check operation of electronic expansion valve.
12. Perform MicroTech check, log, and last fault analysis, analyzes performance.
13. Clean condenser coils and remove debris from around condenser.
14. Check condenser fan operation.
15. Log operating conditions.

Operating Inspection

1. Inspect for refrigerant and oil leaks.
2. Inspect vibration eliminators and inspect water piping for leaks.
3. Check and blow down water piping strainers.
4. Check refrigerant in sight glass.
5. Check compressor oil presence in sight glass, if applicable.
6. Inspect and tighten electrical connections.
7. Check relays and operating/safety controls.
8. Check crankcase heater operation.
9. Perform MicroTech check, log, and last fault analysis, analyzes performance.
10. Check condenser coils, clean debris from around condenser.
11. Take and record waterside pressure drops across vessel.
12. Log operating conditions.

Main Air Handlers

Annual Inspection

- Verify frequency drive operation and log any faults
- Check all electrical connections and tighten if necessary
- Check condensate pans, treat condensate pans and clean if necessary
- Check belt condition, tension, adjust and or replace if necessary
- Check bearings for excessive wear and lubricate as needed
- Clean evaporator coil
- ~~Change filters as needed~~

Quarterly Operational Inspection

- Verify frequency drive operation and log any faults
- Check all electrical connections and tighten if necessary
- Check condensate pans, treat pans and clean if necessary
- Check belt condition, tension and adjust if necessary
- Check bearings for excessive wear and lubricate as needed
- Check filters and check the condition of evaporator coil

Air Cooled FCU System Maintenance**Annual Inspection**

- Test for refrigerant leaks including relief valve piping outlets
- Check operation and condition of condenser
- Verify operation of relays and safety controls
- Verify that all fan motors are operational, lubricate
- Clean condenser coils
- Take and record refrigerant pressures
- Perform Thermostat operational check and analyze performance
- Check operational condition of unit disconnects
- Inspect vibration eliminators (if applicable)

Quarterly Operational Inspection

- Review owner's log for trends
- Inspect system for any visual signs leaks
- Inspect starter contacts for burns and discoloration
- Log refrigerant pressures
- Run system and log readings, analyze performance (heat and cool)
- Record unusual noises and vibrations
- Review fault logs and diagnose
- Verify operation of the safeties

Preventative Maintenance Agreement Terms and Conditions

This agreement is between Brooks Building Solutions, Inc. (BBS) and the Customer. This agreement applies only to equipment installed prior to effective date of this agreement and as described on attachment(s).

1. PAYMENT AND TAXES - Payment shall be due immediately upon receipt of invoice. Brooks Building Solutions, Inc. reserves the right to require cash payment or other alternative method of payment prior to completion of work if Brooks Building Solutions, Inc. determines, in its sole discretion, that the Customer or Customer's assignee's financial condition at any time does not justify continuance of the net 30 day payment term. Brooks Building Solutions, Inc. reserves the right to discontinue its service anytime payments have not been paid as agreed. In addition to the Agreement price, the Customer shall pay Brooks Building Solutions, Inc. any applicable taxes or government charges which may be required in connection with the service or material furnished under this Agreement.

2. WORKING HOURS - All services performed under this Agreement including major repairs, are to be provided during Brooks Building Solutions, Inc. normal working hours unless otherwise agreed. The Normal working hours are 8 a.m. to 5 p.m. Monday through Friday will apply to all services, unless otherwise stated, including major repairs performed under this agreement. Work performed beyond normal working hours for the convenience of the Customer shall be billed at the difference between overtime and straight time rates. BBS will respond to all calls within a four (4) hour time period or sooner.

3. ADDITIONAL SERVICE - Services or parts requested by Customer in addition to those specified in this Agreement will be provided upon receipt of Customer's written authorization and invoiced at Brooks Building Solutions, Inc. prevailing labor rate for Contract Customers for the service area, plus mileage and consumables. Additional services or parts shall not be supplied under the terms of this Agreement. In the event Brooks Building Solutions, Inc. is required to make any repairs and/or replacement and/or emergency calls occasioned by improper operation or misuse of equipment covered by this agreement or any cause beyond Brooks Building Solutions, Inc. control, the customer shall reimburse BBS for expenses incurred in making repairs and/or replacements, and/or emergency calls in accordance with the established rate for performing said service such as calls for thermostat setting, air balancing or equipment resetting.

4. REPAIR OR REPLACEMENT - Brooks Building Solutions, Inc. shall not be responsible for repair or replacement of any HVAC or EMCS equipment that is damaged by any disaster or weather catastrophes (i.e., floods, tornados, hurricanes, etc.), vandalism, acts of God, other contractors, maintenance personnel, tenants, or any other party. Brooks Building Solutions, Inc. shall not be required to perform tests, install any items of equipment or make modifications that may be recommended or directed by insurance companies, government, state, municipal or other authority. However, in the event any such recommendations occur, Brooks Building Solutions, Inc. at its option, may submit a proposal for Customer's consideration in addition to this Agreement. Brooks Building Solutions, Inc. shall not be required to repair or replace equipment that has not been properly maintained.

5. HAZARDOUS MATERIALS - Brooks Building Solutions, Inc. is not responsible for the identification, detection, abatement, encapsulating or removal of asbestos, mold, or products or materials containing asbestos, mold, or similar hazardous substances. In the event that Brooks Building Solutions, Inc. encounters any asbestos, mold product or any hazardous material in the course of performing its work, Brooks Building Solutions, Inc. may suspend its work and remove its employees from the project, until such product or material, and any hazards connected with it are abated. Brooks Building Solutions, Inc. shall receive an extension of time to complete its work and compensation for delays encountered as a result of such situation and its correction.

6. SUPPLEMENTAL CONDITIONS SECTION - This agreement presupposes that all major pieces of equipment are in proper working condition at the signing of this agreement. It shall be the responsibility of Brooks Building Solutions, Inc. to inspect and report to the customer any malfunctions and defects within sixty (60) days after acceptance date. If equipment cannot be operated within this 60-day period due to seasonal conditions or factors beyond its control, the period for the initial inspection will be extended 60 days after the equipment can be operated and checked. It shall also be the responsibility of Brooks Building Solutions, Inc. to make recommendations and assist the customer in restoring the equipment to proper operating condition. All of the actual restoration costs shall be paid for by the customer in addition to the payments for this Agreement. After equipment restoration to original operating conditions has been approved by Brooks Building Solutions, Inc. coverage will become effective in accordance with the terms of this Agreement.

7. PROPRIETARY RIGHTS - During the term of this Agreement and in combination with certain services, Brooks Building Solutions, Inc. may elect to install, attach to Customer equipment, or provide portable devices (hardware and/or software) that shall remain the personal proprietary property of Brooks Building Solutions, Inc. No devices installed or attached to real property, or portable device(s), shall become a fixture of the Customer location(s). Customer shall not acquire any interest, title or equity in any hardware, software, processes, and other intellectual or proprietary rights to devices which are used in connection with providing service on Customer equipment.

8. DELAYS - Delays caused by conditions beyond the reasonable control of either party shall not be the liability of either party to this Agreement.

9. CUSTOMER OBLIGATIONS - Customer shall:

Provide a safe work environment; Permit access to Customer's site, and use of building services including but not limited to: water, elevators, receiving dock facilities, electrical service and local telephone service; Keep areas adjacent to equipment free of extraneous material, move any stock, fixtures, walls or partitions that may be necessary to perform the specified service; Promptly notify Brooks Building Solutions, Inc. of any unusual operating conditions; Upon mutual agreement of a timely schedule, allow Brooks Building Solutions, Inc. to stop and start equipment necessary to perform service; Provide the daily routine equipment operation (if not part of this Agreement) including availability of routine equipment log readings; Operate the equipment properly and in accordance with instructions.

10. EQUIPMENT CONDITION & RECOMMENDED SERVICE - Upon the initial scheduled operating and/or initial annual stop inspection should Brooks Building Solutions, Inc. determine the need for repairs or replacement, Brooks Building Solutions, Inc. will provide the Customer in writing an "equipment condition" report, which includes recommendations for corrections and the price for repairs in addition to this Agreement. In the event Brooks Building Solutions, Inc. recommends certain services (that are not included herein or upon initial inspection), and the Customer does not elect to have such services properly performed in a timely fashion, Brooks Building Solutions, Inc. shall not be responsible for any equipment or control failures, operability and any long-term damage that may result. Brooks Building Solutions, Inc. at its option will either continue to maintain equipment and/or controls to the best of its ability, without any responsibility, or remove such equipment from this Agreement, adjusting the price accordingly.

11. CUSTOMER TERMINATION - Customer shall have the right to terminate this Agreement for Brooks Building Solutions, Inc. non-performance provided Brooks Building Solutions, Inc. fails to cure such non-performance within 30 days after having been given prior written notice of the non-performance. Upon early termination or expiration of this Agreement, Brooks Building Solutions, Inc. shall have free access to enter Customer locations to disconnect and remove any Brooks Building Solutions, Inc. personal proprietary property or devices as well as remove all Brooks Building Solutions, Inc. owned parts, tools and personal property. Additionally, Customer agrees to pay Brooks Building Solutions, Inc. for all incurred but unamortized service costs performed by Brooks Building Solutions, Inc. including overheads and profit.

12. CUSTOMER RESPONSIBILITY - It is agreed that the customer will assume responsibility and pay extra for all service and material required for repair or replacement due to electrical power failure, low voltage, power surges, burned out main or branch fuses, or low water pressure or water damage.

13. LIMITATION OF LIABILITY - Under no circumstances shall Brooks Building Solutions, Inc. be held liable for any incidental, special or consequential damages, including loss of revenue, loss of use of equipment or facilities, or economic damages based on strict liability or negligence. Brooks Building Solutions, Inc. not shall be liable for damage to property, other than the equipment provided under this Agreement, and to persons, to the extent that Brooks Building Solutions, Inc. negligent acts or omissions directly contributed to such injury or property damage. Brooks Building Solutions, Inc. maximum liability for any reason (except for personal injuries) shall consist of the refunding of all moneys paid by Customer to Brooks Building Solutions, Inc. under this Agreement, subject to right of removal and return of equipment provided under this Agreement to Brooks Building Solutions, Inc.

Brooks Building Solutions, Inc. and Customer assume the non-occurrence of the following contingencies which, without limitation, might render performance by BBS impractical: strikes, fires, war, late or non-delivery by suppliers of BBS, and all other contingencies beyond the reasonable control of BBS. Under no circumstances shall BBS be liable for any special or consequential damages whether based upon lost goodwill, lost resale profits, work stoppage, and impairment of other goods or otherwise and whether arising out of breach of warranty, breach of contract, negligence or otherwise, except only in the case of personal injury where applicable law requires such liability. But in no event shall BBS liability exceed the purchase price paid under this contract.

14. WASTE DISPOSAL - Contractor is wholly responsible for the removal and proper disposal of waste oil, refrigerant and any other material generated during the term of this Agreement.

15. CLAIMS - Any suits arising from the performance or non-performance of this Agreement, whether based upon contract, negligence, and strict liability or otherwise, shall be brought within one (1) year from the date the claim arose.

16. SUPERSEDURE, ASSIGNMENT and MODIFICATION - This Agreement contains the complete and exclusive statement of the agreement between the parties and supersedes all previous or contemporaneous, oral or written, statements. Customer may assign this Agreement only with Brooks Building Solutions, Inc. prior written consent. No modification to this Agreement shall be binding unless in writing and signed by both parties.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 9n



Date of School Board Meeting: June 27, 2017

TITLE OF AGENDA ITEM: Five Year Survey – Recommendation Report

DIVISION: Department of Facilities

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

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

PURPOSE AND SUMMARY OF ITEM: School Board approval of the Five Year Survey – Recommendation Report (District Wide).

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Bill Hunter

POSITION: Director of Facilities

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the COMPTROLLER has signed the budget page.

FIVE YEAR SURVEY

Recommendation Report

District Name: GADSDEN COUNTY SCHOOL DISTRICT
Survey: Number 4 - Version 2
Facility Name: CARTER-PARRAMORE ALTERNATIVE SCHOOL
Address: 631 S STEWART STREET, QUINCY

	Existing	Recommended
Capital Outlay Classification	1 - SCHOOL RECOMMENDED FOR CONTINUED USE	1 - SCHOOL RECOMMENDED FOR CONTINUED USE
Facility Use	ALTERNATIVE EDUCATION	ALTERNATIVE EDUCATION
Low Grade	KINDERGARTEN	KINDERGARTEN
High Grade	GRADE 12	GRADE 12
Comments		

	Existing	Student Stations Added/Reduced(+ or -)	Recommended
Perm. Stations	958	0	958
Reloc. Stations	0	0	0
Mod. Stations	0	0	0
Total Stations	958	0	958
Utilization Factor	100%		100%
School Capacity	958		958
COFTE Student Membership	262		265
Survey Annotation	Renovate buildings on an as needed basis.		

New Site Cost	Site Expansion	Site Development	Site Improvement	Remodeling Cost	Renovation Cost	New Construction Cost
\$0	\$0	\$0	\$0	\$0	\$7,685,025	\$0
			Estimated Total Project Cost		\$7,685,025	

**CARTER-PARRAMORE
ALTERNATIVE SCHOOL**

	Parcel	Building	Description	Total NSF	Change In Station Count	Calculated Cost	Cost Per NSF	Cost Per Station
Renovation 2018	15	1	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 001 (136 NSF), Room 002 (181 NSF), Room 002A (32 NSF), Room 002B (8 NSF), Room 003 (407 NSF), Room 003A (176 NSF), Room 004 (229 NSF), Room 004A (170 NSF), Room 005 (268 NSF), Room 005A (105 NSF), Room 006 (167 NSF), Room 007 (183 NSF), Room 007A (109 NSF), Room 007B (187 NSF), Room 007C (26 NSF), Room 008 (952 NSF), Room 009 (404 NSF), Room 009A (186 NSF), Room 010 (975 NSF), Room 013 (1120 NSF), Room 014 (943 NSF), Room 015 (1064 NSF), Room 015A (218 NSF), Room 017 (3000 NSF), Room 017A (156 NSF), Room 017B (515 NSF), Room 017D (320 NSF), Room 017E (190 NSF), Room 017F (110 NSF), Room 017G (401 NSF), Room 017H (1473 NSF), Room 019 (240 NSF), Room 020 (770 NSF), Room 021 (767 NSF), Room 022 (770 NSF), Room 023 (767 NSF), Room 024 (767 NSF), Room 025 (767 NSF), Room 026 (260 NSF), Room 027 (770 NSF), Room 028 (770 NSF), Room 029 (685 NSF), Room 030 (685 NSF), Room 031 (770 NSF), Room 032 (767 NSF), Room 035 (273 NSF), Room 036 (770 NSF), Room 037 (770 NSF), Room 038 (697 NSF), Room 039 (685 NSF), Room 040 (780 NSF), Room 041 (780 NSF), Room 042 (240 NSF), Room 043 (770 NSF), Room 044 (621 NSF), Room 044A (149 NSF), Room 045 (651 NSF), Room 045A (119 NSF), Room 046 (615 NSF), Room 046A (146 NSF), Room 047 (770 NSF), Room 048 (770 NSF), Room 050 (5132 NSF)	38,704	0	\$3,676,880	\$95	\$0
Renovation 2018	15	2	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 001 (374 NSF), Room 001A (568 NSF), Room 002 (282 NSF), Room 003 (253 NSF), Room 003A (21 NSF), Room 004 (118 NSF), Room 005 (100 NSF), Room 006 (387 NSF), Room 006A (181 NSF), Room 006B (40 NSF), Room 006C (12 NSF), Room 007 (174 NSF), Room 007A (38 NSF), Room 008 (175 NSF), Room 008A (33 NSF), Room 009 (770 NSF), Room 010 (770 NSF), Room 011 (770 NSF), Room 012 (770 NSF), Room 013 (770 NSF), Room 014 (770 NSF), Room 015 (770 NSF)	8,146	0	\$773,870	\$95	\$0

CARTER-PARRAMORE ALTERNATIVE SCHOOL	Parcel	Building	Description	Total NSF	Change In Station Count	Calculated Cost	Cost Per NSF	Cost Per Station
Renovation 2018	15	3	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 001 (4434 NSF), Room 002 (850 NSF), Room 003 (485 NSF), Room 005 (1117 NSF), Room 005A (87 NSF), Room 005AA (477 NSF), Room 005B (69 NSF), Room 005C (105 NSF), Room 006 (142 NSF), Room 007 (38 NSF), Room 007A (41 NSF), Room 008 (441 NSF), Room 008A (223 NSF), Room 009 (115 NSF), Room 010 (115 NSF)	8,739	0	\$830,205	\$95	\$0
Renovation 2018	15	4	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 001 (931 NSF), Room 002 (491 NSF), Room 002A (32 NSF), Room 002B (32 NSF), Room 002C (32 NSF), Room 002D (32 NSF), Room 003 (241 NSF), Room 004 (7724 NSF), Room 004A (53 NSF), Room 004B (74 NSF), Room 004C (38 NSF), Room 004D (50 NSF), Room 007 (1637 NSF), Room 007A (76 NSF), Room 007B (136 NSF), Room 007C (76 NSF), Room 007D (27 NSF), Room 007F (200 NSF), Room 007G (88 NSF), Room 008 (1615 NSF), Room 008A (79 NSF), Room 008B (79 NSF), Room 008C (48 NSF), Room 008D (44 NSF), Room 008E (105 NSF), Room 019 (94 NSF)	14,034	0	\$1,333,230	\$95	\$0
Renovation 2018	15	5	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 500 (257 NSF), Room 500A (38 NSF), Room 500B (60 NSF), Room 500C (80 NSF), Room 500D (60 NSF), Room 500E (86 NSF), Room 501 (655 NSF), Room 501A (165 NSF), Room 501B (90 NSF), Room 501C (434 NSF), Room 508 (1380 NSF), Room 508A (84 NSF), Room 508B (106 NSF), Room 508C (102 NSF), Room 508D (90 NSF), Room 508F (200 NSF), Room 508G (231 NSF), Room 508H (257 NSF), Room 508J (330 NSF), Room 510 (876 NSF)	5,581	0	\$530,195	\$95	\$0
Renovation 2018	15	6	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 001 (100 NSF), Room 002 (70 NSF), Room 003 (70 NSF)	240	0	\$22,800	\$95	\$0

**CARTER-PARRAMORE
ALTERNATIVE SCHOOL**

	Parcel	Building	Description	Total NSF	Change In Station Count	Calculated Cost	Cost Per NSF	Cost Per Station
Renovation 2018	15	7	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 001 (554 NSF), Room 001A (72 NSF), Room 002 (453 NSF), Room 002B (63 NSF), Room 003 (121 NSF), Room 006 (259 NSF), Room 006A (30 NSF), Room 007 (259 NSF), Room 008 (1148 NSF), Room 008B (72 NSF), Room 009 (633 NSF), Room 009A (21 NSF), Room 009B (236 NSF), Room 010 (347 NSF), Room 010A (30 NSF), Room 010B (30 NSF), Room 010C (30 NSF), Room 010D (72 NSF), Room 011 (703 NSF), Room 011C (68 NSF), Room 011D (75 NSF), Room 011E (75 NSF), Room 011F (100 NSF)	5,451	0	\$517,845	\$95	\$0

District Name: GADSDEN COUNTY SCHOOL DISTRICT
Survey: Number 4 - Version 2
Facility Name: CHATTAHOOCHEE ELEMENTARY
Address: MAPLE STREET, CHATTAHOOCHEE

	Existing	Recommended
Capital Outlay Classification	1 - SCHOOL RECOMMENDED FOR CONTINUED USE	1 - SCHOOL RECOMMENDED FOR CONTINUED USE
Facility Use	ELEMENTARY	ELEMENTARY
Low Grade	PRE-K E S E	PRE-K E S E
High Grade	GRADE 6	GRADE 6
Comments		

	Existing	Student Stations Added/Reduced(+ or -)	Recommended
Perm. Stations	409	0	409
Reloc. Stations	0	0	0
Mod. Stations	0	0	0
Total Stations	409	0	409
Utilization Factor	100%		100%
School Capacity	409		409
COFTE Student Membership	172		125
Survey Annotation	Renovate buildings on an as needed basis.		

New Site Cost	Site Expansion	Site Development	Site Improvement	Remodeling Cost	Renovation Cost	New Construction Cost
\$0	\$0	\$0	\$0	\$0	\$4,038,780	\$0
			Estimated Total Project Cost		\$4,038,780	

**CHATTAHOOCHEE
ELEMENTARY**

	Parcel	Building	Description	Total NSF	Change In Station Count	Calculated Cost	Cost Per NSF	Cost Per Station
Renovation 2018	9	1	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 001 (486 NSF), Room 001A (290 NSF), Room 001B (175 NSF), Room 001C (150 NSF), Room 001D (40 NSF), Room 001E (110 NSF), Room 001F (75 NSF), Room 001G (110 NSF), Room 001H (40 NSF), Room 001J (385 NSF), Room 001K (22 NSF), Room 001L (23 NSF), Room 001M (45 NSF), Room 001N (247 NSF), Room 002 (1550 NSF), Room 002A (135 NSF), Room 002B (50 NSF), Room 002C (55 NSF), Room 002D (67 NSF), Room 002E (50 NSF), Room 002F (55 NSF), Room 003 (750 NSF), Room 004 (825 NSF), Room 004A (64 NSF), Room 004B (55 NSF), Room 005 (825 NSF), Room 006 (825 NSF), Room 006A (64 NSF), Room 006B (55 NSF), Room 007 (825 NSF), Room 008 (825 NSF), Room 009 (840 NSF), Room 011 (1561 NSF), Room 011A (196 NSF), Room 011B (95 NSF), Room 011C (152 NSF), Room 012 (900 NSF), Room 013 (900 NSF), Room 014 (845 NSF), Room 015 (775 NSF), Room 016 (785 NSF), Room 017 (800 NSF), Room 018 (350 NSF), Room 018A (65 NSF), Room 018B (20 NSF), Room 019 (375 NSF), Room 019A (193 NSF), Room 020 (1625 NSF), Room 020A (132 NSF), Room 020B (92 NSF), Room 021 (900 NSF), Room 022 (1000 NSF), Room 023 (550 NSF), Room 024 (900 NSF), Room 025 (915 NSF), Room 026 (875 NSF), Room 027 (563 NSF), Room 028 (850 NSF), Room 028A (65 NSF), Room 028B (55 NSF), Room 029 (840 NSF), Room 030 (800 NSF), Room 030A (84 NSF), Room 031 (725 NSF), Room 031B (55 NSF), Room 031C (55 NSF), Room 032 (1345 NSF), Room 032A (79 NSF), Room 032B (134 NSF), Room 033 (175 NSF), Room 034 (3836 NSF), Room 034A (281 NSF), Room 034B (175 NSF), Room 034C (90 NSF), Room 034D (210 NSF), Room 034E (150 NSF), Room 036 (5732 NSF), Room 039 (363 NSF), Room 039A (39 NSF), Room 039B (50 NSF), Room 039C (50 NSF), Room 040 (750 NSF), Room 040A (174 NSF), Room 041 (121 NSF), Room 042 (2700 NSF), Room 042A (477 NSF), Room 043 (1197 NSF), Room 043A (180 NSF), Room 043B (93 NSF), Room 043C (100 NSF), Room 043D (220 NSF), Room 043E (51 NSF), Room 043F (51 NSF), Room 043G (170 NSF), Room 045 (260 NSF), Room 045A (50 NSF), Room 047 (75 NSF), Room 048 (76 NSF)	48,660	0	\$4,038,780	\$83	\$0

District Name: GADSDEN COUNTY SCHOOL DISTRICT
Survey: Number 4 - Version 2
Facility Name: EAST GADSDEN HIGH SCHOOL
Address: 27001 BLUE STAR MEMORIAL HIGHWAY, HAVANA

	Existing	Recommended
Capital Outlay Classification	1 - SCHOOL RECOMMENDED FOR CONTINUED USE	1 - SCHOOL RECOMMENDED FOR CONTINUED USE
Facility Use	SENIOR HIGH	SENIOR HIGH
Low Grade	GRADE 9	GRADE 9
High Grade	GRADE 12	GRADE 12
Comments		

	Existing	Student Stations Added/Reduced(+ or -)	Recommended
Perm. Stations	1,555	0	1555
Reloc. Stations	0	0	0
Mod. Stations	0	0	0
Total Stations	1,555	0	1555
Utilization Factor	95%		95%
School Capacity	1,477		1477
COFTE Student Membership	808		1,156
Survey Annotation	Renovate buildings on an as needed basis. Accept students in grades 09-12 from West Gadsden High School.		

New Site Cost	Site Expansion	Site Development	Site Improvement	Remodeling Cost	Renovation Cost	New Construction Cost
\$0	\$0	\$0	\$0	\$0	\$17,138,855	\$0
			Estimated Total Project Cost		\$17,138,855	

EAST GADSDEN HIGH SCHOOL

	Parcel	Building	Description	Total NSF	Change In Station Count	Calculated Cost	Cost Per NSF	Cost Per Station
Renovation 2020	21	1	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 0100 (1099 NSF), Room 0101 (495 NSF), Room 0102 (188 NSF), Room 0103 (201 NSF), Room 0103A (40 NSF), Room 0104 (465 NSF), Room 0105 (359 NSF), Room 0106 (115 NSF), Room 0106A (80 NSF), Room 0107 (412 NSF), Room 0108 (68 NSF), Room 0109 (68 NSF), Room 0110 (116 NSF), Room 0111 (41 NSF), Room 0112 (37 NSF), Room 0113 (434 NSF), Room 0117 (168 NSF), Room 0118 (157 NSF), Room 0119 (282 NSF), Room 0121 (166 NSF), Room 0122 (167 NSF), Room 0123 (434 NSF), Room 0124 (179 NSF), Room 0125 (162 NSF), Room 0126 (162 NSF), Room 0127 (223 NSF), Room 0128 (386 NSF), Room 0129 (158 NSF), Room 0129A (10 NSF), Room 0132 (42 NSF), Room 0133 (42 NSF), Room 0134 (1185 NSF), Room 0135 (104 NSF), Room 0138 (235 NSF), Room 0139 (320 NSF), Room 0140 (295 NSF), Room 0143 (104 NSF)	9,199	0	\$873,905	\$95	\$0
Renovation 2020	21	2	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 0200 (6007 NSF), Room 0203 (293 NSF), Room 0205 (192 NSF), Room 0207 (110 NSF), Room 0209 (604 NSF), Room 0210 (482 NSF), Room 0211 (174 NSF), Room 0212 (1030 NSF), Room 0214 (51 NSF), Room 0215 (73 NSF), Room 0216 (334 NSF), Room 0217 (290 NSF), Room 0218 (602 NSF)	10,242	0	\$972,990	\$95	\$0
Renovation 2020	21	3	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 0300 (1707 NSF), Room 0303 (149 NSF), Room 0305 (952 NSF), Room 0306 (952 NSF), Room 0307 (871 NSF), Room 0308 (1018 NSF), Room 0309 (1006 NSF), Room 0310 (859 NSF), Room 0311 (1234 NSF), Room 0312 (852 NSF), Room 0313 (396 NSF), Room 0313A (49 NSF), Room 0314 (832 NSF), Room 0318 (276 NSF), Room 0319 (276 NSF), Room 0320 (520 NSF), Room 0321 (706 NSF), Room 0321A (312 NSF), Room 0322 (842 NSF), Room 0323 (611 NSF), Room 0324 (2001 NSF), Room 0325 (1204 NSF), Room 0326 (1204 NSF), Room 0327 (1218 NSF), Room 0328 (1218 NSF), Room 0329 (153 NSF), Room 0330 (153 NSF), Room 0331 (313 NSF), Room 0332 (996 NSF), Room 0333 (153 NSF), Room 0334 (153 NSF), Room 0335 (1216 NSF), Room 0336 (933 NSF), Room 0337 (593 NSF), Room 0338 (1021 NSF), Room 0339 (455 NSF), Room 0339A (44 NSF), Room 0340 (253 NSF), Room 0341 (253 NSF), Room 0345 (123 NSF)	28,077	0	\$2,667,315	\$95	\$0

EAST GADSDEN HIGH SCHOOL

	Parcel	Building	Description	Total NSF	Change In Station Count	Calculated Cost	Cost Per NSF	Cost Per Station
Renovation 2020	21	4	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 0400 (3231 NSF), Room 0400A (416 NSF), Room 0404 (91 NSF), Room 0405 (252 NSF), Room 0406 (254 NSF), Room 0407 (515 NSF), Room 0407A (52 NSF), Room 0407B (49 NSF), Room 0409 (1084 NSF), Room 0410 (960 NSF), Room 0411 (883 NSF), Room 0412 (914 NSF), Room 0413 (852 NSF), Room 0414 (852 NSF), Room 0415 (852 NSF), Room 0416 (852 NSF), Room 0417 (852 NSF), Room 0418 (852 NSF), Room 0419 (854 NSF), Room 0420 (854 NSF), Room 0421 (850 NSF), Room 0422 (850 NSF), Room 0423 (854 NSF), Room 0424 (757 NSF), Room 0425 (897 NSF), Room 0426 (1019 NSF), Room 0429 (156 NSF), Room 0430 (372 NSF), Room 0430A (44 NSF), Room 0431 (568 NSF), Room 0432 (594 NSF), Room 0433 (1327 NSF), Room 0434 (253 NSF), Room 0435 (225 NSF), Room 0436 (250 NSF), Room 0437 (258 NSF), Room 0438 (250 NSF), Room 0439 (258 NSF), Room 0441 (396 NSF), Room 0441A (44 NSF), Room 0442 (1115 NSF), Room 0443 (593 NSF), Room 0444 (1054 NSF), Room 0445 (84 NSF), Room 0447 (71 NSF), Room 0448 (1145 NSF), Room 0449 (510 NSF), Room 0450 (722 NSF), Room 0451 (558 NSF), Room 0452 (558 NSF), Room 0453 (560 NSF), Room 0454 (1234 NSF), Room 0455 (107 NSF), Room 0459 (2124 NSF), Room 0460 (260 NSF), Room 0461 (260 NSF), Room 450A (195 NSF), Room 450C (95 NSF)	36,988	0	\$3,513,860	\$95	\$0
Renovation 2020	21	5	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 0500 (7632 NSF), Room 0501 (1096 NSF), Room 0502 (70 NSF), Room 0503 (211 NSF), Room 0503A (41 NSF), Room 0504 (385 NSF), Room 0505 (80 NSF), Room 0506 (42 NSF), Room 0507 (42 NSF), Room 0508 (199 NSF), Room 0509 (3890 NSF), Room 0510 (108 NSF), Room 0512 (397 NSF), Room 0513 (2300 NSF), Room 0514 (376 NSF), Room 0515 (260 NSF), Room 0516 (325 NSF), Room 0519 (132 NSF), Room 0520 (610 NSF), Room 0520A (54 NSF), Room 0524 (42 NSF), Room 0525 (42 NSF), Room 0526 (207 NSF), Room 0527 (110 NSF), Room 0528 (342 NSF), Room 0529 (128 NSF), Room 0530 (192 NSF), Room 0532 (192 NSF), Room 0534 (211 NSF), Room 0534A (41 NSF), Room 0536 (190 NSF), Room 0537 (163 NSF), Room 0538 (58 NSF), Room 0539 (58 NSF), Room 0540 (163 NSF), Room 0541 (87 NSF)	20,476	0	\$1,945,220	\$95	\$0

EAST GADSDEN HIGH SCHOOL

	Parcel	Building	Description	Total NSF	Change In Station Count	Calculated Cost	Cost Per NSF	Cost Per Station
Renovation 2020	21	6	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 0600 (54 NSF), Room 0601 (214 NSF), Room 0602 (831 NSF), Room 0603 (44 NSF), Room 0604 (450 NSF), Room 0606 (44 NSF), Room 0607 (370 NSF), Room 0610 (13761 NSF), Room 0612 (730 NSF), Room 0613 (132 NSF), Room 0614 (66 NSF), Room 0615 (268 NSF), Room 0616 (49 NSF), Room 0617 (958 NSF), Room 0618 (30 NSF), Room 0619 (272 NSF), Room 0620 (266 NSF), Room 0621 (337 NSF), Room 0624 (416 NSF), Room 0625 (322 NSF), Room 0625A (616 NSF), Room 0626 (327 NSF), Room 0628 (915 NSF), Room 0629 (263 NSF), Room 0630 (307 NSF), Room 0631 (30 NSF), Room 0632 (917 NSF), Room 0633 (50 NSF), Room 0634 (268 NSF), Room 0635 (65 NSF), Room 0636 (123 NSF), Room 0637 (730 NSF), Room 0638 (358 NSF), Room 0639 (1714 NSF), Room 0640 (1093 NSF)	27,390	0	\$2,602,050	\$95	\$0
Renovation 2020	21	7	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 0704 (382 NSF), Room 0705 (216 NSF), Room 0706 (211 NSF), Room 0707 (356 NSF), Room 0709 (2542 NSF), Room 0710 (432 NSF), Room 0711 (703 NSF), Room 0712 (1004 NSF), Room 0713 (1136 NSF), Room 0714 (556 NSF), Room 0715 (1004 NSF), Room 0716 (1136 NSF)	9,678	0	\$919,410	\$95	\$0
Renovation 2020	21	8	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 0802 (120 NSF), Room 0805 (773 NSF), Room 0806 (100 NSF), Room 0807 (222 NSF), Room 0808 (152 NSF), Room 0809 (155 NSF), Room 0810 (1467 NSF), Room 0811 (144 NSF), Room 0812 (152 NSF), Room 0813 (1513 NSF), Room 0814 (1421 NSF), Room 0815 (140 NSF), Room 0816 (155 NSF), Room 0817 (1164 NSF), Room 0819 (150 NSF), Room 0820 (1593 NSF), Room 0824 (1899 NSF), Room 0826 (1164 NSF), Room 0827 (1421 NSF), Room 0827A (141 NSF), Room 0827B (150 NSF), Room 0828 (1526 NSF), Room 0829 (785 NSF), Room 0830 (974 NSF), Room 0831 (754 NSF), Room 0832 (156 NSF), Room 0833 (162 NSF), Room 0834 (384 NSF), Room 0835 (520 NSF), Room 0836 (3124 NSF), Room 0837 (44 NSF), Room 806A (50 NSF), Room 824A (52 NSF)	22,727	0	\$2,159,065	\$95	\$0

EAST GADSDEN HIGH SCHOOL

	Parcel	Building	Description	Total NSF	Change In Station Count	Calculated Cost	Cost Per NSF	Cost Per Station
Renovation 2020	21	9	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 0901 (300 NSF), Room 0902 (230 NSF), Room 0903 (39 NSF), Room 0904 (36 NSF), Room 0906 (322 NSF), Room 0907 (1650 NSF), Room 0908 (182 NSF), Room 0909 (650 NSF), Room 0910 (171 NSF), Room 0911 (166 NSF), Room 0912 (45 NSF), Room 0913 (45 NSF), Room 0914 (967 NSF), Room 0915 (151 NSF), Room 0916 (1000 NSF), Room 0917 (354 NSF), Room 0918 (158 NSF), Room 0922 (272 NSF), Room 0923 (104 NSF), Room 0924 (96 NSF), Room 0925 (170 NSF), Room 0926 (1569 NSF), Room 0927 (200 NSF), Room 0928 (366 NSF), Room 0929 (311 NSF), Room 0930 (45 NSF), Room 0931 (45 NSF)	9,644	0	\$916,180	\$95	\$0
Renovation 2020	21	10	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 001 (558 NSF), Room 002 (300 NSF), Room 003 (1253 NSF), Room 005 (708 NSF), Room 006 (306 NSF), Room 007 (390 NSF), Room 009 (324 NSF), Room 010 (1004 NSF), Room 011 (155 NSF), Room 012 (141 NSF), Room 013 (317 NSF), Room 014 (385 NSF), Room 015 (147 NSF)	5,988	0	\$568,860	\$95	\$0

District Name: GADSDEN COUNTY SCHOOL DISTRICT
Survey: Number 4 - Version 2
Facility Name: GADSDEN ELEMENTARY MAGNET SCHOOL
Address: W KING STREET, QUINCY

	Existing	Recommended
Capital Outlay Classification	1 - SCHOOL RECOMMENDED FOR CONTINUED USE	1 - SCHOOL RECOMMENDED FOR CONTINUED USE
Facility Use	COMBINATION	COMBINATION
Low Grade	PRE-K E S E	PRE-K E S E
High Grade	GRADE 8	GRADE 8
Comments		

	Existing	Student Stations Added/Reduced(+ or -)	Recommended
Perm. Stations	270	0	270
Reloc. Stations	0	0	0
Mod. Stations	0	0	0
Total Stations	270	0	270
Utilization Factor	90%		90%
School Capacity	243		243
COFTE Student Membership	133		101
Survey Annotation	Renovate buildings on an as needed basis.		

New Site Cost	Site Expansion	Site Development	Site Improvement	Remodeling Cost	Renovation Cost	New Construction Cost
\$0	\$0	\$0	\$0	\$0	\$3,116,570	\$0
Estimated Total Project Cost					\$3,116,570	

GADSDEN ELEMENTARY MAGNET SCHOOL	Parcel	Building	Description	Total NSF	Change In Station Count	Calculated Cost	Cost Per NSF	Cost Per Station
Renovation 2019	7	2	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 001 (112 NSF), Room 001A (63 NSF), Room 002 (150 NSF), Room 003 (1225 NSF), Room 003A (56 NSF), Room 003B (65 NSF), Room 003C (38 NSF), Room 003D (40 NSF), Room 006 (110 NSF)	1,859	0	\$176,605	\$95	\$0

**GADSDEN
ELEMENTARY MAGNET
SCHOOL**

	Parcel	Building	Description	Total NSF	Change In Station Count	Calculated Cost	Cost Per NSF	Cost Per Station
Renovation 2019	7	3	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 001 (2795 NSF), Room 001A (111 NSF), Room 001B (60 NSF), Room 001C (60 NSF), Room 002 (690 NSF), Room 002A (183 NSF), Room 002B (75 NSF), Room 002D (30 NSF), Room 003 (70 NSF), Room 004 (425 NSF), Room 005 (105 NSF), Room 005A (47 NSF), Room 005B (45 NSF)	4,696	0	\$446,120	\$95	\$0
Renovation 2019	7	7	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 001 (2393 NSF), Room 005 (644 NSF), Room 005A (721 NSF), Room 006 (542 NSF), Room 006A (126 NSF), Room 007 (333 NSF), Room 008 (664 NSF), Room 009 (225 NSF), Room 009A (41 NSF), Room 009B (38 NSF), Room 010 (75 NSF), Room 010A (135 NSF), Room 010B (65 NSF), Room 010C (47 NSF), Room 011 (660 NSF), Room 011A (45 NSF), Room 012 (229 NSF), Room 013 (98 NSF), Room 014 (557 NSF), Room 015 (625 NSF), Room 015A (39 NSF), Room 016 (640 NSF), Room 016A (41 NSF), Room 017 (675 NSF), Room 017A (41 NSF), Room 018 (675 NSF), Room 018A (41 NSF), Room 019 (333 NSF), Room 019A (35 NSF), Room 020 (660 NSF), Room 020A (70 NSF), Room 021 (729 NSF), Room 021A (48 NSF), Room 022 (660 NSF), Room 022B (56 NSF), Room 023 (165 NSF), Room 024 (75 NSF), Room 025 (689 NSF), Room 025A (48 NSF), Room 026 (640 NSF), Room 026A (48 NSF), Room 027 (635 NSF), Room 027A (41 NSF), Room 028 (628 NSF), Room 028A (42 NSF), Room 029 (2593 NSF), Room 031 (45 NSF), Room 032 (34 NSF)	18,689	0	\$1,775,455	\$95	\$0
Renovation 2019	7	8	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 002 (1241 NSF), Room 002A (44 NSF), Room 004 (30 NSF), Room 005 (30 NSF), Room 006 (120 NSF), Room 006A (57 NSF), Room 007 (400 NSF), Room 007A (14 NSF), Room 007B (14 NSF), Room 008 (503 NSF), Room 009 (412 NSF), Room 011 (15 NSF), Room 012 (44 NSF), Room 013 (51 NSF), Room 014 (45 NSF), Room 015 (50 NSF), Room 015A (15 NSF), Room 016 (150 NSF), Room 017 (196 NSF), Room 017A (25 NSF), Room 017B (8 NSF), Room 018 (100 NSF), Room 019 (120 NSF), Room 020 (117 NSF), Room 021 (95 NSF)	3,896	0	\$370,120	\$95	\$0

**GADSDEN
ELEMENTARY MAGNET
SCHOOL**

	Parcel	Building	Description	Total NSF	Change In Station Count	Calculated Cost	Cost Per NSF	Cost Per Station
Renovation 2019	7	9	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 001 (105 NSF), Room 001A (47 NSF), Room 002 (736 NSF), Room 002A (36 NSF), Room 003 (2441 NSF), Room 003B (43 NSF), Room 004 (222 NSF), Room 004A (36 NSF)	3,666	0	\$348,270	\$95	\$0

District Name: GADSDEN COUNTY SCHOOL DISTRICT
Survey: Number 4 - Version 2
Facility Name: GADSDEN TECHNICAL INSTITUTE
Address: 201 EXPERIMENT STATION ROAD, QUINCY

	Existing	Recommended
Capital Outlay Classification	1 - SCHOOL RECOMMENDED FOR CONTINUED USE	1 - SCHOOL RECOMMENDED FOR CONTINUED USE
Facility Use	ALTERNATIVE EDUCATION	VOCATIONAL TECHNICAL
Low Grade	GRADE 9	GRADE 9
High Grade	GRADE 12	GRADE 12
Comments		

	Existing	Student Stations Added/Reduced(+ or -)	Recommended
Perm. Stations	233	0	233
Reloc. Stations	19	0	19
Mod. Stations	0	0	0
Total Stations	252	0	252
Utilization Factor	100%		120%
School Capacity	252		302
COFTE Student Membership	17		19
Survey Annotation	Renovate buildings on an as needed basis.		

New Site Cost	Site Expansion	Site Development	Site Improvement	Remodeling Cost	Renovation Cost	New Construction Cost
\$0	\$0	\$0	\$0	\$0	\$3,487,260	\$0
Estimated Total Project Cost					\$3,487,260	

GADSDEN TECHNICAL INSTITUTE	Parcel	Building	Description	Total NSF	Change In Station Count	Calculated Cost	Cost Per NSF	Cost Per Station
Renovation 2020	13	8	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 001 (456 NSF), Room 001A (1057 NSF), Room 001B (144 NSF), Room 001C (91 NSF), Room 001D (32 NSF), Room 001F (75 NSF), Room 001G (175 NSF), Room 001H (180 NSF), Room 002 (456 NSF), Room 002A (1060 NSF), Room 002B (137 NSF), Room 002C (91 NSF), Room 002D (31 NSF), Room 002F (143 NSF), Room 002G (143 NSF), Room 007 (103 NSF)	4,374	0	\$415,530	\$95	\$0

GADSDEN TECHNICAL INSTITUTE	Parcel	Building	Description	Total NSF	Change In Station Count	Calculated Cost	Cost Per NSF	Cost Per Station
Renovation 2020	13	9	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 003 (450 NSF), Room 003A (1337 NSF), Room 003B (144 NSF), Room 003C (91 NSF), Room 003D (33 NSF), Room 004 (456 NSF), Room 004A (1522 NSF), Room 004B (144 NSF), Room 004C (91 NSF), Room 004D (32 NSF), Room 008 (103 NSF)	4,403	0	\$418,285	\$95	\$0
Renovation 2020	13	10	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 001 (433 NSF), Room 001A (4420 NSF), Room 001B (110 NSF), Room 001C (62 NSF), Room 001D (150 NSF), Room 001E (103 NSF)	5,278	0	\$501,410	\$95	\$0
Renovation 2020	13	12	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 001 (2222 NSF), Room 002 (500 NSF), Room 003 (122 NSF), Room 004 (24 NSF), Room 005 (255 NSF), Room 007 (222 NSF), Room 008 (126 NSF), Room 009 (501 NSF), Room 010 (122 NSF), Room 011 (23 NSF), Room 012 (264 NSF), Room 013 (50 NSF), Room 014 (222 NSF), Room 015 (227 NSF), Room 015A (783 NSF), Room 015B (780 NSF), Room 016 (1370 NSF), Room 017 (79 NSF), Room 019 (39 NSF), Room 019A (93 NSF), Room 020 (32 NSF), Room 021 (1392 NSF), Room 022 (153 NSF), Room 024 (500 NSF), Room 025 (130 NSF), Room 026 (35 NSF), Room 028 (25 NSF), Room 029 (24 NSF), Room 030 (24 NSF), Room 031 (225 NSF), Room 032 (3200 NSF), Room 033 (500 NSF), Room 036 (130 NSF), Room 037 (23 NSF), Room 038 (253 NSF), Room 054 (222 NSF)	14,892	0	\$1,414,740	\$95	\$0
Renovation 2020	13	14	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 001 (144 NSF), Room 002 (143 NSF), Room 003 (96 NSF), Room 004 (259 NSF), Room 005 (223 NSF), Room 006 (120 NSF), Room 008 (115 NSF), Room 009 (115 NSF), Room 010 (25 NSF), Room 011 (25 NSF), Room 013 (173 NSF), Room 013A (61 NSF), Room 015 (115 NSF), Room 016 (115 NSF), Room 017 (275 NSF), Room 018 (1113 NSF), Room 018A (240 NSF), Room 018B (81 NSF), Room 018C (86 NSF), Room 018D (12 NSF), Room 018E (127 NSF), Room 019 (959 NSF), Room 020 (192 NSF), Room 021 (560 NSF), Room 022 (420 NSF), Room 024 (86 NSF), Room 025 (103 NSF), Room 025B (162 NSF), Room 026 (115 NSF), Room 027 (161 NSF), Room 028 (365 NSF), Room 029 (102 NSF), Room 030 (95 NSF), Room 031 (95 NSF), Room 033 (575 NSF), Room 034 (54 NSF), Room 035 (54 NSF)	7,761	0	\$737,295	\$95	\$0

District Name: GADSDEN COUNTY SCHOOL DISTRICT
Survey: Number 4 - Version 2
Facility Name: GEORGE W MUNROE ELEMENTARY
Address: 1830 W KING STREET, QUINCY

	Existing	Recommended
Capital Outlay Classification	1 - SCHOOL RECOMMENDED FOR CONTINUED USE	1 - SCHOOL RECOMMENDED FOR CONTINUED USE
Facility Use	ELEMENTARY	ELEMENTARY
Low Grade	PRE-K E S E	PRE-K E S E
High Grade	GRADE 5	GRADE 3
Comments		

	Existing	Student Stations Added/Reduced(+ or -)	Recommended
Perm. Stations	681	-36	645
Reloc. Stations	0	0	0
Mod. Stations	0	0	0
Total Stations	681	-36	645
Utilization Factor	100%		100%
School Capacity	681		645
COFTE Student Membership	504		344
Survey Annotation	Change school grade configuration to PK-03. Transfer all students in grades 04-08 to James A. Shanks 04-08 School. Accept all students in grades PK-03 from St. Johns Elementary School. Renovate buildings on an as needed basis.		

New Site Cost	Site Expansion	Site Development	Site Improvement	Remodeling Cost	Renovation Cost	New Construction Cost
\$0	\$0	\$0	\$0	\$0	\$4,042,017	\$0
Estimated Total Project Cost					\$4,042,017	

GEORGE W MUNROE ELEMENTARY	Parcel	Building	Description	Total NSF	Change In Station Count	Calculated Cost	Cost Per NSF	Cost Per Station
Remodeling 2018	2	3	Removed NSF (3076), Added NSF (3076), Difference NSF (0), Percent (0%), Removed Stations (88), Added Stations (72) Remodeling: Adding 4 units of PRIMARY CLASSROOM (K-3) (769 NSF) and Removing Room 004 (769 NSF), Room 005 (769 NSF), Room 006 (769 NSF), Room 007 (769 NSF)	3,076	-16	\$0	\$0	\$0

**GEORGE W MUNROE
ELEMENTARY**

	Parcel	Building	Description	Total NSF	Change In Station Count	Calculated Cost	Cost Per NSF	Cost Per Station
Remodeling 2018	2	6	Removed NSF (1120), Added NSF (1120), Difference NSF (0), Percent (0%), Removed Stations (22), Added Stations (18) Remodeling: Adding 1 unit of PRIMARY CLASSROOM (K-3) (1120 NSF) and Removing Room 001 (1120 NSF)	1,120	-4	\$0	\$0	\$0
Remodeling 2018	2	7	Removed NSF (3096), Added NSF (3096), Difference NSF (0), Percent (0%), Removed Stations (88), Added Stations (72) Remodeling: Adding 4 units of PRIMARY CLASSROOM (K-3) (774 NSF) and Removing Room 004 (774 NSF), Room 005 (774 NSF), Room 006 (774 NSF), Room 007 (774 NSF)	3,096	-16	\$0	\$0	\$0
Renovation 2021	2	1	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 001 (206 NSF), Room 002 (142 NSF), Room 003 (117 NSF), Room 004 (290 NSF), Room 005 (42 NSF), Room 006 (42 NSF), Room 007 (165 NSF), Room 008 (122 NSF), Room 009 (143 NSF)	1,269	0	\$105,327	\$83	\$0
Renovation 2021	2	2	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 001 (3705 NSF), Room 001B (455 NSF), Room 001C (90 NSF), Room 001D (45 NSF), Room 003 (81 NSF), Room 004 (1053 NSF), Room 005 (110 NSF), Room 005A (110 NSF), Room 007 (100 NSF), Room 008 (200 NSF), Room 009 (50 NSF), Room 009A (16 NSF), Room 010 (45 NSF)	6,060	0	\$502,980	\$83	\$0
Renovation 2021	2	3	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, Bell/Fire Alarm Systems to Room 001 (173 NSF), Room 002 (173 NSF), Room 004A (10 NSF), Room 004B (31 NSF), Room 004C (10 NSF), Room 005A (10 NSF), Room 005B (31 NSF), Room 005C (10 NSF), Room 006A (10 NSF), Room 006B (31 NSF), Room 006C (10 NSF), Room 007A (10 NSF), Room 007B (31 NSF), Room 007C (10 NSF), Room 008 (898 NSF), Room 008A (3 NSF), Room 008B (14 NSF), Room 008C (16 NSF), Room 009 (898 NSF), Room 009A (3 NSF), Room 009B (14 NSF), Room 009C (16 NSF)	2,412	0	\$200,196	\$83	\$0
Renovation 2021	2	6	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 001B (160 NSF)	160	0	\$13,280	\$83	\$0

**GEORGE W MUNROE
ELEMENTARY**

	Parcel	Building	Description	Total NSF	Change In Station Count	Calculated Cost	Cost Per NSF	Cost Per Station
Renovation 2021	2	7	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 003 (76 NSF), Room 004A (48 NSF), Room 004B (10 NSF), Room 005A (58 NSF), Room 006A (48 NSF), Room 006B (10 NSF), Room 007A (48 NSF), Room 007B (6 NSF), Room 008 (890 NSF), Room 008A (62 NSF), Room 008B (26 NSF), Room 008C (32 NSF), Room 008D (8 NSF), Room 009 (887 NSF), Room 009A (61 NSF), Room 009B (26 NSF), Room 009C (8 NSF)	2,304	0	\$191,232	\$83	\$0
Renovation 2021	2	8	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, HVAC Systems to Room 001 (377 NSF), Room 001B (7 NSF), Room 002 (377 NSF), Room 002B (7 NSF)	768	0	\$63,744	\$83	\$0
Renovation 2021	2	9	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 001 (207 NSF), Room 003 (207 NSF), Room 004 (774 NSF), Room 004A (48 NSF), Room 004B (10 NSF), Room 005 (774 NSF), Room 005A (48 NSF), Room 005B (7 NSF), Room 006 (774 NSF), Room 006A (49 NSF), Room 006B (10 NSF), Room 007 (774 NSF), Room 007A (49 NSF), Room 007B (7 NSF), Room 008 (895 NSF), Room 008A (57 NSF), Room 008B (26 NSF), Room 008C (31 NSF), Room 008D (7 NSF), Room 009 (895 NSF), Room 009A (59 NSF), Room 009B (26 NSF), Room 009C (7 NSF)	5,741	0	\$476,503	\$83	\$0
Renovation 2021	2	11	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 001 (706 NSF), Room 002 (706 NSF), Room 003 (138 NSF), Room 004 (97 NSF), Room 005 (100 NSF), Room 006 (1053 NSF), Room 007 (1025 NSF), Room 008 (100 NSF), Room 009 (97 NSF), Room 010 (147 NSF), Room 011 (745 NSF), Room 012 (745 NSF), Room 013 (80 NSF), Room 014 (80 NSF), Room 015 (706 NSF), Room 016 (67 NSF), Room 017 (66 NSF), Room 018 (832 NSF), Room 019 (832 NSF), Room 020 (65 NSF), Room 021 (66 NSF), Room 022 (706 NSF), Room 023 (2300 NSF)	11,459	0	\$951,097	\$83	\$0
Renovation 2021	2	12	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 001 (3650 NSF), Room 001A (188 NSF), Room 001B (188 NSF), Room 001C (141 NSF), Room 001D (238 NSF), Room 001E (250 NSF), Room 001F (45 NSF), Room 002 (14 NSF), Room 002A (95 NSF), Room 003 (14 NSF), Room 003A (115 NSF), Room 004A (400 NSF), Room 005 (618 NSF), Room 006 (725 NSF), Room 007 (820 NSF), Room 008 (820 NSF), Room 009 (185 NSF)	8,506	0	\$705,998	\$83	\$0

**GEORGE W MUNROE
ELEMENTARY**

	Parcel	Building	Description	Total NSF	Change In Station Count	Calculated Cost	Cost Per NSF	Cost Per Station
Renovation 2021	2	14	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 001 (710 NSF), Room 002 (144 NSF), Room 003 (160 NSF), Room 004 (242 NSF), Room 005 (238 NSF), Room 005A (40 NSF), Room 005B (49 NSF), Room 006 (121 NSF), Room 007 (110 NSF), Room 008 (297 NSF), Room 008A (75 NSF), Room 009 (235 NSF), Room 009A (43 NSF), Room 009B (13 NSF), Room 009C (10 NSF), Room 010 (105 NSF), Room 011 (61 NSF), Room 012 (350 NSF), Room 013 (200 NSF), Room 014 (35 NSF), Room 015 (35 NSF), Room 016 (481 NSF), Room 017 (45 NSF)	3,799	0	\$315,317	\$83	\$0
Renovation 2021	2	15	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 001 (834 NSF), Room 001A (29 NSF), Room 001B (29 NSF), Room 002 (834 NSF), Room 002A (29 NSF), Room 002B (29 NSF), Room 003 (834 NSF), Room 003A (28 NSF), Room 003B (28 NSF), Room 004 (834 NSF), Room 004A (28 NSF), Room 004B (28 NSF), Room 005 (834 NSF), Room 005A (28 NSF), Room 005B (28 NSF), Room 006 (800 NSF), Room 006A (43 NSF), Room 006B (43 NSF), Room 007 (795 NSF), Room 007A (43 NSF), Room 007B (43 NSF)	6,221	0	\$516,343	\$83	\$0

District Name: GADSDEN COUNTY SCHOOL DISTRICT
Survey: Number 4 - Version 2
Facility Name: GREENSBORO ELEMENTARY SCHOOL (NEW)
Address: HIGHWAY 12, GREENSBORO

	Existing	Recommended
Capital Outlay Classification	1 - SCHOOL RECOMMENDED FOR CONTINUED USE	1 - SCHOOL RECOMMENDED FOR CONTINUED USE
Facility Use	ELEMENTARY	ELEMENTARY
Low Grade	PRE-K E S E	PRE-K E S E
High Grade	GRADE 5	GRADE 3
Comments		

	Existing	Student Stations Added/Reduced(+ or -)	Recommended
Perm. Stations	371	-32	339
Reloc. Stations	0	0	0
Mod. Stations	0	0	0
Total Stations	371	-32	339
Utilization Factor	100%		100%
School Capacity	371		339
COFTE Student Membership	328		308
Survey Annotation	Change school grade configuration to PK-03. Transfer all students in grades 04-08 to West Gadsden 04-08 School. Accept all students in grades PK-03 from Gretna Elementary School. Renovate buildings on an as needed basis.		

New Site Cost	Site Expansion	Site Development	Site Improvement	Remodeling Cost	Renovation Cost	New Construction Cost
\$0	\$0	\$0	\$0	\$0	\$1,802,262	\$0
			Estimated Total Project Cost		\$1,802,262	

**GREENSBORO
ELEMENTARY SCHOOL
(NEW)**

	Parcel	Building	Description	Total NSF	Change In Station Count	Calculated Cost	Cost Per NSF	Cost Per Station
Remodeling 2018	3	2	Removed NSF (7029), Added NSF (7029), Difference NSF (0), Percent (0%), Removed Stations (154), Added Stations (126) Remodeling: Adding 1 unit of PRIMARY CLASSROOM (K-3) (780 NSF), 2 units of PRIMARY CLASSROOM (K-3) (890 NSF), 1 unit of PRIMARY CLASSROOM (K-3) (895 NSF), 1 unit of PRIMARY CLASSROOM (K-3) (1448 NSF), 1 unit of PRIMARY CLASSROOM (K-3) (825 NSF), 1 unit of PRIMARY CLASSROOM (K-3) (1301 NSF) and Removing Room 218 (1448 NSF), Room 232 (780 NSF), Room 236 (1301 NSF), Room 238 (890 NSF), Room 242 (825 NSF), Room 245 (895 NSF), Room 246 (890 NSF)	7,029	-28	\$0	\$0	\$0
Remodeling 2018	3	5	Removed NSF (822), Added NSF (822), Difference NSF (0), Percent (0%), Removed Stations (22), Added Stations (18) Remodeling: Adding 1 unit of PRIMARY CLASSROOM (K-3) (822 NSF) and Removing Room 013 (822 NSF)	822	-4	\$0	\$0	\$0
Renovation 2022	3	5	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 001 (2980 NSF), Room 001A (156 NSF), Room 001B (102 NSF), Room 001C (133 NSF), Room 001D (167 NSF), Room 002 (1013 NSF), Room 002A (40 NSF), Room 003 (98 NSF), Room 004 (96 NSF), Room 005 (141 NSF), Room 005A (11 NSF), Room 006 (146 NSF), Room 007 (145 NSF), Room 007A (92 NSF), Room 008 (50 NSF), Room 009 (50 NSF), Room 010 (141 NSF), Room 010A (11 NSF), Room 011 (80 NSF), Room 011A (9 NSF), Room 012 (98 NSF), Room 014 (1270 NSF), Room 014A (105 NSF), Room 014B (112 NSF), Room 015 (1071 NSF), Room 016 (764 NSF)	9,081	0	\$753,723	\$83	\$0
Renovation 2022	3	6	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 001 (7359 NSF), Room 001A (408 NSF), Room 002 (1055 NSF), Room 003 (432 NSF), Room 004 (175 NSF), Room 005 (100 NSF), Room 006 (295 NSF), Room 007 (215 NSF), Room 007A (67 NSF), Room 008 (1172 NSF), Room 008A (98 NSF), Room 008B (86 NSF), Room 008C (106 NSF), Room 008D (151 NSF), Room 008E (53 NSF), Room 008F (24 NSF), Room 008G (144 NSF), Room 008H (32 NSF), Room 010 (189 NSF), Room 011 (99 NSF), Room 012 (80 NSF), Room 015 (25 NSF), Room 015A (40 NSF), Room 016 (112 NSF), Room 017 (116 NSF)	12,633	0	\$1,048,539	\$83	\$0

District Name: GADSDEN COUNTY SCHOOL DISTRICT

Survey: Number 4 - Version 2

Facility Name: GRETNA ELEMENTARY

Address: 34 HIGHWAY 90 W, GRETNA

	Existing	Recommended
Capital Outlay Classification	1 - SCHOOL RECOMMENDED FOR CONTINUED USE	3 - SCHOOL NOT RECOMMENDED FOR CONTINUED USE
Facility Use	ELEMENTARY	ELEMENTARY
Low Grade	PRE-K E S E	PRE-K E S E
High Grade	GRADE 5	GRADE 5
Comments		

	Existing	Student Stations Added/Reduced(+ or -)	Recommended
Perm. Stations	433	-433	0
Reloc. Stations	0	0	0
Mod. Stations	0	0	0
Total Stations	433	-433	0
Utilization Factor	100%		100%
School Capacity	433		0
COFTE Student Membership	231		0
Survey Annotation	The Board has determined this facility is no longer necessary for educational purposes. Transfer all students in grades PK-03 to Greensboro PK-03 School. Transfer all students in grades 04-08 to West Gadsden 04-08 School.		

New Site Cost	Site Expansion	Site Development	Site Improvement	Remodeling Cost	Renovation Cost	New Construction Cost
\$0	\$0	\$0	\$0	\$0	\$0	\$0
Estimated Total Project Cost					\$0	

GRETNA ELEMENTARY	Parcel	Building	Description	Total NSF	Change In Station Count	Calculated Cost	Cost Per NSF	Cost Per Station
Remodeling 2018			Removed NSF (50766), Added NSF (0), Difference NSF (50766), Percent (100%), Removed Stations (433), Added Stations (0) Remodeling: Removing the entire facility for GRETNA ELEMENTARY.	-50,766	-433	\$0	\$0	\$0

District Name: GADSDEN COUNTY SCHOOL DISTRICT

Survey: Number 4 - Version 2

Facility Name: HAVANA PK-08 SCHOOL

Address: 1100 E 9TH AVENUE, HAVANA

	Existing	Recommended
Capital Outlay Classification	1 - SCHOOL RECOMMENDED FOR CONTINUED USE	1 - SCHOOL RECOMMENDED FOR CONTINUED USE
Facility Use	COMBINATION	COMBINATION
Low Grade	PRE-K E S E	PRE-K E S E
High Grade	GRADE 8	GRADE 8
Comments		

	Existing	Student Stations Added/Reduced(+ or -)	Recommended
Perm. Stations	881	0	881
Reloc. Stations	0	0	0
Mod. Stations	0	0	0
Total Stations	881	0	881
Utilization Factor	90%		90%
School Capacity	792		792
COFTE Student Membership	626		476
Survey Annotation	Renovate buildings on an as needed basis.		

New Site Cost	Site Expansion	Site Development	Site Improvement	Remodeling Cost	Renovation Cost	New Construction Cost
\$0	\$0	\$0	\$0	\$0	\$8,327,890	\$0
					Estimated Total Project Cost	\$8,327,890

HAVANA PK-08
SCHOOL

	Parcel	Building	Description	Total NSF	Change In Station Count	Calculated Cost	Cost Per NSF	Cost Per Station
Renovation 2022	20	1	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 101 (514 NSF), Room 102 (302 NSF), Room 103 (560 NSF), Room 104 (220 NSF), Room 105 (183 NSF), Room 106 (293 NSF), Room 107 (40 NSF), Room 108 (40 NSF), Room 109 (128 NSF), Room 110 (175 NSF), Room 111 (175 NSF), Room 113 (32 NSF), Room 114 (224 NSF), Room 115 (176 NSF), Room 116 (219 NSF), Room 117 (196 NSF), Room 118 (154 NSF), Room 119 (324 NSF), Room 120 (126 NSF), Room 121 (223 NSF), Room 122 (78 NSF), Room 123 (162 NSF), Room 124 (312 NSF), Room 125 (82 NSF), Room 126 (175 NSF), Room 127 (200 NSF), Room 128 (35 NSF), Room 129 (35 NSF), Room 131 (161 NSF), Room 132 (120 NSF), Room 133 (125 NSF), Room 134 (352 NSF), Room 401 (971 NSF), Room 402 (106 NSF), Room 403 (80 NSF)	7,298	0	\$693,310	\$95	\$0
Renovation 2022	20	2	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 201 (2912 NSF), Room 202 (560 NSF), Room 203 (450 NSF), Room 204 (196 NSF), Room 205 (120 NSF), Room 206 (432 NSF), Room 207 (70 NSF), Room 208 (177 NSF), Room 209 (84 NSF), Room 210 (394 NSF), Room 211 (70 NSF), Room 212 (506 NSF), Room 213 (312 NSF), Room 301 (1150 NSF), Room 302 (104 NSF), Room 303 (103 NSF), Room 304 (104 NSF)	7,744	0	\$735,680	\$95	\$0

HAVANA PK-08
SCHOOL

	Parcel	Building	Description	Total NSF	Change In Station Count	Calculated Cost	Cost Per NSF	Cost Per Station
Renovation 2022	20	6	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 601 (3074 NSF), Room 602 (923 NSF), Room 603 (77 NSF), Room 604 (937 NSF), Room 605 (78 NSF), Room 606 (183 NSF), Room 606B (49 NSF), Room 607 (225 NSF), Room 607A (61 NSF), Room 608 (924 NSF), Room 609 (77 NSF), Room 610 (788 NSF), Room 611 (62 NSF), Room 612 (117 NSF), Room 614 (32 NSF), Room 615 (32 NSF), Room 616 (1304 NSF), Room 617 (60 NSF), Room 618 (158 NSF), Room 619 (156 NSF), Room 620 (117 NSF), Room 622 (242 NSF), Room 623 (32 NSF), Room 624 (32 NSF), Room 625 (1134 NSF), Room 626 (154 NSF), Room 627 (164 NSF), Room 628 (989 NSF), Room 629 (207 NSF), Room 631 (171 NSF), Room 632 (112 NSF), Room 633 (112 NSF), Room 634 (186 NSF), Room 635 (100 NSF), Room 636 (103 NSF), Room 637 (545 NSF), Room 638 (99 NSF), Room 639 (745 NSF), Room 640 (156 NSF), Room 641 (30 NSF), Room 642 (30 NSF), Room 643 (29 NSF), Room 644 (31 NSF), Room 645 (102 NSF), Room 646 (799 NSF), Room 647 (73 NSF), Room 648 (154 NSF), Room 649 (104 NSF), Room 650 (755 NSF), Room 651 (71 NSF)	16,895	0	\$1,605,025	\$95	\$0
Renovation 2022	20	7	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 701 (721 NSF), Room 702 (240 NSF), Room 703 (242 NSF), Room 704 (177 NSF), Room 705 (230 NSF), Room 707 (36 NSF), Room 708 (36 NSF), Room 709 (901 NSF), Room 710 (76 NSF), Room 711 (926 NSF), Room 712 (74 NSF), Room 713 (1143 NSF), Room 713A (100 NSF), Room 714 (156 NSF), Room 715 (1407 NSF), Room 716 (32 NSF), Room 717 (32 NSF), Room 718 (102 NSF), Room 719 (172 NSF)	6,803	0	\$646,285	\$95	\$0
Renovation 2022	20	8	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 801 (1199 NSF), Room 802 (998 NSF), Room 803 (74 NSF), Room 804 (155 NSF), Room 806 (251 NSF), Room 807 (32 NSF), Room 808 (32 NSF), Room 809 (1180 NSF), Room 810 (134 NSF), Room 811 (59 NSF), Room 812 (910 NSF), Room 813 (76 NSF), Room 814 (207 NSF), Room 814A (78 NSF), Room 815 (480 NSF), Room 817 (103 NSF), Room 818 (109 NSF), Room 819 (780 NSF), Room 820 (78 NSF), Room 821 (112 NSF)	7,047	0	\$669,465	\$95	\$0

**HAVANA PK-08
SCHOOL**

	Parcel	Building	Description	Total NSF	Change In Station Count	Calculated Cost	Cost Per NSF	Cost Per Station
Renovation 2022	20	9	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 902 (529 NSF), Room 903 (35 NSF), Room 904 (35 NSF), Room 905 (113 NSF), Room 906 (183 NSF), Room 906A (60 NSF), Room 907 (997 NSF), Room 907B (491 NSF), Room 910 (61 NSF), Room 911 (2740 NSF), Room 913 (95 NSF), Room 914 (73 NSF), Room 915 (216 NSF)	5,628	0	\$534,660	\$95	\$0
Renovation 2022	20	10	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 101 (212 NSF), Room 102 (44 NSF), Room 103 (44 NSF), Room 104 (1284 NSF), Room 105 (48 NSF), Room 106 (127 NSF), Room 107 (60 NSF), Room 109 (69 NSF), Room 110 (98 NSF), Room 111 (303 NSF), Room 112 (411 NSF), Room 113 (50 NSF), Room 114 (111 NSF), Room 115 (1550 NSF), Room 116 (38 NSF), Room 117 (52 NSF), Room 118 (52 NSF), Room 119 (49 NSF), Room 120 (49 NSF), Room 121 (128 NSF), Room 122 (58 NSF), Room 123 (303 NSF)	5,140	0	\$488,300	\$95	\$0
Renovation 2022	20	11	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 101 (231 NSF), Room 102 (30 NSF), Room 103 (98 NSF), Room 105A (90 NSF), Room 106 (109 NSF), Room 107 (109 NSF), Room 108 (8824 NSF), Room 109 (157 NSF), Room 110 (152 NSF), Room 111 (533 NSF), Room 113 (2320 NSF), Room 114 (156 NSF), Room 115 (41 NSF), Room 116 (594 NSF), Room 117 (80 NSF), Room 118 (477 NSF), Room 119 (1010 NSF), Room 120 (1679 NSF), Room 121 (1064 NSF), Room 122 (160 NSF), Room 123 (46 NSF), Room 124 (608 NSF), Room 125 (84 NSF), Room 126 (372 NSF), Room 127 (1062 NSF)	20,086	0	\$1,908,170	\$95	\$0
Renovation 2022	20	12	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 101 (2641 NSF), Room 102 (198 NSF), Room 103 (484 NSF), Room 103A (62 NSF), Room 104 (35 NSF), Room 105 (35 NSF), Room 106 (2475 NSF), Room 107 (38 NSF), Room 108 (40 NSF), Room 109 (38 NSF), Room 110 (181 NSF), Room 111 (1175 NSF), Room 113 (369 NSF), Room 114 (204 NSF), Room 115 (32 NSF), Room 116 (193 NSF), Room 117 (40 NSF), Room 118 (232 NSF), Room 120 (48 NSF), Room 125 (64 NSF), Room 126 (228 NSF), Room 127 (85 NSF), Room 128 (40 NSF), Room 129 (40 NSF), Room 130 (161 NSF), Room 131 (126 NSF), Room 132 (106 NSF), Room 133 (1398 NSF), Room 134 (100 NSF), Room 135 (153 NSF)	11,021	0	\$1,046,995	\$95	\$0

District Name: GADSDEN COUNTY SCHOOL DISTRICT
Survey: Number 4 - Version 2
Facility Name: JAMES A SHANKS MIDDLE SCHOOL
Address: 1400 W KING STREET, QUINCY

	Existing	Recommended
Capital Outlay Classification	1 - SCHOOL RECOMMENDED FOR CONTINUED USE	1 - SCHOOL RECOMMENDED FOR CONTINUED USE
Facility Use	MIDDLE	COMBINATION
Low Grade	GRADE 6	GRADE 4
High Grade	GRADE 8	GRADE 8
Comments		

	Existing	Student Stations Added/Reduced(+ or -)	Recommended
Perm. Stations	1,042	0	1042
Reloc. Stations	0	0	0
Mod. Stations	0	0	0
Total Stations	1,042	0	1042
Utilization Factor	90%		90%
School Capacity	937		937
COFTE Student Membership	471		558
Survey Annotation	Change school grade configuration to Combination Intermediate/Middle 04-08. Receive all students in grades 04-08 from St. Johns Elementary School. Receive all students in grades 04-08 from George W. Munroe Elementary School. Renovate buildings on an as needed basis.		

New Site Cost	Site Expansion	Site Development	Site Improvement	Remodeling Cost	Renovation Cost	New Construction Cost
\$0	\$0	\$0	\$0	\$0	\$9,974,810	\$0
			Estimated Total Project Cost		\$9,974,810	

**JAMES A SHANKS
MIDDLE SCHOOL**

	Parcel	Building	Description	Total NSF	Change In Station Count	Calculated Cost	Cost Per NSF	Cost Per Station
Renovation 2018	14	1	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 001 (130 NSF), Room 002 (19 NSF), Room 003 (275 NSF), Room 003A (10 NSF), Room 004 (21 NSF), Room 005 (121 NSF), Room 006 (50 NSF), Room 007 (50 NSF), Room 008 (855 NSF), Room 009 (108 NSF), Room 010 (105 NSF), Room 011 (205 NSF), Room 012 (182 NSF), Room 013 (105 NSF), Room 014 (118 NSF), Room 015 (118 NSF), Room 016 (284 NSF), Room 017A (11 NSF), Room 017B (14 NSF), Room 018A (14 NSF), Room 019 (232 NSF), Room 020 (178 NSF), Room 021 (190 NSF), Room 022 (185 NSF), Room 025 (305 NSF), Room 026 (220 NSF), Room 026A (11 NSF), Room 027 (359 NSF), Room 028 (128 NSF), Room 029 (2510 NSF), Room 029A (16 NSF), Room 029B (16 NSF), Room 029C (16 NSF), Room 029D (15 NSF), Room 030 (1093 NSF)	8,269	0	\$785,555	\$95	\$0
Renovation 2018	14	2	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 001 (702 NSF), Room 002 (702 NSF), Room 003 (702 NSF), Room 004 (702 NSF), Room 005 (702 NSF), Room 006 (702 NSF), Room 007 (1838 NSF), Room 008 (1590 NSF), Room 009 (215 NSF), Room 010 (200 NSF), Room 011 (248 NSF), Room 012 (123 NSF), Room 013 (1590 NSF), Room 014 (1270 NSF), Room 015 (107 NSF), Room 016 (74 NSF), Room 017 (107 NSF), Room 018 (280 NSF), Room 020 (78 NSF), Room 021 (144 NSF), Room 022 (24 NSF), Room 023 (310 NSF), Room 023A (14 NSF)	12,424	0	\$1,180,280	\$95	\$0

**JAMES A SHANKS
MIDDLE SCHOOL**

	Parcel	Building	Description	Total NSF	Change In Station Count	Calculated Cost	Cost Per NSF	Cost Per Station
Renovation 2018	14	3	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 001 (702 NSF), Room 002 (702 NSF), Room 003 (702 NSF), Room 004 (702 NSF), Room 005 (702 NSF), Room 006 (704 NSF), Room 007 (1835 NSF), Room 008 (146 NSF), Room 009 (83 NSF), Room 010 (286 NSF), Room 010A (8 NSF), Room 011 (20 NSF), Room 012 (280 NSF), Room 014 (1090 NSF), Room 015 (99 NSF), Room 016 (57 NSF), Room 017 (60 NSF), Room 018 (153 NSF), Room 019 (36 NSF), Room 020 (1266 NSF), Room 021 (820 NSF), Room 022 (913 NSF), Room 022A (24 NSF), Room 023 (138 NSF), Room 024 (161 NSF), Room 025 (820 NSF), Room 025A (24 NSF), Room 025B (30 NSF), Room 025C (116 NSF), Room 026 (830 NSF), Room 028 (1285 NSF), Room 029 (60 NSF), Room 030 (60 NSF), Room 031 (1320 NSF), Room 032 (36 NSF), Room 033 (36 NSF), Room 034 (163 NSF), Room 035 (163 NSF), Room 036 (513 NSF), Room 038 (285 NSF), Room 040 (25 NSF), Room 040A (25 NSF), Room 041 (1264 NSF), Room 042 (1264 NSF), Room 043 (43 NSF), Room 044 (17 NSF), Room 045 (193 NSF), Room 046 (1832 NSF), Room 047 (702 NSF), Room 048 (702 NSF), Room 049 (1058 NSF), Room 050 (163 NSF), Room 051 (1010 NSF), Room 052 (415 NSF), Room 053 (63 NSF), Room 055 (59 NSF)	26,265	0	\$2,495,175	\$95	\$0
Renovation 2018	14	5	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 001 (3990 NSF), Room 002 (1470 NSF), Room 002A (35 NSF), Room 002B (35 NSF), Room 005 (50 NSF), Room 007 (1412 NSF), Room 008 (193 NSF), Room 009 (653 NSF), Room 009A (120 NSF), Room 009B (145 NSF), Room 010 (60 NSF), Room 010A (30 NSF), Room 012 (100 NSF), Room 013 (85 NSF), Room 014 (1188 NSF), Room 015 (500 NSF), Room 015A (145 NSF), Room 016 (2415 NSF)	12,626	0	\$1,199,470	\$95	\$0

**JAMES A SHANKS
MIDDLE SCHOOL**

	Parcel	Building	Description	Total NSF	Change In Station Count	Calculated Cost	Cost Per NSF	Cost Per Station
Renovation 2018	14	6	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 001 (2940 NSF), Room 002 (9739 NSF), Room 003 (2940 NSF), Room 005 (120 NSF), Room 006 (90 NSF), Room 007 (90 NSF), Room 008 (830 NSF), Room 008A (83 NSF), Room 009 (25 NSF), Room 011 (33 NSF), Room 012 (25 NSF), Room 013 (120 NSF), Room 015 (90 NSF), Room 016 (90 NSF), Room 017 (104 NSF), Room 018 (136 NSF), Room 020 (266 NSF), Room 021 (500 NSF), Room 022 (266 NSF), Room 024 (136 NSF), Room 025 (105 NSF), Room 026 (210 NSF), Room 027 (847 NSF), Room 027B (255 NSF), Room 027C (824 NSF), Room 027D (255 NSF), Room 028 (237 NSF), Room 029 (222 NSF), Room 030 (215 NSF), Room 031 (81 NSF), Room 032 (40 NSF), Room 034 (1750 NSF), Room 034B (290 NSF), Room 034C (290 NSF), Room 035 (215 NSF), Room 036 (182 NSF), Room 037 (80 NSF), Room 038 (102 NSF), Room 040 (1542 NSF)	26,365	0	\$2,504,675	\$95	\$0
Renovation 2018	14	7	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 001 (248 NSF), Room 002 (131 NSF), Room 003 (98 NSF), Room 004 (182 NSF), Room 005 (131 NSF), Room 006 (168 NSF), Room 007 (98 NSF), Room 008 (1585 NSF), Room 009 (44 NSF), Room 010 (44 NSF), Room 011 (44 NSF), Room 012 (132 NSF), Room 013 (300 NSF), Room 013A (31 NSF), Room 014 (1140 NSF)	4,376	0	\$415,720	\$95	\$0
Renovation 2018	14	15	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 001 (862 NSF), Room 002 (1140 NSF), Room 003 (120 NSF), Room 003A (136 NSF), Room 004 (1143 NSF), Room 005 (1428 NSF), Room 006 (895 NSF), Room 007 (895 NSF), Room 008 (190 NSF), Room 009 (60 NSF), Room 009A (215 NSF), Room 012 (82 NSF), Room 013 (20 NSF), Room 014 (144 NSF), Room 015 (286 NSF), Room 015A (8 NSF)	7,624	0	\$724,280	\$95	\$0
Renovation 2018	14	16	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 101 (852 NSF), Room 102 (852 NSF), Room 103 (852 NSF), Room 104 (852 NSF), Room 105 (852 NSF), Room 106 (852 NSF), Room 107 (848 NSF), Room 108 (225 NSF), Room 109 (100 NSF), Room 110 (456 NSF), Room 111 (33 NSF), Room 113 (110 NSF), Room 114 (165 NSF)	7,049	0	\$669,655	\$95	\$0

District Name: GADSDEN COUNTY SCHOOL DISTRICT

Survey: Number 4 - Version 2

Facility Name: SAINT JOHNS ELEMENTARY

Address: 186 OLD BAINBRIDGE ROAD, QUINCY

	Existing	Recommended
Capital Outlay Classification	1 - SCHOOL RECOMMENDED FOR CONTINUED USE	3 - SCHOOL NOT RECOMMENDED FOR CONTINUED USE
Facility Use	ELEMENTARY	ELEMENTARY
Low Grade	PRE-K E S E	PRE-K E S E
High Grade	GRADE 5	GRADE 5
Comments		

	Existing	Student Stations Added/Reduced(+ or -)	Recommended
Perm. Stations	433	-433	0
Reloc. Stations	10	-10	0
Mod. Stations	0	0	0
Total Stations	443	-443	0
Utilization Factor	100%		100%
School Capacity	443		0
COFTE Student Membership	208		0
Survey Annotation	The Board has determined this facility no longer necessary for educational purposes. Transfer all students in grades PK-03 to George W. Munroe Elementary School. Transfer all students in grades 04-08 to James A. Shanks 04-08 School.		

New Site Cost	Site Expansion	Site Development	Site Improvement	Remodeling Cost	Renovation Cost	New Construction Cost
\$0	\$0	\$0	\$0	\$0	\$0	\$0
Estimated Total Project Cost					\$0	

SAINT JOHNS ELEMENTARY	Parcel	Building	Description	Total NSF	Change In Station Count	Calculated Cost	Cost Per NSF	Cost Per Station
Remodeling 2018			Removed NSF (49198), Added NSF (0), Difference NSF (49198), Percent (100%), Removed Stations (443), Added Stations (0) Remodeling: Removing the entire facility for SAINT JOHNS ELEMENTARY.	-49,198	-443	\$0	\$0	\$0

District Name: GADSDEN COUNTY SCHOOL DISTRICT

Survey: Number 4 - Version 2

Facility Name: STEWART STREET ELEMENTARY

Address: S STEWART STREET, QUINCY

	Existing	Recommended
Capital Outlay Classification	1 - SCHOOL RECOMMENDED FOR CONTINUED USE	1 - SCHOOL RECOMMENDED FOR CONTINUED USE
Facility Use	ELEMENTARY	ELEMENTARY
Low Grade	PRE-K E S E	PRE-K E S E
High Grade	GRADE 5	GRADE 5
Comments		

	Existing	Student Stations Added/Reduced(+ or -)	Recommended
Perm. Stations	665	0	665
Reloc. Stations	0	0	0
Mod. Stations	0	0	0
Total Stations	665	0	665
Utilization Factor	100%		100%
School Capacity	665		665
COFTE Student Membership	620		453
Survey Annotation	Renovate buildings on an as needed basis.		

New Site Cost	Site Expansion	Site Development	Site Improvement	Remodeling Cost	Renovation Cost	New Construction Cost
\$0	\$0	\$0	\$0	\$0	\$4,110,990	\$0
Estimated Total Project Cost					\$4,110,990	

STEWART STREET ELEMENTARY	Parcel	Building	Description	Total NSF	Change In Station Count	Calculated Cost	Cost Per NSF	Cost Per Station
Renovation 2021	12	1	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 001 (251 NSF), Room 002 (192 NSF), Room 002A (183 NSF), Room 003 (270 NSF), Room 003A (45 NSF), Room 003B (26 NSF), Room 004 (493 NSF), Room 004A (118 NSF), Room 004B (118 NSF), Room 006 (312 NSF), Room 007 (1838 NSF), Room 007A (296 NSF), Room 007B (196 NSF)	4,338	0	\$360,054	\$83	\$0

**STEWART STREET
ELEMENTARY**

	Parcel	Building	Description	Total NSF	Change In Station Count	Calculated Cost	Cost Per NSF	Cost Per Station
Renovation 2021	12	2	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 042 (4072 NSF), Room 042A (229 NSF), Room 042B (229 NSF), Room 042C (736 NSF), Room 043 (902 NSF), Room 043A (243 NSF), Room 043B (51 NSF), Room 043C (32 NSF), Room 043D (21 NSF), Room 043E (104 NSF), Room 043F (170 NSF), Room 043G (170 NSF)	6,959	0	\$577,597	\$83	\$0
Renovation 2021	12	3	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 020 (733 NSF), Room 020A (6 NSF), Room 021 (823 NSF), Room 021A (31 NSF), Room 021B (26 NSF), Room 022 (823 NSF), Room 022A (31 NSF), Room 022B (26 NSF), Room 023 (823 NSF), Room 023A (31 NSF), Room 023B (26 NSF), Room 024 (823 NSF), Room 024A (31 NSF), Room 024B (26 NSF), Room 025 (791 NSF), Room 025A (31 NSF), Room 025B (52 NSF), Room 026 (777 NSF), Room 026A (31 NSF), Room 026B (52 NSF), Room 027 (671 NSF), Room 027A (31 NSF), Room 027B (55 NSF), Room 028 (1258 NSF)	8,008	0	\$664,664	\$83	\$0
Renovation 2021	12	4	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Lighting, Restrooms, HVAC Systems to Room 001R (220 NSF), Room 002R (220 NSF), Room 008 (50 NSF), Room 008A (173 NSF), Room 008B (232 NSF), Room 009 (724 NSF), Room 009A (8 NSF), Room 010 (451 NSF), Room 010A (8 NSF), Room 010B (274 NSF), Room 011 (724 NSF), Room 011A (8 NSF), Room 012 (724 NSF), Room 012A (8 NSF), Room 013 (724 NSF), Room 013A (8 NSF), Room 014 (724 NSF), Room 014A (8 NSF), Room 015 (724 NSF), Room 015A (8 NSF), Room 016 (724 NSF), Room 016A (8 NSF), Room 017 (724 NSF), Room 017A (8 NSF), Room 018 (724 NSF), Room 018A (8 NSF), Room 020 (1648 NSF)	9,864	0	\$818,712	\$83	\$0
Renovation 2021	12	5	Renovating: Apply Painting, Floor Cover, Electrical, Lighting, HVAC Systems to Room 003R (220 NSF), Room 004R (220 NSF), Room 030 (650 NSF), Room 030A (8 NSF), Room 030B (78 NSF), Room 031 (721 NSF), Room 031A (8 NSF), Room 032 (721 NSF), Room 032A (8 NSF), Room 033 (721 NSF), Room 033A (8 NSF), Room 034 (721 NSF), Room 034A (8 NSF), Room 035 (721 NSF), Room 035A (8 NSF), Room 036 (721 NSF), Room 036A (8 NSF), Room 037 (721 NSF), Room 037A (8 NSF), Room 038 (721 NSF), Room 038A (8 NSF), Room 039 (721 NSF), Room 039A (8 NSF), Room 040 (721 NSF), Room 040A (8 NSF), Room 041 (721 NSF), Room 041A (8 NSF), Room 042 (1743 NSF)	10,938	0	\$907,854	\$83	\$0

**STEWART STREET
ELEMENTARY**

	Parcel	Building	Description	Total NSF	Change In Station Count	Calculated Cost	Cost Per NSF	Cost Per Station
Renovation 2021	12	7	Renovating: Apply Painting, Floor Cover, Electrical, Plumbing, Restrooms, HVAC Systems to Room 050 (667 NSF), Room 050A (60 NSF), Room 051 (756 NSF), Room 051A (60 NSF), Room 052 (756 NSF), Room 052A (60 NSF), Room 053 (667 NSF), Room 053A (60 NSF), Room 055 (239 NSF), Room 057 (245 NSF), Room 058 (756 NSF), Room 058A (60 NSF), Room 059 (756 NSF), Room 059A (60 NSF), Room 060 (756 NSF), Room 060A (60 NSF), Room 061 (756 NSF), Room 061A (60 NSF), Room 062 (2589 NSF)	9,423	0	\$782,109	\$83	\$0

District Name: GADSDEN COUNTY SCHOOL DISTRICT
Survey: Number 4 - Version 2
Facility Name: WEST GADSDEN HIGH SCHOOL (NEW)
Address: 200 PROVIDENCE ROAD, GREENSBORO

	Existing	Recommended
Capital Outlay Classification	1 - SCHOOL RECOMMENDED FOR CONTINUED USE	1 - SCHOOL RECOMMENDED FOR CONTINUED USE
Facility Use	COMBINATION	COMBINATION
Low Grade	GRADE 6	GRADE 4
High Grade	GRADE 12	GRADE 8
Comments		

	Existing	Student Stations Added/Reduced(+ or -)	Recommended
Perm. Stations	757	-12	745
Reloc. Stations	0	0	0
Mod. Stations	0	0	0
Total Stations	757	-12	745
Utilization Factor	90%		90%
School Capacity	681		670
COFTE Student Membership	472		294
Survey Annotation	Change school grade configuration to Combination Intermediate/Middle 04-08. Transfer all students in grades 09-12 to East Gadsden High School. Receive all students in grades 04-08 from Gretna Elementary School.		

New Site Cost	Site Expansion	Site Development	Site Improvement	Remodeling Cost	Renovation Cost	New Construction Cost
\$0	\$0	\$0	\$0	\$0	\$0	\$0
Estimated Total Project Cost					\$0	

WEST GADSDEN HIGH SCHOOL (NEW)	Parcel	Building	Description	Total NSF	Change In Station Count	Calculated Cost	Cost Per NSF	Cost Per Station
Remodeling 2018	22	3	Removed NSF (4196), Added NSF (4196), Difference NSF (0), Percent (0%), Removed Stations (64), Added Stations (65) Remodeling: Adding 1 unit of INTERMEDIATE/MIDDLE SCIENCE DEMO (4-8) (1265 NSF), 1 unit of BUSINESS EXPLORATION LAB (1440 NSF), 1 unit of HOME ECONOMICS EXPLORATION LAB (1491 NSF) and Removing Room 302 (1265 NSF), Room 303 (1491 NSF), Room 314 (1440 NSF)	4,196	1	\$0	\$0	\$0

WEST GADSDEN HIGH SCHOOL (NEW)

	Parcel	Building	Description	Total NSF	Change In Station Count	Calculated Cost	Cost Per NSF	Cost Per Station
Remodeling 2018	22	4	Removed NSF (10852), Added NSF (10852), Difference NSF (0), Percent (0%), Removed Stations (275), Added Stations (242) Remodeling: Adding 4 units of INTERMEDIATE/MIDDLE CLASSROOM (4-8) (932 NSF), 4 units of INTERMEDIATE/MIDDLE CLASSROOM (4-8) (951 NSF), 1 unit of INTERMEDIATE/MIDDLE SKILLS LAB (4-8) (930 NSF), 1 unit of INTERMEDIATE/MIDDLE SCIENCE DEMO (4-8) (1167 NSF), 1 unit of INTERMEDIATE/MIDDLE SCIENCE LAB (4-8) (1223 NSF) and Removing Room 401 (1167 NSF), Room 404 (932 NSF), Room 406 (932 NSF), Room 408 (932 NSF), Room 410 (932 NSF), Room 415 (951 NSF), Room 420 (951 NSF), Room 424 (951 NSF), Room 426 (951 NSF), Room 430 (930 NSF), Room 435 (1223 NSF)	10,852	-33	\$0	\$0	\$0
Remodeling 2018	22	5	Removed NSF (6368), Added NSF (6368), Difference NSF (0), Percent (0%), Removed Stations (40), Added Stations (60) Remodeling: Adding 1 unit of JR HIGH GYMNASIUM (6368 NSF) and Removing Room 508 (6368 NSF)	6,368	20	\$0	\$0	\$0

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10a

DATE OF SCHOOL BOARD MEETING: June 27, 2017



TITLE OF AGENDA ITEM: Master Inservice Plan for 2017 - 2022 (PAEC)

DIVISION:

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

PURPOSE AND SUMMARY OF ITEM:

To review and verify approval of the Panhandle Area Educational Consortium's (PAEC's) Master Inservice Plan for 2017-2022.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Pauline West

POSITION: Human Resources Director/Staff Development Coordinator

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

REVIEWED BY: _____



THE SCHOOL BOARD OF GADSDEN COUNTY

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

Roger P. Milton
Superintendent
miltonr@gcpsmail.com

"Putting Children First"

June 27, 2017

On behalf of the School Board of Gadsden County, Florida we verify approval of **the Panhandle Area Educational Consortium (PAEC) Master In-service Plan.**

The **PAEC Master In-service Plan** was presented to our school board and was approved on June 27, 2017.

Superintendent of Schools

Date

Chairperson

Date

BOARD MEETS FOURTH TUESDAY OF EACH MONTH
EQUAL OPPORTUNITY EMPLOYER

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

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

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

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

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

PAEC Master Inservice Plan Updates, 2017

Page Updates Made

Cover Included Superintendents

1 PAEC mission; verbiage in the Rationale, Adv. Committee & Management

2 Verbiage in the Online Management...(ePDC), & Organization

4 Included *Understanding MIP Components* section

6, 8 Created new component, *Physical & Mental Wellness*

11 Deleted Severe/Profound endorsement component #s

63 Created new detailed component, *Physical & Mental Wellness*

119 Included FLDOE Database Requirements: Reporting Codes & Data Elements

128 Moved Florida Educator Accomplished Practices to Appendices

131 Moved Florida Principal Leadership Standards to Appendices

135 Included *Summary of Current Florida Statutes*

Panhandle Area Educational Consortium

Master In-service Plan

2017-2022

Serving:

- Calhoun County.....Ralph Yoder, Superintendent
 - FAMU-DRS.....Kirk E. Gavin, Ed.D., Interim Superintendent
 - FAU Lab School.....Dr. Valerie Bristor, Superintendent
 - Franklin County.....Traci Moses, Superintendent
 - FSU/Pembroke Pines.....Marcy Driscoll, Superintendent
 - Gadsden County.....Roger Milton, Superintendent
 - Gulf County.....Jim Norton, Superintendent
 - Holmes County.....Terry Mears, Superintendent
 - Jackson County.....Larry Moore, Superintendent
 - Jefferson County..... Marianne Arbulu, Superintendent
 - Liberty County.....David Summers, Superintendent
 - Madison County.....Karen Pickles, Ph.D, Superintendent
 - Taylor County.....Danny Glover, Superintendent
 - Wakulla County.....Robert Pearce, Superintendent
 - Walton County.....Russell Hughes, Superintendent
 - Washington County.....Joe Taylor, Superintendent
- Chairman, PAEC Board of Directors

Also Serving:

- Bay County – Gifted Endorsement
- Florida Virtual School – Master Inservice Plan, Driver Education/Traffic Safety Endorsement, Reading Endorsement, ESOL Endorsement, Gifted Endorsement



Advancing Schools and Communities for Student Success

John T. Selover, Executive Director

877-873-7232, ext. 2235

John.Selover@paec.org

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2017 Renewal

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MISSION

The mission of the Panhandle Area Educational Consortium (PAEC) is to provide a continuum of shared services that elevate student achievement throughout all consortium school districts. One program provided as a service to maximize resources is the PAEC Professional Development Center (PDC). Through the PDC a comprehensive program of professional learning is coordinated and implemented in accordance with *Florida's Professional Development Protocol System Evaluation Standards* for member and participating districts.

RATIONALE

PAEC member and participating districts believe that “Every student deserves a great teacher, not by chance, but by design” (Fisher, Frey, and Hattie, 2016). Customized professional learning is the means through which teachers continually build on their expertise to meet the needs of all students, resulting in increased student achievement. The Master Inservice Plan (MIP) serves as the foundation upon which each member and participating district builds their professional development system to enable educators and staff to reach their full potential and maximize their effectiveness as teachers, leaders, facilitators of learning and support team members. To meet this goal, the MIP is aligned with the *Florida's Professional Development Protocol System Evaluation Standards* and Learning Forward's *Standards for Professional Learning* which are the basis for high-quality professional learning practices across the districts.

MASTER INSERVICE PLAN ADVISORY COMMITTEE

Carolyn Pilcher, Jackson County

Katherine Spivey, Wakulla County

Kim Stafford, Walton County

Brenda Crouch, PAEC

Maria Pouncey, Ed.D., PAEC

Paula Weeks, PAEC

MANAGEMENT

The MIP contains the approved inservice components for the PAEC MIP participating districts. The PAEC Professional Development Center's (PDC) management system allows the implementation of focused, data-driven professional learning activities, based upon the school improvement needs of each educator, school and district. Educators from each member district serve on the PDC Advisory Council. The MIP is revised as necessary, reviewed by the Council, presented to each respective school board for approval, and subsequently submitted to the Florida Department of Education on an annual basis, by October 1.

ONLINE MANAGEMENT THROUGH THE ELECTRONIC PROFESSIONAL DEVELOPMENT CONNECTION (EPDC)

The electronic Professional Development Connections (ePDC) at PAEC is the online professional development management system available to the member districts. This electronic system allows educators to register for professional learning activities, describe an action plan for implementing learning, report impact of implementing professional learning, complete online courses, track inservice points, complete a needs assessment and complete an Individual Professional Learning Plan, if required by their district, effectively and efficiently. The system also permits school and district administrators to: create and retrieve course information; manage attendance; review and evaluate follow-up activities that may include implementation action plans, reflection, impact evaluation, coaching summaries, artifacts, etc.; assign course completion credit; email participants; align course offerings with teacher needs; and document implementation and impact of professional learning in classrooms. Districts also utilize the system to generate report data for submission to the Florida Department of Education as per F.S. 6A-5.071.

ORGANIZATION

Florida's Professional Development Evaluation System Protocol Standards and *Learning Forward's Standards for Professional Learning* guide the design of the Master Inservice Plan. Florida's standards reflect three levels of the Professional Development System and four strands incorporated into each level as follows:

Levels	Strands
1.0 Educator Level 2.0 School Level 3.0 District Level	<ul style="list-style-type: none">● Planning● Learning● Implementing● Evaluating

Planning occurs at the individual/faculty, school and district levels. Educators review previous and current student data, school improvement goals and initiatives and complete their district's professional learning needs assessment. Then, each educator identifies personal learning goals and develops a plan, which is discussed with their administrator and adjusted based upon performance appraisal data and other grade level or school priorities. Specific learning goals for student achievement and professional practice are clearly defined with the district's evaluation plan to determine the effectiveness of professional learning activities. The final educator evaluation form is signed by both the educator and the administrator and includes a timeline for review. School Improvement Plans and goals are developed after review of student data. Teacher data, in conjunction with the school improvement plan goals and objectives, guides the completion of a school level professional development plan. District administrators utilize the school plans for setting district priorities for professional development

learning opportunities. PDC Council members are tasked with reporting ongoing professional learning needs based on their district data for planning the PAEC MIP. PAEC staff members will review data and expressed needs and will assist in developing professional learning opportunities.

Pursuant to State Board Rule 6A-5.071, Master In-service Plan Requirements, and on behalf of the PAEC member and participating districts, PAEC has developed and makes available an assessment of professional learning needs. The PAEC *Professional Development Needs Assessment* is made available to school and district instructional and administrative staff members in an electronic format. The Needs Assessment is based on the six Educator Accomplished Practices and is designed to yield results and data reports a *Professional Development System Evaluation Protocol* at each level – Faculty, School, and District. The assessment provides data-informed guidance as districts plan, provide learning opportunities, support implementation and evaluate impact. District personnel may generate customized reports or request copies of customized *Professional Development Needs Assessment* Reports, as well as other reports. A copy of the electronic *Professional Learning Needs Assessment* may be found in the district shell of the ePDC. The needs assessment will be reviewed and revised, as needed, by the PDC Council on an annual basis.

Learning opportunities are provided to meet professional learning needs at the faculty, school and district levels. To be most effective, the learning activities will follow a collaborative approach that is sustained over an extended period of time with opportunities to implement learning and measure the impact on student learning in a collegial atmosphere. For educators and support staff (non-instructional), learning opportunities include, but are not limited to, analysis of student achievement data, ongoing formal and informal assessments of student achievement, identification and use of enhanced and differentiated instructional strategies that emphasize rigor, relevance, and reading in the content areas, enhancement of subject content expertise, integrated use of classroom technology that enhances teaching and learning, classroom management, parent involvement, school safety and/or other mandated topics.

Implementing newly acquired skills and knowledge in a sustained and supported effort is necessary for changes in educator practice. Implementation is the very heart of professional learning. Applying new knowledge and techniques and observing the impact on student behavior and learning is the primary purpose of professional learning. Selection of methods for follow up and support for implementation of the professional learning are included with all learning components in the MIP/ePDC. These may include classroom-based feedback, observation, reflection and collegial dialogue, coaching, mentoring or other supports.

Evaluating the effectiveness of the professional learning is multifaceted. First, the professional learning component activity is evaluated by the participants to determine the appropriateness of the design and delivery of the component. This is done electronically through the ePDC and the results are available to school, district staff and professional learning consultants. Next is the evaluation of the

participant implementation of knowledge and skills gained through participation in the professional learning activity. The participant must provide evidence of implementation through one of the following: student assessment data, student artifact/portfolio, observation of student performance, changes in classroom practice, or other processes. Once evaluation is completed by all participants, data is reviewed to determine if the professional learning and implementation had the desired impact.

Annually, professional learning activity reports are provided to each district upon request. These reports provide data on component registration, follow-up, and completion to each district for evaluation of their specific learning activities. Additionally, analysis of this data is used along with student and school data to evaluate the effectiveness of the Master Inservice Plan.

UNDERSTANDING MIP COMPONENTS

The Master Inservice Plan (MIP) contains the approved inservice components for member and participating districts using the Plan. To receive inservice credit, inservice events must meet the objectives and criteria of an approved component. If a desired inservice event does not align to an existing component, a new component must be written, reviewed by the professional development council, and approved by each district School Board during the annual MIP approval process. The entire MIP is reviewed and re-approved annually by each School Board and reported to the Florida Department of Education by PAEC.

Component Specifications:

Each component in the MIP must include:

1. Component Title
2. Component number in adherence with the State of Florida Management Information Services (MIS) reporting protocol and classification system
3. Maximum number of inservice points allowed
4. General objective
5. Specific objectives
6. Research-based delivery and activities
7. Appropriate follow-up methods
8. Evaluation process

A MIP component may address one of the following professional areas:

1. Reading, especially as specified in the Comprehensive K-12 Reading Plan
2. Florida Standards, benchmarks, and related subject content
3. Research-based instructional methods and strategies
4. Technology
5. Assessment and data analysis
6. Classroom management
7. Family Involvement
8. School Safety
9. Leadership and Management

10. Diversity
11. Ethics
12. Role of the teacher
13. Knowledge of subject matter
14. Communication
15. Human development and learning
16. Effective learning environments
17. Critical thinking and meta-cognition
18. Continuous improvement

Additional components are also included, as appropriate, for other employee classifications including administrative, professional/confidential, paraprofessional, and classified personnel.

Master Inservice Component Reporting Codes:

Inservice records for each employee are reported to the Department of Education at regularly scheduled intervals, usually in conjunction with established FTE audits. Each MIP component is assigned a unique seven-digit number according to DOE guidelines. See Appendix A for a complete listing of the reporting codes.

MASTER INSERVICE PLAN COMPONENTS -- ALPHABETICAL

Component Number: The table below is a numerical listing of the professional learning components designed for implementation under this Master Inservice Plan. It was designed to provide a quick and easy way of identify which component number to use for an activity. (Use for ESE requirement)

Component Name	Component #	Component # for ESE Teachers
Action Research	4-400-001	
Assessment	4-401-001	4-102-001
Assistive Technology in the Classroom		3-100-001
Career and Technical Education	1-211-001	1-105-001
Child Abuse Prevention	6-511-001	
Classroom Management	5-404-001	5-101-001
Clinical Education	7-501-001	
Code of Ethics	8-416-001	
Communication	2-406-001	
Data Analysis	4-408-001	
Educational Leadership	7-507-001	
ESE Procedures and Practices		8-103-001
ESOL for Administrators	7-704-500	
ESOL for Category III Teachers	2-704-528	
ESOL for Guidance Counselors	2-704-525	

Hearing Impaired		1-105-014
Instructional Leadership: School Principal Level II	7-507-002	
Instructional Methodology	2-408-002	2-100-001
Leadership Evaluation Training	7-507-004	
Lesson Study	2-400-002	
Mental Health Services	5-414-001	
Multicultural Sensitivity	2-412-001	
New Teacher Induction	2-404-001	
Florida Standards	2-007-001	
NON-INSTRUCTIONAL		
Custodian/Maintenance	8-510-001	
Educational Paraprofessionals/Aides	8-506-001	
Food Service Training	8-505-001	
Office/Clerical Support	8-509-001	
Transportation Service Training	6-515-001	
Physical & Mental Wellness	6-414-001	
Preschool/Child Care	2-012-001	
Professional Learning Communities	2-400-001	
School Improvement	7-512-001	
School Safety	6-511-002	
STUDENT SUPPORT SERVICES:		
Assessment/Student Appraisal	8-401-001	
Behavioral Interventions (crisis, abuse, etc.)	8-403-001	
Human Relations/Communication Skills	8-406-001	
Laws, Rules, Policies, Procedures	8-410-001	8-103-001
Parent Involvement, Parent Support	8-413-001	8-104-001
Problem-solving Teams	8-415-001	
Program Administration, Evaluation, Accountability	8-417-001	
Scholarships, Financial Aid, Education Transitions	8-418-001	
Section 504/Americans w/Disabilities Act	8-419-001	
Service Coordination, Collaboration, Integration	8-420-001	
Student Motivation	8-421-001	
Students Records	8-422-001	
SUBJECT CONTENT:		
Adult Education Subject Content	1-301-001	
Fine Arts Subject Content	1-000-001	1-105-008
Health and Safety Subject Content	1-005-003	1-105-003
English/Language Arts Subject Content	1-008-001	1-105-006
Mathematics Subject Content	1-009-001	1-105-002
Media Content	1-407-001	

Other Content Areas	1-007-001	1-105-009
Physical Education Subject Content	1-011-001	1-105-010
Reading Subject Content	1-013-001	1-105-011
Science Subject Content	1-015-001	1-105-004
Social Studies Subject Content	1-016-001	1-105-013
Foreign (World) Language Subject Content	1-004-001	
Substance Abuse Prevention	6-403-001	
Substitute Teacher	8-506-002	
Teacher Evaluation Training	7-507-003	
Technology Applications Strategies	3-003-001	
Technology for Educational Leaders	7-507-005	
Technology In the Classroom	3-408-001	3-100-002
Visually Impaired		1-105-012

MASTER INSERVICE PLAN COMPONENTS -- NUMERICAL

Component Number: A seven digit code which identifies each component in the district Master Inservice Plan. The table below is a numerical listing of the professional learning components designed for implementation under this Master Inservice Plan.

Component Name	Component #
Subject Content: Fine Arts Subject Content	1-000-001
Subject Content: Foreign (World) Language Subject Content	1-004-001
Subject Content: Health and Safety Subject Content	1-005-003
Subject Content: Other Content Areas	1-007-001
Subject Content: English/Language Arts Subject Content	1-008-001
Subject Content: Mathematics Subject Content	1-009-001
Subject Content: Physical Education Subject Content	1-011-001
Subject Content: Reading Subject Content	1-013-001
Subject Content: Science Subject Content	1-015-001
Subject Content: Social Studies Subject Content	1-016-001
Career and Technical Education	1-105-001
Subject Content: Mathematics Subject Content	1-105-002
Subject Content: Health and Safety Subject Content	1-105-003
Subject Content: Science Subject Content	1-105-004
Subject Content: English/Language Arts Subject Content	1-105-006
Subject Content: Fine Arts Subject Content	1-105-008
Subject Content: Other Content Areas	1-105-009
Subject Content: Physical Education Subject Content	1-105-010
Subject Content: Reading Subject Content	1-105-011

Visually Impaired	1-105-012
Subject Content: Social Studies Subject Content	1-105-013
Hearing Impaired	1-105-014
Career and Technical Education	1-211-001
Subject Content: Adult Education Subject Content	1-301-001
Subject Content: Media Content	1-407-001
Florida Standards	2-007-001
Preschool/Child Care	2-012-001
Instructional Methodology	2-100-001
ESE Procedures and Practices	2-103-001
Professional Learning Communities	2-400-001
Lesson Study	2-400-002
New Teacher Induction	2-404-001
Communication	2-406-001
Instructional Methodology	2-408-002
Multicultural Sensitivity	2-412-001
ESOL for Guidance Counselors	2-704-525
ESOL for Category III Teachers	2-704-528
Technology Applications Strategies	3-003-001
Assistive Technology in the Classroom	3-100-001
Technology In the Classroom	3-100-002
Technology In the Classroom	3-408-001
Assessment	4-102-001
Action Research	4-400-001
Assessment	4-401-001
Data Analysis	4-408-001
Classroom Management	5-101-001
Classroom Management	5-404-001
Mental Health Services	5-414-001
Physical & Mental Wellness	6-414-001
Substance Abuse Prevention	6-403-001
Child Abuse Prevention	6-511-001
School Safety	6-511-002
Non-Instructional: Transportation Service Training	6-515-001
Clinical Education	7-501-001
Educational Leadership	7-507-001
Instructional Leadership: School Principal Level II	7-507-002
Teacher Evaluation Training	7-507-003
Leadership Evaluation Training	7-507-004
Technology for Educational Leaders	7-507-005

School Improvement	7-512-001
ESOL for Administrators	7-704-500
ESE Parent Involvement, Parent Support	8-104-001
Student Support Services: Assessment/Student Appraisal	8-401-001
Student Support Services: Behavioral Interventions (crisis, abuse, etc.)	8-403-001
Student Support Services: Human Relations/Communication Skills	8-406-001
Student Support Services: Laws, Rules, Policies, Procedures	8-410-001
Student Support Services: Parent Involvement, Parent Support	8-413-001
Student Support Services: Problem-solving Teams	8-415-001
Code of Ethics	8-416-001
Student Support Services: Program Administration, Evaluation, Accountability	8-417-001
Student Support Services: Scholarships, Financial Aid, Education Transitions	8-418-001
Student Support Services: Section 504/Americans w/Disabilities Act	8-419-001
Student Support Services: Service Coordination, Collaboration, Integration	8-420-001
Student Support Services: Student Motivation	8-421-001
Student Support Services: Students Records	8-422-001
Non-Instructional: Food Service Training	8-505-001
Non-Instructional: Educational Paraprofessionals/Aides	8-506-001
Substitute Teacher	8-506-002
Non-Instructional: Office/Clerical Support	8-509-001
Non-Instructional: Custodian/Maintenance	8-510-001

PROFESSIONAL LEARNING COMPONENTS
Add-On Certification and Endorsement Program Components

ATHLETIC COACHING/SPORTS MEDICINE ENDORSEMENT PROGRAM

Title Of Component	Component Number	# Inservice Points Required
Care and Prevention of Athletic Injuries	1-011-540	60
Coaching Theory	1-011-541	60
Theory and Practice of Coaching a Specific Sport	1-011-542	60

AUTISM ENDORSEMENT PROGRAM

Title Of Component	Component Number	# Inservice Points Required
Nature and Needs, Assessment and Diagnosis	2-103-540	60
Applied Behavior Analysis and Positive Behavior Supports	5-101-516	60
Assistive/Instructional Technology and Natural/Alternative/Augmentative Communication Systems	3-100-502	60
Field-Based Experience with Students with Autism Spectrum Disorder (ASD)	2-100-541	60

DRIVERS EDUCATION/TRAFFIC SAFETY ENDORSEMENT PROGRAM

Title Of Component	Component Number	# Inservice Points Required
Basic Driver Education/Traffic Safety	1-014-537	60
Advanced Driver Education/Traffic Safety	1-014-538	60
Administration and Supervision Driver Traffic Safety	1-014-539	60

ESOL ENDORSEMENT PROGRAM

Title Of Components	Component Number	# Inservice Points Required
Methods of Teaching ESOL	2-700-520	60
Applied Linguistics	2-702-521	60
Cross-Cultural Communication and Understanding	2-705-522	60
Testing and Evaluation of ESOL Students	2-701-523	60
Curriculum and Materials Development	2-703-524	60

ESOL - OTHER COMPONENTS—Non-Endorsement

Title Of Components	Component Number	# Inservice Points Required
ESOL for Administrators	7-704-500	60
ESOL for Category III Teachers	2-704-528	18
ESOL for Guidance Counselors	2-704-525	60

GIFTED ENDORSEMENT PROGRAM

Title Of Component	Component Number	# Inservice Points Required
Nature and Needs of the Gifted	2-100-511	60
Educating Special Populations of Gifted Students	2-100-512	60
Curriculum Development for the Gifted	2-100-540	60
Guidance Counseling of the Gifted Student	2-100-542	60
Theory and Development of Creativity	2-100-543	60

READING ENDORSEMENT PROGRAM

Title Of Component	Component Number	# Inservice Points Required
Competency #1: Foundations of Reading Instruction	1-013-501	60
Competency #2: Application of Research-based Instructional Practices	1-013-502	60
Competency #3: Foundations of Assessment	1-013-503	60
Competency #4: Foundations & Applications of Differentiated Instruction	1-013-504	60
Competency #5: Demonstration of Accomplishment	1-105-505	60

MIP Components - Detailed

ACTION RESEARCH

Component Identifier Number: 4-400-001

Maximum Inservice Points: 120

General Objective(s):

Participants will learn how to conduct Action Research for classroom and school improvement.

Specific Objective(s):

Upon completion of one or more of the professional learning activities, participant:

1. Describe and discuss Action Research Framework and evaluation models appropriate to evaluate school-based projects/programs.
2. Identify research and evaluation questions and indicators appropriate for school-based evaluation.
3. Identify specific data collection techniques including qualitative and quantitative methods.
4. Identify and conduct appropriate descriptive and statistical analysis to answer specified research and evaluation questions.
5. Prepare an action research plan and evaluation plan.
6. Describe and discuss action research presentation and reporting methods.
7. Understanding methods and materials of differentiation to meet the learning needs of students.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods:	A, B, C, D, F, G
Implementation Methods:	M, N, O, P, Q, R, S
Evaluation Methods:	A, B, C, D, E, F (Student) A, B, C, D, Z (Staff)
FEAP:	A4, B1
FPLS:	S4, S7

ASSESSMENT

Component Identifier Number: 4-401-001 or 4-102-001(ESE)

Maximum Inservice Points: 120

General Objective(s):

The purpose of this component is to provide teachers and staff with the ability to use a variety of assessment strategies (traditional and alternate) to measure learning and assist planning for the continuous development of the learner.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants:

1. Diagnose students' readiness to learn and their individual learning needs and plans appropriate intervention strategies.
2. Use multiple perspectives to diagnose student behavior problems and devise solutions.
3. Recognize students exhibiting potentially disruptive behavior and offer alternate strategies.
4. Assess individual and group performance to design instruction that meets students' current needs in the cognitive, social, emotional, and physical domains.
5. Employ performance-based assessment approaches to determine students' performance of specified outcomes.
6. Assist students in maintaining portfolios of individual work and progress toward performance outcomes.
7. Modify instruction based upon assessed student performance.
8. Guide self-assessment by students and assist them in devising personal plans for reaching the next performance level.
9. Maintain observational and anecdotal records to monitor students' development.
10. Prepare and uses reports of students' assessment results.
11. Review assessment data about individual students to determine their entry-level skills, deficiencies, academic progress, and personal strengths, and to modify instruction-based assessment.
12. Communicate individual student progress knowledgeably and responsibly based upon appropriate indicators to the student, parents, and colleagues using terms that students and parents understand.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods: A, B, C, D, F, G
Implementation Methods: M, N, O, P, Q, R, S
Evaluation Methods: A, B, C, D, E, F (Student)
A, B, C, D, Z (Staff)
FEAP: A4
FPLS: S1

ASSISTIVE TECHNOLOGY IN THE CLASSROOM

Component Identifier Number: 3-100-001 (ESE Only)

Maximum Inservice Points: 120

General Objective(s):

This professional learning will enable instructional personnel to obtain and improve professional knowledge and competencies in using assistive technology in the classroom successfully.

Specific Objective(s):

Upon successful completion of one or more professional learning inservice activities, participants:

1. Use technology to promote and enhance the student's learning, communication, real-life problem solving skills, and professional research.
2. Determine the most appropriate assistive technology device to use in meeting individual student needs.
3. Use assistive technology devices, teach students to use the devices, and monitor the effectiveness or use with both verbal and written communication.
4. Use assistive technology within the curriculum to augment students' verbal and written communication.
5. Use universal design to enable all students to access the curriculum.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods: A, B, C, D, F, G
Implementation Methods: M, N, O, P, Q, R, S
Evaluation Methods: A, B, C, D, E, F (Student)
A, B, C, D, Z (Staff)
FEAP: A1, A3
FPLS: S5

1. IDENTIFICATION:

TITLE: Career and Technical Education Subject Content

COMPONENT NUMBER: 1-211-001 / 1-105-001 (ESE)

Function: 1

Focus Area: 211 /105 (ESE)

Local Sequence Number(s): 001

POINTS TO BE EARNED: 120 Maximum

2. DESCRIPTION: This component will provide career and technical education (CTE) teachers with a structured professional learning process coupled with collegially-supported implementation experiences. Purposes are to: 1) deepen teachers' subject content knowledge related to specific curriculum framework, course-appropriate CTE Standards and benchmarks, associated Industry or National Standards, aligned Florida Standards for Technical Subjects, and aligned Florida academic standards for Math, Language Arts, and Science that are addressed in the CTE courses and 2) pedagogical content knowledge regarding the selection and use of high effect size instructional strategies to provide standards-based instruction to assigned students.

3. LINK(s) TO PRIORITY INITIATIVES: identify the alignment of the targeted professional learning with key district Priorities (select all that apply)

- Academic content standards for student achievement
- Assessment and tracking student progress
- Collegial learning practices
- Continuous Improvement practices
- Digital Learning/Technology Infusion
- Evaluation system indicators/rubrics/components
- Instructional design and lesson planning
- Instructional leadership (as per FPLS standards)
- Learning environment (as per FEAPS standards)
- Mastery of a specific instructional practice
- Mastery of a specific leadership practice
- Multi-tiered System of Supports (MTSS)
- Needs Assessments/Problem Solving supporting improvement planning (SIP, IPDP, DP)
- Non-Classroom Instructional staff proficiencies supporting student success
- Organizational leadership proficiencies (as per FPLS)

- Professional and ethical behavior
- Regulatory or compliance requirements
- Other: Parent communication to increase involvement

4. FLORIDA PD PROTOCOL STANDARDS SUPPORTED BY THIS COMPONENT:

	Educator	School	District
Planning	<input type="checkbox"/>	<input checked="" type="checkbox"/> 2.1.1, 2.2.1	
Learning	<input checked="" type="checkbox"/> 1.2.1,1.2.2,1.2.3,1.2.4,1.2.5	<input checked="" type="checkbox"/> 2.2.2, 2.2.3, 2.2.4	
Implementing	<input checked="" type="checkbox"/> 1.3.1,1.3.2,1.3.3	<input checked="" type="checkbox"/> 2.3.1, 2.3.2, 2.3.3	<input checked="" type="checkbox"/> 3.3.1
Evaluating	<input checked="" type="checkbox"/> 1.4.2,1.4.3,1.4.5		

: Check here if not significantly related to any Protocol Standard

5. IMPACT AREA(S):

- Study leading to deep understanding of the practice(s), standard(s), and/or process(es) targeted
- Repetitive practice leading to changes in proficiency of educator or leader on the job
- Tracking improvements in student learning growth supported by the professional learning

6. SPECIFIC LEARNER OUTCOMES: Professional educators will:

1. Learning Culture Supports: Identify peer or mentor educators, instructional coach, or administrator who will provide constructive feedback on implementation efforts and agree upon the times, methods, and supports that these colleagues will provide during the professional learning cycle.
2. Standards-based Instruction: Select specific standards from Florida’s course description of the course or courses being taught, as the target of professional study and complete these activities:
 - a. Based on reviews of available student assessment and/or performance data, including results of aligned industry certification exams, and discussions with colleagues, identify the standards that are most challenging to students.
 - b. Based on emerging changes in content information, technologies or methodologies, pertinent to *Florida’s Career and Technical Education Curriculum Frameworks* and course(s) taught, identify specific areas of study that will ensure currency of information, responsiveness to business and industry, impact CTE standards-based instruction and enhance student learning.
 - c. Select one or more of these standards for deeper study and discuss the aspects of the standard(s) that are most important for student mastery with mentor colleagues, instructional coach, or content experts.

- d. Determine if there are test item specifications related to the selected standard. If so, locate and review the Florida Department of Education’s Test Item Specifications to analyze what aspects of the standard(s) are assessed on state assessments and how they are assessed.
 - e. Identify CTE standards and benchmarks, as well as standards tested on related industry certification exam/s, and determine how they will be assessed.
 - f. Confer with support colleagues and seek resources and/or opportunities to gain a deeper understanding of the targeted content.
3. Research-Based Instructional Processes: Review contemporary research on high effect size instructional strategies and select one or more high effect size instructional strategies as the target(s) of the professional study and:
- a. Identify, review and discuss with a supervisor or instructional coach, a variety of high effect size strategies that may be useful with the standard(s) selected, the targeted students, and that may be linked to indicators in the district’s performance evaluation system.
 - b. Select a specific high effect size strategy for study and implementation and learn how and when to implement the strategy to meet the needs of all students.
 - c. Develop lesson plan(s), with clearly stated learning goals, based on the selected standards. Incorporate the high effect size instructional strategy(ies), selected for study, and a plan to assess student learning. Review the plan with support colleagues and explain the rationale for the plan with attention to students’ learning needs and a multi-tiered system of supports.
 - d. Implement the lesson plan(s), assess and track progress on learning goals with selected students, discuss with support colleagues the observed impact on students, and what, if any improvements might be attempted during subsequent implementations.

7. LEARNING PROCEDURES (Methods):

Learning Methods Database Code: I

Participants will be engaged in one or more of the following types of professional learning activities:

WHAT

Participants will learn and become proficient in 1) identifying crucial aspects of the most challenging, course-related, standards and benchmarks; 2) determining the high effect size instructional strategy(ies) most useful with the selected standard(s), benchmarks and targeted students; and 3) implementing the selected high effect size strategy with the selected standard(s) and targeted students . Participants will review professional literature and other resources related to high effect size strategies and content standards. Modeling may occur and participants will have opportunities to practice using the strategy(ies) individually and/or collaboratively. Constructive feedback will be provided by a facilitator/presenter or via peer-to-peer format and expert coaching and/or mentoring may occur.

HOW

Component delivery will employ a variety of learning designs including face-to-face, blended, or online and occur in a workshop, learning community/lesson study group, or as an individual study with collegial support.

KEY ISSUES to be Included in Participant Implementation Agreements

Participants will agree to:

1. Participate and engage in structured and/or independent learning opportunities.
2. Meet deadlines for completing implementation and follow-up activities which may require educators to:
 - a. Complete required professional learning design survey.
 - b. Plan and/or discuss implementation with support colleagues.
 - c. Complete appropriate assignments, such as lesson plans.
 - d. Collect and analyze student impact data.
 - e. Report and discuss results of student impact data with support colleagues and other appropriate individuals.
 - f. Reflect on results and use results to inform decisions about instructional practices.

8. IMPLEMENTATION/MONITORING PROCEDURES:

Implementation/Monitoring Data Base Code: P

Implementation Support:

Ongoing support and constructive feedback regarding implementation will be provided through interactions among the educator and pre-determined peer or knowledgeable other, district or site-based administrator, and/or mentor educators or in a formalized coaching process. The process will be contingent on the needs of the participant and may include modeling, practicing, observing a peer directly, reflecting orally, conferencing with actionable feedback, and repeating the cycle, if necessary. Web-based resources that provide exemplars will be available for support.

9. IMPACT EVALUATION PROCEDURES:

Impact Area: Impact of repetitive practice leading to changes in proficiency of educator or leader on the job.

Evaluation Methods for Staff Database Code: A

Changes in classroom practices will be observed through the district's instructional evaluation system indicators and/or domains and/or deliberate practice or IPDP growth targets. Student progress measures will also be examined. Evidence used to document classroom implementation of professional learning may be observation checklists that are aligned with the teacher evaluation system, anecdotal records, self-reflection, evidence of communication with district or site-based administrator, approved knowledgeable other, peer or mentor educator, professional learning community documentation, and/or teacher-provided artifacts such as lesson plans, samples of student work, and assessments.

Impact Area: Tracking improvements in student learning growth supported by the professional learning.

Evaluation Methods for Students Database Code B:

Results of school/teacher-constructed student growth measure(s) that track student progress.

Who will use the evaluation impact data gathered?

Teachers, support colleagues, instructional coaches, site-based administrators, and district instructional staff

Individual teachers will use impact data to determine the impact of strategy implementation on students' mastery of targeted standards and benchmarks and to inform decisions regarding instructional practice.

Site-based administrators, instructional coaches and district instructional staff will use impact data to determine how strategy implementation affects students' mastery of targeted standards and benchmarks and to inform decisions regarding teacher professional learning needs.

10. PROCEDURES FOR USE OF THE COMPONENT'S EVALUATION FINDINGS:

Describe what will be done with the data obtained through the evaluation processes.

Teachers will analyze student impact data, document results, and review results with a designated individual who may be a support colleague, instructional coach, district CTE director or designee, approved knowledgeable other, site-based administrator and/or other designated individual. The focus will be on the impact of implementation of the high effect size strategies for standards-based instruction to assigned students based on the standards and benchmarks for the course(s) taught.

What other forms of evaluation data will be gathered?

- a. Online "Professional Learning Design" Survey
- b. Results of national industry certification exam(s), state or district-developed/standardized student growth measure(s), portfolios of student work, observation of student performance, or other performance assessment(s) that reveal impact on students' mastery of standards-based learning goals and objectives.
- c. Data may be used by teachers, peer groups, site-based administrators, district instructional staff and/or PAEC personnel.

Records of professional learning feedback and completion will be maintained in the electronic Professional Development Connections (ePDC) at the Panhandle Area Educational Consortium.

Department: Panhandle Area Educational Professional Development Council

Name(s) of Component Author(s): Panhandle Area Educational Professional Development Council

CHILD ABUSE PREVENTION

Component Identifier Number: 6-511-001

Maximum Inservice Points: 120

General Objective(s):

Participants will become familiar with signs and symptoms of child abuse and the requirements for reporting suspected cases to authorities for investigation.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants:

1. Acquire knowledge of the signs and symptoms associated with the identification of suspected child abuse.
2. Acquire knowledge of the laws and regulations applicable to the requirements and legal responsibilities of reporting suspected cases of child abuse.
3. Demonstrate understanding of the application of the laws and regulations for reporting of suspected child abuse.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods: A, B, C, D, F, G

Implementation Methods: M, N, O, P, Q, R, S

Evaluation Methods: A, B, C, D, E, F (Student)

A, B, C, D, Z (Staff)

FEAP: A2

FPLS: S5, S8, S10

CLASSROOM MANAGEMENT

Component Identifier Number: 5-404-001 or 5-101-001 (ESE)

Maximum Inservice Points: 120

General Objective(s):

The purpose of this component is to provide teachers and staff with the knowledge, skills and dispositions necessary to manage the classroom.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants:

1. Identify proactive strategies to build and maintain effective classroom management.
2. Identify characteristics of effective classroom rules and procedures.
3. Identify characteristics of an effective classroom environment.
4. Identify problem areas within classroom management techniques and physical arrangement through case study reactions.
5. Identify the appropriate consequence for misbehavior according to a hierarchy of consequences.
6. Integrate effective classroom management techniques into his/her teaching style.
7. Identify strategies to implement both control and caring within classroom management.
8. Determine the correlation between effective classroom management and student achievement.
9. Utilize reflective practice through descriptive and analytical journal writing.
10. Implement effective research-based classroom management strategies within the learning environment.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods:	A, B, C, D, F, G
Implementation Methods:	M, N, O, P, Q, R, S
Evaluation Methods:	A, B, C, D, E, F (Student) A, B, C, D, Z (Staff)
FEAP:	A2
FPLS:	S5, S8

CLINICAL EDUCATION

Component Identifier Number: 7-501-001

Maximum Inservice Points: 40

General Objective(s):

To develop the participants' knowledge and skills and attitudes necessary to function as an effective Peer Teacher or other support team member and demonstrate skills of observation and conferencing within the context of a clinical supervision model.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants:

1. Demonstrate knowledge of requirements for serving as a Peer Teacher as stated in Chapter 231, Florida Statutes and State Board of Education Rule 6A-5.75.
2. Demonstrate awareness of the district approved New Teacher Orientation program and requirement of the program.
3. Demonstrate awareness of the generic teaching competencies and their application to the observation and support of new teachers.
4. Identify standard and alternative means for documenting competencies and providing support as needed.
5. Demonstrate knowledge and skill in the research and observation techniques of the Florida Performance Measurement System as it applies to the role of a support team member.
 - a. The participant will acquire skills in using the Florida Performance Measurement System (FPMS) formative instruments
 - b. The participant will acquire a working knowledge of the six (6) domains of effective teaching as defined by the Florida Performance Measurement System
 - c. The participant will identify behaviors that are indicators of generic teaching competencies
6. Demonstrate knowledge and skill in the clinical supervision process as it applies to the role of a support team member.
 - a. The participant will acquire knowledge, skills, and attitudes in effective pre-observation conference techniques
 - b. The participant will acquire skills in systematic observation of teacher behavior in six domains of effective teacher performance
 - c. The participant will demonstrate knowledge and skills in the formal and informal section, design and use of observation tools and systems
 - d. The participant will demonstrate skill in analysis of data on teacher performance to identify areas of strength, weakness, and needs for continued development
 - e. The participant will demonstrate skill in planning and conducting post-observation conferences

- f. The participant will demonstrate the use and the value of reflection in self-assessment in teacher training and professional learning

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods:	A, B, C, D, F, G
Implementation Methods:	M, N, O, P, Q, R, S
Evaluation Methods:	A, B, C, D, E, F (Student) A, B, C, D, Z (Staff)
FEAP:	B1
FPLS:	S4

CODE OF ETHICS

Component Identifier Number: 8-416-001

Maximum Inservice Points: 120

General Objective(s):

The purpose of this component is to provide teachers and staff with the knowledge, skills and dispositions necessary to adhere to the Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants will:

1. Make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
2. Encourage a student's independent action in pursuit of learning.
3. Provide for a student access to diverse points of view.
4. Take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
5. Not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
6. Not use institutional privileges for personal gain or advantage.
7. Maintain honesty in all professional dealings.
8. Not on the basis of race, color, religion, gender, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
9. Support a colleague's right to exercise political or civil rights and responsibilities.
10. Maintain confidentiality of student information as prescribed by law.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods: A, B, C, D, F, G
Implementation Methods: M, N, O, P, Q, R, S
Evaluation Methods: A, B, C, D, E, F (Student)
A, B, C, D, Z (Staff)
FEAP: B2
FPLS: S10

COMMUNICATION

Component Identifier Number: 2-406-001

Maximum Inservice Points: 120

General Objective(s):

The purpose of this component is to provide teachers and staff with the ability to use effective communication techniques with students and all other stakeholders within the school community.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants:

1. Establish positive interaction in the learning environment that uses incentives and consequences for students to promote excellence.
2. Establish positive interactions between teacher and student that are focused upon learning rather than procedures or behavior.
3. Communicate effectively, in both verbal and nonverbal styles with all students, including those with handicapping conditions and those of varying cultural and linguistic backgrounds.
4. Communicate with and challenge all students in a positive and supportive manner.
5. Communicate to all students high expectations for learning.
6. Maintain standards of mutually respectful interaction during individual work, cooperative learning, and whole group activities.
7. Provide all students with opportunities to learn from each other.
8. Motivate, encourage, and support individual and group inquiry.
9. Encourage student's desire to receive and accept constructive feedback on individual work and behavior.
10. Communicate with colleagues, school and community specialists, administrators, and parents' consistently and appropriately.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods: A, B, C, D, F, G

Implementation Methods: M, N, O, P, Q, R, S

Evaluation Methods: A, B, C, D, E, F (Student)

A, B, C, D, Z (Staff)

FEAP: A2

FPLS: S9

DATA ANALYSIS

Component Identifier Number: 4-408-001

Maximum Inservice Points: 120

General Objective(s):

The purpose of this component is to provide teachers and staff with the ability to use a variety of assessment strategies (traditional and alternate) to measure learning and assist planning for the continuous development of the learner.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants:

1. Prepare and use reports of students' assessment results.
2. Diagnose students' readiness to learn and their individual learning needs and plans appropriate intervention strategies.
3. Use multiple perspectives to diagnose student behavior problems and devise solutions.
4. Analyze data and recognizes patterns in data of students assessment results to determine students' performance strengths and needs.
5. Assess individual and group performance data to better design instruction that meets students' current curriculum and content needs.
6. Review assessment data about individual students to determine their entry-level skills, deficiencies, academic progress, and personal strengths, and to modify instruction-based assessment.
7. Communicate group and individual student progress knowledgeably and responsibly based upon appropriate data to the student, parents, and colleagues using terms that students and parents understand.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods:	A, B, C, D, F, G
Implementation Methods:	M, N, O, P, Q, R, S
Evaluation Methods:	A, B, C, D, E, F (Student) A, B, C, D, Z (Staff)
FEAP:	A1, A4
FPLS:	S2, S5, S6

EDUCATIONAL LEADERSHIP

Component Identifier Number: 7-507-001

Maximum Inservice Points: 120

General Objective(s):

To expand and maintain the high level of knowledge, skill and competency needed to provide quality administrative and managerial support services to students, teachers and other members of the school, district, state, and federal educational community.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants:

1. Demonstrate knowledge of the concepts and content of administrative and management services.
2. Demonstrate skill in applying knowledge to provide high quality administration and management services to educational personnel at all levels of the educational community.
3. Demonstrate competency in the delivery of administrative and managerial support services related to the participant's work assignment.
4. Demonstrate knowledge, skills, and behaviors that characterize a disposition of support for the efforts of the schools, district and state toward the process of school improvement.
5. Demonstrate awareness of the Florida Leadership Standards.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods: A, B, C, D, F, G

Implementation Methods: M, N, O, P, Q, R, S

Evaluation Methods: A, B, C, D, E, F (Student)

A, B, C, D, Z (Staff)

FEAP: B1

FPLS: S1, S2, S3, S4, S5, S6, S7, S8, S9, S10

ESE PROCEDURES AND PRACTICES

Component Identifier Number: 2-103-001

Maximum Inservice Points: 120

General Objective(s):

The purpose of this component is to provide educators and staff with the opportunity to develop and/or update knowledge and skills necessary to provide programs and services and to effectively instruct exceptional education students.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants:

1. Identify the student characteristics and criteria for eligibility in ESE special programs.
2. Describe the models of support and placement options for students with disabilities.
3. Identify and demonstrate research-based strategies/techniques for teaching students with disabilities.
4. Identify and demonstrate research-based materials, technology, programs, and resources for teaching students with disabilities.
5. Demonstrate skill in the appropriate use of academic accommodations and modifications for students with disabilities.
6. Demonstrate skill in the appropriate use of assistive and adaptive technology for students with disabilities.
7. Demonstrate skill in the appropriate use of behavior and classroom management techniques for students with disabilities.
8. Develop appropriate Individual Educational Plan (IEP) goals and objectives for students with disabilities.
9. Develop appropriate Transition IEP goals and objectives students with disabilities.
10. Recognize the importance of family and family structure to the individual learner and uses knowledge of the student's family situation to support individual learning.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods: A, B, C, D, F, G
Implementation Methods: M, N, O, P, Q, R, S
Evaluation Methods: A, B, C, D, E, F (Student)
A, B, C, D, Z (Staff)
FEAP: A1, A2, A3
FPLS: S2, S3, S5

ESOL FOR ADMINISTRATORS

Component Identifier Number: 7-704-500

Maximum Inservice Points: 60

General Objective(s):

The purpose the of ESOL for Administrators - Online Course is to meet the 60 hour professional development requirement of the Modified Florida Consent Decree for school administrators as well as to address the Florida Department of Education ESOL objectives for administrators. Participants will identify the administrator's role and responsibility as the instructional leader, recognize appropriate ESOL instructional strategies, techniques, and approaches for meeting the Sunshine State Standards and NCBL; and apply new knowledge and strategies.

Specific Objectives:

1. Demonstrate sensitivity to multicultural and diverse student populations; recognize major differences and similarities among various cultural groups in the U.S., the state of Florida, the local school district, and the individual school.
2. Demonstrate knowledge of cross-cultural issues facing ELLs and their families to school personnel and community members that will facilitate accessibility to resources and services available to them within the school and the community.
3. Demonstrate outreach efforts to connect ELLs and their families to school personnel and community members that will facilitate accessibility to resources and services available to them within the school and community.
4. Demonstrate knowledge of available, necessary and appropriate instructional materials and resources that will facilitate comprehensible instruction for all ELLs.
5. Demonstrate knowledge of the background of the Consent Decree in the League of United Latin American Citizens et al. v. The State Board of Education, 1990, including knowledge of related legislation and litigation (e.g., No Child Left Behind Act of 2001, Lau v. Nichols, Plyler v. DOE, etc.).
6. Demonstrate knowledge of the state and federal requirements for the assessment of language proficiency and academic achievement of ELLs.
7. Demonstrate knowledge of required training for instructional and non-instructional staff members established by the 1990 Consent Decree and its September, 2003 Modification; and of the necessary procedures to ensure that all school site personnel are in compliance with the requirements.
8. Demonstrate the ability to update staff, students, and parents on pertinent changes in the educational legislation, rules and policies that may potentially impact ELLs and their families. Demonstrate ability to evaluate trained teachers who are using ESOL instructional strategies in Basic ESOL courses.
9. Demonstrate knowledge of district's ELL Plan, which indicates the chosen model(s) of delivery of services to ELLs.
10. Demonstrate knowledge of the legal requirements of a student's ELL plan.
11. Demonstrate an understanding of the difference between language proficiency and content-based academic knowledge.
12. Demonstrate knowledge of second language acquisition (applied linguistics) theory and its applicability to the instructional process.
13. Demonstrate knowledge and the ability to implement formal and informal methods of

assessment/evaluation of ELL, including measurement of language, literacy and academic content metacognition.

14. Demonstrate knowledge of the indicators of learning disabilities, especially hearing and language impairment, as compared to the process by which students acquire a second language.
15. Demonstrate knowledge of the indicators for student identification and participation in gifted programs, regardless of English language proficiency and of the program policies that must be in place in order to actively promote and sustain the participation of ELLs in advanced placement courses.
16. Demonstrate knowledge of the school site administrator's role and responsibilities as the instructional leader representative in the school-based ELL committee.
17. Demonstrate the ability to communicate with ELLs, their families and the community to assess the relevance of the curriculum and adequacy of student progress toward standards established by the Department of Education and the local school board.
18. Demonstrate knowledge of procedures regarding ELLs, which begin at school registration, and continue for two years after the ELL, has been exited from the English for Speakers of Other Languages program.
19. Demonstrate knowledge of appropriate teaching strategies and methodologies to deliver comprehensible instruction to students whose first language is not English, that are from diverse cultural backgrounds and that have significantly varied levels of education in their own languages.
20. Demonstrate the ability to evaluate school site staff to ensure that they are using the appropriate strategies and methodologies to deliver comprehensible instruction to ELLs.
21. Demonstrate ability to evaluate school site staff to ensure the use of appropriate native language instructional strategies in the instruction of ELLs.
22. Demonstrate up-to-date knowledge of relevant, scientifically-based research and effective practices regarding second language acquisition, English as a second language methodology and the issues of teaching multicultural populations.
23. Demonstrate knowledge of methods of disaggregating and analyzing data on the achievement of all subgroups, including English language learners, and its impact to the school site's programmatic decisions.
24. Demonstrate ability to apply scientifically based principles and practices to instructional programs in order to improve student achievement within the ELL population.
25. Demonstrate ability to implement at the school site the Continuous Improvement Model, or other proven model for improving the academic achievement of all low-performing students.

Activities:

The ESOL for Administrators Online Course requires participants to spend time online at the FloridaLearns Academy's electronic Professional Development Connections Website interacting with the content presented in various modules. While participating in the online modules, participants will have the opportunity to view various video segments pertaining to the content of the module. In addition, participants must read the reading selections embedded within each module, answer specific questions pertaining to each module, and complete individual assignments. Some assignments require participants to implement strategies learned in the course in their current classrooms. Feedback is provided online by the course's facilitator.

Evaluation for In-Service Credit:

The participant will:

1. Demonstrate increased competency on at least 80% of the objectives as determined by a pre-

- and post- assessment or by other valid measures as determined by the instructor
2. Satisfactorily complete assigned activities and assignments

Component Evaluation:

Through the electronic Professional Development Connections, the district Professional Development Director will receive notification of course completion. The system requires an online component evaluation be completed by the participant before a course is marked completed. This evaluation is a part of the ePDC and conforms to the Florida Professional Development System Evaluation Protocol requirements

- Delivery Methods:** A, B, C, D, F, G
- Implementation Methods:** M, N, O, P, Q, R, S
- Evaluation Methods:** A, B, C, D, E, F (Student)
A, B, C, D, Z (Staff)
- FEAP:** A3
- FPLS:** S4, S5

ESOL FOR CATEGORY III TEACHERS

Component Identifier Number: 2-704-528

Maximum Inservice Points: 18

General Objective(s):

The Panhandle Area Education Consortium's 18-hour ESOL for Category III Teachers on-line course is designed to meet the requirements of the Florida Consent Decree for Category III teachers. The purpose of the online course is to provide these teachers with knowledge about ESOL (English for Speakers of Other Languages) students and instructional strategies and approaches teachers can use to assist ESOL students in understanding the curriculum and meeting the Sunshine State Standards.

Specific Objectives:

1. Analyze and adapt instruction to be comprehensible to ESOL students
2. Facilitate ESOL student adjustment to a new culture
3. Interpret ESOL student behavior from a cultural perspective
4. Understand the principles of second language acquisition and how they can be used in the classroom to facilitate language development
5. Adapt traditional assessments
6. Explore issues that affect the validity of classroom assessment
7. Develop guidelines for grading ESOL students
8. Utilize alternate strategies to assist LEP students
9. Encourage communication with ELLs by using small group work.
10. Design lessons with no less rigor, but with more assistance for LEP students.
11. Assess ELLS appropriately so that assessments measure what they are intended to measure.

Activities:

The *ESOL for Category III Teachers Online Course* requires participants to spend time online at the FloridaLearns Academy's electronic Professional Development Connections Website interacting with the content presented in various modules. While participating in the online modules, participants will have the opportunity to view various video segments pertaining to the content of the module. In addition, participants must read the reading selections embedded within each module, answer specific questions pertaining to each module, and complete individual assignments. Some assignments require participants to implement strategies learned in the course in their current classrooms. Feedback is provided online by the course's facilitator.

Evaluation for In-Service Credit:

The participant will:

1. Demonstrate increased competency on at least 80% of the objectives as determined by a pre- and post- assessment or by other valid measures as determined by the instructor
2. Satisfactorily complete assigned activities and assignments

Component Evaluation:

Through the electronic Professional Development Connections, the district Professional Development Director will receive notification of course completion. The system requires an online component evaluation be completed by the participant before a course is marked completed. This evaluation is a part of the ePDC and conforms to the Florida Professional Development System Evaluation Protocol requirements.

Delivery Methods: A, B, C, D, F, G
Implementation Methods: M, N, O, P, Q, R, S
Evaluation Methods: A, B, C, D, E, F (Student)
A, B, C, D, Z (Staff)
FEAP: A3
FPLS: S4, S5

ESOL FOR GUIDANCE COUNSELORS

Component Identifier Number: 2-704-525

Maximum Inservice Points: 60

General Objective:

The purpose of the Panhandle Area Education Consortium's *ESOL for Guidance Counselors* Online course is to meet the modified Florida Consent Decree requirements for guidance counselors. To meet this goal, the participant will develop and implement a case study of an English Language Learner, including strategies to address academic needs. The case study must contain evidence to support mastery of the Standards and Competencies.

Specific Objectives:

1. Possess individual & group counseling and communication skills to implement a balanced approach in order to assist ELLs and their families.
2. Recognize unique differences among ELLs, including their language proficiency (both native and English), aptitudes, intelligence, interests, and achievements, & incorporate an understanding of this information into the delivery of services.
3. Assist ELLs and their families in dealing with the social and emotional concerns and problems that may hinder their educational development. Collaborate with teachers, student service specialists (e.g., psychologists, social workers), other educators, and related community representatives in addressing the challenges facing ELLs and their families.
4. Demonstrate ability to counsel ELLs regarding their individual rights as afforded to them under state & federal laws and regulations. ELLs who are under-represented in special programs and services, including but not limited to gifted, vocational, specialized academic and career magnets/academies, advanced placement, dual enrollment, and career exploration.
5. Demonstrate knowledge of the federal & state requirements regarding the provision of services to ELLs. Including, but not limited to their roles and responsibilities in the LEP Committee process; development of ELL Student Plans, and implementation of the District ELL Plan.
6. Demonstrate ability to advocate for the educational needs of ELL and implement processes to ensure that these needs are addressed at every level of the ELLs' school experience.
7. Demonstrate knowledge and ability to provide training, orientation, and consultative assistance to teachers, school administrators, and other school-level personnel to support ELLs.
8. Demonstrate sensitivity to multicultural and diverse student populations; recognize major differences and similarities among various cultural groups in the U.S., the state of Florida, the local school district, and the individual ELLs and their families to school personnel and community members that will facilitate accessibility to resources and services available to them within the school and community.
9. Demonstrate ability to collaborate with teachers, school administrators, and other instructional personnel in ensuring that appropriate and effective instructional services are provided to ELLs to ensure their academic success.
10. Demonstrate an understanding of the effects of race, gender, age, and socioeconomic status on assessment results, and the ELLs with the school-based and outreach services and support systems designed to address their unique academic needs.
11. Demonstrate an understanding of the proper administration & use of assessment instruments, and the ability to interpret scores and test-related data to ELLs, teachers, school

administrators, and parents. These assessments should include, but not be limited to the following: English language proficiency assessments; annual assessment of English language development; diagnostic assessments; and state-wide assessments of academic content.

12. Demonstrate knowledge and the ability to implement formal and informal methods of assessment/evaluation of ELLs, including measurement of language, literacy, and academic content metacognition.
13. Demonstrate knowledge and understanding of how individual and group data and statistics are used in building student, course/class and school profiles, constructing student transcripts, and preparing reports.
14. Demonstrate knowledge and ability to review and evaluate transcripts from foreign-born students, and ensure proper & equitable credit accrual, and appropriate grade/course placement of ELLs.
15. Demonstrate knowledge of the indicators of learning disabilities, especially hearing and language impairment, as compared to the process by which students acquire a second language.
16. Demonstrate an understanding of the difference between language proficiency and content-based academic knowledge.
17. Demonstrate knowledge of second language acquisition (applied linguistics) theory and its applicability to the instructional process. ELLs, their families, and the community to assess the relevance of the curriculum and adequacy of student progress towards standards established by the Florida Department of Education and the curriculum established by the school district.
18. Demonstrate the ability to provide information appropriate to the particular educational transition: from middle school to high ELLs in understanding the relationship that their curricular experiences and academic achievement have on their future educational and employment opportunities.
19. Possess and demonstrate an understanding of the current admission requirements, admission options, and application procedures of colleges, universities, and career/vocational institutions, & the ability to effectively counsel ELLs in the pursuit of their post-secondary desires.
20. Demonstrate ability to assist ELLs in evaluating and interpreting information about postsecondary educational and career alternatives so appropriate options are considered & included in the decision-making process.
21. Demonstrate knowledge & ability to understand and interpret forms and data-driven documents that are a part of the post-secondary admission and financial aid processes, including: admission applications; student questionnaires; letters of recommendation, and acceptance; and other needs assessment documents.
22. Demonstrate a familiarity with available technology & the ways in which it may support the post-secondary guidance and counseling process, including: guidance information systems; financial aid information and eligibility; relevant record-keeping and follow-up, and internet services.
23. Demonstrate ability to use historical admission patterns & trends to assist ELLs in measuring the appropriateness of their applications to particular colleges, universities or career/vocational institutions.

Activities:

The ESOL for Guidance Counselors Online Course requires participants to spend time online at the FloridaLearns Academy's electronic Professional Development Connections Website interacting with the content presented in various modules. While participating in the online modules, participants will have the opportunity to view various video segments pertaining to the content of the module. In

addition, participants must read the reading selections embedded within each module, answer specific questions pertaining to each module, and complete individual assignments. Some assignments require participants to implement strategies learned in the course in their current classrooms. Feedback is provided online by the course's facilitator.

Evaluation for In-Service Credit:

The participant will:

1. Demonstrate increased competency on at least 80% of the objectives as determined by a pre- and post- assessment or by other valid measures as determined by the instructor
2. Satisfactorily complete assigned activities and assignments

Component Evaluation:

Through the electronic Professional Development Connections, the district Professional Development Director will receive notification of course completion. The system requires an online component evaluation be completed by the participant before a course is marked completed. This evaluation is a part of the ePDC and conforms to the Florida Professional Development System Evaluation Protocol requirements.

- | | |
|--------------------------------|---|
| Delivery Methods: | A, B, C, D, F, G |
| Implementation Methods: | M, N, O, P, Q, R, S |
| Evaluation Methods: | A, B, C, D, E, F (Student)
A, B, C, D, Z (Staff) |
| FEAP: | A3 |
| FPLS: | S4, S5 |

HEARING IMPAIRED

Component Identifier Number: 1-105-014

Maximum Inservice Points: 120

General Objective(s):

The purpose of this component is to provide teachers and staff with the opportunity to develop and/or update knowledge and skills necessary to effectively instruct deaf/hard of hearing students.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants:

1. List and describe common etiologies/syndromes associated with hearing impairment.
2. Demonstrate increased vocabulary, speed, accuracy, and fluency in using American Sign Language expressively and receptively.
3. Interpret the results of an audiological evaluation and list instructional implications based on these results.
4. Demonstrate skill in the appropriate use and care of individual and classroom amplification equipment.
5. Demonstrate skill in the appropriate use of assistive and adaptive technology for hearing impaired students.
6. Identify and demonstrate instruments and use of cochlear implants.
7. Identify and demonstrate research-based techniques/strategies for teaching hearing impaired students.
8. Identify and demonstrate research-based materials/programs for teaching hearing impaired students.
9. Compare and contrast regulations of the Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA), and section 504 as they relate to hearing impaired students.
10. Describe aspects of deaf culture and etiquette to utilize when working or socializing with the hearing impaired.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods: A, B, C, D, F, G
Implementation Methods: M, N, O, P, Q, R, S
Evaluation Methods: A, B, C, D, E, F (Student)
A, B, C, D, Z (Staff)
FEAP: A1, A2, A3
FPLS: S2, S3, S5

1. IDENTIFICATION:

TITLE: Instructional Leadership – School Principal Level II

COMPONENT NUMBER: 7-507-002

Function: 7

Focus Area: 507

Local Sequence Number(s): 002

POINTS TO BE EARNED: 120 Maximum

2. DESCRIPTION: This component supports an in-depth, two to three-year program of professional learning based on the *Florida Principal Leadership Standards* which are based on contemporary research on high-effect school leadership practices (6A-5.080, F.A.C., *Florida Principal Leadership Standards*). The purpose is to provide a deeper understanding, including repetitive implementation experiences, regarding core instructional leadership strategies in order to provide quality leadership for our schools, now and in the future. The vision is to produce leaders who have the knowledge and skills to lead quality school learning cultures focused on continuous improvement of student achievement and college and career readiness.

3. LINK(s) TO PRIORITY INITIATIVES: identify the alignment of the targeted professional learning with key district Priorities (select all that apply)

- Academic content standards for student achievement
- Assessment and tracking student progress
- Collegial learning practices
- Continuous Improvement practices
- Digital Learning/Technology Infusion
- Evaluation system indicators/rubrics/components
- Instructional design and lesson planning
- Instructional leadership (as per FPLS standards)
- Learning environment (as per FEAPS standards)
- Mastery of a specific instructional practice:
- Mastery of a specific leadership practice:
- Multi-tiered System of Supports (MTSS)
- Needs Assessments/Problem Solving supporting improvement planning (SIP, IPDP, DP)
- Non-Classroom Instructional staff proficiencies supporting student success

- Organizational leadership proficiencies (as per FPLS)
- Professional and ethical behavior
- Regulatory or compliance requirements
- Other: Parent communication to increase involvement

4. FLORIDA PD PROTOCOL STANDARDS SUPPORTED BY THIS COMPONENT:

	Educator	School	District
Planning	<input checked="" type="checkbox"/> 1.1.3	<input checked="" type="checkbox"/> 2.1.1	<input checked="" type="checkbox"/> 3.1.1, 3.1.2, 3.1.6
Learning	<input checked="" type="checkbox"/> 1.2.1, 1.2.2, 1.2.3, 1.2.4, 1.2.5, 1.2.6		
Implementing	<input checked="" type="checkbox"/> 1.3.1, 1.3.2, 1.3.3		<input checked="" type="checkbox"/> 3.3.2
Evaluating	<input checked="" type="checkbox"/> 1.4.1, 1.4.2, 1.4.3, 1.4.4		

5. IMPACT AREA(S):

- Study leading to deep understanding of the practice(s), standard(s), and/or process(es) targeted
- Repetitive practice leading to changes in proficiency of educator or leader on the job
- Tracking improvements in student learning growth supported by the professional learning

6. SPECIFIC LEARNER OUTCOMES: Professional educators will:

1. Understand the significance of a growth mindset, deepen one’s capacity to apply a growth mindset in his/her professional practice and to support school cultures that foster growth mindsets among school leadership, faculty, and students. The participant will learn about the growth mindset and:
 - a. Engage in reflective thinking to assess one’s status regarding use of a growth mindset.
 - b. Observe highly-effective and struggling teachers and assess the degree to which the teachers observed employ a growth mindset. Analyze whether the application of a growth mindset differentiates highly effective and less effective teaching and discuss this analysis with the mentor and growth team.
 - c. Identify developing professionals and work with them in a mentoring capacity to enhance their understanding of a growth mindset and discuss the mentoring plan and its implementation with the mentor and growth team.
 - d. Interview a random selection of students to discuss their perceptions about whether the instruction they are receiving provides evidence of their teachers’ growth mindset and whether they are learning to pursue a growth mindset through their own school experiences and then, discuss findings, observations, and perceptions with the mentor and growth team.
 - e. Prepare and deliver a presentation to a school faculty that explains what a growth mindset is, why it is important to students, and how a school faculty can support each

other in fostering a school culture where a growth mindset characterizes student learning experiences.

2. Understand the essential elements of effective standards-based instruction and apply instructional leadership strategies that support a learning culture that values standards-based education. The participant will become familiar with the state statutes and State Board of Education rules related to standards-based instruction and:
 - a. Review professional literature on the significance and structure of standards-based instruction and the national movement toward standards-based instruction as a means of meeting the challenges of globalization and an information age.
 - b. Examine research regarding the development of Florida's academic standards for students.
 - c. Identify the process by which teachers can determine which Florida academic standards apply to the course(s) he/she teaches and provide professional learning sessions to faculty members on the use of the Florida Department of Education's course descriptions to enable all teachers to use them as the basis for course-appropriate, standards-based lesson planning.
 - d. Identify what subjects have test item specifications, provided by the Florida Department of Education, determine whether faculty members know how to access and use them, and provide assistance for those who do not use them to ensure they understand how standards are assessed on state assessments.
 - e. Use available professional resources to learn about learning goals and develop a process to monitor whether learning goals assigned to students are based on state standards for the courses in which they are enrolled.
 - f. Interview a random sample of students on what they understand their learning goals to be, ask how they are made aware of those learning goals, and compare students' understanding of learning goals with the actual state standards for the courses in which they are enrolled. Develop a protocol to guide a discussion with teachers about how to monitor whether learning required by state standards is aligned to the learning goals students are actually pursuing.
 - g. Conduct lesson planning conferences with teachers that address how to plan for standards-based instruction and how to monitor student progress toward mastery of those standards. Develop a protocol for enabling teachers to develop standards-based objectives, formative assessments to track progress, and summative assessments to determine student mastery of standards.
 - h. Engage in constructive dialogue with the mentor and growth team on the benefits obtained and obstacles to be overcome.
3. Become proficient in recognition of effective instruction by study and application of contemporary research on effective instructional practices and:
 - a. Deepen capacity to function as an expert observer and diagnostician of teaching and learning issues by gaining familiarity with the *5 Dimensions of Teaching and Learning*

and the *4 Dimensions of Instructional Leadership*. Completers of the Commissioner's Leadership Academy are a resource.

- b. Develop a core vocabulary on analysis of effective instruction by reviewing the works of Robert Marzano, John Hattie and other nationally recognized experts on effective instruction.
 - c. Consult with the mentor, growth team, and a completer of the Commissioner's Leadership Academy to form a cohort with other school leaders to exchange practice observations and reporting visits.
4. Understand the value of a school-based culture of learning, master, and apply school leader practices that promote team learning and shared mission among a school faculty.
- a. Hold discussions with faculty members that allow expression of their current views on the mission of the school and the role of teachers in student success. Analyze the proportion of the faculty with a belief that teaching quality determines student success and the proportion that believe outside factors beyond the teacher control determine student success. Review national literature to identify examples of schools that overcame outside barriers and generated significant student success and share these examples with faculty members.
 - b. Establish a pattern of frequent classroom walk-throughs and informal observations to note patterns in instructional processes that students receive. Use a range of interpersonal communication skills and tools to provide feedback, coaching, and support to improve teaching.
 - c. Use evidence-based, non-evaluative conversations about teaching and learning to focus teachers on improving use of high effect size instructional strategies.
 - d. Discuss methods to initiate the use of real-time/active coaching skills to improve instruction in the moment with the mentor/growth team, implement the process, and hold constructive, follow-up conversations with faculty to improve your use of this process.
 - e. Manage time and resources to support faculty follow-up on agreed-upon next steps which support their implementation of professional learning and then, identify the next level of work issues related to professional growth. Discuss how this process will be implemented and seek suggestions for improvement with the mentor/growth team.
5. Understand the use of data-based decision making in setting learning goals, monitoring student growth, and making adjustments in supports to student learning. Review professional literature and utilize other resources on the use of data to promote student learning.
- a. Demonstrate effective use of technology to access and examine the various types of student data.
 - b. Meet with a variety of teachers to examine their lesson planning process and discuss what sources of formative data they plan to acquire to track student progress toward meeting lesson goals.

- i. Examine the relationship between the planned data acquisition and the standards of the course;
 - ii. Discuss the methods the teachers plan to use to acquire the data;
 - iii. Discuss how data results will be used to guide further lesson planning actions;
 - iv. Discuss how the data will be shared with students;
 - v. Determine how the data processes that were planned aligned with those that were actually used; and,
 - vi. Prepare and implement faculty presentations to share the most successful data processes observed and invite faculty members to explain these processes to their colleagues.
 - c. Review whether teachers involve students in using data to track their own progress on important standards.
 - d. Based on analysis of the above activities, use reflective/inquiry coaching skills grounded in student data to debrief an observation and plan next steps for lesson development and determination of student progress.
 - e. Determine teachers' understanding and use of a multi-tiered system of supports (MTSS) and discuss with teachers the data processes they use to implement MTSS.
 - f. Hold conversations with randomly selected students to gather evidence of their perceptions about the data they receive on their own progress toward mastery of course standards. Discuss with the mentor/growth team what the evidence says about the use of formative evaluation in the students' learning environment.
6. Become proficient in two-way communication and use appropriate oral, written, and electronic communication and collaboration skills to accomplish school and system goals by building and maintaining relationships with students, faculty, parents, and community.
- a. Become familiar with multiple avenues to support effective communication including digital tools and resources and demonstrate effective use of these tools.
 - b. Become skilled at leading conversations that may be difficult.
 - c. Learn about and use a variety of surveys to secure information from all stakeholders about educational issues such as school climate, school environment, faculty satisfaction, educational outcomes, and other issues related to the educational process.
 - d. Create opportunities to engage all stakeholders in constructive conversations about important school issues to promote involvement and maintain records.
 - e. Consult with the mentor and growth team to examine data that reflects progress.
7. Understand the *Code of Ethics and the Principles of Professional Conduct for the Education Profession in Florida*, pursuant to Rules 6B-1.001 and 6B-1.006, F.A.C.
- a. Study the *Code of Ethics and the Principles of Professional Conduct for the Education Profession in Florida*.
 - b. Engage in dialogue regarding common violations with the mentor and growth team and legal experts.

- c. Create opportunities to provide information and engage faculty members in dialogue about the *Code of Ethics and the Principles of Professional Conduct for the Education Profession in Florida*.

Professional Development Delivery, Follow-Up and Evaluation:

NOTE: To earn credit for an objective, participants must complete the activities for that objective in a manner approved by their mentor and growth team. Evaluation of the participant's work will be done by the mentor and growth team. Evaluation of the component's impact on the participant's instructional leadership capacity will be performed by the participant's supervisor.

7. LEARNING PROCEDURES (Methods):

Participants will be engaged in one or more of the following types of professional learning activities:

Learning Methods Database Code: I

WHAT

All objectives are preceded by completion of these assignments:

1. Learning Culture Support System:
 - a. Select a peer mentor and growth team to facilitate work on this component. The mentor should have successful experience as a school administrator, be knowledgeable about the focus of the objective(s) under study, and be willing to take part in constructive conversations about the participant's professional growth. The growth team should consist of three to five knowledgeable others with expertise on some aspects of teaching and learning and/or instructional leadership. Agree upon times, methods, and supports that these colleagues will provide during this professional learning experience. NOTE: Mentor/growth team support applies to each objective; however, the mentor/growth team may change for each objective.
 - b. With the mentor/growth team selected, locate and review online descriptions of the methods and purposes of the constructive conversations (See FPLS Standard 9 and other resources provided by FLDOE or PAEC).
2. Florida Principal Leadership Standards:
 - a. To deepen capacity for implementing high quality instructional leadership at the school level, review the indicators in the Florida Principal Leadership Standards with your mentor/growth team, analyze your current capacity to meet the standards, and then, complete the objectives and supporting activities.

HOW:

Component delivery will employ a variety of learning designs, mentor/growth team collaboration, and use of research and/or other resources and tools. Professional learning may occur via face-to-face, blended, or online and occur in a workshop, learning community/lesson study group, or individually.

KEY ISSUES to be included in participant implementation agreements:

Participants will agree to:

1. Participate and engage in structured learning opportunities.
2. Commit to working with a mentor/growth team and to receiving and providing constructive feedback.
3. Meet deadlines for completing implementation and follow-up activities which may require educators to:
 - a. Complete appropriate assignments.
 - b. Complete required professional learning design survey and other surveys that may be related to each of the specific objectives.
 - c. Collect and analyze impact data (teacher and/or student).
 - d. Report and discuss results of impact data (teacher or student) with appropriate individuals.
 - e. Reflect on results and use results to inform decisions about professional practice.

8. IMPLEMENTATION/MONITORING PROCEDURES:

Implementation/Monitoring Data Base Code: P

Implementation Support:

Ongoing support will be provided through structured coaching/mentoring or less formal mentoring, involving school, district, or regional leadership personnel, knowledgeable peers, or collegial learning structure such as professional learning community or lesson study group. This process will be contingent on the needs of the participant and may include modeling, practicing, directly observing skill demonstration, conferencing, reflecting orally, and repeating the cycle, if necessary. Web-based resources that provide exemplars will be available for use.

Monitoring Procedures:

Educators will be required to develop and submit appropriate supporting products, which may include, but not be limited to a rubric, checklist, summary of analysis, protocol, meeting agenda, classroom walk-through documentation, coaching log or comments, video exemplar, presentation, case study, portfolio, or written reflections on lessons learned. Participants may also be observed demonstrating implementation of the process or product and supporting materials may be requested.

9. IMPACT EVALUATION PROCEDURES:

Impact Area: Impact of repetitive practice leading to changes in proficiency of educator or leader on the job

Evaluation Methods for Staff Database Code: A

Changes in leadership practices will be observed through the district's school leader evaluation system indicators and/or domains and/or deliberate practice or individual leadership development plan growth targets. Student progress measures will also be examined. Evidence used to document implementation of professional learning may be observation checklists that are aligned with the district's school leader evaluation system, anecdotal records, portfolio, self-reflection, mentor/growth team documentation, artifacts, communication records, and/or climate surveys. Each will be used as appropriate to evaluate changes in proficiency of the leader.

Impact Area: Tracking improvements in student learning growth supported by the professional learning

Evaluation Methods for Students Database Codes: F

Other performance assessment(s) that reveal impact on students including learning objectives or behavioral growth.

Who will use the evaluation impact data gathered?

District-level Supervisors, Site-Based Administrators, Mentor/Growth Team Members, Florida Department of Education

10. PROCEDURES FOR USE OF THE COMPONENT’S EVALUATION FINDINGS:

Describe what will be done with the data obtained through the evaluation processes.

The supervisor, school leader, mentor/growth team, faculty members, and other stakeholders (such as SIP team members) will analyze student impact data, document results, review results and discuss impact and implications. The focus will be on the impact of implementation of the professional learning. Specific points that will be addressed are:

1. Extent to which implementation of the high effective size core instructional leadership strategies impact the school’s learning culture focused on continuous improvement of student achievement and college and career readiness.
2. The leader’s proficiency using the tools, skills, and/or strategies that were targeted by the component and whether or not additional coaching, mentoring, or other forms of support may be needed.

What other forms of evaluation data **may** be gathered:

- a. Online “Professional Learning Design” Survey
- b. Data demonstrating improved/increased communication among educators, educators and parents, educators and students, and/or among students. Evaluative data may be survey data, logs, artifacts, or self-reported data from participants.
- c. School culture and/or climate survey
- d. Surveys that report the frequency and quality of interactions among the participant and mentor/growth team members
- e. Data may be used by district supervisors and instructional teams, mentor/growth teams, site-based administrators, and/or PAEC personnel.

Records of professional learning feedback and completion and will be maintained in the *electronic Professional Development Connections* (ePDC) at the Panhandle Area Educational Consortium.

Department: Professional Development Center

Name(s) of Component Author(s): Panhandle Area Educational Consortium Professional Development Council

INSTRUCTIONAL METHODOLOGY

Component Identifier Number: 2-408-002 or 2-100-001 (ESE)

Maximum Inservice Points: 120

General Objective(s):

The purpose of this component is to provide teachers and staff with the ability to use an understanding of teaching and learning to provide a learning environment which supports intellectual development and critical, creative, and evaluative thinking capabilities of students.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants:

1. Recognize the developmental level of each student as indicated by behaviors, writings, drawings, etc., and other responses.
2. Stimulate student reflection on previously acquired knowledge and links new knowledge and ideas to already familiar ideas.
3. Draw upon an extensive repertoire of activities that have proven successful in engaging and motivating students at appropriate developmental levels.
4. Develop instructional curriculum with attention to learning theory, subject matter structure, curriculum development, and student development.
5. Present concepts and principles at different levels of complexity so that they are meaningful to students at varying levels of development.
6. Analyze student performance standards to identify associated higher-order thinking skills, and designs learning and performance strategies to evoke these higher-order skills.
7. Choose varied teaching strategies, materials, and technologies to expand students' thinking.
8. Assist students in selecting projects and assignments that involve the need to gather information and solve problems.
9. Pose problems, dilemmas, questions, and situations in lessons that involve value knowledge and that require evaluative thinking.
10. Assist students in applying the rules of evidence that govern the acceptability of judgments and conclusions.
11. Guide students in evaluating the plausibility of claims or interpretations in the field of study.
12. Create approaches to learning that are interdisciplinary and that integrate multiple subject areas.
13. Represent concepts through more than one method, such as analogies, metaphors, graphics, models, and concrete materials.
14. Vary his/her role in the instructional process (instructor, coach, mentor, facilitator, audience, critic, etc.) in relation to the purposes of instruction and the students' needs.
15. Monitor student's work and adjusts strategies in response to learner's needs and successes in

creative thinking activities.

16. Propose open-ended projects and other activities in which creative products and innovative solutions are the ultimate objective.
17. Use technology and other appropriate tools to extend the learning environment for students.
18. Understand methods and materials to differentiate instruction.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods:	A, B, C, D, F, G
Implementation Methods:	M, N, O, P, Q, R, S
Evaluation Methods:	A, B, C, D, E, F (Student) A, B, C, D, Z (Staff)
FEAP:	A1, A3
FPLS:	S8

LEADERSHIP EVALUATION TRAINING

Component Identifier Number: 7-507-004

Maximum Inservice Points: 60

General Objective(s):

The purpose of this component is to provide district leadership staff an overview of the LEA's evaluation model and an in-depth description of how the model and procedures are implemented. Upon completion, staff will be able to describe all components of the LEA's evaluation model and explain how the system and procedures will affect evaluation results.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants will:

1. Identify and describe the LEA's Evaluation Model, its components and procedures.
2. Discuss the cause and effect relationship between instruction and student academic growth as it relates to affecting the results of the LEA's evaluation model.
3. List and describe the evaluation model components and how the results, including teacher observations and student learning, are analyzed.
4. Describe, in detail, available supports to enhance individual's inquiry process to support teacher growth during the evaluation period.
5. Using the evaluation model's framework, identify long and short-term instructional goals to enhance student-learning concurrent with professional growth.
6. Describe how leadership, reflecting on the components of the evaluation model, can support and empower teachers to focus on student achievement.
7. Use the evaluation model framework to describe effective tools and strategies to encourage teachers to work with leadership to improve student learning.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their in-service leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods: A, B, C, D, G, I

Follow-up Methods: M, N, O, P, Q, R

Evaluation Methods: A, C, D, E, F (Student)
A, B, C, D (Staff)

FEAP: B1

FPLS: S3, S4, S6, S7

LESSON STUDY

Component Identifier Number: 2-400-002

Maximum Inservice Points: 120

General Objective(s):

The purpose of this component is to provide teachers and staff with the content knowledge necessary to learn the elements and processes involved in collegial learning through Lesson Study.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants:

1. Describe and discuss the elements of a lesson study group
2. Identify the steps for setting up a lesson study group
3. Establish a lesson study group and identify the goals of the group
4. Develop and participate in a lesson study and demonstrate the following tasks:
 - a. Identify the research theme for the group study
 - b. Demonstrate facilitation skills to ensure input from all team members
 - c. Identify the lesson or unit for study
 - d. Describe the desired learning outcomes for students at the conclusion of the lesson implementation
 - e. Demonstrate effective group interactions in review and design of lesson
 - f. Document student response to lesson implementation
 - g. Describe intended and non-intended outcomes and re-design of lesson as appropriate
 - h. Reteach as appropriate and document student responses
5. Reflect on process and submit report of process and results.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods:	A, B, C, D, F, G
Implementation Methods:	M, N, O, P, Q, R, S
Evaluation Methods:	A, B, C, D, E, F (Student) A, B, C, D, Z (Staff)
FEAP:	A1, A3, A5
FPLS:	S4

MENTAL HEALTH SERVICES

Component Identifier Number: 5-414-001

Maximum Inservice Points: 120

General Objective(s):

The purpose of this component is for staff to gain new information, strategies, and resources appropriate for providing mental health services to students.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants:

1. Identify new strategies and techniques to be used when providing mental health services to students.
2. Identify resource materials, including commercially prepared materials, which can be used when providing mental health services.
3. Identify materials which can be produced to assist students who are deficient in a given skill area.
4. List and describe strategies and techniques which can be used.
5. Incorporate new strategies and techniques into the counseling objectives.
6. Interpret information gained, strategies and techniques used.
7. Evaluate student progress when utilizing the new strategies and techniques.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods: A, B, C, D, F, G
Implementation Methods: M, N, O, P, Q, R, S
Evaluation Methods: A, B, C, D, E, F (Student)
A, B, C, D, Z (Staff)
FEAP: A1, A4
FPLS: S5

MULTICULTURAL SENSITIVITY

Component Identifier Number: 2-412-001

Maximum Inservice Points: 120

General Objective(s):

The purpose of this component is to provide teachers and staff with the ability to use teaching and learning strategies that reflect each student's culture, learning styles, special needs, and socio-economic background.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants:

1. Accept and value students from diverse cultures, and treat all students equitably.
2. Create a learning environment in which all students are treated equitably.
3. Utilize the cultural diversity and experiences of individual students to enrich instruction for the whole group.
4. Provide a wide range of activities to meet the various students' learning styles.
5. Use appropriate teaching techniques to effectively instruct all students.
6. Use appropriate materials, technology, and resources to assist all students to learn.
7. Use appropriate school, family, and community resources to help meet all students' learning needs.
8. Help students develop shared values and expectations that create a climate of openness, mutual respect, support, and inquiry.
9. Select and use appropriate materials and resources that reflect contributors that are multicultural.
10. Recognize the importance of family situations to support individual learning.
11. Recognize the importance of family and family structure and use this knowledge to support independent learning.
12. Foster student responsibility, appropriate social behavior, integrity, valuing of diversity, and honesty by role modeling and through learning activities.
13. Provide learning situations that enable the student to practice skills and knowledge of English needed for success in school and as an adult.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods: A, B, C, D, F, G
Implementation Methods: M, N, O, P, Q, R, S
Evaluation Methods: A, B, C, D, E, F (Student)
A, B, C, D, Z (Staff)
FEAP: A1, A2, A3
FPLS: S5

NEW TEACHER INDUCTION

Component Identifier Number: 2-404-001

Maximum Inservice Points: 120

General Objective(s):

Participants will be oriented to their school district to foster a successful teaching and learning experience.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants:

1. Acquire knowledge of the school district, policies and procedures of state law and DOE rules.
2. Understand the role of the Peer/Mentor Teacher, and learn about other requirements of a teacher new to the district.
3. Demonstrate knowledge and skill in registering in and using the electronic Professional Development Connection (ePDC).
4. Participate in the district induction program.
5. Demonstrate effective classroom management strategies.
6. Demonstrate ability to analyze student assessment data to differentiate instruction.
7. Demonstrate effective communication skills with students, peers and parents.
8. Demonstrate knowledge of subject area standards.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods:	A, B, C, D, F, G
Implementation Methods:	M, N, O, P, Q, R, S
Evaluation Methods:	A, B, C, D, E, F (Student) A, B, C, D, Z (Staff)
FEAP:	A1, A3
FPLS:	S4

NEXT GENERATION SUNSHINE STATE STANDARDS and/or COMMON CORE

Component Identifier Number: 2-007-001

Maximum Inservice Points: 120

General Objective(s):

The purpose of this component is to provide teachers and staff with the knowledge, skills and dispositions necessary to effectively implement the Next Generation Sunshine State Standards and/or Common Core Standards.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants:

1. Demonstrate knowledge and understanding of the organization, structure, terminology, and contents of the Next Generation Sunshine State Standards and/or Common Core Standards.
2. Demonstrate ability to locate, interpret, explain and apply specific information on strands, standards, and benchmarks contained within one or more of the Next Generation Sunshine State Standards and/or Common Core Standards to their specific teaching situation(s) and assignment(s).
3. Demonstrate ability to plan, coordinate, manage and assess instruction based on the purpose and content of the benchmarks and sample performance indicators identified in the Next Generation Sunshine State Standards and/or Common Core Standards, appropriate to their specific teaching situation(s) and assignment(s).
4. Demonstrate the ability to use knowledge of the Next Generation Sunshine State Standards and/or Common Core Standards to interpret student tests and other performance data and reports to accurately assess progress, program effectiveness, student learning and needs and plan/modify instructional planning and delivery to maximize student success in meeting the performance expectations of the Next Generation Sunshine State Standards and/or Common Core Standards.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods:	A, B, C, D, F, G
Implementation Methods:	M, N, O, P, Q, R, S
Evaluation Methods:	A, B, C, D, E, F (Student) A, B, C, D, Z (Staff)
FEAP:	A1, A3, A4
FPLS:	S3, S4

NON-INSTRUCTION: CUSTODIAN/MAINTENANCE

Component Identifier Number: 8-510-001

Maximum Inservice Points: 120

General Objective(s):

To upgrade and update the quality of custodial/maintenance services provided.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants:

1. Identify the professional custodian/maintenance qualities, characteristics and their role and importance in a school's plant operations.
2. Acquire knowledge of and demonstrate safety procedures in school operations.
3. Demonstrate knowledge of sanitation and school housekeeping.
4. Demonstrate knowledge of floor and carpet care.
5. Gain a working knowledge of broad areas within the custodial field.
6. Demonstrate knowledge of minor and preventive maintenance including climate support and structure and energy conservation.
7. Demonstrate knowledge of grounds care for school.
8. Demonstrate knowledge of the custodial essentials.
9. Demonstrate knowledge and skills in other areas as may be required by Federal/State Laws or guidelines, district policies, school identified needs and/or private subcontractors employed by the district
10. Demonstrate knowledge and skills related to routine maintenance of district facilities and hardware.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods: A, B, C, D, F, G

Implementation Methods: M, N, O, P, Q, R, S

Evaluation Methods: A, B, C, D, E, F (Student)

A, B, C, D, Z (Staff)

FPLS: S8

NON-INSTRUCTION: EDUCATIONAL PARAPROFESSIONAL/AIDES

Component Identifier Number: 8-506-001

Maximum Inservice Points: 120

General Objective(s):

Participants will develop and/or update attitudes, skills, and knowledge that will enable them to function effectively and efficiently as an educational aids or assistant.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants:

1. Demonstrate knowledge of local student education programs, state and district policies, rules, responsibilities and legal guidelines and instructional practices relevant to the role of paraprofessionals.
2. Demonstrate skills in utilization of behavior management and instructional techniques.
3. Demonstrate skill in recording student behavior and student progress, marking student papers, and other clerical duties associated with classroom, campus and/or school bus.
4. Demonstrate knowledge of emergency first aid procedures to be followed.
5. Demonstrate knowledge of child/adolescent growth and development.
6. Demonstrate skills in assisting in the planning and delivery of effective lessons and instruction.
7. Demonstrate skills related to interpersonal and instructional age appropriate behaviors for students and adults.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods: A, B, C, D, F, G
Implementation Methods: M, N, O, P, Q, R, S
Evaluation Methods: A, B, C, D, E, F (Student)
A, B, C, D, Z (Staff)
FPLS: S8
FPLS: S4, S5

NON-INSTRUCTION: FOOD SERVICE TRAINING

Component Identifier Number: 8-505-001

Maximum Inservice Points: 120

General Objective(s):

The purpose of this component is to provide all categories of School Food Service personnel the skills necessary to perform and complete the duties described by their particular job description in order to successfully implement a cost effective School Food Service program that meets the current local, state and federal guidelines and procedures.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants:

1. Demonstrate knowledge of current federal, state and local program guidelines and implement these guidelines in the operation of the program.
2. Demonstrate knowledge and skills in quantity food preparation utilizing quality control standards and meal pattern requirements.
3. Demonstrate knowledge and skills in work simplification techniques and time management and apply these skills to the specific tasks defined in their job.
4. Demonstrate knowledge of appropriate sanitation and safety skills in the workplace.
5. Demonstrate knowledge and skills in the appropriate procedures for the care of equipment and energy conservation techniques.
6. Demonstrate knowledge of and implement appropriate cost control and program accountability procedures.
7. Demonstrate knowledge and skills in other areas as may be required by Federal/State Laws or guidelines, district policies, school identified needs and/or private subcontractors employed by the district.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods: A, B, C, D, F, G

Implementation Methods: M, N, O, P, Q, R, S

Evaluation Methods: A, B, C, D, E, F (Student)

A, B, C, D, Z (Staff)

FPLS: S8

NON-INSTRUCTION: OFFICE/CLERICAL SUPPORT

Component Identifier Number: 8-509-001

Maximum Inservice Points: 120

General Objective(s):

To expand and maintain the high level of knowledge, skill and competency needed to provide quality office/clerical services to students, teachers, administrators and support staff and other members of the school and district educational community.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants:

1. Demonstrate knowledge of the laws, rules, policies and procedures to govern the operation of the schools and district departments within the scope of the participant's assignment.
2. Demonstrate skill in applying knowledge to provide high quality office/clerical support services.
3. Demonstrate competency in the delivery of office/clerical support services related to the participant's work assignment.
4. Demonstrate knowledge, skills, and behaviors that characterize a disposition of support for the efforts of the school and district.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods: A, B, C, D, F, G

Implementation Methods: M, N, O, P, Q, R, S

Evaluation Methods: A, B, C, D, E, F (Student)

A, B, C, D, Z (Staff)

FPLS: S8

NON-INSTRUCTION: TRANSPORTATION SERVICE TRAINING

Component Identifier Number: 6-515-001

Maximum Inservice Points: 120

General Objective(s):

1. Participants will develop awareness in the requirements of school bus drivers and/or Bus Attendants that are statutorily mandated.
2. Participants will gain insight into new and innovative techniques available to enhance their performance as Bus Drivers and/or Bus Attendants.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants:

1. Demonstrate knowledge of the role of the bus driver or attendant in a public school transportation setting.
2. Demonstrate knowledge of the various types of buses or other vehicles used in pupil transportation.
3. Demonstrate knowledge of the proper techniques and requirements for vehicle and/or equipment inspections.
4. Demonstrate knowledge of bus operational procedures.
5. Demonstrate improved knowledge of traffic laws and traffic control devices.
6. Demonstrate knowledge of how to properly respond to critical or emergency situations that may occur on a bus (i.e., bus accident, bus fire, etc).
7. Demonstrate knowledge of student loading and unloading procedures.
8. Demonstrate knowledge and skills in other areas as may be required by Federal/State Laws or guidelines, district policies, school identified needs and/or private subcontractors employed by the district.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods: A, B, C, D, F, G
Implementation Methods: M, N, O, P, Q, R, S
Evaluation Methods: A, B, C, D, E, F (Student)
A, B, C, D, Z (Staff)
FPLS: S8

PHYSICAL AND MENTAL WELLNESS

Component Identifier Number: 6-414-001

Maximum Inservice Points: 120

General Objective(s):

The purpose of this component is for staff to gain new information, strategies, and resources appropriate for recognizing and addressing physical and mental wellness concerns occurring in the education environment.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants will:

1. Know how to identify and help individuals who have a mental or physical wellness issue, such as mental, diabetes, asthma, anxiety, etc.
2. Identify resources within the school and/or community which can be used to provide assistance.
3. Identify signs of stress that may result from factors, such as bullying, trauma, cyber bullying, etc., which may lead to a crisis situation for individuals.
4. Understand the district's protocols for providing assistance with mental and physical wellness of others.
5. Understand best practices used to provide immediate assistance while following the district's protocol.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods: A, B, C, D, F, G
Implementation Methods: M, N, O, P, Q, R, S
Evaluation Methods: A, B, C, D, E, F (Student)
A, B, C, D, Z (Staff)
FEAP: A1, A4
FPLS: S5

POLICIES AND PROCEDURES

Component Identifier Number: 8-410-002

Maximum Inservice Points: 120

General Objective(s):

Provide participants the opportunity to participate in activities to increase their knowledge and understanding of their job responsibilities and/or area of interest.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants:

1. Demonstrate awareness and knowledge of one or more of the following related to their job responsibility and/or other area of interest.
 - Programs
 - Policies
 - Procedures
 - Resources
 - Strategies
 - Other appropriate topics

2. Stay abreast of new laws and rules appropriate to the job responsibility.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods:	A, B, C, D, F, G
Implementation Methods:	M, N, O, P, Q, R, S
Evaluation Methods:	A, B, C, D, E, F (Student) A, B, C, D, Z (Staff)
FEAP:	B1
FPLS:	S8

PRESCHOOL/CHILD CARE

Component Identifier Number: 2-012-001

Maximum Inservice Points: 120

General Objective(s):

All Child Care center personnel, except those specifically exempted, must complete and approved introductory child care training course. The purpose of this component is to provide the opportunity for those day care workers, who otherwise lack appropriate training and credentials, to obtain training in prescribed areas to meet state and local requirements.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants:

1. Demonstrate knowledge of state and local rules that govern childcare, health, safety, and nutrition.
2. Demonstrate knowledge of requirements and resources for identification and report of child abuse and neglect.
3. Demonstrate knowledge of child growth and development.
4. Use developmentally appropriate early childhood curricula.
5. Avoid income-based, race-based, and gender-based stereotyping.
6. Demonstrate knowledge of strategies to involve parents in the program, which may include parenting education, home visitor activities, family support services, coordination, and other activities.
7. Demonstrate knowledge of strategies for interagency coordination.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods:	A, B, C, D, F, G
Implementation Methods:	M, N, O, P, Q, R, S
Evaluation Methods:	A, B, C, D, E, F (Student) A, B, C, D, Z (Staff)
FEAP:	A1, A2, A3, A4, B1
FPLS:	S4, S5

PROFESSIONAL LEARNING COMMUNITIES

Component Identifier Number: 2-400-001

Maximum Inservice Points: 120

General Objective(s):

Participants will learn the strategies that can be used to create and work with Professional Learning Communities within the school or district setting and participate in a Professional Learning Community.

Specific Objective(s):

Upon completion of one or more of the professional learning activities, participants:

1. Describe and discuss professional learning community models appropriate to district and/or school-based projects/programs
2. Identify the different ways that a professional learning community can be developed: school-wide, grade-levels or departments, book studies, other
3. Identify the steps for setting up a professional learning community
4. Contribute to development of an action plan for setting up a professional learning community
5. Critique the action plan to ensure necessary characteristics for having an effective Learning Community within the school or district are included
6. Learn to develop and implement the following tasks within a professional learning community:
 - ensure that every staff member contributes and works interdependently to achieve a goal
 - clarify intended outcomes within the teams
 - demonstrate facilitation skills that provide support during team meetings
 - recognize collaborative efforts that result in student gains and accomplishments of school goals
 - acknowledge and examine collective individual goals related to the alignment between school and district goals
 - apply the skill of reflective practice
 - recognize/celebrate the accomplishments of individuals and groups
7. Participate as a member of a professional learning community

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional development activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete one or more of the evaluation methods following implementation of professional development strategies.

Delivery Methods: A, B, C, D, F, G
Implementation Methods: M, N, O, P, Q, R, S
Evaluation Methods: A, B, C, D, E, F (Student)
A, B, C, D, Z (Staff)
FEAP: B1
FPLS: S4, S5

SCHOOL IMPROVEMENT

Component Identifier Number: 7-512-001

Maximum Inservice Points: 120

General Objective(s):

The purpose of this component is to implement a program of inservice training and professional learning to provide members of the school community with the knowledge and skills necessary to participate in learning and implementation of the participants' school improvement plan.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants:

1. Demonstrate a clear understanding of the relationship between the specific training(s) and/or professional learning activities they are engaged in and the goal(s) and objectives of their school improvement plan by stating in observable/measurable terms how successful completion of this training and/or professional learning activity is intended to result in changes in teacher/staff behavior and in student performance.*
2. Demonstrate knowledge and skill in the school improvement process by evidence of active participation in the development and implementation of the school improvement plan.
3. Demonstrate familiarity with and a working knowledge of their school improvement plan, as evidenced by an ability to accurately express orally or in writing the substance of the goal(s) and objectives stated in their plan.
4. Demonstrate knowledge and ability to use teaching and learning strategies that reflect each student's culture, learning styles, special needs, and socio-economic background.
5. Demonstrate knowledge and ability to use assessment strategies (traditional and alternate) to assist the continuous development of the learner.
6. Demonstrate knowledge and ability to plan, implement and evaluate effective instruction in a variety of learning environments.
7. Demonstrate knowledge and ability to use an understanding of learning and human development to provide a positive learning environment that supports the intellectual, personal, and social development of all students.
8. Demonstrate knowledge and ability to create and maintain a positive learning environment in which students are actively engaged in learning, social interaction, cooperative learning and self-motivation.
9. Demonstrate knowledge and ability to use effective communication techniques with students and all other stakeholders.
10. Demonstrate knowledge and ability to use appropriate techniques and strategies that promote and enhance critical, creative, and evaluative thinking capabilities of students.
11. Demonstrate knowledge and ability to use appropriate technology in teaching and learning

processes.

12. Demonstrate knowledge and ability to work with various education professionals, parents, and other stakeholders in the continuous improvement of the education of students.
13. Demonstrate knowledge and ability to engage in continuous professional quality improvement for self and school.
14. Demonstrate knowledge and ability to adhere to the Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.

* Objective #1 must be met for each training and/or professional learning activity conducted under this component.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods:	A, B, C, D, F, G
Implementation Methods:	M, N, O, P, Q, R, S
Evaluation Methods:	A, B, C, D, E, F (Student) A, B, C, D, Z (Staff)
FEAP:	A1, A2, A3, A4, B1
FPLS:	S1, S2, S3, S6

SCHOOL SAFETY

Component Identifier Number: 6-511-002

Maximum Inservice Points: 120

General Objective(s):

The purpose of this component is to provide teachers and staff with the knowledge, skills and dispositions necessary to effectively maintain a safe and orderly school environment.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants:

1. Demonstrate ability to effectively establish and maintain discipline and order in the classroom and throughout all areas of the school campus while under their supervision.
2. Demonstrate knowledge of the overall issue of school safety and violence prevention from a national, statewide, regional and local perspective.
3. Demonstrate awareness of the signs of trouble, abuse and unrest in students.
4. Demonstrate knowledge of procedures for notification of appropriate personnel within the school system of potential problems of violence, threats other type of information that may pose a threat to the overall safety of the school, personnel or students.
5. Demonstrate knowledge of procedures for referral of students who may need help or interventions to the proper personnel or agencies within the community.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods:	A, B, C, D, F, G
Implementation Methods:	M, N, O, P, Q, R, S
Evaluation Methods:	A, B, C, D, E, F (Student) A, B, C, D, Z (Staff)
FEAP:	A2
FPLS:	S6, S8

STUDENT SUPPORT SERVICES – ASSESSMENT/STUDENT APPRAISAL

Component Identifier Number: 8-401-001

Maximum Inservice Points: 120

General Objective(s):

The purpose of this component is to provide teachers and staff with the ability to use a variety of assessment strategies (traditional and alternate) to measure learning and assist planning for the continuous development of the learner.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants:

1. Diagnose students' readiness to learn and their individual learning needs and plans appropriate intervention strategies.
2. Use multiple perspectives to diagnose student behavior problems and devise solutions.
3. Recognize students exhibiting potentially disruptive behavior and offer alternate strategies.
4. Assess individual and group performance to design instruction that meets students' current needs in the cognitive, social, emotional, and physical domains.
5. Employ performance-based assessment approaches to determine students' performance of specified outcomes.
6. Assist students in maintaining portfolios of individual work and progress toward performance outcomes.
7. Modify instruction based upon assessed student performance.
8. Guide self-assessment by students and assist them in devising personal plans for reaching the next performance level.
9. Maintain observational and anecdotal records to monitor students' development.
10. Prepare and uses reports of students' assessment results.
11. Review assessment data about individual students to determine their entry-level skills, deficiencies, academic progress, and personal strengths, and to modify instruction-based assessment.
12. Communicate individual student progress knowledgeably and responsibly based upon appropriate indicators to the student, parents, and colleagues using terms that students and parents understand.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods: A, B, C, D, F, G
Implementation Methods: M, N, O, P, Q, R, S
Evaluation Methods: A, B, C, D, E, F (Student)
A, B, C, D, Z (Staff)
FEAP: A4
FPLS: S1

STUDENT SUPPORT SERVICES – BEHAVIORAL INTERVENTIONS

Component Identifier Number: 8-403-001

Maximum Inservice Points: 120

General Objective:

To enable instructional personnel to develop, increase and demonstrate knowledge and skills in assessing and designing behavioral supports; identifying the legal and ethical issues pertaining to behavioral strategies; identifying data collection strategies; identifying and interpreting elements of a functional behavior assessment and functional behavioral plan; and to recognize and use various concepts and models of positive behavior management.

Specific Objectives:

Upon completion of this component, participants will be able to:

1. Describe the legal responsibilities one must address when developing and implementing behavioral programs in Florida.
2. Identify the essential ethical principles to be followed in establishing positive behavior supports and specific laws pertaining to conducting functional assessments.
3. Identify the critical themes of Positive Behavior Support.
4. Identify and describe the components of the Positive Behavior Support System.
5. Describe the historical perspectives of the field of applied behavior analysis.
6. Analyze the basic principles of behavior and discuss the importance of appropriate reinforcements and consequences.
7. Identify the concept of the “function of behavior” and apply this concept to behaviors observed in classroom settings.
8. Identify the five-step process for providing positive behavior supports.
9. Identify and define target/problem behaviors.
10. Determine appropriate goals of intervention, strengths and needs, and specific settings for intervention.
11. Identify the essential team members for creating effective plans.
12. Describe the essential components for effective collaboration between families and schools.
13. Demonstrate how to use the person-centered planning process to identify meaningful goals.
14. To examine, utilize and interpret data collection methods for information gathering from both home and school.
15. Demonstrate the five functional assessment methods in the functional behavioral assessment process.
16. Describe the important role of the family in the development of an effective positive behavior support plan.
17. Using observational and interview data, identify patterns or trends surrounding a targeted behavior.
18. Using observational and interview data, describe the relationship between antecedents, behaviors and consequences.
19. Develop a hypothesis based on data collection.
20. Using observational and interview data, identify correlations between curriculum and behavior.

21. Identify guidelines for selecting appropriate for curriculum models for an individual student.
22. Use an instructional checklist to determine the appropriateness of instructional strategies.
23. Using observational data and interview data, develop proactive strategies for developing replacement behaviors in the classroom.
24. Identify lifestyle issues that impact target/problem behaviors.
25. Identify the need for and develop a crisis plan.
26. Identify objective measures for documenting progress.
27. Identify changes in target behaviors and determine appropriate interventions.
28. Utilize a self-check process to determine thoroughness of plans.
29. Identify types of evaluation approaches most appropriate for individual case studies.
30. Identify scientifically based effective classroom management strategies.
31. Select effective instructional techniques that support successful classroom management programs.
32. Establish reward system guidelines and plans for implementing a classroom-wide system.

Professional Development Delivery, Follow-up and Evaluation:

Participants will create and maintain an electronic portfolio consisting of all specified assessment tasks, which will be reviewed for satisfactory completion, and for demonstration of competency of 80% of the objectives, by the module facilitator.

A scoring rubric, developed within the module, will assure consistency in evaluation by module facilitators.

Participants will demonstrate implementation of knowledge learned from this module via e-mail with facilitator on a periodic basis. E-mails will be designed to gather data regarding the level of knowledge acquired and the skills gained, as well as the application of relevant content by the participant in his or her work setting and the effect on job performance.

Delivery Methods:	A, B, C, D, F, G
Implementation Methods:	M, N, O, P, Q, R, S
Evaluation Methods:	A, B, C, D, E, F (Student) A, B, C, D, Z (Staff)
FEAP:	A4
FPLS:	S5

STUDENT SUPPORT SERVICES – HUMAN RELATIONS/COMMUNICATION SKILLS

Component Identifier Number: 8-406-001

Maximum Inservice Points: 120

General Objective(s):

The purpose of this component is to provide teachers and staff with the ability to use effective communication techniques with students and all other stakeholders within the school community.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants:

1. Establish positive interaction in the learning environment that uses incentives and consequences for students to promote excellence.
2. Establish positive interactions between teacher and student that are focused upon learning rather than procedures or behavior.
3. Communicate effectively, in both verbal and nonverbal styles with all students, including those with handicapping conditions and those of varying cultural and linguistic backgrounds.
4. Communicate with and challenge all students in a positive and supportive manner.
5. Communicate to all students high expectations for learning.
6. Maintain standards of mutually respectful interaction during individual work, cooperative learning, and whole group activities.
7. Provide all students with opportunities to learn from each other.
8. Motivate, encourage, and support individual and group inquiry.
9. Encourage student's desire to receive and accept constructive feedback on individual work and behavior.
10. Communicate with colleagues, school and community specialists, administrators, and parents' consistently and appropriately.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods: A, B, C, D, F, G
Implementation Methods: M, N, O, P, Q, R, S
Evaluation Methods: A, B, C, D, E, F (Student)
A, B, C, D, Z (Staff)
FEAP: A2
FPLS: S9

STUDENT SUPPORT SERVICES – LAWS, RULES, POLICIES, PROCEDURES

Component Identifier Number: 8-410-001 or 8-103-001 (ESE)

Maximum Inservice Points: 120

General Objective(s):

Provide participants the opportunity to participate in activities to increase their knowledge and understanding of their job responsibilities and/or area of interest.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants:

3. Demonstrate awareness and knowledge of one or more of the following related to their job responsibility and/or other area of interest.
 - Programs
 - Policies
 - Procedures
 - Resources
 - Strategies
 - Other appropriate topics

4. Stay abreast of new laws and rules appropriate to the job responsibility.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods: A, B, C, D, F, G

Follow-up Methods: M, N, O, P, Q, R, S

Evaluation Methods: A, B, C, D, E, F (Student)
A, B, C, D, Z (Staff)

FEAP: B1

FPLS: S8

STUDENT SUPPORT SERVICES: PARENT INVOLVEMENT & COMMUNICATION

Component Identifier Number: 8-413-002 or 8-104-001 (ESE)

Maximum Inservice Points: 120

General Objective(s):

The purpose of this component is to provide teachers and staff with the content knowledge necessary to effectively involve parents as active partners in school improvement and student achievement.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants:

1. Utilize effective methods when communicating with parents verbally and in written form.
2. Demonstrate awareness of school and district policies and plans regarding parent involvement.
3. Demonstrate strategies that engage parents in their child's education.
4. Demonstrate awareness of research-based programs and services to assist families in becoming more involved in their child's education.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional development activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods: A, B, C, D, F, G

Implementation Methods: M, N, O, P, Q, R, S

Evaluation Methods: A, B, C, D, E, F (Student)

A, B, C, D, Z (Staff)

FEAP: B1

FPLS:

S9

STUDENT SUPPORT SERVICES: PROBLEM SOLVING TEAMS

Component Identifier Number: 8-415-001

Maximum Inservice Points: 120

General Objective:

To enable instructional and support services personnel to increase knowledge and skills in identifying the purpose and essential components of problem solving teams; leading and developing problem solving teams; identifying data collection methods; the use and interpretation of student data; identification of learning interventions; effectiveness of intervention strategies; and the use of step by step problem solving processes.

Specific Objectives:

Upon completion of this component, participants:

1. Describe research based solving process and strategies.
2. Identify situations where the application of a problem solving process would be appropriate.
3. Identify the essential members of a problem solving team.
4. Identify targeted behaviors/targeted needs.
5. Describe academic and behavioral interventions that can be used as part of problem solving process.
6. Identify the skills needed by each team member.
7. Describe the leadership skills needed to lead a problem solving team.
8. Identify data gathering tools needed to carry out the problem solving process.
9. Analyze examples of student data and match possible interventions to the situation.
10. Describe the essential components for effective collaboration between families and schools.
11. Demonstrate how to use the person-centered planning process to identify meaningful goals.
12. Identify guidelines for selecting appropriate for curriculum models for an individual student.
13. Using observational data and interview data, develop proactive strategies for developing replacement behaviors in the classroom.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods: A, B, C, D, F, G
Implementation Methods: M, N, O, P, Q, R, S
Evaluation Methods: A, B, C, D, E, F (Student)
A, B, C, D, Z (Staff)
FEAP: B1
FPLS: S8

STUDENT SUPPORT SERVICES: PROGRAM ADMINISTRATION, EVALUATION, AND ACCOUNTABILITY

Component Identifier Number: 8-417-001

Maximum Inservice Points: 120

General Objective:

To enable instructional and support services personnel to increase knowledge and skills in program administration, evaluation, and accountability; the use and interpretation of student and program data to determine effectiveness; identification of and use of appropriate organizational methods; and the problem solving processes.

Specific Objectives:

Upon completion of this component, participants:

1. Demonstrate understanding of legal and ethical standards
2. Identify and use appropriate organizational techniques
3. Identify and demonstrate appropriate collaboration skills
4. Demonstration of the use of the problem solving process
5. Identify the responsibilities of program oversight
6. Identify the procedures involved in program administration and evaluation

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods: A, B, C, D, F, G
Implementation Methods: M, N, O, P, Q, R, S
Evaluation Methods: A, B, C, D, E, F (Student)
A, B, C, D, Z (Staff)
FEAP: B1
FPLS: S8

STUDENT AND INSTRUCTIONAL SUPPORT: SCHOLARSHIPS, FINANCIAL AID, AND EDUCATIONAL TRANSITIONS

Component Identifier Number: 8-418-001
Maximum Inservice Points: 120

General Objective:

To enable instructional and support services personnel to increase knowledge and skills in identifying the purpose and essential components in Educational Planning and Post-Secondary Transition; identifying the developmental stages of career and post-secondary educational planning; identifying useful tools and strategies to aid in post-secondary planning; the use and interpretation of student records and data; educational transitional issues and requirements for students with disabilities; identification of scholarship and financial aid opportunities; navigation of post-secondary admissions; identification of important family issues during educational transitions and the identification of effective strategies to improve student post-secondary outcomes.

Specific Objectives:

Upon completion of this component, participants:

1. Identify the components involved with Educational Planning and Post-Secondary Transition
2. Identify the appropriate strategies for the different stages of Post-Secondary planning
3. Identify the appropriate legal issues that are involved in seeking admission into Post-Secondary educational institutions
4. Demonstrate knowledge of the scholarship and financial aid processes
5. Identify appropriate skills needed to navigate the post-secondary admissions process
6. Demonstrate knowledge of the role and rights of student's families in the post-secondary educational system
7. Identify self-determination skills that help students become successful post-secondary students.
8. Identify post-secondary options for students wishing to move directly into the workforce

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods: A, B, C, D, F, G
Implementation Methods: M, N, O, P, Q, R, S
Evaluation Methods: A, B, C, D, E, F (Student)
A, B, C, D, Z (Staff)
FEAP: B1
FPLS: S8

STUDENT SUPPORT SERVICES: SECTION 504/AMERICANS with DISABILITIES ACT

Component Identifier Number: 8-419-101

Maximum Inservice Points: 120

General Objective(s):

To provide educators and staff with opportunities to develop and/or update knowledge necessary to maximize the equity of educational services to students with disabilities

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with this component, participants:

1. Demonstrate knowledge of requirements of Section 504 of the Rehabilitation Act as amended.
2. Identify the student characteristics and criteria for review in regards to implementation of Section 504 nondiscrimination requirements.
3. Demonstrate knowledge of legal obligations of the school and district as defined in section 504.
4. Understand how to make a determination as to whether a 504 Plan should be developed for students and the protections afforded to 504 students.
5. Communicate effectively to parents and the school community the determination and compliance with section 504.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods: A, B, C, D, F, G

Implementation Methods: M, N, O, P, Q, R, S

Evaluation Methods: A, B, C, D, E, F (Student)

A, B, C, D, Z (Staff)

FEAP: A1, A3

FPLS: S6, S8

**STUDENT SUPPORT SERVICES:
SERVICE COORDINATION, COLLABORATION, INTEGRATION**

Component Identifier Number: 8-420-001

Maximum Inservice Points: 120

General Objective(s):

To enable instructional and support services personnel to increase knowledge and skills in identifying the purpose and essential components of Service Coordination, Collaboration, Integration; leading and developing collaborative teams; identifying agencies and professional services required to insure student integration; identifying methods of student and instructional integration into the educational environment; identifying data collection methods; the use and interpretation of student data; identification of learning interventions; effectiveness of intervention strategies; and the use of coordinated intervention processes.

Specific Objectives:

Upon completion of this component, participants:

1. Identify situations requiring collaboration and coordination
2. Identify required members of collaborative teams
3. Develop effective collaborative teams of professionals
4. Use the collaborative process to design effective student service plans
5. Interpretation and use of relevant student data
6. Make instructional and program adjustments as a result of student data results
7. Identify the skills required to lead effective collaborative teams.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods: A, B, C, D, F, G
Implementation Methods: M, N, O, P, Q, R, S
Evaluation Methods: A, B, C, D, E, F (Student)
A, B, C, D, Z (Staff)
FEAP: B1
FPLS: S8

STUDENT AND INSTRUCTIONAL SUPPORT: STUDENT MOTIVATION

Component Identifier Number: 8-421-001

Maximum Inservice Points: 120

General Objective:

To enable instructional and support services personnel to increase knowledge and skills in identifying the purpose and essential components of student motivation and student involvement; identifying the legal and ethical issues pertaining to student motivation; research based school wide and classroom structures and strategies; identifying data collection strategies and how design group and individualized motivational process.

Specific Objectives:

Upon completion of this component, participants:

1. Identify appropriate motivational techniques
2. Identify legal and ethical issues that pertain to student motivation
3. Identify essential components of effective student motivational techniques
4. Describe the elements of effective student engagement
5. Identify data collection strategies
6. Describe the process of designing group and individualized motivation
7. Describe the data based decision based instructional as it applies to student motivation

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods: A, B, C, D, F, G
Implementation Methods: M, N, O, P, Q, R, S
Evaluation Methods: A, B, C, D, E, F (Student)
A, B, C, D, Z (Staff)
FEAP: B1
FPLS: S8

STUDENT AND INSTRUCTIONAL SUPPORT: STUDENT RECORDS

Component Identifier Number: 8-422-001

Maximum Inservice Points: 120

General Objective:

To enable instructional and support services personnel to increase knowledge and skills in identifying the purpose and essential components of effective student and school record development and maintenance; identifying data collection methods; confidentiality issues involved with record keeping and sharing; state and federal regulations that must be followed; and the use and interpretation of student data contained in student records.

Specific Objectives:

Upon completion of this component, participants:

1. Demonstrate knowledge of the state and federal rules involved in the process of building and maintaining student records.
2. Identify data that should be part of a student record and the proper procedures for gathering that data
3. Demonstrate knowledge of legal issues in the proper use of student record information.
4. Identify sources of information collected in student records.
5. Identify the proper process for storage of student records.
6. Identify how the data collected in student records could be used to aid in the educational process.
7. Demonstrate knowledge of proper methods of record transfer and sharing.
8. Identify the different types of student information included in student records.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods:	A, B, C, D, F, G
Implementation Methods:	M, N, O, P, Q, R, S
Evaluation Methods:	A, B, C, D, E, F (Student) A, B, C, D, Z (Staff)
FEAP:	B1
FPLS:	S8

SUBJECT CONTENT: ADULT EDUCATION

Component Identifier Number: 1-301-001

Maximum Inservice Points: 120

General Objective(s):

To provide participants with opportunities to obtain or advance knowledge, and competencies to enhance the quality of adult education and adult preparatory programs in Florida by enabling persons to earn a high school diploma and/or improve basic academic skills.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants:

1. Identify the characteristics of an adult learner.
2. Recognize the teaching and learning styles that are effective with adult learners.
3. Develop lesson plans that incorporate higher-order thinking and problem-solving skills appropriate to adult learners.
4. Practice using real-life materials and creative simulations to make the learning relevant to participants' prior experiences and background knowledge.
5. Integrate technology into the classroom.
6. Increase content and context knowledge in selected areas in order to create a curriculum that meets the specific needs of each adult learner enrolled in one or more of the following programs:
 - Adult Basic Education (ABE)
 - Adult ESOL or Adult ESL
 - Adult general education
 - Adult high school credit program
 - Basic literacy; beginning literacy
 - Family literacy; functional literacy
 - Continuing workforce education
 - GED preparation
 - Non-credit/lifelong learning courses of an educational nature

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods: A, B, C, D, F, G
Implementation Methods: M, N, O, P, Q, R, S
Evaluation Methods: A, B, C, D, E, F (Student)
A, B, C, D, Z (Staff)
FEAP: A1, A2, A3, B1
FPLS: S3

1. IDENTIFICATION:

TITLE: Subject: English/Language Arts

COMPONENT NUMBER: 1-008-001/1-105-006(ESE)

Function: 1

Focus Area: 008 or 105

Local Sequence Number(s): 001 / 006 (ESE)

POINTS TO BE EARNED: 120 Maximum

2. DESCRIPTION: This component will provide teachers with a structured professional learning process coupled with collegially-supported implementation experiences. Purposes are to deepen teachers' subject content knowledge of the *Language Arts Florida Standards (LAFS)* and pedagogical content knowledge regarding the selection and use of high effect size instructional strategies to provide standards-based instruction to assigned students, based on Florida's state-adopted academic standards for the course(s) taught.

3. LINK(s) TO PRIORITY INITIATIVES: identify the alignment of the targeted professional learning with key district Priorities (select all that apply)

- Academic content standards for student achievement
- Assessment and tracking student progress
- Collegial learning practices
- Continuous Improvement practices
- Digital Learning/Technology Infusion
- Evaluation system indicators/rubrics/components
- Instructional design and lesson planning
- Instructional leadership (as per FPLS standards)
- Learning environment (as per FEAPS standards)
- Mastery of a specific instructional practice
- Mastery of a specific leadership practice
- Multi-tiered System of Supports (MTSS)
- Needs Assessments/Problem Solving supporting improvement planning (SIP, IPDP, DP)
- Non-Classroom Instructional staff proficiencies supporting student success
- Organizational leadership proficiencies (as per FPLS)
- Professional and ethical behavior
- Regulatory or compliance requirements

Other: Parent communication to increase involvement

4. FLORIDA PD PROTOCOL STANDARDS SUPPORTED BY THIS COMPONENT: Florida Protocol Standards supported by this component:

	Educator	School	District
Planning	<input type="checkbox"/>	<input checked="" type="checkbox"/> 2.1.1, 2.2.1	
Learning	<input checked="" type="checkbox"/> 1.2.1,1.2.2,1.2.3,1.2.4,1.2.5	<input checked="" type="checkbox"/> 2.2.2, 2.2.3, 2.2.4	
Implementing	<input checked="" type="checkbox"/> 1.3.1,1.3.2,1.3.3	<input checked="" type="checkbox"/> 2.3.1, 2.3.2, 2.3.3	<input checked="" type="checkbox"/> 3.2.2
Evaluating	<input checked="" type="checkbox"/> 1.4.2,1.4.3,1.4.5		

: Check here if not significantly related to any Protocol Standard

5. IMPACT AREA(S):

- Study leading to deep understanding of the practice(s), standard(s), and/or process(es) targeted
- Repetitive practice leading to changes in proficiency of educator or leader on the job
- Tracking improvements in student learning growth supported by the professional learning

6. SPECIFIC LEARNER OUTCOMES: Professional educators will:

1. Learning Culture Supports: Identify peer or mentor educators, instructional coach, or administrator who will provide constructive feedback on implementation efforts and agree upon the times, methods, and supports that these colleagues will provide during the professional learning cycle.
2. Standards-based Instruction: Select grade level-specific *Language Arts Florida Standards (LAFS)* from Florida's course description of the course or courses being taught, as the target of professional study and complete these activities:
 - a. Based on reviews of available student assessment data and discussions with teachers in grades below and above, identify the *LAFS* that are most challenging to students.
 - b. Select one or more of these standards for deeper study and discuss the aspects of the standard(s) that are most important for student mastery with mentor colleagues, instructional coach, or content experts.
 - c. Determine if there are test item specifications related to the selected standard. If so, locate and review the Florida Department of Education's Test Item Specifications to analyze what aspects of the standard(s) are assessed on state assessments and how they are assessed.
 - d. Confer with support colleagues and seek resources and/or opportunities to gain a deeper understanding of the targeted content.

3. Research-Based Instructional Processes: Review contemporary research on high effect size instructional strategies and select one or more high effect size instructional strategies as the target(s) of the professional study and:
 - a. Identify, review and discuss with a supervisor or instructional coach, a variety of high effect size strategies that may be useful with the standard(s) selected, the targeted students, and that may be linked to indicators in the district's performance evaluation system.
 - b. Select a specific high effect size strategy for study and implementation and learn how and when to implement the strategy to meet the needs of all students.
 - c. Develop lesson plan(s), with clearly stated learning goals, based on the selected *LAFS*. Incorporate the high effect size instructional strategy(ies), selected for study, and a plan to assess student learning. Review the plan with support colleagues and explain the rationale for the plan with attention to students' learning needs and a multi-tiered system of supports.
 - d. Implement the lesson plan(s), assess and track progress on learning goals with selected students, discuss with support colleagues the observed impact on students, and what, if any improvements might be attempted during subsequent implementations.

7. LEARNING PROCEDURES (Methods):

Learning Methods Database Code: I

Participants will be engaged in one or more of the following types of professional learning activities:

WHAT

Participants will learn and become proficient in 1) identifying crucial aspects of the most challenging, course-related, *LAFS*; 2) determining the high effect size instructional strategy(ies) most useful with the selected standard(s) and targeted students; and 3) implementing the selected high effect size strategy with the selected standard(s) and targeted students. Participants will review professional literature and other resources related to high effect size strategies and content standards. Modeling may occur and participants will have opportunities to practice using the strategy(ies) individually and/or collaboratively. Constructive feedback will be provided by the facilitator/presenter or via peer-to-peer format and expert coaching and/or mentoring may occur.

HOW

Component delivery will employ a variety of learning designs including face-to-face, blended, or online and occur in a workshop, learning community/lesson study group, or as an individual study with collegial support.

KEY ISSUES to be Included in Participant Implementation Agreements

Participants will agree to:

1. Participate and engage in structured and/or independent learning opportunities.
2. Meet deadlines for completing implementation and follow-up activities which may require educators to:

- a. Complete required professional learning design survey.
- b. Plan and/or discuss implementation with support colleagues.
- c. Complete appropriate assignments, such as lesson plans.
- d. Collect and analyze student impact data.
- e. Report and discuss results of student impact data with support colleagues and other appropriate individuals.
- f. Reflect on results and use results to inform decisions about instructional practices.

8. IMPLEMENTATION/MONITORING PROCEDURES:

Implementation/Monitoring Data Base Code: P

Implementation Support:

Ongoing support and constructive feedback regarding implementation will be provided through interactions among the educator and pre-determined peer and/or mentor educators or in a formalized coaching process. The process will be contingent on the needs of the participant and may include modeling, practicing, observing a peer directly, reflecting orally, conferencing with actionable feedback, and repeating the cycle, if necessary. Web-based resources that provide exemplars will be available for support.

9. IMPACT EVALUATION PROCEDURES:

Impact Area: Impact of repetitive practice leading to changes in proficiency of educator or leader on the job.

Evaluation Methods for Staff Database Code: A

Changes in classroom practices will be observed through the district's instructional evaluation system indicators and/or domains and/or deliberate practice or IPDP growth targets. Student progress measures will also be examined. Evidence used to document classroom implementation of professional learning may be observation checklists that are aligned with the teacher evaluation system, anecdotal records, self-reflection, peer or mentor educator communication, professional learning community documentation, and/or teacher-provided artifacts such as lesson plans, samples of student work, and assessments.

Impact Area: Tracking improvements in student learning growth supported by the professional learning.

Evaluation Methods for Students Database Code B:

Results of school/teacher-constructed student growth measure(s) that track student progress.

Who will use the evaluation impact data gathered?

Teachers, support colleagues, instructional coaches, site-based administrators, and district instructional staff

Individual teachers will use impact data to determine the impact of strategy implementation on students' mastery of targeted *LAFS* and to inform decisions regarding instructional practice.

Site-based administrators, instructional coaches and district instructional staff will use impact data to determine how strategy implementation affects students' mastery of targeted *LAFS* and to inform decisions regarding teacher professional learning needs.

10. PROCEDURES FOR USE OF THE COMPONENT'S EVALUATION FINDINGS:

Describe what will be done with the data obtained through the evaluation processes.

Teachers will analyze student impact data, document results, and review results with support colleagues, instructional coach, and/or site-based administrator or other designated individual. The focus will be on the impact of implementation of the high effect size strategies for standards-based instruction to assigned students based on the *LAFS* for the course(s) taught.

What other forms of evaluation data will be gathered?

- a. Online "Professional Learning Design" Survey
- b. Results of state or district-developed/standardized student growth measure(s), portfolios of student work, observation of student performance, or other performance assessment(s) that reveal impact on students' mastery of standards-based learning goals and objectives.
- c. Data may be used by teachers, peer groups, site-based administrators, district instructional staff and/or PAEC personnel.

Records of professional learning feedback and completion will be maintained in the electronic Professional Development Connections (ePDC) at the Panhandle Area Educational Consortium.

Department: Professional Development Center

Name(s) of Component Author(s): Panhandle Area Educational Professional Development Council

SUBJECT CONTENT: FINE ARTS

Component Identifier Number: 1-000-001 or 1-105-008 (ESE)

Maximum Inservice Points: 120

General Objective(s):

The purpose of this component is to provide teachers and staff with the content knowledge necessary to effectively teach the appropriate fine arts content standards.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants:

1. Communicate accurate knowledge of subject matter in a language and style appropriate to the learner.
2. Demonstrate a breadth of subject matter knowledge that enables students to approach and interrelate topics from a variety of perspectives, interests, and point of view.
3. Use the references, materials and technologies of the subject field in a manner appropriate to the developmental stage of the learner.
4. Maintain currency in regard to changes in the subject field.
5. Demonstrate a breadth of subject matter knowledge that enables him/her to collaborate with colleagues from other subject fields in the integration of instruction.
6. Develop lesson plans based on Florida Next Generation Sunshine State Standards, student performance standards and student needs, abilities and interests.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods:	A, B, C, D, F, G
Implementation Methods:	M, N, O, P, Q, R, S
Evaluation Methods:	A, B, C, D, E, F (Student) A, B, C, D, Z (Staff)
FEAP:	A3
FPLS:	S4, S5

SUBJECT CONTENT: HEALTH AND SAFETY

Component Identifier Number: 1-005-001 or 1-105-003 (ESE)

Maximum Inservice Points: 120

General Objective(s):

To provide teachers and staff with the content knowledge necessary to effectively teach health education content.

Specific Objective(s):

Upon completion of one or more of the professional learning activities in this component, participants:

1. Communicate accurate knowledge of subject matter in a language and style appropriate to the learner.
2. Demonstrate a breadth of subject matter knowledge that enables students to approach and inter-relate topics from a variety of perspectives, interests, and points of view.
3. Use the references, materials and technologies of the subject field in a manner appropriate to the developmental stage of the learner.
4. Maintain currency in regard to changes in the subject field.
5. Demonstrate a breadth of subject matter knowledge that enables him/her to collaborate with colleagues from other subject fields in the integration of instruction.
6. Develop lesson plans based on the curriculum frameworks, student performance standards, and student needs, abilities and interests.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods:	A, B, C, D, F, G
Implementation Methods:	M, N, O, P, Q, R, S
Evaluation Methods:	A, B, C, D, E, F (Student) A, B, C, D, Z (Staff)
FEAP:	A1, A3
FPLS:	S4, S5, S8

SUBJECT CONTENT: MATHEMATICS

Component Identifier Number: 1-009-001 or 1-105-002 (ESE)

Maximum Inservice Points: 120

General Objective(s):

The purpose of this component is to provide teachers and staff with the content knowledge necessary to effectively implement the Next Generation Sunshine State Standards and/or Common Core Math Standards into mathematics content.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants:

1. Communicate accurate knowledge of subject matter in a language and style appropriate to the learner.
2. Demonstrate a breadth of subject matter knowledge that enables students' to approach and to inter-relate topics from a variety of perspectives, interests, and points of view.
3. Use the references, materials and technologies of the subject field in a manner appropriate to the developmental stage of the learner.
4. Maintain currency in regard to changes in the subject field.
5. Demonstrate a breadth of subject matter knowledge that enables him/her to collaborate with colleagues from other subject fields in the integration of instruction.
6. Develop lesson plans based on Florida Next Generation Sunshine State Standards, student performance standards and student needs, abilities and interests.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods:	A, B, C, D, F, G
Implementation Methods:	M, N, O, P, Q, R, S
Evaluation Methods:	A, B, C, D, E, F (Student) A, B, C, D, Z (Staff)
FEAP:	A1, A3
FPLS:	S3, S4

SUBJECT CONTENT: MEDIA CONTENT

Component Identifier Number: 1-407-001

Maximum Inservice Points: 120

General Objective(s):

The purpose of this component is to provide teachers and staff with the content knowledge necessary to effectively access rich media materials in a variety of formats.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants:

1. Demonstrate assistance to students in developing habits of independent reference work and accessing references through technology.
2. Demonstrate ability to organize library material, equipment and facilities.
3. Maintain a process for sorting, weeding and purchasing up to date collections.
4. Communicate accurate knowledge of books and authors in the collection and assist students with reading selections.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods:	A, B, C, D, F, G
Implementation Methods:	M, N, O, P, Q, R, S
Evaluation Methods:	A, B, C, D, E, F (Student) A, B, C, D, Z (Staff)
FEAP:	B1
FPLS:	S4, S5

SUBJECT CONTENT: OTHER CONTENT AREAS

Component Identifier Number: 1-007-001 or 1-105-009 (ESE)

Maximum Inservice Points: 120

General Objective(s):

The purpose of this component is to provide teachers and staff with the content knowledge necessary to effectively integrate curriculum into the Next Generation Sunshine State Standards.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants:

1. Communicate accurate knowledge of subject matter in a language and style appropriate to the learner.
2. Demonstrate a breadth of subject matter knowledge that enables students to approach and inter-relate topics from a variety of perspectives, interests, and point of view.
3. Use the references, materials and technologies of the subject filed in a manner appropriate to the developmental stage of the learner.
4. Maintain currency in regard to changes in the subject field.
5. Demonstrate a breadth of subject matter knowledge that enables him/her to collaborate with colleagues from other subject fields in the integration of instruction.
6. Develop lesson plans based on Florida Next Generation Sunshine State Standards, student performance standards and student needs, abilities and interests.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. Each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods:	A, B, C, D, F, G
Implementation Methods:	M, N, O, P, Q, R, S
Evaluation Methods:	A, B, C, D, E, F (Student) A, B, C, D, Z (Staff)
FEAP:	A1, A3
FPLS:	S4

SUBJECT CONTENT: PHYSICAL EDUCATION

Component Identifier Number: 1-011-001 or 1-105-010 (ESE)

Maximum Inservice Points: 120

General Objective(s):

The purpose of this component is to provide teachers and staff with the content knowledge necessary to effectively implement the Next Generation Sunshine State Standards into physical education content.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants:

1. Understand and communicate the knowledge that physical activity promotes health and that students must be given opportunities to gain the knowledge and skills needed to adopt active lifestyles.
2. Demonstrate knowledge of the National Standards for Physical Education.
3. Understand and demonstrate understanding and respect for differences among people in physical activity settings.
4. Develop lesson plans based on Florida Next Generation Sunshine State Standards, student performance standards and student needs, abilities and interests.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods:	A, B, C, D, F, G
Implementation Methods:	M, N, O, P, Q, R, S
Evaluation Methods:	A, B, C, D, E, F (Student) A, B, C, D, Z (Staff)
FEAP:	A1, A3
FPLS:	S4, S5

SUBJECT CONTENT: READING

Component Identifier Number: 1-013-001 or 1-105-011 (ESE)

Maximum Inservice Points: 120

General Objective(s):

The purpose of this component is to provide teachers and staff with the content knowledge necessary to effectively implement the Next Generation Sunshine State Standards and Common Core Standards into reading content.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants:

1. Communicate accurate knowledge of subject matter in a language and style appropriate to the learner.
2. Demonstrate a breadth of subject matter knowledge that enables students to approach and inter-relate topics from a variety of perspectives, interests, and points of view.
3. Use the references, materials and technologies of the subject field to a manner appropriate to the developmental stage of the learner.
4. Maintain currency in regard to changes in the subject field.
5. Demonstrate a breadth of subject matter knowledge that enables him/her to collaborate with colleagues from other subject fields in the integration of instruction.
6. Develop lesson plans based on Florida Next Generation Sunshine State Standards, student performance standards and student needs, abilities and interests.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods:	A, B, C, D, F, G
Implementation Methods:	M, N, O, P, Q, R, S
Evaluation Methods:	A, B, C, D, E, F (Student) A, B, C, D, Z (Staff)
FEAP:	A1, A3
FPLS:	S4, S5

SUBJECT CONTENT: SCIENCE

Component Identifier Number: 1-015-001 or 1-105-004 (ESE)

Maximum Inservice Points: 120

General Objective(s):

The purpose of this component is to provide teachers and staff with the content knowledge necessary to effectively implement the Next Generation Sunshine State Standards into Science Content.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants:

1. Communicate accurate knowledge of subject matter in a language and style appropriate to the learner.
2. Demonstrate a breadth of subject matter knowledge that enables students to approach and to inter-relate topics from a variety of perspectives, interests, and points of view.
3. Use the references, materials and technologies of the subject field in a manner appropriate to the developmental stage of the learner.
4. Maintain currency in regard to changes in the subject field.
5. Demonstrate a breadth of subject matter knowledge that enables him/her to collaborate with colleagues from other subject fields in the integration of instruction.
6. Develop lesson plans based on Florida Next Generation Sunshine State Standards, student performance standards and student needs, abilities and interests.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods:	A, B, C, D, F, G
Implementation Methods:	M, N, O, P, Q, R, S
Evaluation Methods:	A, B, C, D, E, F (Student) A, B, C, D, Z (Staff)
FEAP:	A1, A3
FPLS:	S4, S5

SUBJECT CONTENT: SOCIAL STUDIES

Component Identifier Number: 1-016-001 or 1-105-013 (ESE)

Maximum Inservice Points: 120

General Objective(s):

The purpose of this component is to provide teachers and staff with the content knowledge necessary to effectively implement the Next Generation Sunshine State Standards into Social Studies content.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants:

1. Communicate accurate knowledge of subject matter in a language and style appropriate to the learner.
2. Demonstrate a breadth of subject matter knowledge that enables students to approach and to inter-relate topics from a variety of perspectives, interests, and points of view.
3. Use the references, materials and technologies of the subject field in a manner appropriate to the developmental stage of the learner.
4. Maintain currency in regard to changes in the subject field.
5. Demonstrate a breadth of subject matter knowledge that enables him/her to collaborate with colleagues from other subject fields in the integration of instruction.
6. Develop lesson plans based on Florida Next Generation Sunshine State Standards, student performance standards and student needs, abilities and interests.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods:	A, B, C, D, F, G
Implementation Methods:	M, N, O, P, Q, R, S
Evaluation Methods:	A, B, C, D, E, F (Student) A, B, C, D, Z (Staff)
FEAP:	A1, A3
FPLS:	S4, S5

SUBJECT CONTENT: FOREIGN (WORLD) LANGUAGE

Component Identifier Number: 1-004-001

Maximum Inservice Points: 120

General Objective(s):

To provide Foreign Language teachers with the content knowledge necessary to effectively teach foreign language content

Specific Objective(s):

Upon completion of one or more professional learning activities in this component, participants:

1. Communicate accurate knowledge of subject matter in a language and style appropriate to the learner.
2. Demonstrate a breadth of subject matter knowledge that enables students to approach and inter-relate topics from a variety of perspectives, interests, and points of view.
3. Use the references, materials and technologies of the subject field in a manner appropriate to the developmental stage of the learner.
4. Maintain currency in regard to changes in the subject field.
5. Demonstrate a breadth of subject matter knowledge that enables him/her to collaborate with colleagues from other subject fields in the integration of instruction.
6. Develop lesson plans based on the curriculum frameworks, student performance standards, and student needs, abilities and interests.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods:	A, B, C, D, F, G
Implementation Methods:	M, N, O, P, Q, R, S
Evaluation Methods:	A, B, C, D, E, F (Student) A, B, C, D, Z (Staff)
FEAP:	A1, A3
FPLS:	S4, S5

SUBSTANCE ABUSE PREVENTION

Component Identifier Number: 6-403-001

Maximum Inservice Points: 120

General Objective(s):

Participants will become familiar with signs and symptoms of substance abuse and the strategies and approach that can be used for prevention.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants:

1. Acquire knowledge of the signs and symptoms associated with the identification of suspected substance abuse in school age children.
2. Acquire knowledge of the skills and strategies for educating students about the dangers of substance abuse.
3. Demonstrate skills and strategies for educating students about the dangers of substance abuse in school age children.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods:	A, B, C, D, F, G
Implementation Methods:	M, N, O, P, Q, R, S
Evaluation Methods:	A, B, C, D, E, F (Student) A, B, C, D, Z (Staff)
FEAP:	A1
FPLS:	S8

SUBSTITUTE TEACHER

Component Identifier Number: 8-506-002

Maximum Inservice Points: 120

General Objective(s):

Substitute teachers will acquire the knowledge, skills, and attitudes necessary for effectively carrying out their job responsibilities.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants:

1. Demonstrate knowledge of school system's philosophy and goals, and the regulations concerning substitute teachers.
2. Demonstrate effective classroom management techniques.
3. Prepare and/or carry out lesson plans.
4. Perform appropriate school procedures, i.e., attendance, schedules, and emergencies.
5. Demonstrate effective teaching/learning and instructional management practices.
6. Demonstrate skills related to interpersonal and instructional age appropriate behaviors for students and adults.
7. Demonstrate knowledge, skills, and behaviors that characterize a disposition of support for the efforts of the schools and district.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods:	A, B, C, D, F, G
Implementation Methods:	M, N, O, P, Q, R, S
Evaluation Methods:	A, B, C, D, E, F (Student) A, B, C, D, Z (Staff)
FEAPS:	B1
FPLS:	S8

TEACHER EVALUATION TRAINING

Component Identifier Number: 7-507-003

Maximum Inservice Points: 60

General Objective(s):

The purpose of this component is to provide teachers an overview of the LEA's evaluation model and an in-depth description of how the model and procedures are implemented. Upon completion, participants will be able to describe all components of the LEA's evaluation model and how the system and procedures will impact teacher evaluation.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants will:

1. Identify and describe the LEA's Evaluation Model, its components and procedures.
2. Discuss the cause and effect relationship between instruction and student academic growth as it relates to affecting the results of the LEA's evaluation model.
3. List and describe the evaluation model components and how the results, including teacher observations and student learning, are analyzed.
4. Describe, in detail, available supports to enhance individual's inquiry process to support teacher growth during the evaluation period.
5. Using the evaluation model's framework, identify long and short-term instructional goals to enhance student-learning concurrent with professional growth.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their in-service leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods: A, B, C, D, I

Follow-up Methods: M, N, O, P, Q, R, S

Evaluation Methods: A, C, D, E, F (Student)

A, B, C, D, Z (Staff)

FEAP: B1

FPLS: S4, S7

TECHNOLOGY APPLICATIONS STRATEGIES

Component Identifier Number: 3-003-001

Maximum Inservice Points: 120

General Objective(s):

The purpose of this component is to provide teachers and staff with the knowledge and skills needed to increase productivity, maintain appropriate records and stay abreast of emerging technologies.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants:

1. Demonstrate introductory knowledge, skills, and understanding of concepts related to technology.
2. Demonstrate continual growth in technology knowledge and skills to stay abreast of current and emerging technologies.
3. Use technology resources to engage in ongoing professional learning and lifelong learning.
4. Apply technology to increase productivity.
5. Use technology to communicate and collaborate with peers, parents, and the larger community in order to nurture student learning.
6. Use a wide variety of instructional technologies including hardware and software such as CD-ROM, interactive video, digital cameras, scanners, electronic libraries and web-based resources.
7. Continually review and evaluate educational software to determine its appropriateness for instruction and management and share findings with others.
8. Teach students to use available computers and other forms of technology at the skill level appropriate to enable success and maintain interest.
9. Use appropriate technology to construct teacher materials, e.g. construct assessment exercises, prepares programmed instruction, uses work processing, produces graphic materials, etc.
10. Recognize the importance of family and family structure to the individual learner and uses knowledge of the student's family situation to support individual learning.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods: A, B, C, D, F, G
Implementation Methods: M, N, O, P, Q, R, S
Evaluation Methods: A, B, C, D, E, F (Student)
A, B, C, D, Z (Staff)
FEAP: A1, A3, B1
FPLS: S8

1. IDENTIFICATION:

TITLE: Technology for Educational Leaders

COMPONENT NUMBER: 7-507-005 –005

Function: 7

Focus Area: 507

Local Sequence Number(s): 001 or 002, respectively

POINTS TO BE EARNED: 120 Maximum

2. DESCRIPTION: Educational leaders will gain skills required to model and implement *International Society for Technology in Education Standards- Administrators* as they enrich their professional practice, lead the vision for technology integration throughout the school or district, identify quality digital learning processes in classrooms, use technology to access and analyze student and faculty data for the purpose of instructional planning and improvement at the school or district level, and serve as positive models for students, colleagues, and the community.

3. LINK(s) TO PRIORITY INITIATIVES: identify the alignment of the targeted professional learning with key district Priorities (select all that apply)

- Academic content standards for student achievement
- Assessment and tracking student progress
- Collegial learning practices
- Continuous Improvement practices
- Digital Learning/Technology Infusion
- Evaluation system indicators/rubrics/components
- Instructional design and lesson planning
- Instructional leadership (as per FPLS standards)
- Learning environment (as per FEAPS standards)
- Mastery of a specific instructional practice:
- Mastery of a specific leadership practice: Engages in data analysis for instructional planning and improvement.
- Multi-tiered System of Supports (MTSS)
- Needs Assessments/Problem Solving supporting improvement planning (SIP, IPDP, DP)
- Non-Classroom Instructional staff proficiencies supporting student success
- Organizational leadership proficiencies (as per FPLS)
- Professional and ethical behavior

Regulatory or compliance requirements

Other: Parent communication to increase involvement

4. FLORIDA PD PROTOCOL STANDARDS SUPPORTED BY THIS COMPONENT:

	<u>Educator</u>	<u>School</u>	<u>District</u>
Planning	<input checked="" type="checkbox"/> 1.1.3	<input checked="" type="checkbox"/> 2.1.1	<input checked="" type="checkbox"/> 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.6
Learning	<input checked="" type="checkbox"/> 1.2.1, 1.2.2, 1.2.3, 1.2.4, 1.2.5, 1.2.6	<input checked="" type="checkbox"/> 2.2.1, 2.2.2, 2.2.3, 2.2.4, 2.2.5	<input checked="" type="checkbox"/> 3.2.1, 3.2.4, 3.2.5 —
Implementing	<input checked="" type="checkbox"/> 1.3.1, 1.3.2, 1.3.3	<input checked="" type="checkbox"/> 2.3.1	<input checked="" type="checkbox"/> 2.3.3, 3.3.1, 3.3.2, 3.3.3
Evaluating	<input checked="" type="checkbox"/> 1.4.2, 1.4.3, 1.4.4	<input checked="" type="checkbox"/> 2.4.1, 2.4.2, 2.4.4, 2.4.5	<input checked="" type="checkbox"/> 3.4.3, 3.4.4, 3.4.5

5. IMPACT AREA(S):

Study leading to deep understanding of the practice(s), standard(s), and/or process(es) targeted

Repetitive practice leading to changes in proficiency of educator or leader on the job

Tracking improvements in student learning growth supported by the professional learning

6. SPECIFIC LEARNER OUTCOMES: Educational leaders will:

1. Use appropriate survey(s) or other tools, such as those in the TIM system (TIM, TUPS, TIM-O, ARTI, TIM Administrative Center) to determine the level of technology use in teaching and/or among leaders, levels of experience in using a variety of digital tools and resources, and to identify professional development needs of educators and or leaders, regarding use of technology.
2. Learn to recognize quality digital learning processes in classrooms that support research-evidenced high impact strategies, are based on Florida’s content and technology standards and provide learning experiences that meet the needs of all students.
3. Learn how digital tools may be used to implement the principles of Universal Design for Learning (UDL) throughout the design of MTSS, so that all students may have equal opportunities to learn, and to identify quality implementation of these principles in classrooms.
 - a. Learn to use digital tools and resources for curriculum planning: to access information about course benchmarks; create instructional materials; provide individualized instruction; support the assessment cycle; and/or map curricula by grade level and content.

4. Become familiar with state guidelines as they apply to technology integration at the school and/or district level and learn how to access the most current information.
5. Learn and practice using digital tools and resources for individual or collaborative professional learning.
6. Use digital tools and resources to gather feedback and/or access and analyze student and educator data for the purpose of instructional planning and planning for improvement/growth at all levels (SIP, IPDP, and DP).
7. Use a variety of digital tools and formats to communicate information and ideas or to collaborate with other leaders, faculty and staff, parents, students, community partners and other stakeholders to enhance involvement and support educator and student success.
8. Learn, practice, demonstrate and promote exemplary digital citizenship and responsibility.

7. LEARNING PROCEDURES (Methods):

Learning Methods Database Code: I

Participants will be engaged in one or more of the following types of professional learning activities:

WHAT

Participants will learn and become proficient in applying technology solutions, skills, and/or strategies to: a) support leadership functions; b) for instruction, assessment, and communication; c) and to recognize high-quality digital integration into instruction. Modeling will occur and participants will have opportunities to discuss and practice using the tools, applications, and/or technology-infused strategies individually and/or collaboratively. Feedback will be provided by the facilitator/presenter or via peer-to-peer format and expert coaching and/or mentoring may occur.

HOW:

Component delivery will employ a variety of learning designs including face-to-face, blended, or online and occur in a workshop, learning community, or individually.

KEY ISSUES to be included in Participant Implementation Agreements

Participants will agree to:

1. Participate and engage in structured learning opportunities.
2. Meet deadlines for completing implementation and follow-up activities which may require leaders to:
 - a. Complete appropriate assignments that may include surveys and/or plans.
 - b. Complete required professional learning design survey.
 - c. Collect and analyze impact data.
 - d. Report and discuss results of impact data with appropriate individuals.
 - e. Reflect on results and use results to inform decisions about professional leadership practices and to guide development of plans for educator, student, school, or district-level progress.

8. IMPLEMENTATION/MONITORING PROCEDURES:

Implementation/Monitoring Data Base Code: P

Implementation Support:

Ongoing support will be provided through mentoring that may include school or district technology support personnel, knowledgeable peers, or via collegial learning structure, such as professional learning community. This process will be contingent on the needs of the participant and may include modeling, practicing, observing skill demonstration, conferencing, reflecting orally, reviewing and revising, and repeating the cycle, if necessary. Web-based resources that provide exemplars will be available for use.

Monitoring Procedures:

Leaders will be required to development and submit a product such as a school or district level action/technology plan, video exemplar, examples of digital-based communication, report, data summary, case study, classroom walkthrough data and/or feedback, or written reflections on the implementation process.

9. IMPACT EVALUATION PROCEDURES:

Impact Area: Changes in instructional leadership or faculty development practices (observed or measured impact on leader proficiency, faculty or students).

Evaluation Methods for Staff Database Code: B

Changes in the leader's practices will be observed through the district's evaluation system indicators and/or domains and/or deliberate practice of learning plan growth targets. Faculty and student measures may also be examined. Evidence used to document implementation of professional learning may be observation checklists that are aligned with the school or district leader evaluation system, anecdotal records, self-reflection, professional learning community documentation, artifacts, reports, planning documents, communication records, and/or climate surveys. Each will be used, as appropriate, to evaluate changes in proficiency of the leader.

Impact Area: Tracking improvements in student learning growth supported by the professional learning.

Evaluation Methods for Students Database Code: F

Other performance assessment(s) that reveal impact on students including learning objectives or behavioral growth.

Who will use the evaluation impact data gathered?

Site-Based Administrators, District Technology Coordinators, School Improvement Teams, and District Leadership Development Director

10. PROCEDURES FOR USE OF THE COMPONENT'S EVALUATION FINDINGS:

Describe what will be done with the data obtained through the evaluation processes.

Leaders will analyze faculty, staff, and/or impact data, document results, and review results, with the

appropriate individual. The focus will be on the impact of implementation of the professional learning. Specific points that will be addressed are:

1. Extent to which use of technology solutions impacted faculty development, teacher instructional practices, student learning, engagement, and school and/or classroom environment.
2. The leader's proficiency using the tools, skills, and/or strategies that were targeted by the component and whether or not additional mentoring, or other forms of support may be needed.

What other forms of evaluation data will be gathered?

- a. Online "Professional Learning Design" Survey
- b. Data demonstrating improved/increased communication among leaders, school faculty and staff, district leaders. Evaluative data may be survey data, logs, artifacts, or self-reported data from participants.
- c. Data demonstrating effective planning and/or use of digital tools and/or resources.
- d. Data may be used by site-based administrators, district technology coordinators, other district leaders and/or PAEC personnel.

Records of professional learning feedback and completion will be maintained in the *electronic Professional Development Connections* (ePDC) at the Panhandle Area Educational Consortium.

Department: Panhandle Area Educational Consortium Professional Development Center

Name(s) of Component Author(s): Panhandle Area Educational Consortium Professional Development Center

1. IDENTIFICATION:

TITLE: Technology in the Classroom/Digital Curriculum

COMPONENT NUMBER: 3-408-001 or 3-100-002 (ESE)

Function: 3

Focus Area: 408 or 100

Local Sequence Number(s): 001 or 002, respectively

POINTS TO BE EARNED: 120 Maximum

2. DESCRIPTION: Participants will gain skills required to model and implement *International Society for Technology in Education Standards- Students* as they design, implement, and assess learning experiences which will engage students, support Florida Standards-based instruction, and improve students' learning outcomes. Participants will also refer to and apply *International Society for Technology in Education Standards - Educators* as they enrich their professional practice and serve as positive models for students, colleagues, and the community.

3. LINK(s) TO PRIORITY INITIATIVES: identify the alignment of the targeted professional learning with key district Priorities (select all that apply)

- Academic content standards for student achievement
- Assessment and tracking student progress
- Collegial learning practices
- Continuous Improvement practices
- Digital Learning/Technology Infusion
- Evaluation system indicators/rubrics/components
- Instructional design and lesson planning
- Instructional leadership (as per FPLS standards)
- Learning environment (as per FEAPS standards)
- Mastery of a specific instructional practice: Use digital tools to provide students' opportunities to synthesize, analyze, and summarize information.
- Mastery of a specific leadership practice:
- Multi-tiered System of Supports (MTSS)
- Needs Assessments/Problem Solving supporting improvement planning (SIP, IPDP, DP)
- Non-Classroom Instructional staff proficiencies supporting student success
- Organizational leadership proficiencies (as per FPLS)
- Professional and ethical behavior

Regulatory or compliance requirements

Other: Parent communication to increase involvement

4. FLORIDA PD PROTOCOL STANDARDS SUPPORTED BY THIS COMPONENT: Florida Protocol Standards supported by this component:

	Educator	School	District
Planning	<input checked="" type="checkbox"/> 1.1.3	<input checked="" type="checkbox"/> 2.1.1	
Learning	<input checked="" type="checkbox"/> 1.2.1,1.2.2,1.2.3,1.2.4,1.2.5,1.2.6		
Implementing	<input checked="" type="checkbox"/> 1.3.1, 1.3.2, 1.3.3		
Evaluating	<input checked="" type="checkbox"/> 1.4.1, 1.4.2, 1.4.3, 1.4.4,		

5. IMPACT AREA(S):

- Study leading to deep understanding of the practice(s), standard(s), and/or process(es) targeted
- Repetitive practice leading to changes in proficiency of educator or leader on the job
- Tracking improvements in student learning growth supported by the professional learning

6. SPECIFIC LEARNER OUTCOMES: Professional educators will:

1. Use an appropriate survey(s), to determine how technology is used in teaching, levels of experience in using a variety of digital tools and resources, and to identify professional development needs of educators, regarding use of technology.
2. Integrate academic and pedagogical content knowledge with use of technology to provide learning experiences based on Florida's content and technology standards.
3. Learn about and practice using a wide variety of digital tools and resources and from them, select the most appropriate resources to enhance specific, Florida Standards-based lessons and to provide customized, individualized learning experiences based on students' interests and/or learning needs.
4. Use digital tools and resources to engage students in real-world learning experiences associated with specific subject matter/content standards.
5. Create opportunities for students to use digital tools to access, analyze, synthesize, and summarize information aligned to subject content standards.
6. Use technology to develop and deliver Florida Standards-aligned formative and summative assessments and use results to inform teaching and learning.
7. Learn about and use digital tools to implement the principles of Universal Design for Learning (UDL) in order to remove barriers so that all students may have equal opportunities to learn.
8. Use digital resources to produce products to demonstrate Florida Standards-aligned content learning in multiple fashions.

9. Learn and practice using digital tools and resources for individual or collaborative professional learning.
10. Use a variety of digital tools and formats to communicate information and ideas or to collaborate with school leaders, peers, parents, students and other stakeholders to enhance involvement and support student success.
11. Learn, practice and promote exemplary digital citizenship and responsibility.

7. LEARNING PROCEDURES (Methods):

Learning Methods Database Code: I

Participants will be engaged in one or more of the following types of professional learning activities:

WHAT

Participants will learn and become proficient in applying technology solutions, skills, and/or strategies to support classroom instruction, assessment, and communication. Modeling will occur and participants will have opportunities to discuss and practice using the tools, applications, and/or technology-infused strategies individually and/or collaboratively. Feedback will be provided by the facilitator/presenter or via peer-to-peer format and expert coaching and/or mentoring may occur.

HOW

Component delivery will employ a variety of learning designs including face-to-face, blended, or online and occur in a workshop, learning community/lesson study group, or individually.

KEY ISSUES to be included in Participant Implementation Agreements

Participants will agree to:

1. Participate and engage in structured learning opportunities.
2. Meet deadlines for completing implementation and follow-up activities which may require educators to:
 - a. Complete appropriate assignments.
 - b. Complete required professional learning design survey.
 - c. Collect and analyze impact data (teacher and/or student).
 - d. Report and discuss results of impact data (teacher or student) with appropriate individuals.
 - e. Reflect on results and use results to inform decisions about professional practice.

8. IMPLEMENTATION/MONITORING PROCEDURES:

Implementation/Monitoring Data Base Code: P

Implementation Support:

Ongoing support will be provided through structured coaching/mentoring or less formal mentoring, involving school or district technology support personnel, knowledgeable peers, or collegial learning structure such as professional learning community or lesson study group. This process will be contingent on the needs of the participant and may include modeling, practicing, directly observing skill demonstration, conferencing, reflecting orally, and repeating the cycle, if necessary. Web-based

resources that provide exemplars will be available for use.

Monitoring Procedures:

Educators will be required to development and submit a product such as a lesson plan, student assessment, rubric, video exemplar, case study, or written reflections on lessons learned. Educators may also be observed demonstrating classroom implementation of the product and supporting materials, such as student artifacts, may be requested.

9. IMPACT EVALUATION PROCEDURES:

Impact Area: Impact of repetitive practice leading to changes in proficiency of educator or leader on the job.

Evaluation Methods for Staff Database Code: A

Changes in classroom practices will be observed through the district’s instructional evaluation system indicators and/or domains and/or deliberate practice of professional learning plan growth targets. Student progress measures will also be examined. Evidence used to document classroom implementation of professional learning may be observation checklists that are aligned with the teacher evaluation system, anecdotal records, self-reflection, professional learning community documentation, teacher-produced artifacts, communication records, and/or climate surveys. Each will be used as appropriate to evaluate changes in proficiency of the educator.

Impact Area: Tracking improvements in student learning growth supported by the professional learning.

Evaluation Methods for Students Database Code: F

Other performance assessment(s) that reveal impact on students including learning objectives or behavioral growth

Who will use the evaluation impact data gathered?

Teachers, Site-Based Administrators, School and District Technology Coordinators, School Improvement Teams, and District Instructional Staff

10. PROCEDURES FOR USE OF THE COMPONENT’S EVALUATION FINDINGS:

Describe what will be done with the data obtained through the evaluation processes.

Teachers will analyze student impact data, document results, and review results, with the site-based administrator or other designated individual. The focus will be on the impact of implementation of the professional learning. Specific points that will be addressed are:

1. Extent to which use of technology solutions impacted student learning, engagement, and/or classroom environment.
2. The educator’s proficiency using the tools, skills, and/or strategies that were targeted by the component and whether or not additional coaching, mentoring, or other forms of support may be needed.

What other forms of evaluation data will be gathered?

- a. Online “Professional Learning Design” Survey
- b. Data demonstrating improved/increased communication among educators, educators and parents, educators and students, and/or among students. Evaluative data may be survey data, logs, artifacts, or self-reported data from participants.
- c. Data may be used by teachers, site-based administrators, school and district technology coordinators, district instructional staff and/or PAEC personnel.

Records of professional learning feedback and completion will be maintained in the *electronic Professional Development Connections* (ePDC) at the Panhandle Area Educational Consortium.

Department: Professional Development Center

Name(s) of Component Author(s): Panhandle Area Educational Consortium Professional Development Council

VISUALLY IMPAIRED

Component Identifier Number: 1-105-012 (ESE)

Maximum Inservice Points: 120

General Objective(s):

The purpose of this component is to provide teachers and staff with the opportunity to develop and/or update knowledge and skills necessary to effectively instruct blind/low vision students.

Specific Objective(s):

Upon completion of one or more of the professional learning activities delivered in accordance with the delivery methods, participants:

1. List and describe common etiologies/syndromes associated with visual impairments.
2. Demonstrate increased knowledge of Braille contractions, rules, formats, and tactile graphics in reading and writing Braille.
3. Interpret the results of a functional vision evaluation and list instructional implications based on these results.
4. Demonstrate skill in the appropriate use and care of low vision aids and equipment.
5. Demonstrate skills in the appropriate use of assistive and adaptive technology for impaired students.
6. Identify and demonstrate basic orientation and mobility skills for visually impaired students.
7. Identify and demonstrate research-based techniques/strategies for teaching visually impaired students.
8. Identify and demonstrate research-based materials/programs for teaching visually impaired students.
9. Compare and contrast regulations of the Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADC), and Section 504 as they relate to visually impaired students.
10. Describe aspects of blind culture and etiquette to utilize when working or socializing with the visually impaired.
11. Foster student responsibility, appropriate social behavior, integrity, valuing of diversity, and honesty by role modeling and through learning activities.

Professional Development Delivery, Follow-Up and Evaluation:

To earn credit, participants must complete a minimum of one initial professional learning activity and one follow-up activity from the listings below, as appropriate to the topic/content of their learning objective(s) and approved by their inservice leader. To the satisfaction of the professional developer, each individual will also complete and submit one or more of the evaluation methods following implementation of professional learning strategies.

Delivery Methods: A, B, C, D, F, G
Implementation Methods: M, N, O, P, Q, R, S
Evaluation Methods: A, B, C, D, E, F (Student)
A, B, C, D, Z (Staff)
FEAP: A1, A2, A3
FPLS: S5

APPENDIX A:
FLDOE INFORMATION DATABASE REQUIREMENTS
MASTER INSERVICE COMPONENT REPORTING CODES

Position One: Function – a one digit code which identifies the principal focus of the component as identified in F.S. 1012.98(4)(b)2: Analysis of student achievement data, ongoing formal and informal assessments of student achievement, identification and use of enhanced and differentiated instructional strategies that emphasize rigor, relevance, and reading in the content areas, enhancement of subject content expertise, integrated use of classroom technology that enhances teaching and learning, classroom management, parent involvement, and school safety.

For reporting purposes, the following codes are utilized:

1. Subject Content
2. Instructional Methodology
3. Technology
4. Assessment and Data Analysis
5. Classroom Management
6. School Safety/Safe Learning Environment
7. Management/Leadership/Planning
8. General Support

Positions 2-4: Focus Area – a three-digit code which identifies the principal subject area on which the component focuses.

For reporting purposes, the following codes are utilized:

- I. INSTRUCTION: Components which focus on activities which deal directly with the teaching of pupils or with pupil-teacher interaction.
 - A. Basic Programs: Basic programs include those instructional programs in grades PK-12 which are not part of the district or agency program in Exceptional Student Education, English Language Learners, Vocational Education or Adult/Community Education.

000 Art	010 Music
002 Career Education	011 Physical Education
003 Computer Science/Technology Education	012 Prekindergarten
004 Foreign Languages	013 Reading
005 Health/Nutrition	014 Safety/Driver Education
006 Humanities	015 Science
007 Integrated Curriculum	016 Social Studies
008 Language Arts	017 Writing
009 Mathematics	

- B. Exceptional Student Education Programs: Exceptional student education programs include programs for students with disabilities and students identified as gifted. Component activities are designed to increase the competencies of the participants in generating improved learning environments and improved student outcomes for exceptional students.

- 100 Instructional Strategies
- 101 Classroom Management
- 102 Assessment
- 103 Procedural/Legal Requirements
- 104 Working with Aides, Volunteers, Mentors
- 105 Curriculum

- C. Vocational Education Programs: Vocational education programs are those instruction programs which are provided in order to enable persons to develop and occupational proficiency or to expose them to the world of work.

- 200 Agribusiness and Natural Resource Education
- 201 Business Technology Education
- 202 Diversified Education
- 203 Family and Consumer Sciences
- 204 Health Science Education
- 205 Industrial Education
- 206 Marketing Education
- 207 Middle School Exploratory Vocational Wheel
- 208 Public Service Occupations Education
- 209 Technology Education
- 210 Vocational Education Instructional Support Services
- 211 Vocational/Technical Education, Unclassified

- D. Adult/Community Education Programs: Adult education programs include adult basic and high school programs for adult students, which provide instruction in the basic skills of reading, writing or arithmetic in grades 1-8 or which provide instruction at the high school level or which prepare the student to take the GED Tests. Adult education programs also include community service, noncredit courses of an educational nature.

- 300 Adult Basic Education (ABE)
- 301 Adult Education, Unclassified
- 302 Adult English for Speakers of Other Languages (ESOL)
- 303 Adult General Education for Adults with Disabilities
- 304 Citizenship
- 305 General Education – Promotion (Adult High School)
- 306 General Education Development (GED) Preparatory
- 307 Vocational Preparatory Instruction
- 308 Workspace Readiness Skills

II. STUDENT AND INSTRUCTIONAL SUPPORT PROCESSES

- 400 Academic Interventions
- 401 Assessment/Student Appraisal
- 402 Attendance
- 403 Behavioral Interventions (e.g., crisis, abuse, social skills)
- 404 Classroom Management and Organization/Learning Environments
- 405 Dropout Retrieval
- 406 Human Relations/Communication Skills

- 407 Instructional Media Services
- 408 Instructional Strategies
- 409 Instructional Support Services, Unclassified
- 410 Laws, Rules, Policies, Procedures
- 411 Learning Styles, Student Differences
- 412 Multicultural Education
- 413 Parent involvement, Parent Support
- 414 Physical and Mental Health Issues
- 415 Problem-Solving Teams
- 416 Professional Standards and Ethics
- 417 Program Administration, Evaluation, Accountability
- 418 Scholarships, Financial Aid, Education Transitions
- 419 Section 504/Americans with Disabilities Act
- 420 Service Coordination, Collaboration, Integration
- 421 Student Motivation
- 422 Students Records
- 423 Supplemental Academic Instruction
- 424 Working With Volunteers, Aides and Mentors

III. GENERAL SUPPORT

- 500 Board of Education
- 501 Central Services – Planning/Program Evaluation/Continuous Improvement
- 502 District-Level Management
- 503 Diversity/Ethics
- 504 Fiscal Services
- 505 Food Services
- 506 General Support Services, Unclassified
- 507 Leadership Skills/Communication/Critical Thinking
- 508 Management Information Services
- 509 Office/Clerical Services
- 510 Plant Operation and Maintenance
- 511 Safety/Security
- 512 School Improvement
- 513 School-Level Management
- 514 Service on Advisory or Instructional Materials Councils
- 515 Transportation Services

IV. COMMUNITY SERVICES

- 600 Community Services, Unclassified
- 601 Lay Advisory Councils
- 602 Parent Education

V. ENGLISH LANGUAGE LEARNERS

- 700 Instructional strategies for ELL students
- 701 Understanding and implementation of assessment of ELL students
- 702 Understanding and implementation of English Language Proficiency (ELP) Standards and academic content standards for ELL students
- 703 Alignment of the curriculum in language instruction educational programs to ELP standards
- 704 Subject matter knowledge for teachers
- 705 Other

Position 5-7: Sequential Number – a three-digit code which assigns a sequential number (001-999) to each component within the same function and focus area. All MIP components include the following options for purpose, delivery, follow up, and evaluation.

MASTER INSERVICE COMPONENT DATA ELEMENTS

- I. Professional Development, Learning Method: A one-character code to describe the primary means (50 percent or more) of supporting the delivery of the professional development component's priority learning goals.
 - A Knowledge Acquisition: Workshop – training event or process (limited to knowledge transmission/training focused on understanding the component's content)
 - B Electronic, Interactive (includes facilitation supporting development/application on the job)
 - C Electronic, Non-Interactive (knowledge transmission/training but no job embedded implementation supports)
 - D Learning Community/Lesson Study Group (Use this code where job-embedded collegial support processes are core learning delivery method.)
 - F Independent Inquiry (Includes development, for example, Action Research; Creating PD or teaching resources with intended application outcomes specified)
 - G Structured Coaching/Mentoring (May include one-on-one or small group instruction by a coach/mentor with a teacher or school administrator with specific learning objectives.)
 - H Implementation of "high effect" practice(s) (monitored with structured feedback from peer, coach, or supervisor)
 - I Job Embedded: Workshop, training event or process focused on (modeling and supporting new/improved practices being successfully demonstrated on the job)
 - J Deliberate Practice: Learning processes embedded in deliberate practice growth targets or individual professional development plans (IPDP), Leadership Development Plans (ILDLP), or School Improvement Plans (SIP)
 - K Problem Solving Process (Implementation of Florida's 8 step Problem Solving Process or other well defined problem solving process focused on specific school improvement objective(s))

- II. Professional Development, Evaluation Method, Staff: A one-character code to describe the primary means (50 percent or more) of evaluation of the impact and/or fidelity of implementation of the professional development.
 - A Changes in instructional or learning environment practices implemented in the classroom or directly with students (observed or measured impact on educator proficiency through the district's instructional or school leader evaluation system indicators, components, and/or domains, and/or deliberate practice or IPDP/ILDLP growth targets, and/or district or school level processes for tracking student progress.)

- B Changes in instructional leadership or faculty development practices (observed or measured impact on leader proficiency, faculty or students)
 - C Changes in student services/support practices
 - D Other changes in practices supporting effective implementation of job responsibilities (observed or measured impact on specific job responsibilities)
 - E Fidelity of Implementation of the professional learning process (where impact on the job is not or cannot be observed or measured, evaluation is on alignment of actual training/development with planned high quality professional learning design and specific learning objective(s))
 - F Changes in observed educator proficiency in implementing targeted state standards or initiatives (e.g. FEAPs practices, Principal Leadership Standards, PD Evaluation Protocol Standards, MTSS)
 - G Changes in observed educator proficiency in practices that occur generally without students present (e.g. lesson design, collegial team learning processes, problem solving processes, needs assessments, data analyses, sharing practices with colleagues)
- III. Professional Development, Evaluation Method, Student: A one-character code to describe the primary means (50 percent or more) of evaluation of the professional development's impact on student growth, achievement, or readiness for college and/or careers.
- A Results of state or district-developed/standardized student growth measure(s)
 - B Results of school/teacher-constructed student growth measure(s) that track student progress
 - C Portfolios of student work
 - D Observation of student performance
 - F Other performance assessment(s) that reveal impact on students including learning objectives or behavioral growth
 - G Did not evaluate student outcomes as "evaluation method, staff" is the significantly more relevant measure for assessing impact of the component and supporting decisions to retain, revise, or delete the component
 - Z Did not evaluate student outcomes due to absence of a reliable, valid and measurable cause and effect relationship between the professional development and impact on student
- IV. Professional Development, Implementation Method: A one-character code to describe the primary means (50 percent or more) prescribed to monitor and provide feedback on implementation of the professional learning targeted with the component.
- M Structured Coaching/Mentoring by coaches, mentors, knowledgeable others not part of the district's personnel evaluation process (monitoring/feedback on the learning may include direct observation, conferencing, oral reflection and/or lesson or practice demonstration/modeling)

- N Independent Learning/Action Research related to job responsibilities, specific professional learning goals or deliberate practice growth targets (should include evidence of monitoring job-embedded implementation of targeted learning)
- O Collaborative Planning - Monitoring, and feedback related to targeted professional learning, includes Learning Community or other properly implemented team learning practices focused on job-embedded learning supported by colleagues
- P Participant Product related to training or learning process (may include lesson plans, written reflection on lessons learned, audio/video exemplars, case study findings, modeling improved practice, samples of resulting student work, and/or collegial training resources)
- Q Lesson Study group participation (monitoring and feedback focused on both the research-based Lesson Study process and impact of the process on lessons implemented)
- R Electronic - interactive with on-going monitoring and feedback via online or face-to-face facilitation on targeted learning
- S Electronic - non-interactive with learning monitored thru online comprehension checks and/or participant's summative reports or modeling to peers or supervisors
- T Evaluation of Practice Indicators – The practice portion of district personnel evaluation processes for monitoring and providing feedback on evaluation Indicators/components/domains are employed to monitor and provide feedback on implementation of the professional learning. (Note: this code may be used when the professional learning target(s) are aligned to specific personnel evaluation system Indicators/components/and/or domains)

V. Professional Development, Primary Purpose: A one-character code to describe the primary expected use of the master inservice points that result from the professional development. Where multiple purposes are anticipated, code the one purpose or application which 50% or more of completers are expected to use.

PRIMARY PURPOSE:

Code	Definition/Example
A	Add-on Endorsement
B	Alternative Certification
C	Florida Educators Certificate Renewal
D	Other Professional Certificate/License Renewal
E	Professional Skill Building
F	W. Cecil Golden Professional Development Program for School Leaders
G	Approved District Leadership Development Program
H	No certification, job acquisition or retention purposes

VI. Participation Hours: The number of hours of participation in each professional development component. The total includes hours allocated to training/knowledge acquisition processes and hours allocated for job-embedded implementation leading to successful implementation of targeted practice(s). Participation hours must be greater than zero and must not exceed 120 hours.

**APPENDIX B:
District Implementation Agreement**

Component Title/Number:	
Participant's Name:	
Standard(s) to be studied:	
High Effect-Size Strategy(ies) to be studied and implemented:	

The participant agrees to the following and understands the inservice points are based on actual implementation of the professional learning.

1. I understand that the purpose of this component is to deepen my capacity for highly effective classroom instruction.
2. In support of this I will complete all of the objectives and activities of this component.
3. To further develop my capacity to work collegially with other educators on improving instruction and student success I will select at least one peer/mentor educator with whom I will engage in constructive conversations about my professional learning.
4. I will identify a minimum of 3 standards to be the focus of my conversations with my peer/mentor prior to selecting a standard for deeper study and selection of an appropriate high effect size instructional strategy that corresponds to the district evaluation plan.
5. I will select a high effect size instructional strategy to study and implement that is not at present a strength in my repertoire of strategies,
6. I will share my selections of standard and strategy with a supervisor and a colleague knowledgeable about the subject I teach. I will explain why I consider the standard to be important for students to master and why the strategy selected should be in my teaching repertoire. In those conversations I will solicit suggestions on other areas of importance.
7. When implementing the targeted instructional strategy I will pay attention to the following:
 - I will begin each lesson by explaining why upcoming content is important.
 - I will have planned specific points in the lesson when I will tell students to get ready for some important information.
 - I will devise and use a set of cues to indicate to student the importance of upcoming information in some indirect fashion.
 - During the lessons I will I check for student recognition of importance by:

- When asked, students can describe the level of importance of the information addressed in class
 - When asked, students can explain why the content is important to pay attention to
 - Students visibly adjust their level of engagement
8. After completion of this component I will share with colleagues at my work site what I have learned about the content and strategy studied and how my practice may have changed as a result of this professional learning process.

APPENDIX C:

ALIGNMENT WITH FLORIDA'S, *THE EDUCATOR ACCOMPLISHED PRACTICES*

Florida's, *The Educator Accomplished Practices* serve as the state's standards for effective instructional practice and are used to define and identify effective teaching.

The State Board of Education approved on December 17, 2010, a substantial revision of Rule 6A-5.065, redefining the Florida Accomplished Educator Practices (FEAPs). The revised rule, which replaces the original FEAPs approved in 1998, will serve as the state's new standards for effective instructional practice.

The Educator Accomplished Practices are based on three foundational principles. Those principles focus on high expectations, knowledge of subject matter, and the standards of the profession. Each effective educator applies the foundational principles through six Educator Accomplished Practices. Each of the practices is clearly defined to promote a common language and statewide understanding of the expectations for the quality of instruction and professional responsibility.

Excerpt from 6A-5.065-The Educator Accomplished Practices as approved by the State Board of Education on December 17 2010:

A. Quality of Instruction

1. Instructional Design and Lesson Planning. Applying concepts from human development and learning theories, the effective educator consistently:
 - a. Aligns instruction with state-adopted standards at the appropriate level of rigor;
 - b. Sequences lessons and concepts to ensure coherence and required prior knowledge.
 - c. Designs instruction for students to achieve mastery;
 - d. Selects appropriate formative assessments to monitor learning;
 - e. Uses a variety of data, independently, and in collaboration with colleagues, to evaluate learning outcomes, adjust planning and continuously improve the effectiveness of the lessons; and
 - f. Develops learning experiences that require students to demonstrate a variety of applicable skills and competencies.

2. The Learning Environment. To maintain a student-centered learning environment that is safe, organized, equitable, flexible, inclusive, and collaborative, the effective educator consistently:
 - a. Organizes, allocates, and manages the resources of time, space, and attention;
 - b. Manages individual and class behaviors through a well-planned management system;
 - c. Conveys high expectations to all students;
 - d. Respects students' cultural, linguistic and family background;
 - e. Models clear, acceptable oral and written communication skills;
 - f. Maintains a climate of openness, inquiry, fairness and support;

- g. Integrates current information and communication technologies;
 - h. Adapts the learning environment to accommodate the differing needs and diversity of students; and
 - i. Utilizes current and emerging assistive technologies that enable students to participate in high-quality communication interactions and achieve their educational goals.
3. Instructional Delivery and Facilitation. The effective educator consistently utilizes a deep and comprehensive knowledge of the subject taught to:
- a. Deliver engaging and challenging lessons;
 - b. Deepen and enrich students' understanding through content area literacy strategies, verbalization of thought, and application of the subject matter;
 - c. Identify gaps in students' subject matter knowledge;
 - d. Modify instruction to respond to preconceptions or misconceptions;
 - e. Relate and integrate the subject matter with other disciplines and life experiences;
 - f. Employ higher-order questioning techniques;
 - g. Apply varied instructional strategies and resources, including appropriate technology, to provide comprehensible instruction, and to teach for student understanding;
 - h. Differentiate instruction based on an assessment of student learning needs and recognition of individual differences in students;
 - i. Support, encourage, and provide immediate and specific feedback to students to promote student achievement; and
 - j. Utilize student feedback to monitor instructional needs and to adjust instruction.
4. Assessment. The effective educator consistently:
- b. Analyzes and applies data from multiple assessments and measures to diagnose students' learning needs, informs instruction based on those needs, and drives the learning process;
 - c. Designs and aligns formative and summative assessments that match learning objectives and lead to mastery;
 - d. Uses a variety of assessment tools to monitor student progress, achievement and learning gains;
 - e. Modifies assessments and testing conditions to accommodate learning styles and varying levels of knowledge;
 - f. Shares the importance and outcomes of student assessment data with the student and the student's parent/caregiver(s); and
 - g. Applies technology to organize and integrate assessment information.

B. Continuous Improvement, Responsibility and Ethics

1. Continuous Professional Improvement. The effective educator consistently:
- b. Designs purposeful professional goals to strengthen the effectiveness of instruction based on students' needs;

- c. Examines and uses data-informed research to improve instruction and student achievement;
- d. Collaborates with the home, school and larger communities to foster communication and to support student learning and continuous improvement;
- e. Engages in targeted professional growth opportunities and reflective practices, both independently and in collaboration with colleagues; and
- f. Implements knowledge and skills learned in professional development in the teaching and learning process.

2. Professional Responsibility and Ethical Conduct.

Understanding that educators are held to a high moral standard in a community, the effective educator adheres to the *Code of Ethics and the Principles of Professional Conduct of the Education Profession of Florida*, pursuant to State Board of Education Rules 6B-1.001 and 6B-1.006, F.A.C, and fulfills the expected obligations to students, the public and the education profession.

APPENDIX D:
ALIGNMENT WITH THE FLORIDA PRINCIPAL LEADERSHIP STANDARDS

The *Florida Principal Leadership Standards* (FPLS) serve as the state’s standards for effective school leadership and are used to define the knowledge and skill sets needed in effective schools. The FPLS are:

Domain 1: Student Achievement:

Standard 1: Student Learning Results.

Effective school leaders achieve results on the school’s student learning goals.

- a. The school’s learning goals are based on the state’s adopted student academic standards and the district’s adopted curricula; and
- b. Student learning results are evidenced by the student performance and growth on statewide assessments; district-determined assessments that are implemented by the district under Section 1008.22, F.S.; international assessments; and other indicators of student success adopted by the district and state.

Standard 2: Student Learning as a Priority.

Effective school leaders demonstrate that student learning is their top priority through leadership actions that build and support a learning organization focused on student success. The leader:

- a. Enables faculty and staff to work as a system focused on student learning;
- b. Maintains a school climate that supports student engagement in learning;
- c. Generates high expectations for learning growth by all students; and
- d. Engages faculty and staff in efforts to close learning performance gaps among student subgroups within the school.

Domain 2: Instructional Leadership:

Standard 3: Instructional Plan Implementation.

Effective school leaders work collaboratively to develop and implement an instructional framework that aligns curriculum with state standards, effective instructional practices, student learning needs and assessments. The leader:

- a. Implements the Florida Educator Accomplished Practices as described in Rule 6A-5.065, F.A.C. through a common language of instruction;
- b. Engages in data analysis for instructional planning and improvement;
- c. Communicates the relationships among academic standards, effective instruction, and student performance;
- d. Implements the district’s adopted curricula and state’s adopted academic standards in a manner that is rigorous and culturally relevant to the students and school; and
- e. Ensures the appropriate use of high quality formative and interim assessments aligned with the adopted standards and curricula.

Standard 4: Faculty Development.

Effective school leaders recruit, retain and develop an effective and diverse faculty and staff. The leader:

- a. Generates a focus on student and professional learning in the school that is clearly linked to the system-wide strategic objectives and the school improvement plan;
- b. Evaluates, monitors, and provides timely feedback to faculty on the effectiveness of instruction;
- c. Employs a faculty with the instructional proficiencies needed for the school population served;
- d. Identifies faculty instructional proficiency needs, including standards-based content, research-based pedagogy, data analysis for instructional planning and improvement, and the use of instructional technology;
- e. Implements professional learning that enables faculty to deliver culturally relevant and differentiated instruction; and
- f. Provides resources and time and engages faculty in effective individual and collaborative professional learning throughout the school year.

Standard 5: Learning Environment.

Effective school leaders structure and monitor a school learning environment that improves learning for all of Florida's diverse student population. The leader:

- a. Maintains a safe, respectful and inclusive student-centered learning environment that is focused on equitable opportunities for learning and building a foundation for a fulfilling life in a democratic society and global economy;
- b. Recognizes and uses diversity as an asset in the development and implementation of procedures and practices that motivate all students and improve student learning;
- c. Promotes school and classroom practices that validate and value similarities and differences among students;
- d. Provides recurring monitoring and feedback on the quality of the learning environment;
- e. Initiates and supports continuous improvement processes focused on the students' opportunities for success and well-being.
- f. Engages faculty in recognizing and understanding cultural and developmental issues related to student learning by identifying and addressing strategies to minimize and/or eliminate achievement gaps.

Domain 3: Organizational Leadership

Standard 6: Decision Making.

Effective school leaders employ and monitor a decision-making process that is based on vision, mission and improvement priorities using facts and data. The leader:

- a. Gives priority attention to decisions that impact the quality of student learning and teacher proficiency;
- b. Uses critical thinking and problem solving techniques to define problems and identify solutions;
- c. Evaluates decisions for effectiveness, equity, intended and actual outcome; implements follow-up actions; and revises as needed;
- d. Empowers others and distributes leadership when appropriate; and
- e. Uses effective technology integration to enhance decision-making and efficiency throughout the school.

Standard 7: Leadership Development.

Effective school leaders actively cultivate, support, and develop other leaders within the organization.

The leader:

- a. Identifies and cultivates potential and emerging leaders;
- b. Provides evidence of delegation and trust in subordinate leaders;
- c. Plans for succession management in key positions;
- d. Promotes teacher–leadership functions focused on instructional proficiency and student learning; and
- e. Develops sustainable and supportive relationships between school leaders, parents, community, higher education and business leaders.

Standard 8: School Management.

Effective school leaders manage the organization, operations, and facilities in ways that maximize the use of resources to promote a safe, efficient, legal, and effective learning environment. The leader:

- a. Organizes time, tasks and projects effectively with clear objectives and coherent plans;
- b. Establishes appropriate deadlines for him/herself and the entire organization;
- c. Manages schedules, delegates, and allocates resources to promote collegial efforts in school improvement and faculty development; and
- d. Is fiscally responsible and maximizes the impact of fiscal resources on instructional priorities.

Standard 9: Communication.

Effective school leaders practice two-way communications and use appropriate oral, written, and electronic communication and collaboration skills to accomplish school and system goals by building and maintaining relationships with students, faculty, parents, and community. The leader:

- a. Actively listens to and learns from students, staff, parents, and community stakeholders;
- b. Recognizes individuals for effective performance;

- c. Communicates student expectations and performance information to students, parents, and community;
- d. Maintains high visibility at school and in the community and regularly engages stakeholders in the work of the school;
- e. Creates opportunities within the school to engage students, faculty, parents, and community stakeholders in constructive conversations about important school issues.
- f. Utilizes appropriate technologies for communication and collaboration; and
- g. Ensures faculty receives timely information about student learning requirements, academic standards, and all other local state and federal administrative requirements and decisions.

Domain 4: Professional and Ethical Behavior:

Standard 10: Professional and Ethical Behaviors.

Effective school leaders demonstrate personal and professional behaviors consistent with quality practices in education and as a community leader. The leader:

- a. Adheres to the Code of Ethics and the Principles of Professional Conduct for the Education Profession in Florida, pursuant to Rules 6B-1.001 and 6B-1.006, F.A.C.
- b. Demonstrates resiliency by staying focused on the school vision and reacting constructively to the barriers to success that include disagreement and dissent with leadership;
- c. Demonstrates a commitment to the success of all students, identifying barriers and their impact on the well-being of the school, families, and local community;
- d. Engages in professional learning that improves professional practice in alignment with the needs of the school system; and
- e. Demonstrates willingness to admit error and learn from it;
- f. Demonstrates explicit improvement in specific performance areas based on previous evaluations and formative feedback.

APPENDIX E:
SUMMARY OF CURRENT FLORIDA STATUTES, 2017

Pursuant to Sections 1012.22(1) (i) and 1011.62, F.S., each district school board shall develop and maintain a master inservice plan for all district employees based on state adopted standards for highly qualified professional development as required under Section 1012.98, F.S. The plan shall include all professional development components for all employees from all fund sources including, but not limited to the following areas:

- Implementation of school improvement plans for the current years pursuant to F.S. 1012.98
- Subject content areas as prescribed in Section 1012.98, F.S.,
- School reform and accountability pursuant to Sections 1000.03 and 1008.345, F.S.,
- Approved add-on certification programs pursuant to Section 1012.575, F.S., and
- The WC Golden Professional Development Program for School Leaders, pursuant to 1012.986. F.S.
- SB1108

6A-5.071 Master Inservice Plan Requirements

Describes the MASTER INSERVICE PLAN: its contents; how it is to be updated; what an Inservice component must contain; the points system; how to convert college credit to Inservice points; what constitutes infield and out-of-field; the minimum length of an Inservice component; files which must be kept relative to each component and for each participant; and annual reporting. The Master Inservice Plan is reviewed each year by the District Professional Development Council and approved by the School Board.

1012.98 School Community Professional Development Act

The purpose of the professional development system is to increase student achievement, enhance classroom instructional strategies that promote rigor and relevance throughout the curriculum, and prepare students for continuing education and the workforce.

1012.98(4) Individual Professional Development Plan

The school principal is required to establish and maintain an individual professional development plan for each instructional employee assigned to the school. The individual professional development plan must be related to specific performance data for the students to whom the teacher is assigned; define the inservice objectives and specific measurable improvement expected in student performance as a result of the inservice activity; and include an evaluation component that determines the effectiveness of the professional development.

1012.986 William Cecil Golden Professional Development Program for School Leaders

The purpose of the William Cecil Golden Professional Development Program for School Leaders is to provide high standards and sustained support for principals as instructional leaders. The program shall consist of a collaborative network of state and national professional leadership organizations to respond

to instructional leadership needs throughout the state. The network shall support the human resource development needs of principals, principal leadership teams, and candidates for principal leadership positions using the framework for leadership standards adopted by the State Board of Education, the Southern Regional Education Board, and Learning Forward.

1012.98(5) Funding for the Professional Development System

Each district school board shall provide funding for the professional development system as required by s.1011.62 and the General Appropriations Act, and shall direct expenditures from other funding sources to strengthen the system in order to increase student achievement and support instructional staff in enhancing rigor and relevance in the classroom. Each district school board shall make available inservice activities to instructional personnel of nonpublic schools in the district and the state certified teachers who are not employed by the district school board on a fee basis not to exceed the cost of the activity per all participants.

1012.98(4) Professional Development Evaluation System Protocol

The Department of Education shall design methods by which the state and district school boards may evaluate and improve the professional development system. The evaluation must include an annual assessment of data that indicate progress or lack of progress of all students.

1012.34 Assessment Procedures and Criteria

The district school superintendent shall establish procedures for assessing the performance of duties and responsibilities of all instructional, administrative, and supervisory personnel employed by the school district.

1012.56 Educator Certification Requirements

Each district school board shall renew state-issued professional certificates for individuals who hold a Florida professional certificate and are employed by that district pursuant to criteria established in subsections (2), (3), and (4) and rules of the State Board of Education.

1012.56(7) Professional Preparation Alternative Certification and Education Competency Program

Each school district must provide a cohesive competency-based professional preparation alternative certification program by which members of a school district's instructional staff may satisfy the mastery of professional preparation and education competence requirements.

1012.985 Statewide System for Inservice Professional Development

The statewide system shall consist of a network of professional development academies in each region of the state that are operated in partnership with area business partners to develop and deliver high quality training programs purchased by school districts.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 11a

DATE OF SCHOOL BOARD MEETING: June 27, 2017

TITLE OF AGENDA ITEM: Approval of job description

DIVISION:

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

PURPOSE AND SUMMARY OF ITEM:

Approval of job description is requested.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Roger P. Milton

POSITION: Superintendent of Schools

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: _____

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

MAINTENANCE SUPERVISOR

QUALIFICATIONS:

- 1) High School Diploma or equivalent
- 2) Minimum of ten (10) years successful experience in the field of construction and maintenance, at least three (3) of which were in a supervisory position

KNOWLEDGE, SKILLS AND ABILITIES:

- 1) Knowledge of laws, rules and regulations of facilities and maintenance
- 2) Ability to communicate effectively both orally and in writing
- 3) Skills in positive people management
- 4) Ability to organize, manage time and prioritize duties
- 5) Ability in the use of analytical skills for problem-solving
- 6) Knowledge of construction techniques and budgets for construction
- 7) Knowledge of county zoning building codes
- 8) Knowledge of current research, trends and best practices
- 9) Ability to work cooperatively with school personnel, community and other departments and agencies

REPORTS TO:

Director of Facilities

JOB GOAL

To provide the leadership and supervision necessary for the construction and maintenance of all facilities of the District.

SUPERVISES:

Lead Worker	Air Conditioning and Refrigeration Mechanic
Maintenance Assistant	Boiler / HVAC Mechanic
Carpenter	Maintenance Worker - General
Electrician	

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

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

EVALUATION:

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

Job Description Supplement No. 10

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- 1) Coordinate and assist various tradesmen as needed
- 2) Coordinate maintenance and deferred maintenance activities regarding physical plants
- 3) Maintain and coordinate procedures to ensure a safe, clean, attractive and pleasant school environments
- 4) Receive work orders, establish priorities and assign personnel

Interagency Communication and Delivery

- 5) Coordinate activities of the maintenance department with schools and other departments
- 6) Coordinate day labor on maintenance and construction projects
- 7) Promote cooperative relationships and coordinated efforts among support services to facilitate the instructional program

Systemic Functions

- 8) Develop, maintain and coordinate procedures to ensure timely response to plant maintenance of an urgent nature
- 9) Supervise the dispersal of required materials and supplies
- 10) Supervise assigned personnel and conduct annual performance appraisals
- 11) Exhibit confidence and commitment to the vision and mission of the District
- 12) Perform other duties as assigned