

AGENDA

REGULAR SCHOOL BOARD MEETING

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

November 21, 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. October 24, 2017, 2:00 p.m. - School Board Workshop
 - b. October 24, 2017, 4:30 p.m. – School Board Workshop
 - c. October 24, 2017, 6:00 p.m. – Regular School Board Meeting
 - d. October 30, 2017, 10:00 a.m. – Student Hearing
 - e. October 30, 2017, 11:00 a.m. – Student Hearing
 - f. October 30, 2017, 12:00 p.m. – Student Hearing
 - g. October 30, 2017, 1:00 p.m. – Student Hearing
 - h. October 30, 2017, 2:00 p.m. – Special School Board Meeting
 - i. November 8, 2017, 5:00 p.m. – Special School Board Meeting
(Executive Session)
 - j. November 8, 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) – **SEE PAGE #4**
 - a. Personnel 2017 – 2018
ACTION REQUESTED: The Superintendent recommends approval.
7. BUDGET AND FINANCIAL TRANSACTIONS
 - a. Budget Amendment No. 2 - **SEE PAGE #6**
Fund Source: Capital Improvements Fund
Amount: -\$313,528.63
ACTION REQUESTED: The Superintendent recommends approval.
8. AGREEMENT/CONTRACT/PROJECT APPLICATIONS
 - a. Capital City Consultants – **SEE PAGE #9**
Fund Source: Federal
Amount: \$30,000.00
ACTION REQUESTED: The Superintendent recommends approval.
 - b. English Language Learners (ELL) Award - **SEE PAGE #34**
Fund Source: Federal
Amount: \$70,000.00
ACTION REQUESTED: The Superintendent recommends approval.
 - c. Inter-District Transportation Agreement – **SEE PAGE #58**
Fund Source: Federal Programs
Amount: \$0.00
ACTION REQUESTED: The Superintendent recommends approval.
 - d. Dental Equipment Lease for Havana Magnet School – **SEE PAGE #61**
Fund Source: General Revenue
Amount: \$1.00 annual rental fee
ACTION REQUESTED: The Superintendent recommends approval.
9. STUDENT MATTERS – **SEE ATTACHMENT**
 - a. Student Expulsion – See back-up material
Case #46-1718-0051
ACTION REQUESTED: The Superintendent recommends approval.
 - b. Student Expulsion – See back-up material
CASE #47-1718-0231
ACTION REQUESTED: The Superintendent recommends approval.

10. SCHOOL FACILITY/PROPERTY

- a. Request to Delete Vehicles from Capital Assets – **SEE PAGE #64**

Fund Source: Applicable Funds
Amount: \$68,252.00

ACTION REQUESTED: The Superintendent recommends approval.

11. EDUCATIONAL ISSUES

- a. Approval of School Advisory Council (SAC) Rosters - **SEE PAGE #67**

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

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"

November 21, 2017

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

Dear School Board Members:

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

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

The following reflects the total number of full-time employees in this school district for the 2017-2018 school term, as of November 28, 2017.

<u>Description Per DOE Classification</u>	<u>DOE Object#</u>	<u>#Employees November 2017</u>
Classroom Teachers and Other Certified	120 & 130	387.00
Administrators	110	46.00
Non-Instructional	150, 160, & 170	<u>377.00</u>
		810.00

Sincerely,


 Roger P. Milton
 Superintendent of Schools

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

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

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

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

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

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Brown, Kendrick	GCHS	Teacher	10/16/2017
Hairston, Tunisia	GCA	Teacher	11/13/2017
Nelson, Megan	JASMS	Teacher	10/31/2017
Riley, Jocelyn	GEMS	Teacher	11/06/2017
Rivera, Josie	JASMS	Teacher	11/03/2017
Valencia, Kayla	GCHS	Teacher	11/02/2017

NON INSTRUCTIONAL

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Jackson, Doris	Transportation	Bus Aide	10/24/2017

RESIGNATIONS

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Herzog, John	WGMS	Teacher	11/06/2017
Hofman, Janalyn	HMS	Teacher	11/17/2017
Tshabe, Crystal	SSES	Teacher	12/08/2017

TRANSFERS

<u>Name</u>	<u>Location/Position Transferring From</u>	<u>Location/Position Position</u>	<u>Effective Date</u>
Gee, Wendy	CPA/Teacher	JASMS/Teacher	11/06/2017
Hussein, Frederic	Jasms/Teacher	CPA/Teacher	11/06/2017
King, Melanie	Transportation/Sys Support Spec	Bus. & Finance/Sys Support Spec	11/06/2017
Rittman-Jackson, Debra	Bus & Finance/Account Clerk	Transportation/Account Clerk	01/03/2018

TERMINATION

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Brown, Kendrick	GCHS	Teacher	10/24/2017
Smith, Cadrick	GCHS	Teacher	10/27/2017

RETIREMENTS

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Brown, Betty A.	GCHS	Teacher	10/06/2017

Substitutes

Marlowe, Miranda

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7a

DATE OF SCHOOL BOARD MEETING: November 21, 2017

TITLE OF AGENDA ITEMS: Budget Amendment No. 1

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS: This budget amendment will align the final District Local Capital Improvement Tax proceeds to the final calculation of the assessment. The reduction of \$313,528.63 will match the district's District Local Capital Improvement Tax proceeds in accordance with the Truth in Millage advertisement. A discrepancy existed between the initial estimate and the final budget.

FUND SOURCE: Capital Improvements Fund

AMOUNT: -\$313,528.63

PREPARED BY: LaClarence Mays

POSITION: Budget Manager

SECTION VII. CAPITAL PROJECTS FUNDS

ESTIMATED REVENUES	Account Number	Totals	310 Capital Outlay Bond Issues (COBI)	320 Special Act Bonds	330 Sections 1011.14 & 1011.15, F.S., Loans	340 Public Education Capital Outlay (PECO)	350 District Bonds	360 Capital Outlay and Debt Service	370 Nonvoted Capital Improvement (Section 1011.71(2), F.S.)	380 Voted Capital Improvement	390 Other Capital Projects	399 ARRA Economic Stimulus Capital Projects
FEDERAL DIRECT SOURCES:												
Miscellaneous Federal Direct	3199											
Total Federal Direct Sources	3100											
FEDERAL THROUGH STATE AND LOCAL:												
Miscellaneous Federal Through State	3299											
Total Federal Through State and Local	3200											
STATE SOURCES:												
CO&DS Distributed	3321	72,191.30						72,191.30				
Interest on Undistributed CO&DS	3325	871.09						871.09				
Sales Tax Distribution (s. 212.20(6)(d)6.a., F.S.)	3341											
State Through Local	3380											
Public Education Capital Outlay (PECO)	3391	182,654.00				182,654.00						
Classrooms First Program	3392											
SMART Schools Small County Assistance Program	3395											
Class Size Reduction Capital Outlay	3396											
Charter School Capital Outlay Funding	3397	106,382.00				106,382.00						
Other Miscellaneous State Revenues	3399											
Total State Sources	3300	362,098.39				289,036.00		73,062.39				
LOCAL SOURCES:												
District Local Capital Improvement Tax	3413	2,189,951.00							2,189,951.00			
County Local Sales Tax	3418											
School District Local Sales Tax	3419	5,000.00							5,000.00			
Tax Redemptions	3421											
Investment Income	3430											
Gifts, Grants and Bequests	3440											
Miscellaneous Local Sources	3490											
Impact Fees	3496											
Refunds of Prior Year's Expenditures	3497											
Total Local Sources	3400	2,194,951.00							2,194,951.00			
TOTAL ESTIMATED REVENUES		2,557,049.39				289,036.00		73,062.39	2,194,951.00			
OTHER FINANCING SOURCES												
Issuance of Bonds	3710											
Loans	3720											
Sale of Capital Assets	3730											
Loss Recoveries	3740											
Proceeds of Lease-Purchase Agreements	3750											
Proceeds from Special Facility Construction Account	3770											
Transfers In:												
From General Fund	3610											
From Debt Service Funds	3620											
From Special Revenue Funds	3640											
Interfund (Capital Projects Only)	3650											
From Permanent Funds	3660											
From Internal Service Funds	3670											
From Enterprise Funds	3690											
Total Transfers In	3600											
TOTAL OTHER FINANCING SOURCES												
Fund Balance, July 1, 2017	2800	1,130,162.93						262,006.03	868,156.90			
TOTAL ESTIMATED REVENUES, OTHER FINANCING SOURCES AND FUND BALANCES		3,687,212.32				289,036.00		335,068.42	3,063,107.90			

SECTION VII. CAPITAL PROJECTS FUNDS (Continued)

APPROPRIATIONS	Account Number	Totals	310 Capital Outlay Bond Issues (COBI)	320 Special Act Bonds	330 Sections 1011.14 & 1011.15, F.S., Loans	340 Public Education Capital Outlay (PECO)	350 District Bonds	360 Capital Outlay and Debt Service	370 Nonvoted Capital Improvement (Section 1011.71(2), F.S.)	380 Voted Capital Improvement	390 Other Capital Projects	399 ARRA Economic Stimulus Capital Projects
<i>Appropriations: (Functions 7400/9200)</i>												
Library Books (New Libraries)	610											
Audiovisual Materials	620											
Buildings and Fixed Equipment	630											
Furniture, Fixtures and Equipment	640											
Motor Vehicles (Including Buses)	650											
Land	660											
Improvements Other Than Buildings	670											
Remodeling and Renovations	680	357,675.92				182,654.00			175,021.92			
Computer Software	690											
Redemption of Principal	710	218,565.83							218,565.83			
Interest	720	3,715.62							3,715.62			
Dues and Fees	730	300.00						300.00				
TOTAL APPROPRIATIONS		580,257.37				182,654.00		300.00	397,303.37			
OTHER FINANCING USES:												
<i>Transfers Out: (Function 9700)</i>												
To General Fund	910	1,406,382.00				106,382.00			1,300,000.00			
To Debt Service Funds	920	594,005.11							594,005.11			
To Special Revenue Funds	940											
Interfund (Capital Projects Only)	950											
To Permanent Funds	960											
To Internal Service Funds	970											
To Enterprise Funds	990											
Total Transfers Out	9700	2,000,387.11				106,382.00			1,894,005.11			
TOTAL OTHER FINANCING USES		2,000,387.11				106,382.00			1,894,005.11			
Nonspendable Fund Balance, June 30, 2018	2710											
Restricted Fund Balance, June 30, 2018	2720	1,106,567.84						334,768.42	771,799.42			
Committed Fund Balance, June 30, 2018	2730											
Assigned Fund Balance, June 30, 2018	2740											
Unassigned Fund Balance, June 30, 2018	2750											
TOTAL ENDING FUND BALANCES	2700	1,106,567.84						334,768.42	771,799.42			
TOTAL APPROPRIATIONS, OTHER FINANCING USES AND FUND BALANCES		3,687,212.32				289,036.00		335,068.42	3,063,107.90			

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8a

DATE OF SCHOOL BOARD MEETING: November 21, 2017

TITLE OF AGENDA ITEM: Capital City Consultants

DIVISION:

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

PURPOSE AND SUMMARY OF ITEM:

Capital City Consulting provides program evaluation services for the 21st Century Community Learning Centers (21st CCLC). Evaluation services include developing and implementing the project evaluation plan; ensuring outcome reporting for baseline, mid-year, and end-of-year data to assess progress toward goals; conducting professional development for project staff in using reporting platform; site visitation prior to formative and summative evaluations; creating of data collection instruments; completing mid-year report; developing formative and summative evaluation reports for Florida Department of Education (FDOE); weekly communication; assisting with project application outcome deliverables; assisting with monthly deliverables due to FDOE; ongoing data analysis; and other evaluation services as may be required by FDOE or the district for the projects during the term of the contracts.

The district is the fiscal agent for 10 different afterschool school sites in four separate 21st CCLC projects. All of the Capital City Consulting contracts are renewal contracts from last year for continuation of evaluation services for the 21st CCLC projects. This is a continuation contract. Costs per school are \$3,000, the same as was awarded last year.

FUND SOURCE: Federal Programs

AMOUNT: \$30,000.00

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: _____

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

This renewal contractual AGREEMENT is made between the School Board of Gadsden County, Florida, a school district, referred to as the "DISTRICT", 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 Capital City Consultants a for-profit business organized and existing with its principal place of operations of Capital City Consultants at 2910 Kerry Forest Parkway Suite D4-278, Tallahassee, FL 32309, herein referred to as "CONSULTANT". The contractual AGREEMENT will establish uniform administrative requirements for the CONSULTANT and Gadsden County Public Schools.

NOW, THEREFORE, the parties agree as follows:

ARTICLE 1. ENGAGEMENT OF THE CONSULTANT

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

The DISTRICT and CONSULTANT understand and agree that this AGREEMENT is valid only if approved and funds awarded for the same by the Florida Department of Education for 21st Century Community Learning Centers.

ARTICLE 2. SCOPE OF SERVICES

The CONSULTANT has agreed to provide the DISTRICT with professional consulting and program evaluation services. The CONSULTANT shall provide these services for the 21st CCLC program where the district is the fiscal agent. It encompasses year four of the GREAT CENTER 13 project which provides 21st CCLC services to the following schools: Greensboro Elementary, West Gadsden High School, Havana Magnet (Elementary only), and George W. Monroe Elementary. The CONSULTANT shall provide the scope of services outlined in the deliverables below.

Deliverables provided by the CONSULTANT include:

1. Development and implementation of the DISTRICT's 21st CCLC Evaluation Plan by November 15, 2017, using Stufflebeam's CIPP model as an education evaluation tool for continuous quality improvement activities to identify performance measures and ensure outcomes for students which will include baseline, mid-year and end-of-year data necessary to assess program progress towards goals;
2. Conduct professional development (as needed) to 21st CCLC staff in areas such as 21st CCLC orientation, and 21st CCLC evaluation procedures by November 30, 2017, including sharing evaluation information with 21st CCLC Advisory Board quarterly;
3. Access to secure SQL server data base (21st CCLC Student Information System) and cloud-sharing space (as necessary) to support streamlined data collection (attendance, objectives, etc.) and project reporting by November 30, 2017;
4. Site visitation to proposed project sites prior to the formative evaluation and prior to the summative evaluation (as needed) for a total of at least 4 visits by December 20, 2017;

5. Creation or research of 21st CCLC evaluation instruments such as surveys, rubrics, and pre-mid-post assessments by December 31, 2017, including use of project-based learning (PBL) rubrics and checklists to determine PBL fidelity of implementation;
6. Assistance with the completion of the 21st CCLC Mid-Year Report by January 31, 2018;
7. Conduct formative evaluation of the 21st CCLC program and provide a written report to the DISTRICT prior to FDOE submission deadline, or by the date agreed upon between the DISTRICT and CONSULTANT, to include analysis of student attendance, program operation, objective assessment, participant interviews and surveys and recommendations for improvement;
8. Ongoing analysis of data outcomes in the areas of Academic Enrichment, Personal Enrichment, and Adult/Family Services;
9. Preparation and assistance with the completion of the 21st CCLC End-of-Year Report by July 31, 2018;
10. Conduct summative evaluation of the 21st CCLC program and provide a written report to the DISTRICT prior to FDOE submission deadline, or by the date agreed upon between the DISTRICT and CONSULTANT, to include student attendance compilation and enrollment, program operation, quality of staffing, objective assessment, progress towards sustainability, and overall recommendations for improving the program;
11. Ongoing weekly communication (as needed) in the form of email, phone, and onsite guidance;
12. Assistance with preparation of annual 21st CCLC project application for this cohort and measurable outcomes within the five-year grant period;
13. Assistance (as needed) and preparation of monthly deliverables as related to evaluation activities by the 15th of each project month; and
14. Other Evaluation activities as required by FDOE and adjusted within the scope of services.

The DISTRICT will provide:

1. Information on the needs and issues of the 21st CCLC program that may impact the evaluation services;
2. All evaluation information and/or reports conducted by FDOE or designated agency, if available; and
3. All compiled student and program data for the development of the 21st CCLC summative evaluation report upon the written, agreed upon timeframe between the CONSULTANT and DISTRICT.

The CONSULTANT, in collaboration with the Office of Federal Programs, assessment staff, technology staff, and the school principals, will receive access to all related district records to 21st CCLC programs and student achievement.

The CONSULTANT agrees that all data relating to DISTRICT's business affairs and other information identified as confidential by DISTRICT remain confidential information of the DISTRICT. Any other information identified as confidential by the CONSULTANT, is confidential information of the CONSULTANT. 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.

The CONSULTANT shall use their best efforts to make sure the resulting evaluation reports include all the data necessary to make future decisions and that data supports their

recommendations in the report. The CONSULTANT agrees to meet with any district personnel requested by DISTRICT to ensure that work is responsive to district needs.

ARTICLE 3. DURATION OF AGREEMENT

This AGREEMENT shall begin on November 15, 2017 and end on July 31, 2018 contingent upon the approval and funding by the Florida Department of Education. The agreement is subject to renewal annually for the duration of the grant award (five-years) upon annual review and acceptance of completed deliverables, subject to continued funding, and with approval of the Superintendent and School Board.

ARTICLE 4. DEFINITIONS

Term	Definition
Advance	means a payment made by Treasury check or other appropriate payment mechanism to a Contractor or vendor 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 under the district's sub-recipient award. A contract shall be used when the principal purpose is acquisition of products, reports, property or services for the direct benefit or use of the district to meet their obligations to the state and/or federal government.
Date of Completion	means the date on which all work under an award is completed or the date on the award document, or any supplement or amendment thereto, on which District or Federal sponsorship ends.
Project costs	means all allowable costs, as established in the applicable Federal and State 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 the Federal and/or State sponsorship begins and ends.
Recipient	means an organization receiving financial assistance directly from the Federal Government 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 as the federal government may dictate.
Sub-recipient	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 through monitoring and reporting. Vendor is NOT a sub-recipient.
Vendor 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 or sub-recipient to an eligible vendor or by a sub-recipient to a lower tier sub-recipient. The term includes financial assistance when provided by any legal agreement, even if the agreement is called a contract, but does not include procurement of goods and services nor does it include any form of assistance which is excluded from the definition of "vendor award". Vendor contract is NOT a sub-award.
Termination	means the cancellation of vendor 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 or sub-recipient to cover its estimated disbursement needs for a given initial period.

ARTICLE 5. PAYMENT

This is a fixed fee professional services contract in the amount of \$12,000.00 (twelve thousand dollars). In consideration for the work performed by CONSULTANT, the DISTRICT shall pay the CONSULTANT upon the receipt of a monthly invoice from the CONSULTANT that includes documentation describing the services that were rendered and deliverables met by the CONSULTANT in support of the project for the period that the invoice covers. The invoice will include all relative data relating to each deliverable, any survey information, research analysis, and any other support materials and reports necessary to provide the agreed upon services. 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 CONSULTANT under this AGREEMENT, Gadsden County shall pay to Capital City Consultants the total amount of \$12,000.00 (twelve thousand dollars) for services rendered as described under the Scope of Services. Capital City Consultants will invoice the district monthly in equal monthly payments for the course of the year beginning with the first invoice on November 30, 2017. The invoices shall be prepared and addressed to: Ms. Rose Raynak, Director of Federal Programs. Checks will be made payable to Capital City Consultants and mailed to the agency office. The invoices will be sent in immediately after completion of the deliverables listed under the Scope of Services according to the predetermined timeline agreed upon by CONSULTANT and DISTRICT.

(b). The CONSULTANT shall not pledge the DISTRICT'S credit or make the DISTRICT 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 \$12,000.00.

ARTICLE 6. PUBLIC RECORDS

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

ARTICLE 7. ACCESS AND RETENTION OF RECORDS

The DISTRICT shall have access to all CONSULTANT'S records that are directly pertinent to this AGREEMENT. The CONSULTANT, when applicable, shall retain all required records for five (5) years after the DISTRICT makes the final payment and all other pending matters are closed. The CONSULTANT 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 no more than thirty (30) days written notice specifying the effective termination date. The DISTRICT agrees not to terminate this contract without first apprising CONSULTANT both orally and in writing, regarding the causes of the difficulties leading to termination. Upon termination, the district shall be responsible for payment of all costs incurred by CONSULTANT 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 DISTRICT.

ARTICLE 9. AMENDMENTS

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

ARTICLE 10. PERSONNEL and LEVEL 2 CLEARANCE

Pursuant to Florida Statutes Section 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. CONSULTANT agrees to comply with all requirements of the Jessica Lunsford Act as described in this article. CONSULTANT will work cooperatively with all district employees.

ARTICLE 11. INDEPENDENT CONSULTANT

The CONSULTANT is an independent business owner and not an employee or agent of the DISTRICT. CONSULTANT 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. Each party shall maintain at its sole expense adequate insurance or self-insurance coverage to satisfy its obligations under this AGREEMENT.

ARTICLE 12. NONDISCRIMINATION AND COMPLIANCE

During the performance of this contract, CONSULTANT agrees to work in an environment free from all forms of discrimination. The CONSULTANT 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 13. ADMINISTRATION OF AGREEMENT

- (a) The CONSULTANT'S contract administrator and contact is Ms. Jennifer Thomas-Simmons and/or her designee.
- (b) The DISTRICT'S 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 14. 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: As of the date of this AGREEMENT, CONSULTANT 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. CONSULTANT agrees that they will retain interest-free status as a contractor during the course of this contract so that no conflict of interest arises or can be assumed.

ARTICLE 15. 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, CONSULTANT 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 Ms. Jennifer Thomas-Simmons, Capital City Consultants have executed this AGREEMENT.

Ms. Jennifer Thomas-Simmons
Capital City Consultants

Date

Superintendent of Schools

Date

Chairperson, School Board of Gadsden County

Date

School Board of Gadsden County, Florida
RENEWAL 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 "DISTRICT", 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 Capital City Consultants a for-profit business organized and existing with its principal place of operations at 2910 Kerry Forest Parkway Suite D4-278, Tallahassee, FL 32309, herein referred to as "CONSULTANT". The contractual AGREEMENT will establish uniform administrative requirements for the CONSULTANT and Gadsden County Public Schools.

NOW, THEREFORE, the parties agree as follows:

ARTICLE 1. ENGAGEMENT OF THE CONSULTANT

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

The DISTRICT and CONSULTANT understand and agree that this AGREEMENT is valid only if approved and funds awarded for the same by the Florida Department of Education for 21st Century Community Learning Centers.

ARTICLE 2. SCOPE OF SERVICES

The CONSULTANT has agreed to provide the DISTRICT with professional consulting and program evaluation services. The CONSULTANT shall provide these services for the 21st CCLC program where the district is the fiscal agent. It encompasses year three of GREAT CENTER 50 which includes the following schools: Stewart Street Elementary and Chattahoochee Elementary. The CONSULTANT shall provide the scope of services outlined in the deliverables below.

Deliverables provided by the CONSULTANT include:

1. Development and implementation of the DISTRICT's 21st CCLC Evaluation Plan by November 15, 2017, using Stufflebeam's CIPP model as an education evaluation tool for continuous quality improvement activities to identify performance measures and ensure outcomes for students which will include baseline, mid-year and end-of-year data necessary to assess program progress towards goals;
2. Conduct professional development (as needed) to 21st CCLC staff in areas such as 21st CCLC orientation, and 21st CCLC evaluation procedures by November 30, 2017, including sharing evaluation information with 21st CCLC Advisory Board quarterly;
3. Access to secure SQL server data base (21st CCLC Student Information System) and cloud-sharing space (as necessary) to support streamlined data collection (attendance, objectives, etc.) and project reporting by November 30, 2017;
4. Site visitation to proposed project sites prior to the formative evaluation and prior to the summative evaluation (as needed) for a total of at least 4 visits by December 20, 2017;

5. Creation or research of 21st CCLC evaluation instruments such as surveys, rubrics, and pre-mid-post assessments by December 31, 2017, including use of project-based learning (PBL) rubrics and checklists to determine PBL fidelity of implementation;
6. Assistance with the completion of the 21st CCLC Mid-Year Report by January 31, 2018;
7. Conduct formative evaluation of the 21st CCLC program and provide a written report to the DISTRICT prior to FDOE submission deadline, or by the date agreed upon between the DISTRICT and CONSULTANT, to include analysis of student attendance, program operation, objective assessment, participant interviews and surveys and recommendations for improvement;
8. Ongoing analysis of data outcomes in the areas of Academic Enrichment, Personal Enrichment, and Adult/Family Services;
9. Preparation and assistance with the completion of the 21st CCLC End-of-Year Report by July 31, 2018;
10. Conduct summative evaluation of the 21st CCLC program and provide a written report to the DISTRICT prior to FDOE submission deadline, or by the date agreed upon between the DISTRICT and CONSULTANT, to include student attendance compilation and enrollment, program operation, quality of staffing, objective assessment, progress towards sustainability, and overall recommendations for improving the program;
11. Ongoing weekly communication (as needed) in the form of email, phone, and onsite guidance;
12. Assistance with preparation of annual 21st CCLC project application for this cohort and measurable outcomes within the five-year grant period;
13. Assistance (as needed) and preparation of monthly deliverables as related to evaluation activities by the 15th of each project month; and
14. Other Evaluation activities as required by FDOE and adjusted within the scope of services.

The DISTRICT will provide:

1. Information on the needs and issues of the 21st CCLC program that may impact the evaluation services;
2. All evaluation information and/or reports conducted by FDOE or designated agency, if available; and
3. All compiled student and program data for the development of the 21st CCLC summative evaluation report upon the written, agreed upon timeframe between the CONSULTANT and DISTRICT.

The CONSULTANT, in collaboration with the Office of Federal Programs, assessment staff, technology staff, and the school principals, will receive access to all related district records to 21st CCLC programs and student achievement.

The CONSULTANT agrees that all data relating to DISTRICT's business affairs and other information identified as confidential by DISTRICT remain confidential information of the DISTRICT. Any other information identified as confidential by the CONSULTANT, is confidential information of the CONSULTANT. 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.

The CONSULTANT shall use their best efforts to make sure the resulting evaluation reports include all the data necessary to make future decisions and that data supports their

recommendations in the report. The CONSULTANT agrees to meet with any district personnel requested by DISTRICT to ensure that work is responsive to district needs.

ARTICLE 3. DURATION OF AGREEMENT

This AGREEMENT shall begin on November 15, 2017 and end on July 31, 2018 contingent upon the approval and funding by the Florida Department of Education. The agreement is subject to renewal annually for the duration of the grant award (five-years) upon annual review and acceptance of completed deliverables, subject to continued funding, and with approval of the Superintendent and School Board.

ARTICLE 4. DEFINITIONS

Term	Definition
Advance	means a payment made by Treasury check or other appropriate payment mechanism to a Contractor or vendor 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 under the district's sub-recipient award. A contract shall be used when the principal purpose is acquisition of products, reports, property or services for the direct benefit or use of the district to meet their obligations to the state and/or federal government.
Date of Completion	means the date on which all work under an award is completed or the date on the award document, or any supplement or amendment thereto, on which District or Federal sponsorship ends.
Project costs	means all allowable costs, as established in the applicable Federal and State 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 the Federal and/or State sponsorship begins and ends.
Recipient	means an organization receiving financial assistance directly from the Federal Government 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 as the federal government may dictate.
Sub-recipient	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 through monitoring and reporting. Vendor is NOT a sub-recipient.
Vendor 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 or sub-recipient to an eligible vendor or by a sub-recipient to a lower tier sub-recipient. The term includes financial assistance when provided by any legal agreement, even if the agreement is called a contract, but does not include procurement of goods and services nor does it include any form of assistance which is excluded from the definition of "vendor award". Vendor contract is NOT a sub-award.
Termination	means the cancellation of vendor 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 or sub-recipient to cover its estimated disbursement needs for a given initial period.

ARTICLE 5. PAYMENT

This is a fixed fee professional services contract in the amount of \$6,000.00 (six thousand dollars). In consideration for the work performed by CONSULTANT, the DISTRICT shall pay the CONSULTANT upon the receipt of a monthly invoice from the CONSULTANT that includes documentation describing the services that were rendered and deliverables met by the CONSULTANT in support of the project for the period that the invoice covers. The invoice will include all relative data relating to each deliverable, any survey information, research analysis, and any other support materials and reports necessary to provide the agreed upon services. 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 CONSULTANT under this AGREEMENT, Gadsden County shall pay to Capital City Consultants the total amount of \$6,000.00 (six thousand dollars) for services rendered as described under the Scope of Services. Capital City Consultants will invoice the district monthly in equal monthly payments for the course of the year beginning with the first invoice on November 30, 2016. The invoices shall be prepared and addressed to: Ms. Rose Raynak, Director of Federal Programs. Checks will be made payable to Capital City Consultants and mailed to the agency office. The invoices will be sent in immediately after completion of the deliverables listed under the Scope of Services according to the predetermined timeline agreed upon by CONSULTANT and DISTRICT.

(b). The CONSULTANT shall not pledge the DISTRICT'S credit or make the DISTRICT 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 \$6,000.00.

ARTICLE 6. PUBLIC RECORDS

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

ARTICLE 7. ACCESS AND RETENTION OF RECORDS

The DISTRICT shall have access to all CONSULTANT'S records that are directly pertinent to this AGREEMENT. The CONSULTANT, when applicable, shall retain all required records for five (5) years after the DISTRICT makes the final payment and all other pending matters are closed. The CONSULTANT 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 no more than thirty (30) days written notice specifying the effective termination date. The DISTRICT agrees not to terminate this contract without first apprising CONSULTANT both orally and in writing, regarding the causes of the difficulties leading to termination. Upon termination, the district shall be responsible for payment of all costs incurred by CONSULTANT 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 DISTRICT.

ARTICLE 9. AMENDMENTS

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

ARTICLE 10. PERSONNEL and LEVEL 2 CLEARANCE

Pursuant to Florida Statutes Section 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. CONSULTANT agrees to comply with all requirements of the Jessica Lunsford Act as described in this article. CONSULTANT will work cooperatively with all district employees.

ARTICLE 11. INDEPENDENT CONSULTANT

The CONSULTANT is an independent business owner and not an employee or agent of the DISTRICT. CONSULTANT 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. Each party shall maintain at its sole expense adequate insurance or self-insurance coverage to satisfy its obligations under this AGREEMENT.

ARTICLE 12. NONDISCRIMINATION AND COMPLIANCE

During the performance of this contract, CONSULTANT agrees to work in an environment free from all forms of discrimination. The CONSULTANT 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 13. ADMINISTRATION OF AGREEMENT

- (a) The CONSULTANT'S contract administrator and contact is Ms. Jennifer Thomas-Simmons and/or her designee.
- (b) The DISTRICT'S 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 14. 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: As of the date of this AGREEMENT, CONSULTANT 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. CONSULTANT agrees that they will retain interest-free status as a contractor during the course of this contract so that no conflict of interest arises or can be assumed.

ARTICLE 15. 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, CONSULTANT 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 Ms. Jennifer Thomas-Simmons, Capital City Consultants have executed this AGREEMENT.

Ms. Jennifer Thomas-Simmons
Capital City Consultants

Date

Superintendent of Schools

Date

Chairperson, School Board of Gadsden County

Date

School Board of Gadsden County, Florida
RENEWAL 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 "DISTRICT", 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 **Capital City Consultants** a for-profit business organized and existing with its principal place of operations at 2910 Kerry Forest Parkway Suite D4-278, Tallahassee, FL 32309, herein referred to as "CONSULTANT". The contractual AGREEMENT will establish uniform administrative requirements for the CONSULTANT and Gadsden County Public Schools.

NOW, THEREFORE, the parties agree as follows:

ARTICLE 1. ENGAGEMENT OF THE CONSULTANT

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

The DISTRICT and CONSULTANT understand and agree that this AGREEMENT is valid only if approved and funds awarded for the same by the Florida Department of Education for 21st Century Community Learning Centers.

ARTICLE 2. SCOPE OF SERVICES

The CONSULTANT has agreed to provide the DISTRICT with professional consulting and program evaluation services. The CONSULTANT shall provide these services for the 21st CCLC program where the district is the fiscal agent. It encompasses year three of GREAT CENTER 40 which includes the following schools: East Gadsden High School and James A. Shanks Middle School. The CONSULTANT shall provide the scope of services outlined in the deliverables below.

Deliverables provided by the CONSULTANT include:

1. Development and implementation of the DISTRICT's 21st CCLC Evaluation Plan by November 15, 2017, using Stufflebeam's CIPP model as an education evaluation tool for continuous quality improvement activities to identify performance measures and ensure outcomes for students which will include baseline, mid-year and end-of-year data necessary to assess program progress towards goals;
2. Conduct professional development (as needed) to 21st CCLC staff in areas such as 21st CCLC orientation, and 21st CCLC evaluation procedures by November 30, 2017, including sharing evaluation information with 21st CCLC Advisory Board quarterly;
3. Access to secure SQL server data base (21st CCLC Student Information System) and cloud-sharing space (as necessary) to support streamlined data collection (attendance, objectives, etc.) and project reporting by November 30, 2017;
4. Site visitation to proposed project sites prior to the formative evaluation and prior to the summative evaluation (as needed) for a total of at least 4 visits by December 20, 2017;

5. Creation or research of 21st CCLC evaluation instruments such as surveys, rubrics, and pre-mid-post assessments by December 31, 2017, including use of project-based learning (PBL) rubrics and checklists to determine PBL fidelity of implementation;
6. Assistance with the completion of the 21st CCLC Mid-Year Report by January 31, 2018;
7. Conduct formative evaluation of the 21st CCLC program and provide a written report to the DISTRICT prior to FDOE submission deadline, or by the date agreed upon between the DISTRICT and CONSULTANT, to include analysis of student attendance, program operation, objective assessment, participant interviews and surveys and recommendations for improvement;
8. Ongoing analysis of data outcomes in the areas of Academic Enrichment, Personal Enrichment, and Adult/Family Services;
9. Preparation and assistance with the completion of the 21st CCLC End-of-Year Report by July 31, 2018;
10. Conduct summative evaluation of the 21st CCLC program and provide a written report to the DISTRICT prior to FDOE submission deadline, or by the date agreed upon between the DISTRICT and CONSULTANT, to include student attendance compilation and enrollment, program operation, quality of staffing, objective assessment, progress towards sustainability, and overall recommendations for improving the program;
11. Ongoing weekly communication (as needed) in the form of email, phone, and onsite guidance;
12. Assistance with preparation of annual 21st CCLC project application for this cohort and measurable outcomes within the five-year grant period;
13. Assistance (as needed) and preparation of monthly deliverables as related to evaluation activities by the 15th of each project month; and
14. Other Evaluation activities as required by FDOE and adjusted within the scope of services.

The DISTRICT will provide:

1. Information on the needs and issues of the 21st CCLC program that may impact the evaluation services;
2. All evaluation information and/or reports conducted by FDOE or designated agency, if available; and
3. All compiled student and program data for the development of the 21st CCLC summative evaluation report upon the written, agreed upon timeframe between the CONSULTANT and DISTRICT.

The CONSULTANT, in collaboration with the Office of Federal Programs, assessment staff, technology staff, and the school principals, will receive access to all related district records to 21st CCLC programs and student achievement.

The CONSULTANT agrees that all data relating to DISTRICT's business affairs and other information identified as confidential by DISTRICT remain confidential information of the DISTRICT. Any other information identified as confidential by the CONSULTANT, is confidential information of the CONSULTANT. 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.

The CONSULTANT shall use their best efforts to make sure the resulting evaluation reports include all the data necessary to make future decisions and that data supports their

recommendations in the report. The CONSULTANT agrees to meet with any district personnel requested by DISTRICT to ensure that work is responsive to district needs.

ARTICLE 3. DURATION OF AGREEMENT

This AGREEMENT shall begin on November 15, 2017 and end on July 31, 2018 contingent upon the approval and funding by the Florida Department of Education. The agreement is subject to renewal annually for the duration of the grant award (five-years) upon annual review and acceptance of completed deliverables, subject to continued funding, and with approval of the Superintendent and School Board.

ARTICLE 4. DEFINITIONS

Term	Definition
Advance	means a payment made by Treasury check or other appropriate payment mechanism to a Contractor or vendor 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 under the district's sub-recipient award. A contract shall be used when the principal purpose is acquisition of products, reports, property or services for the direct benefit or use of the district to meet their obligations to the state and/or federal government.
Date of Completion	means the date on which all work under an award is completed or the date on the award document, or any supplement or amendment thereto, on which District or Federal sponsorship ends.
Project costs	means all allowable costs, as established in the applicable Federal and State 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 the Federal and/or State sponsorship begins and ends.
Recipient	means an organization receiving financial assistance directly from the Federal Government 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 as the federal government may dictate.
Sub-recipient	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 through monitoring and reporting. Vendor is NOT a sub-recipient.
Vendor 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 or sub-recipient to an eligible vendor or by a sub-recipient to a lower tier sub-recipient. The term includes financial assistance when provided by any legal agreement, even if the agreement is called a contract, but does not include procurement of goods and services nor does it include any form of assistance which is excluded from the definition of "vendor award". Vendor contract is NOT a sub-award.
Termination	means the cancellation of vendor 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 or sub-recipient to cover its estimated disbursement needs for a given initial period.

ARTICLE 5. PAYMENT

This is a fixed fee professional services contract in the amount of \$6,000.00 (six thousand dollars). In consideration for the work performed by CONSULTANT, the DISTRICT shall pay the CONSULTANT upon the receipt of a monthly invoice from the CONSULTANT that includes documentation describing the services that were rendered and deliverables met by the CONSULTANT in support of the project for the period that the invoice covers. The invoice will include all relative data relating to each deliverable, any survey information, research analysis, and any other support materials and reports necessary to provide the agreed upon services. 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 CONSULTANT under this AGREEMENT, Gadsden County shall pay to Capital City Consultants the total amount of \$6,000.00 (six thousand dollars) for services rendered as described under the Scope of Services. Capital City Consultants will invoice the district monthly in equal monthly payments for the course of the year beginning with the first invoice on November 30, 2017. The invoices shall be prepared and addressed to: Ms. Rose Raynak, Director of Federal Programs. Checks will be made payable to Capital City Consultants and mailed to the agency office. The invoices will be sent in immediately after completion of the deliverables listed under the Scope of Services according to the predetermined timeline agreed upon by CONSULTANT and DISTRICT.

(b). The CONSULTANT shall not pledge the DISTRICT'S credit or make the DISTRICT 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 \$6,000.00.

ARTICLE 6. PUBLIC RECORDS

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

ARTICLE 7. ACCESS AND RETENTION OF RECORDS

The DISTRICT shall have access to all CONSULTANT'S records that are directly pertinent to this AGREEMENT. The CONSULTANT, when applicable, shall retain all required records for five (5) years after the DISTRICT makes the final payment and all other pending matters are closed. The CONSULTANT 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 no more than thirty (30) days written notice specifying the effective termination date. The DISTRICT agrees not to terminate this contract without first apprising CONSULTANT both orally and in writing, regarding the causes of the difficulties leading to termination. Upon termination, the district shall be responsible for payment of all costs incurred by CONSULTANT 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 DISTRICT.

ARTICLE 9. AMENDMENTS

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

ARTICLE 10. PERSONNEL and LEVEL 2 CLEARANCE

Pursuant to Florida Statutes Section 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. CONSULTANT agrees to comply with all requirements of the Jessica Lunsford Act as described in this article. CONSULTANT will work cooperatively with all district employees.

ARTICLE 11. INDEPENDENT CONSULTANT

The CONSULTANT is an independent business owner and not an employee or agent of the DISTRICT. CONSULTANT 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. Each party shall maintain at its sole expense adequate insurance or self-insurance coverage to satisfy its obligations under this AGREEMENT.

ARTICLE 12. NONDISCRIMINATION AND COMPLIANCE

During the performance of this contract, CONSULTANT agrees to work in an environment free from all forms of discrimination. The CONSULTANT 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 13. ADMINISTRATION OF AGREEMENT

- (a) The CONSULTANT'S contract administrator and contact is Ms. Jennifer Thomas-Simmons and/or her designee.
- (b) The DISTRICT'S 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 14. 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: As of the date of this AGREEMENT, CONSULTANT 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. CONSULTANT agrees that they will retain interest-free status as a contractor during the course of this contract so that no conflict of interest arises or can be assumed.

ARTICLE 15. 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, CONSULTANT 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 Ms. Jennifer Thomas-Simmons, Capital City Consultants have executed this AGREEMENT.

Ms. Jennifer Thomas-Simmons
Capital City Consultants

Date

Superintendent of Schools

Date

Chairperson, School Board of Gadsden County

Date

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 "DISTRICT", 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 Capital City Consultants a for-profit business organized and existing with its principal place of operations at 2910 Kerry Forest Parkway Suite D4-278, Tallahassee, FL 32309, herein referred to as "CONSULTANT". The contractual AGREEMENT will establish uniform administrative requirements for the CONSULTANT and Gadsden County Public Schools.

NOW, THEREFORE, the parties agree as follows:

ARTICLE 1. ENGAGEMENT OF THE CONSULTANT

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

The DISTRICT and CONSULTANT understand and agree that this AGREEMENT is valid only if approved and funds awarded for the same by the Florida Department of Education for 21st Century Community Learning Centers.

ARTICLE 2. SCOPE OF SERVICES

The CONSULTANT has agreed to provide the DISTRICT with professional consulting and program evaluation services. The CONSULTANT shall provide these services for the 21st CCLC program where the district is the fiscal agent. It encompasses year two of GREAT CENTER 60 which includes: Carter-Parramore Academy and Havana Magnet (Middle School only). The CONSULTANT shall provide the scope of services outlined in the deliverables below.

Deliverables provided by the CONSULTANT include:

1. Development and implementation of the DISTRICT's 21st CCLC Evaluation Plan by November 15, 2017, using Stufflebeam's CIPP model as an education evaluation tool for continuous quality improvement activities to identify performance measures and ensure outcomes for students which will include baseline, mid-year and end-of-year data necessary to assess program progress towards goals;
2. Conduct professional development (as needed) to 21st CCLC staff in areas such as 21st CCLC orientation, and 21st CCLC evaluation procedures by November 30, 2017, including sharing evaluation information with 21st CCLC Advisory Board quarterly;
3. Access to secure SQL server data base (21st CCLC Student Information System) and cloud-sharing space (as necessary) to support streamlined data collection (attendance, objectives, etc.) and project reporting by November 30, 2017;
4. Site visitation to proposed project sites prior to the formative evaluation and prior to the summative evaluation (as needed) for a total of at least 4 visits by December 20, 2017;

5. Creation or research of 21st CCLC evaluation instruments such as surveys, rubrics, and pre-mid-post assessments by December 31, 2017, including use of project-based learning (PBL) rubrics and checklists to determine PBL fidelity of implementation;
6. Assistance with the completion of the 21st CCLC Mid-Year Report by January 31, 2018;
7. Conduct formative evaluation of the 21st CCLC program and provide a written report to the DISTRICT prior to FDOE submission deadline, or by the date agreed upon between the DISTRICT and CONSULTANT, to include analysis of student attendance, program operation, objective assessment, participant interviews and surveys and recommendations for improvement;
8. Ongoing analysis of data outcomes in the areas of Academic Enrichment, Personal Enrichment, and Adult/Family Services;
9. Preparation and assistance with the completion of the 21st CCLC End-of-Year Report by July 31, 2018;
10. Conduct summative evaluation of the 21st CCLC program and provide a written report to the DISTRICT prior to FDOE submission deadline, or by the date agreed upon between the DISTRICT and CONSULTANT, to include student attendance compilation and enrollment, program operation, quality of staffing, objective assessment, progress towards sustainability, and overall recommendations for improving the program;
11. Ongoing weekly communication (as needed) in the form of email, phone, and onsite guidance;
12. Assistance with preparation of annual 21st CCLC project application for this cohort and measurable outcomes within the five-year grant period;
13. Assistance (as needed) and preparation of monthly deliverables as related to evaluation activities by the 15th of each project month; and
14. Other Evaluation activities as required by FDOE and adjusted within the scope of services.

The DISTRICT will provide:

1. Information on the needs and issues of the 21st CCLC program that may impact the evaluation services;
2. All evaluation information and/or reports conducted by FDOE or designated agency, if available; and
3. All compiled student and program data for the development of the 21st CCLC summative evaluation report upon the written, agreed upon timeframe between the CONSULTANT and DISTRICT.

The CONSULTANT, in collaboration with the Office of Federal Programs, assessment staff, technology staff, and the school principals, will receive access to all related district records to 21st CCLC programs and student achievement.

The CONSULTANT agrees that all data relating to DISTRICT's business affairs and other information identified as confidential by DISTRICT remain confidential information of the DISTRICT. Any other information identified as confidential by the CONSULTANT, is confidential information of the CONSULTANT. 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.

The CONSULTANT shall use their best efforts to make sure the resulting evaluation reports include all the data necessary to make future decisions and that data supports their

recommendations in the report. The CONSULTANT agrees to meet with any district personnel requested by DISTRICT to ensure that work is responsive to district needs.

ARTICLE 3. DURATION OF AGREEMENT

This AGREEMENT shall begin on November 15, 2017 and end on July 31, 2018 contingent upon the approval and funding by the Florida Department of Education. The agreement is subject to renewal annually for the duration of the grant award (five-years) upon annual review and acceptance of completed deliverables, subject to continued funding, and with approval of the Superintendent and School Board.

ARTICLE 4. DEFINITIONS

Term	Definition
Advance	means a payment made by Treasury check or other appropriate payment mechanism to a Contractor or vendor 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 under the district's sub-recipient award. A contract shall be used when the principal purpose is acquisition of products, reports, property or services for the direct benefit or use of the district to meet their obligations to the state and/or federal government.
Date of Completion	means the date on which all work under an award is completed or the date on the award document, or any supplement or amendment thereto, on which District or Federal sponsorship ends.
Project costs	means all allowable costs, as established in the applicable Federal and State 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 the Federal and/or State sponsorship begins and ends.
Recipient	means an organization receiving financial assistance directly from the Federal Government 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 as the federal government may dictate.
Sub-recipient	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 through monitoring and reporting. Vendor is NOT a sub-recipient.
Vendor 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 or sub-recipient to an eligible vendor or by a sub-recipient to a lower tier sub-recipient. The term includes financial assistance when provided by any legal agreement, even if the agreement is called a contract, but does not include procurement of goods and services nor does it include any form of assistance which is excluded from the definition of "vendor award". Vendor contract is NOT a sub-award.
Termination	means the cancellation of vendor 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 or sub-recipient to cover its estimated disbursement needs for a given initial period.

ARTICLE 5. PAYMENT

This is a fixed fee professional services contract in the amount of \$6,000.00 (six thousand dollars). In consideration for the work performed by CONSULTANT, the DISTRICT shall pay the CONSULTANT upon the receipt of a monthly invoice from the CONSULTANT that includes documentation describing the services that were rendered and deliverables met by the CONSULTANT in support of the project for the period that the invoice covers. The invoice will include all relative data relating to each deliverable, any survey information, research analysis, and any other support materials and reports necessary to provide the agreed upon services. 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 CONSULTANT under this AGREEMENT, Gadsden County shall pay to Capital City Consultants the total amount of \$6,000.00 (six thousand dollars) for services rendered as described under the Scope of Services. Capital City Consultants will invoice the district monthly in equal monthly payments for the course of the year beginning with the first invoice on November 30, 2017. The invoices shall be prepared and addressed to: Ms. Rose Raynak, Director of Federal Programs. Checks will be made payable to Capital City Consultants and mailed to the agency office. The invoices will be sent in immediately after completion of the deliverables listed under the Scope of Services according to the predetermined timeline agreed upon by CONSULTANT and DISTRICT.

(b). The CONSULTANT shall not pledge the DISTRICT'S credit or make the DISTRICT 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 \$6,000.00.

ARTICLE 6. PUBLIC RECORDS

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

ARTICLE 7. ACCESS AND RETENTION OF RECORDS

The DISTRICT shall have access to all CONSULTANT'S records that are directly pertinent to this AGREEMENT. The CONSULTANT, when applicable, shall retain all required records for five (5) years after the DISTRICT makes the final payment and all other pending matters are closed. The CONSULTANT 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 no more than thirty (30) days written notice specifying the effective termination date. The DISTRICT agrees not to terminate this contract without first apprising CONSULTANT both orally and in writing, regarding the causes of the difficulties leading to termination. Upon termination, the district shall be responsible for payment of all costs incurred by CONSULTANT 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 DISTRICT.

ARTICLE 9. AMENDMENTS

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

ARTICLE 10. PERSONNEL and LEVEL 2 CLEARANCE

Pursuant to Florida Statutes Section 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. CONSULTANT agrees to comply with all requirements of the Jessica Lunsford Act as described in this article. CONSULTANT will work cooperatively with all district employees.

ARTICLE 11. INDEPENDENT CONSULTANT

The CONSULTANT is an independent business owner and not an employee or agent of the DISTRICT. CONSULTANT 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. Each party shall maintain at its sole expense adequate insurance or self-insurance coverage to satisfy its obligations under this AGREEMENT.

ARTICLE 12. NONDISCRIMINATION AND COMPLIANCE

During the performance of this contract, CONSULTANT agrees to work in an environment free from all forms of discrimination. The CONSULTANT 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 13. ADMINISTRATION OF AGREEMENT

- (a) The CONSULTANT'S contract administrator and contact is Ms. Jennifer Thomas-Simmons and/or her designee.
- (b) The DISTRICT'S 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 14. 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: As of the date of this AGREEMENT, CONSULTANT 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. CONSULTANT agrees that they will retain interest-free status as a contractor during the course of this contract so that no conflict of interest arises or can be assumed.

ARTICLE 15. 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, CONSULTANT 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 Ms. Jennifer Thomas-Simmons, Capital City Consultants have executed this AGREEMENT.

Ms. Jennifer Thomas-Simmons
Capital City Consultants

Date

Superintendent of Schools

Date

Chairperson, School Board of Gadsden County

Date

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8b

DATE OF SCHOOL BOARD MEETING: November 21, 2017

TITLE OF AGENDA ITEM: English Language Learners (ELL) Award

DIVISION:

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

PURPOSE AND SUMMARY OF ITEM:

This is an amendment to the previously approved contract between PAEC and Gadsden County Schools to facilitate and implement the federal award for English Language Learners. Dr. Maria Pouncey was instrumental in writing and securing additional English Language funding for Gadsden County to provide additional teacher training services and monitoring of the ELL project. The funding for this amendment is designed to support a district-wide Supplementary Instructional Support Leader for English Learners (SISLEL) to provide focused and deliberate training and implementation of the Sheltered Instructor Observation Protocol (SIOP) Model. SISLEL will conduct extensive data analysis to identify areas of improvement for teachers and students; provide tools and strategies to use SIOP to improve assessment results in ELA, science, civics, and social science; review the ACCESS 2.0 student results to identify additional instructional ELL focus areas to be targeted to raise proficiency by at least 5%; provide afterschool ELL support and coaching; train/support ELL teachers in the SIOP model; conduct classroom walkthroughs/monitoring and coach teachers in SIOP; work with ELL teachers to analyze data; participate in ELL committee meetings; facilitate ELL trainings (onsite and virtual) for content area teachers; and assist with identifying supplemental curriculum to support ELL improvement in content areas. Dr. Pouncey will provide leadership and support for the implementation of this additional piece of the work with ELL students and teachers. This amendment would be in addition to the \$70,000 already approved for facilitating the ELL entitlement award. It would raise the total of the contract to PAEC for the combined project goals to include teacher training and student support to \$140,000. The addition of these new strategies will make the Board efforts to support ELL students, teachers and their families a success and sustainable.

FUND SOURCE: Federal
AMOUNT: \$70,000.00
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: _____

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

This contractual AGREEMENT is made between the School Board of Gadsden County, Florida, a school district, referred to as the "RECIPIENT", organized and existing under the laws of the State of Florida, with its principal place of business at 35 Martin Luther King., Jr. Blvd, City of Quincy, County of Gadsden, State of Florida, herein referred to as the Board, (also referred to as the District) and **Panhandle Area Educational Consortium (PAEC)**, an regional educational agency with their principal place of business at 753 West Boulevard, Chipley, FL 32428 for the purposes of providing English Language Learner (EL) Services to Gadsden County Public School EL students, families, and community stakeholders. 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 their agreement with the Superintendent and School Board of Gadsden County to provide EL language services in Gadsden County as further set forth below. The CONTRACTOR understands and agrees that all services contracted are to be performed solely by the CONTRACTOR and may not be subcontracted for or assigned without the prior written consent of the RECIPIENT.

The RECIPIENT and CONTRACTOR understand and agree that this AGREEMENT is valid only if approved by the Superintendent and School Board of Gadsden County. In addition, the RECIPIENT and CONTRACTOR understand and agree that continuation of this AGREEMENT is contingent upon provision of acceptable levels of service, positive academic results, approval from the School Board, and continued funding available through General Revenue dollars to fund the initiative.

ARTICLE 2. SCOPE OF SERVICES

The CONTRACTOR agrees to provide academic support, tutoring, mentoring, educational leadership, and professional experiences for Gadsden County EL students as specifically described in Appendix A. Broad areas of services with responsibilities further described in Appendix A include.

- Programmatic
- Staff
- Student and Family Services
- Professional Development
- Curriculum
- General

Any changes to the services above must be made by mutual AGREEMENT in writing with the Superintendent, Deputy Superintendent and Supervisor of K12.

ARTICLE 3. DURATION OF AGREEMENT

This AGREEMENT shall begin on the week of July 1, 2017 and end June 30, 2018 contingent upon the approval by the district School Board as stated in Article 1 above. As required by law,

this AGREEMENT shall be subject to review and renewal if funding permits, performance is deemed satisfactory, and if the School Board and Superintendent feel the initiative should continue.

(b). The CONTRACTOR shall begin performing the contract on the week of July 1, 2017 and finish the project by June 30, 2018.

ARTICLE 4. DEFINITIONS

Term	Definition
Advance	means a payment made by Treasury check or other appropriate payment mechanism to a 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.
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 necessary, allocable, reasonable, and 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.
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. 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 sub-award does not create a sub-contractor relationship with contracted entity. Sub-awards are awarded to vendors for the procurement of goods and/or services.
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 in four equal payments of \$18,000 (eighteen thousand dollars) upon the receipt of invoices from the CONTRACTOR that include documentation describing the services rendered by the CONTRACTOR in support of the project for the 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. In full and complete compensation for all services provided by the CONTRACTOR under this AGREEMENT, the RECIPIENT shall pay to PAEC the amount of no more than \$72,000.00 (seventy two thousand dollars). Invoices shall be prepared and addressed to: Dr. Pink Hightower, Deputy Superintendent. Checks shall be made payable to PAEC and mailed to PAEC. The invoices will document the services provided, monthly activity logs, agendas and minutes of all meetings and workshops/activities, copies of curriculum developed, faculty/staff meetings monitoring student progress, sign-in sheets, and any other content material or lesson plans developed.

(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 \$72,000.00

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 will submit all academic records to the principals so that they can be retained for the required 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 and renewal 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, the district shall be responsible for payment of all costs incurred by the 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 agent and not an employee, sub-contractor, or agent of the RECIPIENT. The CONTRACTOR agrees to comply with all requirements of the Jessica Lunsford Act. The CONTRACTOR shall be acting as an 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 liability 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. Maria Pouncey, Administrator for Instructional Services and/or her designee.
- (b) The RECIPIENT contract administrator and contact is Dr. Pink Hightower, Deputy Superintendent 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 and throughout the term of this agreement, CONTRACTOR agrees that they are 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 Panhandle Area Educational Consortium have executed this AGREEMENT.

Mr. John Selover
Executive Director, PAEC

Date

Mr. Roger P. Milton
Superintendent of Schools

Date

Mr. Isaac Simmons
Chairman, Gadsden County School Board

Date

Appendix A

Program Responsibilities for Contracted English Learner Services

Programmatic:

- Provide leadership, coordination and support of EL services to EL students to enhance opportunities for student growth and improved student academic performance.
- Development of a district 3-year English Learner (EL) Plan for Gadsden that has input from all EL stakeholders, including EL parents, teachers, and other relevant stakeholders as required by state and federal guidance.
- Develop Federal EL grant applications and serve as the district resource responsible for all reporting, auditing, monitoring, and implementation of EL programs, including Title III and Immigrant.
- Assist school centers in offering appropriate scope and sequence for all areas of responsibility.
- Review all EL files to ensure compliance for FTE audits; work closely with district leadership to ensure FTE audits are maximizing weighted funding by matching endorsed EL teachers with EL students at school sites.
- Provide direct services to ESOL, EL, Immigrant students in Gadsden County (i.e. after school teachers; tutors; summer school teachers, technology and/or programs used during ELL classes and/or tutorials, and supplies for students).
- Handle all written communications and recommendations required of the EL plan.
- Coordinate translations of school and district documents.
- If funding continues for the **Title III Immigrant** program provide: (A) family literacy, parent and family outreach, and training activities designed to assist parents and families to become active participants in the education of their children (B) provision of tutorials, mentoring, and academic or career counseling for immigrant children and youth; (C) identification, development, and acquisition of curricular materials, educational software, and technologies to be used in the program carried out with awarded funds. (D) basic instructional services that are directly attributable to the presence of immigrant children and youth in the district, including the payment of costs of providing additional classroom supplies, costs of transportation, or such other costs as are directly attributable to such additional basic instructional services; (E) other instructional services that are designed to assist immigrant children and youth to achieve in elementary schools and secondary schools in the United States, such as programs of introduction to the educational system and civics education; (F) activities, coordinated with community-based organizations, institutions of higher education, private sector entities, or other entities with expertise in working with immigrants, to assist parents and families of immigrant children.

Staff:

- Provide staff and data clerk necessary to ensure compliance for FTE audits, input all data entries, and comply with all paperwork for EL or Immigrant Audits.
- Supervise and evaluate EL staff to implement a successful EL program in the district, combining all responsibilities of EL state, federal, and local programs.
- Evaluate EL programs annually to determine trajectory for remaining on course with EL plans and district goals
- Establish an EL Committee to work in collaboration with district and school staff in providing the appropriate educational supports to EL students. Committee should meet as regularly as necessary to implement a quality program.
- Provide electronic networks and update Gadsden EL web pages on the www.gcps.k12.fl.us website with materials, training, and other EL communications.

Student Services:

- Outreach, identification, and testing of all second language students in Gadsden within 20 days of enrollment in the school district (compliance with Florida Consent Decree), assuring appropriate placement with ESOL endorsed and/or certified staff or in other appropriate district academic programs.
- Ensure equal access of EL students to a free and appropriate public education.
- Ensure equal access of EL families to services any parent in Gadsden County Public Schools would be entitled to.
- Align all placements with Gadsden Student Progression Plan.

- Align EL student services with school guidance counselors.
- Develop individual EL student plans that will be updated annually, or sooner as the situation dictates
- Monitor EL student progress and work with school administration to adjust individual EL plans as necessary for student academic success.
 - Progress monitoring tools should include student portfolios, state assessment scores, other criterion reference tests, ACCESS 2.0, report cards, classroom performance, and student progression reports.
- Maintain all appropriate student records, including entry and exit dates, test scores, EL committee meetings, and other EL related documents.
- Develop student study teams as necessary to assist EL students who need accommodations.
- Collaborate with district ESE staff to provide EL students with appropriate ESE services and/or accommodations.
- Purchase/provide materials and activities which address EL student needs as requested – supplies and materials will come from funding from Title III projects.
- Create necessary documentation for prior schooling and help students facilitate its receipt and delivery to Gadsden County schools.
- Translate student transcripts from foreign countries to equate listed courses with appropriate district courses
- Prepare appropriate correspondence in parent's native language to provide notice of enrollment in the EL program as required by law.
- Facilitate all EL withdrawals and reenrollments, re-classifications, and/or reevaluations necessary
- Facilitate the implementation of an afterschool tutorial for EL students, in collaboration with school 21st Century Community Learning Center programs.
- Develop and implement a summer school program for EL students in partnership with 21st CCLC, Title I, Migrant, and other district public school summer programs.
- Provide services to EL families designed to improve the English language skills of EL students and that assist parents and families in helping their children to improve their academic achievement and their own parental engagement in the education of their children. Services include, but are not limited to: Family literacy services, parent and family outreach.
- Seek and provide as many opportunities as possible for EL students to receive scholarships and/or move into careers and college after graduation.

Professional Development:

- Organize and direct EL in-service programs, including the district 60-hour ESOL certification training, at no cost to district teachers, leaders, and guidance counselors.
- Train school personnel to conduct annual ACCESS 2.0 testing in the spring as well as assist in the schools during testing.
- Conduct at least three EL meetings (quarterly throughout the school year).
- Provide EL teachers opportunities to participate in PAEC EL professional development trainings at no cost to the district, coordinating training with Gadsden's staff development office.
- Provide opportunities for parents to develop educational technology skills through family workshops.
- Provide targeted workshops to build parent educational skills in supporting their children.
- Attend and participate in local, regional, and state meetings and conferences representing EL populations and issues for the district.
- Provide translators for enrollment, IEP, and other school meetings as requested by parents, district, and/or school leaders/teachers.

Curriculum:

- Preview, evaluate, and recommend EL classroom materials as requested.
- Provide Deputy Superintendent and K12 Director with recommendations for EL curriculum and EL staff
- Coordinate EL educational programs with community organizations.
- Coordinate curriculum guides with EL teachers Promote strong parent, family, and community partnerships by offering language educational programs for parents, families, school staff, and communities of English Learners as required by the Every Child Succeeds Act (ESSA) of 2015.

General Responsibilities:

- Combine the existing PAEC Migrant Center in Gadsden County with the EL program to be operated as an English Learner/Migrant Resource Center to assist families with referrals and advocacy, as necessary and practicable.
- Participate in all interviews for EL teacher and paraprofessional candidates.

- Provide a link between and among district administrators, school centers, and community as necessary to ensure open and complete communication.
- Maintain a network of EL peer contacts in professional organizations.
- Assist in developing short and long-range plans for EL populations.
- Attend and contribute appropriate EL information to district leadership team and instructional leadership team meetings, as scheduled.
- Assist with the development of and facilitation of EL student and parent surveys to do needs assessments and collect parent input to make EL programs as customer friendly as possible for EL populations.
- Provide federal and state legislative updates as frequently as necessary to assist Gadsden leadership to make timely and high quality decisions about EL programs and services.
- Ensure that the district is in compliance with the Florida Consent Decree, programmatically and with staffing.

AMENDMENT 1
November 21, 2017

This amendment is an additional agreement between Panhandle Area Educational Consortium (PAEC) and Gadsden County Public Schools (GCPS) to extend the existing ELL contract that provides services for English Language Learners (ELL) students in Gadsden County. The amendment is for an additional \$70,000 to enhance delivery of services for ELL populations to include ELL teacher/administrator training and monitoring of teacher instruction. The amendment will run from November 21, 2017 to June 30, 2018.

The project is designed to support a district-wide Supplementary Instructional Support Leader for English Learners (SISLEL) who will provide focused and deliberate training and implementation of the Sheltered Instructor Observation Protocol (SIOP) Model. SISLEL will do the following administrative services:

- Conduct extensive data analysis to identify areas of improvement
- Provide tools and strategies to use SIOP to improve assessment results in language arts, science, civics, and social science
- Review ACCESS 2.0 student results to identify areas of instructional focus to be targeted (increase proficiency from 9% to 14%)

SISEL will do the following training/facilitation services:

- Provide afterschool support and coaching of ELL staff using SIOP
- Train and support teachers in the use and implementation of the SIOP
- Conduct classroom walkthroughs and coach teachers in SIOP
- Work with ELL teachers to analyze data and identify targeted areas of instruction for ELL students
- Participate in ELL committee meetings monthly to provide strategies to improve proficiency
- Provide/facilitate PD for ELL and content area teachers
- Identify supplemental curriculum to support ELL improvement in content areas
- Provide additional support for Science.

Amendment Deliverables:

- Comparison of Florida State Assessment (FSA) and ACCESS results
- Implementation of SIOP
- Facilitation of face-to-face SIOP trainings for administrators
- Facilitation of three days of SIOP training for K-12 teachers (two face-to-face trainings and 4 afterschool meetings)
- Conducting of no less than two and maximum of four classroom walkthroughs per week to observe implementation fidelity
- Conducting a one-day content specific training in Science and History-Social Studies
- Conducting a one-hour virtual learning community monthly to share SIOP best practices
- Reviewing of formative assessments of ELL students and report cards
- Maintaining and submission of monthly reports
- Preparing and submission of final report for state agency and Board

Mr. John Selover
Executive Director, PAEC

Date



Mr. Roger P. Milton
Superintendent of Schools

Date

Mr. Isaac Simmons
Chairman, Gadsden County School Board

Date

**Florida Department of Education
Project Award Notification**

1 PROJECT RECIPIENT Gadsden County School District	2 PROJECT NUMBER 200-1028B-8CLL1	
3 PROJECT/PROGRAM TITLE Supplementary Instructional Support Leader for English Language Learners <p align="right">TAPS 18A015</p>	4 AUTHORITY 84.365A Title III, Part B, Improving Language Instruction USDE or Appropriate Agency FAIN#: S365A170009	
5 AMENDMENT INFORMATION Amendment Number: Type of Amendment: Effective Date:	6 PROJECT PERIODS Budget Period: 08/01/2017 - 06/30/2018 Program Period:08/01/2017 - 06/30/2018	
7 AUTHORIZED FUNDING Current Approved Budget: \$70,000.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$70,000.00	8 REIMBURSEMENT OPTION Federal Cash Advance	
9 TIMELINES <ul style="list-style-type: none"> • Last date for incurring expenditures and issuing purchase orders: <u>06/30/2018</u> • Date that all obligations are to be liquidated and final disbursement reports submitted: <u>08/20/2018</u> • Last date for receipt of proposed budget and program amendments: <u>05/30/2018</u> • Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400: • Date(s) for program reports: • Federal Award Date : <u>07/01/2017</u> 		
10 DOE CONTACTS Program: Chane Eplin Phone: (850) 245-0417 Email: Chane.Eplin@fldoe.org Grants Management: Unit A (850) 245-0496	Comptroller Office Phone: (850) 245-0401 Duns#: 152811279 FEIN#: F596000615001	
11 TERMS AND SPECIAL CONDITIONS <ul style="list-style-type: none"> • This project and any amendments are subject to the procedures outlined in the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book) and the General Assurances for Participation in Federal and State Programs and the terms and requirements of the Request for Proposal or Request for Application, RFP/RFA, hereby incorporated by reference. • For federal cash advance projects, expenditures must be recorded in the Florida Grants System (FLAGS) as close as is administratively feasible to when actual disbursements are made for this project. Cash transaction requests must be limited to amounts needed and be timed with the actual, immediate cash requirements to carry out the purpose of the approved project. • All provisions not in conflict with any amendment(s) are still in full force and effect and are to be performed at the level specified in the project award notification. 		
12 APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;">  _____ Authorized Official on behalf of Pam Stewart Commissioner of Education </div> <div style="width: 20%; text-align: center;"> <u>8-30-17</u> Date of Signing </div> <div style="width: 30%; text-align: right;">  FLORIDA DEPARTMENT OF EDUCATION <small>fldoe.org</small> </div> </div>		

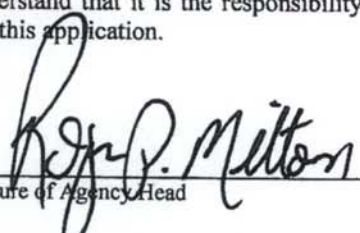
**INSTRUCTIONS
PROJECT AWARD NOTIFICATION**

- 1 Project Recipient: Agency, Institution or Non-Governmental entity to which the project is awarded.
- 2 Project Number: This is the agency number, grant number, and project code that must be used in all communication. (Projects with multiple project numbers will have a separate DOE-200 for each project number).
- 3 Project Description: Title of program and/or project. TAPS #: Departmental tracking number.
- 4 Authority: Federal Grants - Public Law or authority and CFDA number. State Grants - Appropriation Line Item Number and/or applicable statute and state identifier number.
- 5 Amendment Information: Amendment number (consecutively numbered), type (programmatic, budgeting, time extension or others) in accordance with the Project Application and Amendment Procedures for Federal and State Programs (Green Book), and effective date.
- 6 Project Periods: The periods for which the project budget and program are in effect.
- 7 Authorized Funding: Current Approved Project (total dollars available prior to any amendments); Amendment Amount (total amount of increase or decrease in project funding); Estimated Roll Forward (roll forward funds which have been estimated into this project); and Total Project Amount (total dollars awarded for this project).
- 8 Reimbursement Options:
 - Federal Cash Advance –On-Line Reporting required monthly to record expenditures.
 - Advance Payment – Upon receipt of the Project Award Notification, up to 25% of the total award may be advanced for the first payment period. To receive subsequent payments, 90% of previous expenditures must be documented and approved by the Department.
 - Quarterly Advance to Public Entity – For quarterly advances of non-federal funding to state agencies and LEAs made in accordance within the authority of the General Appropriations Act. Expenditures must be documented and reported to DOE at the end of the project period. If audited, the recipient must have expenditure detail documentation supporting the requested advances.
 - Reimbursement with Performance - Payment made upon submission of documented allowable expenditures, plus documentation of completion of specified performance objectives.
- 9 Timelines: Date requirements for financial and program reporting/requests to the Department of Education.
- 10 DOE Contacts: Program contact for program issues, Grants Management Unit for processing issues, and Comptroller's Office number for payment information.
- 11 Terms and Special Conditions: Listed items apply to this project. (Additional space provided on Page 2 of 2 if needed.)
- 12 Approved: Approval signature from the Florida Department of Education and the date signature was affixed.

DOE-200
Revised 07/15

Page 2 of 2

FLORIDA DEPARTMENT OF EDUCATION PROJECT APPLICATION

Please return to: Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0496	A) Program Name: 2017-2018 Supplementary Instructional Support through Leader for English Language Acquisition TAPS NUMBER: 18A015	DOE USE ONLY Date Received 2017 JUN 27 AM 11:2 Project Number (DOE Assigned) 2017-1828B-8CU17
B) Name and Address of Eligible Applicant: Maria I. Pouncey, Ed.D. 35 Martin Luther King Blvd. Quincy, FL 32351		(continued from above)
C) Total Funds Requested: \$ 70,000.00 <hr/> DOE USE ONLY Total Approved Project: \$ 70,000. ⁰⁰	D) Applicant Contact & Business Information	
Contact Name: Maria I. Pouncey, Ed. D. Fiscal Contact Name: Bonnie Woods		850-638-6131 ext. 2266
Mailing Address: 35 Martin Luther king Blvd. Quincy, FL 32351		E-mail Addresses: pounceym@gcpsmail.com
Physical/Facility Address: 35 Martin Luther King Blvd. Quincy, FL 32351		DUNS number: 1 528 11279 FEIN number: 59-6000615
CERTIFICATION		
<p>I, Roger P. Milton, as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement, false claims or otherwise. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.</p> <p>Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.</p>		
E)	 _____ Signature of Agency Head	_____ Superintendent of Schools Title 7/27/17 Date

FLORIDA DEPARTMENT OF EDUCATION
BUDGET NARRATIVE FORM

A) Name of Eligible Recipient/Fiscal Agent: Gadsden County School District

B) DOE Assigned Project Number: 200-1028B-8CLL1

C) TAPS Number: 18A015

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE POSITION	AMOUNT	% ALLOCATED to this PROJECT	ALLOWABLE DOE USE ONLY	REASONABLE DOE USE ONLY	NECESSARY DOE USE ONLY
5100	310 312 <i>[Signature]</i>	EL Consultants - 11 months - Supplementary Instructional Support Leaders for English Learners - all taxes, benefits, travel and materials will be provided by the consultants. Consultants will train district EL teachers and content area teachers and school leaders in implementing the SIOP model. Consultants will conduct classroom walkthroughs and classroom coaching as needed to ensure fidelity of the model. In-service will be provided during each scheduled in-service days in addition to school designated trainings. The Instructional Support Leaders will review ACCESS 2.0 results and FSA scores to identify focus schools and priority grade levels for targeted assistance. Data will be reviewed throughout the year to include EL summative and formative assessments. Training and support will be realigned as needed to increase student achievement.	1	\$ 70,000.00	100%	✓	✓	✓

										D) TOTAL	\$	70,000.00								



DOE USE ONLY (Program)

I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

Printed Name: Matthew Caldwell
Signature: *Matthew Caldwell*
Title: Program Specialist IV
Date: 8/25/17

DOE USE ONLY (Grants Management)

I certify that the cost for each line item budget category has been evaluated and determined to be allowable as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

Printed Name: Felicia A. Williams-Taylor
Signature: *Felicia A. Williams-Taylor*
Title: Program Specialist IV
Date: 8/28/17



Project Abstract

The Gadsden County School District, considered a rural and small school district, had a student population of 5,5293 based on Survey 4 of the 2016-17 school year. The district has a 98.4% minority population; 19.4% of the minority population is Hispanic and 8% of the Hispanic population (416) has an English Learner (EL) designation of LY. 9% of the Hispanic population remain in an LF status - monitored for two years. ELs will be enrolled throughout the 12 public schools, two charter schools, and one magnet school in the district. Possible ELs in private schools are offered testing to identify eligibility; parents of ELs are invited to participate in the EL Parent Advisory Council. Private school teachers of ELs are also invited to participate in EL professional development. Although ELs in grades three thru 9th are showing gains as assessed by ACCESS 2.0, the results on the statewide assessments were less than acceptable -- 20.33% scoring satisfactory in English Language Arts, 3.77% in the Science and Biology FSA, 18.52% in the Civics and History assessment.

Gadsden County continues to experience a teacher shortage and continues to lose EL certified teachers to a neighboring county and the bordering state of Georgia. The one EL certified teacher at one of the high schools left mid-year. We are confident and it is anticipated the district reconfiguration plan and an intense new teacher recruitment will increase the EL certified or endorsed teachers. Incoming language arts teachers at the high school have already been contacted and offered EL support. The EL population continues to grow and continues receiving students from Central America via placement by Homeland Security. Three months of the year migrant students move into the district. They are predominantly Hispanic and ELs. The opportunity to incorporate districtwide Supplementary Instructional Support Leaders for English Learners (SISLEL) into the EL team during the spring of 2017 allowed for a focused and deliberate training and implementation of the Sheltered Instruction Observation Protocol (SIOP®) Model - a research based and proven program specifically designed to move ELs to be college and career ready (Guzman, 2015). The SISLELs conducted extensive data analysis to identify areas for improvement and to increase student achievement. The SISLELs provided the tools, strategies and professional learning using the SIOP® model to improve summative and formative district results and increase EL students scoring satisfactory or above in the FSAs for language arts, science, civics and social science. The SISLELs reviewed ACCESS 2.0 student results to identify areas of instructional focus to be targeted by teachers to increase the proficiency level of EL students on the ACCESS 2.0 from 9% to 14%. Training was held along with classroom support but continuation of the SIOP® model with classroom walk-throughs and support for ELs will increase the number of ELs reaching proficiency levels throughout the district.

The SISLELs will be EL certified or endorsed, experience working with ELs, have successful classroom experience and previous SIOP® experience. Master's degree and Bi-lingual preferred.

Project Need

The Gadsden County School District EL staff analyzed the results of the Florida Standards Assessments (FSA) 2017 and ACCESS 2.0 2017 results to determine the areas of need for EL students in grade clusters and academic areas. District EL teachers and paraprofessionals

working with the EL students were also consulted. In July, during the summer program, parents of EL students were convened and conversations ensued on how best to serve their students and what supports are needed. Increased support in academic vocabulary, oral language, and reading was expressed as a need. Afterschool programs and summer programs geared for language development was expressed as a priority by the parents. As a group, students continue to show gains - results from ACCESS 2.0 for 2017 were used to determine areas for improvement. However, ACCESS 2.0 Reading showed a need for improvement within Kindergarten through Second Grade. The deficiency in ELs can be attributed to "factors such as children's experiences in the home and their socioeconomic status ..." (Brooke, 2013). The amount of exposure to higher order vocabulary words also affects their descriptive language and ability for expanding narration (Hart & Risley, 1995). To support EL students in meeting the state's proficiency goal and to provide supplemental support to teachers and students, the following results were considered: Reading was identified as a critical need for students in kindergarten entering first grade during the 2017-18 school year; Science and Biology FSA results were well under the state average at 3.77%. An emphasis must be placed on working with Kindergarten thru second grade to support and improve reading. Reading was also identified as a need for students 9th through 10th definitely impacting the Science EOC results. Input from teachers, administrators, and university partners resulted in the following identified support services that will be provided by Supplementary Instructional Support Leaders for English Language Learners:

1. Coaching support for teachers of ELs identified thru classroom walkthroughs.
2. Afterschool support and coaching of EL staff using SIOP® strategies to assist ELs
3. Continued support in training and supporting teachers in the use and implementation of the SIOP® Model
4. Conduct classroom walkthroughs and/or coach teachers in the implementation of SIOP® strategies
5. Work with EL teachers to review data and identify areas for improvement
6. Participate in the EL Committee meetings to provide additional instructional strategies targeting specific areas of need based on assessment results.
7. Provide or facilitate professional development for EL and content area teachers on specific strategies: areas of concern identified using a data analysis of the ACCESS 2.0 and FSA scores to assist with EL students to increase student proficiency and achievement on an ongoing basis
8. Identify supplemental curriculum to support EL instruction in Language Arts, Vocabulary, Writing and various content area courses such as Math, Social Studies, Technology and Science
9. Provide for additional support in Science to focus on specific vocabulary building to enhance student knowledge using SIOP® strategies

Project Design and Implementation/Project Scope of Work

The Gadsden County School District collaborates to provide every available benefit to increase student achievement. As a result, the Title I Part A, C, Title II, Title III, Title IX Homeless, 21st Century Programs and university partners work together to enhance programs and support for ELs. The EL team collaborates with all programs to provide all available services to ELs. The Instructional Leader Specialists will have experience working with diverse populations,

classroom experience and be EL Certified or Endorsed. The Specialists will supplement with EL specific professional development and targeted specific teacher support and coaching to implement strategies to support EL learning. The Specialists will participate in monthly meetings with EL teachers and the District Leadership Teams to provide research based guidance and strategies needed to improve language acquisition and increase student achievement particularly in reading beginning with Kindergarten thru middle and high school level. This will be done by implementing the Sheltered Instruction Observation Protocol (SIOP®) Model – a research based and proven program specifically designed to move ELs to be college and career ready (Guzman, R. 2015). The attached letter describes consultation with district schools to provide professional development that will enhance services to ELs and advance student achievement. The district took last year’s opportunity to begin building capacity by introducing the SIOP® Model by:

1. Training Administrators and school leaders to support teachers for a better understanding on how the model can improve instruction for ELs.
2. Training a cohort of teachers K-12 on the components and strategies to implement the SIOP® Model in their classrooms and during afternoon tutorials.

As a result of the training and implementation of the SIOP® model, with classroom support, we expect to increase the capacity of teachers in supporting EL students. We are committed to include the new teacher cadre and administrators in an effort to sustain the implementation. We expect to have an increase in the proficiency level of Reading in ACCESS 2.0 by 5% and the overall proficiency level with an additional 5%. Listening, Speaking and Writing will increase by at least 2% resulting in above or at the state level of proficiency. As a result of teacher coaching, we are hopeful the English Language Arts Assessment percent of EL scoring satisfactory or above will increase by 5%, and Science by 5%.

The services provided through this project are supplemental to the professional development opportunities provided through multiple federal programs. The district provides EL certification opportunities, and the EL staff is funded using general funds. The Supplementary Instructional Support Leaders for English Language Learners will support the EL Coordinator who will also participate and assist with the implementation of the SIOP® Model throughout the 14 district school; private schools will be encouraged in the professional development opportunities.

Measurable Objectives, Activities and Timeline

Objectives	Activities	Timeline
Ensure the District Leadership team (DLT) and School Leaders are familiar with the implementation plan of the SIOP® Model.	Address the DLT and visit with school leaders to request support for the model to support ELs.	August 2017 thru September 2017
Analyze the 16-17 ACCESS 2.0 and FSA results to identify areas for improvement.	Develop a plan of action to target areas to focus during additional SIOP® training	August 2017

	and classroom walk-throughs. The data will drive the strategies and classroom activities.	
Begin and/or continue SIOP® implementation in targeted schools with 40 or more EL NES students.	Develop a schedule of SIOP® Training dates and classroom visits.	September, 2017
Provide one face to face SIOP training for new Administrators	Administrators will participate in one face to training with additional instruction and support received during the monthly District Leadership Team Meetings.	October 2017 and SIOP training for ongoing DLT mtgs. Thru June 2018
Conduct no less than two and maximum of four classroom walkthroughs per week to observe implementation of the model and to provide instructional support in schools with 40 or more EL students.	Instructional Leader supported by EL Coordinator will conduct weekly classroom walkthroughs to observe the implementation with fidelity.	Beginning after the initial Data review and ongoing thru June, 2017.
Conduct a one-day content specific training in Science and History-Social Studies.	Content Teachers in Science and History-Social Studies will meet to understand at least three of the eight components for use in the classrooms with EL students.	October, 2017 and November, 2017
Conduct one-hour Virtual Learning Communities once per month with teachers to share best practices and classroom success with EL students.	Virtual meetings with teachers will be held monthly to share best practices and classroom success using the SIOP model with EL students.	Beginning in September and continuing monthly thru May 2017.
Instructional Support Leaders and EL team will review formative assessments of EL students and report cards	Instructional Support Leader and EL team will review formative assessments and report	December 2017 March 2018 June 1, 2017

beginning with the end of the first six-week period to either continue expanding the SIOP model as planned or provide additional coaching to EL teachers.	cards to analyze appropriate practices to increase student achievement.	
Maintain and submit seven monthly reports of the 102s, previous month's activities and program implementation to the FLDOE.	Maintain sign-in sheets, logs, list of activities, professional development resources for inclusion in the monthly reports.	September 15, 2017 October 15, 2017 November 15, 2017 December 15, 2017 January 15, 2018 April 15, 2018 May 15, 2018
Prepare and submit the final Student Results Report.	Review student data and prepare the final report on increased student achievement of EL students.	NLT June 30, 2018

Evaluation

Evaluation of outcomes will be ongoing, using qualitative and quantitative results. The EL project staff including the Supplementary Instructional Support Leaders for English Language Learners will work together to collect and analyze formative and summative data on the quality and impact of project activities. Results will assist in making short-term corrections and planning for the future, ensuring project focus on goals and objectives, and providing evidence to school officials, that the program is effective and merits continued implementation to raise EL's student achievement. Data to be collected includes:

- Stakeholder and participant feedback via survey, interviews, and/or feedback from teachers during monthly Virtual Learning Community meetings.
- Professional development participation evidenced by sign in sheets, participant evaluation forms, and/or transcripts from the PAEC electronic Professional Development Connections system (ePDC).
- A comparison of the results from ACCESS 2.0 2016-17 and 2017-2018 - Overall scores and Listening, Speaking, Reading, and Writing – a focus on Reading.
- Results from the Florida Standards Assessments for ELs in English Language Arts, Science, and Civics and History and High School Graduation rate.
- Feedback from participating teachers on EL student's course progression for each six-week period following SIOP® implementation and/or classroom support.

Support for Strategic Imperatives

The projects' goals coincide with three of the Goals of the State Board of Education's K-20 Strategic Plan:

1. Higher Student Achievement
2. Seamless Articulation and Maximum Access and
3. Quality Efficient Services.

ELs will be provided the necessary tools and strategies needed to make scholastic gains by providing teachers with the support, professional learning and opportunities to share successful results within teachers of ELs, and building capacity within the district.

Bibliography

Brooke, E. (2013). *The Critical Role of Oral Language in Reading for Title 1 and EL Students*. Retrieved from <http://www.lexialearning.com/resources/white-papers/oral-language>.

Guzman, R. (2015). *A study of the impact of English language learners; literacy development through the SIOP® model* (Order No. 3701484). Available from ProQuest Dissertations & Theses Global. (1681369389). Retrieved from <http://search.proquest.com/docview/1681369389?accountid=458>

Hart, B., & Risley, T. R. (1995). *Meaningful differences in the everyday experience of young American children*. Baltimore: Paul H. Brookes.



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"

July 27, 2017

Dear School Leaders,

In an effort to continue building capacity with a research based and validated instructional model, proven effective in advancing the academic needs of English Language Learners, the district is continuing the implementation of the Sheltered Instruction Observation Protocol (SIOP®) Model. The training was first provided to administrators and school level leaders to better support teachers of ELLs during the 2016-17 school year. Additional training will be provided to incoming staff. Secondly, incoming EL and content area teachers of Math, Science will be trained. Supplementary Instructional Support Leaders for English Language Learners will be facilitating the process as we continue building capacity. In addition, the Support Leaders welcome guidance and comments on how best to provide and enhance services to ELLs in your school. Based on district scores for ELs, there remains a need to focus on building academic vocabulary and comprehension leading to Reading fluency. The SIOP model focuses on eight components proven to increase student achievement as realized in Volusia County, FL during the 2015-16 school year. We hope to realize the same results in Gadsden County.

All training will consist of follow-up activities and monitoring of student data to identify areas of concern. The Support Leaders will conduct classroom walkthroughs and/or support teachers requesting assistance. The training will be conducted on scheduled in-service days and will also provide support during your afterschool ELL programs and classroom support, when requested, to guide fidelity of the program.

Regards,

Maria I. Pouncey, Ed D.
Administrator for Instructional Service

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

Supplementary Instructional Support Leader for English Language Learners

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Certified by the state of Florida in a foreign language or English.
- (3) At least 5 years of successful teaching experience.
- (5) Experience teaching ELL students.
- (6) Experience coaching teachers and conducting workshops.
- (5) ESOL certification or Endorsement.
- (6) Bilingual preferred – Spanish and English.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read, interpret and implement federal, state, and local rules, laws and policies. Ability to interpret and use data in developing plans, programs, and professional development to increase language learner outcomes. Demonstrate effective skills in written and oral communication. Ability to use a computer and applicable software programs. Ability to work cooperatively with schools and District personnel. In-depth knowledge of assigned curriculum and program areas. Ability to coach educators and provide guidance in implementing strategies to improve student achievement focusing on student data results and accessing areas of need to increase student achievement. Ability to conduct classroom walkthroughs to assess implementation of acquired skills through ELL professional development.

REPORTS TO:

ELL Coordinator

JOB GOAL

To provide coordination, support, and training to district and school staff by using the Sheltered Instruction Observation Protocol to enhance opportunities for student growth and improved student performance. Extensive data analysis will be conducted of state standard assessments and proficiency levels resulting from ACCESS 2.0 to identify targeted areas to increase student achievement.

SUPERVISES:

Assigned Support Personnel

PHYSICAL REQUIREMENTS:

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

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
This is a one fiscal year funded position.

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. 05

ESOL PROGRAM SPECIALIST (Continued)
PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Perform the duties of a resource / liaison person for all school centers in assigned curriculum areas.
- * (2) Preview, evaluate, and recommend classroom materials as requested.
- * (3) Assist school centers in offering appropriate scope and sequence for all areas of responsibility.
- * (4) Prepare monthly reports due on the 15th of the month for activities and program implementation.
- * (7) Provide materials and activities which address ELL student needs as requested.

Interagency Communication and Delivery

- * (8) Provide a link between and among District administrators and school centers and community.
- * (9) Provide information regarding curriculum recommendations / changes to school-level personnel.
- * (10) Work cooperatively with ESE, Alternative Education and Adult and Community Education in assigned curriculum areas.
- * (11) Coordinate educational programs with appropriate community organizations.

Professional Growth and Improvement

- * (12) Organize and direct in-service programs in all assigned curriculum areas.
- * (13) Remain abreast of developments in media / technology education.
- * (14) Promote and support the professional growth of self and others.
- * (15) Maintain a network of peer contacts through professional organizations.

Systemic Functions

- * (16) Evaluate offerings in specialty areas and assist in developing short- and long-range plans.
- * (17) Assist Social Work Services and Psychological Services in extending assistance and support to appropriate clients and families.
- * (18) Provide input to appropriate personnel regarding upcoming plans, program coordination and curriculum area developments.
- * (19) Coordinate curriculum guides with teachers for each of the assigned areas.
- * (20) Assist in the testing of the LEP population.
- * (21) Prepare all required reports and maintain all appropriate records.
- (22) Perform other duties as assigned.

Leadership and Strategic Orientation

- * (23) Assist all teachers and administrators functioning in a supportive or functioning role in each assigned area.
- * (24) Supervise compliance with all local, state and federal policies, laws, rules and regulations related to the assigned area.

*Essential Performance Responsibilities

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8c

DATE OF SCHOOL BOARD MEETING: November 21, 2017

TITLE OF AGENDA ITEM: Inter-District Transportation Agreement

DIVISION:


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

PURPOSE AND SUMMARY OF ITEM:

Inter-District transportation agreement with Leon County required by McKinney-Vento Federal Law to be used as necessary for homeless students to their school of origin.

FUND SOURCE: Federal Programs

AMOUNT: \$0.00

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: _____

BOARD CHAIR
Georgia "Joy" Bowen

BOARD VICE CHAIR
Alva Swafford Striplin



BOARD MEMBERS
Maggie Lewis-Butler
DeeDee Rasmussen
Rosanne Wood

Inter-District Transportation Agreement

Agreement between Leon County School District and Gadsden County School District for the 2017-2018 Fiscal Year

According to the McKinney Vento Act, Section 722(g)(1)(J)(iii), Public Law 107-110, the State and its local educational agencies will adopt policies and practices to ensure that transportation is provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), to and from the school of origin, as determined in paragraph 722(g) (3)(A), in accordance with the following, as applicable:

- (I) If the homeless child or youth continues to live in the area served by the local educational agency in which the school of origin is located, the child's or youth's transportation to and from the school of origin shall be provided or arranged by the local educational agency in which the school of origin is located.
- (II) If the homeless child's or youth's living arrangements in the area served by the local educational agency of origin terminate and the child or youth, though continuing his or her education in the school of origin, begins living in an area served by another local educational agency, the local educational agency of origin and the local educational agency in which the homeless child or youth is living shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If the local educational agencies area unable to agree upon such method, the responsibility and costs for transportation shall be shared equally.

All participants signing this Agreement concur that:

1. If a student remains in his/her school of origin, the District of Origin and the new District of Residence will share the cost of transportation either on an agreed upon method to apportion the responsibility and cost for providing the transportation or on a 50/50 basis, if the two cannot agree.
2. The district where the student is enrolled/attending (District of Origin) arranges the transportation monitors billing.
3. The homeless liaison in the District of Residence, in conjunction with the homeless liaison in the District of Origin, monitors the student / family's situation in order to define the homeless status accurately.
4. The District of Residence, in conjunction with the District of Origin, will periodically check on the housing status of students in transition who are receiving transportation to and from their school of origin. On a case-by-case basis, the District of Residence, in conjunction with the District of Origin, will explore with the parent/guardian/unaccompanied youth if it is in the best interest of the child/youth to enroll in the District of Residence at the beginning of the next school year if the student is still homeless.
5. Each district has established contacts for meeting transitional education needs. These contacts have the ability to approve transportation arrangements within each district. The districts below have named specific contacts as appropriate individuals to contact when a family is in transition.
6. In cases requiring inter-district transportation of ESE Students.
 - a. The District of Residence provides the specialized transportation. The District of Origin receives FTE funding from the state for the specialized transportation since the District of Origin provides all other ESE services. The District of Origin allocates the District of Residence half of the FTE funds to the District of Residence for specialized transportation costs since both districts are required to share the cost of homeless student transportation expenses.
 - b. The District of Residence reports any incident of restraint or seclusion that occurs during the transportation route to and/or from school. The District of Origin reports any other incidents of restraint or seclusion.

School District A (School Board Chair)

Date

2757 West Pensacola Street • Tallahassee, Florida 32304-2998 • Phone (850) 487-7110 • Fax (850) 414-5194 • www.leonschools.net
"The Leon County School District does not discriminate against any person on the basis of race, color, national origin, sex (including transgender, gender nonconforming status, sexual orientation and diverse gender identities) marital status, age, ethnicity, religion, military status, pregnancy, disability or genetic information."

Building the Future Together

School District A (Superintendent)

Date

School District B (School Board Chair)

Date

School District B (Superintendent)

Date

2757 West Pensacola Street • Tallahassee, Florida 32304-2998 • Phone (850) 487-7110 • Fax (850) 414-5194 • www.leonschools.net
“The Leon County School District does not discriminate against any person on the basis of race, color, national origin, sex (including transgender, gender nonconforming status, sexual orientation and diverse gender identities) marital status, age, ethnicity, religion, military status, pregnancy, disability or genetic information.”

Building the Future Together

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8d

DATE OF SCHOOL BOARD MEETING: November 21, 2017

TITLE OF AGENDA ITEM: Dental Equipment Lease for Havana Magnet School

DIVISION:

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

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

Approval is requested of the Equipment Lease between Gadsden County, Florida and the School Board of Gadsden County for dental equipment to be used at Havana Magnet School.

FUND SOURCE: General Revenue

AMOUNT: \$1.00 annual rental fee

PREPARED BY: Roger P. Milton *RPM*

POSITION: 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 _____

EXTENSION OF LEASE FOR DENTAL EQUIPMENT

THIS EXTENSION OF LEASE FOR DENTAL EQUIPMENT, effective as of the 30th day of September, 2017 (the "Effective Date"), by and between GADSDEN COUNTY, FLORIDA, a political subdivision of the State of Florida (the "Lessor") and the School Board of Gadsden County, a statutory corporation and political subdivision of the State of Florida (the "Lessee").

WHEREAS, the Lessee is a statutory corporation and political subdivision of the State of Florida; and

WHEREAS, the Lessee does not own and is in need of certain dental equipment for the purpose of implementing an educational program; and

WHEREAS, the Lessee has applied to the Lessor for the use of the certain tangible personal property dental equipment; and

WHEREAS, the Lessor owns certain tangible personal property dental equipment which is suitable for the purpose of implementing an educational program and is not otherwise needed for County purposes; and

WHEREAS, the Lessor, through its duly authorized Board of County Commissioners, has determined that the provision of the dental equipment to the Lessee on the following terms and conditions for the purposed of implementing and educational program will promote the health, safety, and welfare of Gadsden County citizens; and

WHEREAS, the Lessor is authorized to lease the dental equipment to the Lessee on certain terms and conditions for the purpose of implementing an educational program pursuant to Section 125.38, Florida Statutes; and

WHEREAS, the Lessor and the Lessee entered into an Equipment Lease for the dental equipment on October 1, 2016; and

WHEREAS, the current lease term expires on September 30, 2017; and

WHEREAS, the Lease includes an option to extend for up to fifteen (15) additional twelve (12) month periods; and

WHEREAS, the Lessor and the Lessee desire to extend the term of the Lease on the same terms and conditions for the twelve month period starting October 1, 2017 and ending September 30, 2018 for the annual rent of one dollar (\$1).

NOW, THEREFORE, for and in consideration of the foregoing recitals and the mutual covenants, promises, and obligations set forth herein, the receipt and sufficiency of which are conclusively acknowledged, the parties agree as follows:

The term of the Lease is extended for the twelve month period starting October 1, 2017 and ending September 30, 2018.

The Lease is hereby ratified and affirmed in all other respects and remains in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of, though not necessarily executed on, the Effective date.

THE SCHOOL BOARD OF GADSDEN COUNTY, a statutory corporation and political subdivision of the State of Florida, through its duly authorized Board.

By: _____
Its: _____

ATTEST: GADSDEN COUNTY
CLERK OF COURT

**GADSDEN COUNTY, FLORIDA, a political
subdivision of the State of Florida**

NICHOLAS THOMAS

SHERRIE D. TAYLOR

Chairperson, Gadsden County Board of County
Commissioners

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10a

✓ Bonnie Hobbs

DATE OF SCHOOL BOARD MEETING: November 21, 2017

TITLE OF AGENDA ITEMS: Request to delete vehicles from Capital Assets.

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

In accordance with Sections 274.04, 274.05 and 274.06, Florida Statutes, Board approval is requested to delete \$68,252.00 worth of vehicles plus applicable depreciation from the Motor Vehicle Capital Assets. This action is required based on the information received from the Director of Transportation.

VIN #	Purchase Price	Miles	Property Tag #	Vehicle #
1. 1GBHG31F3Y1126396	34,126.00	255299	200295	00-15
2. 1GBHG31F5Y1129087	34,126.00	236365	200710	00-122

REVENUE: **Applicable Funds**

AMOUNT: **\$68,252. 00**

PREPARED BY: **Bruce James**

POSITION(s): **Coordinator Safety & Inventory**

DIST: 20 FY: 18

2. FIXED ASSETS
 NUMB: 00200710

TIME: 14:22

ITEM CODE-----DESCRIPTION -----SERIAL #-----
 5000015 BUSES 1GBHG31F5Y1129087

TAGGED? MODEL # VDR: V 999999999 VENDOR PRIOR TO TERMS
 Y 00 MFG: M 000000005 CHEVROLET
 VEH: 00-122 TAG: 120545 TITLE: _____
milage - 236365

LOCATED CNTR: 9003 TRANS.DEPT-SCHOOL BD GADSDEN DEPT: __ BLD: 00 RM: 0000

ACQUIRED DATE P.O.# CHECK# OLG OWN CNTR-OBJ-FND-PROJECT-----AMOUNT
 011900 _____ 0 - _____ 34,126.00

MAINT CONTRACT: _____
 COMMENTS EVA JACKSON (MINI BUS) TOTAL COST: 34,126.00

STATUS INV DT CN ----DISPOSITION---- DISP DT LIF ACCUM DEPR: 34,126.00
 _____ G 07 REMOVED 083017 5 CURR VAL:

IF SOLD DATE: RECEIPT NO: SALVAGE: _____
 SOLD FOR: _____

FIXED ASSET RECORD DISPLAYED. NEXT? TERML: 8ARQ

4-© § 1 Sess-1 199.44.72.2 TW1H0026 2/41

DIST: 20 FY: 18

2. FIXED ASSETS
 NUMB: 00200295

TIME: 14:23

ITEM CODE-----DESCRIPTION -----SERIAL #-----
 5000015 BUSES 1GBHG31F3Y1126396

TAGGED? MODEL # VDR: V 999999999 VENDOR PRIOR TO TERMS
 Y 00 MFG: M 000000005 CHEVROLET
 VEH: 00-15 TAG: 120544 TITLE: _____
m: 12A92-255299

LOCATED CNTR: 9003 TRANS.DEPT-SCHOOL BD GADSDEN DEPT: __ BLD: 00 RM: 0000

ACQUIRED DATE P.O.# CHECK# OLG OWN CNTR-OBJ-FND-PROJECT-----AMOUNT
 011900 _____ 0 - _____ 34,126.00

MAINT CONTRACT: _____
 COMMENTS BILL SHAW (MINI BUS) TOTAL COST: 34,126.00

STATUS INV DT CN ----DISPOSITION---- DISP DT LIF ACCUM DEPR: 34,126.00
 _____ G 07 REMOVED 083017 5 CURR VAL:

IF SOLD DATE: RECEIPT NO: SALVAGE: _____
 SOLD FOR: _____

FIXED ASSET RECORD DISPLAYED. NEXT? TERML: 8ARQ

4-@ § 1 Sess-1 199.44.72.2 TW1H0026 2/41

SUMMARY SHEET



RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NUMBER: 11a

DATE OF SCHOOL BOARD MEETING: November 21, 2017

TITLE OF AGENDA ITEM: Approval of SAC Roster

DIVISION: Gadsden County Parent Services

PURPOSE AND SUMMARY OF ITEM:

Parent Services is seeking Board approval for the 2017 – 18 SAC Roster

AMOUNT: N/A

PREPARED BY: Sherrie Taylor

POSITION: Parent Services Coordinator

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

Number of ORIGINAL SIGNATURES NEEDED by preparer

SUPERINTENDENT'S SIGNATURE _____

CHAIRMAN'S SIGNATURE: _____

BROAD APPROVAL: YES

This form is to be duplicated on light blue paper.

School Advisory Council Membership Roster

School Year 2017-2018

School Carter-Parramore Academy

Telephone # 850-627-6030

Principal Signature *Pauline West* Date 10/6/17

SAC Chairperson's Signature *Joseph* Date 10/3/17

Name	Address	Phone #	Sex	Race	Position	Method of Selection*
Pauline West	631 Stewart St. Quincy, FL 32351	627-6030	F	B	Principal	Required
Arrie Battles	919 Hardin St. Quincy, FL 32351	570-1296	F	B	Community	Elected
Kaleena Bright	150 W. L. Martin Rd Chattahoochee, FL 32324	590-9737	F	B	Parent	Elected
Latodd Dukes	117 Dorsey Lane Quincy, FL 32351	662-4295	M	B	Parent	Elected
Keysha Evans	4343 Mt. Pleasant Rd. Quincy, FL 32352	627-6030	F	B	Parent	Elected
Ladrecia Figgers	205 Marshall Street Quincy, FL 32351	322-6923	F	B	Parent	Elected
Charles Flowers	799 Friday Rd Quincy, FL 32351	766-2883	M	B	Parliamentarian Community	Elected
Edgar Griffin	631 Stewart Street Quincy, FL 32351	627-6030	M	B	Educational Support	Elected
Jeanne Gunn	631 Stewart Street Quincy, FL 3231	667-6030	F	B	Educational Support	Elected
Tony Hannah	PO Box 481 Quincy, FL 32351	556-3055	M	B	Business	Elected
Frances Harrell	631 Stewart St. Quincy, FL 32351	667-6030	F	B	Secretary Educational Support	Elected
Subrenna Jackson	414 Lincoln Dr. Chattahoochee, FL 32334	556-3835	F	B	Parent	Elected
Avonette Henry	635 S. Cleveland Street Quincy, FL 32351	662-4934	F	B	Parent	Elected
Nahketah Kirkland	631 Stewart Street Quincy, FL 32351	627-6030	F	B	Teacher	Elected
Angela Phillips	10586 Hardaway Hwy. Quincy, FL 32352	510-9120	F	B	Parent	Elected
Kenya Ray	388 Charlie Loop Quincy, FL 32351	728-0917	F	B	Parent	Elected
Evelyn Rollins	PO Box 688 Gretna, FL 32332	856-5520	F	B	Community	Elected
Emanuel Sapp	PO Box 1308 Quincy, FL 32351	508-2447	M	B	Community	Elected
Hakim Smith	231 S.W. 5 th Street Havana, FL 32333	539-6814	M	B	Vice Chair Business	Elected
Simone Smith	185 Carter Rd Quincy, FL 32351	242-6062	F	B	Parent	Elected
Nancy Sierra	32 M.L.K. Blvd Quincy, FL 32351	627-9651	F	H	Other	Elected

School Advisory Council Membership Roster

School Year 2017-2018 School Chattahoochee Elementary
 Telephone # 850-662-2080
 Principal Signature Valencia Denson Date 9/7/17
 SAC Chairperson's Signature Torina Johnson Date 9-7-17

Name	Address	Phone #	Sex	Race	Position	Method of Selection*
Ola Blue	222 Line St. Chattahoochee, FL 32324	850-408-0133	F	B	Parent	Elected
Valencia Denson	335 Maple St. Chattahoochee, FL 32324	850-662-2080	F	B	Principal	Required
Halle Bright	47 Bellamy Drive Chattahoochee, FL 32324	850-445-3124	F	B	Parent	Elected
Shakiriya Gilcrease	36 MLK, Jr. Blvd. Quincy, FL 32351	850-294-1430	F	B	Parent	Elected
Shavone Brooks-Horne	4753 Bonnie Hill Rd. Chattahoochee, FL 32324	850-524-8704	F	B	Parent	Elected
Cheryl Carter-Jackson	414 West St. Chattahoochee, FL 32324	850-294-4146	F	B	Parent	Elected
Torina Johnson	424 Line St. Apt. H-1 Chattahoochee, FL 32324	850-879-2065	F	B	Parent	Elected
Shirley Kennedy	912 Bethel St. Chattahoochee, FL 32324	850-879-2993	F	B	Parent	Elected
Marilyn McClendon	325 Congo Rd. Chattahoochee, FL 32324	850-933-1694	F	B	Educational Support	Elected
Cecily Myles	424 Line St. Apt. J-6 Chattahoochee, FL 32324	850-566-8069	F	B	Parent	Elected
Rena Nelson	335 Maple St. Chattahoochee, FL 32324	850-662-2080	F	B	Teacher	Elected
Flora Williams	2468 Lincoln Drive Chattahoochee, FL 32324	850-933-6828	F	B	Parent	Elected
Rondal Wimbush	212 Clark St. Quincy, FL 32351	850-363-7166	M	B	Parent	Elected
Diane White	335 Maple St. Chattahoochee, FL 32324	229-202-6568	F	B	Community	Elected
Ira Daniels	335 Maple St. Chattahoochee, FL 32324	850-510-749	M	B	Community	Elected
Emma Baker	335 Maple St. Chattahoochee, FL 32324	850-663-3805	F	B	Community	Elected
Kelly Walker	1942 West King St. Quincy, FL 32351	850-703-9066	F	W	Parent	Elected

School Advisory Council Membership Roster

School Year 2017-2018 School Gadsden County High School

Telephone # (850)662-2300

Principal Signature Juliette Jackson

Date 10/12/17

SAC Chairperson's Signature Emmanuel Sapp

Date 10/12/17

Name	Address	Phone #	Sex	Race	Position	Method of Selection*
Angela Burgess	PO Box 23 Quincy, FL 32351	850-662-1226	F	B	Community	Elected
Titus Deas	225 Quail Roost Drive Quincy, FL 32352	850-442-2170	M	B	Parent	Elected
Charles Flowers	799 Friday Rd. Quincy, FL 32351	850-766-2883	M	B	Parent	Elected
Evelyn Green	1943 Spooner Rd. Quincy, FL 32351	850-509-1172	F	B	Vice-Chair Parent	Elected
Gekettia Harris	122 N. Cleveland St. Apt 1A Quincy, FL 32351	850-567-5779	F	B	Educational Support	Elected
Julius Harris	114 Steven Drive Midway, FL 32324	850-210-5806	M	B	Parent	Elected
Charles Morris	23570 Blue Star Highway Havana, FL 32333	850-510-1572	M	B	Community	Elected
Latasha Porter	337 Lanier Rd Gretna, FL 32332	850-509-3996	F	B	Secretary Parent	Elected
Tashebia Roberts	140 Wild Blueberry Lane Quincy, FL 32351	850-508-0752 850-627-7467	F	B	Parent	Elected
Sheila Robinette	294 Post Plant Quincy, FL 32351	850-294-0846	F	W	Parent	Elected
Mimi Robinson	405 Strong Rd. Apt 111- 4C Quincy, FL 32351	850-455-7229 850-627-1288	F	B	Parent	Elected
Emmanuel Sapp	PO Box 1308 Quincy, FL 32351	850-508-2447	M	B	Chair Community	Elected
Juliette Jackson	27001 Blue Star Highway Havana, FL 32333	850-662-2300	F	B	Principal	Required
Delfina Ortiz	37 Rose Court Quincy, FL 32352	850-875-1707	F	H	Parent	Elected
Lucino Cervantes	662 Green Oak Rd. Havana, FL 32333	850-274-2585	M	H	Parent	Elected
Jade Franklin	27001 Blue Star Highway Havana, FL 32333	850-662-2300	F	B	Student	Elected
Tameka Lightfoot	27001 Blue Star Highway Havana, FL 32333	850-662-2300	F	B	Teacher	Elected

School Advisory Council Membership Roster

School Year: 2017-2018

School: Gadsden Elementary Magnet School

Telephone #: (850) 627-7557

Principal Signature: Allysun Davis

Date: 10/3/17

SAC Chairperson's Signature: El L A J

Date: 10/11/17

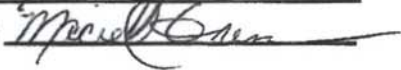
Name	Address	Phone #	Sex	Race	Position	Method of Selection*
Eddie Allen	2772 Mt. Pleasant Rd. Quincy, FL 32352	850-856-5553	M	B	Chair Parent	Elected
Cedric Chandler	559 Greensboro Hwy. Quincy, FL 32351	850-442-6327 X 4403	M	B	Vice Chair Parent	Elected
Kecia Payton	631 S. Stewart Street Quincy, FL 32351	850-627-6030	F	B	Parent	Elected
Latasha Dilworth-Porter	612 N. Bellamy Drive Quincy, FL 32351	850-510-6862	F	B	Teacher	Elected
Tonya Green	65 Monroe Creek Dr. Midway, FL 32343	850-661-4038	F	B	Parent	Elected
Timothy Cole	373 Ballfarm Rd. Quincy, FL 32352	850-510-2485	M	B	Community	Elected
Richelle Robinson	2065 Woodward Rd. Quincy, FL 32352	850-294-8715	F	B	Secretary Parent	Elected
Gerald Powell	169 Pinebark Trail Midway, FL 32343	850-933-3066	M	B	Parent	Elected
Derilyn Dixon	405 Strong Rd. Apt. 105A Quincy, FL 32351	850-597-4791	F	B	Parent	Elected
Ferneshea Gainous-Austin	1905 Martin L. King Blvd. Midway, FL 32343	850-766-5894	F	B	Parent	Elected
Morena Vasquez-Hernandez	2215 W. Jefferson St. Lot 9 Quincy, FL 32351	850-743-7338	F	H	Parent	Elected
Catlerin Mendez	150 Hogue Landing Lane Quincy, FL 32351	850-702-8021	F	H	Parent	Elected
Lola Fulmer	228 Pt. Milligan Rd. Quincy, FL 32351	850-766-6091	F	W	Parent	Elected
Matthew Fulmer	228 Pt. Milligan Rd. Quincy, FL 32351	850-766-6091	M	W	Parent	Elected
Jari Lewis	1285 Jameson Rd. Havana, FL 32333	850-627-7557	F	B	Educational Support	Elected
Allysun Davis	500 W. King Street Quincy, FL 32351	850-627-7557	F	B	Principal	Required
Julius Ervin	921 3 rd Street Quincy, FL 32351	850-567-3192	F	B	Teacher	Elected

Gadsden Technical Institute Institutional Advisory Council Membership Roster

School Year 2017-2018 School Gadsden Technical Institute

Telephone # 850 875-8324

Director's Signature  Date November 13, 2017

IAC Chairperson's Signature  Date 11/14/17

Name	Address	Phone #	Sex	Race	Position	Method of Selection*
Dr. Joy Anderson	P.O. Box 1323 Quincy, FL 32351	850-662-1061	F	B	Business	Elected
Zarlen Colson	444 Appleyard Drive Tallahassee, FL 32304	850-558-3624	F	B	Business	Elected
Harold Fields	210 MLK, Jr. Blvd. Quincy, FL 32351	850-875-8324	M	B	Student	Elected
Desiree Gorman	444 Appleyard Drive Tallahassee, FL 32304	850-201-6200	F	W	Business	Elected
Tatia Flowers-Thomas	210 MLK, Jr. Blvd. Quincy, FL 32351	850-875-8324	F	B	Educational Support	Elected
Maciel Green	P.O. Box 1679 Quincy, FL 32351	850-627-7651	F	B	Business	Elected
Dr. Sylvia R. Jackson	210 MLK, Jr. Blvd. Quincy, FL 32351	850-875-8324	F	B	Director (no principal at school)	Elected
Bill McMillian	13 Dade Street Quincy, FL 32351	850-875-1471	M	W	Business	Elected
Angela G. Sapp	210 MLK, Jr. Blvd. Quincy, FL 32351	850-875-8324	F	B	Teacher	Elected
Roy Sheffer	1141 W. Washington St. Quincy, FL 32351	850-201-8760	M	W	Business	Elected
Lisa D. Williams	325 West Gaines Street Tallahassee, FL 32399	850-245-7884	F	B	Community	Elected

School Advisory Council Membership Roster

School Year 2017-2018 School GW Munroe Elementary

Telephone # (850) 875-8800

Principal Signature Dr. Ronald Peterson Date 10/27/17

SAC Chairperson's Signature Phyllis Campbell Date 10/27/17


Name	Address	Phone #	Sex	Race	Position	Method of Selection*
Phyllis Campbell	1735 Plant Rd. Quincy, Florida 32352	850-274-2350	F	B	Chairperson Parent	Elected
Rachelle Hall	325 Circle Dr. Quincy, Florida 32351	850-320-5998	F	B	Secretary Parent	Elected
Leticia Brady	59 Strong Rd. Quincy, Florida 32351	850-627-1809	F	B	Parliamentarian Parent	Elected
Wendy Gee	360 Dusty House Rd. Quincy, Florida 32352	850-509-6370	F	B	Parent	Elected
Zelma Kelly	4653 Pt. Milligan Rd. Quincy, Florida 32351	850-898-2605	F	B	Parent	Elected
Maritza Torres	2215 W. Jefferson St. #19 Quincy, Florida 32351	850-591-2305	F	H	Business	Elected
Keyanna McMillian	38 Pine Tree Lane Quincy, Florida 32351	850-210-3920	F	B	Parent	Elected
Michelle Moore	1830 W. King St. Quincy, Florida 32351	850-875-8800	F	B	Educational Support	Elected
Queyli Torres	826 S. Cleveland St. Quincy, Florida 32351	850-363-3859	F	B	Business	Elected
Katisha Hitchman	295 David Thomas Lane Quincy, Florida 32351	850-400-6297	F	B	Treasurer Parent	Elected
Dr. Ron Peterson	1830 W. King St. Quincy, Florida 32351	850-875-8800	M	B	Principal	Required
Gwendolyn Forehand	318 Dusty House Rd. Quincy, FL 32351	850-627-3116	F	B	Parent	Elected
Charles Bush	1105 West King Street Quincy, Florida 32351	850-627-3718	M	B	Vic-Chair Parent	Elected
Michael Ray	1830 West King Street Quincy, Florida 32351	850-875-8800	M	B	Educational Support	Elected
Beth Demme	1729 W. King Street Quincy, Florida 32351	850-684-2450	F	W	Community	Elected
Gerri Patten	526 Woodland Ave. Quincy, Florida 32351	850-536-0867	F	W	Community	Elected
Sarah Graham	1830 W. King St. Quincy, Florida 32351	850-875-8800	F	B	Teacher	Elected

**Gadsden County
School Advisory Council Membership Roster**

**School Year 2017-2018
Greensboro Elementary School**

Telephone # 442-6327

Principal's Signature  Date 10-2-2017

SAC Chairperson's Signature  Date 10-2-2017

Name	Address	Phone #	Sex	Race	Position	Method of Selection*
Letina Pride-Gedeo	6244 Flat Creek Rd. Chattahoochee, FL 32324	728-9249	F	B	Chair Parent	Elected
Sherinika Wilson	61 Dogwood Dr Gretna FL 32332	491-8942	F	B	Parent	Elected
Maria Flores	91 Dering Ln Quincy FL 32351	694-5623	F	H	Parent	Elected
Rosalvia Ortiz	121 Julio Rd Greensboro FL 32332	559-1733	F	H	Parent	Elected
Martha Trejo	374 Storm Rd Quincy, FL, 32351	442-6117	F	H	Parent	Elected
Leslie Childress	P.O. Box 905 Quincy FL 32351	509-0750	M	W	Parent	Elected
Stephen Pitts	559 Greensboro Hwy Quincy, FL 32351	442-6327	M	W	Principal	Required
Dawn Weeks	559 Greensboro Hwy, Quincy, FL 32351	442-6327	F	W	Educational Support	Elected
Gloria Castenada	559 Greensboro Hwy Quincy, FL 32351	442-6237	F	H	Teacher	Elected
Sycamore Methodist Church Sharon Bentley	3246 Sycamore Rd. Quincy, Florida 32351	442-4543	M	W	Business	Elected
Greensboro United Methodist Church Patsy Pitts	PO Box 226 Greensboro, FL 32330	442-4491	F	W	Community	Elected
Pine Bloom Primitive Baptist Church Barry Young	PO Box 556 Greensboro, FL 32330	408-4821	M	B	Community	Elected

School Advisory Council Membership Roster

School Year 2017-2018 School Havana Magnet School

Telephone # 850.662.2750

Principal Signature *Delshuana Jackson* Date 9-14-17

SAC Chairperson's Signature *Delshuana Jackson* Date 9.14.17

Name	Address	Phone #	Sex	Race	Position	Method of Selection*
Delshuana Jackson	3056 Bidhurst Court Tallahassee, FL 32317	850-510-7547	F	B	Principal	Required
Cedrick Akins	101 Stevens Drive Midway, FL 32343	850-212-1607	M	B	Chair Parent	Elected
Kameelah Weeks	2161 Escambia Dr. Apt. B Tallahassee, FL 32304	850-662-2750	F	B	Parent	Elected
Chandra Ruiz-Martinez	45 Arrow Trace Rd. Havana, FL 32333	850-630-6383	F	H	Parent	Elected
Fert Richardson	25 Carver Dr. Havana, FL 32333	850-570-8427	F	B	Community	Elected
LaSandra Lynn	66 Nunn Rd. Havana, FL 32333	850-631-1157	F	B	Parent	Elected
Marquisha Bryant	62 Mitechell St. Havana, FL 32333	850-590-2305	F	B	Parent	Elected
Domonique Daniels	7001 Salem Rd. Quincy, FL 32352	850-590-8090	F	B	Parent	Elected
Raphael Knight	903 Conyers St. Havana, FL 32333	904-609-1829	M	B	Parent	Elected
Teaira Smith	878 Arlington Circle Quincy, FL 32351	850-766-3788	F	B	Parent	Elected
Serena Akins	101 Stevens Drive Midway, FL 32343	850-590-4559	F	B	Parent	Elected
Daphnee Rouse	141 Roosevelt Drive Midway, FL 32343	850-284-9999	F	B	Parent	Elected
Curtricia Douglas	207 NE 4 th St. Havana, FL 32333	850-524-7182	F	B	Parent	Elected
Tracy Grullon	201 Live Oak Lane Havana, FL 32333	850-661-3774	F	B	Parent	Elected
Kimberly Wooden	104 E. 12 th St. Havana, FL 32333	850-778-6896 850-616-2557	F	B	Parent	Elected
Tomeca Brown	136 Sweet Street Havana, FL 32333	850-445-1708	F	B	Parent	Elected
Latasha Maxwell	1388 Jamieson Rd. Havana, FL 32333	850-363-1794 850-627-2557	F	B	Parent	Elected
Cheryl Peterson	137 Charles Willis Drive Midway, FL 32343	850-273-9113	F	B	Teacher	Elected
Kimberly Sailor	166 Tobacco Rd. Havana, FL 32333	850-210-2358	F	B	Parent	Elected
Mariah Jones	6150 Observation Circle Tallahassee, FL 32317	904-881-8432	F	W	Teacher	Elected
Portia Robinson	440 Rustling Pines Blvd. Midway, FL 32343	850-728-1895	F	B	Educational Support	Elected
Pamela Bryant	611 11 th Street South Quincy, FL 32351	850-228-6256	F	B	Teacher	Elected


Stephanie Coxwell	4789 Leah Ct. Tallahassee, FL 32333	850-766-6895	F	W	Teacher	Elected
Cathy Holmes	6133 Fairbanks Ferry Rd. Havana, FL 32333	850-933-0769	F	B	Teacher	Elected
Ashley Griffin	410 Tallavana Trail Havana, FL 32333	850-539-3435	F	W	Parent	Elected
Kimberly Grant	4434 Gearhart Rd. Tallahassee, FL 32303	850-590-6844	F	B	Teacher	Elected
Terry Hatcher	PO Box 981 Havana, FL 32333	863-599-1811	M	B	Teacher	Elected
Chandra Richardson	2023 Valkyrie Ct. Tallahassee, FL 32308	850-559-1328	M	B	Teacher	Elected

School Advisory Council Membership Roster


School Year 2017-2017

Telephone #: 875-8737

School: James A. Shanks Middle

Principal Signature: 

Date: 9-27-17

SAC Chairperson's Signature: 

Date: 9-27-17

Name	Address	Phone #	Sex	Race	Position	Method of Selection*
Willie Jackson	902 Solomon Dairy Rd. Quincy, FL 32352	850-508-9985	M	B	Principal	Required
Latoya Copeland	PO Box 463 Quincy, FL 32352	850-459-9005	F	B	Chair Parent	Elected
Jennifer McGee	79 Hudson Drive Quincy, FL 32351	850-591-7873	F	B	Vice-Chair Parent	Elected
Anika Hall	338 N. 11 th St. Quincy, FL 32351	850-841-0903	F	B	Secretary Parent	Elected
Kenya Lee	195 Russ Lane Quincy, FL 32351	850-743-9588	F	B	Community	Elected
Esmaralda Velasco	1553 Hutchinson Ferry Ln. Quincy, FL 32351	909-454-0864	F	H	Community	Elected
Keith Goldwire	204 Goldwire Rd. Quincy, FL 32351	850-544-0854	M	B	Community	Elected
Patricia Nixon	19 Nancy Lane Quincy, FL 32351	850-321-4891	F	W	Parent	Elected
Letheria Randolph	260 Bell Rd. Havana, FL 32333	850-766-4842	F	B	Parent	Elected
Janaye Davis	209 S. Malcolm St. Quincy, FL 32351	850-459-0423	F	B	Parent	Elected
Peelar Goldwire	204 Goldwire Rd. Quincy, FL 32351	850-214-5592	F	B	Parent	Elected
Grisetta Favors	252 St. Hebron Rd. Quincy, FL 32353	850-274-1584	F	B	Parent	Elected
Alicia Smith	915 2 nd St. Quincy, FL 32351	850-743-8436	F	B	Parent	Elected
Kenya M. Ray	388 Charlie Harris Loop Quincy, FL 32351	850-728-0917	F	B	Parent	Elected
Evelyn Lee	462 Reynolds Rd. Quincy, FL 32351	850-875-2408	F	B	Parent	Elected
Greg Forehand	318 Dusty House Rd. Quincy, FL 32351	850-627-3116	M	B	Parent	Elected
Bill Stinson	5800 Old Federal Rd. Quincy, FL 32351	850-875-4803	M	W	Community	Elected
Rose Villegas	1570 Mt. Pleasant Rd. Quincy, FL 32352	850-875-8737	F	H	Educational Support	Elected
Martha Beavers	1801 W. Live Oak St. Quincy, FL 32351	850-544-0030	F	B	Educational Support	Elected
Rosita Ali	1400 W. King St. Quincy, FL 32351	850-875-8737	F	B	Teacher	Elected

Gadsden County
School Advisory Council Membership Roster

School Year 2017-2018

School: Stewart Street Elementary School

Telephone #: (850) 627-3145

Principal's Signature: Lisa Robinson

Date: 11/1/17

SAC Chairperson's Signature: Mimi Robinson

Date: 11/1/17

Name	Address	Phone #	Sex	Race	Position	Method of Selection*
Lisa Robinson	749 S. Stewart St. Quincy, FL 32351	850-627-3145	F	B	Principal	Required
Mimi Robinson	405 Strong Rd. Apt 11-4C Quincy, FL 32351	850-627-1288	F	B	Chair Parent	Elected
Michelle Hogue	20 Hogue Landing Lane Quincy, FL 32351	850-570-2363	F	B	Vice Chair Parent	Elected
Samantha Starks-Harrison	PO Box 1792 Quincy, FL 32351	850-694-1855	F	B	Secretary Parent	Elected
Mechelle Robinson	645 E. Circle Drive Quincy, FL 32351	850-491-5012	F	B	Parliamentarian Parent	Elected
Cathy Robinson	411 MKL Blvd. Gretna, FL 32351	850-274-7741	F	B	Parent	Elected
Shametrice Daniels	635 Strong Rd. Apt. 61 Quincy, FL 32351	850-363-4744 850-408-2792	F	B	Parent	Elected
Jose Lopez	798 Spring Meadow Rd. Quincy, FL 32351	850-878-1148 229-413-9762	M	H	Parent	Elected
Francisco Hernandez	308 S. Shadow St. Quincy, FL 32351	850-662-1584	M	H	Parent	Elected
Jennifer Anderson	749 S. Stewart St. Quincy, FL 32351	850-627-3145	F	B	Teacher	Elected
Shonda Pruitt	749 S. Stewart St. Quincy, FL 32351	850-627-3145	F	B	Teacher	Elected
Mary Jackson	35 MLK, Jr. Blvd Quincy, FL 32351	850-510-5428	F	B	Community	Elected
Polly Love	703 Hardin St. Quincy, FL 32351	850-294-9186	F	B	Educational Support	Elected
Kimi Green	749 S. Stewart St. Quincy, FL 32351	850-627-3145	F	B	Teacher	Elected
Shakilia Gordon	749 S. Stewart St. Quincy, FL 32351	850-627-3145	F	B	Teacher	Elected

School Advisory Council Membership Roster

School Year 2017-2018 School West Gadsden Middle School
 Telephone # (850) 442-9500

Principal Signature [Signature] Date 09/28/17
 SAC Chairperson's Signature [Signature] Date 09/28/17

Name	Address	Phone #	Sex	Race	Position	Method of Selection*
Sonya Jackson	200 Providence Rd. Quincy, FL 32351	352-573-1692	F	B	Principal	Required
Shelanda Shaw	1356 St. Hebron Rd. Quincy, FL 32351	850-875-2832	F	B	Chair Parent	Elected
Leydia Alvarado	188 Juniper Rd. Quincy, FL 32351	850-510-8056	F	H	Vice Chair Parent	Elected
Michael Isaac	49 Pride Lane Gretna, FL	850-363-1829	M	B	Business	Elected
Claretha White	Martin Luther King Blvd. Quincy	850-933-1362 850-627-8878	F	B	Community	Elected
Laura Cayetano	6446 Greensboro Hwy Quincy, FL	850-274-2037 850-661-2514	F	H	Parent	Elected
Ofelia Ortiz	621 Coleman Ave. Quincy, FL	850-491-7779	F	H	Parent	Elected
Annette Vickers	1008 W. Clark St. Quincy, FL	850-510-6458	F	B	Teacher	Elected
Daniel Macedo	6446 Greensboro Hwy. Quincy, FL	850-274-2037 850-661-2514	M	H	Student	Elected
Alex Aguin Ortiz	621 Coleman Ave. Quincy, FL	850-491-7779	M	H	Student	Elected
Jaylin Isaac	49 Pride Lane Gretna, FL	850-363-1829	M	B	Student	Elected
Kathryn Boykin	287 May Farm Lane Quincy, FL	850-509-2048	F	B	Parent	Elected
Bridget Copeland	114 Annie B. Jackson Lane Chattahoochee, FL	850-443-8753	F	B	Parent	Elected
Barry Corker	200 Providence Rd. Quincy, FL 32351	352-573-1692	M	B	Educational Support	Elected