

AGENDA

REGULAR SCHOOL BOARD MEETING

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

November 17, 2009

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 27, 2009, 4:00 p.m. – School Board Workshop
 - b. October 27, 2009, 6:00 p.m. – Regular 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 2009- 2010
ACTION REQUESTED: The Superintendent recommends approval.
7. BUDGET AND FINANCIAL TRANSACTIONS
 - a. Approval of bills and vouchers - See back-up material
ACTION REQUESTED: The Superintendent recommends approval.
 - b. Budget Amendment Number Two – **SEE PAGE #6**
Fund Source: 420 (Federal) Funds
Amount: \$1,896,971.71
ACTION REQUESTED: The Superintendent recommends approval.

8. PROJECT/GRANT APPLICATIONS/AGREEMENTS

- a. Voluntary Public School Choice Program & Parent Resource Center Project
SEE PAGE #22

Fund Source: Nova Southeastern University, Inc.
Amount: \$45,000.00

ACTION REQUESTED: The Superintendent recommends approval.

- b. Lease Agreement with Midway Unity Fellowship, Inc. for the Property Located on Land Mine Road – **SEE PAGE #68**

Fund Source: N/A
Amount: As Per Agreement

ACTION REQUESTED: The Superintendent recommends approval.

9. STUDENT MATTERS – **SEE ATTACHMENT**

- a. Student Transfer – See back-up material

ACTION REQUESTED: The Superintendent recommends approval.

- b. Student Expulsion – See back-up material

Case #19-0910-0071

ACTION REQUESTED: The Superintendent recommends approval.

10. SCHOOL FACILITY/PROPERTY

- a. Request to Delete from Capital Assets – Motor Vehicles – **SEE PAGE #76**

Fund Source: Applicable Funds
Amount: (\$185,260.00)

ACTION REQUESTED: The Superintendent recommends approval.

- b. Delete Capital Assets – Furniture, Fixtures & Equipment – **SEE PAGE #81**

Fund Source: All Funds
Amount: \$258,445.06

ACTION REQUESTED: The Superintendent recommends approval.

11. EDUCATIONAL ISSUES

- a. School Advisory Council Rosters – **SEE PAGE #101**

Fund Source: N/A
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

ITEMS FOR DISCUSSION

12. SCHOOL FACILITY/PROPERTY

- a. Annexing Greensboro Elementary School and West Gadsden High School Property into the Town of Greensboro – **SEE PAGE #104**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

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

- a. Approval of School Board Rules Numbered 2.25 (Subsection Student Progression Plan), 4.11 (Student Progression Plan), 5.14 (Homeless Students) and 6.78 (Social Security Numbers) – **SEE PAGE #106**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

14. EDUCATIONAL ITEMS BY THE SUPERINTENDENT

15. SCHOOL BOARD REQUESTS AND CONCERNS

16. ADJOURNMENT

The School Board of Gadsden County



"Building A Brighter Future"

Reginald C. James
SUPERINTENDENT
OF SCHOOLS

35 MARTIN LUTHER KING, JR. BLVD.
QUINCY, FLORIDA 32351
TEL: (850) 627-9651
FAX: (850) 627-2760
www.gcps.k12.fl.us

November 17, 2009

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 2009/2010

The following reflects the total number of full-time employees in this school district for the 2009/2010 school term, as of November 17, 2009.

<u>Description Per DOE Classification</u>	<u>DOE Object#</u>	<u>#Employees November, 2009</u>
Classroom teachers and Other Certified Administrators	120 & 130 110	44 487
Non-Instructional	150, 160, & 170	431
Total		962

Total

Sincerely,

Reginald C. James
Superintendent of Schools

Eric F. Hinson
DISTRICT NO. 1
HAVANA, FL 32333
MIDWAY, FL 32343

Judge B. Helms, Jr.
DISTRICT NO. 2
QUINCY, FL 32351
HAVANA, FL 32333

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

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

Roger P. Milton
DISTRICT NO. 5
QUINCY, FL 32351

BOARD MEETS FOURTH TUESDAY OF EACH MONTH
EQUAL OPPORTUNITY EMPLOYER

AGENDA 6A, INSTRUCTIONAL AND NON INSTRUCTIONAL 2009-2010

INSTRUCTIONAL PERSONNEL

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Gee, Wendy	CPA	Teacher	11/16/2009

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

LEAVE OF ABSENCE

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Beasley, Brandi	SSES	Teacher	11/09/2009

RESIGNATION

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Grayson, Shenita	HES	Teacher	11/12/2009
Hover, Antonia	HES	Teacher	11/02/2009
Washington, John	District	System Support Spec.	11/06/2009
Williams, Christine	WGHS	Teacher	10/23/2009

RETIREMENT

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Albert, Ben	Transportation	Bus Driver	12/04/2009
Bentley, Dicki	GRET	Guidance Counselor	10/30/2009
Hinson, Doris	WGHS	Reading Coach	12/23/2009
Palmer, Paula	SJES	Reading Coach	11/01/2009

DROP RETIREMENT

<u>Name</u>	<u>Location/Position</u>	<u>Date Entered</u>	<u>Effective Date</u>
Anderson, Alice	SSES/Cust. Asst.	11/01/2009	10/31/2014
Bronson, Margaret	ESE/Secretary	01/01/2010	12/31/2014

Substitutes

Bell, Alvin
Reed, Yolanda

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7b

DATE OF SCHOOL BOARD MEETING: November 17, 2009

TITLE OF AGENDA ITEMS: Budget Amendment Number Two

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

To set up approved roll-forward for Character Education 07-08	15,619.00
To establish budgets for the following projects:	
Title III Part A: Supplementary Instructional Support for English Language Learners	50,527.00
EETT-Title II Part D, Entitlement	26,064.71
IDEA, Part B, Entitlement	1,723,425.00
IDEA, Part B, Preschool Entitlement	81,336.00

FUND SOURCE: 420 (Federal) Funds

AMOUNT: \$ 1,896,971.71

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the Comptroller has signed the budget page.

Gadsden County School Board
 420 (Federal) Fund Estimated Revenue
 Budget Amendment Number Two

FUND 420 REVENUE OBJECT	ESTIMATED REVENUE 11/5/2009	BUDGET AMENDMENT NUMBER TWO	ENDING ESTIMATED REVENUE 11/5/2009
190	\$ -	\$ -	\$ -
191	\$ -	\$ -	\$ -
199	\$ 653,406.38	\$ -	\$ 653,406.38
201	\$ 222,473.32	\$ -	\$ 222,473.32
226	\$ 670,364.03	\$ -	\$ 670,364.03
227	\$ 43,093.00	\$ -	\$ 43,093.00
230	\$ 256,866.89	\$ 1,804,761.00	\$ 2,061,627.89
240	\$ 835,512.48	\$ -	\$ 835,512.48
251	\$ 54,960.00	\$ -	\$ 54,960.00
270	\$ -	\$ -	\$ -
290	\$ 169,402.77	\$ 76,591.71	\$ 245,994.48
TOTALS	\$ 2,906,078.87	\$ 1,881,352.71	\$ 4,787,431.58
	plus project 195	420-2230	15,619.00

**Gadsden County School Board
420 (Federal) Fund Appropriations
Budget Amendment Number Two**

420 FUND					
FUNCTION/ OBJECT		BUDGET			
		BUDGET BALANCE 11/5/2009	AMENDMENT NUMBER TWO	BUDGET BALANCE 11/5/2009	
5100	100	\$ 539,214.87	\$ 19,908.96	\$ 559,123.83	
	200	\$ 166,564.41	\$ 2,967.98	\$ 169,532.39	
	300	\$ 24,996.94	\$ 1,450.00	\$ 26,446.94	
	500	\$ 81,268.86	\$ 20,209.33	\$ 101,478.19	
	600	\$ 87,107.10	-	\$ 87,107.10	
	700	\$ 2,675.00	-	\$ 2,675.00	
FUNCTOTAL		\$ 901,827.18	\$ 44,536.27	\$ 946,363.45	
5200	100	\$ -	\$ 505,000.00	\$ 505,000.00	
	200	\$ -	\$ 162,984.00	\$ 162,984.00	
	300	\$ -	\$ 358,500.00	\$ 358,500.00	
	500	\$ 53.75	\$ 9,339.43	\$ 9,393.18	
	600	\$ -	\$ 9,248.53	\$ 9,248.53	
	700	\$ 531.44	\$ 3,000.00	\$ 3,531.44	
FUNCTOTAL		\$ 585.19	\$ 1,048,071.96	\$ 1,048,657.15	
5300	100	\$ 47,534.50	-	\$ 47,534.50	
	200	\$ 16,178.54	-	\$ 16,178.54	
	300	\$ 13,585.00	-	\$ 13,585.00	
	500	\$ 42,754.00	-	\$ 42,754.00	
	600	\$ 46,755.00	-	\$ 46,755.00	
	700	\$ 21,388.96	-	\$ 21,388.96	
FUNCTOTAL		\$ 188,196.00	\$ -	\$ 188,196.00	
5400	100	\$ 50,080.00	-	\$ 50,080.00	
	200	\$ 8,765.00	-	\$ 8,765.00	
	300	\$ 16,191.00	-	\$ 16,191.00	
	500	\$ 11,212.00	-	\$ 11,212.00	
	600	\$ 20,580.00	-	\$ 20,580.00	
	700	\$ -	-	\$ -	
FUNCTOTAL		\$ 106,828.00	\$ -	\$ 106,828.00	
5500	100	\$ 324,934.38	-	\$ 324,934.38	
	200	\$ 68,943.89	-	\$ 68,943.89	
	300	\$ 121,867.73	-	\$ 121,867.73	
	500	\$ 17,875.48	-	\$ 17,875.48	
	600	\$ 4,404.22	-	\$ 4,404.22	
	700	\$ -	-	\$ -	
FUNCTOTAL		\$ 538,025.70	\$ -	\$ 538,025.70	

**Gadsden County School Board
420 (Federal) Fund Appropriations
Budget Amendment Number Two**

6100	100	\$	128,150.90	\$	195,000.00	\$	323,150.90
	200	\$	74,304.74	\$	53,000.00	\$	127,304.74
	300	\$	19,396.69	\$	36,000.00	\$	55,396.69
	500	\$	8,778.58	\$	4,000.00	\$	12,778.58
	600	\$	-	\$	-	\$	-
	700	\$	-	\$	-	\$	-
	900	\$	-	\$	-	\$	-
FUNCTOTAL		\$	230,630.91	\$	288,000.00	\$	518,630.91
6200	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	-	\$	-	\$	-
	500	\$	-	\$	-	\$	-
	600	\$	4,470.00	\$	-	\$	4,470.00
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	4,470.00	\$	-	\$	4,470.00
6300	100	\$	168,871.21	\$	290,000.00	\$	458,871.21
	200	\$	87,809.33	\$	81,500.00	\$	169,309.33
	300	\$	67,690.08	\$	11,000.00	\$	78,690.08
	500	\$	9,003.25	\$	5,000.00	\$	14,003.25
	600	\$	15,935.55	\$	3,000.00	\$	18,935.55
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	349,309.42	\$	390,500.00	\$	739,809.42
6400	100	\$	74,872.46	\$	10,091.00	\$	84,963.46
	200	\$	1,436.72	\$	1,400.00	\$	2,836.72
	300	\$	186,199.02	\$	-	\$	186,199.02
	400	\$	-	\$	-	\$	-
	500	\$	40,000.00	\$	19,919.71	\$	59,919.71
	600	\$	-	\$	-	\$	-
	700	\$	19,972.28	\$	-	\$	19,972.28
FUNCTOTAL		\$	322,480.48	\$	31,410.71	\$	353,891.19
6500	100	\$	750.75	\$	-	\$	750.75
	200	\$	130.09	\$	-	\$	130.09
	300	\$	-	\$	-	\$	-
	500	\$	-	\$	-	\$	-
	700	\$	136,348.71	\$	66,279.77	\$	202,628.48
FUNCTOTAL		\$	137,229.55	\$	66,279.77	\$	203,509.32

**Gadsden County School Board
420 (Federal) Fund Appropriations
Budget Amendment Number Two**

7200	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	-	\$	-	\$	-
	500	\$	3,587.60	\$	-	\$	3,587.60
	600	\$	-	\$	-	\$	-
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	3,587.60	\$	-	\$	3,587.60
7300	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	-	\$	-	\$	-
	500	\$	-	\$	-	\$	-
	600	\$	-	\$	-	\$	-
	700	\$	-	\$	-	\$	-
FUNCTOTAL 7300		\$	-	\$	-	\$	-
7500	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
FUNCTOTAL 7500		\$	-	\$	-	\$	-
7600	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	-	\$	-	\$	-
FUNCTOTAL		\$	-	\$	-	\$	-
7700	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	-	\$	-	\$	-
	400	\$	-	\$	-	\$	-
	500	\$	457.92	\$	-	\$	457.92
	600	\$	-	\$	-	\$	-
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	457.92	\$	-	\$	457.92
7800	100	\$	83,506.90	\$	6,000.00	\$	89,506.90
	200	\$	9,193.35	\$	1,500.00	\$	10,693.35
	300	\$	9,000.00	\$	6,000.00	\$	15,000.00
	400	\$	1,000.00	\$	-	\$	1,000.00
	500	\$	-	\$	-	\$	-
	600	\$	-	\$	-	\$	-
FUNCTOTAL		\$	102,700.25	\$	13,500.00	\$	116,200.25

**Gadsden County School Board
420 (Federal) Fund Appropriations
Budget Amendment Number Two**

7900	100	\$	1,377.27	\$	-	\$	1,377.27
	200	\$	252.42	\$	-	\$	252.42
	300	\$	13,073.58	\$	-	\$	13,073.58
	400	\$	-	\$	-	\$	-
	500	\$	39.10	\$	-	\$	39.10
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	14,742.37	\$	-	\$	14,742.37
8100	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	2,800.00	\$	-	\$	2,800.00
	600	\$	-	\$	-	\$	-
FUNCTOTAL		\$	2,800.00	\$	-	\$	2,800.00
8200	100	\$	-	\$	14,673.00	\$	14,673.00
	200	\$	-	\$	-	\$	-
FUNCTOTAL		\$	-	\$	14,673.00	\$	14,673.00
9100	100	\$	1,884.55	\$	-	\$	1,884.55
	200	\$	323.75	\$	-	\$	323.75
	300	\$	-	\$	-	\$	-
	400	\$	-	\$	-	\$	-
	500	\$	-	\$	-	\$	-
	600	\$	-	\$	-	\$	-
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	2,208.30	\$	-	\$	2,208.30
9200	300	\$	-	\$	-	\$	-
FUNCTOTAL		\$	-	\$	-	\$	-
9700	500	\$	-	\$	-	\$	-
FUNCTOTAL		\$	-	\$	-	\$	-
GRANDTOTAL		\$	2,906,078.87	\$	1,896,971.71	\$	4,803,050.58

Character Education 07-08



Carry-Forward Amount: \$15,619.00 (420-6400-510-9001-195)

420	6400	510	Supplies and Materials	
			39 Positive Action® curriculum kits @ \$400.00 (average cost per kit) (Linked to objective 2.1.2)	\$15,600
420	6400	510	Supplies and Materials Warehouse (pencils for surveys)	\$19
			Total Carry-Forward Amount/Funds	\$15,619

Submitted to USDOE: June 2009

**Florida Department of Education
Project Award Notification**

Proj. 4210200

1 PROJECT RECIPIENT Gadsden County School District	2 PROJECT NUMBER 200-1020A-0C001
3 PROJECT/PROGRAM TITLE Title III Part A: Supplementary Instructional Support for English Language Learners <p align="center">TAPS 10A014</p>	4 AUTHORITY 84.365A Title III, ESOL
5 AMENDMENT INFORMATION Amendment Number: Type of Amendment: Effective Date:	6 PROJECT PERIODS Budget Period: 07/01/2009 - 06/30/2010 Program Period: 07/01/2009 - 06/30/2010
7 AUTHORIZED FUNDING Current Approved Budget: \$ 50,527.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$ 50,527.00	8 REIMBURSEMENT OPTION Federal Cash Advance
9 TIMELINES <ul style="list-style-type: none"> Last date for incurring expenditures and issuing purchase orders: <u>06/30/2010</u> Date that all obligations are to be liquidated and final disbursement reports submitted: <u>08/20/2010</u> Last date for receipt of proposed budget and program amendments: <u>06/30/2010</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: 	
10 DOE CONTACTS Program: Ginger Alberto Phone: (850) 245 - 0894 Email: Ginger.Alberto@fldoe.org Grants Management: Unit A (850) 245-0496	11 DOE FISCAL DATA DBS: 40 90 50 EO: NE Object: 720036
12 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. For federal cash advance projects, monthly expenditures must be submitted to the Comptroller's Office by the 20th of each month for the preceding month's disbursements utilizing the On-Line Disbursement Reporting System. Agencies receiving funds under Title III, No Child Left Behind may use not more than two percent (2%) of such funds for the cost of administering the program. 	
13 APPROVED:  _____ Authorized Official on behalf of Dr. Eric J. Smith Commissioner of Education	 <p align="center"><u>10/01/09</u> Date of Signing</p>

DOE-200
Revised 02/05

FLORIDA DEPARTMENT OF EDUCATION
BUDGET DESCRIPTION FORM

A. NAME OF ELIGIBLE APPLICANT: **Gadsden**

C) TAPS Number
10A014

B. Project Number (DOE USE ONLY): **200-1020A-0C001**

(1) Function	(2) Object	(3) Account Title and Description	(4) FTE	(5) Amount
5100	120	<u>Classroom Teachers</u> Highly qualified after school teacher to give instruction in the supplemental Intensive English After School Program. The time will be 4 days a week for 2 hours a day for 30 weeks at \$21.83 an hour.	0.160	5,239.20
5100	128	<u>Summer School Teachers</u> Salaries for 7 highly qualified teachers to work in a supplemental Intensive English Summer Program for priority ELLs grades 4-8. Each teacher will receive \$21.83 per hour at 6 hours a day 4 days a week for 4 weeks (the time table is subject to change based upon the district).	0.490	14,669.76
5100	210	<u>Retirement</u> Retirement for Summer Program teachers	0.000	1,444.94
5100	220	<u>Social Security FICA</u> for After school teacher.	0.000	400.80
5100	220	<u>Social Security FICA</u> for Summer Program teachers.	0.000	1,122.24
5100	370	<u>Communications</u> Parent Link services to provide communication to parents regarding ESOL parent meetings, school closures, and other related district matters and educational activities. This is a supplemental activity.	0.000	1,000.00
5100	370	<u>Communications</u> Dissemination of data and services the LEA provides for all ELLs (i.e. brochures, flyers).	0.000	450.00
5100	510	<u>Supplies</u> Multiple resources to assist students in improving their academic achievement and English Language Acquisition including, but not limited to, High Point (middle and high school), Santillana Intensive English (6-8), Santillana Camp Can do! (K-5), Oxford Picture Dictionaries for the Content Area Classroom.	0.000	18,809.33
5100	510	<u>Supplies</u> Fees for entrance to museums, IMAX, planetarium, and/or other educational facilities.	0.000	1,400.00
6300	330	<u>Travel</u> Travel and registrations for the Florida TESOL conference for 2 teachers, FASFEPA conference for the ESOL Program Specialist, and FABES conferences for ESOL Program Specialist and the Staff Assistant.	0.000	4,000.00
7200	790	<u>Miscellaneous Expenses</u> Administration of the Title III Grant @ 2% maximum.	0.000	990.73
7800	161	<u>Bus Transportation</u> Bus transportation for acculturation and educational field trips.	0.000	1,000.00
			TOTAL:	50,527

DOE 101

0 • 0





Eric J. Smith, Commissioner

PLAN A
2% ADMINISTRATIVE COSTS

50,527.00 ÷
1.020 ÷
50,527.00 +
991.00 *

**Florida Department of Education
Project Award Notification**

Page 4212100

1 PROJECT RECIPIENT Gadsden County School District	2 PROJECT NUMBER 200-1210A-0CE01
3 PROJECT/PROGRAM TITLE EETT - Title II Part D, Entitlement <p align="center">TAPS 10A056</p>	4 AUTHORITY 84.318X EETT, Entitlement - Title II, Part D
5 AMENDMENT INFORMATION Amendment Number: Type of Amendment: Effective Date:	6 PROJECT PERIODS Budget Period: 07/01/2009 - 06/30/2010 Program Period: 07/01/2009 - 06/30/2010
7 AUTHORIZED FUNDING Current Approved Budget: \$ 26,064.71 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$ 26,064.71	8 REIMBURSEMENT OPTION Federal Cash Advance
9 TIMELINES <ul style="list-style-type: none"> Last date for incurring expenditures and issuing purchase orders: 06/30/2010 Date that all obligations are to be liquidated and final disbursement reports submitted: 08/20/2010 Last date for receipt of proposed budget and program amendments: 06/30/2010 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: <ul style="list-style-type: none"> *Readiness Gauge Technology Planning Information* 12/16/2009 *Evaluation Report* 09/15/2010 	
10 DOE CONTACTS Program: Charles Proctor Phone: (850) 245 - 9318 Email: Charles.Proctor@fldoe.org Grants Management: Unit A (850) 245-0496	11 DOE FISCAL DATA DBS: 44 90 40 EO: 9B Object: 720036
12 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. For federal cash advance projects, monthly expenditures must be submitted to the Comptroller's Office by the 20th of each month for the preceding month's disbursements utilizing the On-Line Disbursement Reporting System. A recipient of Title II-D/Enhancing Education Through Technology funding is expected to complete and maintain "Readiness Gauge" technology planning information. Planning information will be input by project recipients through a web-based application (http://tools.fcit.usf.edu/myFCIT/). 	
13 APPROVED: <div style="display: flex; justify-content: space-between;"> <div data-bbox="207 1696 802 1837">  Authorized Official on behalf of Dr. Eric J. Smith Commissioner of Education </div> <div data-bbox="909 1711 1193 1795"> <p align="center">11/2/09 Date of Signing</p> </div> <div data-bbox="1291 1575 1485 1764">  </div> </div>	

10A056

FLORIDA DEPARTMENT OF EDUCATION
BUDGET DESCRIPTION FORM

A. NAME OF ELIGIBLE APPLICANT: **Gadsden**

C) TAPS Number
10A056

B. Project Number (DOE USE ONLY): **200-1210A-0CE01**

(1) Function	(2) Object	(3) Account Title and Description	(4) FTE	(5) Amount
6400	120	Classroom Teachers Stipends for Teachers to attend Professional development activities	0.000	7,091.00
6400	510	Supplies Materials and Supplies for trainings (reading, math, and science focus)	0.000	4,300.00
8200	160	Other Support Personnel Technology Specialist to provide technical services to schools on hardware/software issues	0.000	14,673.00
			TOTAL:	26,064.00

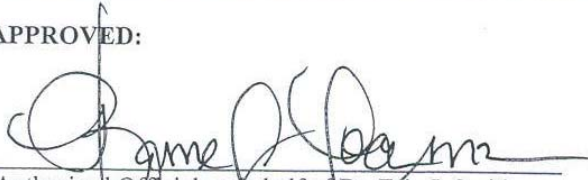
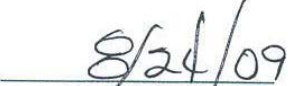

DOE 101



Eric J. Smith, Commissioner

**Florida Department of Education
Project Award Notification**

Proj. 4226300

1 PROJECT RECIPIENT Gadsden County School District	2 PROJECT NUMBER 200-2630A-0CB01
3 PROJECT/PROGRAM TITLE IDEA, Part B, Entitlement <p align="center">TAPS 10C001</p>	4 AUTHORITY 84.027A IDEA Part B K-12 Entitlement
5 AMENDMENT INFORMATION Amendment Number: Type of Amendment: Effective Date:	6 PROJECT PERIODS Budget Period: 07/01/2009 - 06/30/2010 Program Period: 07/01/2009 - 06/30/2010
7 AUTHORIZED FUNDING Current Approved Budget: \$ 1,723,425.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$ 1,723,425.00	8 REIMBURSEMENT OPTION Federal Cash Advance
9 TIMELINES <ul style="list-style-type: none"> • Last date for incurring expenditures and issuing purchase orders: <u>06/30/2010</u> • Date that all obligations are to be liquidated and final disbursement reports submitted: <u>08/20/2010</u> • Last date for receipt of proposed budget and program amendments: <u>06/30/2010</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: 	
10 DOE CONTACTS Program: Virginia Sasser Phone: (850) 245 - 0475 Email: Virginia.Sasser@fldoe.org Grants Management: Unit C (850) 245-0496	11 DOE FISCAL DATA DBS: 40 90 40 EO: 14 Object: 720036
12 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. • For federal cash advance projects, monthly expenditures must be submitted to the Comptroller's Office by the 20th of each month for the preceding month's disbursements utilizing the On-Line Disbursement Reporting System. • Recipients of IDEA funds may expend only 25% of the Current Approved Budget, as noted above in #7, Authorized Funding, until the USDOE issues the remaining amount of Florida's award on or about October 1, 2009. Recipients will be notified once this final award is issued and this restriction no longer in effect. • Recipients may encumber or expend funds up to the amount identified under Current Approved Budget. Once roll forward funds have been certified forward by the Comptroller, the amount of estimated roll forward funds will be available for use. Recipients will receive revised DOE 200s showing the Total Project Amount based on the actual amount of funds certified forward. Note: Exceptions may occur when the amount of roll estimated in the approved budget exceeds the actual amount of roll authorized. • Terms and Special Conditions continued on page 2. 	
13 APPROVED: <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  <hr/> Authorized Official on behalf of Dr. Eric J. Smith Commissioner of Education </div> <div style="text-align: center;">  <hr/> Date of Signing </div> <div style="text-align: right;">  </div> </div>	

DOE-200
Revised 12/07

FLORIDA DEPARTMENT OF EDUCATION
BUDGET DESCRIPTION FORM
IDEA Part B, Entitlement

A. NAME OF ELIGIBLE APPLICANT: Gadsden

C) TAPS Number 10C001

B. Project Number: 200-2630A-0CB01

D) Fund Number

Prog. Set-Aside Code	(1) Function	(2) Object	(3) Account Title and Description	(4) FTE	(5) Amount
N/A	5200	100	Salaries Stipends for ESE parent liasons and ESE teachers to attend training.	0.180	6,000.00
N/A	5200	120	Classroom Teachers Salary for one support facilitator at one school and to support additional hours for another facilitator. These individuals provide support to students with disabilities in regular classes.	1.130	50,000.00
N/A	5200	120	Classroom Teachers Physical Education teacher will provide adaptive and specially designed physical education for students with disabilities.	1.000	40,000.00
I-2	5200	120	Classroom Teachers One Speech Language Pathologist will provide diagnostic services for Prek and provide services to students in private schools, daycares and other alternate settings.	1.000	48,000.00
N/A	5200	140	Substitute Teachers Salaries for substitutes for regular education teachers, allowing them to be able to participate in inservice activities as appropriate and to attend IEP meetings.	0.130	5,000.00
N/A	5200	150	Aides Salaries for instructional assistants (15-18) to provide support to students with disabilities.	17.000	320,000.00
N/A	5200	200	Employee Benefits Fringe Benefits for instructional assistants, physical education teacher, support facilitators, speech languge pathologist, teachers, and parent liasons.	0.000	151,000.00
N/A	5200	200 710	Employee Benefits Benefits for substitutes.	0.000	900.00
N/A	5200	310	Professional and Technical Services Contract for professional and technical services for students with disabilities. (Elder Care Services, behavioral and counseling services, music and art therapy)	26.000	350,000.00
N/A	5200	330	Travel Travel/perdiem for teachers and paraprofessionals to attend professional workshops/conferences.	0.000	5,000.00
N/A	5200	350	Repairs and Maintenance Repair and maintenance provided for equipment used at schools for students with disabilities.	0.000	3,500.00
N/A	5200	510	Supplies Materials, supplies, instructional materials and consumables to reinforce the behavioral and instructional program for students with disabilities and support staff training. Also purchase supplemental reading material for students with disabilities struggling on FCAT reading.	0.000	7,712.82
N/A	5200	510	Supplies Supplies provided to regular education teachers working with students with disabilities.	0.000	1,000.00
N/A	5200	642	Furniture, Fixtures and Equipment Non-Capitalized Furniture and/or equipment will be purchased to provide support for students with disabilities.	0.000	3,375.00
N/A	5200	643	Computer Hardware Capitalized Computers will be purchased for student and teacher use. Pending cost, anticipate two laptops and eight desktops.	0.000	2,185.60
N/A	5200	691	Computer Software Capitalized Computer software will be purchased to facilitate instruction and delivery of services for students with disabilities.	0.000	3,000.00
N/A	5200	730	Dues and Fees Dues and fees paid for teachers' registrations at appropriate meetings, conferences and/or workshops.	0.000	2,000.00
N/A	5200	750	Other Personal Services Hire substitutes for teachers of students with disabilities to attend workshops/conferences. Contract with individuals on a short term basis to provide support for students with disabilities. 14-15 at an average salary of approximately \$67/day	0.000	1,000.00
N/A	6100	130	Other Certified Instructional Personnel Salaries for three school psychologists (10%, 80%,100%) to provide support to Student Study Teams, conduct initial evaluations and reevaluations.	1.900	120,000.00

36,000 220
46,500 210
46,000 230
22,500 240

Gadsden
200-2630A-OCB01

TAPS # 10C001

N/A	6100	136	Salaries for a Social Worker (50%) to provide support to students with disabilities and their families and stipends for school level personnel supporting parent activities during noncontractual time.	0.500	25,000.00	
N/A	6100	390	Other Purchased Services Contract with off duty resource officers to provide support to Gadsden Central Academy for students with severe emotional disabilities.	3.000	30,000.00	
N/A	6100	510	Supplies Materials and supplies(e.g. paper, pens, ink, testing supplies) for student service personnel and to support parent meetings and other related activities.	0.000	4,000.00	
N/A	6150	130	Other Certified Instructional Personnel Salary for Coordinating Specialist for Parent Involvement (30%).	0.300	25,000.00	
N/A	6150	200	Employee Benefits Fringe benefits for psychologists, social worker, coordinating specialist, school level personnel, and parent service coordinator.	0.000	48,000.00	210 17,000 220 15,300 230 14,200 240 1,500
N/A	6150	330	Travel Travel/per diem for student service personnel to attend conferences, meetings and workshops and parent travel to attend appropriate workshops and conferences.	0.000	6,000.00	
N/A	6300	130	Other Certified Instructional Personnel Salaries for four program specialists (20%,90%,90%,100%). These individuals assist in planning, implementing, and evaluating programs for students with disabilities.	3.000	185,000.00	
N/A	6300	160	Other Support Personnel Salaries for four secretaries (two at 90% and two at 100%) to provide clerical and secretarial support to the student service and ESE departments	3.800	105,000.00	
N/A	6300	200	Employee Benefits Fringe benefits for program specialists and secretaries.	0.000	81,500.00	210 29,000 220 27,200 230 28,800 240 1,500
N/A	6300	330	Travel Travel for ESE Director, Program Specialists and secretaries to gain new and updated information regarding ESE policies, practices, and data management.	0.000	7,000.00	
N/A	6300	510	Supplies Materials and supplies (e.g. paper, pens, ink cartridges) purchased for ESE administrative staff.	0.000	5,000.00	
N/A	6300	643	Computer Hardware Capitalized Computer equipment purchased for support of ESE administrative staff. Pending cost, anticipate two laptops and two/three desktops.	0.000	2,000.00	
N/A	6300	691	Computer Software Capitalized Software will be purchased to accommodate students who need assistance accessing the regular and/or special curriculum.	0.000	1,000.00	
N/A	6400	120	Classroom Teachers Pay stipends to teachers attending inservice during non contractual hours. (31 teachers for 4 hours @ ave salary of \$27/hr.)	0.000	3,000.00	
N/A	6400	200	Employee Benefits Fringe benefits for teachers.	0.000	1,400.00	220 1,300 240 100
N/A	7200	791	Indirect Cost @ 3.78%	0.000	62,351.58	
N/A	7800	160	Other Support Personnel Salaries for bus drivers for field trips related to Community Based Instruction.	0.250	5,000.00	210 500 220 400 230 460 240 200
N/A	7800	200	Employee Benefits Fringe Benefits	0.000	1,500.00	
N/A	7800	330	Travel Pay pupil transportation costs for field trips and other additional transportation expenses.	0.000	6,000.00	
				TOTAL:	1,723,425	




DOE 101



Eric J. Smith, Commissioner

**Florida Department of Education
Project Award Notification**

proj. 4226700

1 PROJECT RECIPIENT Gadsden County School District	2 PROJECT NUMBER 200-2670A-0CP01
3 PROJECT/PROGRAM TITLE IDEA Part B Preschool Entitlement TAPS 10C002	4 AUTHORITY 84.173A IDEA Part B - Preschool
5 AMENDMENT INFORMATION Amendment Number: Type of Amendment: Effective Date:	6 PROJECT PERIODS Budget Period: 07/01/2009 - 06/30/2010 Program Period: 07/01/2009 - 06/30/2010
7 AUTHORIZED FUNDING Current Approved Budget: \$ 81,336.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$ 81,336.00	8 REIMBURSEMENT OPTION Federal Cash Advance
9 TIMELINES <ul style="list-style-type: none"> Last date for incurring expenditures and issuing purchase orders: 06/30/2010 Date that all obligations are to be liquidated and final disbursement reports submitted: 08/20/2010 Last date for receipt of proposed budget and program amendments: 06/30/2010 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: 	
10 DOE CONTACTS Program: Virginia Sasser Phone: (850) 245 - 0475 Email: Virginia.Sasser@fldoe.org Grants Management: Unit C (850) 245-0496	11 DOE FISCAL DATA DBS: 40 90 40 EO: 97 Object: 720036
12 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. For federal cash advance projects, monthly expenditures must be submitted to the Comptroller's Office by the 20th of each month for the preceding month's disbursements utilizing the On-Line Disbursement Reporting System. Recipients of IDEA funds may expend only 25% of the Current Approved Budget, as noted above in #7, Authorized Funding, until the USDOE issues the remaining amount of Florida's award on or about October 1, 2009. Recipients will be notified once this final award is issued and this restriction no longer in effect. Recipients may encumber or expend funds up to the amount identified under Current Approved Budget. Once roll forward funds have been certified forward by the Comptroller, the amount of estimated roll forward funds will be available for use. Recipients will receive revised DOE 200s showing the Total Project Amount based on the actual amount of funds certified forward. Note: Exceptions may occur when the amount of roll estimated in the approved budget exceeds the actual amount of roll authorized. Terms and Special Conditions continued on page 2. 	
13 APPROVED: <div style="display: flex; justify-content: space-between;"> <div data-bbox="191 1598 760 1839">  Authorized Official on behalf of Dr. Eric J. Smith Commissioner of Education </div> <div data-bbox="865 1696 1156 1812">  Date of Signing </div> <div data-bbox="1235 1604 1422 1780">  </div> </div>	

DOE-200
Revised 12/07

FLORIDA DEPARTMENT OF EDUCATION
BUDGET DESCRIPTION FORM
IDEA Part B, Preschool Entitlement

A. NAME OF ELIGIBLE APPLICANT: Gadsden

C) TAPS Number 10C002

B. Project Number: 200-2670A-0CP01

D) Fund Number

Prog. Set-Aside Code	(1) Function	(2) Object	(3) Account Title and Description	(4) FTE	(5) Amount
N/A	5200	150	<u>Aides</u> Salary for 2-3 instructional assistants to provide support to young children with disabilities.	2.000	36,000.00
N/A	5200	200	<u>Employee Benefits</u> Benefits for instructional assistants.	0.000	11,084.00
N/A	5200	510	<u>Supplies</u> Purchase instructional materials and consumables to support the academic and behavioral program for young children with disabilities.	0.000	626.61
N/A	5200	641	<u>Furniture, Fixtures and Equipment Capitalized</u> Purchase furniture and/or equipment for young children with disabilities.	0.000	687.93
N/A	6100	136	Salary for a social worker (50%) to serve on the Transdisciplinary Assessment Team and to provide support to young children with disabilities and their families.	0.500	25,000.00
N/A	6100	200	<u>Employee Benefits</u> Benefits for a social worker.	0.000	5,000.00
N/A	7200	791	Indirect cost @ 3.78%.	0.000	2,937.46
				TOTAL:	81,336

DOE 101



Eric J. Smith, Commissioner

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8a

DATE OF SCHOOL BOARD MEETING: November 17, 2009

TITLE OF AGENDA ITEM: Voluntary Public School Choice Program & Parent Resource Center Project

DIVISION:

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

PURPOSE AND SUMMARY OF ITEM:

Requesting approval from the School Board of the attached subcontract agreement in the amount of 45,000.00 for the period of October 1, 2009 - September 30, 2010, between Gadsden County Public Schools and Nova Southeastern University, Inc. to accomplish providing awareness of the best educational choices for all students; which will substantially affect students in low-performing schools by providing their parents with information, expanding parent awareness and involvement to attend higher-performing schools.

FUND SOURCE: Nova Southeastern University, Inc
AMOUNT: \$45,000.00
PREPARED BY: Audrey Lewis
POSITION: Parent Services Coordinator

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

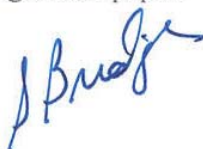
Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

This form is to be duplicated on light blue paper.

REVIEWED BY: _____



2009 NOV -5 AM 9:01

GADSDEN SCHOOL BOARD
OFFICE OF ASSISTANT
SUPERINTENDENT

NOVA SOUTHEASTERN UNIVERSITY
Office of Grants and Contracts



October 27, 2009

Dana Martin
Gadsden County Public School District
35 Martin Luther King, Jr. Blvd.
Quincy, FL 32351

RE: Executed 2009-2010 Voluntary Public School Choice Program

Dear Dana:

Enclosed is your fully executed original for the 2009-2010 Voluntary Public School Choice Subcontract with NSU.

If you have any questions, please do not hesitate to contact me at (954) 262-5371 or judygs@nsu.nova.edu.

Thank you,

A handwritten signature in cursive script that reads "Judy Samuels".

Judy Samuels
Grant Officer

Enclosure

SUBCONTRACT AGREEMENT
between
NOVA SOUTHEASTERN UNIVERSITY, INC.
and
GADSDEN COUNTY PUBLIC SCHOOL DISTRICT

THIS SUBCONTRACT AGREEMENT (the "Subcontract") is made and entered into as of October 16, 2009, by and between Nova Southeastern University, Inc., on behalf of its Fischler School of Education and Human Services, having its principal place of business at 1750 N.E. 167th Street, North Miami Beach, FL 33162 (hereinafter referred to as "NSU") and Gadsden County Public School District, having its principal place of business at 35 Martin Luther King, Jr. Blvd., Quincy, FL 32351 (hereinafter referred to as "GADSDEN COUNTY") for the delivery of services identified as *Support for Florida's Voluntary Public School Choice Program and Parent Resource Center*. As used herein, "Subcontract" shall refer to this agreement and all its exhibits, attachments, and incorporations. "Prime Award" shall refer to Cooperative Agreement No. 068-2998A-0P001 between NSU and the Florida Department of Education for the support of the project mentioned above, attached hereto as *Exhibit "A"*, and incorporated herein by reference.

WITNESSETH:

WHEREAS, NSU requests that GADSDEN COUNTY perform certain services under the Prime Award and GADSDEN COUNTY wishes to perform such services in accordance with the terms and conditions contained in this Subcontract.

NOW, THEREFORE, in consideration of the covenants contained herein, and for other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

ARTICLE I. STATEMENT OF WORK/SERVICES TO BE RENDERED

GADSDEN COUNTY covenants and agrees to furnish the necessary personnel, facilities, data, and materials to perform the services and accomplish the work described in the Statement of Work attached hereto as *Exhibit "B"* and made a part hereof under the Subcontract for the benefit of NSU. Any change in the Statement of Work requires the express written approval of NSU.

ARTICLE II. PERIOD OF PERFORMANCE

GADSDEN COUNTY shall perform all services required of it under this Subcontract between the period of October 1, 2009 through December 31, 2009 unless this Subcontract is further extended by amendment of the Subcontract, which shall be by mutual consent and in writing by both parties.

ARTICLE III. COMPENSATION

Total compensation under the Subcontract for the period of performance shall not exceed \$11,202 unless amended by mutual written consent. Expenditures will be reimbursed in accordance with the budget, a copy of which is attached hereto in *Exhibit "C"* and made a part hereof. GADSDEN COUNTY acknowledges and agrees that NSU shall only be required to compensate GADSDEN COUNTY from funds received by the Prime Award.

ARTICLE IV. INVOICING

Invoice by category of expenditure from GADSDEN COUNTY shall be sent monthly by the 5th to Dr. Judith Stein, Principal Investigator, Fischler School of Education and Human Services, Nova Southeastern University, 1750 N.E. 167th Street, North Miami Beach, FL 33162. Invoice must include and reference the project title and NSU's restricted account number 331289. Payment shall be made by NSU to GADSDEN COUNTY upon receipt of invoice. Final invoice is due no later than twenty (20) days after the termination date of this Subcontract and shall be marked **FINAL**. GADSDEN COUNTY shall furnish NSU necessary documentation supporting invoiced amounts.

ARTICLE V. REPORTS AND DELIVERABLES

GADSDEN COUNTY is required to keep clear and accurate records throughout the project period so that the progress of the services rendered may be readily evaluated at any time. GADSDEN COUNTY's Project Administrator, Dana Martin, will work with NSU project personnel to complete performance reports as well as deliverables outlined in the Statement of Work.

ARTICLE VI. ADMINISTRATIVE REPRESENTATIVES / PROJECT DIRECTORS

Principal Investigator for NSU:

Dr. Judith Stein, Executive Director
National Institute for
Educational Options
Nova Southeastern University
1750 N.E. 167th Street
North Miami Beach, FL 33162
(954) 262-8742
Email: stein@nsu.nova.edu

Authorized Representative for NSU:

Ms. Barbara Sterry
Executive Director
Office of Grants and Contracts
Nova Southeastern University, Inc.

3301 College Avenue
Fort Lauderdale, Florida 33314
(954) 262-5365
Email: sterry@nsu.nova.edu

Project Administrator for GADSDEN COUNTY: Dana Martin
Gadsden County Public
School District
35 Martin Luther King, Jr. Blvd.
Quincy, FL 32351
(850) 627-1541
Email: kentd@mail.gcps.k12.fl.us

Administrative Contact for GADSDEN COUNTY: Audrey Lewis-Potter
Gadsden County Public
School District
35 Martin Luther King, Jr. Blvd.
Quincy, FL 32351
(850) 627-1541
Email: pottera@mail.gcps.k12.fl.us

ARTICLE VII. COMPLIANCE WITH SUBCONTRACT

GADSDEN COUNTY shall abide by and comply with all applicable provisions set forth in the Prime Award, *Exhibit "A"*, and those contained in this Subcontract.

ARTICLE VIII. ASSIGNMENT

GADSDEN COUNTY shall not assign its interests in this Subcontract, nor any of its rights or obligations hereunder, without the prior written consent of NSU.

ARTICLE IX. AUDITS

GADSDEN COUNTY agrees to comply with the requirements of OMB Circular A-133. GADSDEN COUNTY further agrees to provide NSU with copies of the independent auditor's reports which present instances of non-compliance with federal laws and regulations which bear directly on the performance or administration of this Subcontract. In cases of such non-compliance, GADSDEN COUNTY will provide copies of responses to auditor's reports and a plan for corrective action. All reports prepared in accordance with the requirements of OMB Circular A-133 shall be available for inspection by representatives of NSU or the government during normal business hours. GADSDEN COUNTY is required to complete *Exhibit "D", Subcontractor's Compliance with A-133*, which is attached and made a part hereof.

ARTICLE X. CONFIDENTIALITY

GADSDEN COUNTY may have access to confidential and proprietary information of NSU which is not generally available to the public (the "Confidential Information"). GADSDEN COUNTY agrees to maintain the Confidential Information in strictest confidence, and shall not disclose the same to any third party unless required by law to do so. If required to be disclosed by law, GADSDEN COUNTY shall furnish immediate written notice thereof to NSU so as to enable NSU to obtain an order or other relief preventing or limiting the scope of such disclosure. GADSDEN COUNTY shall not make copies of any Confidential Information without the prior written consent of NSU. At the expiration or earlier termination of this Subcontract, GADSDEN COUNTY shall return any Confidential Information in its possession to NSU.

ARTICLE XI COMPLIANCE WITH LAWS

GADSDEN COUNTY shall comply with all applicable laws, regulations, ordinances, and codes.

ARTICLE XII. INSURANCE

GADSDEN COUNTY shall be fully responsible for the negligent acts and omissions of its employees in the course of performing under this Agreement. Nothing herein is intended to serve as a waiver of GADSDEN COUNTY's entitlement to sovereign immunity under Florida Statute, Section 76828, et. seq.

GADSDEN COUNTY shall maintain throughout the term of this Agreement any and all applicable insurance coverage and financial responsibility by Florida law for governmental entities and provide to NSU proof of same, prior to its commencing any work on this Subcontract.

ARTICLE XIII. REQUIRED ASSURANCES

- A. Protection of Human Subjects: GADSDEN COUNTY, if involving human subjects in conducting the project, shall submit to NSU an assurance, reviewed and approved by an appropriate institutional committee, preferably its Institutional Review Board (IRB), that the rights and welfare of any human subjects involved in this project are adequately protected in accordance with federal regulations. The assurance must be submitted to NSU prior to expenditure of any funds provided under this Subcontract.
- B. Non-Discrimination: GADSDEN COUNTY agrees to comply with:

1. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, religion, color, sex, or national origin in programs and activities receiving federal financial assistance.
 2. Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e et seq., which prohibits discrimination on the basis of race, religion, color, sex, or national origin, in among other things, the hiring or discharge of individuals, or with respect to one's compensation, terms, conditions, or privileges of employment.
 3. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of handicap in federally funded, assisted and conducted programs.
 4. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance.
 5. The Age Discrimination Act of 1975, as amended 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance.
- C. Debarment and Suspension: GADSDEN COUNTY certifies to the best of its knowledge and belief that it is not presently debarred or suspended, or proposed for debarment or declared ineligible for the award of subcontracts, by any federal agency, in accordance with OMB guidelines (53 FR19161-19211).
- D. Certification of Non-Delinquency on Federal Debt: GADSDEN COUNTY certifies that it is in compliance with the Non-Delinquency on Federal Debt Criteria, in accordance with OMB Circular A-129.
- E. Certification of Drug-Free Workplace: GADSDEN COUNTY certifies that it has implemented appropriate policy in accordance with the Drug-Free Workplace Act of 1988, 45 CFR Part 76, Subpart F.
- F. Certification Regarding Lobbying: GADSDEN COUNTY certifies to the best of its knowledge and belief that no federally appropriated funds have been paid or will be paid, by or on behalf of the Subcontractor, to any person for influencing or attempting to influence a federal officer or federal employee of any agency in connection with the awarding of any federal award (Section 1352, Title 31, 45 U.S.C.).
- G. Health Insurance and Portability and Accountability Act: GADSDEN COUNTY, where applicable, shall comply with the Health Insurance Portability and Accountability Act, 42 U.S.C. 1320d., as well as all regulations promulgated thereunder (45 CFR Parts 160, 162, and 164).
- H. Applicable Cost Principles and Allowable Costs: GADSDEN COUNTY agrees to comply with the governing federal cost principles in effect on the beginning

date of the grant budget period in determining the allowability or unallowability of costs incurred and application of F&A rates applied under this Subcontract.

- I. Financial Conflict of Interest: GADSDEN COUNTY certifies that it is in compliance with the federal financial disclosure requirements (PHS/NSF only).
- J. Research Misconduct: GADSDEN COUNTY has filed the required assurances of compliance in accordance with PHS Policies on Research Misconduct as promulgated by Title 42 Code of Federal Regulations Part 93, as applicable.
- K. Provisions of the Prime Award: all applicable provisions of the Prime Award, *Exhibit "A"*, shall be binding upon GADSDEN COUNTY and GADSDEN COUNTY agrees to comply with same.

ARTICLE XIV. INDEMNIFICATION

If any person, firm, corporation, or other entity should sustain any damage, loss, death, or injury caused by the negligent or wrongful act or omission of any agent or employee of GADSDEN COUNTY while acting within the scope of employment, GADSDEN COUNTY agrees to indemnify, defend and hold NSU harmless for any claims, suits, actions, judgments, reasonable attorneys' fees, court costs and any other expenses whatsoever asserted against or incurred by NSU resulting from the negligence or wrongful act or omission of GADSDEN COUNTY or its agents or employees in the performance or non-performance of this Subcontract. GADSDEN COUNTY also agrees to indemnify, defend and hold harmless for any claims, suits, actions, judgments, reasonable attorneys' fees, court costs and any other expenses whatsoever asserted against or incurred by NSU resulting from the breach of any term of this Subcontract by GADSDEN COUNTY. The provisions of this Article shall survive the expiration or earlier termination of this Subcontract.

ARTICLE XV. RELATIONSHIP OF PARTIES

- 15.1 The parties agree that GADSDEN COUNTY is an independent service provider. The conduct and control of the services rendered by GADSDEN COUNTY will lie solely with GADSDEN COUNTY. GADSDEN COUNTY is not under this Subcontract an employee of NSU for any purpose, and GADSDEN COUNTY shall not be entitled to any of the benefits that NSU provides to its employees. GADSDEN COUNTY shall be liable and responsible to pay all local, state, and federal employment taxes, including, without limitation, withholding, social security, worker's compensation, and employment security as required by law.
- 15.2 Nothing in this Subcontract is intended to create, nor shall be construed to create a joint venture, partnership, or principal-agent relationship.

ARTICLE XVI. TERMINATION OF SUBCONTRACT

In addition to any other remedies it may have, NSU may terminate this Subcontract by written notice to GADSDEN COUNTY, if GADSDEN COUNTY fails to timely perform any of its obligations hereunder. Additionally, either party shall at any time have the right to terminate this Subcontract by giving the other party thirty (30) days written notice of its intent to terminate. Finally, should at any time the Prime Award be forfeited by NSU or canceled by Florida Department of Education, this Subcontract may be terminated immediately.

ARTICLE XVII. RECORDS

GADSDEN COUNTY shall retain all of its books, records, and documents concerning this Subcontract and the services performed hereunder through December 31, 2016. GADSDEN COUNTY shall provide NSU with copies of any such books, records, and documents upon request for the same.

ARTICLE XVIII. GOVERNING LAW, VENUE, AND JURISDICTION

This Subcontract shall be governed by and construed in accordance with the laws of the State of Florida. With respect to any action relating to this Subcontract, the parties accept the exclusive jurisdiction of the state courts or federal courts in Florida, and agree that venue shall lie exclusively in Broward County, Florida.

ARTICLE XIX. SEVERABILITY

If any provision of this Subcontract is held to be invalid or unenforceable by a court of competent jurisdiction, then the remaining provisions of this Subcontract shall be valid and enforceable to the fullest extent permitted by law.

ARTICLE XX. ATTORNEYS' FEES

If either party institutes litigation with respect to this Subcontract, then the prevailing party shall be entitled to collect from the non-prevailing party all reasonable attorneys' fees and costs incurred by the prevailing party.

ARTICLE XXI. STRICT ACCORDANCE

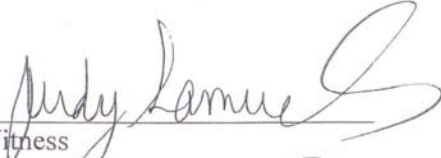

Failure of a party to insist upon strict compliance with any of the terms, covenants or conditions of this Subcontract shall not be deemed a waiver of such terms, covenant, or condition, nor shall any waiver or relinquishment of any right or power hereunder by a party, at any time or from time to time, be deemed a waiver or relinquishment of such right or power at any other time or times.

ARTICLE XXII. NOTICE

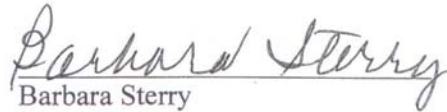
Any notice required or permitted to be given hereunder to either party hereto shall be in writing and shall be deemed given and received (i) when personally delivered with a receipt obtained, (ii) on the date noted as received, refused, or uncollected if given by deposit with the United States Postal Service and sent by certified or registered mail, postage prepaid and return receipt requested, or (iii) the earlier of receipt or two (2) business days after acceptance for delivery by a nationally recognized overnight delivery service (e.g., Federal Express), to such party at its address as herein above set forth, or to such other address as such party may designate by notice similarly given. Any notice to NSU shall be to the attention of the authorized representative for NSU as listed in Article VI.

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


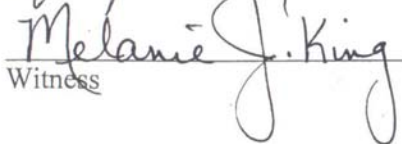
Signed, sealed, and delivered in the presence of:


Witness

Witness

Nova Southeastern University, Inc.


Barbara Sterry
Executive Director
Office of Grants and Contracts

10/20/09
DATE


Witness

Witness

**Gadsden County Public
School District**


Authorized Signatory

10/20/09
DATE

Florida Department of Education
Cooperative Agreement No. 068-2998A-0P001
Support for Florida's Voluntary Public School Choice Program and Parent Resource Center
NSU Account No. 331289; Subcontract to Gadsden County Public School District

EXHIBIT A: Prime Award Documentation

**Section D - General Assurances, Terms, and Conditions
for Participation in Federal and State Programs**

Subcontract to Gadsden County

Project Award—The approval of a project and of funding as stated in the project award notification sent to project recipients that specifies the amount of funds awarded, the project period, and any special requirements or restrictions to be imposed by the Florida Department of Education.

Project Period—The length of time for which a project has been authorized.

Project Recipient—The school district, a local education agency (LEA), public agency [including faith-based organizations (FBOs) and community based organizations (CBOs)], or non-public agency that has been awarded a project to provide services or activities described in a project application approved by the Florida Department of Education.

Roll-Forward—Unobligated balances of an award or project that are allowed to be continued in subsequent funding periods.

Supplies—Items of expendable nature that are consumed, worn out, or deteriorated in use or that lose their identity through fabrication or incorporation into a different or more complex unit or substance

Explanation of Grants Management Requirements

The following section elaborates on certain requirements contained in legislation or regulations referred to in the "General Assurances" section. This section also explains the broad requirements that apply to federal program funds.

Accounts and Records

The recipient shall maintain all accounts, records, and other supporting documentation pertaining to all costs incurred and revenues or other applicable credits acquired under each approved project for five years.

Allowable Costs

Expenditures of the recipient may be charged to the project only if they are in payment of an obligation incurred during the project period, conform to the approved project, and comply with minimum requirements of federal and state statutes, rules, and regulations.

Amendments

Unless otherwise stated, all project recipients shall use the project amendment requirements and procedures described in the Project Application and Amendment Procedure for Federal and State Programs Administered by the Florida Department of Education (Green Book), Section B.

Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, and implemented in 34 CFR Part 85, for prospective participants in primary covered transactions, as defined in 34 CFR Part 85, Sections 85.105 and 85.110:

- The applicant certifies that it and its principals

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Subcontract to Gadsden County

- are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.
- have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; or for violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in this certification.
- have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.
- Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

Drug-Free Workplace (Grantees Other Than Individual)

As required by the Drug-Free Workplace Act of 1988 and implemented in 34 CFR Part 85, Sections 85.605 and 85.610:

- The applicant certifies that it will continue to provide a drug-free workplace by:
 - Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
 - Establishing an ongoing drug-free awareness program to inform employees about
 - The dangers of drug abuse in the workplace.
 - The grantee's policy of maintaining a drug-free workplace.
 - Any available drug counseling, rehabilitation, and employee assistance programs.
 - The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
 - Making it a requirement that each employee engaged in the performance of the project be given a copy of the required statement mentioned above.
 - Notifying the employee in the required statement mentioned above that, as a condition of employment under the project, the employee will
 - abide by the terms of the statement.
 - notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

- Notifying the agency in writing within 10 calendar days after receiving notice under subparagraph (4)(b) from an employee or otherwise receiving actual notice of such conviction. (Employers of convicted employees must provide notice, including position title to:

Director, Grants and Contracts Service
U.S. Department of Education
400 Maryland Avenue, S.W. [Room 3124, GSA – Regional Office Building No. 3]
Washington, D.C. 20202-4571

Notice shall include the identification number[s] of each affected grant.)

- Taking one of the following actions within 30 calendar days of receiving the required notice with respect to any employee who is so convicted.
 - Taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended.
 - Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;
- Making a good faith effort to maintain a drug-free workplace through implementation of requirements stated above.

Single Audit Act

- If a recipient expends **state** financial assistance equal to or in excess of \$500,000 in a fiscal year, that recipient is subject to the requirements of the Florida Single Audit Act. (See Appendix.)
- If the recipient expends **federal** financial assistance equal to or in excess of \$500,000 in a fiscal year, the recipient is subject to the requirements of the Federal Single Audit Act.

Gun Possession

As required by Title XIV, Part F, Sec 14601-3 (Gun-Free Schools Act of 1994), of the Improving America's Schools Act:

- the applicant certifies that in compliance with Section 1006.13(2)(a), Florida Statutes, any student who is determined to have brought a firearm, as defined in 18 U.S.C. s. 921, to school, any school function, or on any school-sponsored transportation will be expelled, with or without continuing educational services, from the student's regular school for a period of no less than one full year, and referred for criminal prosecution.
- school boards may assign the student to a disciplinary program or second chance school for the purpose of continuing educational services during the period of expulsion.
- Superintendents may consider the one-year expulsion requirement on a case-by-case basis and request that the school board modify the requirement if determined to be in the best interest of the student and the school system.

Indirect Cost

School District - The Florida Department of Education has been given authority by the U. S. Department of Education to negotiate indirect cost proposals and to approve indirect cost rates for school districts. School districts are not required to develop an indirect cost proposal and, if they fail to do so, they will not be allowed to recover any indirect costs. Amounts from zero to the maximum negotiated rate may be approved for a program or project by the Department of Education Florida. Indirect costs shall only apply to federal projects.

Other Agency - To be allowed to recover indirect costs, agencies other than school districts must furnish to the Florida Department of Education a copy of their current negotiated indirect cost plan that has been approved by the appropriate cognizant agency. Amounts from zero to the maximum negotiated rate may be approved for a program or project by the Department of Education. Indirect costs shall only apply to federal projects.

State Agencies, Universities and Community Colleges - State agencies, state universities, and state community colleges must comply with Section 216.346, Florida Statutes, which states, ". . . in any contract between state agencies, including any contract involving the State University System or the Florida Community College System, the agency receiving the contract or grant moneys shall charge no more than 5 percent of the total cost of the contract or grant for overhead or indirect costs or any other costs not required for the payment of direct costs." If overhead or indirect costs are allowed, it shall only apply to Federal projects.

Restrictions on Indirect Cost—Restrictions to the amount or percentage that can be charged to a project's administration (which includes indirect cost) will be reflected in the approved Project Award notification or amendment where applicable.

Prohibition on Expenditure of Funds for Lobbying

In accordance with Florida Statute 216.347, the disbursement of grants and aids appropriations for lobbying is prohibited. The Florida Department of Education may not authorize or make any disbursement of grants and aids appropriations pursuant to a contract or grant to any person or organization unless the terms of the grant or contract prohibit the expenditure of funds for the purpose of lobbying the Legislature, the judicial branch, or a state agency. The provisions of this section are supplemental to the provisions of s. 11.062, Florida Statute, and any other law prohibiting the use of state funds for lobbying purposes.

As required by Section 1352, Title 31, of the U.S. Code, and implemented in 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined in 34 CFR Parts 82.105 and 82.110, the applicant certifies that:

- no federally appropriated funds have been paid or will be paid by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
- if any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

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Subcontract to Gadsden County

- the undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, contracts under grants, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

General Education Provisions Act (GEPA) Requirements - Section 427

Section 427 of GEPA is intended to ensure that, in designing their projects, grant applicants address equity concerns that might affect the ability of students, teachers, and other program beneficiaries with special needs to participate fully in the proposed project.

Program staff within the granting institution must ensure that information required by Section 427 of GEPA is included in each application that the Department funds. *(There may be a few cases, such as research grants, in which Section 427 may not be applicable because the projects do not have individual project beneficiaries. Contact GPOS staff should you believe a situation of this kind exists.)* In addition, all application packages for discretionary grants and cooperative agreements must include the "Notice To All Applicants"(attached) that explains the requirements of Section 427.

The statute highlights **six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age.** Based on local circumstances, the applicant can determine whether these or other barriers may prevent participants from such access and participation in the federally assisted project, and how the applicant would overcome these barriers.

These descriptions may be provided in a single narrative or, if appropriate, may be described in connection with other related topics in the application. Applicants should be asked to state in the table of contents where this requirement is met.

DOE program staff members are responsible for screening each application to ensure that the requirements of this section are met before making an award. If this condition is not met, after the application has been selected for funding, the program staff should contact the applicant to find out why this information is missing. Documentation should be in the project file indicating that this review was completed before the award was made. See the Education Department General Administrative Regulations (EDGAR), 34 CFR Section 75.231. If an oversight occurred, the program staff may give the applicant another opportunity to satisfy this requirement, but must receive the missing information before making the award.

All applicants for new awards must satisfy this provision to receive funding. Those seeking *continuation* awards do not need to submit information beyond the descriptions included in their original applications. For more information see <http://www.ed.gov/policy/fund/guid/gposbul/gpos10.html> .

More Restrictive Conditions

Project recipients found to be in noncompliance with fund source requirements shall be subject to the imposition of more restrictive conditions.

Obligations by Project Recipients

Obligations will be considered to have been incurred by project recipients on the basis of documentary evidence of binding commitments for the acquisition of goods or property or for the performance of work, except that funds for personal services, for services performed by public utilities, for travel, and for the rental of facilities shall be considered to have been obligated as of the time such services were rendered, such travel was performed, and/or facilities were rented, respectively.

Ownership of Products—Intellectual Property

The ownership of products resulting from a project, which are subject to intellectual property rights, shall remain with the Department unless such ownership is explicitly waived. The following terms and conditions apply to all grants and project recipients, unless explicitly waived:

- With respect to all products created by the grantee for this project, said materials will be the property of the Department.
- To the extent that any product constitutes a “work” within the meaning of U.S. copyright laws, 17 U.S.C.S. 101, et seq., it shall be a “work for hire.” In the event that a court of competent jurisdiction determines that a product or material is not a work for hire as a matter of law, the contractor shall assign and convey to the Department all right, title, and interest in the product or material and require its employees and subcontractors to do the same.
- The grantee agrees that its employees will not assert any ownership of the product produced under the project. The grantee shall be responsible for acquiring necessary releases or establishing appropriate contract provisions in its dealings with employees and subcontractors in order to secure the Department’s rights.
- Any claim by the grantee of ownership of pre-existing copyrights should be explicitly stated in the project documentation.
- The grantee agrees that if it hires any third party to perform any work on the project, the work shall be on a “work for hire” basis and shall not in any way infringe upon the Department’s ownership of the product.
- The grantee agrees not to convey any rights in the product to a third party.
- If the grantee hires a third party to perform any work that involves the use of pre-existing intellectual content owned by the third party, the third party shall expressly assert its ownership of the content and shall grant the grantee and the Department the non-exclusive license to use the product.
- A licensing agreement or other agreement regarding the use of intellectual property developed under the project may be developed between the Department and grantee in order to further the use of the products in the educational community.

Participation of Private School Students and Staff in Federal Grants

Students and staff of nonpublic schools shall be given an opportunity for equitable participation in activities or services conducted by school districts using federal funds. Check for program specific guidelines.

Personnel Costs – Time Distribution

The U.S. Department of Education has approved for use in Florida a substitute system for allocating salaries to federal projects. This substitute system, the Personnel Activity Reporting System (PARS), may be implemented by school districts so long as it is implemented as described in the June, 1996, *Implementation Memorandum and the Personnel Activity Reporting Handbook*. This document is available upon request

from the Comptroller's Office. When school districts choose to use the substitute system (PARS), no variations are allowable without specific authorization from the Florida Department of Education. School districts choosing not to use the approved substitute system must implement a system that meets all of the OMB Circular A-87 standards. School districts choosing to use the DOE substitute system must inform the DOE Florida Comptroller's Office and specify the reporting months.

Protected Prayer in Public Elementary and Secondary Schools

As required in Section 9524 of the Elementary and Secondary Education Act (ESEA) of 1965, as amended by the No Child Left Behind Act of 2001, school districts and other local education agencies must certify annually that they have no policy that prevents or otherwise denies participation in constitutionally protected prayer in public elementary and secondary schools.

Project Effective Dates

For federal programs, funds shall be obligated no earlier than the date the project application was received by the Department in substantially approvable form or the effective date of the federal grant award, whichever is later.

For state programs, funds shall be obligated no earlier than the effective date of the legislative appropriation.

All project award notifications reflect the beginning and ending date of the project period and the date for submission of the final expenditure report. All conditions stated in the award notification are considered binding on the project recipient.

Property

Property purchased, in whole or in part, with federal funds shall be used for the purpose of that federal program and accounted for in accordance with applicable federal and state statutes, rules, and regulations, as follows.

Disposition of Equipment

EDGAR 80.32(e) states that when original or replacement equipment acquired under a grant or sub-grant is no longer needed for the original project or program or for other activities currently or previously supported by a federal agency, disposition of the equipment will be made as follows:

- Items of equipment with a current per unit fair market value of less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation to the awarding agency. Income received from these sales will not be reported to the Florida Department of Education.
- Items of equipment with a current per unit fair market value in excess of \$5,000 may be retained or sold and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.
- In cases where a grantee or sub-grantee fails to take appropriate disposition actions, the awarding agency may direct the grantee or sub-grantee to take excess and disposition actions.

The Florida Department of Education's policy concerning proceeds received from the sale of property with a current per unit fair market value over \$5,000 is that the net amount received from such sales will remain at the

sub-grantee level to be used in the same ongoing program. Funds from such sales will be treated as other program income in the same ongoing program(s). This type of income should be amended into a current year's project in which the sale occurred. It should then be reported on line 11 of the Project Disbursement Report (form DOE-399, 499 or 599) as a total for the fiscal year in which the sale(s) occurred. This identification of income is necessary to meet reporting requirements of the United States Department of Education. Complete documentation for this type of income and expenditures should be maintained for monitoring and auditing purposes. Income from the sale of this type property should be recorded in the agency's special revenue account as other income and identified as such for the federal cash advance reconciliation at the end of each fiscal year. If the agency is no longer receiving funds for the particular project or program, the income from such equipment sales will be returned to the Florida Department of Education to be forwarded to the United States Department of Education.

Disposition of Real Property

Disposition of real property will be handled on an individual basis in accordance with EDGAR 80.31(c)(1)(2)(3). The local educational agency will also coordinate real property dispositions with the Program Coordinator responsible for the particular project or program from which the real property was purchased. Property purchased entirely with state funds shall meet the minimum requirements of the Auditor General as defined in the County and District Tangible Personal Property publication in addition to local procedures.

Purchasing

Recipients may use their own procurement policies provided that they meet the minimum requirements of federal and state statutes, rules, and regulations.

Reporting Requirements—Financial Disbursements

Federal project recipients on cash advance are required to report disbursements using the On-Line Disbursement Reporting Application and by submitting a Project Budget Summary and Disbursement Report (DOE-399, 499 or 599) annually for each active project. These reports are to be received in the DOE Comptroller's Office by the 20th of the month succeeding the final month in which the disbursements were made. Failure to submit these reports in a timely manner may result in a decrease or possible delay in the monthly cash advance or possible loss of funds. Other federal project recipients are required to report in accordance with instructions stated in the project award notification. State project recipients shall submit reports as required by the Florida Department of Education.

Audit reports shall be sent in accordance with s. 215.97, F. S., to:

The Florida Department of Education
Comptroller's Office
325 W. Gaines Street, Suite 914
Tallahassee, Florida 32399-0400

Supplement, Not Supplant

In accordance with program-specific authorizing laws and regulations implementing those laws, federal funds must generally be used to increase to the extent practical the level of nonfederal funds that would be available in the absence of federal funds, and in no case to replace these nonfederal funds.

The Stevens' Amendment

All federally funded projects must comply with The Stevens' Amendment of the Department of Defense Appropriation Act, found in Section 8136, which provides:

When issuing statements, press releases, request for proposals, bid solicitations, and other documents describing this project, the recipient shall clearly state: (1) the dollar amount of federal funds for the project; (2) the percentages of the total cost of the project that will be financed with federal funds, and (3) the percentage and dollar amount of the total cost of the project that will be financed by nongovernmental sources.

Travel

All travel performed in connection with approved project activities must be in compliance with Section 112.061, Florida Statutes, which covers per diem and travel expenses, and the procedures for sub-grantees (see Section H on Travel).

Travel

Authorized Travel Procedures for Sub-grantee Project Recipients

Policy

Travel is performed and reimbursed only as provided by law (Section 112.061, Florida Statutes), the Rules and Memorandums of the Department of Financial Services, and the Department of Education's policy and procedures, which follow. Travel expenses are limited to those expenses necessarily incurred by the traveler in the performance of any public purpose authorized by law to be performed by the Department.

Authority and Purpose

The following procedures are adopted in compliance with Section 112.061, Florida Statutes; Chapter 69I-42, Florida Administrative Code; and the Rules and Memorandums of the Department of Financial Services:

Even though these procedures establish guidelines, it is the responsibility of each traveler to comply with Section 112.061(7)(a), Florida Statutes. This statute requires each traveler to travel by the most economical means and states in part that all travel must be by a usually traveled route. If a person travels by an indirect route for his/her own convenience, any extra costs shall be borne by the traveler and reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route.

The travel forms referenced in this section (C676—Travel Reimbursement Voucher and C676C—Authorization to Incur Travel Expenses) must be used to receive travel reimbursement.

Definitions

Actual Point of Origin—the geographic location where the travel begins.

Agency—any office, department, agency, division, subdivision, political subdivision, board, bureau, commission, authority, district, public body, county, city, town, village, municipality, or other separate unit of government created pursuant to law.

Agency Head—the highest policy-making authority of a public agency.

Authorized Person—

- An officer or employee or other person who is authorized by an agency to incur travel expenses in the performance of official duties.
- A person who is called upon to contribute time and services as a consultant or advisor.
- A person who is a candidate for an executive or professional position.

Class A Travel—continuous travel of 24 hours or more away from official headquarters.

Class B Travel—continuous travel of less than 24 hours which involves overnight absence from official headquarters.

Common Carrier—train, bus, commercial airline operating scheduled flights, rental cars of an established rental car firm, state motor pool, state aircraft, or private aircraft.

Conference—the coming together of persons with a common interest or interests for the purpose of deliberation, interchange of views, or for the removal of differences or disputes, and for discussion of their common problems and interests. The term also includes similar meetings such as seminars and workshops which are large formal group meetings that are programmed and supervised to accomplish intensive research, study, discussion, and work in some specific field or on a governmental problem or problems. A conference does not mean the coming together of agency or interagency personnel.

Convention—an assembly of a group of persons representing persons and groups coming together for the accomplishment of a purpose of interest to a larger group of persons. A convention does not mean the coming together of agency or interagency personnel.

Employee—an individual, other than an officer or authorized person as defined, who is filling a regular or full-time authorized position and is responsible to the agency head.

Most Economical Class of Transportation—the class having the lowest fare that is available.

Most Economical Method of Travel—the mode of transportation (state owned vehicle, privately owned vehicle, common carrier, etc.) designated by an agency head in accordance with criteria prescribed by Section 112.061, Florida Statutes.

Officer or Public Officer—an individual who in the performance of his or her official duties is vested by law with sovereign powers of government and who is either elected by the people, or commissioned by the Governor and has jurisdiction extending throughout the state, or any person lawfully serving instead of either of the foregoing two classes of individuals as initial designee or successor.

Point of Origin—the geographic location of the traveler's official headquarters or the geographic location where travel begins, whichever is lesser distance from the destination.

Travel Day—a period of 24 hours (midnight to midnight) consisting of four quarters of six hours each.

Travel Expense—necessary expenses while traveling; actual expenses while traveling; the usual, ordinary, and incidental expenditures necessarily incurred by the traveler.

Travel Period—a period of time between the time of departure and time of return.

Traveler—public officer, public employee, or authorized person, when performing authorized travel.

Per Diem Rates and Subsistence Allowance

A traveler is reimbursed at per diem and subsistence rates established by law. A traveler who claims less than the full meal allowance or per diem authorized by Florida Statutes shall include on his travel voucher a statement that he understands that he is entitled to the full meal allowance provided by law but has voluntarily chosen to claim a lesser amount.

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Class A Travel is continuous travel of 24 hours or more away from official headquarters. **Note:** A travel period

including portions of four consecutive quarters that does not exceed a total of 24 hours and involves an overnight absence from official headquarters is class B travel.

Travelers may be reimbursed in one of the following ways for each day of approved travel:

* ~~Fifty~~ ^{Eighty} dollars per diem; or

* ~~\$50~~ ^{\$80}
If actual expenses exceed \$50, the amounts permitted for meals, plus actual expenses for lodging at a single occupancy rate to be substantiated by itemized paid receipts or bills therefore. Any subsequent changes in the method of calculating the reimbursement must be effective at the beginning of the travel day (midnight). Since class B travel is defined as continuous travel of less than 24 hours, only one method of calculating the amount of reimbursement may be used on any one trip.

• Per diem at the fixed rate established by the Legislature for meals is:

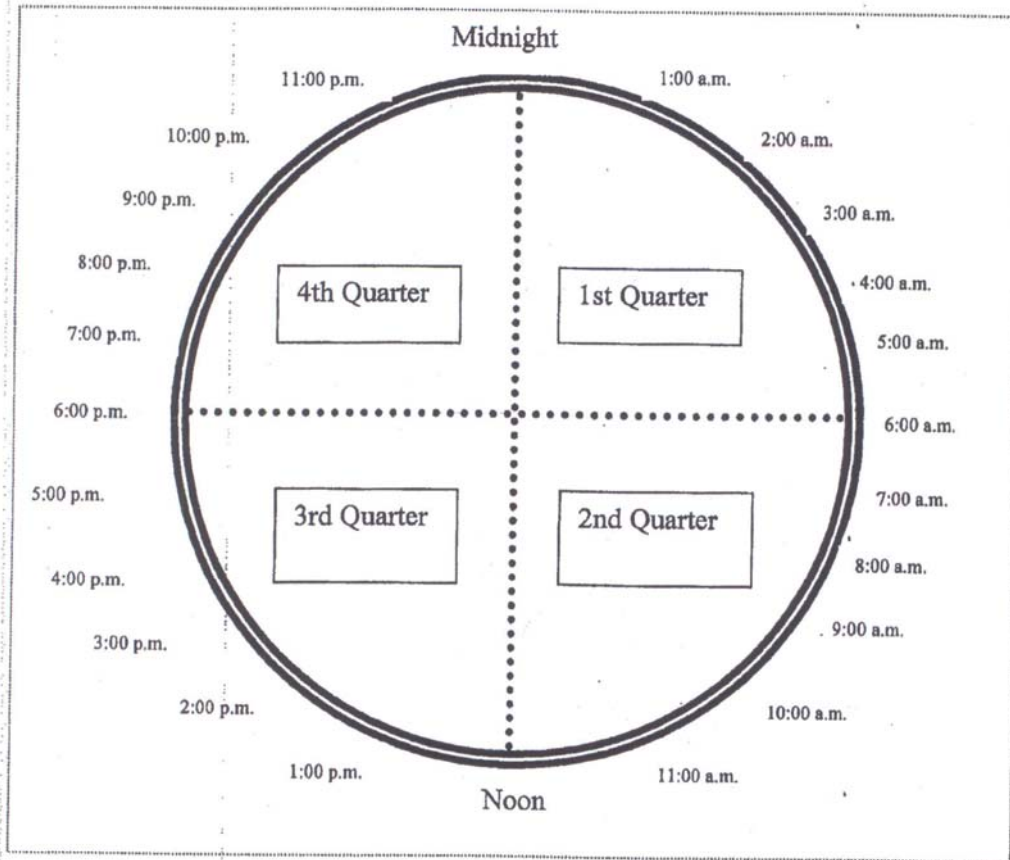
- * Breakfast \$6 \$3.00 (Before 6 a.m. and extends beyond 8 a.m.)
 - * Lunch \$11 \$6.00 (Before 12 Noon and extends beyond 2 p.m.)
 - * Dinner \$19 \$12.00 (Before 6 p.m. and extends beyond 8 p.m.)
- * FODE did not update Greenbook to reflect revised Section 112.061, Florida Statutes.

No one, whether traveling out of state or in state, shall be reimbursed for any meals or lodging included in a convention or conference registration fee paid by the state.

Class B Travel is continuous travel of less than 24 hours which involves overnight absence from official headquarters. Travelers may be reimbursed in the same manner as class A travel.

Computation of Travel

PER DIEM CLOCK



Class A and B Travel shall be reimbursed at one-fourth of the authorized rate of per diem for each quarter or fraction thereof. Currently, per diem is calculated at a rate of \$50.00 per day.

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Travel Authorization

General

Form C-676C, Authorization to Incur Travel Expense (Section I, Forms), shall be completed prior to travel. This form shall be signed and dated by:

- The traveler.
- The traveler's supervisor, who shall include a statement that the travel is to be incurred in connection with official business of the state.
- The agency head or designee, who may be the section head, the equivalent, or their supervisor and who shall not authorize or approve such request in the absence of the appropriate signatures. If the section head, the equivalent, or their supervisor has signed as supervisor, then the word "same" should be used for the agency head.

The original authorization must be submitted with the travel reimbursement voucher (Form C-676).

Conference, Convention, Workshop, or Seminar or When a Registration Fee Is Paid

No public funds shall be expended for attendance at conferences or conventions unless:

- The main purpose of the conference or convention is in connection with the official business of the state and directly related to the performance of the statutory duties and responsibilities of the agency participating.
- The activity provides a direct educational or other benefit supporting the work and public purpose of the person attending.
- The duties and responsibilities of the traveler attending such meetings are compatible with the objectives of the particular conference or convention.
- The request for payment of travel expenses is otherwise in compliance with these procedures.

In accordance with Department of Financial Services Chapter 69I-42.004(2), Florida Administrative Code, when the words "conference," "convention," "workshop," or "seminar" appear as the purpose of a trip or when a registration fee is paid, there must be a statement of benefits accruing to the State of Florida. In other words, the benefits the State receives by paying these travel expenses must be stated on the travel authorization.

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Travel Reimbursement Voucher

Time Lines

Claims for reimbursement of travel expenses should be prepared at least monthly on Comptroller's Form C-676 (Voucher for Reimbursement of Travel Expenses) in strict compliance with Section 112.061, Florida Statutes.

Required Supporting Documentation

All of the information requested on the C-676 must be typed and accompanied by sufficient information to permit an audit that will associate the charges with the actual travel.

The original and one copy of all receipts that apply to the period for which the expense account is submitted must be attached and properly recorded on the C-676.

When claiming reimbursement for lodging expenses, receipts must show the name and address of the establishment, the name of the traveler, the daily rate(s) actually paid, the dates checked in and out, and the number of persons who occupied the room. In addition, the following requirements must be met:

If the room was occupied by more than one person, the receipt must show the single occupancy rate. Only the single occupancy rate can be reimbursed.

- The hotel receipt must be either marked paid, have a credit card number attached, or balance must be zero.
- Hotel expenses (excluding tax) over \$100.00 must be justified.
- Lodging expenses paid by employees are not tax exempt.
- If a safe is a mandatory charge, it should be included in the hotel charges. If the safe charge is optional, the charge is the traveler's responsibility.

If a traveler provides "Comp" for hotel for another traveler, the names of the travelers receiving "Comp" should be listed on the voucher of the traveler providing the "Comp." If a traveler receives "Comp" for hotel from another traveler, the name of the traveler providing the "Comp" should be listed on his or her travel voucher.

In addition to the incidental expense receipts that are required, the following pertinent items must be attached to the voucher:

- Airline ticket receipt
- Rental car invoices

Note: If any of the above requirements are not met, the cost will be disallowed.

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Instructions for Completing C-676

The following are detailed instructions numbered to coincide with the numbers on the Voucher for Reimbursement of Traveling Expenses, C-676 (Section I, Forms). These instructions comply with Section 112.061, Florida Statutes, and the rules of the Department of Financial Services.

Front of C-676

1. a. PAYEE - Type name of traveler. (Use full legal name.)
 - b. SOCIAL SECURITY NUMBER - Complete for all travelers.
 - c. HEADQUARTERS - City or town designated by agency head.

OFFICIAL - When designation is for a period more than thirty days.

TEMPORARY - When stationed in a city or town for fewer than thirty days.
 - d. RESIDENCE - Residence is defined as the city in which the traveler lives while working at the official or temporary headquarters. The street address, city, state, and zip code must appear on travel vouchers.
 - e. DEPARTMENT - Use agency name.
2. DATE - The date of each day of travel must be shown including the date of departure, each day away, and day of return.
 3. TRAVEL PERFORMED - Name of city or town of origin and final destination that day. Each day's location will be listed if duration of travel is overnight for one day or more. Also list separately each city visited during the day's travel in which official business was conducted, regardless of the frequency of travel to each city.
 4. PURPOSE OF TRIP - The purpose of each trip must be typed directly following the column designated for "travel performed." Acronyms and non-standard abbreviations for programs or organizational units within an agency should not be used in the supporting documentation included in a voucher unless an explanation is included.
 5. HOUR OF DEPARTURE AND RETURN - Indicate the actual hour of departure and the actual hour of return. For travel in the headquarters area, indicate departure and return time for each day of travel. When applicable, indicate the times during the trip when you leave official travel status (off per diem) and recommence official state business (on per diem), or when there is a change from per diem to actual expenses.
 - If a traveler departs to and/or returns from a point of origin other than the official headquarters and as a result additional travel time is required, then the traveler must record the approximate departure and return times as if the official headquarters had been the point of origin.

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- If driving and claiming airfare in lieu of mileage, indicate the time of departure and return you would have used if you had flown.
 - As a general rule, a traveler shall be permitted up to one hour to commute to and from the airport.
6. PER DIEM OR MEALS - The amount claimed will depend on the class of travel used in computing travel time and the type of travel. See "Per Diem Rates and Subsistence Allowance" (page H-4). A traveler claiming less than the full meal allowance or per diem authorized by Florida Statutes shall include on his travel voucher a statement that he understands that he is entitled to the full meal allowance provided by law but has voluntarily chosen to claim a lesser amount. When claiming lodging expenses plus meals rather than straight per diem, the meal allowance is indicated in this column, but the lodging cost appears under "Incidental Expenses."
 7. MAP MILEAGE CLAIMED - All travel must be via a usually traveled route. All mileage shall be shown from point of origin to destination. Map mileage, when possible, shall be computed on the basis of the current official state road map issued by the Department of Transportation. The mileage allowance will be the amount designated by the Legislature, and the traveler must be reimbursed that amount when using a privately-owned vehicle. This is a fixed rate and may not be reduced at the discretion of any agency head. The current mileage rate is .29 per mile. ** FDOE did not update Greenbook to reflect revised 44.5 cents Section 112.061 Florida Statutes. #06C*
Travel by common carrier should be indicated by a "CC" in this column. Travel by state-owned vehicle is indicated by the word "State" placed in this column. If travel is complimentary, "Comp" should appear.
 8. VICINITY MILEAGE CLAIMED - Vicinity mileage necessary for conducting official business is allowable but is shown as a separate item on the expense voucher. Vicinity mileage is determined by applying the lesser of "point of origin or headquarters" rule.

If travel begins more than one hour before or one hour after the traveler's regular work hours, the point of origin may be the traveler's residence, provided that miles claimed do not exceed the miles actually driven. If the traveler chooses to use this rule, the traveler's regular work schedule, the miles from his/her residence, and justification for travel prior to the regular work schedule must be stated.

A written explanation must be provided when vicinity mileage exceeds 50 miles in one day or 40 miles per day for two days or more.

9. INCIDENTAL EXPENSES - See section on "Incidental Expenses" (follows).
10. PAYEE completes with his/her signature, date prepared, and title.
11. The IMMEDIATE SUPERVISOR of the payee must verify the nature of the travel as reported, type his/her name, sign, and indicate title and date. There must be original signatures of supervisor and payee on the reimbursement voucher.
12. COMPLETE column totals and extend to the total for all columns.

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13. IN-STATE VS. OUT-OF-STATE - Determine costs for in-state and out-of-state travel.

4. COMPLETE Total - Travel.

Incidental Expenses

Allowable

Although receipts are not required on certain small incidental travel expenses such as parking and tolls, these expenses must in fact have been incurred as a necessary travel expense to be claimed on a travel voucher. When receipts are required, the original and one copy must be filed with the travel voucher. In the event a receipt is lost or cannot be obtained, a statement must be submitted stating the expense was incurred while in travel status and the receipt lost or could not be obtained. For all authorized travel, the following incidental travel expenses are reimbursable:

- The following documentation shall be attached to the traveler's Voucher for Reimbursement of Travel Expenses, Form C-676, when the traveler is claiming reimbursement for incidental travel expenses authorized by Section 112.061(8)(a), Florida Statutes:
 - Receipts for taxi fares in excess of \$25.00 on a per fare basis.
 - Receipts for storage, parking fees, or tolls in excess of \$25.00 (Such fees shall not be allowed on a weekly or monthly basis for privately owned automobiles unless it can be established that such method results in savings to the State.)
 - A statement that communication expenses being claimed were for state business. Communication expenses to contact the traveler's family or other non-business purposes are not eligible for reimbursement. (Telephone calls, fax, postage, and mailing fees must be listed on a separate line.)
 - Reasonable tips and gratuities may be reimbursed the traveler as follows:
 - Actual tips paid to taxi drivers which shall not exceed fifteen percent of the fare.
 - Actual tips paid for mandatory valet parking which shall not exceed \$1.00 per occasion and which was incurred in the performance of public business.
 - Actual portage charges paid which shall not exceed \$1 per bag not to exceed total of \$5 per incident. If portage charges exceed \$5, they must be justified.

Note: When completing the travel voucher, tips and gratuities must be shown separately from the expense associated with such tip or gratuity.

- Other incidental travel expenses of the traveler may be reimbursed upon presentation of a receipt therefore as follows:
 - Actual laundry, dry cleaning and pressing expenses when official travel extends beyond seven days and such expenses are necessarily incurred to complete the official business portion of the trip.

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- Actual passport and visa fees required for official travel.

- Actual and necessary fees charged to purchase traveler's checks for official travel expenses.
- Actual fee charged to exchange currency necessary to pay official travel expenses.
- Actual cost of maps necessary for conducting official business.

Unallowable

The following expenses are not reimbursable:

- Non-business related telephone calls.
- Storage of personal items.
- Any item not directly related to the performance of state business.

Conference or Convention

Travel Authorization

In accordance with the Department of Financial Services, Chapter 69I-42.004(2), Florida Administrative Code, when the words "conference", "convention", "workshop", or "seminar" appear in the purpose column of the travel reimbursement form or when a registration fee is paid, there must be a statement of benefits accruing to the State of Florida.

As it is related to the actual work duties of the state officers, employees, and authorized persons, such statement should appear in the appropriate section of the travel authorization (C-676C) for all convention and conference travel. In other words, the benefits the State of Florida received by paying for these travel expenses must be stated (see example). This is not to be confused with the purpose of the trip.

For regular travel, do not use the words "convention", "conference", "workshop", or "seminar" in the purpose columns of the travel authorization and voucher. Use the term "meeting" instead.

Example

The DOE has the responsibility for the administration of the statewide program of health occupations education. Attendance at this conference, where speakers will present papers relative to health occupations and where group discussions with individuals in positions of leadership in health care delivery, will enable me to provide improved consultative services to local educational personnel, thus strengthening the statewide program.

Registration Fee

When claiming reimbursement for conference or convention travel when no registration fee was required, the statement "no registration fee required" must appear on the travel voucher.

When a registration fee is required and no meals are included in the fee, the statement "no meals included in registration fee" must appear on the travel voucher.

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When meals are included in the registration fee, the amount of the appropriate meal as set forth in the per diem meal allowances shall be deducted from the registration fee or from the per diem or meals column of the travel

voucher. A continental breakfast is considered a meal. A copy of the agenda must be submitted with the travel voucher for a convention, conference, workshop, or seminar, or if a registration fee is paid. If no agenda is provided, state "no agenda provided."

Transportation

Most Economical Means

It is the responsibility of the traveler to use the most economical method of travel for each trip, keeping in mind the following conditions:

- The nature of the business.
- The most effective and economical means of the traveler, impact on the productivity of the traveler, cost of transportation, and per diem or subsistence required.
- The number of persons making the trip, and the amount of equipment or material to be transported.

In case a person travels by an indirect route for his/her own convenience, any extra costs shall be borne by the traveler, and reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route.

Private Aircraft

Section 112.061(7)(h), Florida Statutes, provides that a traveler on a private aircraft shall be reimbursed the actual amount charged and paid for the fare for such transportation up to the cost of a commercial airline ticket for the same flight, even though the owner or pilot of such aircraft may also be entitled to transportation expense for the same flight.

Claiming Airfare in Lieu of Mileage

Airfare in lieu of mileage may be charged when it is proven to be the most economical means of travel. The traveler must indicate on the travel voucher that "airfare is being claimed in lieu of mileage" and show the savings to the State.

Rental Car

Travelers are required to request a class B vehicle to provide maximum savings in the rental of automobiles. Additional supporting information must be attached when reimbursement is requested for rental cars that do not appear to meet the criteria of "the most economical means of travel."

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Special Conditions or Requirements

Travel in Area of Official Headquarters

A traveler may not claim per diem or reimbursement for lodging for overnight travel within 50 miles of his or her headquarters or residence, unless the circumstances necessitating such overnight travel are fully explained by the traveler and approved by the agency head. The approved explanation must be attached to the travel voucher.

If authorized travel is in the county of the official headquarters or residence city of the traveler, the traveler's supervisor must provide a written explanation citing why the per diem is required. The explanation should be attached to the travel voucher.

For 2004-2005 and 2005-2006 fiscal years, for Class C travel, a state traveler shall not be reimbursed on a per diem basis nor shall a traveler receive subsistence allowance.

In-State/Out-of-State Cost Distribution

All travelers are required to determine in-state and out-of-state cost distributions for all travel reimbursements. All costs including per diem, common carrier, mileage, etc., must be attributed. Regardless of where the trip begins, all travel to a destination within Florida shall be considered in-state travel and all travel to a destination outside of Florida shall be considered out-of-state travel. To obtain separate "in-state" and "out-of-state" totals for combination trips, the following apply:

- Per diem should be attributed not less than quarterly. Note: This procedure addresses cost distribution only and does not change the requirement that changes in classes of travel (from in-state to out-of-state) be done at midnight as required by Section 112.061(5)(a), Florida Statutes.
- Incidental expenses should be attributed in the same manner as per diem and actual expenses.
- Common carrier costs for air travel will be attributed by the travel section using the amounts charged as shown on the ticket.
- For common carrier costs for ground travel, estimate the mileage and attribute it to the appropriate category of travel (in-state or out-of-state). Show this breakdown on the front of the travel voucher. The daily usage fee will be attributed by the travel section. If there is more than one destination per day, the usage fee will be charged to the initial destination for the day.

Other

These requirements do not apply to charges for use of vehicles assigned to projects. Individual program requirements for these charges should be obtained from the Comptroller's Office.

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Applicability to Counties, County Officers, District School Boards, and Special Districts

- a) Rates that exceed the maximum travel reimbursement rates for non-state travelers specified in Section 112.061 (6)(a) Florida Statutes for subsistence, and in subparagraph (7)(d)1., for mileage may be

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established by:

1. The governing body of a county by the enactment of an ordinance or resolution;
 2. A county constitutional officer, pursuant to s. 1(d), Art. VIII of the State Constitution, by the establishment of written policy;
 3. The governing body of a district school board by the adoption of rules; or
 4. The governing body of a special district, as defined in s. 189.403(1), except those special districts that are subject to s. 166.021(10), by the enactment of a resolution.
- b) Rates established pursuant to paragraph (a) must apply uniformly to all travel by the county, county constitutional officer and entity governed by that officer, district school board, or special district.
- c) Except as otherwise provided in this subsection, counties, county constitutional officers and entities governed by those officers, district school boards, and special districts, other than those subject to s. 166.021(10), remain subject to the requirements of this section.

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Subcontract to Gadsden County

CHAPTER 2006-41

Committee Substitute for
Committee Substitute for Senate Bill No. 428

An act relating to per diem and travel expenses; amending s. 112.061, F.S.; revising per diem, subsistence, and mileage rates for purposes of reimbursement of travel expenses of public officers, employees, and authorized persons; providing an appropriation; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. Subsection (1), paragraphs (e) and (g) of subsection (3), paragraph (c) of subsection (5), subsection (6), paragraph (d) of subsection (7), and subsections (11) and (14) of section 112.061, Florida Statutes, are amended to read:

112.061. Per diem and travel expenses of public officers, employees, and authorized persons.—

(1) **LEGISLATIVE INTENT.**—~~To prevent~~ There are inequities, conflicts, inconsistencies, and lapses in the numerous laws regulating or attempting to regulate travel expenses of public officers, employees, and authorized persons in the state, it is the intent of the Legislature:

(a) ~~To remedy same and to~~ establish standard travel reimbursement uniform maximum rates, procedures, and limitations, with certain justifiable exceptions and exemptions, applicable to all public officers, employees, and authorized persons whose travel is authorized and expenses are paid by a public agency.

(b) To preserve the standardization ~~and uniformity~~ established by this law:

1. The provisions of this section shall prevail over any conflicting provisions in a general law, present or future, to the extent of the conflict; but if any such general law contains a specific exemption from this section, including a specific reference to this section, such general law shall prevail, but only to the extent of the exemption.

2. The provisions of any special or local law, present or future, shall prevail over any conflicting provisions in this section, but only to the extent of the conflict.

(3) **AUTHORITY TO INCUR TRAVEL EXPENSES.**—

(e) The agency head, or a designated representative, may pay by advancement or reimbursement, or a combination thereof, the costs of per diem of travelers ~~and authorized persons~~ for foreign travel at the current rates as specified in the federal publication "Standardized Regulations (Government Civilians, Foreign Areas)" and incidental expenses as provided in this section.

1

CODING: Words ~~stricken~~ are deletions; words underlined are additions.

(g) The secretary of the Department of Health or a designee may authorize travel expenses incidental to the rendering of medical services for and on behalf of clients of the Department of Health. The Department of Health may establish rates lower than the ~~rate maximum~~ provided in this section for these travel expenses.

(5) COMPUTATION OF TRAVEL TIME FOR REIMBURSEMENT.—For purposes of reimbursement and methods of calculating fractional days of travel, the following principles are prescribed:

~~(e) For the 2005-2006 fiscal year only and notwithstanding the other provisions of this subsection, for Class C travel, a state traveler shall not be reimbursed on a per diem basis nor shall a traveler receive subsistence allowance. This paragraph expires July 1, 2006.~~

(6) RATES OF PER DIEM AND SUBSISTENCE ALLOWANCE.—For purposes of reimbursement rates and methods of calculation, per diem and subsistence allowances are provided as follows ~~divided into the following groups and rates:~~

(a) All travelers shall be allowed for subsistence when traveling to a convention or conference or when traveling within or outside the state in order to conduct bona fide state business, which convention, conference, or business serves a direct and lawful public purpose with relation to the public agency served by the person attending such meeting or conducting such business, either of the following for each day of such travel at the option of the traveler:

1. ~~Eighty Fifty~~ Eighty dollars per diem; or
2. If actual expenses exceed ~~\$80~~ \$50, the amounts permitted in paragraph (b) for ~~subsistence meals~~, plus actual expenses for lodging at a single-occupancy rate to be substantiated by paid bills therefor.

When lodging or meals are provided at a state institution, the traveler shall be reimbursed only for the actual expenses of such lodging or meals, not to exceed the maximum provided for in this subsection.

(b) All travelers shall be allowed the following amounts for subsistence while on Class C travel on official business as provided in paragraph (5)(b):

- | | |
|--------------------|-----------------------------|
| 1. Breakfast | \$6 <u>\$3</u> |
| 2. Lunch | \$11 <u>\$6</u> |
| 3. Dinner | \$19 <u>\$12</u> |

(c) No one, whether traveling out of state or in state, shall be reimbursed for any meal or lodging included in a convention or conference registration fee paid by the state.

~~(d) For the 2005-2006 fiscal year only and notwithstanding the other provisions of this subsection, for Class C travel, a state traveler shall not be~~

~~reimbursed on a per diem basis nor shall a traveler receive subsistence allowance. This paragraph expires July 1, 2006.~~

(7) TRANSPORTATION.—

(d)1. The use of privately owned vehicles for official travel in lieu of publicly owned vehicles or common carriers may be authorized by the agency head or his or her designee. Whenever travel is by privately owned vehicle,

a. ~~A~~ The traveler shall be entitled to a mileage allowance at a fixed rate of 44.5 ~~25~~ cents per mile; ~~for state fiscal year 1994-1995 and 29 cents per mile thereafter or~~

b. ~~A traveler shall be entitled to~~ the common carrier fare for such travel ~~if, as determined by the agency head to be more economical.~~

2. Reimbursement for expenditures related to the operation, maintenance, and ownership of a vehicle shall not be allowed when privately owned vehicles are used on public business and reimbursement is made pursuant to this paragraph, except as provided in subsection (8).

3.2. All mileage shall be shown from point of origin to point of destination and, when possible, shall be computed on the basis of the current map of the Department of Transportation. Vicinity mileage necessary for the conduct of official business is allowable but must be shown as a separate item on the expense voucher.

(11) TRAVEL AUTHORIZATION AND VOUCHER FORMS.—

(a) Authorization forms.—The Department of Financial Services shall furnish a uniform travel authorization request form which shall be used by all state officers, ~~and employees,~~ and authorized persons when requesting approval for the performance of travel to a convention or conference. The form shall include, but not be limited to, provision for the name of each traveler, purpose of travel, period of travel, estimated cost to the state, and a statement of benefits accruing to the state by virtue of such travel. A copy of the program or agenda of the convention or conference, itemizing registration fees and any meals or lodging included in the registration fee, shall be attached to, and filed with, the copy of the travel authorization request form on file with the agency. The form shall be signed by the traveler and by the traveler's supervisor stating that the travel is to be incurred in connection with official business of the state. The head of the agency or his or her designated representative shall not authorize or approve such request in the absence of the appropriate signatures. A copy of the travel authorization form shall be attached to, and become a part of, the support of the agency's copy of the travel voucher.

(b) Voucher forms.—

1. The Department of Financial Services shall furnish a uniform travel voucher form which shall be used by all state officers, ~~and employees,~~ and authorized persons when submitting travel expense statements for approval and payment. No travel expense statement shall be approved for payment

by the Chief Financial Officer unless made on the form prescribed and furnished by the department. The travel voucher form shall provide for, among other things, the purpose of the official travel and a certification or affirmation, to be signed by the traveler, indicating the truth and correctness of the claim in every material matter, that the travel expenses were actually incurred by the traveler as necessary in the performance of official duties, that per diem claimed has been appropriately reduced for any meals or lodging included in the convention or conference registration fees claimed by the traveler, and that the voucher conforms in every respect with the requirements of this section. The original copy of the executed uniform travel authorization request form shall be attached to the uniform travel voucher on file with the respective agency.

2. Statements for travel expenses incidental to the rendering of medical services for and on behalf of clients of the Department of Health shall be on forms approved by the Department of Financial Services.

(14) **APPLICABILITY TO COUNTIES, COUNTY OFFICERS, DISTRICT SCHOOL BOARDS, AND SPECIAL DISTRICTS.—**

(a) The following entities may establish rates that vary from the per diem rate provided in paragraph (6)(a), the subsistence rates provided in paragraph (6)(b), or the mileage rate provided in paragraph (7)(d) if those rates are not less than the statutorily established rates that are in effect for the 2005-2006 fiscal year. Rates that exceed the maximum travel reimbursement rates for nonstate travelers specified in paragraph (6)(a) for per diem, in paragraph (6)(b) for subsistence, and in subparagraph (7)(d)1. for mileage may be established by:

1. The governing body of a county by the enactment of an ordinance or resolution;
2. A county constitutional officer, pursuant to s. 1(d), Art. VIII of the State Constitution, by the establishment of written policy;
3. The governing body of a district school board by the adoption of rules; or
4. The governing body of a special district, as defined in s. 189.403(1), except those special districts that are subject to s. 166.021(10), by the enactment of a resolution.

(b) Rates established pursuant to paragraph (a) must apply uniformly to all travel by the county, county constitutional officer and entity governed by that officer, district school board, or special district.

(c) Except as otherwise provided in this subsection, counties, county constitutional officers and entities governed by those officers, district school boards, and special districts, other than those subject to s. 166.021(10), remain subject to the requirements of this section.

Section 2. For the 2006-2007 fiscal year the sums of \$8.9 million in recurring funds from the General Revenue Fund and \$13.2 million in recurring funds from trust funds are appropriated in a lump-sum appropriation

in administered funds for distribution among the legislative branch, the Florida School for the Deaf and the Blind, and those state entities to which the Legislature appropriates specific salary and benefits budget authority in the General Appropriations Act for the 2006-2007 fiscal year to offset the additional costs anticipated as a result of the increases in travel reimbursement rates authorized by this act.

Section 3. This act shall take effect July 1, 2006.

Approved by the Governor May 30, 2006.

Filed in Office Secretary of State May 30, 2006.

EXHIBIT B: Statement of Work

The purpose of this project is to improve the quality and quantity of school choice options for Florida families with the goal to increase the number of student transfers to higher-performing schools and/or programs among families that have children in lower-performing schools.

A. General objectives (desired end result):

- a) In target communities, increase the number of families with children in lower-performing schools who transfer to higher-performing schools
- b) Increase the methods to improve capacity, parental involvement and academic significance for choice public school initiatives.

B. Specific objectives (in chronological steps, if possible):

2. In target communities, increase the number of families with children in lower-performing schools who transfer to higher-performing schools
 - a. Number of school choice activities conducted for parents at targeted schools, specific to those schools that are "Correct II" and "Intervene" schools on Florida's Differentiated Accountability Model, will be increased by 25% at the end of 2011.
⇒ *Center GOAL for 3rd Year Cycle = 21 School Choice Activities at Target Schools*
 - b. From 2007 through 2011, training participation of community and parent volunteers at the School Choice Parent Resource Centers will increase by 30%
⇒ *Center GOAL for 3rd Year Cycle = 12 workshops and trainings for parents and community members*
 - c. By end of grant 25% more families at each School Choice Parent Resource Center operating under this grant will use personalized assistance in comfortable community settings with community volunteers and Public School choice staff.
⇒ *Center GOAL for 3rd Year Cycle = 125 Unique Family's utilizing personalized assistance.*
 - d. Increase in number of student transfer applications to public school choice options in targeted lower-performing schools to higher-performing schools and/or program by 2% in 2009, 3% each year after, totaling 11% gain in transfers by 2011.

- ⇒ *Center GOAL for 3rd Year Cycle = 43 applications from lower performing school or program to higher performing school or program*
3. Increase the methods to improve capacity, parental involvement and academic significance for choice public school initiatives.
 - a. Increase membership of Parent Advisory Councils by 25 memberships the first year with an increase of 10% each year thereafter, resulting in an increase of involvement at School Choice Parent Resource Centers (SCPRC) sites and the number of volunteer attendance at trainings.

⇒ *Center GOAL for 3rd Year Cycle = hold at least four local SCPAC meetings at PRC Center*

⇒ *Center GOAL for 3rd Year Cycle = 6 parents recruited to the local SCPAC*
 - b. For each year of the grant, the attendance of Parent Advisory Council members at all FPSCC events will increase by 5% each year totally 25% by the end of the grant in 2011.

⇒ *Center GOAL for 3rd Year Cycle = Representation of SCPAC local members at the FPSCC Conferences yearly*
 - c. By 2011, the Parent Advisory Council and the parent volunteers at the SCPRC sites will collaboratively develop and produce a publication to provide technical assistance and guidance to parents on statewide school choice policies and issues that will be distributed at all SCPRC sites.

⇒ *Center GOAL for 5 Year Cycle = Assist with the creation of the publication for parents produced and developed by the SCPAC members and the SCPRC's*

C. Specific tasks (in chronological steps, if possible):

1. Access to Potter House Parent Resource Center and Gadsden County Mobile Parent Resource Center and provide 1 full-time parent liaison for 40 hours a week for 52 weeks for the period of October 1st, 2009 to September 30th, 2010.
2. Physical space to conduct Parenting Workshops.
3. A place to display, distribute and promote materials on school choice and other relevant parent programs provided in Gadsden County and Gadsden County Public School Schools.
4. An official "Choice Corner" with approved products and materials developed by Circle of One Social Marketing and updated by the program office, U.S. Department of Education and Florida Department of Education brochures and materials.
5. Access to train the Potter House Parent Resource Center and Gadsden County Mobile Parent Resource employee(s) on School Choice, PRC, Gadsden County Schools, and U.S. Department of Education and Florida Department of Education policies and procedures.
6. Weekly submission and maintenance of sign in sheets, Contact Profile and Communication forms, and event response forms for visitors and events at Potter

House Parent Resource Center and Gadsden County Mobile Parent Resource and community activities to include pertinent information including phone and Date of Birth of Children.

7. Assistance with data implementation and reporting requirement by entering all data forms daily and within 5 business days of event or activity attaching all program backup such as agenda's and flyers.
8. Monthly financial invoicing with financial backup.
9. Monthly Programmatic reporting based on weekly submissions.
10. Attendance to all required training/workshops relating to Florida School Choice whenever possible.
11. Maintenance of a clean and safe environment.
12. Maintenance of loan library and the protection and securing of materials, equipment and supplies.

D. Specific Deliverables (in chronological steps, if possible):

2. *Deliverable 2 - Administer and coordinate the staffing of multi-lingual parent liaisons, facility, maintenance of materials and equipment at Gadsden County Schools including professional development of employees, and other miscellaneous items at the PRCs*
3. *Deliverable 3 - Coordinate and oversee existing parent resource center at Gadsden County Schools and project activities, recruitment, and outreach efforts.*
4. *Deliverable 4 – Continued distribution of information and materials to educate and assist parents in choosing appropriate school choice options for their children*
5. *Deliverable 5 – Continued employment of a variety of methods to notify students and parents about school choice options and program availability, focusing on statewide targeted populations with limited resources, by:*
 - a. *Ensuring applications, brochures, instructions, and other forms of written communications are available in multiple languages and at appropriate literacy levels for all families*
 - b. *offering personalized assistance in filling out the paperwork needed to transfer their children into other schools*
 - c. *presenting at school sites for parents, school choice open houses, fairs, School Choice Parent Advisory Councils, and school choice Parent Empowerment trainings at the Gadsden County Schools Parent Resource Centers*
 - d. *holding events with school districts' Title I offices and choice offices such as school choice fairs where families can learn about and view all the school choice programs in one location.*
 - e. *Enhancing use of the toll-free School Choice Resource Center phone number to parents to call and receive information on school choice through branding and promotion.*
 - f. *Collaborating with community entities to provide community outreach activities to access parents and places of employment, shopping centers, churches, and neighborhood functions.*
 - g. *working with public service announcements and media announcements focused on minority neighborhoods in the languages of the community members.*

7. Deliverable 7 - Form additional local and regional level SCPACs to work in conjunction with the statewide SCPAC.
12. Deliverable 12 - Work collaboratively with the Department, existing Parent Information and Resource Center at the University of South Florida, other No Child Left Behind (NCLB) state and federal activities, and other state initiatives to provide training and informational materials and to attend PIRC trainings to expand and promote public school choice options.

REPORTS

The Subcontractor shall prepare the following reports and deliver the same to the University on the specified dates:

- (i) Daily forms (Event Response Form, Contact Profile and Communication Forms and Sign-in Sheets) entered into the E-SCANSS database within 5 business days of activity or event including program back up such as agenda's flyers, pictures, articles, etc.
- (ii) Maintain monthly invoice and financial reporting including detailed budget expenses and monthly programmatic update called "Monthly Parent Liaison Report" based on weekly submissions and work submitted by the 5th of each month for the previous month.
- (iii) Quarterly inventory of school choice material and semi-annual inventory of loan library and equipment.

TERM

The term of this Agreement shall be quarterly contracts/amendments:

- October 1st, 2009 to December 31st, 2009 = \$11,202
- January 1st, 2010 to March 31st, 2010 = \$11,202
- April 1st, 2010 to June 30th, 2010 = \$11,202
- July 1st, 2010 to September 30th, 2010 = \$11,394

COMPENSATION

Start contracts at \$11,202 for first quarter, October 2009 to December 2009 to be re-evaluated in the beginning of December 2009 based on completion of project objectives. If adequate progress is made, create amendment for second quarter with additional \$11,202 from January 2010 to March 2010 to be re-evaluated in the beginning of March 2010 based on completion of project objectives. If adequate progress is made, create amendment for third quarter with additional \$11,202 from April 2010 to June 2010 to be re-evaluated in the beginning of June 2010 based on completion of project objectives. If adequate progress is made, create amendment for fourth quarter with additional \$11,394 from July 2010 to September 2010.

Total amount \$45,000 *Invoicing and Payment shall be made monthly.*

DRAFT SAMPLE BUDGET -

<u>DETAIL</u>	<u>FTE</u>	<u>BUDGET</u>
Parent Liaisons (1 full-time) (13.317732 hrly rate x 40 hrs a wk for 39 wks)		\$20,776
(merit increase of 2% July 2010 leaving new rate of 13.589413 hrly rate x 40 hrs a wk for 13 wks.		\$7,067
Benefits (Social Security, Insurance & Retirement) apx 35.24%		\$9,812
Communications = 170 * 12		\$2,040
Mobile Unit = Contractual Services (Mobile Unit – Driver), Gas		\$5,000
Misc Expense – Supplies etc		\$305
<u>TOTAL</u>	<u>\$45,000</u>	

Submitted to Cochise County:

Florida Department of Education
Cooperative Agreement NO. 068-2998A-0P001
Support for Florida's Voluntary Public School Choice Program and Parent Resource Center
NSU Account No. 331289; Subcontract to Gadsden County Public School District

EXHIBIT C: Budget for Gadsden County Public School District

Budget Period: October 1, 2009 – December 31, 2009

<u>Budget Line Item</u>	<u>Amount</u>
Salary: Parent Liaisons	\$9,366
Communications (3 mths: 170 x 3)	\$510
Mobile Unit Contractual Service	\$1250
Misc Expense-Supplies	\$76
TOTAL COSTS	\$11,202

*Please Note:

The University can assist with local travel costs for parent liaison. This will come out of NSU budget 4190 and must be received within 3 business days after the end of the month in the correct format, FDOE forms and with the proper documentation such as receipts with the allowable limits.

The University will assist with long-distance (over 24 hours) travel costs for parent liaison if grant requires travel. This will come out of NSU budget 4195 and must be received within 3 business days after the event in the correct format, FDOE forms, event response form and with the proper documentation such as receipts with the allowable limits.

The University can assist with approved office/classroom supply cost. This will come out of NSU budget 3261 or 3266 and must be ordered through the administration here at the program office, within allocated budget and approved by the regional coordinator. This does not include the supplies that will be purchased through NSU for the August 2010 back-to-school events.

The following expenditures would not be considered allowable and will not be reimbursed for the purpose of this project: Capital and facility improvements, entertainment, refreshments (food or beverages), decorative items and equipment.

Florida Department of Education
Cooperative Agreement No. 068-2998A-0P001
Support for Florida's Voluntary Public School Choice Program and Parent Resource Center
NSU Account No. 331289; Subcontract to Gadsden County Public School District

EXHIBIT D: Subcontractor's Compliance with A-133

This subcontract consists of federal pass-through funds. Per the federal government's Office of Management and Budget Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*, Nova Southeastern University is required to monitor our federally funded subrecipients for audit compliance with the Circular.

Please complete the appropriate section:

1. We have not yet completed our A-133 audit for the current fiscal year. We expect the audit to be completed on . Within thirty (30) days of completion, we will inform you of the results.
2. We have completed our A-133 audit for the current fiscal year. The audit presented no material weaknesses, no material instances of noncompliance, and no findings related to any subcontract from Nova Southeastern University. Accordingly, we are not enclosing a copy of the audit report.
3. We have completed our A-133 audit for the current fiscal year. Material weaknesses, material instances of noncompliance, or findings related to Nova Southeastern University's subcontract to us were noted. Enclosed is a copy of the audit report, with relevant findings on page(s) and our responses.
4. We are not subject to the requirement of A-133 because we:
 - are a for-profit organization.
 - are a foreign (non-U.S.) entity.
 - receive less than \$500,000 in total federal support.

In lieu of an A-133 audit we have enclosed:

- an audited financial statement.
- independent auditor's management letter.
- other (explain):

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8b

DATE OF SCHOOL BOARD MEETING: November 17, 2009

TITLE OF AGENDA ITEM: Lease Agreement with Midway Unity Fellowship, Inc. for the Property located on Land Mine Road

DIVISION: Administration

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

PURPOSE AND SUMMARY OF ITEM:

School Board approval is requested for a Lease Agreement with Midway Unity Fellowship, Inc. for the property located on Land Mine Road in Midway, Florida.

FUND SOURCE: N/A
AMOUNT: As Per Agreement
PREPARED BY: Reginald C. James
POSITION: Superintendent of Schools

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

This form is to be duplicated on light blue paper.

LEASE

THIS AGREEMENT made this ____ day of _____, 2009, between the School Board of Gadsden County, Florida hereinafter called the Lessor, and Midway Unity Fellowship, Inc., hereinafter called the Lessee, each in consideration of the agreements to be performed by the other, hereby agree as follows:

1. LEASED PREMISES; TERM: The Lessor hereby leases to the Lessee five (5) acres of unimproved land located at Mine Road, Midway, Florida together with the right of the Lessee, its invitees and customers to use the adjacent parking area, all being a part of the following described real property:

See attachment "A"

for the term beginning on November ____, 2009 extending for a period of three (3) years. Possession shall be delivered thirty (30) days prior to the commencement of the lease term. Lessee will have the option to renew the lease by notifying Lessor within ____ days of the expiration of the then current lease period. All agreements to extend the lease must be in writing.

2. RENTAL RATE. The Lessee will pay to the Lessor, as rent for the property annual rental in the amount of \$4,800.00 in monthly installments of \$400.00, plus all applicable rental tax due thereon. All applicable rental tax shall be paid monthly by the Lessee directly to Lessor, who will remit said taxes to the State Department of Revenue. All rental amounts are due on the first day of each month, and shall be in default if not paid by the 10th day of the month due. The first and last month's rent shall be paid at the time of execution of this lease, with the base term beginning to run 30 days after possession is delivered to Lessee by Lessor.

3. LATE CHARGES AND RETURNED CHECKS: The Monthly Rental due Lessor under this lease shall be considered past due for purposes of this Lease if not received by Lessor by the fifth (5th) day of any month during the lease Term. If Lessor has received any Monthly Rental payment required by this Lease by the fifth (5th) day of the month it is due, Lessee shall, in addition to the Monthly Rental payment, be obligated to and shall pay a service charge of \$_____. Any other amounts payable to Lessor under this Lease, with the exception of Monthly Rental, shall be considered past due 30 days from Lessor's billing date and, in addition to such payment, Lessee shall pay interest on such past due payment at the Default Rate of the legal rate set by law for judgments and decrees until it is, or they are, paid. Any check received from Lessee which is returned for insufficient funds or any other reason shall require Lessee to pay Lessor a service charge of \$35.00 per returned check.

4. INSURANCE; CASUALTY. The Lessee shall procure any pay for a comprehensive general liability insurance policy in at least the amount of \$500,000.00 total coverage protecting the Lessor and Lessee against any claims for property

damage, wrongful death or personal injury. Proof of such policy shall be furnished annually by Lessee to Lessor. Except for damages proximately caused by Lessor's negligence or willful misconduct, Lessee hereby further indemnifies and holds harmless the Lessor against any and all liability or damages, attorney's fees and court costs due to property damages, wrongful death or personal injury on the leased premises. Lessor shall pay for fire insurance cover the building. Each party hereby releases the other from liability for any loss or damage of the type covered by fire insurance with extended coverage and grants to the other party, on behalf of any insurer providing such insurance, a waiver of any right of subrogation which any such insurer of either party may require against the other party hereto by virtue of payment of loss covered by such insurance.

5. PERMITTED USE. Lessee may use and occupy the leased premises only for the purpose of operating a location to assist students and parents in transitioning back into the educational system and community. No other use shall be allowed. Lessee shall not use or knowingly permit any part of the premises to be used for an unlawful purpose. It is understood and agreed between the parties that if the Lessee's use and occupancy of the leased premises becomes prohibited or substantially impaired by reason of any zoning law, ordinance or regulation of federal, state, county or municipal governments, by reason any act of legal or governmental or other public authority then this lease shall terminate as of the date of such act or law as set forth herein or at Lessee's election the lease shall continue and all rent and other charges shall abate during such time that Lessee's use or occupancy of the leased premises is prohibited or substantially impaired.

6. ASSIGNMENTS. This lease is not assignable by Lessee.

7. CONSTRUCTION; FIXTURES. Lessee contemplates locating a portable building on the above-described premises. Lessee shall be responsible for all costs associated with the location of the portable and any maintenance or repairs made thereto. Any plans and specifications for other improvements to premises leased hereunder must be submitted to Lessor for Lessor's written approval, and no construction shall commence until Lessor approves said plans and specifications. Any such improvements shall become property of Lessor upon expiration of this lease. By taking possession of the premises, Lessee shall accept and shall be held to have accepted the premises as suitable for the use intended by Lessee. Lessor shall not be required, after delivery of possession, to make any repairs or improvements to premises.

8. LIENS. Lessee shall not permit any mechanic's, materialmen's or other similar liens to stand against the property for work and material furnished to Lessee, provided that Lessee shall have the right to contest the validity of any lien or claim; and further provided that if any such claim or lien is filed for record in the public records of Leon County, Florida such claim or lien shall be satisfied or transferred to the security furnished by Lessee within thirty (30) days of service of such claim or lien upon

the parties hereto. Failure to remove any claim or lien against said property shall constitute a default hereunder.

9. CONDEMNATION. In the event of a taking by eminent domain, all or any portion of the leased property, the proceeds from the land and building shall be and remain the sole property of the Lessor as between the Lessor and Lessee.

10. UTILITIES. Lessee shall be responsible for procuring and payment of all charges for electricity, sewer, water, light, heat, power and gas to the premises demised herein and shall indemnify Lessor against any liability or damages on such account.

11. BANKRUPTCY. It is agreed between the parties hereto that if Lessee shall be adjudicated a bankrupt or insolvent, or take the benefit of any Federal reorganization or composition proceeding, or make a general assignment, or take the benefit of any insolvency law; or if Lessee's leasehold interest under this lease shall be sold under any execution or process of law; or if a trustee in bankruptcy or a receiver be appointed or elected or had for Lessee (whether under Federal or state laws); or if said premises shall be abandoned or deserted; or if Lessee shall fail to perform any of the covenants or conditions of this lease on Lessee's part to be performed; or if this lease or the terms hereof be transferred or pass to or devolve upon any persons, firm, officer or corporation other than Lessee, by operation of law, or otherwise; then and in any such event this lease, at Lessor's option, shall expire and end five (5) days after Lessor has given Lessee written notice (in the manner provided) of such act, condition, or default, and Lessee hereby agrees immediately then to quit and surrender said premises to Lessor. If the term of this lease shall be so terminated, Lessor may immediately or any time thereafter re-enter or repossesses the premises and removal all persons and property there from without being liable for trespass or damages.

12. DEFAULT. In the event Lessee shall fail to timely pay any installment of rent due hereunder, or otherwise breaches any term, covenant or condition of this lease and if said breach or default is not cured within ten (10) days after written notice thereof, then in such event Lessor may at their option:

a. Institute an action or actions to enforce the performance of this lease:

b. Terminate this lease by notice to Lessee, re-enter the leased premises and recover damages, including but not limited to cost of repossession, reletting, attorney's fees and brokerage commission for services performed by the Lessor or by others. It is further agreed that upon termination of this lease by Lessor, Lessor shall have the right to remove any and all of the personal property located on the above-described premises without liability to Lessee for damage to said property or to the business of Lessee;

c. Demand acceleration of rental for the remaining term;

d. Exercise any other remedy allowed by law or equity.

14. LESSEE'S COMPLIANCE WITH ENVIRONMENTAL LAWS.

Lessee shall not use, or permit the premises to be used; in a manner that violates any applicable federal, state, or local law, regulation, or ordinance now or hereafter in force. This includes, but is not limited to, any law, regulation, or ordinance pertaining to air or water quality or emissions, the handling, transportation, storage, treatment, usage, or disposal of toxic or hazardous substances; or any other environmental matters. Compliance shall be at the sole cost and expense of Lessee, its agents, employees, contractors, or invitees.

Lessee shall immediately notify the Lessor of any spills, releases, or other potential failures to comply with applicable environmental laws and regulations, and of any inspections, notices, orders, fines or communications originating from environmental regulatory agencies.

Lessor, its officers, employees, contractors, or agents shall have the right, but not the duty, to inspect the premises, including the Lessee's records pertaining to environmental compliance, and conduct any sampling or tests necessary to verify Lessee's compliance with applicable environmental law or regulation, or if environmental contamination is detected, Lessee shall be responsible for all costs associated with such contamination or noncompliance.

15. LESSEE'S INDEMNIFICATION. Lessee agrees to indemnify, defend, and hold Lessor and its officers, employees, contractors, and agents harmless from all costs or liabilities arising from any environmental contamination or noncompliance with any applicable federal, state, or local environmental law, regulation, or ordinance now or hereafter in force, resulting from the operations of the Lessee, its agents, employees, contractors, or invitees.

This indemnification includes, without limitations, all claims, judgments, damages (including natural resource damages), penalties fines, and costs incurred in connection with any site investigation to determine the presence or extent of any contamination, as well as the costs of any cleanup, removal, or remedial work, whether or not it is required by any regulatory agency. Such costs shall include reasonable environmental consultant's and attorney's fees.

This indemnification clause shall survive the expiration or earlier termination of this lease.

16. DAMAGE OR THEFT OF PERSONAL PROPERTY. Lessee agrees that all personal property and fixtures brought into the Leased Premises shall be at the risk of the Lessee only and that the Lessor shall not be liable for theft or for any damages occasioned by acts of co-Lessees, or other occupants of the Premises or any other person, except for employees and agents of Lessor action within the scope of their employment.

17. NOTICES. All notices required to be given shall be held to be properly given when delivered to the following named persons at the address shown, to wit:

Lessee: Midway Unity Fellowship, Inc. 1907 Hamilton St. Quincy, FL 32351	Lessor: Gadsden County School Board Director of Facilities 805 South Stewart St. Quincy, FL 32351
--	--

The person to whom such notice may be given as above described may be changed from time to time by delivery of written notice thereof to the opposite party. Such changes shall be given in writing to the opposite party designating the person to whom such notices are to be directed.

18. ATTORNEY'S FEE. If any rent owing under this Lease is collected by or through an Attorney at Law, Lessee agrees to pay Lessor's reasonable attorney's fees and court costs. If the Lessor or the Lessee defaults in the performance of any of the covenants of this Lease and by reason thereof the Lessor or the Lessee employs the services of an attorney to enforce performance of said covenants, the non-prevailing party shall pay the reasonable attorney's fees and expenses and costs incurred by the prevailing party in the enforcement of any remedy available to it.

19. HOLDING OVER. In the event of holding over by Lessee subsequent to the expiration or other termination of this Lease and without regard to Lessor's acquiescence or consent, Lessee shall pay as liquidated damages a monthly rent equal to ____% of the monthly rent payable immediately prior to such expiration or termination of this Lease for the duration of such holdover period. Additionally, during such holding over with Lessor's acquiescence and without any express agreement of the parties, the Lessee shall be a tenant on a month-to-month basis which tenancy shall be terminated absolutely and without remedy upon thirty (30) days prior written notice of such intent by either party. There shall be no renewal of this Lease by operation of law.

20. QUIET ENJOYMENT. If Lessee observes and performs all covenants, terms and conditions hereof, Lessee shall peaceably and quietly hold and enjoy the leased premises for the lease term without interruption by Lessor or any person or persons to whom such notices are to be directed.

21. SIGNS. Lessee shall not place, construct, erect, affix or attach any sign, billboard or other advertising material on the premises or portable brought onto the premises without the prior written consent of Lessor as to the location, size, material to be used, design, and substance of advertising material to be contained on the sign. Lessor may withhold its consent for purely aesthetic reasons and if it determines in its sole discretion that said advertising media and/or proposed sign is not in keeping with Lessor's policies. All costs associated with the purchase and installation of approved be borne by Lessee.

22. TAXES. Lessor shall be responsible for all ad valorem taxes on the leased premises; however, Lessee shall be responsible for all taxes on his personal property.

23. TIME OF ESSENCE. Time is of the essence of this agreement.

24. WAIVER. The failure of either party to insist on strict performance of any covenant or condition hereof shall not be construed a waiver of such covenant or condition in any other instance. This lease cannot be changed or terminated orally.

25. MAINTENANCE. Lessee shall be responsible for its prorated share of landscape and maintenance costs for future landscaping of the property at Mine Road, based on the Lessee's square footage compared to the total leasable square footage of the building at that location.

26. ENTIRE AGREEMENT. This lease contains the entire agreement of the parties and no representations, inducements, promises or agreements, oral or otherwise, between the parties not embodied herein shall be of any force or effect. No failure of the Lessor to exercise any power given the Lessor hereunder, or to insist upon strict compliance by the Lessee of any obligation hereunder, and no custom or practice of the parties at variance with the terms hereof shall constitute a waiver of the Lessor's right to demand exact compliance with the terms hereof.

IN WITNESS WHEREOF, the Lessee has caused these presents to be signed in its name by its duly authorized officer and its corporate seal to be affixed the day and year first above written, and the Lessors have hereunto set their hands and seals the and the year first above written.

LESSOR:

SCHOOL BOARD OF GADSDEN
COUNTY, FLORIDA

By: _____

(Print Name: _____)

As its: _____

LESSEE:

MIDWAY UNITY FELLOWSHIP, INC.

By: _____

(Print Name: _____)

As its: _____

Thomas P. Skipper
Professional Surveyor and Mapper
16 East Washington Street
Quincy, Florida 32351
(850) 627-9754

October 20, 2009
Legal Description for School Board of Gadsden County
5.00 Acres Out of 25.00 Acre Tract
Located on Mine Road, Midway, Florida

A parcel of land lying in the Southwest one quarter of Section 8, Township 1 North, Range 2 West, Midway, Gadsden County, Florida, being more particularly described by metes and bounds as follows:

Commence at a found iron pipe (2 inch, filled with concrete) known as marking the Southeast corner of said Southwest one quarter and run;

Thence North 00 degrees 13 minutes 07 seconds East along the Eastern boundary of said Southwest one quarter a distance of 393.79 feet;

Thence North 89 degrees 46 minutes 53 seconds West 13.59 feet to a concrete monument (PSM3031) on the Westerly maintained right of way boundary of a county paved roadway known as Mine Road for the POINT OF BEGINNING.

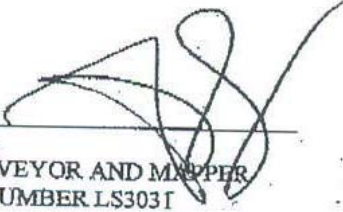
From said POINT OF BEGINNING thence North 01 degree 35 minutes 56 seconds East along said Westerly maintained right of way boundary a distance of 260.00 feet to a concrete monument (PSM3031);

Thence North 89 degrees 51 minutes 17 seconds West 837.96 feet to a concrete monument (PSM3031);

Thence South 01 degree 35 minutes 56 seconds West 260.00 feet to a concrete monument (PSM3031);

Thence South 89 degrees 51 minutes 17 seconds East 837.96 feet to the POINT OF BEGINNING.

Containing 5.00 acres, more or less.



THOMAS P. SKIPPER
PROFESSIONAL SURVEYOR AND MAPPER
FLORIDA LICENSE NUMBER LS3031

96-136

ATTACHMENT "A"

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10a

DATE OF SCHOOL BOARD MEETING: October 27, 2009

TITLE OF AGENDA ITEMS: Request to Delete from Capital Assets – Motor Vehicles

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 \$185,260.00 plus applicable depreciation from the Capital Assets list of motor vehicles. This action is required based on the information received from the Transportation Director.

VIN #	Purchase Price	Inventory Tag #
1HVBDABN5SH606288	\$39,998.00	200166
1VBDABNOSH606294	\$39,998.00	200131
1T75U3B28V1153559	\$53,353.00	200169
1BAAHCSSA0RF061373	\$51,911.00	200248

REVENUE: Applicable Funds

AMOUNT: (185,260.00)

PREPARED BY: Bruce James

POSITIONS: Inventory Control Specialist

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the Comptroller has signed the budget page.

DIST: 20 FY: 10 2. FIXED ASSETS TIME: 13:45
 NUMB: 00200166

ITEM CODE-----DESCRIPTION -----SERIAL #-----
 5000015 BUSES 1HVBDA5N5SH606288
 TAGGED? MODEL # VDR: V 999999999 VENDOR PRIOR TO TERMS
 Y 94 MFG: M 000000400 INTERNATIONAL
 VEH: 94-025 TAG: 132572 TITLE: _____

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
 060194 _____ 0 _____ 39,998.00

MAINT CONTRACT: _____
 COMMENTS SPARE _____ TOTAL COST: 39,998.00

STATUS INV DT CN ----DISPOSITION---- DISP DT LIF ACCUM DEPR:
 _____ G 07 REMOVED 092909 10 CURR VAL: 39,998.00

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

FIXED ASSET RECORD DISPLAYED. NEXT? TERML: 8AYF
 4-© 1 TERMS 199.44.72.2 TW1H0493 2/41

DIST: 20 FY: 10 2. FIXED ASSETS TIME: 13:45
 NUMB: 00200131

ITEM CODE-----DESCRIPTION -----SERIAL #-----
 5000015 BUSES 1HVBDABNOSH606294
 TAGGED? MODEL # VDR: V 999999999 VENDOR PRIOR TO TERMS
 Y 94 MFG: M 00000400 INTERNATIONAL
 VEH: 94-40 TAG: _____ TITLE: _____

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
 080894 _____ 0 - _____ 39,998.00

MAINT CONTRACT: _
 COMMENTS TONY AUSTIN TOTAL COST: 39,998.00

STATUS INV DT CN ----DISPOSITION---- DISP DT LIF ACCUM DEPR:
 _____ G 07 REMOVED 092909 10 CURR VAL: 39,998.00

IF SOLD DATE: RECEIPT NO: SALVAGE: __, __, __.
 SOLD FOR: __, __, __.

FIXED ASSET RECORD DISPLAYED. NEXT? TERML: 8AYF
 4-© 1 TERMS 199.44.72.2 TW1H0493 2/41

DIST: 20 FY: 10 2. FIXED ASSETS TIME: 13:45
NUMB: 00200169

ITEM CODE-----DESCRIPTION -----SERIAL #-----
5000015 BUSES 1T75U3B28V1153559

TAGGED? MODEL # VDR: V 999999999 VENDOR PRIOR TO TERMS
Y 97 MFG: M 000001168 THOMAS
VEH: 97-098 TAG: 155467 TITLE: _____

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
031497 _____ 0 _____ 53,353.00

MAINT CONTRACT: _____
COMMENTS LAKETHA WILLIAMS TOTAL COST: 53,353.00

STATUS INV DT CN ----DISPOSITION---- DISP DT LIF ACCUM DEPR:
_____ G 07 REMOVED 092909 10 CURR VAL: 53,353.00

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

FIXED ASSET RECORD DISPLAYED. NEXT? TERML: 8AYF
4-© 1 TERMS 199.44.72.2 TW1H0493 2/41

DIST: 20 FY: 10 2. FIXED ASSETS TIME: 13:46
NUMB: 00200248

ITEM CODE-----DESCRIPTION -----SERIAL #-----
5000015 BUSES 1BAAHCSAORF061373

TAGGED? MODEL # VDR: V 999999999 VENDOR PRIOR TO TERMS
Y 94 MFG: M 000000415 BLUEBIRD
VEH: 94-014 TAG: 132585 TITLE: _____

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
072694 _____ 0 - _____ 51,911.00

MAINT CONTRACT: _____
COMMENTS SPARE _____ TOTAL COST: 51,911.00

STATUS INV DT CN ----DISPOSITION---- DISP DT LIF ACCUM DEPR:
_____ G 07 REMOVED 092909 10 CURR VAL: 51,911.00

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

RECORD UNCHANGED. NEXT REQUEST? TERML: 8AYF
4-© 1 TERMS 199.44.72.2 TW1H0493 2/41

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10b

DATE OF SCHOOL BOARD MEETING: October 27, 2009

TITLE OF AGENDA ITEMS: Delete Capital Assets – Furniture, Fixtures & Equipment

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 \$258,445.06 plus applicable depreciation from the Capital Assets list of furniture, fixtures and equipment. This action is required based on the equipment being discarded (removed) from the subsidiary records as shown below:

Please see attached list

REVENUE: All Funds

AMOUNT: \$258,445.06

PREPARED BY: Bruce James

POSITION: Inventory Control Specialist

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the Comptroller has signed the budget page.

RPRT- M1B09
 DIST- 20 GADSDEN COUNTY SCHOOL BOARD
 LOCN- 0041 GEORGE W MUNROE ELEMENTARY

TERMS - FACILITY MANAGEMENT SERIES
 FIXED ASSET SUMMARY
 REQ-01 SEQ-C

PROCESSED- 09/03/09 PAGE- 1
 TIME- 15:17

-FA NUM-	CODE-----	CLASSIFICATION-----	DESCRIPTION---	SERIAL NUMBER----	---LOCATION--- C			DISPOSITION----	----DATES---- T		
					CNTR	DP	BLDG RM N		ACQRED	INVTRY	G LIF
00035649	4110101	DESKTOP COMPUTERS		7VVQV01	0041	1 4	G 07	REMOVED	010104	Y	5
00106122	4110101	DESKTOP COMPUTERS		C623B01	0041	12 1A	G 07	REMOVED	010101	Y	5
00036959	4100000	COMMUNICATION EQUIPMENT		NOT VISIBLE	0041	12 1B	E 07	REMOVED	051308	Y	5
00102958	4110101	DESKTOP COMPUTERS		2SGE4	0041	12 6	G 07	REMOVED	010101	Y	5
00029837	4110300	PRINTERS		FQ26D41	0041	14 5	G 07	REMOVED	010104	Y	5
00031287	4110101	DESKTOP COMPUTERS		58R9W01	0041	14 6	G 07	REMOVED	010102	Y	5
00032251	4200000	LUNCHROOM EQUIPMENT		NOT VISIBLE	0041	2 LUNC	G 07	REMOVED	010188	Y	7
00200299	4090000	APPLIANCES		NOT VISIBLE	0041	2 LUNC	G 07	REMOVED	010188	Y	7
00030366	4110101	DESKTOP COMPUTERS		91RFM01	0041	99 0	G 07	REMOVED	010102	Y	5
					CNTR 0041	TOTAL	9 ITEMS		19,507.75 COST		

RPRT- M1B09
 DIST- 20 GADSDEN COUNTY SCHOOL BOARD
 LOCN- 0061 HAVANA MIDDLE SCHOOL

TERMS - FACILITY MANAGEMENT SERIES
 FIXED ASSET SUMMARY
 REQ-01 SEQ-C

PROCESSED- 09/03/09 PAGE- 2
 TIME- 15:17

-FA NUM-	CODE	-----CLASSIFICATION-----	-----DESCRIPTION---	SERIAL NUMBER----	---LOCATION----				DISPOSITION----	----DATES----			
					CNTR	DP	BLDG	RM		N	ACQRED	INVTRY	G
00033158	4110101	DESKTOP COMPUTERS		J34MP61	0061		110	G	07	REMOVED	010106	Y	5
00107992	4110101	DESKTOP COMPUTERS		IS679421UKA1D9N9	0061		111	G	07	REMOVED	010103	Y	5
00107931	4110101	DESKTOP COMPUTERS		C9TTT11	0061		121	G	07	REMOVED	010106	Y	5
00105353	4110101	DESKTOP COMPUTERS		5GW8N41	0061		610	G	07	REMOVED	010102	Y	5
00035314	4050100	PROJECTORS		25223864149	0061		709	E	07	REMOVED	010105	Y	7
00035265	4050100	PROJECTORS		8L5MY51	0061	HM	610	E	07	REMOVED	010105	Y	7
CNTR 0061					TOTAL					6	ITEMS	5,509.00	COST

RPRT- M1B09
 DIST- 20 GADSDEN COUNTY SCHOOL BOARD
 LOCN- 0091 HAVANA ELEMENTARY

TERMS - FACILITY MANAGEMENT SERIES
 FIXED ASSET SUMMARY
 REQ-01 SEQ-C

PROCESSED- 09/03/09 PAGE- 3
 TIME- 15:17

-FA NUM-	CODE	-----CLASSIFICATION-----	-----DESCRIPTION----	SERIAL NUMBER	---LOCATION--- C				DISPOSITION	----DATES---- T		
					CNTR	DP	BLDG	RM		N	ACQRED	INVTRY
00103303	4110101	DESKTOP COMPUTERS		YM0552613JWQ	0091	1	1	G 07	REMOVED	010100	Y	5
00027983	4110101	DESKTOP COMPUTERS		45182	0091	1	6	G 07	REMOVED	010100	Y	5
00029503	4110101	DESKTOP COMPUTERS		2LAG2	0091	1	6	G 07	REMOVED	010100	Y	5
00030889	4110101	DESKTOP COMPUTERS		11201LKM3	0091	1	6	G 07	REMOVED	010100	Y	5
00103880	4110101	DESKTOP COMPUTERS		BP1A0	0091	3	16	G 07	REMOVED	010102	Y	5
00105901	4330000	TYPEWRITERS		11MK063	0091	6	34A	G 07	REMOVED	010102	Y	7
00030651	4110102	LAPTOP COMPUTERS		09C7481280016N	0091	6	34B	G 07	REMOVED	010102	Y	5
00033705	4110101	DESKTOP COMPUTERS		GD2LK81	0091	7	51F	G 07	REMOVED	010106	Y	5
00028622	4110101	DESKTOP COMPUTERS		PR10819331	0091	8	5	G 07	REMOVED	010100	Y	5
00105750	4110101	DESKTOP COMPUTERS		YM0345VAJWQ	0091	8	5	G 07	REMOVED	010100	Y	5
00030604	4110101	DESKTOP COMPUTERS		YM0345MPJWQ	0091	8	6	G 07	REMOVED	010100	Y	5
00031146	4110101	DESKTOP COMPUTERS		YM148Y7GM8E	0091	8	6	G 07	REMOVED	010100	Y	5

CNTR 0091 TOTAL 12 ITEMS 11,800.29 COST

RPRT- M1B09
 DIST- 20 GADSDEN COUNTY SCHOOL BOARD
 LOCN- 0101 GADSDEN ELEMENTARY MAGNET

TERMS - FACILITY MANAGEMENT SERIES
 FIXED ASSET SUMMARY
 REQ-01 SEQ-C

PROCESSED- 09/03/09 PAGE- 4
 TIME- 15:17

-FA NUM-	CODE	-----CLASSIFICATION-----	-----DESCRIPTION---	SERIAL NUMBER	---LOCATION---				DISPOSITION	----DATES----			
					CNTR	DP	BLDG	RM		N	ACQRED	INVTRY	G
00029599	4110101	DESKTOP COMPUTERS		YM0435CWJAU	0101		27	G	07	REMOVED	010199	Y	5
00031702	4110101	DESKTOP COMPUTERS		AN103116JV8	0101		27	G	07	REMOVED	010199	Y	5
00031717	4110101	DESKTOP COMPUTERS		YM13741DLRG	0101		27	G	07	REMOVED	010199	Y	5
00101684	4220000	MUSICAL INSTRUMENTS			0101		28	G	07	REMOVED	010103	Y	5
					CNTR 0101	TOTAL		4		ITEMS	5,188.00 COST		

RPRT- M1B09
DIST- 20 GADSDEN COUNTY SCHOOL BOARD
LOCN- 0141 GREENSBORO ELEMENTARY

TERMS - FACILITY MANAGEMENT SERIES
FIXED ASSET SUMMARY
REQ-01 SEQ-C

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TIME- 15:17

-FA NUM-	CODE-----	CLASSIFICATION-----	DESCRIPTION---	SERIAL NUMBER----	---LOCATION----				DISPOSITION----	----DATES----			
					CNTR	DP	BLDG	RM		N	ACQRED	INVTRY	G
00200363	4200000	LUNCHROOM	EQUIPMENT	NOT VISIBLE	0141	4	300	G	07	REMOVED	010188	Y	7
				CNTR 0141	TOTAL					1 ITEMS			.00 COST

RPRT- M1B09
DIST- 20 GADSDEN COUNTY SCHOOL BOARD
LOCN- 0151 CHATTAHOOCHEE ELEMENTARY

TERMS - FACILITY MANAGEMENT SERIES
FIXED ASSET SUMMARY
REQ-01 SEQ-C

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TIME- 15:17

-FA NUM-	CODE-----	CLASSIFICATION-----	DESCRIPTION---	SERIAL NUMBER----	---LOCATION----				DISPOSITION----	---DATES----		
					CNTR	DP	BLDG	RM		N	ACQRED	INVTRY
00035462	4080100	TELEVISIONS		510913617	0151		25	G 07	REMOVED	052006	Y	7
				CNTR 0151	TOTAL			1	ITEMS	550.00		COST

RPT- M1B09
 DIST- 20 GADSDEN COUNTY SCHOOL BOARD
 LOCN- 0201 STEWART STREET ELEMENTARY

TERMS - FACILITY MANAGEMENT SERIES
 FIXED ASSET SUMMARY
 REQ-01 SEQ-C

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 TIME- 15:17

-FA NUM-	CODE-----	CLASSIFICATION-----	DESCRIPTION--	SERIAL NUMBER----	---LOCATION----				DISPOSITION----	----DATES----			
					CNTR	DP	BLDG	RM		N	ACQRED	INVTRY	G
00029335	4110101	DESKTOP COMPUTERS		F67200B	0201	PO	99-4	F	07	REMOVED	010101	Y	5
00031613	4110101	DESKTOP COMPUTERS		5SPCF01	0201	5	30	G	07	REMOVED	010105	Y	5
00103308	4110101	DESKTOP COMPUTERS		JNPCF01	0201	7	52	G	07	REMOVED	010102	Y	5
CNTR 0201					TOTAL					3	ITEMS	3,471.02	COST

RPRT- M1B09
DIST- 20 GADSDEN COUNTY SCHOOL BOARD
LOCN- 0211 JAMES A SHANKS MIDDLE SCHOOL

TERMS - FACILITY MANAGEMENT SERIES
FIXED ASSET SUMMARY
REQ-01 SEQ-C

PROCESSED- 09/03/09 PAGE- 8
TIME- 15:17

-FA NUM-	CODE-----	CLASSIFICATION-----	DESCRIPTION---	SERIAL NUMBER----	---LOCATION----	C	---	DISPOSITION----	---	DATES-----	T
					CNTR DP BLDG RM N					ACQRED	INVTRY G LIF
00033644	4050100	PROJECTORS		GM9G562906F	0211			G 07 REMOVED		010104	Y 7
				CNTR 0211	TOTAL			1 ITEMS		.00	COST

RPRT- MIB09
 DIST- 20 GADSDEN COUNTY SCHOOL BOARD
 LOCN- 0245 GADSDEN TECHNICAL INSTITUTE

TERMS - FACILITY MANAGEMENT SERIES
 FIXED ASSET SUMMARY
 REQ-01 SEQ-C

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 TIME- 15:17

-FA NUM	CODE	-----CLASSIFICATION-----	-----DESCRIPTION---	SERIAL NUMBER----	---LOCATION---				DISPOSITION----	----DATES----			
					CNTR	DP	BLDG	RM		N	ACQRED	INVTRY	G
00036425	4050000	AUDIO-VISUAL EQUIPMENT		C71A10132R	0245	AD	BUSI	G 07	REMOVED	010104		Y	7
00035073	4160200	DESKS			0245	AD	SCH.	E 07	REMOVED	010102		Y	10
00100468	4160400	MISC FURNITURE		51A54	0245	AD	SCH.	F 07	REMOVED	010102		Y	10
00035146	4050100	PROJECTORS		ALSN42100378	0245	AD	3	F 07	REMOVED	010105		Y	7
00027689	4110101	DESKTOP COMPUTERS		ODOTN	0245	1	2	G 07	REMOVED	010103	052909	Y	5
00200018	4290200	MISC SHOP/VOC EQUIPMENT		02D264	0245	10	AUTO	G 07	REMOVED	010199		Y	7
00027696	4400200	MEDICAL EQUIPMENT		-	0245	12	PATN	F 07	REMOVED	010100		Y	7
00029192	4400200	MEDICAL EQUIPMENT		-	0245	12	PATN	F 07	REMOVED	010100		Y	7
00029193	4160400	MISC FURNITURE		99F79195	0245	12	PATN	F 07	REMOVED	010100		Y	10
00035036	4110101	DESKTOP COMPUTERS		4VP2J41	0245	12	PATN	G 07	REMOVED	010105		Y	5
00100494	4110300	PRINTERS			0245	12	SM.	F 07	REMOVED	010199		Y	5
00101128	4110101	DESKTOP COMPUTERS		5D4P21	0245	12	SM.	G 07	REMOVED	010103		Y	5
00100096	4110101	DESKTOP COMPUTERS		610992	0245	99	58	G 07	REMOVED	010102		Y	5
00100097	4110101	DESKTOP COMPUTERS		S3G4701	0245	99	58	G 07	REMOVED	010101		Y	5
					CNTR 0245	TOTAL		14 ITEMS		13,667.00 COST			

RPRT- MIB09
 DIST- 20 GADSDEN COUNTY SCHOOL BOARD
 LOCN- 9001 GADSDEN COUNTY PUBLIC SCHOOLS

TERMS - FACILITY MANAGEMENT SERIES
 FIXED ASSET SUMMARY
 REQ-01 SEQ-C

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-FA NUM-	CODE	-----CLASSIFICATION-----	DESCRIPTION	SERIAL NUMBER	--- <th>--- <th>---- <th>ACQRED</th> <th>INTRY</th> <th>G</th> <th>LIF</th> </th></th>	--- <th>---- <th>ACQRED</th> <th>INTRY</th> <th>G</th> <th>LIF</th> </th>	---- <th>ACQRED</th> <th>INTRY</th> <th>G</th> <th>LIF</th>	ACQRED	INTRY	G	LIF
					CNTR DP BLDG RM N						
00015577	4290200	MISC SHOP/VOC EQUIPMENT		15899	9001		07 REMOVED			Y	7
00021266	4090300	REFRIGERATOR		M085751	9001		07 REMOVED			Y	7
00021657	4080100	TELEVISIONS			9001		07 REMOVED			Y	7
00023478	9999999				9001		07 REMOVED			Y	7
00028389	4110101	DESKTOP COMPUTERS		N/A	9001		07 REMOVED			Y	7
00028390	4110101	DESKTOP COMPUTERS		EGLJB	9001	F	07 REMOVED			Y	0
00028392	4110101	DESKTOP COMPUTERS		EGLJT	9001	F	07 REMOVED			Y	5
00028397	4110101	DESKTOP COMPUTERS		EGLH7	9001	F	07 REMOVED			Y	5
00028397	4110101	DESKTOP COMPUTERS		EGLHR	9001	F	07 REMOVED			Y	5
00028400	4110101	DESKTOP COMPUTERS		EGLJL	9001	F	07 REMOVED			Y	5
00028401	4110101	DESKTOP COMPUTERS		EGLJH	9001	F	07 REMOVED			Y	5
00028403	4110101	DESKTOP COMPUTERS		EGLJH	9001	F	07 REMOVED			Y	5
00028508	4110101	DESKTOP COMPUTERS		EGLHY	9001	F	07 REMOVED			Y	5
00028841	4110101	DESKTOP COMPUTERS		EGKY8	9001	F	07 REMOVED			Y	5
00028889	4110300	PRINTERS		7DRS1	9001		07 REMOVED			Y	5
00028920	4110101	DESKTOP COMPUTERS		N/A	9001		07 REMOVED			Y	5
00029023	4110101	DESKTOP COMPUTERS		7U287	9001		07 REMOVED			Y	5
00029079	4110101	DESKTOP COMPUTERS		7U224	9001	F	07 REMOVED			Y	5
00029233	4110101	DESKTOP COMPUTERS		7U702	9001	F	07 REMOVED			Y	5
00029278	4120000	COPIER		GVSEZ	9001	F	07 REMOVED			Y	5
00029543	4110101	DESKTOP COMPUTERS		M08986404	9001		07 REMOVED			Y	5
00029990	4110101	DESKTOP COMPUTERS		FHR100B	9001	F	07 REMOVED			Y	5
00032743	4110101	DESKTOP COMPUTERS		5V6PB01	9001	F	07 REMOVED			Y	5
00100169	4050107	AUDIOMETER		8GW8NH1	9001		07 REMOVED			Y	5
00100708	4110101	DESKTOP COMPUTERS		15571	9001		07 REMOVED			Y	5
00101618	4110101	DESKTOP COMPUTERS		GVSFA	9001	F	07 REMOVED			Y	7
00102599	4050100	PROJECTORS		20X0701	9001		07 REMOVED			Y	5
00101013	4110101	DESKTOP COMPUTERS		538009	9001		07 REMOVED			Y	5
00008079	4050100	PROJECTORS		Z2KT01	9001	COPY	07 REMOVED			Y	7
00015132	4050000	AUDIO-VISUAL EQUIPMENT			9001	MEDI	07 REMOVED			Y	7
00015135	4050000	AUDIO-VISUAL EQUIPMENT			9001	MEDI	07 REMOVED			Y	7
00016045	4050100	PROJECTORS			9001	MEDI	07 REMOVED			Y	7
00018279	4050100	PROJECTORS			9001	MEDI	07 REMOVED			Y	7
00020916	4050000	AUDIO-VISUAL EQUIPMENT		1132903	9001	MEDI	07 REMOVED			Y	7
00020923	4050000	AUDIO-VISUAL EQUIPMENT		KJ 3916435	9001	MEDI	07 REMOVED			Y	7
00021852	4110101	DESKTOP COMPUTERS		KJ3914790	9001	MEDI	07 REMOVED			Y	7
00021946	4110000	COMPUTER EQUIPMENT		SG21760CF01	9001	MEDI	07 REMOVED			Y	7
00021947	4110000	COMPUTER EQUIPMENT		SS2170F0M3022	9001	MEDI	07 REMOVED			Y	5
00025345	4110101	DESKTOP COMPUTERS		SS2170FFM3022	9001	MEDI	07 REMOVED			Y	5
00025985	4110101	DESKTOP COMPUTERS		04H8014	9001	MEDI	07 REMOVED			Y	5
00026038	4110101	DESKTOP COMPUTERS		L04160YK2GU	9001	MEDI	07 REMOVED			Y	5
00026072	4050000	AUDIO-VISUAL EQUIPMENT		LC34153N1B0	9001	MEDI	07 REMOVED			Y	5
00026448	4050000	AUDIO-VISUAL EQUIPMENT		3956024	9001	MEDI	07 REMOVED			Y	5
00026457	4050000	AUDIO-VISUAL EQUIPMENT		3956135	9001	MEDI	07 REMOVED			Y	7
00028071	4050000	AUDIO-VISUAL EQUIPMENT		3955731	9001	MEDI	07 REMOVED			Y	7
00029618	4110101	DESKTOP COMPUTERS		3960963	9001	MEDI	07 REMOVED			Y	7
00030971	4050000	AUDIO-VISUAL EQUIPMENT		XB04102AJ3C	9001	MEDI	07 REMOVED			Y	7
00102792	4050100	PROJECTORS		I0SA10738	9001	MEDI	07 REMOVED			Y	5
00030775	4110101	DESKTOP COMPUTERS		C-023013	9001	MEDI	07 REMOVED			Y	7
00017393	4080100	TELEVISIONS		9MHM01	9001	SPEE	07 REMOVED			Y	7
				MATE3300	9001	STOR	07 REMOVED			Y	5

RPRT- M1B09
 DIST- 20 GADSDEN COUNTY SCHOOL BOARD
 LOCN- 9001 GADSDEN COUNTY PUBLIC SCHOOLS

TERMS - FACILITY MANAGEMENT SERIES
 FIXED ASSET SUMMARY
 REQ-01 SEQ-C

PROCESSED- 09/03/09 PAGE- 12
 TIME- 15:17

-FA NUM-	CODE	-----CLASSIFICATION-----	-----DESCRIPTION----	SERIAL NUMBER	---LOCATION---				C	DISPOSITION	----DATES----			T
					CNTR	DP	BLDG	RM			N	ACQRED	INVTY	
00027211	4110101	DESKTOP COMPUTERS		23HBD1	9001	AM	123	07	REMOVED				Y	5
00027212	4110101	DESKTOP COMPUTERS		23HAZL8	9001	AM	123	07	REMOVED				Y	5
00036052	4110102	LAPTOP COMPUTERS		Y8BHZ	9001	DI	NOST	F	07	REMOVED	060607		Y	5
00100165	4050107	AUDIOMETER		119	9001	DI	NOST	G	07	REMOVED	010198		Y	7
00101015	4110102	LAPTOP COMPUTERS		5H2JD01	9001	DI	NOST	G	07	REMOVED	010103		Y	5
00028077	4110100	COMPUTERS		907206652	9001	K-	D		07	REMOVED			Y	5
00100402	4160900	MISCELLANEOUS OFFICE EQUIPMENT		23569	9001	MA	13		07	REMOVED			Y	5
00100307	4110300	PRINTERS		GD14512	9001	MA	24A		07	REMOVED			Y	7
00034765	4110300	PRINTERS		38A82	9001	MA	3		07	REMOVED			Y	5
00100109	4110100	COMPUTERS		SG4BN61020	9001	MA	66	G	07	REMOVED	010199		Y	5
00034945	4110101	DESKTOP COMPUTERS		024H428F	9001	MA	72	F	07	REMOVED	010101		Y	5
00034871	4110300	PRINTERS		38A82	9001	MX	15		07	REMOVED			Y	5
00034872	4110300	PRINTERS		USCB101866	9001	MX	15		07	REMOVED			Y	5
00034885	4080000	CAMERAS		JPGGB82193	9001	MX	17		07	REMOVED			Y	5
00035213	4110101	DESKTOP COMPUTERS		KCNDJ43426176	9001	MX	3	G	07	REMOVED	010104		Y	7
00100333	4110101	DESKTOP COMPUTERS		1S8113KULKCKD54	9001	MX	42	E	07	REMOVED	010102		Y	5
00029884	4110102	LAPTOP COMPUTERS		9131337	9001	MX	42		07	REMOVED			Y	5
00029758	4110102	LAPTOP COMPUTERS		983JD01	9001	MX	42B		07	REMOVED			Y	5
00100369	4110101	DESKTOP COMPUTERS		5XP0W01	9001	MX	51		07	REMOVED			Y	5
00029907	4110102	LAPTOP COMPUTERS		CP26X11	9001	MX	51		07	REMOVED			Y	5
00030728	4110102	LAPTOP COMPUTERS		D43JD01	9001	MX	52		07	REMOVED			Y	5
00034790	4110300	PRINTERS		CZP0W01	9001	MX	52		07	REMOVED			Y	5
00100136	4110101	DESKTOP COMPUTERS		MY21HC40HS	9001	MX	52		07	REMOVED			Y	5
00034658	4110300	PRINTERS		M6FMY	9001	MX	52	F	07	REMOVED	010102		Y	5
00028887	4110300	PRINTERS		SG21E130KM	9001	MX	59		07	REMOVED			Y	5
00023956	4050000	AUDIO-VISUAL EQUIPMENT		USDQ004415	9001	MX	7		07	REMOVED			Y	5
00031237	4110102	LAPTOP COMPUTERS		333367040	9001	MX	77	E	07	REMOVED	071807		Y	7
00033225	4050100	PROJECTORS		UV22109PLQ3	9001	MX	84	G	07	REMOVED	010106		Y	5
00034556	4080100	TELEVISIONS		FWDGAZ0174F	9001	MX	84	G	07	REMOVED	010104		Y	7
00035685	4080100	TELEVISIONS		606934474	9001	MX	84		07	REMOVED			Y	7
00100068	4110102	LAPTOP COMPUTERS		510913739	9001	MX	84		07	REMOVED			Y	7
00100177	4110300	PRINTERS		105Q811	9001	MX	84	E	07	REMOVED	010105		Y	7
00034657	4110300	PRINTERS		123334	9001	PE	ONEL		07	REMOVED			Y	5
00107789	4110101	DESKTOP COMPUTERS		NOT VISIBLE	9001	PE	3		07	REMOVED			Y	5
00035239	4220000	MUSICAL INSTRUMENTS		210031220	9001	PO	00-3		07	REMOVED			Y	5
00035240	4220000	MUSICAL INSTRUMENTS		210031221	9001	PO	4		07	REMOVED			Y	5
00029630	4110101	DESKTOP COMPUTERS		210031221	9001	PO	4		07	REMOVED			Y	5
00033524	4110101	DESKTOP COMPUTERS		YM035CKMJWQ	9001	PO	98-0		07	REMOVED			Y	5
00107584	4110101	DESKTOP COMPUTERS		GQT9M71	9001	PO	98-0		07	REMOVED			Y	5
00107906	4110101	DESKTOP COMPUTERS		NOT VISIBLE	9001	PO	98-0		07	REMOVED			Y	5
00035192	4120000	COPIER		12KX01491	9001	PO	98-0		07	REMOVED			Y	5
00035406	4110101	DESKTOP COMPUTERS		JZ11N21	9001	PO	99-1		07	REMOVED			Y	5
00035407	9999999			K2069200123	9001	PO	99-1		07	REMOVED			Y	5
00107909	4110101	DESKTOP COMPUTERS		23YNFX5	9001	PO	99-1		07	REMOVED			Y	0
00107910	4110101	DESKTOP COMPUTERS		23NVYA4	9001	PO	99-1		07	REMOVED			Y	5
00107912	4110101	DESKTOP COMPUTERS		1XLN511	9001	PO	99-1		07	REMOVED			Y	5
00107966	4090300	REFRIGERATOR		TG530803	9001	PO	99-1		07	REMOVED			Y	5
00029766	4110101	DESKTOP COMPUTERS		CDV301	9001	PO	99-2		07	REMOVED			Y	7
00000102	4110101	DESKTOP COMPUTERS		911217196	9001	PR	K		07	REMOVED			Y	5

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					CNTR	DP	BLDG	RM		N	ACQRED	INVTY		G
00028879	4110101	DESKTOP COMPUTERS			9001	PR	K	07	REMOVED				Y	5
00029010	4110300	PRINTERS			9001	PR	K	07	REMOVED				Y	5
00102091	4110300	PRINTERS	USBB160888		9001	PR	K	07	REMOVED				Y	5
00102092	4110100	COMPUTERS	88027FN		9001	PR	K	07	REMOVED				Y	5
00200142	4290200	MISC SHOP/VOC EQUIPMENT	911217197		9001	PR	K	07	REMOVED				Y	5
00200160	4290200	MISC SHOP/VOC EQUIPMENT	NOT VISIBLE		9001	SH		07	REMOVED				Y	7
00005494	4110101	DESKTOP COMPUTERS	93692		9001	SH		07	REMOVED				Y	7
00031463	4110101	DESKTOP COMPUTERS	NOT VISIBLE		9001	1	OFC	07	REMOVED				Y	5
00101310	4110101	DESKTOP COMPUTERS	6X29711		9001	1	OFC	07	REMOVED				Y	5
00024833	4120000	COPIER	NOT VISIBLE		9001	1	OFC	07	REMOVED				Y	5
00035168	4330000	TYPEWRITERS	25948		9001	1	1	07	REMOVED				Y	5
00105202	4330000	TYPEWRITERS			9001	1	1	07	REMOVED				Y	7
00105657	4110101	DESKTOP COMPUTERS	11KY186		9001	1	105	07	REMOVED				Y	7
00107929	4330000	TYPEWRITERS	L045145A46Q		9001	1	105	07	REMOVED				Y	5
00021343	4110300	PRINTERS	11TXK08		9001	1	105	07	REMOVED				Y	7
00101689	4120000	COPIER	-		9001	1	115	07	REMOVED				Y	5
00029225	4110000	COMPUTER EQUIPMENT	NOT VISIBLE		9001	1	21	07	REMOVED				Y	5
00102586	4080100	TELEVISIONS	5822-10		9001	1	22	07	REMOVED				Y	5
00031033	4110101	DESKTOP COMPUTERS	Q22120612857		9001	1	25	07	REMOVED				Y	7
00032334	4110101	DESKTOP COMPUTERS	FLQCY01		9001	1	27	07	REMOVED				Y	5
00102531	4110101	DESKTOP COMPUTERS	6BQP631		9001	1	27	07	REMOVED				Y	5
00030816	4110300	PRINTERS	6BPL541		9001	1	27	07	REMOVED				Y	5
00031909	4120000	COPIER	10E01041111718		9001	1	29	07	REMOVED				Y	5
00101693	4110300	PRINTERS	25300221		9001	1	3	07	REMOVED				Y	5
00021003	4110101	DESKTOP COMPUTERS	C026704		9001	1	3	07	REMOVED				Y	5
00024515	4110101	DESKTOP COMPUTERS	BBGL098		9001	1	4	07	REMOVED				Y	5
00105831	4110101	DESKTOP COMPUTERS	1159853		9001	1	4	07	REMOVED				Y	5
00105834	4110101	DESKTOP COMPUTERS	YM0345VDJWQ		9001	1	4	07	REMOVED				Y	5
00105972	4110101	DESKTOP COMPUTERS	YM0345MUJWQ		9001	1	4	07	REMOVED				Y	5
00107847	4110101	DESKTOP COMPUTERS	G82238Q8MB6		9001	1	4	07	REMOVED				Y	5
00107923	4110101	DESKTOP COMPUTERS	YM041452JWQ		9001	1	4	07	REMOVED				Y	5
00027892	4110101	DESKTOP COMPUTERS	YM1341YLLRG		9001	1	4	07	REMOVED				Y	5
00025709	4110101	DESKTOP COMPUTERS	88-X2058		9001	1	5	07	REMOVED				Y	5
00103216	4120000	COPIER	88-B2998		9001	1	5B	07	REMOVED				Y	5
00107996	4080100	TELEVISIONS	96457908		9001	1	5B	07	REMOVED				Y	5
00105537	4110101	DESKTOP COMPUTERS	121-47160250		9001	10	1004	07	REMOVED				Y	7
00105451	4060100	FILES AND CABINETS	7FW8N41		9001	10	1014	07	REMOVED				Y	5
00028782	4110100	COMPUTERS	N/A		9001	10	1022	07	REMOVED				Y	10
00034959	4120000	COPIER	907206646		9001	11		07	REMOVED				Y	5
00028079	4110300	PRINTERS	FHKY129464		9001	11		07	REMOVED				Y	5
00029986	4110101	DESKTOP COMPUTERS	USEC025335		9001	11	1	07	REMOVED				Y	5
00029988	4110101	DESKTOP COMPUTERS	CQ6PB01		9001	11	1	07	REMOVED				Y	5
00029994	4110101	DESKTOP COMPUTERS	FR6PB01		9001	11	1	07	REMOVED				Y	5
00029983	4110101	DESKTOP COMPUTERS	JQ6PB01		9001	11	1	07	REMOVED				Y	5
00029984	4110101	DESKTOP COMPUTERS	HQ6PB01		9001	11	11	07	REMOVED				Y	5
00026993	4110101	DESKTOP COMPUTERS	7T6PB01		9001	11	11	07	REMOVED				Y	5
00105280	4110101	DESKTOP COMPUTERS	7VRVA		9001	11	1121	07	REMOVED				Y	5
00029570	4110101	DESKTOP COMPUTERS	940823		9001	11	1122	07	REMOVED				Y	5
00103042	4110101	DESKTOP COMPUTERS			9001	11	12	07	REMOVED				Y	5
			6V6BB01		9001	11	12	07	REMOVED				Y	5

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00028503	4110101	DESKTOP COMPUTERS			9001	2	205	07	REMOVED			Y	5
00029282	4110101	DESKTOP COMPUTERS		EGKT4	9001	2	205	07	REMOVED			Y	5
00029359	4110300	PRINTERS		HGNIP	9001	2	205	07	REMOVED			Y	5
00035323	4330000	TYPEWRITERS		SGB96E0ZQ3	9001	2	205	07	REMOVED			Y	5
00025514	4110101	DESKTOP COMPUTERS		11YHD90	9001	2	206	07	REMOVED			Y	7
00029231	4110101	DESKTOP COMPUTERS		EGKX1	9001	2	208	07	REMOVED			Y	5
00030418	4050100	PROJECTORS		7GW12900126	9001	2	208	07	REMOVED			Y	5
00101572	4190000	LIBRARY EQUIPMENT			9001	2	208	07	REMOVED			Y	7
00107166	4110000	COMPUTER EQUIPMENT			9001	2	208	07	REMOVED			Y	7
00027641	4110101	DESKTOP COMPUTERS			9001	2	208	07	REMOVED			Y	5
00027642	4110101	DESKTOP COMPUTERS		1H70L	9001	2	209	07	REMOVED			Y	5
00027649	4110101	DESKTOP COMPUTERS		1H70V	9001	2	209	07	REMOVED			Y	5
00027665	4110101	DESKTOP COMPUTERS		38A7Y	9001	2	209	07	REMOVED			Y	5
00027669	4110101	DESKTOP COMPUTERS		1H6ZK	9001	2	209	07	REMOVED			Y	5
00027672	4110101	DESKTOP COMPUTERS		026AV	9001	2	209	07	REMOVED			Y	5
00027676	4110101	DESKTOP COMPUTERS		0269W	9001	2	209	07	REMOVED			Y	5
00028406	4110101	DESKTOP COMPUTERS		026BD	9001	2	209	07	REMOVED			Y	5
00029240	4110101	DESKTOP COMPUTERS		EGLJ6	9001	2	209	07	REMOVED			Y	5
00029383	4110101	DESKTOP COMPUTERS		GVSGU	9001	2	209	07	REMOVED			Y	5
00030812	4110101	DESKTOP COMPUTERS		JZW0701	9001	2	209	07	REMOVED			Y	5
00032146	4180000	LAMINATING EQUIPMENT		ZE1126362	9001	2	209	07	REMOVED			Y	5
00105419	4060100	FILES AND CABINETS		N/A	9001	2	210	07	REMOVED			Y	7
00033321	4110101	DESKTOP COMPUTERS		1CFWH71	9001	2	213	07	REMOVED			Y	10
00035303				613865	9001	2	213	07	REMOVED			Y	5
00033534	4110101	DESKTOP COMPUTERS		NOT VISIBLE	9001	2	227	07	REMOVED			Y	7
00027954	4110101	DESKTOP COMPUTERS		13519152	9001	2	43	07	REMOVED			Y	5
00101136	4110101	DESKTOP COMPUTERS		26S4341	9001	2	43	07	REMOVED			Y	5
00200101	4200000	LUNCHROOM EQUIPMENT		14510HCF	9001	2	43	07	REMOVED			Y	5
00200625	4200000	LUNCHROOM EQUIPMENT		NOT VISIBLE	9001	2	43	07	REMOVED			Y	7
00035757	4080100	TELEVISIONS		F346CA04P	9001	2	8	07	REMOVED			Y	7
00035170	4080100	TELEVISIONS		V5201092197543	9001	3	18	07	REMOVED			Y	7
00102232	4330000	TYPEWRITERS		NOT VISIBLE	9001	3	23	07	REMOVED			Y	7
00102530	4110300	PRINTERS		SGG26E0X5Y	9001	3	24	07	REMOVED			Y	5
00029643	4110101	DESKTOP COMPUTERS		YM052371JWQ	9001	3	26	07	REMOVED			Y	5
00029869	4110101	DESKTOP COMPUTERS		YM0480ZWJWQ	9001	3	26	07	REMOVED			Y	5
00032189	4110101	DESKTOP COMPUTERS		NOT VISIBLE	9001	3	26	07	REMOVED			Y	5
00029808	4120000	COPIER		60890059	9001	3	27	07	REMOVED			Y	5
00100457	4120000	COPIER		88480119	9001	3	27	07	REMOVED			Y	5
00100828	4120000	COPIER		80510403	9001	3	27	07	REMOVED			Y	5
00105283	4110101	DESKTOP COMPUTERS		7UQ30	9001	3	301	07	REMOVED			Y	5
00105341	4110101	DESKTOP COMPUTERS		7VRPA	9001	3	301	07	REMOVED			Y	5
00105511	4110101	DESKTOP COMPUTERS		NOT VISIBLE	9001	3	301	07	REMOVED			Y	5
00028495	4110101	DESKTOP COMPUTERS		EGKSB	9001	3	325	07	REMOVED			Y	5
00028393	4110101	DESKTOP COMPUTERS		EGLHC	9001	3	326	07	REMOVED			Y	5
00101203	4110101	DESKTOP COMPUTERS		EGKX5	9001	3	328	07	REMOVED			Y	5
00107711	4110101	DESKTOP COMPUTERS		GVSER	9001	3	328	07	REMOVED			Y	5
00028504	4110101	DESKTOP COMPUTERS		EGKSZ	9001	3	337	07	REMOVED			Y	5
00028404	4110101	DESKTOP COMPUTERS		EGLGY	9001	3	338	07	REMOVED			Y	5
00035767	4110300	PRINTERS		SGFOBEH8XS	9001	3	36	07	REMOVED			Y	5

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00032333	4110101	DESKTOP COMPUTERS		GBQP631	9001	3	4			07	REMOVED			Y	5
00029164	4110101	DESKTOP COMPUTERS		7U730	9001	3	42			07	REMOVED			Y	5
00035769	4110101	DESKTOP COMPUTERS		2I1WG	9001	3	49			07	REMOVED			Y	5
00102623	4090000	APPLIANCES		NOT VISIBLE	9001	3	49			07	REMOVED			Y	5
00102625	4090000	APPLIANCES		NOT VISIBLE	9001	3	49			07	REMOVED			Y	7
00032331	4110101	DESKTOP COMPUTERS		6YNP631	9001	3	6			07	REMOVED			Y	7
00103253	4110101	DESKTOP COMPUTERS		1S628275U23YG7V5	9001	4	2C			07	REMOVED			Y	5
00029784	4110102	LAPTOP COMPUTERS			9001	4	37	G		07	REMOVED			Y	5
00030294	4110101	DESKTOP COMPUTERS		YM1113RYKLX	9001	4	4			07	REMOVED			Y	5
00105384	4110101	DESKTOP COMPUTERS		2YXZC11	9001	4	401			07	REMOVED			Y	5
00105497	4110101	DESKTOP COMPUTERS		7VRXW	9001	4	401			07	REMOVED			Y	5
00027633	4110101	DESKTOP COMPUTERS		22BL3	9001	4	409			07	REMOVED			Y	5
00101849	4110101	DESKTOP COMPUTERS		026B0	9001	4	410			07	REMOVED			Y	5
00028513	4110101	DESKTOP COMPUTERS		EKGW1	9001	4	412			07	REMOVED			Y	5
00101246	4110101	DESKTOP COMPUTERS		EGLJL	9001	4	414			07	REMOVED			Y	5
00028395	4110101	DESKTOP COMPUTERS		RGLJ2	9001	4	415			07	REMOVED			Y	5
00100794	4110101	DESKTOP COMPUTERS		EGKY1	9001	4	419			07	REMOVED			Y	5
00028405	4110101	DESKTOP COMPUTERS		EGLJP	9001	4	421			07	REMOVED			Y	5
00028499	4110101	DESKTOP COMPUTERS		EGKWS	9001	4	422			07	REMOVED			Y	5
00035696	4080100	TELEVISIONS		510913752	9001	4	422			07	REMOVED			Y	5
00028398	4110101	DESKTOP COMPUTERS		EGLHH	9001	4	423			07	REMOVED			Y	7
00028391	4110101	DESKTOP COMPUTERS		EGLH2	9001	4	424			07	REMOVED			Y	5
00102343	4110101	DESKTOP COMPUTERS		7070C	9001	4	426			07	REMOVED			Y	5
00107011	4110300	PRINTERS		11-NZ105	9001	4	444			07	REMOVED			Y	5
00100994	4080100	TELEVISIONS		321-352170135	9001	4	449			07	REMOVED			Y	5
00030653	4160900	MISCELLANEOUS OFFICE EQUIPMENT		N/V	9001	4	450A			07	REMOVED			Y	7
00030279	4110101	DESKTOP COMPUTERS		YM115078KLX	9001	4	452			07	REMOVED			Y	7
00101823	4080100	TELEVISIONS		32132231005	9001	4	452			07	REMOVED			Y	5
00101824	4110101	DESKTOP COMPUTERS		N/V	9001	4	452			07	REMOVED			Y	7
00105148	4110101	DESKTOP COMPUTERS		YM1113RMKLX	9001	4	452			07	REMOVED			Y	5
00105149	4110101	DESKTOP COMPUTERS		YM115085KLX	9001	4	452			07	REMOVED			Y	5
00105387	4110101	DESKTOP COMPUTERS		G82219GYMB6	9001	4	452			07	REMOVED			Y	5
00105815	4110101	DESKTOP COMPUTERS		RN11201KKM3	9001	4	452			07	REMOVED			Y	5
00106103	4110101	DESKTOP COMPUTERS		RN1211L2KM3	9001	4	452			07	REMOVED			Y	5
00107954	4110101	DESKTOP COMPUTERS		YM04145EJKLX	9001	4	452			07	REMOVED			Y	5
00100995	4110101	DESKTOP COMPUTERS		JMRW301	9001	4	454			07	REMOVED			Y	5
00101451	4110101	DESKTOP COMPUTERS		EGLJC	9001	4	454			07	REMOVED			Y	5
00101452	4110101	DESKTOP COMPUTERS		EGKVS	9001	4	454			07	REMOVED			Y	5
00101456	4160900	MISCELLANEOUS OFFICE EQUIPMENT		6076	9001	4	454			07	REMOVED			Y	5
00101457	4110101	DESKTOP COMPUTERS		5N2L031	9001	4	454			07	REMOVED			Y	7
00101826	4110101	DESKTOP COMPUTERS		EGKV8	9001	4	454			07	REMOVED			Y	5
00029689	4110101	DESKTOP COMPUTERS		YM0454W2JAU	9001	4	5			07	REMOVED			Y	5
00200946	4200000	LUNCHROOM EQUIPMENT		NOT VISIBLE	9001	5	LR			07	REMOVED			Y	5
00035579	4110300	PRINTERS		E1648275Z96	9001	5	41			07	REMOVED			Y	7
00101980	4110101	DESKTOP COMPUTERS		83104EU	9001	5	519			07	REMOVED			Y	5
00009173	4110101	DESKTOP COMPUTERS		310B40B	9001	6	12			07	REMOVED			Y	5
00107927	4110101	DESKTOP COMPUTERS		YM1167ZPKLX	9001	6	31			07	REMOVED			Y	5
00105690	4120000	COPIER			9001	6	32			07	REMOVED			Y	5
00035153	4110300	PRINTERS		JPBK111335	9001	6	34A			07	REMOVED			Y	5

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					CNTR	DP	BLDG	RM			N	ACQRED	INVTRY	G
00105672	4120000	COPIER			9001	6	35			07	REMOVED			
00035318	4050100	PROJECTORS		31835771	9001	6	602			07	REMOVED	Y		5
00105556	4110101	DESKTOP COMPUTERS		CL6MY51	9001	6	602			07	REMOVED	Y		7
00105558	4060100	FILES AND CABINETS		8FW8N41	9001	6	602			07	REMOVED	Y		5
00105559	4060100	FILES AND CABINETS		N/A	9001	6	603			07	REMOVED	Y		10
00039955	4110102	LAPTOP COMPUTERS		N/A	9001	6	603			07	REMOVED	Y		10
00035276	4110300	PRINTERS		4H619001SSEC	9001	6	604			07	REMOVED	Y		5
00035271	4120000	COPIER		CNDC5CF1SR	9001	6	604			07	REMOVED	Y		5
00105493	4120000	COPIER		3151579	9001	6	622			07	REMOVED	Y		5
00105298	4110101	DESKTOP COMPUTERS		12ES07170	9001	6	622			07	REMOVED	Y		5
00105346	4110101	DESKTOP COMPUTERS		28NCM01	9001	6	628			07	REMOVED	Y		5
00105347	4110101	DESKTOP COMPUTERS		58NCM01	9001	6	628			07	REMOVED	Y		5
00105482	4110101	DESKTOP COMPUTERS		93NCM01	9001	6	628			07	REMOVED	Y		5
00105486	4110101	DESKTOP COMPUTERS		46NCM01	9001	6	628			07	REMOVED	Y		5
00105546	4110101	DESKTOP COMPUTERS		D8NCM01	9001	6	628			07	REMOVED	Y		5
00028836	4110101	DESKTOP COMPUTERS		7VRSI	9001	6	640			07	REMOVED	Y		5
00028851	4110101	DESKTOP COMPUTERS		7VRNI	9001	6	646			07	REMOVED	Y		5
00105549	4110101	DESKTOP COMPUTERS		7VRSE	9001	6	646			07	REMOVED	Y		5
00105555	4110100	COMPUTERS		7VRSR	9001	6	650			07	REMOVED	Y		5
00029031	4110101	DESKTOP COMPUTERS		NOT VISIBLE	9001	6	650			07	REMOVED	Y		5
00029971	4110101	DESKTOP COMPUTERS		7U2NA	9001	6	7			07	REMOVED	Y		5
00032362	4110101	DESKTOP COMPUTERS		8W6PB01	9001	6	7			07	REMOVED	Y		5
00029551	4110101	DESKTOP COMPUTERS		12HP631	9001	7	0			07	REMOVED	Y		5
00029552	4110101	DESKTOP COMPUTERS		9GR100B	9001	7	4			07	REMOVED	Y		5
00029567	4110101	DESKTOP COMPUTERS		BJR100B	9001	7	4			07	REMOVED	Y		5
00030369	4110101	DESKTOP COMPUTERS		DHR100B	9001	7	4			07	REMOVED	Y		5
00102824	4110101	DESKTOP COMPUTERS		DXQF100B	9001	7	4			07	REMOVED	Y		5
00022458	9999999			9671003	9001	7	4			07	REMOVED	Y		5
00029568	4110101	DESKTOP COMPUTERS		6746-11-0218699	9001	7	45			07	REMOVED	Y		0
00029830	4110101	DESKTOP COMPUTERS		JGR100B	9001	7	5			07	REMOVED	Y		5
00026897	4120000	COPIER		6CDGD01	9001	7	5			07	REMOVED	Y		5
00035199	4080100	TELEVISIONS		6650760	9001	7	51			07	REMOVED	Y		5
00101172	4110101	DESKTOP COMPUTERS		510913589	9001	7	51			07	REMOVED	Y		7
00101173	4110101	DESKTOP COMPUTERS		YM04832JJUQ	9001	7	51D			07	REMOVED	Y		5
00035201	4120000	COPIER		YM011DKJWQ	9001	7	51D			07	REMOVED	Y		5
00103315	4110101	DESKTOP COMPUTERS		31775204	9001	7	52			07	REMOVED	Y		5
00105810	4110101	DESKTOP COMPUTERS		FWPCF01	9001	7	52			07	REMOVED	Y		5
00105940	4120000	COPIER		1S628269U23MLGW4	9001	7	52			07	REMOVED	Y		5
00029569	4110101	DESKTOP COMPUTERS		32001768	9001	7	52H			07	REMOVED	Y		5
00029576	4110101	DESKTOP COMPUTERS		DJR100B	9001	7	6			07	REMOVED	Y		5
00028394	4110101	DESKTOP COMPUTERS		8HR100B	9001	7	6			07	REMOVED	Y		5
00102739	4110101	DESKTOP COMPUTERS		EGLH8	9001	7	715			07	REMOVED	Y		5
00102161	4110101	DESKTOP COMPUTERS		3J6PB01	9001	7	9			07	REMOVED	Y		5
00102425	4110101	DESKTOP COMPUTERS		4WCAJ	9001	8				07	REMOVED	Y		5
00035188	4120000	COPIER		53D2101	9001	8				07	REMOVED	Y		5
00107184	4110101	DESKTOP COMPUTERS		NOT VISIBLE	9001	8	3			07	REMOVED	Y		5
00035257	4120000	COPIER		2KY4L11	9001	8	805			07	REMOVED	Y		5
00105442	4120000	COPIER		315247	9001	8	806			07	REMOVED	Y		5
00035315	4050100	PROJECTORS		12ES03517	9001	8	806			07	REMOVED	Y		5
				25284330325	9001	8	819			07	REMOVED	Y		7

RPRT- M1B09
 DIST- 20 GADSDEN COUNTY SCHOOL BOARD
 LOCN- 9001 GADSDEN COUNTY PUBLIC SCHOOLS

TERMS - FACILITY MANAGEMENT SERIES
 FIXED ASSET SUMMARY
 REQ-01 SEQ-C

PROCESSED- 09/03/09 PAGE- 18
 TIME- 15:17

-FA NUM-	CODE	-----CLASSIFICATION-----	-----DESCRIPTION---	SERIAL NUMBER	---LOCATION---				DISPOSITION	----DATES----		T	
					CNTR	DP	BLDG	RM		N	ACQRED		INVTRY
00105250	4060100	FILES AND CABINETS		N/A	9001	8	819	07	REMOVED			Y	10
00105318	4060100	FILES AND CABINETS		N/A	9001	8	819	07	REMOVED			Y	10
00035719	4120000	COPIER		SGM37COKQ4	9001	8	826	07	REMOVED			Y	5
00101781	4110101	DESKTOP COMPUTERS		0V7HP	9001	9		07	REMOVED			Y	5
00035522	4120000	COPIER		9922DP	9001	9	113	07	REMOVED			Y	5
00103018	4110101	DESKTOP COMPUTERS		5HR100B	9001	9	4	07	REMOVED			Y	5
00028068	4110101	DESKTOP COMPUTERS		2SGEY	9001	9	7	07	REMOVED			Y	5
00028660	4110101	DESKTOP COMPUTERS		2SGFQ	9001	9	7	07	REMOVED			Y	5
00103026	4110101	DESKTOP COMPUTERS		BPX3A	9001	9	8	07	REMOVED			Y	5
00030562	4110101	DESKTOP COMPUTERS		80NH901	9001	9	9	07	REMOVED			Y	5
00035348	4060100	FILES AND CABINETS		N/A	9001	9	902	07	REMOVED			Y	5
00027678	4110101	DESKTOP COMPUTERS		026B8	9001	9	908	07	REMOVED			Y	10
00029339	4110101	DESKTOP COMPUTERS		H87200B	9001	9	908	07	REMOVED			Y	5
00101921	4110101	DESKTOP COMPUTERS		026AX	9001	9	908	07	REMOVED			Y	5
00035344	4050000	AUDIO-VISUAL EQUIPMENT		347530873	9001	9	914	07	REMOVED			Y	5
00030553	4110101	DESKTOP COMPUTERS		7G1W301	9001	98	4	07	REMOVED			Y	7
00030563	4110101	DESKTOP COMPUTERS		JG1W301	9001	98	4	07	REMOVED			Y	5
00029562	4110101	DESKTOP COMPUTERS		BHR100B	9001	98	5	07	REMOVED			Y	5
00029563	4110101	DESKTOP COMPUTERS		2JR100B	9001	98	5	07	REMOVED			Y	5
00029974	4110101	DESKTOP COMPUTERS		JR6PB01	9001	99		07	REMOVED			Y	5
00030335	4110101	DESKTOP COMPUTERS		G5QLL01	9001	99		07	REMOVED			Y	5
00102921	4110101	DESKTOP COMPUTERS		4JR100B	9001	99		07	REMOVED			Y	5
00030792	4330000	TYPEWRITERS			9001	99	A	G	07	REMOVED	010104	Y	7
00034639	4080100	TELEVISIONS		DF112532451	9001	99	A	G	07	REMOVED	010104	Y	7
00034653	4120000	COPIER		MY38D010X2	9001	99	A	07	REMOVED			Y	5
00100376	4110300	PRINTERS		SG328130S6	9001	99	A	G	07	REMOVED	010104	Y	5
00100604	4110300	PRINTERS			9001	99	A	G	07	REMOVED	010104	Y	5
00029572	4110101	DESKTOP COMPUTERS		1JR100B	9001	99	0	07	REMOVED			Y	5
00029816	4110101	DESKTOP COMPUTERS		8BDGD01	9001	99	1	07	REMOVED			Y	5
00029032	4110101	DESKTOP COMPUTERS		G3LUQ	9001	99	8	07	REMOVED			Y	5
00029580	4110101	DESKTOP COMPUTERS		2HR100B	9001	99	8	07	REMOVED			Y	5
00029820	4110101	DESKTOP COMPUTERS		9CDGD01	9001	99	8	07	REMOVED			Y	5
00029017	4110101	DESKTOP COMPUTERS		G3LUM	9001	99	9	07	REMOVED			Y	5
					CNTR 9001	TOTAL		425 ITEMS		197,753.80 COST			

RPRT- M1B09
 DIST- 20 GADSDEN COUNTY SCHOOL BOARD
 LOCN- 9003 TRANSPORTATION DEPARTMENT

TERMS - FACILITY MANAGEMENT SERIES
 FIXED ASSET SUMMARY
 REQ-01 SEQ-C

PROCESSED- 09/03/09 PAGE- 19
 TIME- 15:17

-FA NUM-	CODE-----	CLASSIFICATION-----	DESCRIPTION---	SERIAL NUMBER----	---LOCATION----				DISPOSITION----	----DATES----		
					CNTR	DP	BLDG	RM		N	ACQRED	INVTRY
00020890	4060100	FILES AND CABINETS		NV	9003		PACE	G 07	REMOVED	010102		Y 10
00200277	4290200	MISC SHOP/VOC EQUIPMENT		NOT VISIBLE	9003		SHOP	G 07	REMOVED	010102		Y 7
					CNTR 9003	TOTAL			2 ITEMS			999.00 COST

RPT- M1B09
DIST- 20 GADSDEN COUNTY SCHOOL BOARD
LOCN- 9020 MAINTENANCE DEPARTMENT

TERMS - FACILITY MANAGEMENT SERIES
FIXED ASSET SUMMARY
REQ-01 SEQ-C

PROCESSED- 09/03/09 PAGE- 20
TIME- 15:17

-FA NUM-	CODE-----	CLASSIFICATION-----	DESCRIPTION---	SERIAL NUMBER----	---LOCATION----	C	---	DISPOSITION----	---	DATES----	T
					CNTR DP	BLDG RM N				ACQRED	INVTRY G LIF
00025946	4290200	MISC SHOP/VOC EQUIPMENT		N/A	9020	4	G	07 REMOVED		010189	Y 7
					CNTR 9020	TOTAL		1 ITEMS			.00 COST

RPT- M1B09
DIST- 20 GADSDEN COUNTY SCHOOL BOARD

TERMS - FACILITY MANAGEMENT SERIES
FIXED ASSET SUMMARY
REQ-01 SEQ-C

PROCESSED- 09/03/09 PAGE- 21
TIME- 15:17

-FA NUM-	CODE-----	CLASSIFICATION-----	DESCRIPTION---	SERIAL NUMBER----	---LOCATION---	CNTR DP BLDG RM N	----DISPOSITION----	ACQRED INVTRY G LIF	---
				REQ 01	TOTAL		479 ITEMS	258,445.86 COST	

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 11a

DATE OF SCHOOL BOARD MEETING: November 17, 2009

TITLE OF AGENDA ITEM: School Advisory Council Rosters

DIVISION:

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

PURPOSE AND SUMMARY OF ITEM:

According to Florida Statues each school is to submit School Advisory Council Rosters to the School Board for approval. Each advisory council shall be composed of the principal and an appropriately balanced number of teachers, education support employees, students, parents, and other business and community citizens who are representative of the ethnic, racial, and economic community served by the school. Attached is the School Advisory Council Roster for Chattahoochee Elementary School.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Audrey Lewis

POSITION: Parent Services Coordinator

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

This form is to be duplicated on light blue paper.

REVIEWED BY: _____

**Gadsden County
School Advisory Council Membership Roster**

School Year _09/10_____

School _Chattahoochee Elem. Telephone # 850-663-4373

Principal's Signature *Amy G. O'Keefe* Date :09/21/10

SAC Chairperson's Signature *Shelby B. Brown* Date :09/21/10

Name	Address	Phone #	Sex	Race	Position	Method of Selection*
Irene Harris	36 live oak lane,quincy	544-8567	F	B	Sec/data	Peer select
Tonja Carroll	335 maple street	663-4373	F	B	Guidanc	Peerselect
Marilyne McClend	335 maple street	663-4373	F	B	Vista	Peer select
Kaleena Carroll	851 maple street	663-2176	F	B	Parent	Peer select
Delricko Price	2465 lincoln drive	544-5083	M	B	FOF	Peer select
Phyllis Simmons	335 maple street	663-4373	F	B	Teacher	Peer select
Stephanie Brown	614 reed street	933-5276	F	B	Parent	Peer select
Jennifer Dean	22 smith lane	663-5267	F	W	Parent	Peer select
Shirley McDaniel	231 davis lane	243-0507	F	B	Parent	Peer select
Shakeila Epps	2014 aspalaga rd.	491-3620	F	B	Parent	Peer select
Sharon Bronson	180 mason rd.	663-2762	F	B	Parent	Peer select
Yolanda Baker	47 bellamy rd.	663-8934	F	B	Parent	Peer select
Gigi Mcmillian	748 congo rd.	663-3770	F	B	Parent	Peer select
Shirley Brown	344 rosdale tower rd.	663-2579	F	B	Parent	Peer select
Ann Williams	P.O.box 737	663-4122	F	B	FOF	Peer select
Dawn Weeks	810 LittleSycamore rd.	663-4373	F	W	Parent	Peer select
Nikia Pendelton	586 hardaway highway	566-3866	F	B	Parent	Peer sele

**Gadsden County
School Advisory Council Membership Roster**

School Year 09/10

School Chattahoochee Elem. Telephone # 850-663-4373

Principal's Signature *Amy L. Dixon* Date :09/21/10

SAC Chairperson's Signature *Shirley B...* Date :09/21/10

Name	Address	Phone #	Sex	Race	Position	Method of Selection*
Rita Carter	35 MLK JR.Blvd.	627-9651	F	B	Staff	Peer select
Kenyata Jackson	424 line st.E-7	663-9686	F	B	Parent	Peer select
Chee-Chee Jones	1085 lincoln drive	274-8168	F	B	Parent	Peer select
Abbye Dixon	1720 richbay rd.	539-4363	F	B	Principa	Peer select
Elexia Baker	715 crawfish rd.	663-4076	F	B	Parent	Peer select
Susan Blume	P.O.box 783	663-2388	F	W	Teacher	Peer select

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 12a

DATE OF SCHOOL BOARD MEETING: November 17, 2009

TITLE OF AGENDA ITEM: Annexing Greensboro Elementary School and West Gadsden High School Property into the Town of Greensboro

DIVISION: Administration

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

PURPOSE AND SUMMARY OF ITEM: Approval for voluntary annexation into the Town of Greensboro all properties of both Greensboro Elementary School and West Gadsden High School not presently within the Town Limits.

FUND SOURCE: N/A
AMOUNT: N/A
PREPARED BY: Reginald C. James
POSITION: Superintendent of Schools

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

This form is to be duplicated on light blue paper.

TOWN OF GREENSBORO

P.O. BOX 66

GREENSBORO, FLORIDA 32330-0066

Phone: (850) 442-6215

Fax: (850) 442-6680

September 12th, 2009

Honorable Judge Helm
Chairman, Gadsden County School Board
35 M. L. King Boulevard
Quincy, FL 32351

Dear Sir:

The Town of Greensboro is seeking to extend its boundaries eastward along State Road 12 toward areas of expected future growth in order to enlarge its tax base, and to have more voice in the types of development proposed.

According to state law, properties to be annexed must be contiguous. Property owners east of the school properties have indicated a desire to voluntarily annex their property into the Town.

In order to connect with these properties the School Board would need to request voluntary annexation into the Town all properties of both Greensboro Elementary School and West Gadsden High School not presently within the Town Limits.

The Greensboro Town Council has directed me to respectfully request that the Gadsden County School Board consider annexing the School Property into the Town.

While there might not be any immediate direct benefit to the Schools this action could greatly contribute to the viability of the Greensboro Community and so be to the benefit of the Schools in the future, through the possibility of enhanced municipal services and community support.

Your consideration of this matter will be greatly appreciated.

Very truly yours,



W.K. Pitts, Jr.
Mayor

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 13a

DATE OF SCHOOL BOARD MEETING: November 17, 2009

TITLE OF AGENDA ITEM: Approval of School Board Rules Numbered 2.25 (subsection Student Progression Plan), 4.11 (Student Progression Plan), 5.14 (Homeless Students) and 6.78 (Social Security Numbers).

DIVISION: Administration

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

PURPOSE AND SUMMARY OF ITEM:

Approval is requested of Gadsden County School Board Rules Numbered 2.25, 4.11 (Student Progression Plan), 5.14 (Homeless Students) and 6.78 (Social Security Numbers).

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Sonja Bridges, Ed.D. 

POSITION: Assistant Superintendent for Academic Services

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: 

GADSDEN COUNTY SCHOOL BOARD

REGULAR MEETING: November 17, 2009

Suggested script for amending Gadsden County School Board Rules 2.25, 4.11, 5.14, and 6.78.

() CHAIRPERSON

The next agenda item is Item Number ____ which includes consideration of, and action upon School Board Rules Numbered 2.25, 4.11 (Student Progression Plan), 5.14 (Homeless Students) and 6.78 (Social Security Numbers). Based upon professional judgment and past experience, modifications of this rule will have little to no economic impact. For this reason no action is being taken on an economic impact statement. THIS PUBLIC HEARING IS INCLUDED IN THE REGULAR MEETING OF THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA, held on November 17, 2009, in the regular School Board Meeting Room in the Max D. Walker Administration Building at Number 35 Martin Luther King Jr. Blvd., Quincy, Florida. The hearing is for the purpose of receiving input and comments from the public on Rule 2.25. This hearing is being electronically recorded. The hour is now ____ p.m. At an appropriate time, the Chair will invite from the audience questions, comments, evidence, arguments, oral statements or other information regarding the proposed action. At that time,

each individual wishing to address the Board will please first rise, be recognized by the Chair, and state her or his name.

() SUPERINTENDENT

Mr./Madam Chairperson, each member of the Board has been furnished a copy of the proposed Amended Rules previously described by you. I recommend that the Board amend School Board Rules Numbered 2.25, 4.11 (Student Progression Plan), 5.14 (Homeless Students) and 6.78 (Social Security Numbers).

() CHAIRPERSON

If there is anyone who wishes to ask questions, make comments, present evidence or oral arguments or present other information regarding the proposed action, you may do so at this time.

(QUESTIONS, COMMENTS, ETC., IF ANY.)

() A MEMBER

Mr./Madam Chairperson, I move to amend School Board Rules Numbered 2.25, 4.11 (Student Progression Plan), 5.14 (Homeless Students) and 6.78 (Social Security Numbers).

() A MEMBER

I second the motion.

() CHAIRPERSON

There is a motion and a second to amend School Board Rules Numbered 2.25, 4.11 (Student Progression Plan), 5.14 (Homeless Students) and 6.78 (Social Security Numbers). Is there any further discussion? All in favor of the motion please say aye- All opposed... The rule has been amended and it is so ordered. The next item on the agenda is Item Number ____.

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

SCHOOL BOARD ADOPTED PLANS

2.25+

The School Board has plans, manuals, handbooks and codes which outline procedures to be followed relative to stated topics. The plans, manuals, handbooks and codes listed below may be adopted by reference as part of these rules when required by other Board rules, Florida Statutes, or other controlling requirements.

Administrative Services

- * Budget Document
- District Emergency Plan
- District Five-year Work Plan
- District Master In-Service Plan
- District Procedures Manual
- District Safety Plan
- General Outline of Revenue and Meal Accountability Procedure
- Human Resources Management and Development (HRMD) Plan
- Gadsden County Leadership Development
- * Position Description
- Project Priority List
- School Plant Survey
- Transportation Procedures Manual

Instructional Services

- After School Child Care Program Manual
- * Code of Student Conduct
- District Testing Procedures Manual
- Instructional Materials Manual

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

Instructional Technology Plan

Limited-English Proficient LEP Plan

Manual for Admissions and Placement for ESE Programs

* Student Progression Plan

School Handbooks

School Health Procedures Manual

School Improvement Plans

Special Programs and Procedures Manual

Student Education Records Manual

Student Performance Standards

Student Performance Standards of Excellence

Student Report Cards

Student Services Plan

Truancy Plan

* These documents are adopted by the Board in accord with Florida Statute 120 (Administrative Procedures Act); all other documents are either approved or revised by the Board from time-to-time.

STATUTORY AUTHORITY:

1001.41, 1001.42, F. S.

LAWS IMPLEMENTED:

1001.41, 1001.43, F.S.

HISTORY:

**ADOPTED:
REVISION DATE(S):
FORMERLY: 8.220; 8.301; 8.302**

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

SCHOOL BOARD ADOPTED PLANS

2.25+

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CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

Instructional Technology Plan

Limited-English Proficient LEP Plan

Manual for Admissions and Placement for ESE Programs

* Student Progression Plan

School Handbooks

School Health Procedures Manual

School Improvement Plans

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STATUTORY AUTHORITY:

1001.41, 1001.42, F. S.

LAWS IMPLEMENTED:

1001.41, 1001.43, F.S.

HISTORY:

ADOPTED:
REVISION DATE(S): 07/15/03
FORMERLY: 8.220; 8.301; 8.302

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

STUDENT PROGRESSION PLAN

4.11*+

The School Board shall approve the *Student Progression Plan* and copies maintained in the District office and at each school. The Plan shall be pursuant to Florida Statutes and shall be comprehensive to include student performance standards and promotional and graduation requirements for Grades K-12, adult and general education, exceptional student education, dual enrollment, job entry, and vocational education including programs and courses in agriculture, business, marketing, health occupations, public service, home economics, industrial, and compensatory education. After School Board approval, the District's *Student Progression Plan* shall be made a part of this rule.

STATUTORY AUTHORITY: 1001.41, 1006.04, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1003.43, 1003.437, F.S.

STATE BOARD OF EDUCATION RULE(S): 6A-1.0941

HISTORY: ADOPTED:
REVISION DATE(S): 2/23/05
FORMERLY: NEW

CHAPTER 5.00 – STUDENTS

HOMELESS STUDENTS

5.14

The School Board of Gadsden County shall ensure that homeless children and youth, including preschool-aged children, are provided with equal access to free, appropriate educational programs, have an opportunity to meet the same challenging State of Florida academic standards, are not stigmatized, segregated or separated in another educational program on the basis of their status as homeless and to establish safeguards that protect homeless students from discrimination on the basis of their homelessness.

I. Homeless children who live within the county shall be immediately admitted to school in the District and shall have access to free and appropriate public education, including preschool. The District shall remove barriers that affect the enrollment and retention of homeless students, including issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship (especially for unaccompanied homeless youth). They shall be given the opportunity to meet local and state academic achievement standards, and shall be included in state and District assessments and accountability systems.

II. Definitions

Homeless child is defined as

- A. One who lacks a fixed regular and adequate nighttime residence;
- B. One who has a primary nighttime residence that is
 - 1. A supervised shelter that is designed to provide temporary living accommodations;
 - 2. An institution providing temporary residence for persons who are to be institutionalized; or
 - 3. ~~A public or private place not designed or normally used for human residence;~~ A public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings or normally used for human residence;
 - 4. An emergency or transitional shelter that is designed to provide temporary living accommodations;

CHAPTER 5.00 – STUDENTS

- C. One who resides with an adult who is not his/her parent or guardian because the parent/guardian is suffering financial hardship.
- D. Sharing the housing of other persons due to the loss of housing, economic hardship or a similar reason; doubled-up;
- E. Abandoned in hospitals;
- F. Awaiting foster care placement;
- G. Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- H. Migratory children may qualify as homeless for the purposes of this definition if the children are living in any of the circumstances described above.
- I. Unaccompanied youth (youth not in the physical custody of a parent or guardian) who are living in any of the circumstances described above.

School of Origin – The school that the student attended when permanently housed or the school where the child or youth was last enrolled.

- III. The District shall assist homeless children to provide documentation to meet state and local requirements for entry into school. The District (Local Educational Agency – LEA) must designate an appropriate staff person as a liaison for students in homeless situations.
- IV. A homeless child must be immediately enrolled and then shall be given a thirty (30) school day exemption to provide proof of age, certification of a school-entry health examination and proof of immunization.
- V. Each homeless student shall be provided the services, with full and equal opportunity to succeed in school the same as other students, including transportation, school nutrition programs, and education services for which the child meets the eligibility criteria such as exceptional education, gifted, vocational, Title I, and limited English proficiency programs, before and after-school programs, and preschool programs administered by the District that are available for all other students.

CHAPTER 5.00 – STUDENTS

- VI. The student's rights remain in place for the entire school year and up to the first thirty days of the next school year.
- VII. An identified homeless child meets the requirements for free breakfast and lunch and the income of an individual providing shelter is not considered or required.
- VIII. Homeless students have the right to remain in their school of origin. Should a dispute arise regarding school selection, the District shall inform their parents or guardians, in writing, of their right to dispute the school selection, and the students shall remain in the school of origin until the dispute is resolved.
- IX. Homeless students and their parents or guardians shall be informed of the student's rights to transportation to and from their school of origin, and, at the request of the parent or guardian, be provided transportation.

STATUTORY AUTHORITY: 1001.41, 1001.42, 1003.21, F.S.

LAW(S) IMPLEMENTED: McKinney-Vento Act, (42 U.S.C. §§11431-11435 Title I, Part A of the Elementary and Secondary Education Act, 20 U.S.C. §§6311-6315; The individuals with Disabilities Education Act, 20 U.S.C. §§1400 et. Seq. April 6, 2002 Policy of the Child Nutrition Division of the U.S. Department of Agriculture.; June 5, 1992 Policy of the Administration for Children and Families of U.S. Department of Health and Human Services
1001.43, 1003.01, 1003.21, 1003.22, F.S.
NO CHILD LEFT BEHIND ACT OF 2001, P.L. 107-110

HISTORY: **ADOPTED:** _____
REVISION DATE(S): 08/23/05, 01/24/06
FORMERLY:

HOMELESS STUDENTS

5.14

The School Board of Gadsden County shall ensure that homeless children and youth, including preschool-aged children, are provided with equal access to free, appropriate educational programs, have an opportunity to meet the same challenging State of Florida academic standards, are not stigmatized, segregated or separated in another educational program on the basis of their status as homeless and to establish safeguards that protect homeless students from discrimination on the basis of their homelessness.

I. Homeless children who live within the county shall be immediately admitted to school in the District and shall have access to free and appropriate public education, including preschool. The District shall remove barriers that affect the enrollment and retention of homeless students, including issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship (especially for unaccompanied homeless youth). They shall be given the opportunity to meet local and state academic achievement standards, and shall be included in state and District assessments and accountability systems.

II. Definitions

Homeless child is defined as

- A. One who lacks a fixed regular and adequate nighttime residence;
- B. One who has a primary nighttime residence that is
 - 1. A supervised shelter that is designed to provide temporary living accommodations;
 - 2. An institution providing temporary residence for persons who are to be institutionalized; or
 - 3. A public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings or normally used for human residence;
 - 4. An emergency or transitional shelter that is designed to provide temporary living accommodations;

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- C. One who resides with an adult who is not his/her parent or guardian because the parent/guardian is suffering financial hardship.
- D. Sharing the housing of other persons due to the loss of housing, economic hardship or a similar reason; doubled-up;
- E. Abandoned in hospitals;
- F. Awaiting foster care placement;
- G. Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- H. Migratory children may qualify as homeless for the purposes of this definition if the children are living in any of the circumstances described above.
- I. Unaccompanied youth (youth not in the physical custody of a parent or guardian) who are living in any of the circumstances described above.

School of Origin – The school that the student attended when permanently housed or the school where the child or youth was last enrolled.

- III. The District shall assist homeless children to provide documentation to meet state and local requirements for entry into school. The District (Local Educational Agency – LEA) must designate an appropriate staff person as a liaison for students in homeless situations.
- IV. A homeless child must be immediately enrolled and then shall be given a thirty (30) school day exemption to provide proof of age, certification of a school-entry health examination and proof of immunization.
- V. Each homeless student shall be provided the services, with full and equal opportunity to succeed in school the same as other students, including transportation, school nutrition programs, and education services for which the child meets the eligibility criteria such as exceptional education, gifted, vocational, Title I, and limited English proficiency programs, before and after-school programs, and preschool programs administered by the District that are available for all other students.
- VI. The student's rights remain in place for the entire school year and up to the first thirty days of the next school year.

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- VII. An identified homeless child meets the requirements for free breakfast and lunch and the income of an individual providing shelter is not considered or required.
- VIII. Homeless students have the right to remain in their school of origin. Should a dispute arise regarding school selection, the District shall inform their parents or guardians, in writing, of their right to dispute the school selection, and the students shall remain in the school of origin until the dispute is resolved.
- IX. Homeless students and their parents or guardians shall be informed of the student's rights to transportation to and from their school of origin, and, at the request of the parent or guardian, be provided transportation.

STATUTORY AUTHORITY: 1001.41, 1001.42, 1003.21, F.S.

LAW(S) IMPLEMENTED: McKinney-Vento Act, (42 U.S.C. §§11431-11435 Title I, Part A of the Elementary and Secondary Education Act, 20 U.S.C. §§6311-6315; The individuals with Disabilities Education Act, 20 U.S.C. §§1400 et. Seq. April 6, 2002 Policy of the Child Nutrition Division of the U.S. Department of Agriculture.; June 5, 1992 Policy of the Administration for Children and Families of U.S. Department of Health and Human Services
1001.43, 1003.01, 1003.21, 1003.22, F.S.
NO CHILD LEFT BEHIND ACT OF 2001, P.L. 107-110

HISTORY:

ADOPTED: _____
REVISION DATE(S): 08/23/05, 01/24/06
FORMERLY:

CHAPTER 6.00 – HUMAN RESOURCES

SOCIAL SECURITY NUMBERS

6.78

I. Collection

- A. Social security numbers shall be collected only when allowed by law or when necessary for the performance of the school system's duties.
- B. The District shall collect the social security number of each applicant and employee for the following reasons:
 - 1. Identification and verification;
 - 2. Benefit processing;
 - 3. Data collection;
 - 4. Tax reporting; and
 - 5. Criminal background checks.
- C. The District may also use the social security number for search purposes.

II. Notification

The District shall notify each applicant and employee of the reasons for which his/her social security number may be collected.

III. Review

The Superintendent shall review the collection of social security numbers to ensure that the reasons for collection and the process for collection and maintenance are consistent with Florida Statutes. The Superintendent shall report his/her findings as required by law.

IV. Confidentiality

A social security number shall be considered confidential and exempt from public inspection in accordance with Florida Statutes. Social security numbers may be disclosed to another agency or governmental entity if it is necessary for the receiving entity to perform its responsibilities.

CHAPTER 6.00 – HUMAN RESOURCES

V. Release to Commercial Entities

- A. Social security numbers may be released to a commercial entity as allowed by law. The commercial entity must state the reason for requesting the social security numbers.
- B. The District as required by law, shall annually report the identity of all commercial entities that have requested social security numbers during the preceding year and the reasons for the requests. If no requests have been received during the preceding year, the District shall report that information.

STATUTORY AUTHORITY: 1001.41, 1001.42, 1012.23, F.S.

LAW(S) IMPLEMENTED: 119.071, 1001.43, 1012.23, F.S.

HISTORY: ADOPTED:
REVISION DATE(S):
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