

AGENDA

SPECIAL SCHOOL BOARD MEETING

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

July 17, 2012

6:00 P.M.

THIS MEETING IS OPEN TO THE PUBLIC

1. CALL TO ORDER

ITEMS FOR CONSENT

2. BUDGET AND FINANCIAL TRANSACTIONS

- a. Budget Amendment Number Thirty-Two – **SEE PAGE #4**

Fund Source: 434 (RTTT) Funds
Amount: \$34,000.00

ACTION REQUESTED: The Superintendent recommends approval.

- b. Budget Amendment Number Thirty-Three – **SEE PAGE #10**

Fund Source: 110 (General) Funds
Amount: \$5,515.27

ACTION REQUESTED: The Superintendent recommends approval.

- c. School Board Truth In Millage (TRIM) Timetable Revisions – **SEE PAGE #23**

Fund Source: N/A
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- d. Request Board's Permission to Advertise for a Tentative Budget Hearing
SEE PAGE #25

Fund Source: N/A
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- e. Honeywell Energy Cost Avoidance Report – **SEE PAGE #26**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

3. AGREEMENTS/PROJECT/GRANT APPLICATIONS

- a. Participation in Panhandle Area Educational Consortium - **SEE PAGE #57**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- b. Participation in the Small School Council Consortium – **SEE PAGE #64**

Fund Source: General Fund

Amount: \$2,850.00

ACTION REQUESTED: The Superintendent recommends approval.

- c. Contract for School Food Service with Mathematics in response to requirements of USDA – **SEE PAGE #69**

Fund Source: School Food Service

Amount: No Cost

ACTION REQUESTED: The Superintendent recommends approval.

- d. Interlocal Agreement with the Region VIII Education Service Center
SEE PAGE #82

Fund Source: School Food Service

Amount: Approximately \$30,000.00

ACTION REQUESTED: The Superintendent recommends approval.

- e. Contract to Participate with Florida Learns STEM Scholars through PAEC
SEE PAGE #88

Fund Source: General Fund

Amount: Estimated \$2,000.00

ACTION REQUESTED: The Superintendent recommends approval.

- f. Gateway Educational Computing Consultants Project Contract for 2012-2013
SEE PAGE #93

Fund Source: General Fund

Amount: \$18,650.20

ACTION REQUESTED: The Superintendent recommends approval.

- g. PAEC Professional Development Center (PAEC/PDC) – **SEE PAGE #97**

Fund Source: General Fund
Amount: \$18,988.44

ACTION REQUESTED: The Superintendent recommends approval.

- h. Termination of Contract with MidAmerica – Special Pay Plan – **SEE PAGE #100**

Fund Source: Employees' Gross Wages
Amount: Employee and Employer Savings in Future
Retirements/Terminations

ACTION REQUESTED: The Superintendent recommends approval.

4. SCHOOL FACILITY/PROPERTY

- a. Request to Delete and Dispose from Capital Assets – Furniture, Fixtures and Equipment (3/6/12 – 6/30/12) – **SEE PAGE #123**

Fund Source: All Funds
Amount: \$318,184.59

ACTION REQUESTED: The Superintendent recommends approval.

ITEMS FOR DISCUSSION

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

- a. Discussion of School Board Policy 2.25 (Code of Student Conduct)
SEE PAGE #186

Fund Source: N/A
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

6. EDUCATIONAL ITEMS BY THE SUPERINTENDENT

7. SCHOOL BOARD REQUESTS AND CONCERNS

8. ADJOURNMENT

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 2a

DATE OF SCHOOL BOARD MEETING: July 17, 2012

TITLE OF AGENDA ITEMS: Budget Amendment Number Thirty-Two

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

This amendment establishes budget Common Core State Standards Grant \$34,000.00

FUND SOURCE: 434 (RTTT) Funds

AMOUNT: \$ 34,000.00

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

**Gadsden County School Board
434 (ARRA Race To The Top) Fund Appropriations
Budget Amendment Number
Thirty-Two**

434 FUND						
FUNCTION/ OBJECT		BEGINNING BUDGET 6/30/2012	BUDGET AMENDMENT NUMBER THIRTY-ONE	BUDGET BALANCE 6/30/2012		
5100	100	\$ -	\$ -	\$ -		
K-12 Instructional	200	\$ 609,415.00	\$ -	\$ 609,415.00		
	300	\$ -	\$ -	\$ -		
	500	\$ 271,950.00	\$ -	\$ 271,950.00		
	600	\$ 5,550.00	\$ -	\$ 5,550.00		
	700	\$ -	\$ -	\$ -		
FUNCTOTAL		\$ 886,915.00	\$ -	\$ 886,915.00		
5300	100	\$ 168,000.00	\$ -	\$ 168,000.00		
Vocational	200	\$ 53,400.00	\$ -	\$ 53,400.00		
Technical	300	\$ 98,300.00	\$ -	\$ 98,300.00		
	500	\$ 94,254.20	\$ -	\$ 94,254.20		
	600	\$ 110,640.00	\$ -	\$ 110,640.00		
	700	\$ 21,000.00	\$ -	\$ 21,000.00		
FUNCTOTAL		\$ 545,594.20	\$ -	\$ 545,594.20		
6300	100	\$ -	\$ -	\$ -		
Instructioanl	200	\$ -	\$ -	\$ -		
Curriculum Dev.	300	\$ -	\$ -	\$ -		
	500	\$ -	\$ -	\$ -		
	600	\$ -	\$ -	\$ -		
	700	\$ -	\$ -	\$ -		
FUNCTOTAL		\$ -	\$ -	\$ -		
6400	100	\$ 175,000.00	\$ -	\$ 175,000.00		
Instructional	200	\$ -	\$ -	\$ -		
Staff Training	300	\$ 203,224.01	\$ 34,000.00	\$ 237,224.01		
	500	\$ 27,252.67	\$ -	\$ 27,252.67		
	600	\$ 2,789.97	\$ -	\$ 2,789.97		
	700	\$ 15,000.00	\$ -	\$ 15,000.00		
FUNCTOTAL		\$ 423,266.65	\$ 34,000.00	\$ 457,266.65		
6500	300	\$ 8,790.98	\$ -	\$ 8,790.98		
Instructional	600	\$ 210,440.82	\$ -	\$ 210,440.82		
Related	700	\$ -	\$ -	\$ -		
Technology						
FUNCTOTAL		\$ 219,231.80	\$ -	\$ 219,231.80		

Gadsden County School Board
434 (ARRA Race To The Top) Fund Appropriations
Budget Amendment Number
Thirty-Two

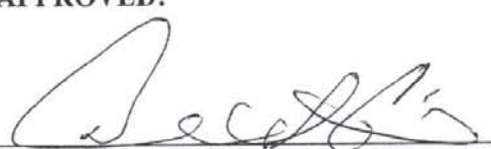

7200	600	\$	-	\$	-	\$	-
General Admin.	700	\$	73,397.93	\$	-	\$	73,397.93
FUNCTOTAL		\$	73,397.93	\$	-	\$	73,397.93
7400	300	\$	2,800.00	\$	-	\$	2,800.00
Facilities Acq				\$	-		
FUNCTOTAL		\$	2,800.00	\$	-	\$	2,800.00
7700	100	\$	161,416.88	\$	-	\$	161,416.88
Central Services	200	\$	48,677.30	\$	-	\$	48,677.30
	300	\$	24,536.29	\$	-	\$	24,536.29
FUNCTOTAL		\$	234,630.47	\$	-	\$	234,630.47
7800	300	\$	14,000.00	\$	-	\$	14,000.00
Transportation	600	\$	7,925.55	\$	-	\$	7,925.55
FUNCTOTAL		\$	21,925.55	\$	-	\$	21,925.55
8200	100	\$	-	\$	-	\$	-
Admin	200	\$	-	\$	-	\$	-
Technology	300	\$	75,000.00	\$	-	\$	75,000.00
Services	400	\$	-	\$	-	\$	-
FUNCTOTAL		\$	75,000.00	\$	-	\$	75,000.00
GRANDTOTAL		\$	2,482,761.60	\$	34,000.00	\$	2,516,761.60

Gadsden County School Board
 434 (ARRA Race To The Top) Fund Estimated Revenue
 Budget Amendment Number
 Thirty-Two

434 REVENUE OBJECT	ESTIMATED REVENUE 6/30/12	BUDGET AMENDMENT NUMBER THIRTY-ONE	ENDING ESTIMATED 6/30/2012
214	\$ 2,482,761.60	\$ -	\$ 2,482,761.60
GRAND TOTAL	\$ 2,482,761.60	\$ -	\$ 2,482,761.60

**Florida Department of Education
Project Award Notification**

proj. 434RG31

1 PROJECT RECIPIENT Gadsden County School District	2 PROJECT NUMBER 200-RG311-3C001
3 PROJECT/PROGRAM TITLE Common Core State Standards (CCSS) <p align="center">TAPS 13AT31</p>	4 AUTHORITY 84.395A Race to the Top Fund
5 AMENDMENT INFORMATION Amendment Number: Type of Amendment: Effective Date:	6 PROJECT PERIODS Budget Period: 06/08/2012 - 08/31/2012 Program Period: 06/08/2012 - 08/31/2012
7 AUTHORIZED FUNDING Current Approved Budget: \$ 34,000.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$ 34,000.00	8 REIMBURSEMENT OPTION Federal Cash Advance
9 TIMELINES <ul style="list-style-type: none"> • Last date for incurring expenditures and issuing purchase orders: <u>08/31/2012</u> • Date that all obligations are to be liquidated and final disbursement reports submitted: <u>10/20/2012</u> • Last date for receipt of proposed budget and program amendments: <u>08/31/2012</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: Petricia Sailor Phone: (850) 245 - 9322 Email: Petricia.Sailor@fldoe.org Grants Management: Unit A (850) 245-0496	11 DOE FISCAL DATA DBS: 03 10 01 EO: G3 Object: 720035
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. • Other: Approved pre-award project costs must only occur from June 8, 2012 to the effective date of the budget period in Block 6 of the DOE Project Award Notification. Expenditures must not exceed the amount approved by the Department on the Budget Narrative Form, DOE 101. 	
13 APPROVED: <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  <hr style="width: 100%;"/> Authorized Official on behalf of Gerard Robinson Commissioner of Education </div> <div style="text-align: center;"> <p style="font-size: 2em; margin: 0;">6/26/12</p> <hr style="width: 100%;"/> Date of Signing </div> <div style="text-align: right;">  </div> </div>	

DOE-200
Revised 02/05

FLORIDA DEPARTMENT OF EDUCATION
BUDGET NARRATIVE FORM

A) Name of Eligible Recipient/Fiscal Agent: Gadsden County Public Schools

B) DOE Assigned Project Number: 200-RG311-30001

C) TAPS Number: 13AT31

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE POSITION	AMOUNT	% ALLOCATED to this PROJECT	ALLOWABLE DOE USE ONLY	REASONABLE DOE USE ONLY	NECESSARY DOE USE ONLY
6400	330	Travel - Professional Development mandatory FDOE training on Common Core Standards sixty teachers attending from 14 school teams of 4 and one district team of four (56) for four days either in Orlando or Ft. Lauderdale	0.96	\$34,000	100%	PS ✓	PS ✓	PS ✓
D) TOTAL				\$34,000.00				

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 2b

DATE OF SCHOOL BOARD MEETING: July 17, 2012

TITLE OF AGENDA ITEMS: Budget Amendment Number Thirty-Three

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

This amendment establishes budget for Laura Bush Foundation grant for Shanks \$5,000 and for Postsecondary Education Readiness Test (PERT) \$515.27.

FUND SOURCE: 110 (General) Funds

AMOUNT: \$ 5,515.27

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

**Gadsden County School Board
110 (General) Fund Appropriations
Budget Amendment Number
Thirty-Three**

110 FUND					
FUNCTION/ OBJECT		BEGINNING BUDGET 6/30/2012	BUDGET AMENDMENT NUMBER THIRTY-THREE		BUDGET BALANCE 6/30/2012
K-12 Instructional	100	\$ 12,233,192.66	\$ -	\$	12,233,192.66
	200	\$ 2,282,717.54	\$ -	\$	2,282,717.54
	300	\$ 2,312,404.50	\$ -	\$	2,312,404.50
	400	\$ -	\$ -	\$	-
	500	\$ 1,358,476.62	\$ 313.96	\$	1,358,790.58
	600	\$ 145,796.00	\$ -	\$	145,796.00
	700	\$ 21,674.52	\$ -	\$	21,674.52
FUNCTOTAL		\$ 18,354,261.84	\$ 313.96	\$	18,354,575.80
5200 Exceptional Instruction	100	\$ 2,621,085.71	\$ -	\$	2,621,085.71
	200	\$ 592,187.36	\$ -	\$	592,187.36
	300	\$ 303,081.59	\$ -	\$	303,081.59
	500	\$ 14,248.86	\$ -	\$	14,248.86
FUNCTOTAL		\$ 3,530,603.52	\$ -	\$	3,530,603.52
5300 Vocational Technical	100	\$ 225,022.59	\$ -	\$	225,022.59
	200	\$ 44,925.28	\$ -	\$	44,925.28
	300	\$ 448.00	\$ -	\$	448.00
	400	\$ -	\$ -	\$	-
	500	\$ 141.09	\$ -	\$	141.09
	600	\$ -	\$ -	\$	-
FUNCTOTAL		\$ 270,536.96	\$ -	\$	270,536.96
5400 5400 Adult	100	\$ 645,932.44	\$ -	\$	645,932.44
	200	\$ 103,536.83	\$ -	\$	103,536.83
	300	\$ 10,084.00	\$ -	\$	10,084.00
	400	\$ -	\$ -	\$	-
	500	\$ 7,615.00	\$ -	\$	7,615.00
	600	\$ 17,114.79	\$ -	\$	17,114.79
	700	\$ 2,359.00	\$ -	\$	2,359.00
FUNCTOTAL		\$ 786,642.06	\$ -	\$	786,642.06
5500 Pre-Kindergarten	100	\$ 614,723.02	\$ -	\$	614,723.02
	200	\$ 148,777.10	\$ -	\$	148,777.10
	300	\$ 3,064.50	\$ -	\$	3,064.50
	500	\$ 31,522.87	\$ -	\$	31,522.87
	600	\$ -	\$ -	\$	-
	700	\$ 236.00	\$ -	\$	236.00
FUNCTOTAL		\$ 798,323.49	\$ -	\$	798,323.49

**Gadsden County School Board
110 (General) Fund Appropriations
Budget Amendment Number
Thirty-Three**

6100	100	\$	1,083,959.72	\$	-	\$	1,083,959.72
Pupil	200	\$	223,986.47	\$	-	\$	223,986.47
Personnel	300	\$	276,905.00	\$	-	\$	276,905.00
Services	400	\$	-	\$	-	\$	-
	500	\$	11,577.26	\$	-	\$	11,577.26
	600	\$	-	\$	-	\$	-
	700	\$	3,170.00	\$	-	\$	3,170.00
FUNCTOTAL		\$	1,599,598.45	\$	-	\$	1,599,598.45
6200	100	\$	452,894.75	\$	-	\$	452,894.75
Instructional	200	\$	105,051.40	\$	-	\$	105,051.40
Media	300	\$	162,300.00	\$	-	\$	162,300.00
Service	500	\$	11,168.00	\$	-	\$	11,168.00
	600	\$	26,177.00	\$	5,000.00	\$	31,177.00
	700	\$	7,830.00	\$	-	\$	7,830.00
6200 FUNCTOTAL		\$	765,421.15	\$	5,000.00	\$	770,421.15
6300	100	\$	812,246.24	\$	-	\$	812,246.24
Instructional	200	\$	164,008.47	\$	-	\$	164,008.47
Curriculum Dev.	300	\$	29,543.00	\$	-	\$	29,543.00
	400	\$	-	\$	-	\$	-
	500	\$	16,526.00	\$	-	\$	16,526.00
	600	\$	1,943.00	\$	-	\$	1,943.00
FUNCTOTAL		\$	1,024,266.71	\$	-	\$	1,024,266.71
6400	100	\$	16,928.44	\$	-	\$	16,928.44
Instructional	200	\$	1,295.06	\$	-	\$	1,295.06
Staff Training	300	\$	11,964.00	\$	-	\$	11,964.00
	400	\$	-	\$	-	\$	-
	500	\$	8,591.00	\$	-	\$	8,591.00
	600	\$	665.00	\$	-	\$	665.00
	700	\$	3,131.00	\$	-	\$	3,131.00
FUNCTOTAL		\$	42,574.50	\$	-	\$	42,574.50
6500	100	\$	43,285.01	\$	-	\$	43,285.01
Instruction	200	\$	8,926.60	\$	-	\$	8,926.60
Related Tech	300	\$	34,760.00	\$	-	\$	34,760.00
Instruction	500	\$	20,060.00	\$	201.31	\$	20,261.31
	600	\$	8,337.79	\$	-	\$	8,337.79
FUNCTOTAL		\$	115,369.40	\$	201.31	\$	115,570.71

**Gadsden County School Board
110 (General) Fund Appropriations
Budget Amendment Number
Thirty-Three**

7100	100	\$	139,310.44	\$	-	\$	139,310.44
Board of	200	\$	223,550.36	\$	-	\$	223,550.36
Education	300	\$	205,403.60	\$	-	\$	205,403.60
	500	\$	6,286.58	\$	-	\$	6,286.58
	600	\$	1,943.00	\$	-	\$	1,943.00
	700	\$	253,846.00	\$	-	\$	253,846.00
FUNCTOTAL		\$	830,339.98	\$	-	\$	830,339.98
7200	100	\$	255,908.00	\$	-	\$	255,908.00
Superintendent &	200	\$	61,591.24	\$	-	\$	61,591.24
Deputy Supt.	300	\$	60,973.00	\$	-	\$	60,973.00
	500	\$	12,276.00	\$	-	\$	12,276.00
	600	\$	5,584.06	\$	-	\$	5,584.06
	700	\$	15,481.00	\$	-	\$	15,481.00
FUNCTOTAL		\$	411,813.30	\$	-	\$	411,813.30
7300	100	\$	2,854,601.00	\$	-	\$	2,854,601.00
School	200	\$	547,978.00	\$	-	\$	547,978.00
Administration	300	\$	9,164.00	\$	-	\$	9,164.00
Principals	500	\$	6,710.38	\$	-	\$	6,710.38
	600	\$	15,178.80	\$	-	\$	15,178.80
FUNCTOTAL		\$	3,433,632.18	\$	-	\$	3,433,632.18
7400	100	\$	60,803.33	\$	-	\$	60,803.33
Facilities Acq	200	\$	11,919.08	\$	-	\$	11,919.08
& Construction	300	\$	-	\$	-	\$	-
FUNCTOTAL		\$	72,722.41	\$	-	\$	72,722.41
7500	100	\$	321,422.05	\$	-	\$	321,422.05
Fiscal	200	\$	69,247.50	\$	-	\$	69,247.50
Services	300	\$	49,054.22	\$	-	\$	49,054.22
	400	\$	-	\$	-	\$	-
	500	\$	8,235.44	\$	-	\$	8,235.44
	600	\$	4,796.92	\$	-	\$	4,796.92
	700	\$	714.00	\$	-	\$	714.00
FUNCTOTAL		\$	453,470.13	\$	-	\$	453,470.13
7600	100	\$	7,791.13	\$	-	\$	7,791.13
Food Service	200	\$	638.89	\$	-	\$	638.89
	500	\$	-	\$	-	\$	-
FUNCTOTAL		\$	8,430.02	\$	-	\$	8,430.02

**Gadsden County School Board
110 (General) Fund Appropriations
Budget Amendment Number
Thirty-Three**

7700	100	\$	199,035.90	\$	-	\$	199,035.90
Central	200	\$	42,013.31	\$	-	\$	42,013.31
Services	300	\$	81,129.11	\$	-	\$	81,129.11
	500	\$	24,824.00	\$	-	\$	24,824.00
	600	\$	2,871.00	\$	-	\$	2,871.00
	700	\$	3,113.52	\$	-	\$	3,113.52
FUNCTOTAL		\$	352,986.84	\$	-	\$	352,986.84
7800	100	\$	1,868,244.74	\$	-	\$	1,868,244.74
Transportation	200	\$	668,799.16	\$	-	\$	668,799.16
	300	\$	127,931.00	\$	-	\$	127,931.00
	400	\$	726,000.00	\$	-	\$	726,000.00
	500	\$	219,107.26	\$	-	\$	219,107.26
	600	\$	-	\$	-	\$	-
	700	\$	3,373.30	\$	-	\$	3,373.30
FUNCTOTAL		\$	3,613,455.46	\$	-	\$	3,613,455.46
7900	100	\$	1,203,420.80	\$	-	\$	1,203,420.80
Operation of	200	\$	385,314.06	\$	-	\$	385,314.06
Plant	300	\$	1,763,081.81	\$	-	\$	1,763,081.81
	400	\$	1,972,887.97	\$	-	\$	1,972,887.97
	500	\$	147,912.00	\$	-	\$	147,912.00
	600	\$	47,509.20	\$	-	\$	47,509.20
	700	\$	3,121.00	\$	-	\$	3,121.00
FUNCTOTAL		\$	5,523,246.84	\$	-	\$	5,523,246.84
8100	100	\$	563,312.32	\$	-	\$	563,312.32
Maintenance	200	\$	145,536.66	\$	-	\$	145,536.66
of Plant	300	\$	553,572.86	\$	-	\$	553,572.86
	400	\$	-	\$	-	\$	-
	500	\$	185,995.33	\$	-	\$	185,995.33
	600	\$	68,196.28	\$	-	\$	68,196.28
	700	\$	2,297.00	\$	-	\$	2,297.00
FUNCTOTAL		\$	1,518,910.45	\$	-	\$	1,518,910.45
8200	100	\$	166,639.62	\$	-	\$	166,639.62
Admin.	200	\$	47,090.78	\$	-	\$	47,090.78
Technology	300	\$	158,871.05	\$	-	\$	158,871.05
	400	\$	-	\$	-	\$	-
Services	500	\$	14,610.34	\$	-	\$	14,610.34
	600	\$	11,967.64	\$	-	\$	11,967.64
	700	\$	21,328.86	\$	-	\$	21,328.86
FUNCTOTAL		\$	420,508.29	\$	-	\$	420,508.29

**Gadsden County School Board
110 (General) Fund Appropriations
Budget Amendment Number
Thirty-Three**

9100	100	\$	253,456.28	\$	-	\$	253,456.28
Community	200	\$	48,300.00	\$	-	\$	48,300.00
Services	300	\$	-	\$	-	\$	-
	500	\$	-	\$	-	\$	-
	600	\$	-	\$	-	\$	-
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	301,756.28	\$	-	\$	301,756.28
9700	900	\$	-	\$	-	\$	-
Transfer of				\$	-		
Funds				\$	-		
FUNCTOTAL		\$	-	\$	-	\$	-
GRANDTOTAL		\$	44,228,870.26	\$	5,515.27	\$	44,234,385.53

Gadsden County School Board
 110 (General) Fund Estimated Revenue
 Budget Amendment Number
 Thirty-Three

110 FUND REVENUE OBJECT	ESTIMATED REVENUE 6/30/12	BUDGET AMENDMENT THIRTY-THREE	ENDING ESTIMATED REVENUE 6/30/12
191	\$ 141,000.00	\$ -	\$ 141,000.00
202	\$ 150,000.00	\$ -	\$ 150,000.00
280	\$ 333,313.79	\$ -	\$ 333,313.79
310	\$ 20,721,566.00	\$ -	\$ 20,721,566.00
315	\$ 823,355.00	\$ -	\$ 823,355.00
317	\$ 3,657.00	\$ -	\$ 3,657.00
318	\$ 352,171.79	\$ -	\$ 352,171.79
323	\$ 4,371.00	\$ -	\$ 4,371.00
341	\$ 223,250.00	\$ -	\$ 223,250.00
343	\$ 25,000.00	\$ -	\$ 25,000.00
355	\$ 6,123,654.00	\$ -	\$ 6,123,654.00
361	\$ 447,649.00	\$ -	\$ 447,649.00
363	\$ -	\$ -	\$ -
371	\$ 800,000.00	\$ -	\$ 800,000.00
390	\$ 1,156.98	\$ 515.27	\$ 1,672.25
399	\$ -	\$ -	\$ -
411	\$ 9,276,960.00	\$ -	\$ 9,276,960.00
425	\$ 1,000.00	\$ -	\$ 1,000.00
430	\$ 10,000.00	\$ -	\$ 10,000.00
440	\$ 7,805.49	\$ -	\$ 7,805.49
462	\$ 35,000.00	\$ -	\$ 35,000.00
467	\$ 5,000.00	\$ -	\$ 5,000.00
473	\$ -	\$ -	\$ -
490	\$ 950,000.00	\$ 5,000.00	\$ 955,000.00
491	\$ -	\$ -	\$ -
494	\$ -	\$ -	\$ -
495	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 40,435,910.05	\$ 5,515.27	\$ 40,441,425.32



THE LAURA BUSH FOUNDATION
FOR AMERICA'S LIBRARIES

For Immediate Release
June 4, 2012

Contact: Starlet Hunter
202-955-5890

**The Laura Bush Foundation for America's Libraries Awards More Than
\$1,125,000 in Grants to School Libraries**
Grants Will Help 238 School Libraries Buy Books

Today The Laura Bush Foundation for America's Libraries announced that 238 school libraries are being awarded \$1,126,315 in grants for 2012. The schools receive grants of up to \$5,000 to expand, update and diversify their library book collections.

Partnering this year with the Laura Bush Foundation for America's Libraries was the Target Corporation. Through their programs like Take Charge of Education and Target School Library Makeovers, Target donates a significant portion of their giving towards educational causes with a focus on helping students achieve reading proficiency.

The Target Corporation is committed to playing an active role in supporting education, with special emphasis on early childhood reading. Through their generous support this year, ten additional grants were awarded to deserving schools throughout the nation.

The grant application process is administered by The Community Foundation for the National Capital Region with guidance from The Laura Bush Foundation's Advisory Committee. The grants are funded through generous donations to the endowment from individuals, corporations and foundations.

The Laura Bush Foundation for America's Libraries was founded in 2002 as a fund of The Community Foundation for the National Capital Region. Since its inception, the Laura Bush Foundation has awarded more than \$9.5 million to schools in all 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, the Marshall Islands and the Northern Mariana Islands. In addition to these yearly grants, the Foundation has also awarded more than \$6.3 million to school libraries in the Gulf Coast region to rebuild their library book collections that were lost or destroyed by hurricanes or storms.

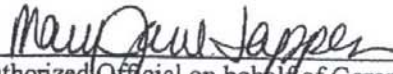
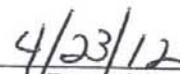

The mission of the Laura Bush Foundation for America's Libraries is to support the education of our nation's children by providing funds to update, extend and diversify the book and print collections of America's school libraries. Further information is available at www.laurabushfoundation.org

---more---

Ensley Elementary School	Pensacola	FL
Holm Elementary School	Pensacola	FL
James A. Shanks Middle School	Quincy	FL
DeSoto Elementary School	Tampa	FL
Stewart Middle Magnet School	Tampa	FL
Wimauma Elementary School	Wimauma	FL
Woodville Elementary School	Woodville	FL
Oglethorpe Avenue Elementary School	Athens	GA
B.E.S.T. Academy High School	Atlanta	GA
Burgess-Peterson Academy	Atlanta	GA
Carter G. Woodson Elementary School	Atlanta	GA
Centennial Place Elementary School	Atlanta	GA
Charles L. Gideons Elementary School	Atlanta	GA
Crawford W. Long Middle School	Atlanta	GA
D. H. Stanton Elementary School	Atlanta	GA
Harper-Archer Middle School	Atlanta	GA
Jean Childs Young Middle School	Atlanta	GA
Luther Judson Price Middle School	Atlanta	GA
Perkerson Elementary School	Atlanta	GA
The New 21st Century Learning Center, Alonzo A. Crim Open Campus	Atlanta	GA
Therrell School of Law, Government and Public Policy	Atlanta	GA
Walter Francis White Elementary School	Atlanta	GA
Whitefoord Elementary School	Atlanta	GA
William J. Scott Elementary School	Atlanta	GA
William M. Finch Elementary School	Atlanta	GA
Dawson Elementary School	Columbus	GA
International Community School	Decatur	GA
Stewart Middle School	Douglasville	GA
Anita White Carson Middle School	Greensboro	GA
Lilburn Elementary School	Lilburn	GA
Rome Middle School	Rome	GA
Lapwai Middle/High School	Lapwai	ID
East Aurora High School	Aurora	IL
Simmons Middle School	Aurora	IL
Lincoln Middle School	Berwyn	IL
Golfview Elementary School	Carpentersville	IL
Agustin Lara Elementary Academy	Chicago	IL
Calmecca Academy of Fine Arts and Dual Language	Chicago	IL
Carl Von Linne Elementary School	Chicago	IL
Edward Coles Model for Excellence World Language Academy	Chicago	IL

**Florida Department of Education
Project Award Notification**

Proj. 1105940

1 PROJECT RECIPIENT Gadsden County School District	2 PROJECT NUMBER 200-99750-2ST01
3 PROJECT/PROGRAM TITLE Postsecondary Education Readiness Test (PERT) <p align="center">TAPS 12A200</p>	4 AUTHORITY L.I. 106 2011 General Appropriations Act
5 AMENDMENT INFORMATION Amendment Number: Type of Amendment: Effective Date:	6 PROJECT PERIODS Budget Period: 04/20/2012 - 06/30/2012 Program Period: 04/20/2012 - 06/30/2012
7 AUTHORIZED FUNDING Current Approved Budget: \$ 313.96 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$ 313.96	8 REIMBURSEMENT OPTION Quarterly Advance to Public Entity
9 TIMELINES <ul style="list-style-type: none"> • Last date for incurring expenditures and issuing purchase orders: <u>06/30/2012</u> • Date that all obligations are to be liquidated and final disbursement reports submitted: <u>08/20/2012</u> • Last date for receipt of proposed budget and program amendments: <u>06/30/2012</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: Sandra Dilger Phone: (850) 245 - 0824 Email: Sandra.Dilger@fldoe.org Grants Management: Unit A (850) 245-0496	11 DOE FISCAL DATA DBS: 08 20 01 EO: 75 Object: 720035
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. • Any unexpended general revenue funds must be returned by check issued to the Florida Department of Education, with the final expenditure report. The check must clearly identify the project number for which funds are being returned. • In the event that the Governor and Cabinet are required to impose a mandatory reserve on the current year appropriation, this Agreement shall be amended to place in reserve the amount determined by the Department of Education to be necessary because of the mandatory reserve in the appropriation. • Record of postsecondary readiness test scores provided by McCann Associates or appropriate testing company to districts, schools, students, and FDOE. 	
13 APPROVED: <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 45%;">  <hr/> Authorized Official on behalf of Gerard Robinson Commissioner of Education </div> <div style="width: 20%; text-align: center;">  <hr/> Date of Signing </div> <div style="width: 25%; text-align: right;">  </div> </div>	

DOE-200
Revised 02/05

A) GADSDEN COUNTY PUBLIC SCHOOLS
 Name of Eligible Recipient:
 B) 200-69000-2ST01
 93,160

TAPS Number
12A200

Project Number: (DOE USE ONLY)

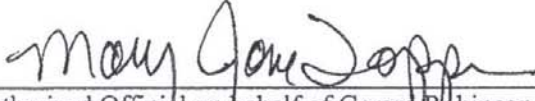

**FLORIDA DEPARTMENT OF EDUCATION
BUDGET NARRATIVE FORM**

(1) FUNCTION	(2) OBJECT	(3) ACCOUNT TITLE AND NARRATIVE	(4) FTE POSITION	(5) AMOUNT
5100	590	Math (172 tests) x \$0.94		\$161.68
5100	590	Writing (81 tests) x \$0.94		\$76.14
5100	590	Reading (81 tests) x \$0.94		\$76.14
C) TOTAL				\$313.96

161.68 +
 76.14 +
 76.14 +
 313.96 *

**Florida Department of Education
Project Award Notification**

Proj. 1105940

1 PROJECT RECIPIENT Gadsden County School District	2 PROJECT NUMBER 200-99750-2ST01
3 PROJECT/PROGRAM TITLE Postsecondary Education Readiness Test (PERT) <p align="center">TAPS 12A200</p>	4 AUTHORITY L.I. 106 2011 General Appropriations Act
5 AMENDMENT INFORMATION Amendment Number: 1 Type of Amendment: Budget: Increase Effective Date: 05/18/2012	6 PROJECT PERIODS Budget Period: 04/20/2012 - 06/30/2012 Program Period: 04/20/2012 - 06/30/2012
7 AUTHORIZED FUNDING Current Approved Budget: \$ 313.96 Amendment Amount: \$ 201.31 Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$ 515.27	8 REIMBURSEMENT OPTION Quarterly Advance to Public Entity
9 TIMELINES <ul style="list-style-type: none"> • Last date for incurring expenditures and issuing purchase orders: <u>06/30/2012</u> • Date that all obligations are to be liquidated and final disbursement reports submitted: <u>08/20/2012</u> • Last date for receipt of proposed budget and program amendments: <u>06/30/2012</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: Sandra Dilger Phone: (850) 245 - 0824 Email: Sandra.Dilger@fldoe.org Grants Management: Unit A (850) 245-0496	11 DOE FISCAL DATA DBS: 08 20 01 EO: 75 Object: 720035
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. • Any unexpended general revenue funds must be returned by check issued to the Florida Department of Education, with the final expenditure report. The check must clearly identify the project number for which funds are being returned. • In the event that the Governor and Cabinet are required to impose a mandatory reserve on the current year appropriation, this Agreement shall be amended to place in reserve the amount determined by the Department of Education to be necessary because of the mandatory reserve in the appropriation. • Record of postsecondary readiness test scores provided by McCann Associates or appropriate testing company to districts, schools, students, and FDOE. 	
13 APPROVED: <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  <hr style="width: 100%;"/> Authorized Official on behalf of Gerard Robinson Commissioner of Education </div> <div style="text-align: center;"> 6-12-12 <hr style="width: 100%;"/> Date of Signing </div> <div style="text-align: right;">  </div> </div>	

DOE-200
Revised 02/05

A) Gadsden County School District
District/Agency Name

B) 200-99750-2ST01
Project Number

12A200
TAPS Number

C) 1
Amendment Number

FLORIDA DEPARTMENT OF EDUCATION BUDGET AMENDMENT NARRATIVE FORM

D) Total Project Amount Currently Approved \$ <u>313.96</u>	E) Total Project Amount resulting from this Budget Amendment \$ <u>515.27</u>
--	--

F) Line Item Description

FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE	AMOUNT INCREASE	AMOUNT DECREASE
5100 <i>6500</i>	590	ACT test administrations		\$201.31	
				\$201.31	

Total

Total

313.96 +
201.31 +
515.27 *



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 2c

DATE OF SCHOOL BOARD MEETING: July 17, 2012

TITLE OF AGENDA ITEMS: School Board Truth in Millage (TRIM) Timetable Revisions

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested for this revised Truth in Millage (TRIM) timetable with the following key dates:

Board Meeting	July 17, 2012	Request Permission to Advertise Tentative Budget
Newspaper Ads	July 26, 2012	Advertise Tentative Budget
Board Meeting	July 31, 2012	Tentative Budget Hearing
Board Meeting	September 4, 2012	Final Budget Hearing and Superintendent's Annual Financial Report

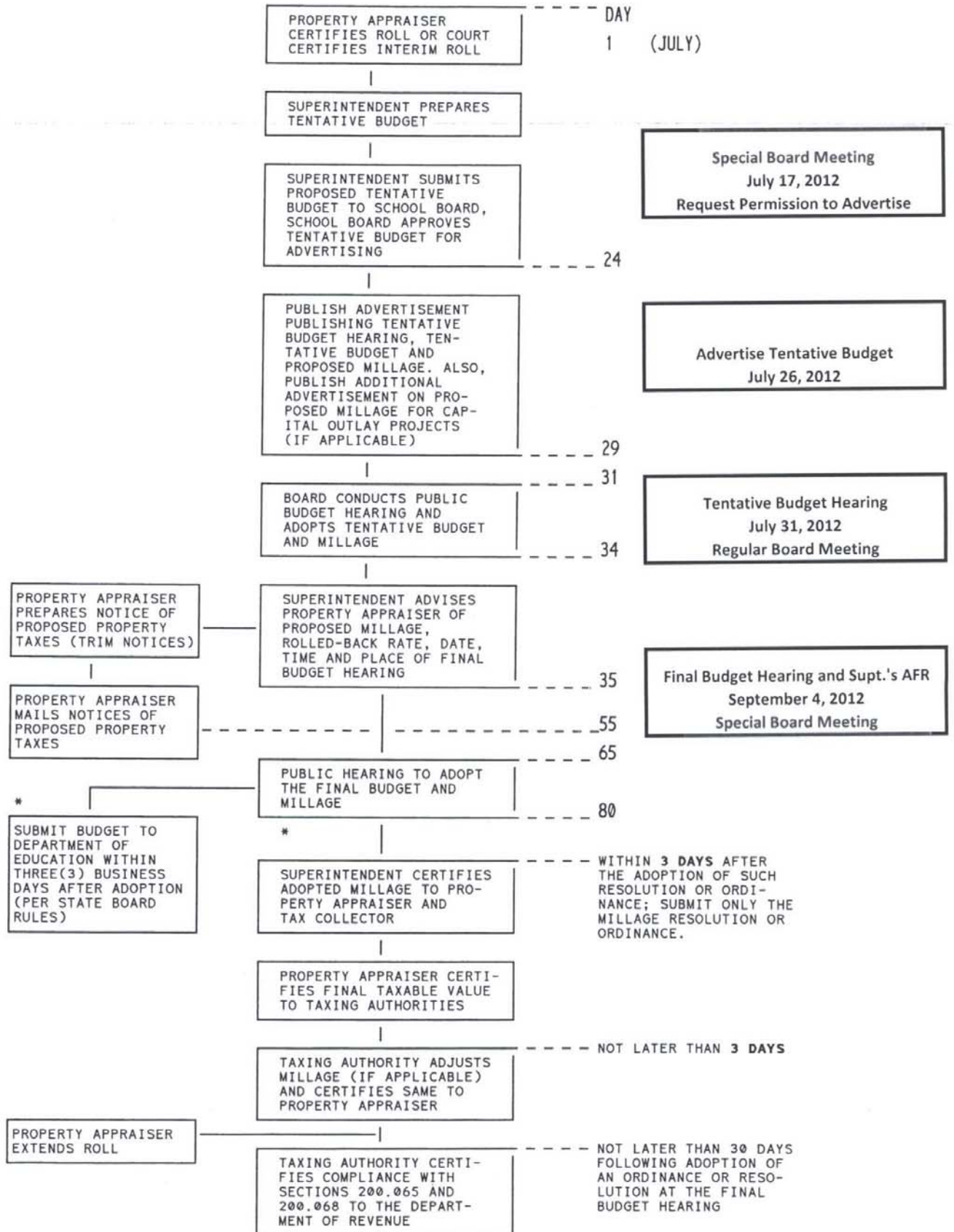
Each of the Board meetings would begin at 6:00 p.m.

See attached schedule.

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

SCHOOL BOARD TRIM TIMETABLE



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 2d

DATE OF SCHOOL BOARD MEETING: July 17, 2012

TITLE OF AGENDA ITEMS: Request Board's Permission to Advertise for a Tentative Budget Hearing

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

Pursuant to Section 1011.03 Florida Statutes, permission is requested from the Board to advertise for a Tentative Budget Hearing scheduled for Tuesday, July 31, 2012 at 6:00 p.m.

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 2e

DATE OF SCHOOL BOARD MEETING: July 17, 2012

TITLE OF AGENDA ITEMS: Honeywell Energy Cost Avoidance Report

DIVISION: Maintenance and Finance Departments

PURPOSE AND SUMMARY OF ITEMS:

Attached is a copy of the Energy Cost Avoidance Report from Honeywell for the second year of implementation. In addition, copies of the quarterly Energy Analysis Reports are available in the Maintenance and Finance Departments.

PREPARED BY: Wayne Shepard and Bonnie Wood

POSITION: Director of Facilities and Assistant Superintendent for Business Services

Gadsden County Schools Energy Cost Avoidance Report

Energy Guarantee Year 2 of 10
April 2011 through March 2012



*Helping customers manage energy resources to
improve financial performance*

Table of Contents

Gadsden County Schools *Building a Brighter Future*

35 Martin Luther King, Jr. Blvd. Quincy, Florida 32351
(850) 627-9651 - PHONE (850) 627-2760 - FAX



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Program Overview
Retrofit Highlights
Methodology & M&V Matrix

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Energy Savings Tips
Glossary of Terms

Program Overview

Measurement & Verification Services

Honeywell is pleased to provide this comprehensive report of your energy consumption. This report was processed using an industry-standard program based on proven and accepted engineering formulas for energy conservation and analysis.

M&V Contract Number: 992-85-12329

Baseline Period: June 2007 - May 2008
Guarantee Period: April 2010 - March 2024
Guarantee Term: 10 Years

Report Period: April 2011 through March 2012

Report Preparation By: Dan Ponton, MVS
 Joel Bruedigam, EA

June 2012



Meters Included in Report



<u>Location</u>	<u>Utility</u>	<u>M&V Methodology</u>
Administration	Electric	Option A
	Water	Option A
Transportation	Electric	Option A
	Water	Option A
Carter Parramore Elementary	Electric	Option A
	Natural Gas	Option A
Chattahoochee Elementary	Electric	Option A
	Water	Option A
George Munroe Elementary	Electric	Option A
	Natural Gas	Option A
	Water	Option A
Greensboro Elementary	Electric	Option A
	Water	Option A
Gretna Elementary	Electric	Option A
	Natural Gas	Option A
Havana Elementary	Electric	Option A
	Water	Option A
St. Johns Elementary	Electric	Option A
	Natural Gas	Option A
Stewart Street Elementary	Electric	Option A

<u>Location</u>	<u>Utility</u>	<u>M&V Methodology</u>
Havana Middle	Water	Option A
	Electric	Option A
James Shanks Middle	Water	Option A
	Electric	Option A
	Natural Gas	Option A
East Gadsden High	Water	Option A
	Electric	Option A
West Gadsden High	Electric	Option A
Gadsden Technical	Electric	Option A
	Water	Option A

Retrofit Highlights

- High Efficiency Lighting Upgrade
- High Efficiency HVAC Upgrade
- High Efficiency Plumbing Fixtures
- High Efficiency Marquee Sign
- Web Enabled HVAC Controls Upgrade
- Energy Awareness Program

Determination of Energy Savings

Theory of Energy Management

The primary motivation behind most energy management projects is cost avoidance. Cost avoidance is defined as the avoided expense, in today's dollars, attributable to a retrofit or other energy management initiative. In order to determine if a project has yielded the expected level of cost avoidance, it is necessary to measure and verify the cost avoidance in the post-retrofit period. By comparing the pre-retrofit energy consumption and cost with post-retrofit data, the performance of the energy retrofit can be determined.

The Federal Energy Management Program (FEMP) of the U.S. Department of Energy and its Measurement and Verification Guidelines for Federal Energy Projects classify measurement and verification approaches as Option A, B, C and D, and are selected based on the complexity of the retrofit project energy conservation measures (ECMs) and their potential operating interaction with each other. The FEMP Guidelines, based on the International Performance Measurement and Verification Protocol (IPMVP), were originally developed for U.S. federal projects. The FEMP and IPMVP protocols have since become the de facto standards used to measure and verify performance contract energy management project results.

Option A: Verification techniques determine savings by measuring the performance of a system before and after a retrofit, either through physical measurement or the use of manufacturer data, and multiplying the difference by an agreed-upon or stipulated factor, such as hours of operation.

Option B: Verification techniques are designed for projects where long-term continuous measurement of performance is desired. Metering is conducted on an individual system level, and the measured performance is compared with a baseline to determine cost avoidance.

Option C: Verification techniques involve utility whole building meter analysis, reviewing overall energy use, and identifying the effects of energy projects on a facility. Energy use before and after a retrofit project is compared to determine cost avoidance.

Option D: Computer models are developed that use calibrated simulations of baseline and post-installation energy use to measure cost avoidance.

Methodology

Explanation of Adjustments

If all things were equal, energy management results could be simply determined by subtracting current year energy use units from their base year equivalent (kilowatt-hours, cubic feet of gas, cubic feet of water, etc.) The costs avoided would then simply be the energy use units saved between the two measured periods multiplied by a given billing rate.

However, as all conditions are never equal between the current and base year periods of tracking, adjustments are required to assure an equivalent comparison in order to accurately calculate the energy cost avoidance. These adjustments are made to the base year period utility bill data in order to reflect energy usage that would have occurred during the base year period if all the conditions of the current year period had existed then. The result is referred to as the baseline. Baseline adjustments include, but are not limited to, differences in billing period days, weather, rate schedules, equipment that has been recommissioned, added or removed, increases or decreases in building square footage, changes in enrollment counts, etc. These are variables affecting consumption which warrant adjustment to the baseline.

Billing Days Adjustment - Typically, utility companies do not bill for the same number of days each month. The energy tracking/auditing software program used adjusts for differences in the number of days in the billing period between the base year and current year before calculating energy cost avoidance/savings.

Weather Adjustment - As energy consumption is often weather-related, a regression analysis is performed to identify the relationship between historic meter performance and weather, denoted by heating or cooling degree-day variables. The analysis results in a regression model utilized in calculating the baseline, adjusted for the weather difference between the pre- and post-installation period. The program adjusts for weather variation using weather data degree-days while also recognizing that not all energy consumption is weather sensitive.

Cost Adjustment - Utility company rate schedules are generally used to calculate the cost of energy consumption. These rates may change frequently. The applicable utility rate schedule as determined by the performance contract is used for cost calculation in the current review period. This schedule achieves an accurate comparison of the pre- and post-installation period cost of energy.

Runtime Adjustment - A building's hours of operation (runtime) typically vary and will affect energy usage. Set hours of operation are agreed upon on a building-by-building basis and documented in the contract. Review period runtime is tracked on a monthly basis and compared to the agreed upon operating hours. Adjustments can be made in the event actual hours of operation exceed agreed upon hours.

Methodology

Miscellaneous Adjustments - A change in consumption will occur if the square footage or occupancy levels of the facility change or if the facility adds, deletes, or changes equipment that affects building load. Savings lost or gained by the change can be calculated by standard engineering formulas.

Methods Contained in This Report

Option A is used to calculate energy cost avoidance for all facilities. This method gives a truer picture of the cost avoidance achieved by a lighting retrofit, regardless of the operation of the other building systems, especially where controls were omitted from the scope of work.

The baseline adjustment is stipulated to be an escalation of 4% per year for the unit cost of electric utilities and 4% per year for gas utilities, and 4% per year for the unit cost of water used in the determination of cost avoidance each year.

The energy avoidance identified in the Post Installation/Guarantee Period 1 measurement and verification activities will be stipulated as the achieved energy avoidance for years 2 through 14. The associated cost avoidance will be calculated using the stipulated utility unit avoidance times the agreed upon escalated utility unit costs.

Operational cost savings identified and described in the contract were deemed satisfied upon contract execution. Operational cost savings categorized as capital cost avoidance are part of, or are causally connected to scope of work specified in Attachment A and are documented by industry standard engineering methodologies acceptable to the Customer. The baseline adjustment is stipulated to be an escalation of 4% per year for operational costs used in the determination of operational cost avoidance each year.



Executive Summary

In compliance with contract provisions, FEMP Option A methodology of Measurement & Verification, "Potential to Perform" was used to quantify energy cost avoidance and performance results reported herein. Every attempt has been made to generate the most accurate energy audit possible. Honeywell will follow Option A "Potential to Perform" methodology in Year 2 and through the rest of the guarantee period. On site verification by observations of operations and captured screen shots from EMS of the operating parameters will be completed.

Summary of Savings --Year 2			
Energy Conservation Measure	Cost Savings		
	Cost Savings Projected	Cost Savings Result	% to Projection
High Efficiency Lighting Upgrade	\$141,389	\$140,584	99%
High Efficiency HVAC Upgrade	\$5,272	\$5,244	99%
High Efficiency Plumbing Fixtures	\$11,682	\$16,704	143%
High Efficiency Marquee Sign	\$3,853	\$4,057	105%
Web Enabled HVAC Controls Upgrade	\$60,379	\$60,379	100%
Energy Awareness Program	\$82,904	\$82,904	100%
Total	\$305,479	\$309,872	101%

Honeywell Home & Building Control provides a wide array of products, services, and programs to conserve energy and increase the operating efficiency of your building. When Honeywell applies advanced control and maintenance techniques to your existing buildings.

Excellence Is Our Standard
Delighting You Is Our Goal

Thank You for Choosing Honeywell

Total Cost Avoidance Summary

Year 2 Results

Energy Cost Avoidance	\$ 309,872
Operational Savings	\$ 171,484
<hr/>	
Total Cost Avoidance	\$ 481,356
Annual Guarantee	\$ 476,963
Excess Savings/(Shortfall)	\$ 4,393
Percent of Plan	101%

Cumulative Results

TIME PERIOD		TOTAL COST AVOIDANCE	ANNUAL ENERGY GUARANTEE	EXCESS SAVINGS/ (SHORTFALL)
Year 1	4/10 - 3/11	\$ 462,869	\$ 458,618	\$ 4,251
Year 2	4/11 - 3/12	\$ 481,356	\$ 476,963	\$ 4,393
Year 3	4/12 - 3/13	\$ -	\$ -	\$ -
Year 4	4/13 - 3/14	\$ -	\$ -	\$ -
Year 5	4/14 - 3/15	\$ -	\$ -	\$ -
Year 6	4/15 - 3/16	\$ -	\$ -	\$ -
Year 7	4/16 - 3/17	\$ -	\$ -	\$ -
Year 8	4/17 - 3/18	\$ -	\$ -	\$ -
Year 9	4/18 - 3/19	\$ -	\$ -	\$ -
Year 10	4/19 - 3/20	\$ -	\$ -	\$ -
TOTAL		\$ 944,225	\$ 935,581	\$ 8,644

Energy Cost Avoidance Summary

Year 2 Results

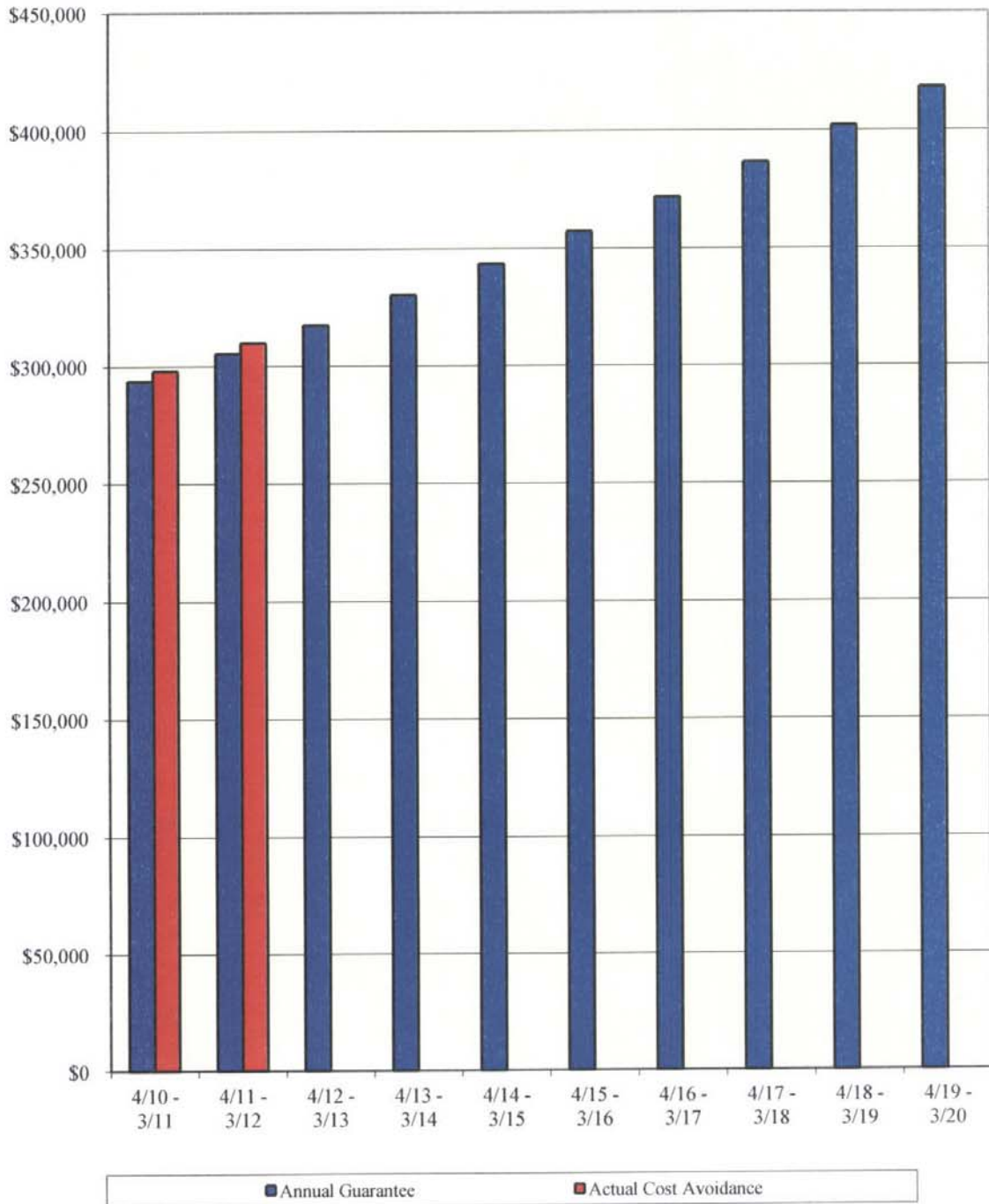
Utility Savings	\$ 309,872
Annual Energy Guarantee	\$ 305,479
Excess Savings/(Shortfall)	\$ 4,393
Percent of Plan	101%

Cumulative Results

TIME PERIOD		TOTAL COST AVOIDANCE	ANNUAL ENERGY GUARANTEE	EXCESS SAVINGS/ (SHORTFALL)
Year 1	4/10 - 3/11	\$ 297,981	\$ 293,730	\$ 4,251
Year 2	4/11 - 3/12	\$ 309,872	\$ 305,479	\$ 4,393
Year 3	4/12 - 3/13	\$ -	\$ -	\$ -
Year 4	4/13 - 3/14	\$ -	\$ -	\$ -
Year 5	4/14 - 3/15	\$ -	\$ -	\$ -
Year 6	4/15 - 3/16	\$ -	\$ -	\$ -
Year 7	4/16 - 3/17	\$ -	\$ -	\$ -
Year 8	4/17 - 3/18	\$ -	\$ -	\$ -
Year 9	4/18 - 3/19	\$ -	\$ -	\$ -
Year 10	4/19 - 3/20	\$ -	\$ -	\$ -
TOTAL		\$ 607,853	\$ 599,209	\$ 8,644

Performance Savings

Annual Energy Guarantee vs. Actual Cost Avoidance



Project Overview/Review Detail

Validation of ECM Savings

Measurement & Verification Methods

Measurement and Verification (M&V) is based on the Federal Energy Management Program's (FEMP) publication, "Measurement and Verification Guideline for Federal Energy Projects," (DOE/GO-102000-0960, September 2000). The M&V plan for this contract consists of the following:

Year One: Honeywell will follow FEMP Option "A" "Potential to Perform" (as scheduled in Attachment "G", Exhibit G-3 & G-4) for the Measurement and Verification to quantify the energy cost avoidance of Gadsden County Schools facilities. This option will be applied on an ECM specific basis and was selected for this determination to provide an accurate but economical reconciliation. Savings will be realized from both energy and operational improvements. Energy savings for the Facilities for such Guarantee Year will be quantified and summarized on an ECM basis as defined below. The energy savings will be multiplied by the applicable energy rate as defined in Attachment G section 1.1 to calculate the Energy cost avoidance.

Year Two and Remaining Guarantee Years (ongoing): Honeywell will follow FEMP Option "A" "Potential to Perform" (as scheduled in Exhibit G-3 & G-4). On-site verification by observation of operation and captured screen shots from the EMS of the operating parameters will be completed for the Measurement and Verification of the installed ECMs. The annual inspection of time schedules in the Energy Management System will be performed to quantify equipment runtimes and the energy cost avoidance of the customer's facility as stated in Exhibit "G1".

Energy Conservation Measures (ECMs) Implemented

Applicable ECMs

ECMs (and associated energy types) applicable to the project include:

- ECM #1 – High Efficiency Lighting Upgrade (Electricity)
- ECM #2 – High Efficiency HVAC Upgrades (Electricity & Gas)
- ECM #3 – High Efficiency Plumbing Fixtures (Water)
- ECM #4 – High Efficiency Marquee Sign (Electricity)
- ECM #5 – Web Enabled HVAC Controls Upgrade (Electricity)
- ECM #6 – Energy Awareness Program (Electricity)

Projected Savings

Attachment G, Section 1.1, Schedule of Savings in the contract, indicates that these ECM is to generate **\$305,479 of energy savings/cost avoidance in year 2 of the performance contract, escalated 4% annually.**

Baseline operating parameters are stipulated and agreed upon. See Energy Savings Calculations, attached hereto and incorporated herein for further information regarding stipulated baseline parameters.

Guarantee Period operating parameters are stipulated and agreed upon, and are displayed in the Energy Savings calculations.

Project Overview/Review Detail

ECMS # 1 - 6 – Summary Listed in Table 1 (directly taken from attachment “G” in the contract).

The energy consumption baseline for these ECMS was generated using the Engineering calculations in Exhibit G-2 in the contract based on the pre-retrofit HVAC equipment, the existing control system, applicable electric cost rates, and the operating parameters stipulated in the contract document. The post data was gathered and quantified after the installation of the new equipment and control systems using the post-installation operating parameters also stipulated in the contract document in Exhibit G-4. The comparison of these pre- and post-installation profiles validates the potential to achieve the projected cost avoidance for this ECM.

- 1.1 Energy Savings.** The amount of energy savings for guarantee year 2 is the sum of the below listed ECMs. The schedule of savings does not include the absolute increase in energy use due to the implementation of measures to increase environmental comfort as directed by the customer, and other baseline adjustments (see 1.3.1.1). The Guaranteed savings are less than the projected savings, represented in Exhibit G-1. The Cost Avoidance is based on the listed Energy and Operational Cost Avoidance Guarantee Practices contained in Section 1.3 herein.

Table 1 – Detailed Explanation of Year 2 ECM cost avoidance

Att A	ECM Description	Electric	Non-Electric	Water	Total
		Year 2	Year 2	Year 2	Year 2
1	High Efficiency Lighting Upgrade	\$141,389			\$141,389
2	High Efficiency HVAC Upgrade	\$2,125	\$3,119		\$5,244
3	High Efficiency Plumbing Fixtures			\$11,682	\$11,682
4	High Efficiency Marquee Sign	\$3,853			\$3,853
5	Web Enabled HVAC Controls Upgrade	\$60,379			\$60,379
6	Energy Awareness Program	\$82,904			\$82,904
	Totals	\$290,650	\$3,119	\$11,682	\$305,451

ECM 1 - Lighting Upgrade

Building	# Existing	# Retrofitted	Year 2 rate		
	Fixtures	Fixtures	kWh Saved	per kWh	Cost Avoidance
George Munroe Elem	1,049	870	109,879	0.111	\$12,250
James Shanks Middle	1,497	1,379	231,061	0.111	\$25,761
Greensboro Elem	1,036	883	132,450	0.128	\$16,902
Stewart Street Elem	488	464	51,289	0.111	\$5,718
Gadsden Technical	549	540	125,318	0.080	\$10,062
Havanah Mid	1,517	1,515	246,732	0.093	\$22,889
Chattahoochee Elem	1,164	1,169	113,843	0.084	\$9,543
Havana Elem	633	617	111,583	0.133	\$14,866
Administration	259	221	97,799	0.080	\$7,852
Transportation	88	88	31,011	0.111	\$3,457
Howser Pre-K	38	38	2,962	0.080	\$238
Warehouse	162	162	22,337	0.111	\$2,490
Personnel	77	43	18,606	0.080	\$1,494
Midway	38	38	4,013	0.134	\$536
Vending	45	45	57,062	0.114	\$6,528
Total	8,640	8,072	1,355,945	0.104	\$140,584

ECM 2 - HVAC Upgrades

Building: George Munroe

OVERVIEW:

The existing 5 ton, packaged units serving the building are aging and less efficient than newer equipment currently available. They will be replaced with a new High Efficiency packaged unit in the existing location. The savings calculation assumes an average cooling load over the period that the equipment is in operation. It also assumes that the savings will be based upon the current building loads, including ventilation.

ASSUMPTIONS:

Present cooling energy usage.....	<u>36,486</u> KWH/yr	
Electrical demand period.....	<u>8</u> months	SEER Ratings
Existing cooling equipment EER rating.....	<u>7.2</u> MBTU/KWH	8
New cooling equipment EER rating.....	<u>11.7</u> MBTU/KWH	13
Cooling equipment rated capacity.....	<u>35.0</u> tons	
Weekly cooling system operation.....	<u>42</u> hrs/wk	
Cooling season length.....	<u>33</u> wk/yr	
Avoided cost of electricity.....	<u>\$0.1115</u> /KWH	
Avoided cost of demand.....	<u>\$0.00</u> /KW	
Cooling conversion factor.....	<u>12</u> MBTU/ton-hr	

UTILITY SAVINGS CALCULATIONS:

Load Factor	=	<input type="text" value="0.45"/>
Demand Savings	=	<input type="text" value="9.18 KW"/>
Cooling Savings	=	<input type="text" value="12,910 KWH/yr"/>
Cost Savings	=	<input type="text" value="\$1,439 /yr"/>

UTILITY SAVINGS FORMULAS:

Baseline Calculation Data					
Tons	Hrs/dy	Dy/Wk	Wk/yr	LF	EER
35.0	6	7	33.1	0.45	7.2

$$Load\ Factor = \frac{cooling\ KWH\ x\ (exist\ EER)}{tons\ x\ 12\ x\ \left(\frac{oper.}{period}\right)}$$

$$Demand\ Savings = \left(\frac{load}{factor}\right) x (tons) x (12) x \left(\frac{1}{exist\ EER} - \frac{1}{new\ EER}\right)$$

$$Cooling\ Savings = \left(\frac{demand}{savings}\right) x \left(\frac{oper.}{period}\right)$$

$$Cost\ Savings = \left(\frac{demand}{savings}\right) x \left(\frac{demand}{cost}\right) + \left(\frac{cooling}{savings}\right) x \left(\frac{elect}{cost}\right)$$

ECM 2 - HVAC Upgrades

Building: Gretna Elementary

OVERVIEW:

The existing 20 ton air cooled chiller serving the cafeteria is aging and less efficient than newer equipment currently available. It will be replaced with a new High Efficiency unit in the existing location. The savings calculation assumes an average cooling load over the period that the equipment is in operation. It also assumes that the savings will be based upon the current building loads, including ventilation

ASSUMPTIONS:

Present cooling energy usage.....	<u>20,849</u> KWH/yr	
Electrical demand period.....	<u>8</u> months	SEER Ratings
Existing cooling equipment EER rating.....	<u>7.2</u> MBTU/KWH	8
New cooling equipment EER rating.....	<u>10.0</u> MBTU/KWH	11.1
Cooling equipment rated capacity.....	<u>20.0</u> tons	
Weekly cooling system operation.....	<u>42</u> hrs/wk	
Cooling season length.....	<u>33</u> wk/yr	
Avoided cost of electricity.....	<u>\$0.1276</u> /KWH	
Avoided cost of demand.....	<u> </u> /KW	
Cooling conversion factor.....	<u>12</u> MBTU/ton-hr	

UTILITY SAVINGS CALCULATIONS:

Load Factor	=	<input type="text" value="0.45"/>
Demand Savings	=	<input type="text" value="3.28 KW"/>
Cooling Savings	=	<input type="text" value="5,371 KWH/yr"/>
Cost Savings	=	<input type="text" value="\$685 /yr"/>

UTILITY SAVINGS FORMULAS:

Baseline Calculation Data					
Tons	Hrs/dy	Dy/Wk	Wk/yr	LF	EER
20.0	6	7	33.1	0.45	7.2

$$Load\ Factor = \frac{cooling\ KWH\ x\ (exist\ EER)}{tons\ x\ 12\ x\ \left(\frac{oper.}{period}\right)}$$

$$Demand\ Savings = \left(\frac{load}{factor}\right) x (tons) x (12) x \left(\frac{1}{exist\ EER} - \frac{1}{new\ EER}\right)$$

$$Cooling\ Savings = \left(\frac{demand}{savings}\right) x \left(\frac{oper.}{period}\right)$$

$$Cost\ Savings = \left(\frac{demand}{savings}\right) x \left(\frac{demand}{cost}\right) + \left(\frac{cooling}{savings}\right) x \left(\frac{elect.}{cost}\right)$$

ECM 2 - HVAC Upgrades

Boiler Retrofit

Carter Parramore - Model Baseline - Natural Gas (70% Eff)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Space Cool	0	0	0	0	0	0	0	0	0	0	0	0	0
Heat Reject.	0	0	0	0	0	0	0	0	0	0	0	0	0
Refrigeration	0	0	0	0	0	0	0	0	0	0	0	0	0
Space Heat	341.5	296.1	128	39.5	9.4	0	0	0.3	2.5	34.2	124.3	311.5	1,287.40
HP Supp.	0	0	0	0	0	0	0	0	0	0	0	0	0
Hot Water	27.4	25.5	28.2	28.9	27.5	4	4.2	23.9	21.8	24.5	22.5	26.2	264.6
Vent. Fans	0	0	0	0	0	0	0	0	0	0	0	0	0
Pumps & Aux.	0	0	0	0	0	0	0	0	0	0	0	0	0
Ext. Usage	0	0	0	0	0	0	0	0	0	0	0	0	0
Misc. Equip.	0	0	0	0	0	0	0	0	0	0	0	0	0
Task Lights	0	0	0	0	0	0	0	0	0	0	0	0	0
Area Lights	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	368.9	321.6	156.2	68.4	36.9	4	4.2	24.2	24.3	58.7	146.9	337.7	1,551.90

Carter Parramore - Boiler Efficiency Improvement (85% Eff)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Space Cool	0	0	0	0	0	0	0	0	0	0	0	0	0
Heat Reject.	0	0	0	0	0	0	0	0	0	0	0	0	0
Refrigeration	0	0	0	0	0	0	0	0	0	0	0	0	0
Space Heat	281.2	243.8	105.5	32.5	7.8	0	0	0.3	2	28.2	102.4	256.5	1,060.20
HP Supp.	0	0	0	0	0	0	0	0	0	0	0	0	0
Hot Water	27.4	25.5	28.2	28.9	27.5	4	4.2	23.9	21.8	24.5	22.5	26.2	264.6
Vent. Fans	0	0	0	0	0	0	0	0	0	0	0	0	0
Pumps & Aux.	0	0	0	0	0	0	0	0	0	0	0	0	0
Ext. Usage	0	0	0	0	0	0	0	0	0	0	0	0	0
Misc. Equip.	0	0	0	0	0	0	0	0	0	0	0	0	0
Task Lights	0	0	0	0	0	0	0	0	0	0	0	0	0
Area Lights	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	308.6	269.3	133.6	61.5	35.2	4	4.2	24.1	23.8	52.7	124.9	282.7	1,324.70

Boiler Efficiency Improvement

Baseline Fossil Fuel Model	1,552
Model (After New Boiler)	1,325
MMBTU Savings	227
GSF Total	101,339
GSF Eff	68,244
% Total	67%
Guaranteed MMBTU Savings	141
Cost Avoidance	\$ 2,279

ECM 2 - HVAC Upgrades

Boiler Retrofit

St. John's - Model Baseline - Oil (74/74/72/72) 70% Eff

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Space Cool	0	0	0	0	0	0	0	0	0	0	0	0	0
Heat Reject.	0	0	0	0	0	0	0	0	0	0	0	0	0
Refrigeration	0	0	0	0	0	0	0	0	0	0	0	0	0
Space Heat	144.86	128.17	50.61	17.12	3.85	0	0	0	0.59	12.88	46.38	124.86	529.31
HP Supp.	0	0	0	0	0	0	0	0	0	0	0	0	0
Hot Water	13.35	12.4	13.69	14.05	13.32	1.89	1.98	11.57	10.56	11.9	10.96	12.74	128.41
Vent. Fans	0	0	0	0	0	0	0	0	0	0	0	0	0
Pumps & Aux.	0	0	0	0	0	0	0	0	0	0	0	0	0
Ext. Usage	0	0	0	0	0	0	0	0	0	0	0	0	0
Misc. Equip.	0	0	0	0	0	0	0	0	0	0	0	0	0
Task Lights	0	0	0	0	0	0	0	0	0	0	0	0	0
Area Lights	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	158.21	140.56	64.3	31.17	17.17	1.89	1.98	11.57	11.15	24.78	57.33	137.59	657.72

St. John's - Model Boiler Replacement - Oil (74/74/72/72) 80% Eff

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Space Cool	0	0	0	0	0	0	0	0	0	0	0	0	0
Heat Reject.	0	0	0	0	0	0	0	0	0	0	0	0	0
Refrigeration	0	0	0	0	0	0	0	0	0	0	0	0	0
Space Heat	126.75	112.15	44.28	14.98	3.37	0	0	0	0.51	11.27	40.58	109.25	463.14
HP Supp.	0	0	0	0	0	0	0	0	0	0	0	0	0
Hot Water	13.35	12.4	13.69	14.05	13.32	1.89	1.98	11.57	10.56	11.9	10.96	12.74	128.41
Vent. Fans	0	0	0	0	0	0	0	0	0	0	0	0	0
Pumps & Aux.	0	0	0	0	0	0	0	0	0	0	0	0	0
Ext. Usage	0	0	0	0	0	0	0	0	0	0	0	0	0
Misc. Equip.	0	0	0	0	0	0	0	0	0	0	0	0	0
Task Lights	0	0	0	0	0	0	0	0	0	0	0	0	0
Area Lights	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	140.1	124.54	57.97	29.03	16.69	1.89	1.98	11.57	11.07	23.17	51.54	121.99	591.56

Boiler Efficiency Improvement

Baseline Fossil Fuel Model	657.72
Model (After New Boiler)	591.56
MMBTU Savings	66.16
GSF Total	49163
GSF Eff	31630
% Total	64%

Gauranteed MMBTU Savings	39
Cost Avoidance	\$ 840

ECM 3 - Plumbing Fixtures

BUILDING NUMBER	Total	Baseline	Savings (Gal)	Savings	Quantities					Cost Avoidance	
	STUDENTS	WATER (Gal)	WATER (GAL)	ENERGY (MMBtu)	TOILETS	URINALS	COMMON AREA BATH / CLASSROOM SINKS (NO HOT WATER)	KITCHEN / NURSE SINKS	SHOWERS	WATER	FUEL
CHATTAHOOCHEE ELEMENTARY	215	470,700	170,067	1.95	11	7	28	5	0	\$ 699	\$ 34
GADSDEN CENTRAL ACADEMY	200	0	122,430	0.78	5	2	14	2	0	\$ 503	\$ 14
GADSDEN ELEMENARY MAGNET	125	64,800	19,217	1.95	35	9	22	5	0	\$ 79	\$ 34
GADSEN TECHNICAL INSTITUTE	50	76,600	1,546	3.13	14	11	20	8	0	\$ 6	\$ 54
GEORGE MUNROE ELEMENTARY	733	1,244,800	384,517	2.74	32	8	77	7	0	\$ 1,580	\$ 47
HAVANA ELEMENTARY	603	1,310,700	403,517	1.17	18	4	48	3	0	\$ 1,658	\$ 20
HAVANA MIDDLE	214	1,591,000	522,803	25.69	0	0	66	13	33	\$ 2,148	\$ 445
JAMES A SHANKS	607	2,231,500	732,442	1.95	29	6	99	10	42	\$ 3,009	\$ 34
STEWART STREET ELEMENTARY	530	2,231,500	732,442	1.95	10	1	55	5	0	\$ 3,009	\$ 34
FAMILY INFORMATION		0	3,809	0.39	0	0	1	1	0	\$ 16	\$ 7
MAINTENANCE BUILDING		124,300	40,317	0.78	2	1	2	2	0	\$ 166	\$ 14
PERSONNEL OFFICE		0	3,905	0.00	0	0	1	0	0	\$ 16	\$ -
TRANSPORTATION BUILDING		303,800	91,066	2.50	3	2	6	0	4	\$ 374	\$ 43
CARTER PARAMORE ACADEMY	365	1,400,000	270,596	0.78	8	4	42	2	0	\$ 1,112	\$ 14
DIAGNOSTIC CENTER		0	7,273	0.78	1	0	1	2	0	\$ 30	\$ 14
GREENSBORO ELEMENTARY	415	983,450	334,985	4.69	15	14	46	12	0	\$ 1,376	\$ 81
MAX WALKER ADMINISTRATION		0	5,562	0.39	6	2	9	1	0	\$ 23	\$ 7
WAREHOUSE		0	1,905	0.00	0	0	1	0	0	\$ 8	\$ -
	4,057	12,033,150	3,848,396	52	189	71	538	78	79	\$ 15,809	\$ 895

Total Cost Avoidance \$ 16,704

ECM 4 - Marquee Sign

Area	Components	# Lamps	Watts/Lamp	Connected kW	Sign Utilization Factor	Average Utilized kW	Hours of Operation	Projected kWh Used
Existing Marquee Sign	30 watt Incandescent	2,048	30	61	30%	18.4	2,138	35,469
Marquee Exterior Sign	Red LED Retrofit	2,048	2.8	6	30%	1.7	2,138	3,678
kWh Saved								31,791
Cost Avoidance \$								4,057

ECM 5 - Web Enabled HVAC Controls Upgrade

Facility w/ Controls ECM	Yr Built	Lighting	Primary Technologies			GSF	kWh	Total Cost
			Cooling	Heating				
GADSDEN ELEMENTARY MAGNET	1919/1951	T-12	Air Cooled DX	NG	61,953	54,134	\$ 5,332	
GRETNA ELEMENTARTY	1924/1963	T-12	Air Cooled Chiller	Propane	50,534	-	\$ -	
CARTER PARRAMORE	1954/1974	T-12	Air Cooled DX	NG	101,339	-	\$ -	
HAVANA ELEMENTARY	1955/1980	T-12	Air Cooled Chiller	NG	81,900	-	\$ -	
GEORGE MUNROE ELEMENTARY	1956/1992	T-12	Air Cooled DX	NG	87,248	138,331	\$ 11,110	
WALKER ADMIN	1958/1988	T-12	Air Cooled DX	NG	18,062	49,748	\$ 3,995	
ST. JOHN ELEMENTARY	1959/1969	T-12	Air Cooled Chiller	NG	49,163	-	\$ -	
STEWART STREET ELEMENTARY	1965/1972	T-12	Air Cooled DX	NG	74,810	72,216	\$ 5,800	
JAMES A. SHANKS MIDDLE	1967/1987	T-12	Water Cooled Chiller	NG	138,149	-	\$ -	
CHATTAHOOCHEE ELEMENTARY	1971/1973	T-12	Air Cooled DX	NG	59,861	81,760	\$ 6,850	
GADSDEN TECHNICAL	1972/1975	T-12	Air Cooled DX	NG	100,507	73,860	\$ 5,932	
TRANSPORATION – BUS GARAGE	1990/1990	T-12	Air Cooled DX	Electric	17,872	2,744	\$ 303	
EAST GADSDEN HIGH	2001/2004	T-8	Air Cooled Chiller	Propane	206,005	102,948	\$ 9,463	
WEST GADSDEN HIGH	2005/2005	T-8	Air Cooled Chiller	Propane	116,691	124,936	\$ 11,593	
						700,677	\$ 60,379	

ECM 6 - Energy Awareness

Facility w/ Controls ECM	Yr Built	Primary Technologies			GSF	kWh	Total Cost
		Lighting	Cooling	Heating			
GADSDEN ELEMENTARY MAGNET	1919/1951	T-12	Air Cooled DX	NG	61,953	33,564	\$ 3,306
GRETNA ELEMENTARTY	1924/1963	T-12	Air Cooled Chiller	Propane	50,534	89,340	\$ 8,800
CARTER PARRAMORE	1954/1974	T-12	Air Cooled DX	NG	101,339	120,820	\$ 11,901
HAVANA ELEMENTARY	1955/1980	T-12	Air Cooled Chiller	NG	81,900	112,300	\$ 14,966
GEORGE MUNROE ELEMENTARY	1956/1992	T-12	Air Cooled DX	NG	87,248	25,070	\$ 1,852
WALKER ADMIN	1958/1988	T-12	Air Cooled DX	NG	18,062	-	\$ -
ST. JOHN ELEMENTARY	1959/1969	T-12	Air Cooled Chiller	NG	49,163	74,590	\$ 7,347
STEWART STREET ELEMENTARY	1965/1972	T-12	Air Cooled DX	NG	74,810	44,775	\$ 3,596
JAMES A. SHANKS MIDDLE	1967/1987	T-12	Water Cooled Chiller	NG	138,149	-	\$ -
CHATTAHOOCHEE ELEMENTARY	1971/1973	T-12	Air Cooled DX	NG	59,861	50,692	\$ 4,247
GADSDEN TECHNICAL	1972/1975	T-12	Air Cooled DX	NG	100,507	45,794	\$ 3,678
TRANSPORATION - BUS GARAGE	1990/1990	T-12	Air Cooled DX	Electric	17,872	-	\$ -
EAST GADSDEN HIGH	2001/2004	T-8	Air Cooled Chiller	Propane	206,005	147,300	\$ 12,457
WEST GADSDEN HIGH	2005/2005	T-8	Air Cooled Chiller	Propane	116,691	129,200	\$ 10,754
						873,445	\$ 82,904

Operational Savings

The operational cost savings described below and identified in Attachment G section 1.2 of the contract are deemed satisfied upon contract execution.

Year 1	\$164,888
Year 2	\$171,484
Year 3	\$178,343
Year 4	\$185,477
Year 5	\$192,896
Year 6	\$200,611
Year 7	\$208,636
Year 8	\$216,981
Year 9	\$225,661
Year 10	\$234,687
Total	\$1,979,664

ECM #	Operational Savings Description (OSD)	Cost Avoidance Category (O&M, Capital)	Year 2 Breakdown
1	High Efficiency Lighting Upgrade	O&M	\$23,874
2	High Efficiency HVAC Upgrade	Capital & O&M	\$99,777
3	High Efficiency Plumbing Fixtures	O&M	\$730
4	High Efficiency Marquee Sign	O&M	\$3,423
5	Web Enabled HVAC Controls Upgrade	O&M	\$2,080
6	Web-Based Maintenance Management	O&M	\$41,600
	Total		\$171,484

Site Visit Findings

Site visit conducted 5-30-12 with Wayne Sheppard, Dan Ponton and James Frostick

Positives	Water savings measures intact and operating as installed Lighting operating as installed
Negatives	A large part of the controls are not reporting to the EBI server. According to the H'well controls tech. many controls have been bypassed by the customer

Energy Savings Tips

The Goal

- Eliminate wasted energy in buildings while ensuring a comfortable and safe learning environment for all students and staff.
- Educate every student and employee about contributing to energy efficiency so that every person will be an energy saver, as well as an energy user.

General Energy Savings Tips

- Be sure all automatic controls are in good working condition, calibrated properly and reviewed often.
- Monthly, review time schedules in the programmable thermostats. Make the most of your energy management system or programmable thermostats by turning heating/cooling systems off during unoccupied periods, including holidays, and maintaining energy-saving temperature setpoints. Start a shutdown list and hand out for use at each site during holidays and summertime. *Did you know that:*

Heating and cooling an average-sized elementary school is like heating and cooling 40 average-sized homes?

For every hour that an HVAC system operates at an average-sized elementary school when no one is there, it costs about \$15 to heat and \$14 to cool?

Every degree a thermostat is lowered during heating season or raised during cooling season decreases costs by 3-5%?

- Turn lights off in all areas, especially gyms, cafeterias, and auditoriums, when they are not occupied; instruct custodians to shut lights off as soon as classes end and turn them on again in an area only while cleaning it. (The average classroom can save \$25 a year by shutting off the lights for 2 additional hours each day.)
- Use daylight (it's free) to enhance lighting and reduce the use of electric light.
- Turn off computers, copiers, and other office machines every night, and make sure they are set on "energy-saver" mode while in use.
- Install Vending Misers on canned/bottled drink and other vending machines to turn them off 12 hours a day. Permanently de-lamp vending machines and disconnect ballasts, and turn them off completely during months when school is not in session. (Note: The cost of operating vending machines can exceed the shared revenue provided by the vendor.)
- Turn off exhaust fans in kitchens and bathrooms during unoccupied periods.
- Use equipment that consumes high amounts of electricity before noon whenever possible. This helps cut peak demand charges on a school's utility bill. This type of equipment includes kilns, electric ovens, sawdust collectors, and sports lights.
- Limit the use of small refrigerators in classrooms. Approximate annual cost is \$75 to \$90 per unit.

Energy Savings Tips

Prepare for Heating Season

- Clean boilers, test all heating-related equipment, and check piping for steam leaks to be sure everything is in good working order *before* it is needed.
- Keep hot water temperatures to 120-130 degrees Fahrenheit for sinks and showers.
- Routinely inspect steam traps and repair those not operating properly. Avoid the domino effect of Steam trap failure = Loss of condensate = Increased make-up water = Increased use of costly treatment chemicals and Increased fuel consumption
- Insulate, caulk and repair or replace weather stripping around doors and windows to reduce heat loss.
- Be sure that building doors, as well as individual classroom and office doors, are closed when heating equipment is in operation. Repair gaps in doors.
- Space heaters use 1000 watts per hour. Flat leg or foot warmers may be substituted and use much less energy (approximately 100 watts per hour). These devices should be turned off at the end of the day.
- Negotiate fuel contracts whenever possible to avoid the unpredictable and frequent price spikes that occur each year.

Cooling Season Tips

- If your air conditioning systems have automatic temperature controls, make sure outside air dampers are closed during unoccupied times.
- Be sure that building doors, as well as individual classroom and office doors, are closed when air conditioning equipment is in operation. Repair gaps in doors.
- Where cross-ventilation is available during mild weather, shut down air conditioning equipment and open windows and doors.
- Do not turn lights on unless needed, as they add heat to the building.

Glossary of Terms

actual cost	Actual energy cost taken directly from utility bill.
actual savings	Savings derived through the Metrix™ program; baseline less actual costs. Positive actual savings indicate utility costs have been reduced after adjusting for weather and other variables in dollars.
balance point	(HtgDD), the outdoor temperature below which space heating is required or (ClgDD), the outdoor temperature above which space cooling is required.
baseline	The adjusted, tuned pre-retrofit bills (usually 1 year) used to compare to post-installation usage in order to calculate savings.
baseline cost	Cost calculated for the baseline using current rates.
billed dollars	Amount billed from utility company.
bill matching	Adjustment made by Metrix™ to account for differing number of days in the billing period before calculating cost avoidance.
cost avoidance	The difference between the baseline cost and the actual or SimActual cost in dollars.
degree-day	Unit representing one degree of difference between the balance point selected and the average temperature during one day.
EER	Energy Efficiency Ratio of cooling equipment defined as the cooling effect in BTU's divided by the power use in watts
guarantee period	Time period specified in contract for which Honeywell will guarantee energy savings.
guarantee year	Number identifying for which year the review is performed based on the number of years the guarantee is in effect.
guaranteed savings	Those savings Honeywell promises the customer through the use of maintenance programs, retrofits, upgrades and energy management systems.

Glossary of Terms

HVAC	Industry standard abbreviation for Heating, Ventilating and Air Conditioning.
HtgDD/ClgDD	HtgDD = Heating degree-days ClgDD = Cooling degree-days
kW	Kilowatt - a unit of electrical power, equal to 1000 watts.
kWh	Kilowatt hours - a unit of electrical energy or work, equal to that done by one kilowatt acting for one hour.
modification	An allowance for changes in the facility which affect utility usage that occur while tracking the performance of a meter. Modifications correct both the actual and baseline usage and cost for meters.
pre-installation	Time period (start month and stop month, typically one year's time) that is used as a benchmark for comparison which consists of all energy bills applicable to the retrofit.
R ²	A measure of how well the independent variable in a regression can explain changes in the dependent variable. An R ² = "1.0" indicates a perfect correlation.
rate tariff	Actual amount the utility company charges per unit of energy or demand; used by Metrix TM to calculate utility costs for the SimActual & Baseline scenarios.
reference year	The actual usage for designated baseline period.
review period	Time period for which savings are reported.
runtime adjustment	Adjustment made for those hours equipment has run beyond the operating hours specified in the contract.
simactual	The total cost for the billing period as calculated by Metrix TM .
weather adjustment	Adjustment made by Metrix TM for weather variations using degree days.



Cost Avoidance Report Delivery Receipt

**Honeywell has presented the Cost Avoidance Report for
Gadsden County Schools
M&V Contract No. 992-85-12329**

This annual report details savings results for Year 2 of 10 and indicates energy & operational savings of \$481,356 for the year, as compared to the contractual Year 2 guarantee per the contract of \$476,963. The cumulative overall total cost avoidance through the end of Year 2 is \$944,225 as compared to the cumulative total guarantee per the contract of \$935,581. This calculates into a contract to date excess cost avoidance of \$8,644.

Please sign below to acknowledge receipt of this report. Your signature does not indicate acceptance of the results.

Please sign, scan and email this sheet to Dan.Ponton@Honeywell.com
Or Fax it to 407-650-3488

If the results are not agreed upon, Gadsden County Schools has forty-five (45) days from the delivery date of this report to provide a detailed explanation and request for action, in writing, to:

Honeywell International Inc.
Attn: Dan Ponton
3657 Maguire Blvd., Suite 100
Orlando, FL 32803

Otherwise, the cost avoidance results will be deemed accepted.

Received by:

Presented by:

Name (please print)

Dan Ponton, MVS

Name (please print)

Signature

Signature

Date

Date

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 3a

DATE OF SCHOOL BOARD MEETING: July 17, 2012

TITLE OF AGENDA ITEMS: Participation in Panhandle Area Educational Consortium

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested for the annual renewal of the agreement to participate in the Panhandle Area Educational Consortium.

FUND SOURCE: Not Applicable

AMOUNT: Not Applicable

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

**DISTRICT PARTICIPATION IN THE
PANHANDLE AREA EDUCATIONAL CONSORTIUM**



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

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

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

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

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

- I. SPECIFIC DISTRICT NEEDS.** That specific needs identified by the District School Board can be better met through cooperative programs/services undertaken with other participating school boards. Such needs include:
 - A. Educational/instructional needs of specific student populations.
 - B. Professional development often mandated by law, for both instructional and non-instructional personnel.
 - C. Supplementary contracted services to compensate for limited staff, staff time, or expertise in federal and state mandated programs.
 - D. Student evaluation services.
 - E. Reduction in overhead costs of administration and conducting specific programs/activities through pooling of resources.
 - F. Financial advantages of cooperatively bidding and/or purchasing: materials, supplies, equipment, services, and programs that afford district protection.
- II. SERVICES TO DISTRICT.** That the District School Board does hereby determine that it is in the best interest of the taxpayers of their county to cooperate with other school districts in the operation of the PAEC, availing themselves of the services which meet specific district needs. Projects, programs, and contracted services may also be provided to non-member districts. Non-member districts shall pay for contracted services or goods received in the manner provided in Section IV of this Agreement or in the manner designated by the Board of Directors. Services will be

provided through the PAEC. The services provided include, but are not necessarily limited to, the bidding, contracting, and purchasing arrangements pursuant to a plan of implementation for the following:

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

Each school district shall have the option of participating in any or all of the above services or programs through individual agreements with the Consortium. The PAEC Risk Management Consortium and the PAEC Gateway Educational Computing Consultants Project were joined together through the Board of Directors' action to function as a supporting unit to PAEC.

III. METHOD(S) OF EVALUATION. That the District School Board will, at least annually, evaluate the results of services provided through the PAEC as follows:

- A. For services rendered without direct assessment to the district, such as participation in various projects funded by the state or federal government, the superintendent will review with the school board the results in terms of the following criteria:
 - 1. Quality of service.
 - 2. Correspondence to district's instructional professional development.
 - 3. Benefits derived by the district.
- B. For contracted services, the school board will review each contract in terms of the following criteria:
 - 1. Fulfillment of obligations itemized in the contract.
 - 2. Quality of service provided, including professionalism of personnel involved.
 - 3. Cost efficiency.
 - 4. Benefits derived by the district.
- C. For professional development provided, the school board will review:
 - 1. The compiled evaluation of data from participating district personnel to determine efficacy and quality.

2. Cost efficiency.
 3. Correspondence of professional development to district needs.
- D. For cooperative programs/activities involving pooling of districts' resources, the school board will review in terms of the following criteria:
1. Amount and quality of services received by the district.
 2. Cost efficiency of pooling.
 3. Correspondence of program/activity to district needs.
- IV. DISTRICT PARTICIPATING IN FUNDING.** That the District School Board will pay allocated costs for the services or goods received through participation in specific programs, projects, or activities of the Consortium. All assessments of compensation will be based on actual costs incurred, as itemized in contracts and/or invoices. The projected cost will be furnished to the superintendent prior to implementation of the service, with adjustments for actual costs being made only upon mutual consent of both parties.
- V. PENALTIES AND SEVERABILITY.**
- A. Should the District of Record, currently WCSB, in its capacity as fiscal agent for PAEC, be assessed a penalty or fine (including reimbursement of grant funds) by any governmental agency or authority arising out of and based on improper administration of a grant by PAEC, then the member districts would share responsibility for satisfaction of the penalty or fine based on the following:
1. 50% of the fine or penalty shall be allocated equally among all the member districts.
 2. The remaining 50% of the fine or penalty shall be allocated among the member districts according to each district's percentage of the total FTE.
 3. The total of the amount to be allocated among the member districts under subparagraphs 1) and 2) shall first be reduced by any and all amounts recoverable by insurance or other bonds.
- B. Each member district acknowledges and agrees that, as a condition of continued participation in the PAEC, each member district is required to comply with and perform the above provision regarding satisfaction of any such fines or penalties. In the event that a member district fails to satisfy its allocation as set forth above, the PAEC Board of Directors shall determine the repayment schedule for the member district and any interest due PAEC. Member district agrees that if repayment has not been made by the date of expiration of this repayment period, said district:
1. Shall no longer be eligible for participation as a member district in PAEC.
 2. Shall no longer be a member of PAEC.
 3. Shall not be entitled to continue to receive any of the benefits of membership in PAEC. Any member district whose participation in PAEC is terminated under this resolution shall pay all allocated costs that have accrued to that district by virtue of participation in PAEC through the end of the month during which termination of participation occurs.
- C. In the event a member district's participation is terminated pursuant to the foregoing paragraph B, and that former member has not satisfied its allocated share of any fine or penalty in accordance with paragraph A, then the allocated share of each of the remaining member districts shall then be

re-determined in accordance with paragraph A based on the number of the remaining member districts and their respective percentage of the total FTE.

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

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

- A. The Board of Directors has designated the WCSB to serve as the District of Record for contractual and reporting purposes for the Consortium. Said Board will:
 - 1. Serve as employer for all Consortium staff, establishing policies in collaboration with the Board of Directors by which all personnel so employed will be governed. The District of Record assumes no liability for continued employment of Consortium staff in the event of loss of funds, discontinuation of project services or a reduction in force

by Consortium Board of Directors. Additionally, the provisions of Section V (Penalties and Severability) shall apply to the extent that the District of Record (currently WCSB) were to be found liable and required by an administrative agency or court of competent jurisdiction to make a payment for unpaid wages or other losses to an employee of PAEC as a result of an employment action taken by PAEC so that any such liability shall be shared by the members of PAEC. The provisions of Section V shall only apply, however, in the event the order is not reversed or vacated on appeal. Additionally, nothing herein shall be construed or intended by any member or PAEC to serve as a waiver of any immunity of any kind. This provision shall not apply in the event it were deemed to be any such waiver of any type of immunity from liability. Moreover, it is understood and agreed by all members of PAEC that the foregoing provisions of Section V shall not alter the waiver of sovereign immunity or extend the respective member's liability as set forth in Section 768.28, Florida Statutes.

2. Serve as title holder for building complex on 753 West Boulevard, Chipley for PAEC and its member districts according to "Annual Fiscal Agent Agreement Section B. Equitable Ownership of Building Complex at 753 West Boulevard".
 3. Serve as District of Record for the Consortium, with mutually agreed upon compensation for services. These services will include, but not be limited to:
 - a. Monthly financial report to Member districts.
 - b. Separate report on the financial status of the Consortium in the annual financial report of the district to the Commissioner.
 4. Per Florida Statutes and Florida Administrative Code, approve all programs, projects, contracts, bids and procedures for operation of the Consortium as part of the District of Record's consent agenda. If an action is not approved, written explanation of just cause shall be provided to the PAEC Board of Directors within fourteen (14) days of the District of Record's decision.
- B. The Board of Directors for the Consortium shall be composed of the Superintendents of all Member Districts. The Directors will:
1. Determine all policies for operation of the Consortium.
 2. Determine programs, products, contracted services, and charges for services rendered by the Consortium.
 3. Determine Consortium salary schedule and compensation plan.
 4. Recommend establishment of positions and individuals for appointment to the District of Record.

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

- C. An Executive Director, recommended by the Board of Directors and approved by the school board of the District of Record, will manage the operation of the Consortium. Said Executive Director will:
1. Be responsible for compliance of Consortium operation with all

Consortium policies, applicable State Laws, and State Board of Education Regulations.

- 2. Keep the Board of Directors and District of Record apprised of all Consortium activities.

VII. TERMS OF AGREEMENT. The term of this Agreement shall commence and be deemed in full force and effective as of July 1, 2012. The terms of this Agreement shall be one (1) fiscal year with an annual renewal option.

This Agreement among the Member Districts of the Consortium, as set forth in this resolution, will be in operation and effect from July 1, 2012, by action of the various school boards named herein, and upon adoption by the Cooperating Boards joined together in this Consortium, shall be binding for one (1) fiscal year from said date of July 1, 2012.

For the above described services, **THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA**, agrees to pay **THE SCHOOL BOARD OF WASHINGTON COUNTY, FLORIDA**, Fiscal Agent and District of Record for PAEC, the sum of \$ 21,328, payable upon completion of this resolution.

APPROVED:

Resolved in a Regular Session of the _____ School District on this _____ day of _____, 2012.

Susan Roberts, Board Chairman
School Board of Washington County

Roger Milton, Board Chairman
School Board of Gadsden County

Date: _____

Date: _____

Dr. Sandra M. Cook, Superintendent
School Board of Washington County

Reginald James, Superintendent
School Board of Gadsden County

Date: _____

Date: _____

Patrick L. McDaniel, Executive Director
Panhandle Area Educational Consortium

Date: _____

BOD date: June 21, 2012
WCSB date: June 28, 2012

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 3b

DATE OF SCHOOL BOARD MEETING: July 17, 2012

TITLE OF AGENDA ITEMS: Participation in the Small School District Council Consortium

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested for the attached resolution affirming participation in the Small School District Council Consortium for the 2012-2013 fiscal year.

FUND SOURCE: General Fund

AMOUNT: \$2,850.00

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

**RESOLUTION
AFFIRMING PARTICIPATION IN THE
SMALL SCHOOL DISTRICT COUNCIL CONSORTIUM**

WHEREAS, the Gadsden County School Board believes there is a need to have educational information, interpretation, and consultation on issues relating to small and rural communities, and

WHEREAS, the cost of providing such services independently for the School Board would make the cost prohibitive, and

WHEREAS, the needed services are provided through the Small School District Council Consortium, and

WHEREAS, the Gadsden County School District has participated in the consortium in previous years by official action of the Board and payment of the annual fee,

NOW THEREFORE BE IT RESOLVED that the Gadsden County School Board authorizes the participation in the Small School District Council Consortium for fiscal year 2012-2013 and as such agrees to pay \$2,850.00 to the designated SSDCC Fiscal Agent upon invoice for participation fees.

BE IT FURTHER RESOLVED that this resolution shall authorize the Gadsden County School District participation in the SSDCC in future years contingent upon the approval of the SSDCC Annual Invoice for Participation Fees as part of a regularly scheduled School Board meeting.

BE IT FURTHER RESOLVED that the SSDCC Fiscal Agent shall be the contracting agent for the employment and payment of consulting services and associated program costs.

Adopted by the Gadsden County School Board in a Special Meeting at Quincy, Florida on the 17th day of July, 2012.

BY:

Chairperson, Gadsden County School Board

ATTEST:

Superintendent, Gadsden County School District

Supt - David Miller" <david.miller@wcsb.us>, "Washington SB - Wayne Saunders" <wcsaunders@bellsouth.net>, "Washington Supt - Sandra Cook" <sandra.cook@washington.k12.fl.us>
CC: "Wakulla SB - Pam Lawhon" <Pamela.Lawhon@wcsb.us>

Attached for your use is the Draft SSDCC Membership Resolution for FY 2013. Please process this as soon as possible. The participation fee for all district members and DRS members will remain at \$2,850. Invoices will be sent by hard copy next week. Although the Fiscal Agent reports an stable fund balance we do request that Resolutions and Invoices be processed as soon as possible so that contractual obligation can be accommodated. Pamela Lawhon, representing the Fiscal Agent for the SSDCC will keep track of Resolutions and Payment made.

This is the Resolution that has been previously adopted for participation in prior years. Although most Districts adopt this Resolution annually, there is provision that continues your district membership on an ongoing basis. However, most district simply re-adopt the resolution. The provision reads as follows":

BE IT FURTHER RESOLVED that this resolution shall authorize the _____ County School District participation in the SSDCC in future years contingent upon the approval of the SSDCC Annual Invoice for Participation Fees as part of a regularly scheduled School Board meeting.

Some district adopt the resolutions without this provision.

Upon adoption of the resolution please send a PDF copy to my office at cdoolin@nettally.com and to the SSDCC Fiscal Agent Wakulla SB - Pam Lawhon (Pamela.Lawhon@wcsb.us)

2011-12 Membership List

1. Baker County School District
2. Bradford County School District
3. Calhoun County School District
4. Citrus County School District
5. Columbia County School District
6. DeSoto County School District
7. Dixie County School District

8. Flagler County School District
9. Florida Atlantic University Lab School
10. Franklin County School District
11. Gadsden County School District
12. Gilchrist County School District
13. Glades County School District
14. Gulf County School District
15. Hamilton County School District
16. Hardee County School District
17. Heartland Educational Consortium
18. Hendry County School District
19. Highlands County School District
20. Holmes County School District
21. Jackson County School District
22. Jefferson County School District
23. Lafayette County School District
24. Levy County School District
25. Liberty County School District
26. Madison County School District
27. Monroe County School District
28. North East Florida Educational Consortium
29. Okeechobee County School District
30. Panhandle Area Education Consortium
31. Putnam County School District
32. Sumter County School District
33. Suwannee County School District
34. Taylor County School District

- 35. Union School District
- 36. Wakulla County School District
- 37. Washington County School District

Chris Doolin

President – Christian B. Doolin & Associates

Vice – President – Robert P. Jones & Associates

Mobile – 850-508-5492

E-mail – cdoolin@nettally.com

Attachments:

SSDCC 2012 - RESOLUTION.doc

27.0 KB

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 3c

DATE OF SCHOOL BOARD MEETING: July 17, 2012

TITLE OF AGENDA ITEMS: Contract for School Food Service with Mathematica in response to requirement of USDA

DIVISION: School Food Service Department

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested to contract with a firm named Mathematica to conduct a survey of 34 students participating in the district's school food service program. The contract was reviewed by Board Attorney Minnis and her comments are included. The survey is entirely optional by the families of the 34 students.

FUND SOURCE: School Food Service

AMOUNT: No cost

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

Subject: USDA Request
From: Deborah Minnis <dminnis@ausley.com>
Date: 6/22/2012 3:34 PM
To: Bonnie Wood <woodb@mail.gcps.k12.fl.us>

Bonnie,

I have had a chance to review the request and MOU from USDA. I have attached a memo discussing my concerns about some of the information requested. It appears based on the federal laws we have to comply with under the NSLP and the SBP, we have to provide the information but I wanted you to be aware a potential issue with providing information to allow Mathematica to contact the parents to conduct a survey. I can imagine that some parents may not understand why they are being called and why we released the information. Please review the attached memo and let me know if you have any questions. On the plus side, Mathematica has agreed to keep all the information provided to the confidential. The attached privacy provision also provides some protection to the district relating to any inadvertent disclosure of the information provided to Mathematica.

Thank you,

Deborah S. Minnis

Ausley & McMullen, P.A.

P. O. Box 391

Tallahassee, FL 32302

850/425-5467

1. The foregoing is not intended to be a legally binding or legally effective electronic signature.

2. This message is being sent by or on behalf of a lawyer. It is intended exclusively for the individual(s) or entity(ies) to which it is addressed. This message may contain information that is privileged, proprietary, confidential, or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy or disseminate this message or any part of it, electronically, verbally or in writing. If you have received this message in error, please notify the sender immediately by email and delete all copies of the message. I apologize for any inconvenience this may have caused. Thank you.

To: Bonnie Wood
From: Deborah S. Minnis
Date: June 22, 2012
Re: Memorandum of Understanding from US Department of Agriculture

RELEASE OF STUDENT DATA TO MATHEMATICA

Pursuant to 42 U.S.C. §1758(b)(6), school districts are authorized to disclose information contained in an application for free and reduced lunch to, among other entities, “a person directly connected with the administration or enforcement of this chapter (the National School Lunch Program (NSLP)) or the Child Nutrition Act of 1966. Because the USDA is the federal agency responsible for administering and enforcing the National School Lunch Program, it is entitled to access to the student information requested. Because, USDA had contracted with Mathematica as its agent, generally release of the information contained in the applications to Mathematica is also authorized by this federal law.

The information that I am not clear about is the request for release of contact information to allow contact with the parents to conduct a survey. I have no knowledge of whether or not the contact information is a part of the application. If it is part of the application, the argument can be made that it falls within the authorization for release set out in 42 U.S.C. §1758(b)(6). If it is not part of the application, there may be a concern about our releasing this information.

Notwithstanding whether the contact information is contained in the application, such information would usually be considered “directory information”. Under the provisions of the Family Education Rights and Privacy Act (FERPA) “directory information” can be released if certain conditions are met. Those conditions are:

1. The district has to have a policy identifying the information as directory information,
2. The district provides annual notice to parents about what information it considers to be directory information, and
3. The district provides a form with which the parent can opt to not have his/her child’s directory information released.

In its letter to the Superintendent, USDA acknowledges that Mathematica may require the release of some “directory information”. GCSB has a policy identifying what data is considered “directory information”. See GCSB Policy 5.71. In that policy, the student’s name, address, and telephone number, if listed, are all considered “directory information”. Therefore, GCSB has satisfied the first FERPA requirement. Within policy 5.71, it states that annual notice of the list of “directory information” will be given to parents via the Code of Student Conduct. There are two problems with providing notice of directory information in this manner.

The most fundamental problem is that under the FERPA regulations, this type of notice is not adequate. There should be a separate notice form sent to parents which contains an option they can check to request that "directory information" on their child not be released. The other problem is that GCSB's student code of conduct does not seem to contain a reference to "directory information". Based on the information I have to date, it does not appear that GCSB has provided notice to parents about "directory information" or given them the option to not have their child's information released. However, please note that I have not had an opportunity to specifically ask anyone about this issue. If sufficient notice about "directory information" has not been provided to parents, generally we should not release directory information without the consent of the parents.

The reason I mention the "directory information" issue with regard to this matter, is that even if the contact information requested is not a part of the free and reduced lunch application, we could arguably release it as "directory information" provided we have complied with the FERPA requirements. If we have not complied with FERPA, releasing the information may be a technical violation of those requirements. However, given the legal obligation we have under 42 U.S.C. §1769i(c) to cooperate with USDA or its contractor in its evaluation of NSLP and under 42 U.S.C. §1785 to allow reasonable review and inspection of our records, it would appear that to comply with our legal obligation under the NSLP and School Breakfast Program (SBP) we have little option but to release the information requested. In reauthorizing FERPA on December 2, 2011, the US Department of Education indicated that it is working in conjunction with the USDA to come up with guidance for school districts on the use and release of student information under the NSLP and the SBP. It would appear that both agencies are aware of the potential dilemma school districts are in by responding the USDA's requests. However, to my knowledge such guidance has not yet been released.

Memorandum of Understanding Regarding Participation in the APEC-II Study

May 21, 2012

Reginald C. James
Superintendent of Schools
35 Martin Luther King, Jr. Blvd.
Quincy, FL 32351

Dear Mr. James,

Thank you for agreeing to participate in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) Access, Participation, Eligibility, and Certification (APEC-II) Study. The purpose of this memorandum of understanding (MOU) is to summarize the requirements concerning the logistics of your district's participation in the study and to describe the responsibilities and roles of the Mathematica study team and of your district and participating schools over the course of the study.

BACKGROUND

APEC-II is a follow-up study of the original APEC study conducted in 2005-06 by the U.S. Department of Agriculture (USDA) Food and Nutrition Services (FNS). USDA/FNS has contracted with Mathematica to conduct the APEC-II study for school year 2012-2013. APEC-II will examine participation, eligibility, and certification in the NSLP and the SBP to derive amounts and sources of erroneous reimbursements due to certification error (administrative errors versus household misreporting) and meal counting and claiming errors and will also include the recently introduced provision, the Community Eligibility Option (CEO), where applicable.

The Mathematica study team consists of Mathematica Policy Research, Inc. (Mathematica) and its subcontractors, Westat and Decision Information Resources (DIR).

UNDERSTANDING

Entities participating in the APEC-II study from the Gadsden County Schools include the school food authority (SFA) and the following schools: (1) Havana Elementary, (2) West Gadsden High School, and (3) James A. Shanks Middle School.

About the Study Process and Information Needed to Conduct the Study

APEC-II is a one year study that will occur during the 2012-2013 school year. Members of the Mathematica study team will visit the district and participating schools once or twice in a target week, agreed in advance with you, at some point during the school year. Depending on when these visits are scheduled, we may have to schedule one other short visit earlier in the school year to get the study started.

During the visits, we will need access to school breakfast and lunch records that you already have readily available. For example, we will need access to lists of meal program applicants. During the first visit, we will use the lists of applicants to the school meal programs to select a sample for the study. We will need contact information for the sampled students so that we can ask parents to complete a survey for the study.

The Mathematica study team will also need access to sampled students' applications so we can abstract some information from the forms. Our researchers have been specially trained to abstract the data themselves, so your school and district staff does not have to take time to do so.

We will need access to records of meal counts and claims to the SFA for sampled schools and SFA's claims to the state child nutrition agency for a target week and month. Finally, sometime between January and March 2013, we will ask each SFA food service director to complete a self administered survey.

The study does not include any classroom visits, it does not include any teacher interviews or student interviews, and it does not impact your curriculum.

Legal Authority to Collect Information

Under the Improper Payment Information Act of 2002 (Public Law 107-300), the USDA is required to identify and reduce erroneous payments including overpayments and underpayments in various programs including the NSLP and the SBP. The APEC-II study is part of the administrative compliance program required by the Improper Payments Information Act's designation of the NSLP and SBP as high priority programs.

Under 42 U.S.C.A. § 1769(i)(6) of the National School Lunch Act, Mathematica is authorized to access information from NSLP and SBP applications without parental consent as Mathematica and its subcontractors are directly connected to the USDA's administrative compliance requirements under the NSLP and SBP through USDA contract no. AG-3198-D-12-0010.

The Mathematica study team will also require additional information not found on the applications, including directory information or similar directory-type education records. Authority for access to these additional records may be found at 42 U.S.C. Section 1785, which requires States, State educational agencies, schools, and nonprofit institutions participating in the NSLP and SBP to keep such accounts and records necessary to enable the USDA to determine whether there has been compliance with the requirements of the Child Nutrition Act and its regulations and to make such accounts and records available for inspection by representatives of the USDA. Further support for your disclosure of this information to Mathematica without parental consent may also be found at 34 C.F.R. 99.31(a), implementing the Family Education Rights and Privacy Act (FERPA).

Privacy Protection Provisions

The privacy of the information collected will be protected in accordance Exhibit A to this Memorandum of Understanding, which is an integral part hereof. The provisions of Exhibit A

meet or exceed the privacy protection requirements and other required terms of nondisclosure agreements under FERPA and the Privacy Act.

OMB and IRB Approval

The collection of information for APEC-II will have approval by the Office of Management and the Budget (OMB) and an Institutional Review Board (IRB) as required by research regulations that apply to federally funded research that qualifies as human subject research. Additional information regarding receipt of these approvals will be made available to you upon your request.

Availability of Final Report

The USDA will make the study's final report available on its website. At this time the estimated time of release is November 2014.

Responsibilities of the Study Team

For the study, Laura Castner will be your main contact person representing the study team. Ms. Castner's contact information is provided below. Feel free to contact Ms. Castner if you need more information about the study or have any concerns in conducting study activities.

Laura Castner	
Mathematica Policy Research	Phone: (202) 484-3282
1100 1st Street NE, 12th Floor	Fax: (202) 863-1763
Washington, DC 20002	Email: LCastner@mathematica-mpr.com

Eric Zeidman, the study's survey director from Mathematica, will be responsible for overseeing field teams, scheduling onsite visits, and coordinating data collection with you and participating schools. His contact information is:

Eric Zeidman	
Mathematica Policy Research	Phone: (609) 936-2784
P.O. Box 2393	Fax: (609) 799-0005
Princeton, NJ 08543-2393	Email: EZeidman@mathematica-mpr.com

If the plan described in this memorandum of understanding is acceptable and consistent with your understanding of our plan, please sign at the bottom and return a signed copy to Mathematica by email at KKadlec@mathematica-mpr.com or by fax to (202) 863-1763.

Within a few weeks of receiving a signed copy of this memorandum of understanding from you, a member of Mathematica's study team will be calling you to ask you for some additional information (such as where applications are stored, procedures for counting and claiming reimbursements) to help us plan for the logistics of the visits to your district. We will also consult with you at this time about a schedule for these visits.

We appreciate your assistance with this important study, and we look forward to working with you.

Sincerely,

Laura Castner,
APEC-II Project Director

For signature by the participating SFA and School District.

This plan described in this MOU, including Exhibit A, accurately describes the plan for including Gadsden County Schools in the APEC-II Study

Signature:
SFA Contact Name:
Title:
District Name:

Signature:
District Contact Name:
Title:
District Name:

Address for Notifications to the District:

Exhibit A**APEC-II Memorandum of Understanding****Privacy Provisions and Other Terms and Conditions**

This Exhibit A is an integral part of the Memorandum of Understanding (MOU) to which it is attached, entered into by the District and Mathematica Policy Research, Inc. (Mathematica) for the purpose of the Mathematica study team to obtain access to the information required to complete the APEC-II study as summarized in the Memorandum of Understanding.

To obtain access to the student meal applications, directory information type records and other personally identifiable information (Student Information) described in the MOU, Mathematica and the District agree to the following.

1. Mathematica agrees to in all respects comply with all relevant provisions of law, including the provisions of the Family Education Rights and Privacy Act (FERPA). For purposes of this agreement, FERPA includes any amendments or other relevant provisions of federal law, as well as all requirements of Chapter 99 of Title 34 of the Code of Federal Regulations. Nothing in this agreement may be construed to allow any party to maintain, use, disclose or share Student Information in a manner not allowed by federal law or regulation.
2. Mathematica agrees to use the Student Information obtained under the MOU for no purpose other than for the purpose described therein. Mathematica further agrees that access to Student Information provided under this MOU will be shared within the APEC-II study team on a “need to know” basis.
3. Mathematica agrees to require all employees, contractors and agents of any kind working on or providing services relating to the APEC-II study to comply with all applicable provisions of FERPA and other federal and state laws with respect to the Student Information shared pursuant to the MOU.
4. Mathematica agrees to require and maintain an appropriate confidentiality agreement from each Mathematica study team employee, contractor or agent with access to Student Information.
5. Mathematica agrees to maintain all Student Information in a secure physical or digital environment and not copy, reproduce or transmit Student Information except as necessary. All copies of data of any type, including any modifications or additions to data from any source that contains Student Information, are subject to the provisions of the MOU in the same manner as the original information.
6. Mathematica agrees to not disclose any Student Information in a manner that could identify an individual student to any other entity in published results of the APEC-II study.

7. Mathematica agrees to destroy all Student Information when it is no longer needed for the purpose of the study, which date is anticipated to be December 31, 2014. Upon the District's request, Mathematica will promptly certify in writing that this destruction has occurred. Nothing in the MOU authorizes Mathematica to maintain Student Information beyond this time period without the consent of the District.
8. Mathematica understands that the District may cancel the MOU upon discovery of non-compliance with any applicable federal or state laws, rules or regulations or upon determination that Student Information has been released in a manner inconsistent with the MOU or has not been maintained in a secure manner.
9. The MOU may be modified or amended provided that any such modification or amendment is in writing and is signed by all parties. It is agreed, however, that any amendments to laws, rules, or regulations cited herein will result in the correlative modification of this agreement, without the necessity for executing written amendment.
10. Neither this agreement, nor any rights, duties or obligations described herein shall be assigned by Mathematica without the prior express written consent of the District.
11. All terms and conditions of this agreement are embodied herein. No other terms and conditions will be considered a part of this agreement unless expressly agreed upon in writing and signed by all parties.
12. In the unlikely event that Mathematica is required by subpoena or other court order to disclose any Student Information, Mathematica will provide immediate notice of the request to the District and will use reasonable efforts to resist disclosure until an appropriate protective order may be sought, or a waiver of compliance with the relevant provisions of the MOU granted.

The District shall not have any liability or responsibility for errors or omissions in, or any decisions made by Mathematica in reliance upon any information provided by the District.

13. Mathematica agrees that the Student Information is of a special character, such that money damages would not be sufficient to avoid or compensate the District, its employees, agents and students for any unauthorized use or disclosure thereof, and that injunctive and other equitable relief would be appropriate to prevent any actual or threatened unauthorized use or disclosure. This remedy may be pursued in addition to any other remedies available at law or in equity, and Mathematica agrees to waive any requirement for the securing or posting of any bond.
14. Mathematica agrees to indemnify and hold harmless the District, its officials and employees, agents and subcontractors, from, and defend the District against, any liability or expenses (including reasonable attorneys' fees and costs) arising out of or relating to (a) any unauthorized or unlawful disclosure of Student Information obtained hereunder; or (b) any breach of the MOU by Mathematica or any member of the APEC-II study team.

15. Mathematica shall notify the District promptly upon discovery of any unauthorized use or disclosure of Student Information and will cooperate with the District in every reasonable way to regain control of such Student Information and mitigate the consequences of its disclosure, and preventing its further unauthorized use.
16. The law of the State in which the District is located will govern the interpretation of this MOU without reference to rules regarding conflicts of law.
17. All notices required or permitted to be given hereunder shall be in writing and shall be deemed given when delivered by hand, sent by courier or other express mail service, postage prepaid, or transmitted by facsimile, addressed to a party at the address identified in the MOU.
18. If any provision of this MOU is determined by any court of competent jurisdiction to be invalid or unenforceable, such provision shall be interpreted to the maximum extent to which it is valid and enforceable, all as determined by such court in such action, and the remaining provisions of MOU will continue in full force and effect without being impaired or invalidated in any way.
19. This MOU constitutes the parties' entire agreement with respect to the subject matter hereof and supersedes any and all prior statements or agreements, both written and oral.

The National School Lunch and School Breakfast Programs: Access, Participation, Eligibility, and Certification Study (APEC-II)

About the Study

The National School Lunch Program (NSLP) and School Breakfast Program (SBP) play a critical role in America's strategy to ensure that children have access to nutritious meals. These programs, which provide free and reduced-price meals for students from low-income families, must balance competing objectives: (1) ensuring that children and families who receive benefits are eligible; (2) maintaining ease of access for those who are eligible; and (3) keeping the costs and burden of determining eligibility reasonable both for Local Education Agencies (LEAs) and families. Meeting the first objective can sometimes increase administrative costs and make it more difficult for eligible children to participate. Simplifying access or streamlining procedures, however, can sometimes result in more benefits going to people who do not qualify, increasing costs of the program.

The U.S. Department of Agriculture, Food and Nutrition Service, has contracted with Mathematica Policy Research and its research partners Westat, Inc. and Decision Information Resources, to conduct the APEC-II Study (also known as the National School Meals Study) for SY 2012-2013. The study is authorized by the Improper Payments Information Act of 2002, and participation by selected states, districts, and schools is required under Section 305 of the Healthy, Hunger-Free Kids Act of 2010.

The study will include nationally representative samples of school districts, schools, and students within sampled schools. It is designed to provide information about children's access, participation, eligibility, and certification in the NSLP and SBP to help Congress and the U.S. Department of Agriculture improve the programs and ensure that intended recipients have access to them. The study will look at families certified for free and reduced-price meals and those whose applications were denied. It will estimate amounts and sources of erroneous reimbursements due to certification errors (administrative error versus household misreporting) and meal counting and claiming errors. The findings will help the Food and Nutrition Service provide guidance to school districts and schools on how to enhance program administration and target benefits effectively.

Participating in the Study

Mathematica is selecting a nationally representative sample of 175 school districts nationwide and about 3 to 6 schools per district. School district offices and schools will be requested to provide us with a minimal amount of data and assistance. During SY 2012-2013, SFAs and schools will be asked to:

- **Complete an SFA survey.** The survey will collect information about the district's participation in school nutrition programs.
- **Help field interviewers collect data on meal counting and claiming activities.** Field interviewers will visit each sampled school once to collect information on meal counts for a target week and month. SFAs will be asked to provide information on meal counts submitted by sampled schools and the claims SFAs submit to their state agency for reimbursement. Field staff will also observe a random sample of breakfast and lunch cashier transactions. Field staff will be specially trained to ensure they observe breakfast and lunch transactions without being intrusive to school food service personnel or students.



- **Provide access to sampled students' applications and other data.** SFAs and/or schools, as appropriate, will be asked to provide field interviewers with access to applicant information, including directly certified students. This information will be used to select representative samples of students certified for free or reduced-price meals and denied applicants. After selecting the student samples, we will abstract information from sampled students' applications or direct certification documents. We will send a letter to sampled households asking to interview parents on their participation in the school food program during SY 2012-2013. In addition, we will ask SFAs for the sampled students' meal participation records and for information on any changes during the school year in certification status or enrollment.

Information from Other Sources

Information on district characteristics. At the end of SY 2012-2013 Mathematica will contact each State Child Nutrition Agency to request the following information for each sampled district in the state: the number of reimbursable lunches and breakfasts claimed, and number of schools and enrolled students by Provision 2 and 3 status and Community Eligibility Option. This information will be used to enhance models that FNS uses to produce annual estimates of certification errors and amounts of erroneous payments in the NSLP and SBP to meet federal reporting requirements to Congress.

Protecting Privacy

All information gathered from school districts, schools, and households is for research purposes only and is private to the full extent allowed by law. Your responses will be grouped with those of other participants, and no individual schools, districts, or students will be identified. We will inform parents of the study and our privacy procedures. We are not conducting audits or monitoring visits. Participation in the study will not affect meal benefits received by participating students or household, nor alter meal reimbursements made to participating districts or schools.

Disseminating the Findings

A final report on the research findings will be produced in Fall 2014.

About the APEC-II Research Team

Mathematica, Westat, and Decision Information Resources are among the nation's leading research organizations. Each firm has over 25 years of experience conducting research for government agencies and studying child nutrition programs.

For More Information

For more information about the study, please contact:

Renee Arroyo-Lee Sing Office of Analysis, Nutrition, and Evaluation
Federal Project Officer Food and Nutrition Service, U.S. Department of Agriculture
Renee.Arroyo-LeeSing@fns.usda.gov
(703) 305-2126

Laura Castner Mathematica Policy Research
Project Director LCastner@mathematica-mpr.com
(202) 484-3282

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 3d

DATE OF SCHOOL BOARD MEETING: July 17, 2012

TITLE OF AGENDA ITEMS: Interlocal Agreement with the Region VIII Education Service Center

DIVISION: School Food Service Department

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested to participate in the Interlocal Agreement with the Region VIII Education Service Center in order to purchase cleaning chemicals that are competitively bid in bulk. This Interlocal Agreement is utilized by the Leon County School District to purchase cleaning chemicals for its Food Service Department and is highly recommended by its Food Service Director.

FUND SOURCE: School Food Service

AMOUNT: Approximately \$30,000.00

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

INTERLOCAL AGREEMENT
Region VIII Education Service Center
FLORIDA PUBLIC AGENCY
(School, College, University, State, City or County Office)

FLORIDA

Control Number (TIPS will Assign)

EDUCATIONAL OR GOVERNMENT ENTITY

Schools enter County-District Number

and

Region VIII Education Service Center
Mt. Pleasant, Texas

225 - 950
Region 8 County-District Number

The Texas Education Code §8.002 permits Regional Education Service Centers, at the direction of the Commissioner of Education, to provide services to assist school districts, colleges and universities in improving student performance and increasing the efficiency and effectiveness of school, college and university financial operations.

Government Authority:

Authority for such services in FLORIDA is granted under FLORIDA Government Code §§ 163.01 *et seq* as amended. These competitively bid cooperative purchasing services are extended to all FLORIDA State, City and County Government Agencies.

TICA also expressly states that a party to an interlocal contract may contract with a similar agency of another state. TEX. GOV'T CODE § 791.011(b)(2). A school district is a public agency in Florida. FLA. STAT. ANN. § 163.01 (3) (b). Therefore, an interlocal purchasing cooperative in Texas has statutory authority to contract or agree with a Florida public school district or other local government of Florida.

Interlocal contracts are authorized by the Florida Interlocal Cooperation Act of 1969 (FICA). FLA. STAT. ANN. § 163.01 *et al.* FICA provides, among other things, that a public agency of Florida may exercise jointly with any other public agency of the state, or of any other state, and power, privilege, or authority which such agencies share in common and that could exercise separately. See STAT. ANN. § 163.01 (4). "Public Agency" includes but is not limited to a political subdivision, agency or officer of Florida or of any other State, including counties, cities and school districts. *Id* at . § 163.01 (3) (b). Pursuant to the TICA, a Texas regional education service center is considered a political subdivision of the state of Texas; thus, a Texas regional education service center would be considered a public agency for the purposes of FICA. See TEX. GOV'T CODE . § 791.003 (5).

FICA further provides that a joint exercise of power shall be made by contract in the form of an interlocal agreement. See FLA. STAT. ANN. . § 163.01 (5). School districts are generally permitted to procure goods and services in accordance with Florida law. See FLA. ADMIN.CODE ANN. 6A-1.012, *et al.* Accordingly, as long as the cooperative follows the Florida procurement rules, a Florida school district or other governmental entity can make purchases through the cooperative's contracts.

Vision:

TIPS/TAPS will become the premier purchasing cooperative in North America through developing partnerships with quality vendors, school districts, universities, colleges, all governmental entities, and public and private industry.

Mission:

Our mission is to provide a proven purchasing process through quality customer service including timely response, legal support and effective recruitment by providing sufficient resources to include personnel.

Purpose:

The purpose of the TIPS/TAPS program shall be to continue providing substantial savings and best value for participating educational entities or public agencies through cooperative purchasing.

Effective:

This Interlocal Agreement (hereinafter referred to as the "*Agreement*") is effective _____ and shall be automatically renewed annually unless either party gives sixty (60) days prior written notice of non-renewal. This Agreement may be terminated without cause by either party upon (60) days prior written notice, or may also be determined for cause at anytime upon written notice stating the reason for and effective date of such terminations and after giving the affected party a thirty (30) day period to cure any breach.

Statement of Services to be Performed:

Region VIII Education Service Center, by this *Agreement*, agrees to provide competitively bid cooperative purchasing services to the above-named public entity through a Program known as The Interlocal Purchasing System (TIPS/TAPS) Program.

Role of the TIPS/TAPS Purchasing Cooperative:

1. Provide organizational and administrative structure of the TIPS/TAPS Program.
2. Provide Administrative and Support Staff necessary for efficient operation of the TIPS/TAPS Program.
3. Provide marketing of the TIPS/TAPS program to expand membership, awarded contracts and commodity categories.
4. Initiate and implement activities required for competitive bidding and vendor award process including posting, advertising, collecting proposals, scoring proposals, and awarding of vendor contracts.
5. Provide members with current awarded vendor contracts, instructions for obtaining quotes and ordering procedures.
6. Maintain filing system for all competitive bidding procedure requirements.
7. Provide Reports as requested.
8. Maintain active membership database for awarded vendors.
9. Provide TIPS/TAPS training to members and vendors upon request.

Role of the Education or Government Entity:

1. Commit to participate in the TIPS/TAPS Program.
2. Designate a Primary and Technology Contact for the entity to be responsible for promoting TIPS/TAPS within the organization.
3. Commit to purchase products and services from TIPS/TAPS Vendor Awarded Contracts when in the best interest of the entity. **PURCHASE ORDER MUST ALWAYS BE MARKED TIPS/TAPS and FAXED to 866-839-8477 for processing.**

- 4. Accept shipments of products ordered from Awarded Vendors in accordance with standard purchasing procedures.
- 6. Pay Awarded Vendors in a timely manner for all goods and services received.
- 7. Report any vendor issues that may arise to the TIPS/TAPS Cooperative Coordinator.

General Provisions:

Both Parties agree to comply fully with all applicable federal, state, and local statutes, ordinances, rules, and regulations in connection with the programs contemplated under this Agreement. This Agreement is subject to all applicable present and future valid laws governing such programs.

This Agreement shall be governed by the laws of the State of Texas and venue shall be in the county in which the administrative offices of RESC VIII are located which is Titus County, Texas.

It is the responsibility of the Entity purchasing from TIPS/TAPS to insure that the respective State purchasing laws are being followed.

This Agreement contains the entire agreement of the Parties hereto with respect to the matters covered by its terms, and it may not be modified in any manner without the express written consent of the Parties.

If any term(s) or provision(s) of this Agreement are held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions of this Agreement shall remain in full force and effect

Before any party may resort to litigation, any claims, disputes or other matters in question between the Parties to this Agreement shall be submitted to nonbinding mediation

No Party to this Agreement waives or relinquishes any immunity or defense on behalf of themselves, their directors, officers, employees, and agents as a result of its execution of this Agreement and performance of the functions and obligations described herein.

This Agreement may be negotiated and transmitted between the Parties by means of a facsimile machine and the terms and conditions agreed to are binding upon the Parties.

Authorization:

Region VIII Education Service Center and The Interlocal Purchasing System (TIPS/TAPS) Program have entered into an Agreement to provide competitively bid cooperative purchasing opportunities to entities as outlined above.

This Interlocal Agreement process was approved by the governing boards of the respective parties at meetings that were posted and held in accordance with the respective STATE Open Meetings Act, for Texas it was Government Code Ch. 551.

The individuals signing below are authorized to do so by the respective parties to this Agreement.

Membership Entity-

Region 8 Education Service Center

By: _____

By: _____

Authorized Signature

Authorized Signature

Title: _____

Title: Executive Director Region VIII ESC

_____ Date

_____ Date

Public Entity Contact Information

_____ Primary Purchasing Person's Name

_____ Primary Person's Email Address

_____ Street Address

_____ City, State Zip

_____ Technology Coordinator's Name

_____ Telephone Number

_____ Technology Coordinator's Email Address

_____ Fax Number

Instructions:

Please send two signed original Interlocal Agreements and one copy of Board Resolution (if required) to

**TIPS/TAPS, Attn: Kim Thompson
C/O Region VIII Education Service Center
P.O. Box 1894, Mt. Pleasant, Texas 75456-1894**

Upon execution, a signed original will be returned to the Purchasing Contact listed above.

RESOLUTION

STATE OF FLORIDA

TO THE REGION VIII
EDUCATION SERVICE
CENTER

WHEREAS, the Board of Directors of _____, _____ Florida,
(Named Public Agency) (City)
pursuant to the authority granted by FLA. STAT. ANN. § 163.01, *et al* desires to participate in
the described purchasing program offered by the Region VIII Education Service Center, and in the opinion
that by participating in this program, will be highly beneficial to the taxpayers through the anticipated
savings to be realized, now therefore, be it

RESOLVED that the _____ request a stated need for participation in:
(Named Public Agency)

The Interlocal Purchasing System (TIPS)

whereby _____, is authorized and directed to sign and deliver any and all
(Name of Authorizing Person)
necessary requests and documents in connection therewith for and on behalf of _____
(Named Public Agency)

I certify that the foregoing is a true and correct original Resolution duly adopted by the
_____ and is filed on record at the TIPS office.
(Named Public Agency)

In witness thereof, I have hereunto set my hand and affixed my official seal this ____ day of
_____, 20__.

By: _____
(Authorizing Signature)

(Printed Authorizing Name)

(Title)

This legal document will remain current on file until either party severs the agreement.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 3e

DATE OF SCHOOL BOARD MEETING: July 17, 2012

TITLE OF AGENDA ITEMS: Contract to Participate in Florida Learns STEM Scholars through PAEC

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested for the agreement with PAEC to participate in the federal project Florida Learns STEM Scholars funded by the Florida Department of Education grant. The services required by the district would be to collaborate and provide transportation services for the Florida Learns STEM Scholars grant-related activities. PAEC would schedule project-related transportation with the district and reimburse the district at \$1.50/mile plus the Board-approved rate of pay for the bus driver.

FUND SOURCE: General Fund

AMOUNT: Estimated \$2,000.00

PREPARED BY: Bonnie Wood
Assistant Superintendent for Business Services

13-040

Panhandle Area Educational Consortium Contract Agreement

THIS CONTRACT is entered into by and between the Panhandle Area Educational Consortium, through its District of Record, the Washington County School Board, 753 West Boulevard Chipley Florida 32428 hereinafter called "contractee", and Gadsden District Schools, 35 Martin Luther King, JR Quincy Florida 32351 hereinafter called "contractor," under prime project award # 670-RA311-2C001, PAEC project # 7221404, entitled FloridaLearns STEM Scholars, funded by the Florida Department of Education (CFDA#84.395A).

The contract will commence August 1, 2012 and will continue until July 31, 2013. Brenda Crouch will direct the activities of the contract.

The Contractee agrees to compensate contractor for the amount of not to exceed, \$1,800.00 at a rate of \$1.50/mile and the board approved rate of pay for the driver. The payment schedule will be upon receipt of services, invoices, and documentation in the form of mileage logs for buses and payroll reports for drivers. The invoice should be signed by the contractor, reference the PAEC contract number, as shown above, include appropriate supporting documentation, and should be forwarded to the Finance Office, PAEC, 753 West Boulevard, Chipley, FL 32428. Sharon Mitchell shall approve submitted material and invoices before payment is made.

PAEC will not be responsible for payment of any Worker's Compensation claims to the contractor or any employee of the contractor. The contractor understands that he/she is an independent contractor.

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

The services provided through this contract are stipulated as follows:

The contractor, Gadsden District Schools will:

1. Collaborate with FloridaLearns STEM Scholars grant personnel to schedule transportation for project activities.
2. Provide requested transportation services for FloridaLearns STEM Scholars grant-related activities.

The contractee, Panhandle Area Educational Consortium, through its District of Record, the Washington County School Board will:

1. Collaborate with the district transportation director or designee to schedule project-related transportation.
2. Remit payment upon receipt of invoice and appropriate supporting documentation at a rate not to exceed:
 - A. \$1.50/mile for bus travel
 - B. Board approved rate of pay for the bus driver

This contract is subject to the requirements of EDGAR Subpart 80 C Financial Administration – Sec. 80.35 Subawards to debarred and suspended parties.

a. No award will be made to parties that have been suspended or debarred from participation in federal assistance programs. A review of the official site for debarred and suspended parties or otherwise

ineligible parties will be made prior to approval of this contract. Evidence of parties of this contract being included in such listings will deem the contractor ineligible making this contract null and void. By Executive Order 12549 and 12689, "Debarment and Suspension."

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

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

287.058 -

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

287.0582 -

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

216.347 -

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

215.422 -

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

1012.465-

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

This Contract is also subject to the Laws of the United States of America, in particular those provisions for procurement - Contract Administration described in Title 34, Section 80.36(i), Code of Federal Regulations not previously covered in the above references to Florida Statutes. These provisions are:

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

Audit Requirements

- A. If the contractor is a non-Federal entity that, during the effective period of this contract, expends \$500,000 or more in a year in Federal awards, the contractor shall have an audit conducted for that year in accordance with OMB Circular A-133 or in accordance with other applicable Federal regulations if excluded from coverage under OMB Circular A-133.
- B. A contractor who is required to have an audit conducted in accordance with the provisions of OMB Circular A-133, shall submit to PAEC a copy of the Reporting Package (as defined in the circular) when the schedule of findings and questioned costs disclose audit findings relating to this contract or when the summary schedule of prior audit findings reports the status of any audit findings relating to this contract.
- C. When the contractor is not required to submit the Reporting Package pursuant to Paragraph B above, the contractor shall submit to PAEC written notification that:
 1. An audit of the contractor was conducted in accordance with OMB Circular A-133, including timely filing;
 2. The schedule of findings and questioned costs disclosed no audit findings relating to any Federal award that PAEC provided;
 3. The summary schedule of prior audit findings did not report on the status of any audit findings relating to any Federal award that PAEC provided;
 4. No material issues of non-compliance were reported; and
 5. No reportable conditions related to internal controls were reported.
- D. A contractor excluded from coverage under OMB Circular A-133 and audited in accordance with other applicable Federal regulations, shall submit to PAEC a copy of all audit reports disclosing findings or questioned costs related to this contract or any Federal award that PAEC provided.

The contractor must identify the period covered by the audit and the name, amount, and CFDA number of the Federal award provided by PAEC. The contractor shall submit the documentation described above to PAEC within 30 days after receipt of the auditor's report but no later than nine months after the end of the audit period, unless a longer period is agreed to by the contractor's cognizant audit agency.

The address to which the foregoing shall be submitted is

PAEC
ATTN: Lele Brock
753 West Blvd.
Chipley, FL 32428

Non-discrimination

The contractor agrees that no person will, on the basis of race, color, national origin, creed or religion be excluded from participation in, be refused the benefits of, or be otherwise subjected to discrimination pursuant to the Act governing these funds or any project, program, activity or sub-grant supported by the requirements of (a) Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended which prohibits discrimination in employment or any program or activity that receives or benefits from federal financial assistance on the basis of handicaps; (d) Age Discrimination Act 1975, as amended which prohibits discrimination on the basis of age, (e) Equal Employment Opportunity Program (EEO) must meet the requirements of 28 CFR 42.301.

Force Majeure

Neither party shall be in breach of this contract if there is a total or partial failure by it in its duties and obligations occasioned by any act of God, fire, act of foreign, federal, state or local government, or any other reason beyond its reasonable control. In the event of delay in performance due to any such cause, the date of the delivery or time for completion will be extended by a period of time reasonably necessary to overcome the effect of such delay.

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

Contractee

Contractor

Dr. Sandra M. Cook, Superintendent
Washington County School Board

Reginald James, Superintendent
Gadsden District Schools

Date

Date

Patrick L. McDaniel, Executive Director
Panhandle Area Educational Consortium

Date

59-6000898
Social Security # or Federal ID#

59-6000615
Social Security # or Federal ID #

WCSB Date: June 28, 2012

13-040

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 3f

DATE OF SCHOOL BOARD MEETING: July 17, 2012

TITLE OF AGENDA ITEMS: Gateway Educational Computing Consultants Project Contract for 2012-2013

DIVISION: Personnel and Finance Departments

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested for the annual renewal of the contract for the PAEC Gateway Educational Computing Consultants Project. This contract through PAEC provides for the software implementation for personnel, payroll, accounts payable, and finance.

FUND SOURCE: General Fund

AMOUNT: \$18,650.20

PREPARED BY: Dr. Pink Hightower and Bonnie Wood

POSITION: Director of Personnel and Staff Development and
Assistant Superintendent for Business Services

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

A resolution of **THE DISTRICT SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA**, hereinafter referred to as District School Board, adopting an agreement made by and between **THE SCHOOL BOARD OF WASHINGTON COUNTY, FLORIDA**, fiscal agent for **THE PANHANDLE AREA EDUCATIONAL CONSORTIUM (PAEC)** and **THE DISTRICT SCHOOL BOARD**, for the rendering of services and benefits described in this resolution.

WHEREAS, THE DISTRICT SCHOOL BOARD, has the power and the duty among other responsibilities to cooperate with other agencies in joint projects when it is to the best interest of taxpayers and for the best interest of the educational system and the school children of the school district, and

WHEREAS, the following PAEC member and participating districts Calhoun, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Liberty, Madison, Nassau, Suwannee, Taylor, Wakulla, Walton, Washington counties hereby agree to participate in the Gateway Educational Computing Consultants Project, and

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

- I. SERVICES TO DISTRICTS.** The general services to be provided by Gateway are:
- A. Contracting for software updates, maintenance, and technical assistance.
 - B. Application of software updates implemented at Northwest Regional Data Center.
 - C. Training of district personnel with regard to:
 - 1. Initial and continuing implementation of system
 - 2. Operational changes required by software updates
 - 3. Operational changes per requirements of the Florida Department of Education.
 - D. On-site and telephone consultation to provide technical assistance and problem correction.
 - E. Technical assistance in the maintenance of disk and tape files to provide long-term records
 - F. Technical assistance in the operation of data processing equipment necessary to

operate the system.

- G. Maintenance of disk packs required for software libraries and online user files.
- H. Technical assistance in providing required automated data tapes to DOE.
- I. Maintenance of system job control language (JCL) required for the execution of software and changes necessary to the execution of district or institution level jobs within the application of the system.
- J. Technical assistance in support of district processes at outside organizations and/or companies where the data being used originates from within the Gateway system. In order to provide this assistance, the districts authorize Gateway to have access to the data stored on such outside systems.
- K. Other services recommended by the extended PAEC Board of Directors for the Gateway Educational Computing Consultants Project and approved by the fiscal agent.

II. DISTRICT FINANCIAL PARTICIPATION. The **DISTRICT SCHOOL BOARD**, will pay for services received through participation in the Gateway Project. All assessments will be based on actual costs incurred, prorated among participating school districts on the base plus unweighted FTE basis. This contribution shall be the total obligation of each school district unless additional assessments are required by PAEC Extended Board of Directors' action. Payment must be made by the participating district and received by the fiscal agent by August 15.

III. TERMS OF AGREEMENT. The term of this agreement with the Gateway/PAEC Project shall commence as of July 1, 2012 and shall end on June 30, 2013. Each school district entering into the Gateway/PAEC Project shall do so effective July 1, 2012 unless specified to the contrary.

IV. ADMINISTRATIVE/STAFFING. The Gateway/PAEC Project is administered under the PAEC Board of Directors extended to include the superintendents from non-PAEC districts participating in the Gateway Project, with each participating district having one (1) vote. Five (5) voting members present will constitute a quorum. Washington County School Board shall serve as Fiscal Agent and District of Record. The Gateway staff will be under the supervision of the PAEC Executive Director and function as a part of the consortium staff. The Gateway PAEC Project shall contribute its pro rata share of the PAEC/Fiscal Agent Annual Agreement, Annual Employee Termination Benefits Plan and PAEC Overhead Funding Plan.

Each district superintendent shall appoint a representative to serve on the Advisory Committee. This committee shall assist the Executive Director in the overall management of the project. Recommendations from this committee shall be presented to the PAEC Extended Board for official action.

- V. **EQUIPMENT PURCHASES AND TRANSFERS.** The equipment transferred from the former district of record, the School Board of Bay County, will be vested in Washington County School Board according to the present PAEC Agreement. If the Gateway Project is transferred to another District of Record, all equipment purchased with Gateway Project funds will be transferred to the new district upon approval of the PAEC Extended Board of Directors.

For the above described services, **THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA**, agrees to pay **THE SCHOOL BOARD OF WASHINGTON COUNTY, FLORIDA**, Fiscal Agent and District of Record for **THE GATEWAY EDUCATIONAL COMPUTING CONSORTIUM PROJECT**, the sum of \$18,650.20 payable upon completion of this resolution.

APPROVED:

Resolved in a Regular Session of the
_____ **School District on this**
_____ day of _____, 2012.

Susan Roberts, Board Chairman
School Board of Washington County

Date: _____

Roger Milton, Board Chairman
School Board of Gadsden County

Date: _____

Dr. Sandra M. Cook, Superintendent
School Board of Washington County

Date: _____

Reginald James, Superintendent
School Board of Gadsden County

Date: _____

Patrick L. McDaniel, Executive Director
Panhandle Area Educational Consortium

Date: _____

BOD date: June 21, 2012
WCSB date: June 28, 2012

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 3g

DATE OF SCHOOL BOARD MEETING: July 17, 2012

TITLE OF AGENDA ITEMS: PAEC Professional Development Center (PAEC/PDC)

DIVISION: Personnel Department

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested for the annual renewal of the contract for the PAEC Professional Development Center for the period July 1, 2012 to June 30, 2013.

FUND SOURCE: General Fund

AMOUNT: \$18,988.44

PREPARED BY: Dr. Pink Hightower

POSITION: Director of Personnel and Staff Development

**THE PAEC PROFESSIONAL DEVELOPMENT CENTER
RESOLUTION AND CONTRACT FOR DISTRICT PARTICIPATION**



A resolution of **THE DISTRICT SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA**, hereinafter referred to as District School Board, adopting an agreement made by and between **THE SCHOOL BOARD OF WASHINGTON COUNTY, FLORIDA**, hereinafter referred to as the District of Record on behalf of **THE PANHANDLE AREA EDUCATIONAL CONSORTIUM (PAEC)** and **THE DISTRICT SCHOOL BOARD**, for the rendering of services and benefits described in this resolution.

WHEREAS, THE DISTRICT SCHOOL BOARD, has the power and the duty among other responsibilities to cooperate with other agencies in joint projects when it is to the best interest of taxpayers and for the best interest of the educational system and the school children of the school district, and

WHEREAS, THE DISTRICT SCHOOL BOARD agrees to participate along with other member districts in the PAEC Professional Development Center (PAEC/PDC) and

WHEREAS, the PAEC is operated in compliance with all Florida Statutes and State Board of Education Administrative Rules, with all charges and assessments for services being made as recommended by the PAEC Joint Professional Development Center/Curriculum Coordinator Advisory Council and approved by the PAEC Board of Directors.

I. SERVICES TO DISTRICTS. The general services to be provided by PAEC/PDC are to:

- A. Design and submit a professional development system.
- B. Coordinate multi-district inservice activities in collaboration with district staff.
- C. Assist district or school staff with appropriate selection of presenters for delivery of needs-based professional development.
- D. Provide continuous access to and reporting options from PAEC's *electronic* Professional Development Connections (ePDC), aiding in the planning, follow-up, and evaluation of professional development participation.
- E. Provide annual update training for district administrators on the PAEC *electronic* Professional Development Connections (ePDC).
- F. Coordinate completion of the 5 year Master Inservice Plan for Professional Development maximizing resources available to small and rural districts, with subsequent submission to the Florida Department of Education.
- G. Coordinate completion of the Annual Professional Development Needs Assessments and renewal of Master In-service Plan by school board.
- H. Coordinate update of the Professional Development System, building on FDOE's recognition of the system's excellence as submitted in 2000.
- I. Integrate a standard electronic Individual Professional Development Plan (IPDP) with ePDC.
- J. Provide a toll-free Technical Support Hotline.
- K. Develop and renew add-on endorsement packages.
- L. Provide pre-audit technical assistance in preparation for Florida's Professional Development System Evaluation Protocol site visits.
- M. Provide other services approved by the PAEC Board of Directors through the District of Record.

II. DISTRICT FINANCIAL PARTICIPATION. The **DISTRICT SCHOOL BOARD** will pay for services received through participation in the PAEC/PDC as specified. The funding for the PAEC/PDC is based on FTE.

- \$3.35/FTE calculated on the FEFP Fourth Calculation from the previous year.
- Payment must be made by the participating district and received by the fiscal agent by August 15.

This contribution shall be the total obligation of each school district unless additional assessments are approved by the PAEC Joint Professional Development Center/Curriculum Coordinator Advisory Council and PAEC Board of Directors.

- III. **TERMS OF AGREEMENT.** The term of this agreement with the PAEC/PDC shall commence as of July 1, 2012, and shall end on June 30, 2013 with annual renewal.
- IV. **ADMINISTRATIVE/STAFFING.** The PAEC/PDC is administered through the PAEC Board of Directors and includes all benefits and obligations of the consortium. The PAEC/PDC staff will be under the supervision of the PAEC Executive Director and function as a part of the consortium staff. The PAEC/PDC shall contribute its pro rata share of the PAEC/Fiscal Agent Annual Agreement, Annual Employee Termination Benefits Plan and PAEC Overhead Funding Plan.

The PAEC Joint Professional Development Center/Curriculum Coordinator Advisory Council for the FloridaLearns Academy, approved by the PAEC Board of Directors, is comprised of the Professional Development Directors and Curriculum Coordinators from the PAEC/PDC member districts. Recommendations from this committee shall be presented by the PAEC Executive Director to the PAEC Board of Directors for official action.
- V. **EQUIPMENT PURCHASES AND TRANSFERS.** The equipment purchased to facilitate the center operation will be vested in the PAEC District of Record, the Washington County School Board according to the present PAEC Agreement. If the PAEC/PDC is transferred to another District of Record, all equipment purchased with PAEC/PDC funds will be transferred to the new district upon approval of the PAEC Board of Directors.

For the above described services, **THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA**, agrees to pay **THE SCHOOL BOARD OF WASHINGTON COUNTY, FLORIDA**, Fiscal Agent and District of Record for **THE PAEC Professional Development Center**, the sum of \$18,988.44, payable upon completion of this resolution. This figure is based on the FEFP Fourth Calculation (5668.19) from the previous year.

APPROVED:

Resolved in a Regular Session of the Gadsden School District on this ____ day of _____, 2012.

Susan Roberts, Board Chairman
School Board of Washington County

Roger Milton, Board Chairman
School Board of Gadsden County

Date: _____

Date: _____

Dr. Sandra M. Cook, Superintendent
School Board of Washington County

Reginald James, Superintendent
School Board of Gadsden County

Date: _____

Date: _____

Patrick L. McDaniel, Executive Director
Panhandle Area Educational Consortium

Date: _____

BOD date: June 21, 2012
WCSB date: June 28, 2012

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 3h

DATE OF SCHOOL BOARD MEETING: July 17, 2012

TITLE OF AGENDA ITEMS: Termination of Contract with MidAmerica – Special Pay Plan

DIVISION: Finance Department for Insurance Committee

PURPOSE AND SUMMARY OF ITEMS:

In accordance with Board concerns, approval of terminating the Special Pay Plan with MidAmerica is requested for an effective date of July 31, 2012. Attached is a copy of the MidAmerica 403(b) Plan to be terminated. Additional information on the plan is also available in the Finance Department and can be provided upon request.

FUND SOURCE: Employees' Gross Wages

AMOUNT: Employee and Employer Savings in future retirements/terminations

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

Overview

The Special Pay Plan is designed to handle special forms of compensation in a tax-advantaged manner. These forms of compensation typically include unused sick leave and unused vacation pay. Payments may also be based on years of service, severance and other retirement incentives.

Benefits to the Employer

The Employer obtains the intangible benefits of providing a valuable new tax-deferral program to Employees. Further, the Employer permanently saves the 7.65% FICA taxes (Social Security and Medicare) on contributions (subject to annual limits). Current constructive receipt issues on multiple year payments are also addressed.

Benefits to the Employee

The Employee's contributions are made on a pre-tax basis. The Employee also saves the 7.65% FICA taxes (Social Security and Medicare). IRS limits on Section 403(b) or Section 457 contributions are typically not affected. A retiring Employee (or surviving spouse) can either roll their funds into an IRA or another Employer's qualified plan or take a partial or lump sum distribution. There is no IRS 10% premature distribution penalty if the Employee is at least age 55 and separated from service. Periodic distributions may also be taken monthly, quarterly or annually.

Administration

Simplicity of plan design reduces administrative costs. Plan documents, implementation materials and plan administration are provided to the Employer. Employer representatives have direct access to our administrative and management personnel.

Investment Vehicle

Funds are initially invested in a fixed annuity with a guaranteed minimum rate of return. Other investments are also available.

Employee Communications/Account Information

Employee needs are serviced by a national service center through a toll-free number. Quarterly statements are provided. Employees also have access to their personal account information over the Internet. Certified financial planners are available to provide investment support.

The Special Pay Plan is provided by:



Securities offered through GWN Securities, Inc.
11440 Jog Road • Palm Beach Gardens, FL 33418 • 561/472-2700 • Member FINRA, SIPC

ADOPTION AGREEMENT FOR MIDAMERICA ADMINISTRATIVE & RETIREMENT SOLUTIONS, INC.

The undersigned Eligible Employer, by executing this Adoption Agreement, elects to establish a 403(b) plan ("Plan") under the Gadsden County School District. The Employer, subject to the Employer's Adoption Agreement elections, adopts fully the Prototype Plan provisions. This Adoption Agreement, the basic plan document, any Funding Vehicle Documentation, and any attached agreements, appendices or addenda, constitute the Employer's entire plan document. All "Election" references within this Adoption Agreement are Adoption Agreement Elections. All "Section" references are basic plan document references. Numbers in parenthesis which follow headings are references to basic plan document sections. Where an Adoption Agreement election calls for the Employer to supply text, the Employer may lengthen any space or line, or create additional tiers. When Employer-supplied text uses terms substantially similar to existed printed options, all clarifications and caveats applicable to the printed options apply to the Employer-supplied text unless the context requires otherwise. The Employer makes the following elections granted under the corresponding provisions of the basic plan document. *Note: The IRS does not have an approval program for 403(b) prototype documents.*

ARTICLE I DEFINITIONS

I. EMPLOYER; PLAN (1.27; 1.50).

Name: Gadsden County School District

Address: 35 Martin Luther King Jr. Blvd, Quincy, FL 32351

EIN: 59-6000615

Type of entity: Public School
(e.g., public school, church, Code §501(c)(3) organization (other than church))

Plan Name: Gadsden County School District Special Pay Plan

Plan number (optional): _____ (3-digit number for Form 5500 reporting)

2. TYPE OF 403(b) PLAN (1.66). The Employer makes the following election regarding the type of 403(b) plan the Employer will maintain (Choose one of (a) – (d)):

- (a) **Custodial.** A Custodial Account Plan invested in mutual funds under Code §403(b)(7).
- (b) **Annuity.** An Annuity Contract Plan under Code §403(b)(1).
- (c) **Both.** A Combination Annuity Contract Plan and Custodial Account Plan.
- (d) **Retirement Income Account (RIA)/Church Plans only.** A Retirement Income Account Plan under Code §403(b)(9).

3. ERISA PLAN (1.32). The Plan's ERISA status is [Note: Governmental plans and non-electing church plans are exempt from ERISA. Other 403(b) plans which provide for employer contributions are not exempt from ERISA.] (Choose one of (a) or (b)):

- (a) **ERISA exempt.** The Plan is a government plan or a non-electing church plan.
- (b) **ERISA applies.**

4. PLAN/LIMITATION YEAR (1.52/1.44). Plan Year and Limitation Year mean the 12-month consecutive month (except for a short Plan Year) ending every (Choose one of (a) or (b). Choose (c) if applicable):

- (a) **December 31.**
- (b) **Other** (fiscal Plan Year and/or different Limitation Year): _____
- (c) **Short year:** Commencing: _____ and ending: _____

[Note: If the Plan Year is a short year, the Limitation Year is always a 12 month period, unless the short Plan Year (and short Limitation Year) results from a Plan amendment or termination.]

5. **EFFECTIVE DATE (1.21).** The Employer's adoption of the Plan is a (choose one of (a) or (b)):

- (a) **New Plan.** The Plan's Effective Date is: October 1, 2011.
- (b) **Restated Plan.** The Plan's restated Effective Date is: _____ . The Plan's original Effective Date was: _____ .

[Note: The restated Effective Date should not be earlier than the date the final 403(b) regulations apply to the Plan (generally, January 1, 2009).]

6. **CONTRIBUTION TYPES (1.13).** The Employer and/or Participants, in accordance with the Plan terms, make the following contributions to the Plan (Choose one or more of (a) through (g) as applicable):

- (a) **Pre-Tax Deferrals.** See Section 3.02 and Elections 18 – 21.
- (b) **Roth Deferrals.** See Section 3.02(F) and Elections 18 – 21. [Note: The Employer may not limit Elective Deferrals to Roth Deferrals only.]
- (c) **Matching.** See Sections 1.35, 1.45, and 3.03 and Elections 22, 23, 27, 28 and 31. [Note: If the Plan is a safe harbor plan, choose 6(e) and do not choose 6(c).]
- (d) **Nonelective.** See Sections 1.46 and 3.05 and Elections 25 through 28. [Note: The Employer may make an Operational QNEC without electing 6(d). See Section 3.05(C)(1). If the only nonelective contributions are safe harbor contributions, choose 6(e) and do choose 6(d).]
- (e) **Safe Harbor/Additional Matching.** The Plan is a safe harbor 403(b) Plan. The Employer will make Safe Harbor Contributions as it elects in Election 24. The Employer may or may not make Additional Matching Contributions as it elects in Election 24. See Section 3.04.
- (f) **Employee (after-tax).** See Section 3.10 and Election 31.
- (g) **None (frozen plan).** The Plan is/was frozen effective as of: _____ . See Sections 3.01(F) and 9.03.

[Note: Elections 18 through 26 and Election 31 do not apply to any Plan Year in which the Plan is frozen.]

7. **EXCLUDED EMPLOYEES (1.34).** The following Employees are not Eligible Employees (either as to the overall Plan or the designated contribution type) (Choose one of (a) or (b)):

- (a) **No Excluded Employees.** All Employees are Eligible Employees as to all Contribution Types.
- (b) **Exclusions.** The following Employees are Excluded Employees (either as to all Contribution Types or to the designated Contribution Type) (Choose one or more of (1) through (9) as applicable):

[Note: For this Election 7, unless described otherwise in Election 7(b)(9)), Elective Deferrals includes Pre-Tax Deferrals, and Roth Deferrals and Safe Harbor Contributions, Matching includes all Matching Contributions (unless this is a safe harbor plan) and Employee Contributions, and Nonelective includes all Nonelective Contributions other than safe harbor nonelective contributions and Operational QNECs.]

	(1) All Contributions		(2) Elective Deferrals	(3) Matching	(4) Nonelective
(1) <input type="checkbox"/> No exclusions. No exclusions as to the designated Contribution Type.	N/A (See Election 7(a))	OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2) <input type="checkbox"/> Non-Resident Aliens. See Section 1.34(B).	<input type="checkbox"/>	OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) <input type="checkbox"/> Employees who normally work less than 20 hours per week. See Section 1.34(E).	<input type="checkbox"/>	OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4) <input type="checkbox"/> Student Employees. See Section 1.34(C).	<input type="checkbox"/>	OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- | | | | | | |
|---|--------------------------|-----------|--------------------------|--------------------------|--------------------------|
| (5) <input type="checkbox"/> Other Employer plan. Employees who are eligible to participate in another plan of the Employer which is a governmental 457(b) plan, 401(k) plan or another 403(b) plan. | <input type="checkbox"/> | OR | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (6) <input type="checkbox"/> Collective Bargaining (union) Employees. See Section 1.34(A). | N/A | OR | N/A | <input type="checkbox"/> | <input type="checkbox"/> |
| (7) <input type="checkbox"/> Highly Compensated Employees. | N/A | OR | N/A | <input type="checkbox"/> | <input type="checkbox"/> |
| (8) <input type="checkbox"/> Reclassified Employees. See Section 1.34(D). | N/A | OR | N/A | <input type="checkbox"/> | <input type="checkbox"/> |
| (9) <input type="checkbox"/> Describe exclusion: _____
<i>(e.g., exclude hourly paid employees). [Note: The Employer can use this election 7(b)(9) to allow Employees otherwise excluded under regulatory transition rules to defer (see Section 1.34(F)) or to exclude all Employees of one or more Related Employers or Employees in a geographically distinct business unit under Treas. Reg. §1.403(b)-5(b)(3)(ii). However, this election 7(b)(9) will not otherwise apply to Elective Deferrals.]</i> | | | | | |

[Note: Any exclusion under Election 7(b)(9), except as to Employees who normally work less than 20 hours per week, may not be based on age or Service. See Election 14 for eligibility conditions based on age or Service. See Election 24 regarding Safe Harbor Contributions.]

8. **COMPENSATION (1.12).** The following Compensation (as adjusted under Elections 9 and 10) applies in allocating Employer Contributions (or the designated contribution type) (Choose one or more of (a) through (d) as applicable):

[Note: Unless described otherwise in Election 8(d), Elective Deferrals includes Pre-Tax Deferrals, Roth Deferrals and Employee Contributions, Matching includes all Matching Contributions and Nonelective includes all Nonelective Contributions. In applying any Plan definition which references Section 1.12 Compensation, where the Employer in this Election 8 elects more than one Compensation definition for allocation purposes, the Plan Administrator will use W-2 wages for such other Plan definitions if the Employer has elected W-2 wages for any Contribution Type or Participant group under Election 8. If the Employer has not elected W-2 wages, the Plan Administrator for such other Plan definitions will use 415 Compensation.]

- | | (1)
All
Contributions | OR | (2)
Elective
Deferrals | (3)
Matching | (4)
Nonelective
Contributions |
|---|-----------------------------|-----------|------------------------------|--------------------------|-------------------------------------|
| (a) <input checked="" type="checkbox"/> W-2 wages increased by Elective Deferrals. | <input type="checkbox"/> | OR | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| (b) <input type="checkbox"/> Code §3401 federal income tax withholding wages increased by Elective Deferrals. | <input type="checkbox"/> | OR | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (c) <input type="checkbox"/> 415 Compensation. | <input type="checkbox"/> | OR | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (d) <input type="checkbox"/> Describe Compensation: _____
<i>(e.g., W-2 Compensation for faculty Employees, 415 Compensation for administrative staff Employees).</i> | | | | | |

9. **PLAN YEAR/PARTICIPATING/POST-SEVERANCE/DEEMED INCLUDIBLE COMPENSATION (1.12(I), (J), (K) AND (N)).** Compensation under Election 8 (Choose one of (a) or (b). Choose (c), (d) and (e) as applicable):

[Note: For this Election 9, unless described otherwise in Election 9(e), Elective Deferrals includes Pre-Tax Deferrals, Roth Deferrals and Employee Contributions, Matching includes all Matching Contributions and Nonelective includes all Nonelective Contributions.]

- | | (1)
All
Contributions | OR | (2)
Elective
Deferrals | (3)
Matching | (4)
Nonelective
Contributions |
|---|-----------------------------|-----------|------------------------------|--------------------------|-------------------------------------|
| (a) <input type="checkbox"/> Plan Year. Includes only Plan Year Compensation. | <input type="checkbox"/> | OR | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) <input type="checkbox"/> Participating Compensation. Includes only Participating Compensation. | <input type="checkbox"/> | OR | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (c) <input checked="" type="checkbox"/> Post-Severance Compensation. The Election in 9(a) or 9(b) also includes Post-Severance Compensation. | <input type="checkbox"/> | OR | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

(d) **Deemed Includible Compensation.** The election in 9(a) and 9(b) also includes Deemed Includible Compensation. OR

(e) **Describe Compensation inclusion:** _____
(e.g., Participating Compensation for all contributions to administrative staff, Plan Year Compensation for all contributions to faculty).

10. **EXCLUDED COMPENSATION (1.12(H)).** Apply the following additional exclusions to Compensation Elections under 8 and 9 (Choose one of (a) or (b)):

[Note: For this Election 10, unless described otherwise in Election 10(b)(8), Elective Deferrals includes Pre-Tax Deferrals, Roth Deferrals and Employee Contributions, Matching includes all Matching Contributions and Nonelective includes all Nonelective Contributions.]

	(1) All Contributions	OR	(2) Elective Deferrals	(3) Matching	(4) Nonelective Contributions
(a) <input checked="" type="checkbox"/> No exclusions.	<input type="checkbox"/>	OR	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(b) <input type="checkbox"/> Exclusions: Exclude the following (Choose one or more of (1) through (8) as applicable):	<input type="checkbox"/>				
(1) <input type="checkbox"/> Elective Deferrals.	<input type="checkbox"/>	OR	N/A	<input type="checkbox"/>	<input type="checkbox"/>
(2) <input type="checkbox"/> Fringe benefits. As described in Treas. Reg. §1.414(s)-1(c)(3).	<input type="checkbox"/>	OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3) <input type="checkbox"/> Leave of absence compensation.	<input type="checkbox"/>	OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(4) <input type="checkbox"/> Bonus.	<input type="checkbox"/>	OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(5) <input type="checkbox"/> Disability compensation.	<input type="checkbox"/>	OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6) <input type="checkbox"/> Overtime.	<input type="checkbox"/>	OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(7) <input type="checkbox"/> Related Employers. See 1.27(A). (If there are Related Employers, choose one or both of a. and b. as applicable):					
a. <input type="checkbox"/> Non-Participating. Compensation paid to Employees by a Related Employer that is not a Participating Employer.	<input type="checkbox"/>	OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. <input type="checkbox"/> Participating. As to the Employees of any Participating Employer, Compensation paid by any other Participating Employer to its Employees. See Election 26(d)(2)a.	<input type="checkbox"/>	OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(8) **Describe Compensation exclusion:** _____

[Note: Under Election 10(b)(8), the Employer may: (i) describe Compensation from the elections available under Elections 10(b)(1) through (7), or a combination thereof as to a Participant group (e.g., No exclusions as to staff members and exclude bonus as to physicians); (ii) define the Contribution Type column headings in a manner which differs from the "all-inclusive" description above (e.g., Elective Deferrals means §125 cafeteria deferrals only); and/or (iii) describe another exclusion (e.g., Exclude shift differential pay).]

11. **HOURS OF SERVICE (1.40).** The Plan credits Hours of Service for the following purposes (and to the Employees) as follows (Choose one or more of (a) through (e) as applicable):

	(1) All Purposes	OR	(2) Eligibility	(3) Vesting	(4) Allocation Conditions
(a) <input type="checkbox"/> Actual Method.	<input type="checkbox"/>	OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- (b) **Equivalency Method:** _____ (e.g., daily, weekly, etc.)
- (c) **Elapsed Time Method.** See Section 1.40(A)(3).
- (d) **Actual (hourly) and Equivalency (salaried).** Actual Method for hourly paid Employees and Equivalency Method: _____ (e.g. daily, weekly, etc.) for salaried Employees.

(e) **Describe:** _____
(e.g., for all purposes, actual method applies to salaried employees and equivalency method applies to hourly paid employees).

12. **PREDECESSOR EMPLOYER (1.63).** The Plan elects under Section 1.63 to credit as Service the following Predecessor Employer service (Choose one of (a) or (b)):

- (a) **Not applicable.** No elective Predecessor Employer Service crediting applies.
- (b) **Applies.** The Plan credits the specified service with the following designated Predecessor Employers as Service for the Employer for the purposes indicated (Choose (1) and (2) as applicable):
- (1) **All purposes.** Credit Service for all purposes with Predecessor Employer(s): _____
(insert as many names as needed).
- (2) **Describe:** _____ (e.g., for vesting purposes only, credit service with X only on or after 1/1/06).

**ARTICLE II
ELIGIBILITY REQUIREMENTS**

13. **ELIGIBILITY/ELECTIVE DEFERRALS (Universal Availability) (2.01(A)).** An Employee (other than an Excluded Employee) becomes a Participant in the Elective Deferral portion of the Plan on his/her first day of employment with the Employer. [Note: Elections 14-17 do not apply to Elective Deferrals.]

14. **ELIGIBILITY NONELECTIVE/MATCHING CONTRIBUTIONS (2.01(B)).** To become a Participant in the Nonelective Contribution portion, or in the Matching Contributions portion of the Plan, an Employee must satisfy the following eligibility condition(s): (Choose (a) or choose one or more of (b) through (f) as applicable):

[Note: For this Election 14, unless described otherwise in Election 14(f), or the context otherwise requires, Matching includes all Matching Contribution and Employee Contributions; and Nonelective includes all Nonelective Contributions (except Operational QNECs). This Election does not apply to Safe Harbor Contributions, but see Election 24(g). If the Plan is subject to ERISA, eligibility conditions must comply with ERISA §202, which is similar to Code §410(a).]

- | | (1)
All
Contributions
(except Elective
Deferrals) | OR | (2)
Matching | (3)
Nonelective
Contributions |
|--|---|----|--------------------------|-------------------------------------|
| (a) <input type="checkbox"/> None. Entry on Employment Commencement Date or if later, upon the next following Plan Entry Date. | <input type="checkbox"/> | OR | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) <input type="checkbox"/> Age _____ (not to exceed age 21). | <input type="checkbox"/> | OR | <input type="checkbox"/> | <input type="checkbox"/> |
| (c) <input type="checkbox"/> One Year of Service. | <input type="checkbox"/> | OR | <input type="checkbox"/> | <input type="checkbox"/> |
| (d) <input type="checkbox"/> Two Years of Service (without an intervening Break in Service). | <input type="checkbox"/> | OR | <input type="checkbox"/> | <input type="checkbox"/> |
| (e) <input type="checkbox"/> _____ months (not exceeding 12 months for Safe Harbor Contributions and not exceeding 24 months for other contributions). If more than 12 months, 100% vesting is required. Service need not be continuous (mere passage of time). | <input type="checkbox"/> | OR | <input type="checkbox"/> | <input type="checkbox"/> |

(f) **Describe eligibility conditions:** Exhibit A
(e.g., as to all contributions, no eligibility requirements for faculty Employees and One Year of Service as to administrative staff Employees).

15. **YEAR OF SERVICE - ELIGIBILITY (2.02(A)).** (Choose (a), (b) and (c) as applicable); [Note: If the Employer under Election 14 elects a one or two Year(s) of Service condition or elects to apply a Year of Service for eligibility under any other Adoption Agreement election, the Employer should complete Election 15. The Employer should not complete Election 15 if it elects the Elapsed Time Method for eligibility.]

(a) **Year of Service.** An Employee must complete _____ Hour(s) of Service during the relevant Eligibility Computation Period to receive credit for one Year of Service under Article II: [Note: If the Plan is subject to ERISA, the number may not exceed 1,000. If left blank, the requirement is 1,000 Hours of Service.]

(b) **Subsequent Eligibility Computation Periods.** After the Initial Eligibility Computation Period described in Section 2.02(C), the Plan measures Subsequent Eligibility Computation Periods as (Choose one of (1) or (2)):

(1) **Plan Year.** The Plan Year, beginning with the Plan Year which includes the first anniversary of the Employee's Employment Commencement Date.

(2) **Anniversary Year.** The Anniversary Year, beginning with the Employee's second Anniversary Year.

[Note: To maximize delayed entry under a two Years of Service condition for Nonelective Contributions or Matching Contributions, the Employer should elect to remain on the Anniversary Year for such contributions.]

(c) **Describe:** _____ (e.g., Anniversary Year as to doctors and Plan Year as to other employees OR 500 Hours of Service for Matching Contributions and 1,000 Hours of Service for Nonelective Contributions).

16. **ENTRY DATE (2.02(D)).** The Entry Date means the Effective Date and (Choose one or more of (a) through (f) as applicable):

[Note: For this Election 16, unless described otherwise in Election 16(f), Matching includes all Matching Contributions and Employee Contributions; and Nonelective includes all Nonelective Contributions (except Operational QNECs).]

	(1) Matching	(2) Nonelective Contributions
(a) <input type="checkbox"/> Semi-annual. The first day of the first month and of the seventh month of the Plan Year.	<input type="checkbox"/>	<input type="checkbox"/>
(b) <input type="checkbox"/> First day of Plan Year.	<input type="checkbox"/>	<input type="checkbox"/>
(c) <input type="checkbox"/> First day of each Plan Year quarter.	<input type="checkbox"/>	<input type="checkbox"/>
(d) <input type="checkbox"/> The first day of each month.	<input type="checkbox"/>	<input type="checkbox"/>
(e) <input checked="" type="checkbox"/> Immediate. Upon Employment Commencement Date or if later, upon satisfaction of eligibility conditions.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(f) <input type="checkbox"/> Describe: _____ (e.g., Immediate as to faculty Employees and semi-annual as to administrative staff Employees).		

17. **PROSPECTIVE/RETROACTIVE ENTRY DATE (2.02(D)).** An Employee after satisfying the eligibility conditions in Election 14 will become a Participant (unless an Excluded Employee under Election 7) on the Entry Date (if employed on that date) (Choose one or more of (a) through (f) as applicable):

[Note: Unless otherwise excluded under Election 8, if this is an ERISA plan, an Employee who remains employed by the Employer on the relevant date must become a Participant by the earlier of: (i) the first day of the Plan Year beginning after the date the Employee completes the age and service requirements of ERISA §202 (Code §410(a)); or (ii) 6 months after the date the Employee completes those requirements. For this Election 17, unless described otherwise in Election 17(f), Matching includes all Matching Contributions and Employee Contributions; and Nonelective includes all Nonelective Contributions, (except Operational QNECs).]

- | | (1)
Matching | (2)
Nonelective
Contributions |
|--|--------------------------|-------------------------------------|
| (a) <input type="checkbox"/> Immediately following or coincident with the date the Employee completes the eligibility conditions. | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) <input type="checkbox"/> Immediately following the date the Employee completes the eligibility conditions. | <input type="checkbox"/> | <input type="checkbox"/> |
| (c) <input type="checkbox"/> Immediately preceding or coincident with the date the Employee completes the eligibility conditions. | <input type="checkbox"/> | <input type="checkbox"/> |
| (d) <input type="checkbox"/> Immediately preceding the date the Employee completes the eligibility conditions. | <input type="checkbox"/> | <input type="checkbox"/> |
| (e) <input type="checkbox"/> Nearest the date the Employee completes the eligibility conditions. | <input type="checkbox"/> | <input type="checkbox"/> |
| (f) <input type="checkbox"/> Describe: _____
(e.g., nearest as to faculty Employees and immediately following as to administrative staff Employees). | | |

**ARTICLE III
PLAN CONTRIBUTIONS AND FORFEITURES**

AMOUNT AND TYPE(S) (3.01). The amount and type(s) of contributions for a Plan Year or other specified period are those described in Election 6 above and in the Article III elections below.

18. SALARY REDUCTION AGREEMENT (1.61). A Participant may make an election to defer his/her Compensation and have it contributed to the Plan. The Participant prospectively may modify or revoke a Salary Reduction Agreement, or may file a new Salary Reduction Agreement following a prior revocation, at least once per Plan Year or more frequently as specified in the Plan's Salary Reduction Agreement. The Salary Reduction Agreement also may specify a maximum or minimum deferral limit and other conditions.

19. AUTOMATIC DEFERRALS (3.02(B)). The Automatic Deferral provisions of Section 3.02(B) (Choose one of (a) or (b)):

[Note: If the Plan is a safe harbor Plan that applies the QACA provisions of Section 3.04(J), complete Election 20(b) and select Election 19(a).]

- (a) **Do not apply.**
- (b) **Apply.** The Automatic Deferral Effective Date is: _____ (specify date). Unless the Participant makes a Contrary Election (Complete (1) or (2). Complete (3). Choose (4) as applicable.):
- (1) **Automatic Deferral Amount (constant).** The Employer will withhold _____% from a Participant's Compensation each payroll period.
- (2) **Automatic Deferral Amount (scheduled increases).** As of the beginning of a Plan Year, the Employer will withhold from a Participant's Compensation each payroll period the Automatic Deferral percentage below that corresponds to the number of Plan Year(s) (or partial plan years) to which the Participant has been subject to the Automatic Deferral arrangement, including the current Plan Year:

Automatic Deferral Percentage	Plan Year(s) of Automatic Deferral
_____ %	1
_____ %	2
_____ %	3
_____ %	4
_____ %	5
_____ %	6 or more

- (3) **Participants affected.** The Automatic Deferral applies to (Choose one of a., b., c., or d.):
- a. **All Participants.** All Participants, regardless of any prior Salary Reduction Agreement, unless and until they make a Contrary Election after the Automatic Deferral Effective Date.
- b. **Election of at least Automatic Deferral amount.** All Participants, except those who, on the Automatic Deferral Elective Date, are deferring an amount which is at least equal to the Automatic Deferral Amount.

- c. **No existing Salary Reduction Agreement.** All Participants, except those who have in effect a Salary Reduction Agreement on the Automatic Deferral Effective Date regardless of the Elective Deferral amount under the Agreement.
- d. **New Participants.** Each Employee whose Entry Date is on or following the Automatic Deferral Effective Date. *[Note: Based on the proposed regulations, Election 19(b)(3)(d) will not satisfy the uniformity requirements of a EACA.]*

(4) **Describe Automatic Deferral:** _____

20. **QACA AUTOMATIC DEFERRALS (3.04(J)).** The QACA provisions of Section 3.04(J) *(Choose one of (a) or (b)):*

(a) **Do not apply.**

(b) **Apply.** The Automatic Deferral Effective Date is: _____ *(specify date)*. Unless the Participant makes a Contrary Election *(Choose one of (1), (2) or (3). Choose (4)):*

(1) **Automatic Deferral Amount (constant).** The Employer will withhold _____% from a Participant's Compensation each payroll period.

[Note: In order to satisfy the QACA requirements, enter an amount between 6% and 10%..]

(2) **Statutory QACA Automatic Deferral Amount (statutory scheduled increases).** As of the beginning of a Plan Year, the Employer will withhold from a Participant's Compensation each payroll period the Automatic Deferral percentage below that corresponds to the number of Plan Year(s) (or partial plan years) to which the Participant has been subject to the Automatic Deferral arrangement, including the current Plan Year:

Automatic Deferral Percentage	Plan Year(s) of Automatic Deferral
3%	1
3%	2
4%	3
5%	4
6%	5 or more

(3) **Alternative Automatic Deferral Amount (described scheduled increases).** As of the beginning of a Plan Year, the Employer will withhold from a Participant's Compensation each payroll period the Automatic Deferral percentage below that corresponds to the number of Plan Year(s) (or partial plan years) to which the Participant has been subject to the Automatic Deferral arrangement, including the current Plan Year:

Automatic Deferral Percentage	Plan Year(s) of Automatic Deferral
_____%	1
_____%	2
_____%	3
_____%	4
_____%	5 or more

[Note: In order to satisfy the QACA requirements, an alternative Automatic Deferral Amount schedule must require, for each Plan Year, an Automatic Deferral Amount that is at least equal to the Automatic Deferral Amount under the schedule in Election 20(b)(2) immediately above. See Section 3.04(J)(2).]

(4) **Nonelecting/All Participants.** The Automatic Deferrals will apply to *(Choose one of a., b. or c.):*

- a. **All Participants.** All Participants, regardless of any prior Salary Reduction Agreement, unless and until they make a Contrary Election after the Automatic Deferral Effective Date.
- b. **Election of at least Automatic Deferral amount.** All Participants, except those who, on the Automatic Deferral Elective Date, are deferring an amount which is at least equal to the Automatic Deferral Amount.
- c. **No existing Salary Reduction Agreement.** All Participants, except those who have in effect a Salary Reduction Agreement on the Automatic Deferral Effective Date regardless of the Elective Deferral amount under the Agreement.

21. **CATCH-UP DEFERRALS (3.02(D) and (E)).** A Participant otherwise eligible to do so *(Choose one of (a) or (b)):*

(a) **Permitted.** May make the following Catch-Up Deferrals to the Plan *(Choose (1) or (2) or both as applicable).*

(1) **Age 50 Catch-Up.**

(2) **Qualified Organization Catch-Up.**

(b) **Not Permitted.** May not make any Catch-Up Deferrals to the Plan.

22. MATCHING CONTRIBUTIONS (EXCLUDING SAFE HARBOR MATCH AND ADDITIONAL MATCH UNDER SECTION 3.04) (3.03(A)). The Employer Matching Contributions under Election 6(c) are subject to the following additional elections regarding type (discretionary/fixed), rate/amount, limitations and time period (collectively, such elections are "the matching formula") and the allocation of Matching Contributions is subject to Section 3.06 except as otherwise provided. (Choose one or more of (a) through (f) as applicable; then, for the elected match, complete (1) and (2) as applicable. If the Employer completes (2), also complete one of (3), (4), or (5)):

[Note: If the Employer wishes to make any Matching Contributions that satisfy the ACP safe harbor, the Employer should make these Elections under Election 24, and not under this Election 22.]

	(1)	(2)	(3)	(4)	(5)										
	Match Rate/Amt [\$/% of Elective Deferrals]	Limit on Deferrals Matched [\$/% of Compensation]	Apply limit(s) per Plan Year ["true-up"]	Apply limit(s) per payroll period [no "true-up"]	Apply limit(s) per designated time period [no "true-up"]										
(a) <input type="checkbox"/> Discretionary – see Section 1.45(B) (The Employer may, but is) not required to complete (a)(1)-(5). See the "Note" following Election 22.)	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
(b) <input type="checkbox"/> Fixed – uniform rate/amount	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
(c) <input type="checkbox"/> Fixed – tiered	<table border="0"> <tr> <td>Elective Deferral %</td> <td>Matching Rate</td> </tr> <tr> <td>_____%</td> <td>_____%</td> </tr> <tr> <td>_____%</td> <td>_____%</td> </tr> <tr> <td>_____%</td> <td>_____%</td> </tr> <tr> <td>_____%</td> <td>_____%</td> </tr> </table>	Elective Deferral %	Matching Rate	_____%	_____%	_____%	_____%	_____%	_____%	_____%	_____%	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elective Deferral %	Matching Rate														
_____%	_____%														
_____%	_____%														
_____%	_____%														
_____%	_____%														
(d) <input type="checkbox"/> Fixed – Years of Service for Vesting (see Elections 36 and 37, unless the Employer indicates otherwise in (f))	<table border="0"> <tr> <td>Years of Service</td> <td>Matching Rate</td> </tr> <tr> <td>_____</td> <td>_____%</td> </tr> <tr> <td>_____</td> <td>_____%</td> </tr> <tr> <td>_____</td> <td>_____%</td> </tr> <tr> <td>_____</td> <td>_____%</td> </tr> </table>	Years of Service	Matching Rate	_____	_____%	_____	_____%	_____	_____%	_____	_____%	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Years of Service	Matching Rate														
_____	_____%														
_____	_____%														
_____	_____%														
_____	_____%														
(e) <input type="checkbox"/> Related and Participating Employers. If any Related and Participating Employers contribute Matching Contributions to the Plan, the following apply (Complete (1) and (2)):															
(1) Matching formula. The matching formula for the Participating Employer(s) (Choose one of a. or b.):															
a. <input type="checkbox"/> All the same. Is (are) the same as for the Signatory Employer under this Election 22.															
b. <input type="checkbox"/> At least one different. Is (are) as follows: _____															
(2) Allocation sharing. The Plan Administrator will allocate the Matching Contributions made by the Signatory Employer and by any Participating Employer (Choose one of a. or b.):															
a. <input type="checkbox"/> Employer by Employer. Only to the Participants directly employed by the contributing Employer.															
b. <input type="checkbox"/> Across Employer lines. To all Participants regardless of which Employer directly employs them and regardless of whether their direct Employer made Matching Contributions for the Plan Year.															

[Note: The Employer should not elect 22(e) unless there are Related Employers which are also Participating Employers. See Section 1.27(B).]

- (f) **Describe:** _____
 (e.g., A discretionary match applies to staff members. A fixed match equal to 50% of Elective Deferrals not exceeding 6% of Plan Year Compensation applies to professors).

[A Participant's Elective Deferral percentage is equal to the Participant's Elective Deferrals divided by his/her Compensation. The matching rate/amount is the specified rate/amount of match for the corresponding Elective Deferral amount/percentage. Any Matching Contributions apply to Pre-Tax Deferrals and to Roth Deferrals unless described otherwise in Election 22(f). The Employer under Election 22(a) in its discretion may determine the amount of a Discretionary Matching Contribution and the matching contribution formula. Alternatively, the Employer in Election 22(a) may specify the Discretionary Matching Contribution formula.]

23. **MATCHING CATCH-UP DEFERRALS (3.03(B)).** If a Participant makes an Age 50 Catch-Up Deferral, the Employer (Choose one of (a) or (b)):

- (a) **Match.** Will apply to the Age 50 Catch-Up Deferral (Choose one of (1) or (2)):
- (1) **All.** All Matching Contributions.
 - (2) **Designated.** The following Matching Contributions in Election 22 _____.
- (b) **No Match.** Will not match any Age 50 Catch-Up Deferrals.

[Note: Regardless of the Employer's elections in Election 23, a safe harbor 403(b) Plan under Section 3.04 will apply all Matching Contributions to Catch-Up Deferrals.]

24. **SAFE HARBOR CONTRIBUTIONS/ADDITIONAL MATCHING CONTRIBUTIONS (3.04).** The Employer Safe Harbor contribution and Additional Matching Contributions (if any) are (If the Employer elected Safe Harbor Contributions under Election 6(e), choose one of (a) through (e). Choose (f), (g), (h) or (i) as applicable. If the Employer has elected any matching contribution, complete (j).):

- (a) **Basic Safe Harbor Matching Contribution.** A Matching Contribution equal to 100% of each Participant's Elective Deferrals not exceeding 3% of the Participant's Compensation, plus 50% of each Participant's Elective Deferrals in excess of 3% but not in excess of 5% of the Participant's Compensation.
- (b) **QACA Safe Harbor Matching Contribution.** A Matching Contribution equal to 100% of a Participant's Elective Deferrals not exceeding 1% of the Participant's Compensation, plus 50% of each Participant's Elective Deferrals in excess of 1% but not in excess of 6% of the Participant's Compensation. [Note: This election is available only if the Employer has selected the QACA automatic deferrals provisions under Election 20.]
- (c) **Enhanced Safe Harbor Matching Contribution.** (Choose one of (1) or (2)):
- (1) **Uniform percentage.** A Matching Contribution equal to _____% of each Participant's Elective Deferrals but not as to Elective Deferrals exceeding _____% of the Participant's Compensation.
 - (2) **Tiered formula.** A Matching Contribution equal to the specified matching rate for the corresponding level of each Participant's Elective Deferrals percentage. A Participant's Elective Deferrals percentage is equal to the Participant's Elective Deferrals divided by his/her Compensation.

Elective Deferral Percentage	Matching Rate
_____ %	_____ %
_____ %	_____ %
_____ %	_____ %

[Note: The matching rate may not increase as the Elective Deferral percentage increases, no HCE may be eligible for a greater rate of match than any NHCE at any level of Elective Deferrals, and at any rate of Elective Deferrals, a Participant will receive a Matching Contribution that is at least equal to the match the Participant would receive under Election 24(a), or in the case of a QACA, under Election 24(b).]

- (d) **Safe Harbor Nonelective Contribution.** The Safe Harbor Nonelective Contribution equals _____% of a Participant's Compensation. [Note: The amount in the blank must be at least 3%. The Safe Harbor Nonelective Contribution applies toward (offsets) most other Employer Nonelective Contributions. See Section 3.04(E)(11).]

- (e) **Safe Harbor Nonelective Contribution/delayed year-by-year election (maybe and supplemental notices).** In connection with the Employer's provision of the maybe notice under Section 3.04(1)(1), the Employer elects into safe harbor status by giving the supplemental notice and by making this Election 24(e) to provide for a Safe Harbor Nonelective Contribution equal to _____% (specify amount at least equal to 3%) of a Participant's Compensation. This Election 24(e) and safe harbor status applies for the Plan Year ending: _____ (specify Plan Year end), which is the Plan Year to which the Employer's maybe and supplemental notices apply.

[Note: If the Employer makes a delayed election into safe harbor status under Section 3.04(1)(1), the Employer must amend the Plan to provide for a Safe Harbor Nonelective Contribution equal to at least 3% of each Participant's Compensation. The Employer may make this amendment by substitute Adoption Agreement page (electing Election 24(e)) or by another form of amendment under Section 9.02(B). An Employer using the maybe notice should not elect a Safe Harbor Nonelective Contribution under Election 24(d) unless the Employer intends to continue safe harbor status under this election in the subsequent Plan Year. By making its amendment into safe harbor status under Election 24(e), the Employer avoids the need to further amend the Plan if the Employer is not certain that it will apply the safe harbor in the subsequent Plan Year. By contrast, an Employer which gave the maybe notice and has decided to make the Safe Harbor Nonelective Contribution for that year and for future years should use Election 24(d). If the Employer gives the maybe notice and the Employer will or may make Matching Contributions, the Employer should elect Additional Matching under Election 24(i) (and should not elect Matching Contributions under Election 22) if it wishes to avoid ACP testing.]

- (f) **Participants who will receive Safe Harbor Contributions.** The allocation of Safe Harbor Contributions (Choose one of (1), (2) or (3)):

 - (1) **Applies to all Participants.** Applies to all Participants except as may be limited under Election 24(g).
 - (2) **NHCEs only.** Is limited to NHCE Participants only and may be limited further under Election 24(g). No HCE will receive a Safe Harbor Contribution allocation.
 - (3) **NHCEs and designated HCEs.** Is limited to NHCE Participants and to the following HCE Participants and may be limited further under Election 24(g): _____

[Note: Any HCE allocation group the Employer describes under Election 24(f)(3) must be definitely determinable.]

- (g) **Early Elective Deferrals/delay of Safe Harbor Contribution.** The Employer under this Election 24(g) limits the allocation of any Safe Harbor Contribution under Election 24 for a Plan Year to those Participants: (i) who have attained age 21; (ii) who have completed one Year of Service; and (iii) who the Plan Administrator in applying the OEE rule described in Section 4.05(C), treats as benefiting in the disaggregated plan covering the Includible Employees. Those Participants in the Plan Year whom the Plan Administrator treats as Otherwise Excludible Employees will not receive any Safe Harbor Contribution allocation and the Plan Administrator will apply the ACP test to the disaggregated plan benefiting the Otherwise Excludible Employees.
- (h) **Another plan.** The Employer will make the Safe Harbor Contribution to the following defined contribution plan: _____
- (i) **Additional Matching Contributions.** (Choose (1), and/or (2) as applicable):

- (1) **Fixed Additional Matching Contribution.** The following Fixed Additional Matching Contribution (Choose (a) and (b) as applicable):
 - a. **Uniform percentage.** A Matching Contribution equal to _____% of each Participant's Elective Deferrals but not as to Elective Deferrals exceeding _____% of the Participant's Compensation.
 - b. **Tiered formula.** A Matching Contribution equal to the specified matching rate for the corresponding level of each Participant's Elective Deferral percentage. A Participant's Elective Deferral percentage is equal to the Participant's Elective Deferrals divided by his/her Compensation.

Elective Deferral Percentage	Matching Rate
_____ %	_____ %
_____ %	_____ %
_____ %	_____ %

[Note: If the Employer wishes to avoid ACP testing on its Fixed Additional Matching Contributions: (i) the matching rate may not increase as the Elective Deferral percentage increases; (ii) no HCE may be entitled a greater rate of match than any NHCE; and (iii) the Employer must limit Elective Deferrals taken into account for the Matching Contribution to 6% of Plan Year Compensation.]

- (2) **Discretionary Additional Matching Contribution.** The Employer may make a Discretionary Additional Matching Contribution. If the Employer makes a Discretionary Additional Matching Contribution, the Plan limits a Participant's Elective Deferrals which are subject to the Additional Discretionary Matching Contribution to 6% of Plan Year

Compensation. The Plan also limits the amount of a Participant's Additional Discretionary Matching Contribution to 4% of Plan Year Compensation.

[Note: If the Employer wishes to avoid ACP testing on its Discretionary Additional Matching Contributions: (i) the matching rate may not increase as the Elective Deferral percentage increases; and (ii) no HCE may be entitled a greater rate of match than any NHCE.]

- (j) **Time period.** For purposes of this any Matching Contribution under this Election 24, "Compensation" and "Elective Deferrals" mean Compensation and Elective Deferrals for: _____. [Note: The Employer must complete the blank line with the applicable time period for computing the Employer's Basic Match, such as "each payroll period," "each calendar month," "each Plan Year quarter" or "the Plan Year."]

25. **NONELECTIVE CONTRIBUTIONS (AMOUNT/TYPE) (3.05(A)).** The Employer Nonelective Contribution is (Choose one or more of (a) through (f) as applicable):

- (a) **Discretionary.** An amount the Employer in its sole discretion may determine.

- (b) **Fixed.** (Choose one of (1), (2), or (3) as applicable):

(1) **Uniform %.** _____% of each Participant's Compensation, per _____ (e.g., Plan Year, month).

(2) **Fixed dollar amount.** \$_____, per _____ (e.g., Plan Year, month).

(3) **Describe:** _____

- (c) **Fixed – Permitted disparity.** (Choose one of (1) or (2) and complete (3)):

- (1) **Excess formula.** (Complete both percentages)

_____ % of each Participant's Compensation for the Plan Year,

plus

_____ % of each Participant's Compensation for the Plan Year in excess of the integration level. [Note: Unless the Plan is a governmental or church plan, the second percentage may not exceed the lesser of the first percentage or the applicable percentage described in the maximum disparity table. See Plan Section 3.05(B)(2).]

- (2) **Step-rate formula.** (Complete both percentages)

_____ % of each Participant's Compensation for the Plan Year which does not exceed the integration level,

plus

_____ % of each Participant's Compensation for the Plan Year in excess of the integration level. [Note: Unless the Plan is a governmental or church plan, the difference between the second percentage and the first percentage may not exceed the lesser of the first percentage or the applicable percentage described in the maximum disparity table. See Plan Section 3.05(B)(2).]

- (3) **Excess Compensation.** For purposes of Section 3.05(B)(2), "Excess Compensation" means Compensation in excess of (Choose one of a. or b.):

a. **Percentage amount.** _____ % of the taxable wage base in effect on the first day of the Plan Year, rounded to the next highest \$_____ (not exceeding the taxable wage base unless the plan is a governmental or church plan).

b. **Dollar amount.** The following integration level: _____
[Note: Unless this Plan is a governmental or church plan, the integration level cannot exceed the taxable wage base in effect for the Plan Year for which this Adoption Agreement first is effective.]

- (d) **One-time irrevocable election.** An amount elected by the Participant pursuant to a one-time irrevocable election upon initial eligibility. The elected amount will be allocated to the Participant's account as a Nonelective Contribution.

- (e) **Related and Participating Employers.** If any Related and Participating Employers contribute Nonelective Contributions to the Plan, the contribution formula(s) (Choose one of (1) or (2)):

(1) **All the same.** Is (are) the same as for the Signatory Employer under this Election 25.

(2) **At least one different.** Is (are) as follows: _____

[Note: The Employer should not elect 25(e) unless there are Related Employers which are also Participating Employers. See Section 1.27.]

The Employer electing 25(e) also must complete Election 26(d) as to the allocation methods which apply to the Participating Employers.]

(f) **Describe:** Exhibit A
(e.g., Discretionary as to faculty Participants and \$50 per month as to administrative staff Participants).

26. **NONELECTIVE CONTRIBUTION ALLOCATION (3.05(B)).** The Plan Administrator will allocate to each Participant any Nonelective Contribution (excluding QNECs and Safe Harbor Contributions) under the following contribution allocation formula *(Choose one or more of (a) through (e) as applicable):*

- (a) **Pro rata.** As a uniform percentage of Compensation.
- (b) **Incorporation of contribution formula.** The Plan Administrator will allocate any fixed Nonelective Contribution under Election 24, in accordance with the contribution formula the Employer adopts under that Election.
- (c) **Permitted disparity.** In accordance with the permitted disparity allocation provisions of Section 3.05(B)(2); the following definition of "Excess Compensation" applies to the Plan *(Choose one of (1) or (2)):*
 - (1) **Percentage amount.** _____% of the taxable wage base in effect on the first day of the Plan Year, rounded to the next highest \$_____ (not exceeding the taxable wage base unless the plan is a governmental or church plan).
 - (2) **Dollar amount.** The following integration level: _____
[Note: Unless the Plan is a governmental or church plan, the integration level cannot exceed the taxable wage base in effect for the Plan Year for which this Adoption Agreement first is effective.]
- (d) **Related and Participating Employers.** If any Related and Participating Employers contribute Nonelective Contributions to the Plan, the Plan Administrator will allocate the Nonelective Contributions made by the Participating Employer(s) under Election 25(e) *(Complete (1) and (2)):*
 - (1) **Allocation Method.** *(Choose one of a. or b.):*
 - a. **All the same.** Using the same allocation method as applies to the Signatory Employer under this Election 26.
 - b. **At least one different.** Under the following allocation method(s): _____.
 - (2) **Allocation sharing.** The Plan Administrator will allocate the Nonelective Contributions made by the Signatory Employer and by any Participating Employer *(Choose one of a. or b.):*
 - a. **Employer by Employer.** Only to the Participants directly employed by the contributing Employer.
 - b. **Across Employer lines.** To all Participants regardless of which Employer directly employs them and regardless of whether their direct Employer made Nonelective Contributions for the Plan Year.

[Note: The Employer should not elect 26(d) unless there are Related Employers which are also Participating Employers. See Section 1.27 and Election 25(e). If the Employer elects 26(d)(2)a., the Employer should also elect 10(b)(7)b., to disregard the Compensation paid by "Y" Participating Employer in determining the allocation of the "X" Participating Employer contribution to a Participant (and vice versa) who receives Compensation from both X and Y. If the Employer elects 26(d)(2)b., the Employer should not elect 10(b)(7)b. Election 26(d)(2)a. does not apply to Safe Harbor Nonelective Contributions.]

(e) **Describe:** See Exhibit A
(e.g., Pro rata as to faculty Participants and Permitted Disparity as to administrative staff Participants).

27. **ALLOCATION CONDITIONS (3.06(B)).** The Plan does not apply any allocation conditions to: (1) Elective Deferrals; (2) Safe Harbor Contributions; (3) Employee Contributions; (4) Additional Matching Contributions; or (5) Rollover Contributions. To receive an allocation of Matching Contributions, Nonelective Contributions (including QNECs except as described otherwise below and except as provided in Section 3.06(A)), or Participant forfeitures, a Participant must satisfy the following allocation condition(s) *(Choose one or more of (a) through (e) as applicable):*

	(1) All Employer Contributions and Forfeitures	OR	(2) Matching	OR	(3) Nonelective Contributions
(a) <input checked="" type="checkbox"/> None.	<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>
(b) <input type="checkbox"/> 501 HOS/terminees (91 consecutive days if Elapsed Time).	<input type="checkbox"/>	OR	<input type="checkbox"/>	OR	<input type="checkbox"/>

- (c) Last day of the Plan Year. OR
- (d) 1,000 HOS (182 consecutive days if Elapsed Time) in the Plan Year. OR
- (e) Describe: _____
(e.g., last day of the Plan Year as to Nonelective Contributions for Related Employer "A" Participants. No allocation conditions for Related Employer "B" Participants.)

[Note: Unless the Plan is a governmental or church plan, the Employer under election 27(e) may not impose an Hour of Service condition exceeding 1,000 Hours of Service in a Plan Year.]

28. ALLOCATION CONDITIONS – APPLICATION/WAIVER/SUSPENSION (3.06(D)(F)). Under Section 3.06(D), in the event of Severance from Employment as described below, apply or do not apply Election 27(b) through (e) allocation conditions to the specified contributions/forfeitures as follows (If the Employer elects 27(b), (c), (d), or (e), the Employer must complete Election 28. Choose one of (a) or (b). Complete (c)):

[Note: For this Election 28, except as the Employer describes otherwise in Election 27(e) or as provided in Sections 3.05(C)(1) regarding Operational QNECs, Matching includes all Matching Contributions and Nonelective includes all Nonelective Contributions to which allocation conditions may apply.]

- (a) Total waiver or application. If a Participant incurs a Severance from Employment on account of or following death, Disability or attainment of Normal Retirement Age (Choose one of (1) or (2)):
- (1) Do not apply. Do not apply elected allocation conditions to Matching Contributions, to Nonelective Contributions or to forfeitures.
- (2) Apply. Apply elected allocation conditions to Matching Contributions, to Nonelective Contributions and to forfeitures.

(1)	(2)	(3)	(4)
Matching, Nonelective and Forfeitures	Matching	Nonelective	Contributions

- (b) Application/waiver as to Contribution Types amounts/events. If a Participant incurs a Severance from Employment, apply allocation conditions *except* such conditions are waived if Severance is on account of or following death, Disability or attainment of Normal Retirement Age as specified, and as applied to the specified Contribution Types/forfeitures (Choose (1), (2) and (3) as applicable):
- (1) Death. OR
- (2) Disability. OR
- (3) Normal Retirement Age. OR

(c) **Suspension.** The suspension of allocation conditions of Section 3.06(F) (Choose one of (1) or (2)):

- (1) Applies. Applies as follows (Choose one of a., b., or c.):
- a. Both. Applies both to Nonelective Contributions and to Matching Contributions.
- b. Nonelective. Applies only to Nonelective Contributions.
- c. Match. Applies only to Matching Contributions.
- (2) Does not apply.

29. **FORFEITURE ALLOCATION METHOD (3.07(A))**. The Plan Administrator will allocate a Participant forfeiture attributable to Nonelective Contributions or to Matching Contributions as follows (Choose one or more of (a) through (f) as applicable. Choose (e) only in conjunction with at least one other election):

- | | (1)
All
Forfeitures | OR | (2)
Matching
Forfeitures | (3)
Nonelective
Forfeitures |
|---|---------------------------|----|--------------------------------|-----------------------------------|
| (a) <input type="checkbox"/> Additional Nonelective. Allocate as additional Discretionary Nonelective Contribution. | <input type="checkbox"/> | OR | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) <input type="checkbox"/> Additional Match. Allocate as additional Discretionary Matching Contribution. | <input type="checkbox"/> | OR | <input type="checkbox"/> | <input type="checkbox"/> |
| (c) <input type="checkbox"/> Reduce Nonelective. Apply to fixed Nonelective Contribution (including as a Safe Harbor Nonelective Contribution). | <input type="checkbox"/> | OR | <input type="checkbox"/> | <input type="checkbox"/> |
| (d) <input type="checkbox"/> Reduce Match. Apply to fixed Matching Contribution (including as a Basic Matching Contribution, or an Enhanced Matching Contribution). | <input type="checkbox"/> | OR | <input type="checkbox"/> | <input type="checkbox"/> |
| (e) <input type="checkbox"/> Plan Expenses. Pay reasonable Plan expenses first (See Section 7.04(C)), then allocate in the manner described above. | <input type="checkbox"/> | OR | <input type="checkbox"/> | <input type="checkbox"/> |
| (f) <input type="checkbox"/> Describe: _____
(e.g., Forfeitures attributable to transferred balances from Plan X are allocated only to former Plan X participants). | | | | |

[Note: Even if the Employer elects immediate vesting, the Employer should complete Election 29. See Section 7.07.]

30. **FORFEITURE ALLOCATION TIMING (3.07(B))**. Once a forfeiture occurs, this Election 30 determines the timing of the forfeiture allocation. The Plan Administrator will allocate a Participant's forfeiture (Choose one of (a) or (b)):

- | | (1)
All
Forfeitures | OR | (2)
Nonelective
Forfeitures | (3)
Matching
Forfeitures |
|---|---------------------------|----|-----------------------------------|--------------------------------|
| (a) <input type="checkbox"/> Same Plan Year. In the same Plan Year in which the designated forfeitures occur. | <input type="checkbox"/> | OR | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) <input type="checkbox"/> Next Plan Year. In the Plan Year following the Plan Year in which the designated forfeitures occur. | <input type="checkbox"/> | OR | <input type="checkbox"/> | <input type="checkbox"/> |

[Note: The elected forfeiture allocation timing applies irrespective of when the Employer makes its contribution(s), if any, for a Plan Year. Even if the Employer elects immediate vesting, the Employer should complete Election 30. See Section 7.07.]

31. **EMPLOYEE (AFTER-TAX) CONTRIBUTIONS (3.10)**. The following additional elections apply to Employee Contributions under Election 6(f). (Complete (a) and (b) if the Employer made Election 6(f)):

- (a) **Limitations.** The Plan permits Employee Contributions subject to the following limitations, if any, in addition to those already imposed under the Plan (Choose one of (1) or (2)):
- (1) **None.** No additional limitations.
- (2) **Additional limitations.** The following additional limitations: _____

[Note: Any designated limitation(s) must be the same for all Participants and must be definitely determinable.]

(b) **Matching Contributions.** (Choose one of (1) or (2)):

- (1) **None.** The Employer will not make any Matching Contributions based on Employee Contributions.
- (2) **Applies.** For each Plan Year, the Employer's Matching Contribution made as to Employee Contributions is: _____

**ARTICLE IV
LIMITATIONS AND TESTING**

32. **ANNUAL TESTING ELECTIONS (4.05(B))**. The Employer makes the following Plan specific annual testing elections under Section 4.05(B). These elections under (a) and (b) are effective for the Plan Years indicated and remain in effect until the Employer amends the Plan. *(Complete both (a) and (b). Choose (c) if applicable):*

(a) **HCE Determination.** *(Complete both (1) and (2)):*

(1) **Top-paid group election.** *(Choose one of a. or b.):*

a. **Does not apply.**

b. **Applies.**

(2) **Calendar year data election (fiscal year Plan only).** *(Choose one of a. or b.):*

a. **Does not apply.**

b. **Applies.**

(b) **ACP test/Safe Harbor.** *(Choose one of (1) through (3)):*

(1) **Not applicable.** The Plan does not permit Matching Contributions or Employee Contributions.

(2) **ACP test applies.** *(Choose one of a. or b.):*

a. **Current year testing method.**

b. **Prior year testing method.**

(3) **Safe Harbor.** The Plan does not apply the ACP test.

(c) **401(m) first Plan Year (Prior Year Testing).** The following election applies for the Plan Year commencing: _____.
(Choose one of (1) or (2)):

(1) **Deemed 3% NHCE ACP.**

(2) **Actual.** Apply actual NHCE current year ACP data.

**ARTICLE V
VESTING REQUIREMENTS**

33. **NORMAL RETIREMENT AGE (5.01)**. A Participant attains Normal Retirement Age under the Plan on the following date *(Choose one of (a) or (b)):*

(a) **Specific age.** The date the Participant attains age 55. *[Note: If the Plan is subject to ERISA, the age may not exceed age 65.]*

(b) **Age/participation.** The later of the date the Participant attains age _____ or the _____ anniversary of the first day of the Plan Year in which the Participant commenced participation in the Plan. *[Note: If the Plan is subject to ERISA, the age may not exceed age 65 and the anniversary may not exceed the 5th.]*

34. **ACCELERATION ON DEATH OR DISABILITY (5.02)**. Under Section 5.02, if a Participant incurs a Severance from Employment as a result of death or Disability *(Choose one of (a), (b) or (c)):*

(a) **Applies.** Apply 100% vesting.

(b) **Not applicable.** Do not apply 100% vesting. The Participant's vesting is in accordance with the applicable Plan vesting schedule.

(c) **Limited application.** Apply 100% vesting, but only if a Participant incurs a Severance from Employment as a result of *(Choose one of (1) or (2)):*

(1) **Death.**

(2) **Disability.**

35. **VESTING SCHEDULE (5.03).** A Participant has a 100% Vested interest at all times in his/her Accounts attributable to Elective Deferrals, QNECs, Employee Contributions, Safe Harbor Contributions (other than QACA Safe Harbor Contributions), and Rollover Contributions. The following vesting schedules apply to Matching Contributions and to Nonelective Contributions, except that the vesting schedule in (c) applies only to QACA Matching Contributions or to Nonelective Contributions in a QACA) (Choose one of (a) or (b) as applicable: Choose (c) only if the Plan is a QACA. Choose (d) if applicable.):

[Note: The Employer must provide immediate 100% vesting if the Service condition under Election 14 exceeds one Year of Service or more than twelve months.]

(a) **Immediate vesting.** 100% Vested at all times in all Accounts.

[Note: The Employer should elect 35(b) if any Contribution Type is subject to a vesting schedule. If the Employer elects immediate vesting under 35(a), the Employer should not complete the balance of Election 35 or Elections 36 and 37, except as noted therein. If the Plan is subject to ERISA, the Employer must elect 35(a) if the eligibility Service condition under Election 14 as to all Contribution Types (except Elective Deferrals and Safe Harbor Contributions) exceeds one Year of Service or more than 12 months. The Employer must elect 35(b)(1) as to any Contribution Type where the eligibility service condition exceeds one Year of Service or more than 12 months.]

(b) **Vesting schedules:** Apply the following vesting schedules to any Account other than QACA Safe Harbor Contributions (Choose one or more of (1) through (5) as applicable):

	(1) All Contributions		(2) Nonelective	(3) Matching	(4) Additional Matching (see Section 3.04)																
(1) <input type="checkbox"/> Immediate vesting.	N/A		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
(2) <input type="checkbox"/> 6-year graded.	<input type="checkbox"/>	OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
(3) <input type="checkbox"/> 3-year cliff.	<input type="checkbox"/>	OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
(4) <input type="checkbox"/> Modified.	<input type="checkbox"/>	OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><u>Years of Service</u></td> <td style="width: 50%;"><u>Vested %</u></td> </tr> <tr> <td>Less than 1</td> <td>_____</td> </tr> <tr> <td>1</td> <td>_____</td> </tr> <tr> <td>2</td> <td>_____</td> </tr> <tr> <td>3</td> <td>_____</td> </tr> <tr> <td>4</td> <td>_____</td> </tr> <tr> <td>5</td> <td>_____</td> </tr> <tr> <td>6 or more</td> <td style="text-align: center;">100%</td> </tr> </table>	<u>Years of Service</u>	<u>Vested %</u>	Less than 1	_____	1	_____	2	_____	3	_____	4	_____	5	_____	6 or more	100%					
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3	_____																				
4	_____																				
5	_____																				
6 or more	100%																				
(5) <input type="checkbox"/> Non-ERISA.	<input type="checkbox"/>	OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><u>Years of Service</u></td> <td style="width: 50%;"><u>Vested %</u></td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____ or more</td> <td style="text-align: center;">100%</td> </tr> </table>	<u>Years of Service</u>	<u>Vested %</u>	_____	_____	_____	_____	_____	_____	_____	_____	_____ or more	100%									
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_____	_____																				
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_____	_____																				
_____	_____																				
_____ or more	100%																				

[Note: If the Plan is not subject to ERISA, there is no legal limit to the length of a 403(b) plan's vesting schedule in 35(b)(5). If the Plan is subject to ERISA, the vesting schedule must be at least as rapid as 6-year graded or 3-year cliff.]

(c) **QACA vesting schedule:** Apply the following vesting schedule to QACA Safe Harbor Contributions. (Choose one of (1) through (3) if the Plan is a QACA):

- (1) **2-year cliff.** 100% Vested after the Participant completes 2 Years of Service.
- (2) **Immediate vesting.** 100% Vested at all times.

(3) <input type="checkbox"/> Modified	
<u>Years of Service</u>	<u>Vested %</u>
Less than 1	a. _____
1	b. _____
2	100%

(d) **Special vesting provisions:** _____

36. **YEAR OF SERVICE - VESTING (5.05).** (Complete both (a) and (b)): [Note: If the Employer elects the Elapsed Time Method or elects immediate vesting, the Employer should not complete Election 36 or 37 unless it elects to apply a Year of Service for vesting under Election 22(d)(1)b.]

(a) **Year of Service.** An Employee must complete at least _____ Hours of Service during a Vesting Computation Period to receive credit for a Year of Service under Article V. [Note: If the Plan is subject to ERISA, the number may not exceed 1,000. If left blank, the requirement is 1,000.]

(b) **Vesting Computation Period.** The Plan measures a Year of Service based on the following 12-consecutive month period (Choose one of (1) or (2)):

(1) **Plan Year.**

(2) **Anniversary Year.**

37. **EXCLUDED YEARS OF SERVICE - VESTING (5.05(C)).** The Plan excludes the following Years of Service for purposes of vesting (Choose (a) or choose one or more of (b) through (f) as applicable):

(a) **None.** None other than as specified in Section 5.05(C)(1).

(b) **Age 18.** Any Year of Service before the Year of Service during which the Participant attained the age of 18.

(c) **Prior to Plan establishment.** Any Year of Service during the period the Employer did not maintain this Plan or a predecessor plan.

(d) **Parity Break in Service.** Any Year of Service excluded under the rule of parity. See Section 5.06(C).

(e) **Prior Plan terms.** Any Year of Service disregarded under the terms of the Plan as in effect prior to this restated Plan.

(f) **Additional exclusions.** Any Year of Service before: _____
[Note: If the Plan is subject to ERISA, any exclusion specified under Election 37(f) must comply with Code §411(a)(4), be definitely determinable, and not discriminate in favor of HCEs.]

ARTICLE VI DISTRIBUTION OF ACCOUNT BALANCE

38. **INDIVIDUAL/GROUP ACCOUNTS (6.01).** The Plan (Choose one of (a) or (b)): [Note: If an Employer elects (a), it does not complete any other elections under Article VI. If an Employer elects (b), it must complete the Elections 39-44.]

(a) **Individual Accounts only.** Consists solely of individual Custodial Accounts or individual Annuity Contracts. A Participant will make distribution elections as provided in the Plan's distribution forms and consistent with the requirements of Article VI.

(b) **Group Accounts.** Does not consist solely of individual Custodial Accounts or individual Annuity Contracts. The Plan includes a group Account. As to any group Accounts, Elections 39-44 apply. As to any individual Accounts, a Participant will make distribution elections as provided in the Plan's distribution forms and consistent with the requirements of Article VI.

39. **MANDATORY DISTRIBUTION (6.01(F)).** The Plan provides for Mandatory Distribution of a Participant's Vested Account Balance following Severance from Employment, as follows (Choose one of (a) or (b)):

(a) **No Mandatory Distribution.** The Plan will not make a Mandatory Distribution following Severance from Employment.

(b) **Mandatory Distribution/Amount.** The Plan will make a Mandatory Distribution following Severance from Employment. The Mandatory Distribution maximum amount is equal to \$_____ (may not exceed \$5,000). In applying the Mandatory Distribution dollar limit in this Election 39(b), the Plan (Choose one of (1) or (2)):

(1) **Disregards Rollover Contributions.**

(2) Includes Rollover Contributions.

Note: If the Mandatory Distribution amount exceeds \$1,000, the Plan must apply the automatic rollover rules of Section 6.08(D).

40. **SEVERANCE DISTRIBUTION TIMING (6.01(B))**. A Participant is entitled to a distribution following Severance from Employment as soon as administratively practicable following the time specified below (*Choose one of (a) through (f) as applicable*):

- (a) **Immediate**. Immediately following Severance from Employment.
- (b) **Next Valuation Date**. After the next Valuation Date following Severance from Employment.
- (c) **Plan Year**. In the _____ Plan Year following Severance from Employment (*e.g.*, next or fifth).
- (d) **Plan Year quarter**. In the _____ Plan Year quarter following Severance from Employment (*e.g.*, next or fifth).
- (e) **No distribution before Normal Retirement Age**. In the Plan Year in which the Participant attains Normal Retirement Age, or, if later, the Plan Year in which the Participant incurs a Severance from Employment.
- (f) **Describe distribution timing:** _____

41. **DISTRIBUTION METHOD (6.03)**. A Participant who has incurred a Severance from Employment and who will receive a distribution other than a Mandatory Distribution may elect distribution under one of the following method(s) of distribution described in Section 6.03 (*Choose one or more of (a) through (e) as applicable*):

- (a) **Lump sum**.
- (b) **Installments**.
- (c) **Installments for required minimum distributions only**.
- (d) **Annuity distribution option(s):** _____
- (e) **Describe:** Exhibit A
[*Note: Any optional method of distribution may not be subject to Employer or Plan Administrator discretion.*]

42. **JOINT AND SURVIVOR ANNUITY REQUIREMENTS (6.04)**. The joint and survivor annuity distribution requirements of Section 6.04 (*Choose one of (a) or (b)*):

- (a) **Exception**. Do not apply because the Plan is not an ERISA Plan or do not apply to an Exempt Participant as described in Section 6.04(G).
- (b) **Applicable**. Apply to all Participants per the Employer's election.

43. **DISTRIBUTION PRIOR TO SEVERANCE/EVENTS (6.01(D))**. A Participant, prior to Severance from Employment may elect any of the following distribution options in accordance with Section 6.01(D). (*Choose (a) or choose one or more of (b) through (g) as applicable*): [*Note: If the Employer elects any in-service distribution option, a Participant may elect to receive one in-service distribution per Plan Year unless the Plan's in-service distribution form provides for more frequent in-service distributions. Elections in Columns 3, 4, or 5 do not apply to elective deferrals.*]

	(1) All Contributions	OR	(2) Elective Deferral Account [(b)(1) or (b)(7)]	(3) Non- Deferral Account 403(b)(1) Annuity	(4) Non- Deferral Account 403(b)(7) Custodial	(5) 403(b)(9) RIA
(a) <input type="checkbox"/> None .	<input type="checkbox"/>	OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) <input checked="" type="checkbox"/> Age 59 1/2 (must be at least 59 1/2).	<input checked="" type="checkbox"/>	OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) <input type="checkbox"/> Age _____ (less than 59 1/2).	N/A	OR	N/A	<input type="checkbox"/>	N/A	<input type="checkbox"/>
(d) <input type="checkbox"/> Hardship (safe harbor) .	N/A	OR	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>

- (e) **Hardship (non-safe harbor).** N/A OR N/A
- (f) **Disability.** OR
- (g) **Describe:** _____

[Note: Election 43(g) may not permit a distribution prohibited by Section 6.01(E). Distribution from a Participant's Annuity Contract or RIA (other than Rollover or Employee Contributions) must be based upon a stated event such as participation for a fixed number of years, the attainment of a stated age or disability.]

44. IN-SERVICE DISTRIBUTIONS/ADDITIONAL CONDITIONS (6.01(C)). The following additional conditions apply to an In-Service Distributions under Election 43 (Choose one of (a) or (b)):

[Note: The Employer should complete Election 44 if the Employer elects any In-Service Distributions under Election 43.]

- (a) **Additional conditions.** (Complete (1), Choose (2) and (3) as applicable):
- (1) **Vesting.** A Participant may receive an In-Service Distribution under Election 43 based on vesting in the distributing Account as follows (Choose one of a., b. or c.):
- a. **100% vesting required.** A Participant may not receive any In-Service Distribution unless the Participant is 100% Vested in the distributing Account.
 - b. **100% vesting required except hardship.** A Participant may not receive any In-Service Distribution unless the Participant is 100% Vested in the distributing Account, unless the distribution is based on hardship.
 - c. **Not required.** A Participant may receive an In-Service Distribution even from a partially-Vested Account, but the amount distributed may not exceed the Vested amount in the distributing partially-Vested Account.
- (2) **Minimum amount.** A Participant may not receive an In-Service Distribution in an amount which is less than: \$ _____ (specify amount not exceeding \$1,000).
- (3) **Describe other conditions:** _____

[Note: An Employer's election under Election 44(a)(3) must not permit a distribution prohibited by Section 6.01(E).]

- (b) **No other conditions.** A Participant may elect to receive an In-Service Distribution upon any Election 43 event without further condition, provided that the amount distributed may not exceed the Vested amount in the distributing Account.

45. EACA PERMISSIBLE WITHDRAWALS (6.01(D)(7)). If the Employer maintains the Plan as a EACA, the Plan (Choose (a) or (b) only if the Plan is a EACA):

- (a) **Permissible withdrawals allowed.** Allows the following Participants to elect permissible withdrawals of all EACA Automatic Deferrals under Section 6.01(D)(7) (Choose one of (1) through (3)):
- (1) **All EACA Participants.** All Participants subject to EACA Automatic Deferrals under Section 6.01(D)(7).
 - (2) **Participant with EACA Automatic Deferrals only.** Only Participants who do not have Deferral Contributions in the Plan prior to the EACA's effective date.
 - (3) **Describe:** _____
- (b) **Permissible withdrawals not allowed.** Does not allow Participants to elect permissible withdrawals of Automatic Deferrals under Section 6.01(D)(7).

[Note: The Employer does not need to make a specific election to maintain the Plan as a EACA. The Plan is a EACA if the Employer has elected Automatic Deferrals in Elections 19 or 20 and the Automatic Deferral provisions satisfy the requirements of Sections 3.02(C) and 6.01(D)(7).]

ARTICLE VII
ADMINISTRATIVE PROVISIONS

46. ALLOCATION OF EARNINGS (7.04(B)(4)). The Plan (Choose one of (a) or (b)):

- (a) **Individual Accounts only.** Consists solely of individual Custodial Accounts or individual Annuity Contracts. Apply the individual Account method described in Section 7.04(B)(4)(d).
- (b) **Group Accounts.** Does not consist solely of individual Custodial Accounts or individual Annuity Contracts. The Plan includes a group Account. As to any individual Accounts, apply the individual Account method described in Section 7.04(B)(4)(d). As to any group Accounts, the Plan allocates Earnings using the following method (Choose one or more of (1) through (4) as applicable):

	(1) All Contributions		(2) Elective Deferrals		(3) Matching		(4) Nonelective Contributions
(1) <input checked="" type="checkbox"/> Daily.	<input type="checkbox"/>	OR	<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
(2) <input type="checkbox"/> Balance forward.	<input type="checkbox"/>	OR	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
(3) <input type="checkbox"/> Weighted average. If not a monthly weighting period, the weighting period is: _____.	<input type="checkbox"/>	OR	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
(4) <input type="checkbox"/> Describe method: _____							

47. VALUATION DATES (7.04(B)(2)). The Plan (Choose one of (a) or (b)):

- (a) **Individual Accounts only.** Consists solely of individual Custodial Accounts or individual Annuity Contracts. Apply the individual Account method described in Section 7.04(B)(4)(d).
- (b) **Group Accounts.** Does not consist solely of individual Custodial Accounts or individual Annuity Contracts. The Plan includes a group Account. As to any individual Accounts, apply the individual Account method described in Section 7.04(B)(4)(d). As to any group Accounts, in addition to the last day of the Plan Year, the Vendor must value the Funding Vehicle on the following Valuation Date(s) (Choose (1) through (4) as applicable):

	(1) All Contributions		(2) Elective Deferrals		(3) Matching		(4) Nonelective Contributions
(1) <input checked="" type="checkbox"/> No additional Valuation Dates.	<input type="checkbox"/>	OR	<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
(2) <input type="checkbox"/> Daily Valuation Dates. Each business day of the Plan Year on which Plan assets for which there is an established market are valued and the Custodian/Insurance Company is conducting business.	<input type="checkbox"/>	OR	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
(3) <input type="checkbox"/> Last day of a specified period. The last day of each _____ of the Plan Year.	<input type="checkbox"/>	OR	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
(4) <input type="checkbox"/> Specified dates: _____							

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 4a

DATE OF SCHOOL BOARD MEETING: July 17, 2012

TITLE OF AGENDA ITEMS: Request to Delete and Dispose from Capital Assets – Furniture, Fixtures and Equipment (3/6/12 – 6/30/12)

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 \$318,184.59 from the Capital Assets General Ledger, and to dispose of the said property with a Recycling Company. This action is effective June 30, 2012.

Center	Amount	Center	Amount	Center	Amount
0041	- \$60,711.80	0051	- \$15,068.73	0061	- \$ 3,812.00
0071	- \$ 3,445.00	0091	- \$15,241.81	0101	- \$ 949.00
0141	- \$20,355.00	0151	- \$22,404.03	0171	- \$14,857.00
0191	- \$25,316.00	0201	- \$19,853.01	0211	- \$52,815.01
0231	- \$13,127.60	0241	- \$ 1,061.00	0245	- \$ 9,366.80
9001	- \$19,878.80	9003	- \$ 4,521.00	9004	- \$ 857.00
9026	- \$10,721.00	9027	- \$ -0-	9102	- \$ 2,323.00
9106	- \$ 1,500.00				

See Attached – Fixed Asset Verification Documents

REVENUE: All Funds

AMOUNT: \$318,184.59

PREPARED BY: Bruce James

POSITION: Inventory Control Specialist

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
						CNTR DP BLDG FM N DS		ACQRED INVTRY	DISPD G
00032543	4110101	DESKTOP COMPUTER		78J8N41	GX270	0041 11 06	G	07 010105 022111	030712 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL		000001	O			949.00 5
		COM: DELL CPU						TOTAL	949.00
00032572	4110101	DESKTOP COMPUTER		49W8N41	GX270	0041 11 12	G	07 010105 022111	030712 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL		000001	O			949.00 5
		COM: DELL CPU						TOTAL	949.00
00030356	4110101	DESKTOP COMPUTER		CXQFM01	GX150	0041 11 15	F	07 010102	051512 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL		000001	O			1,120.00 5
		COM: DELL CPU						TOTAL	1,120.00
00032733	4110101	DESKTOP COMPUTER		18W8N41	GX270	0041 11 18	G	07 010105	051512 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL		000001	O			949.00 5
		COM: DELL CPU						TOTAL	949.00
00030341	4110101	DESKTOP COMPUTER		22RFM01	GX150	0041 11 19	G	07 010102	051512 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL		000001	O			1,105.00 5
		COM: DELL CPU						TOTAL	1,105.00
00030349	4110101	DESKTOP COMPUTER		FVQFM01	GX150	0041 11 2	G	07 010102 060111	051512 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL		000001	O			1,105.00 5
		COM: DELL CPU						TOTAL	1,105.00
00033104	4110100	COMPUTER		82RK661	1800	0041 12 1B	G	07 010103	051512 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL		000001	O			3,249.00 5
		COM: DELL POWEREDGE						TOTAL	3,249.00

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
						CNTR DP BLDG FM N DS		ACQRED INVTY	DISPD G
00035471	4110000	COMPUTER EQUIPMENT		NOT VISIBLE	1500	0041 12 1B	G 07	010103	041612 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
				000001	O				5
		COM: SMART-UPS						TOTAL	.00
00037713	4110101	DESKTOP COMPUTER		FZ4LNL1	GX380	0041 12 1B	G 07	043010	041612 Y
		VDR: VD04220000	DELL MARKETING LP	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
				177734	073826 O			432-0041-43630S3	5
		COM: DELL CPU						TOTAL	.00
00102943	4110100	COMPUTER		NOT VISIBLE	1400SC	0041 12 1B	G 07	010103	030712 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				3,249.00 5
		COM: DELL POWEREDGE						TOTAL	3,249.00
00102944	4110100	COMPUTER		1E4YN		0041 12 1B	G 07	010103	030712 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				3,249.00 5
		COM: DELL POWEREDGE						TOTAL	3,249.00
00020859	4330000	TYPEWRITERS		11-CMLVR	6	0041 12 1D	G 07	010103	030712 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000002096	IBM	000001	O				835.00 7
		COM: IBM WHEELWRITER						TOTAL	835.00
00033210	4110101	DESKTOP COMPUTER		JRLKG61	GX280	0041 12 12	G 07	010106	030712 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				949.00 5
		COM: DELL CPU						TOTAL	949.00
00033211	4110101	DESKTOP COMPUTER		CRLKG61	GX280	0041 12 12	G 07	010106	030712 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				949.00 5
		COM: DELL CPU						TOTAL	949.00

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
00033212	4110101	DESKTOP COMPUTER		7SLKG61	GX280	0041	12 12	G 07 010106	030712 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL		000001 O				949.00 5
		COM: DELL CPU						TOTAL	949.00
00033213	4110101	DESKTOP COMPUTER		9RLKG61	GX280	0041	12 12	G 07 010106	030712 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL		000001 O				949.00 5
		COM: DELL CPU						TOTAL	949.00
00102711	4110101	DESKTOP COMPUTER		88R9W01	GX150	0041	12 7	G 07 010102	051512 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL		000001 O				1,022.00 5
		COM: DELL CPU						TOTAL	1,022.00
00032600	4110101	DESKTOP COMPUTER		H9J8N41	GX270	0041	12 8	G 07 010105	030712 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL		000001 O				949.00 5
		COM: DELL CPU						TOTAL	949.00
00035489	4110101	DESKTOP COMPUTER		2Q1F491	GX520	0041	15 1	E 07 010106	051512 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL		000001 O				1,105.00 5
		COM: DELL CPU						TOTAL	1,105.00
00030365	4110101	DESKTOP COMPUTER		91RFM01	GX150	0041	15 4	G 07 010102	051512 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL		000001 O				1,105.00 5
		COM: DELL CPU						TOTAL	1,105.00
00030259	4110101	DESKTOP COMPUTER		1XQFM01	GX150	0041	15 6	G 07 010102	030712 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL		000001 O				1,105.00 5
		COM: DELL CPU						TOTAL	1,105.00

-FA NUM- CODE-----		CLASSIFICATION-----	DESCRIPTION	SERIAL NUMBER----	MODEL-- NUMBER	LOCATION----	C	DATES-----	T
CNTR	DP	BLDG	FM	N	DS	ACQD	INVTY	DISPD	G
00102809	4110101	DESKTOP COMPUTER		78R9W01	GX150	0041	15 6	G 07 010102	030712 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS MFG: M000000138 DELL		PO NUM CHECK OLG OWN 000001 O			FND-CNTR-PROJECT-----	AMOUNT LIF	
		COM: DELL CPU					TOTAL	1,064.00	5
								1,064.00	
00102810	4110101	DESKTOP COMPUTER		78R9W01	GX150	0041	15 6	G 07 010102	030712 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS MFG: M000000138 DELL		PO NUM CHECK OLG OWN 000001 O			FND-CNTR-PROJECT-----	AMOUNT LIF	
		COM: DELL CPU					TOTAL	1,083.00	5
								1,083.00	
00032545	4110101	DESKTOP COMPUTER		FBJ8N41	GX270	0041	3 304	G 07 010105	022111 051512 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS MFG: M000000138 DELL		PO NUM CHECK OLG OWN 000001 O			FND-CNTR-PROJECT-----	AMOUNT LIF	
		COM: DELL CPU					TOTAL	949.00	5
								949.00	
00032546	4110101	DESKTOP COMPUTER		CBJ8N41	GX270	0041	3 308	G 07 010105	022111 030712 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM CHECK OLG OWN O			FND-CNTR-PROJECT-----	AMOUNT LIF	
							TOTAL	949.00	5
								949.00	
00032734	4110101	DESKTOP COMPUTER		19W8N41	GX270	0041	3 309	G 07 010105	030712 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS MFG: M000000138 DELL		PO NUM CHECK OLG OWN 000001 O			FND-CNTR-PROJECT-----	AMOUNT LIF	
		COM: DELL CPU					TOTAL	949.00	5
								949.00	
00030252	4110101	DESKTOP COMPUTER		9XQFM01	GX150	0041	3 4	G 07 010102	030712 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS MFG: M000000138 DELL		PO NUM CHECK OLG OWN 000001 O			FND-CNTR-PROJECT-----	AMOUNT LIF	
		COM: DELL CPU					TOTAL	1,105.00	5
								1,105.00	
00030358	4110101	DESKTOP COMPUTER		H1RFM01	GX150	0041	3 4	G 07 010102	030712 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS MFG: M000000138 DELL		PO NUM CHECK OLG OWN 000001 O			FND-CNTR-PROJECT-----	AMOUNT LIF	
		COM: DELL CPU					TOTAL	1,105.00	5
								1,105.00	

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
CNTR	DP	BLDG	FM	N	DS	ACQRED	INVTRY	DISPD	G
00033196	4110101	DESKTOP COMPUTER		3PLKG61	GC280	0041	3 5	G 07 010105	030712 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138 DELL			000001	O			5
		COM: DELL CPU						TOTAL	.00
00033202	4110101	DESKTOP COMPUTER		HMLKG61	GX280	0041	3 6	G 07 010105	030712 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138 DELL			000001	O			949.00 5
		COM: DELL CPU						TOTAL	949.00
00036780	4110101	DESKTOP COMPUTER		CJJV1F1	GX745	0041	3 8	E 07 112807	051512 Y
		VDR: VD04220000 DELL MARKETING LP		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138 DELL		172375	000001	O		376-0041	861.80 5
		COM: DELL CPU						TOTAL	861.80
								CUR VALUE	229.82
00033204	4110101	DESKTOP COMPUTER		GMLKG61	GX280	0041	3 9	G 07 010105	051512 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138 DELL			000001	O			949.00 5
		COM: DELL CPU						TOTAL	949.00
00036195	4110101	DESKTOP COMPUTER		1L4M4D1	GX745	0041	3 9	E 07 071607	051512 Y
		VDR: VD04220000 DELL MARKETING LP		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138 DELL		170896	000001	O		420-0041	861.80 5
		COM: DELL CPU						TOTAL	861.80
								CUR VALUE	172.36
00032540	4110101	DESKTOP COMPUTER		G8W8N41	GX270	0041	6 1	G 07 010105 022111	051512 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138 DELL			000001	O			949.00 5
		COM: DELL CPU						TOTAL	949.00
00030348	4110101	DESKTOP COMPUTER		CVQFM01	GX150	0041	7 4	G 07 010102	030712 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138 DELL			000001	O			1,105.00 5
		COM: DELL CPU						TOTAL	1,105.00

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DP	BLDG	FM	N	DS	ACQD	INVTY	DISPD	T
00030309	4110101	DESKTOP COMPUTER		DXQFM01	GX150	0041	7	8	G	07	010103			051512	Y	
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN						FND-CNTR-PROJECT	AMOUNT	LIF	
						O									5	
		COM: DELL CPU											TOTAL	.00		
00032567	4110101	DESKTOP COMPUTER		69W8N41	GX270	0041	7	9	G	07	010105	022111		051512	Y	
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN						FND-CNTR-PROJECT	AMOUNT	LIF	
		MFG: M000000138	DELL		000001	O								949.00	5	
		COM: DELL CPU											TOTAL	949.00		
00030337	4110101	DESKTOP COMPUTER		62RFM01	GX150	0041	9	4	F	07	010102			030712	Y	
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN						FND-CNTR-PROJECT	AMOUNT	LIF	
		MFG: M000000138	DELL		000001	O								1,105.00	5	
		COM: DELL CPU											TOTAL	1,105.00		
00036209	4110101	DESKTOP COMPUTER		6H4M4D1	GX745	0041	9	4	E	07	071607			051512	Y	
		VDR: VD04220000	DELL MARKETING LP	PO NUM	CHECK	OLG	OWN						FND-CNTR-PROJECT	AMOUNT	LIF	
		MFG: M000000138	DELL	170896	000001	O						420-0041		861.80	5	
		COM: DELL CPU											TOTAL	861.80		
													CUR VALUE	172.36		
00030353	4110101	DESKTOP COMPUTER		7XQFM01	GX150	0041	9	5	F	07	010102			030712	Y	
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN						FND-CNTR-PROJECT	AMOUNT	LIF	
		MFG: M000000138	DELL		000001	O								1,120.00	5	
		COM: DELL CPU											TOTAL	1,120.00		
00032575	4110101	DESKTOP COMPUTER		79W8N41	GX270	0041	9	5	G	07	010105			030712	Y	
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN						FND-CNTR-PROJECT	AMOUNT	LIF	
		MFG: M000000138	DELL		000001	O								949.00	5	
		COM: DELL CPU											TOTAL	949.00		
00033206	4110101	DESKTOP COMPUTER		8RLKG61	GX280	0041	9	5	G	07	010105			030712	Y	
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN						FND-CNTR-PROJECT	AMOUNT	LIF	
		MFG: M000000138	DELL		000001	O								849.00	5	
		COM: DELL CPU											TOTAL	849.00		

-FA NUM-	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	DATES	DISP	G
00030362	4110101	DESKTOP COMPUTER		CWQFM01	GX150	0041 9 6	G 07 010102	030712	Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT-----AMOUNT LIF	
		MFG: M000000138 DELL		000001	O			1,105.00	5
		COM: DELL CPU				TOTAL		1,105.00	
00033197	4110101	DESKTOP COMPUTER		HQLKG61	GX280	0041 9 7	G 07 010105	030712	Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT-----AMOUNT LIF	
		MFG: M000000138 DELL		000001	O			.	5
		COM: DELL CPU				TOTAL		.	
00032407	4050102	SMART BOARD		SB680-103614	N/V	0041 9 9	G 07 010106	051512	Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT-----AMOUNT LIF	
						O		1,399.00	5
		COM: SMART BOARD (TRANS TO WAREHOUSE)				TOTAL		1,399.00	
00037169	4110101	DESKTOP COMPUTER		D9ZX231	GX270	0041 9 9	G 07 010105 070609	030712	Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT-----AMOUNT LIF	
		MFG: M000000138 DELL		000001	O			949.40	5
		COM: DELL CPU				TOTAL		949.40	
						CUR VALUE		759.52	
00032580	4110101	DESKTOP COMPUTER		3CJ8N41	GX270	0041 9 904	G 07 010105	030712	Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT-----AMOUNT LIF	
		MFG: M000000138 DELL		000001	O			949.00	5
		COM: DELL CPU				TOTAL		949.00	
00032553	4110101	DESKTOP COMPUTER		B8J8N41	GX270	0041 9 907	G 07 010105	030712	Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT-----AMOUNT LIF	
		MFG: M000000138 DELL		000001	O			949.00	5
		COM: DELL CPU				TOTAL		949.00	
00032597	4110101	DESKTOP COMPUTER		28W8N41	GX270	0041 9 907	G 07 010105	030712	Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT-----AMOUNT LIF	
		MFG: M000000138 DELL		000001	O			949.00	5
		COM: DELL CPU				TOTAL		949.00	

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
						CNTR DP BLDG FM N DS		ACQRED INVTRY	DISPD G
00032558	4110101	DESKTOP COMPUTER		48J8N41	GX270	0041 9 908	G 07	010105 022111	030712 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				949.00 5
		COM: DELL CPU						TOTAL	949.00
00032574	4110101	DESKTOP COMPUTER		89W8N41	GX270	0041 9 908	G 07	010105	030712 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				949.00 5
		COM: DELL CPU						TOTAL	949.00
00032560	4110101	DESKTOP COMPUTER		D8J8N41	GX270	0041 9 909	G 07	010105 022111	030712 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				949.00 5
		COM: DELL CPU						TOTAL	949.00
00032576	4110101	DESKTOP COMPUTER		39W8N41	GX270	0041 9 909	G 07	010105	030712 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				949.00 5
		COM: DELL CPU						TOTAL	949.00
00030367	4110101	DESKTOP COMPUTER		8WQFM01	GX150	0041 99 0	G 07	010102	030712 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				5
		COM: DELL CPU						TOTAL	.00
00102761	4110101	DESKTOP COMPUTER		1S679421UKA1F6V9	NETVIS	0041 99 05	G 07	010103	042412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000002096	IBM	000001	O				698.00 5
		COM: IBM CPU						TOTAL	698.00
								CUR VALUE	558.40
00031942	4110101	DESKTOP COMPUTER		H674821	GX280	0041 99 07	G 07	010104	051512 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				598.00 5
		COM: DELL CPU						TOTAL	598.00

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
						CNTR DP BLDG FM N DS		ACQRED INVTRY	DISPD G
00032735	4110101	DESKTOP COMPUTER		D8W8N41	GX270	0041 99 07	G 07	010105	051512 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				949.00 5
		COM: DELL CPU						TOTAL	949.00
00032551	4110101	DESKTOP COMPUTER		2BJ8N41	GX270	0041 99 09	G 07	010105 022111	051512 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				949.00 5
		COM: DELL CPU						TOTAL	949.00
00032562	4110101	DESKTOP COMPUTER		99W8N41	GX270	0041 99 09	G 07	010105 022111	030712 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				949.00 5
		COM: DELL CPU						TOTAL	949.00
00032565	4110101	DESKTOP COMPUTER		H7W8N41	GX270	0041 99 11	G 07	010105 022111	051512 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				949.00 5
		COM: DELL CPU						TOTAL	949.00
00033201	4110101	DESKTOP COMPUTER		2RLKG61	GX280	0041 99 11	G 07	010106	030712 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				969.00 5
		COM: DELL CPU						TOTAL	969.00
				CNTR 0041	TOTAL			61 ITEMS	60,711.80 COST

-FA NUM-	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
						CNTR DP BLDG FM N DS		ACQRED INVTRY	DISPD G
00033918	4080000	CAMERAS		S01-6853079	DSC560	0051		99-4 E 07 010106	051612 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000021	SONY	000001	O				7
		COM: SONY DIGITAL CAMERA						TOTAL	.00
00033963	4110102	LAPTOP COMPUTER		4H61905KSEC	G-4	0051		99-4 E 07 010100	051612 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000002	APPLE COMPUTER	000001	O				1,000.00 5
		COM: I-BOOK LAPTOP						TOTAL	1,000.00
00034539	4080100	TELEVISIONS		510913627	XR-20X	0051		99-4 E 07 010100	051612 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000035	SHARP	000001	O				920.00 7
		COM: SHARP PROJECTOR						TOTAL	920.00
00107664	4080100	TELEVISIONS		021-54320177	B25A02	0051		99-4 F 07 010100	051612 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000030	ZENITH	000001	O				7
		COM: ZENITH TV						TOTAL	.00
00035534	4110300	PRINTERS		C673500017	G85	0051		99-6 E 07 010100	051612 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000016	HEWLETT-PACKARD	000001	O				5
		COM: HP OFFICEJET PRNT						TOTAL	.00
00107438	4080100	TELEVISIONS		LC82610107	CT2786	0051		99-6 G 07 010100	051612 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000019	PANASONIC	000001	O				7
		COM: PANASONIC TV						TOTAL	.00
00107439	4110101	DESKTOP COMPUTER		5CWN841	GX270	0051		99-6 G 07 010100	051612 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				949.00 5
		COM: DELL CPU						TOTAL	949.00

-FA NUM-	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES			T
						CNTR DP BLDG FM N DS		ACQRED	INVTRY	DISPD	G
00036300	4080100	TELEVISIONS		107500TQ2781H02002	NS-F27	0051 1 100	G	07	010106	051612	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT-----AMOUNT			LIF
				000001		O					7
		COM: INSIGNIA TV						TOTAL			.00
00200414	4090300	REFRIGERATOR		TD745950	TBX145	0051 1 102	G	07	010102	051612	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT-----AMOUNT			LIF
		MFG: M000000058	G.E.	000001		O					7
		COM: GE REFRIG						TOTAL			.00
00028887	4110300	PRINTERS		USDQ004415	HP2100	0051 1 108	G	07	010106	031312	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT-----AMOUNT			LIF
		MFG: M000000016	HEWLETT-PACKARD	000001		O					5
		COM: HP LASERJET PRINTER						TOTAL			821.93
00100107	4110300	PRINTERS		C9NZC51	2100	0051 1 110	G	07	010103	031312	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT-----AMOUNT			LIF
		MFG: M000000016	HEWLETT-PACKARD	000001		O					5
		COM: HP LASERJET PRNT						TOTAL			.00
00036374	4110101	DESKTOP COMPUTER		2742HD1	GX745	0051 1 112	E	07	082307	031312	Y
		VDR: VD04220000	DELL MARKETING LP	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT-----AMOUNT			LIF
		MFG: M000000138	DELL	170953	000001	O		420-0051			5
		COM: DELL CPU						TOTAL			861.80
								CUR VALUE			186.73
00036304	4080100	TELEVISIONS		127500TQ2781H02419	NS-F27	0051 1 114	E	07	010107	031312	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT-----AMOUNT			LIF
				000001		O					7
		COM: INSIGNIA TV						TOTAL			.00
00107856	4110101	DESKTOP COMPUTER			GX270	0051 1 117	G	07	010105	031312	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT-----AMOUNT			LIF
		MFG: M000000138	DELL	000001		O					5
		COM: DELL CPU						TOTAL			949.00

-FA NUM-	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
						CNTR DP BLDG FM N DS		ACQRED INVTRY	DISPD G
00035520	4160200	DESKS	NOT VISIBLE		NOT VI	0051 1 122	E 07	010102	051612 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
				000001	O				10
		COM: L-SHP DSK W/CREDEZ						TOTAL	.00
00036117	4050100	PROJECTORS	610936695		XR-20X	0051 4 401	E 07	052507	043012 Y
		VDR: VA13140000	AUDIO VISION, INC.	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000035	SHARP	170210	000001 O	420-0051			829.00 7
		COM: SHARP PROJECTOR						TOTAL	829.00
								CUR VALUE	335.55
00033263	4110101	DESKTOP COMPUTER	304N661		GX280	0051 4 430	G 07	010106	040412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				949.00 5
		COM: DELL CPU						TOTAL	949.00
00107722	4110101	DESKTOP COMPUTER	109QN11		GX240	0051 4 430	G 07	010103	031312 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				832.00 5
		COM: DELL CPU						TOTAL	832.00
00107723	4110101	DESKTOP COMPUTER	149QN11		GX240	0051 4 430	G 07	010103	031312 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				832.00 5
		COM: DELL CPU						TOTAL	832.00
00031657	4110101	DESKTOP COMPUTER	49FB211		GX50	0051 4 431	G 07	010104	040412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				899.00 5
		COM: DELL CPU						TOTAL	899.00
00032761	4110101	DESKTOP COMPUTER	DCQ8N41		GX270	0051 4 431	G 07	010105	040412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				949.00 5
		COM: DELL CPU						TOTAL	949.00

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	CNTR	DP	BLDG	PM	N	DS	ACQRED	INVTRY	DISPD	G
00032974	4110101	DESKTOP COMPUTER		57QY451	DEMINS	0051		4	431	G	07	010104		040412	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN						FND-CNTR-PROJECT	AMOUNT	LIF
		MFG: M000000138	DELL		000001	O									5
		COM: DELL CPU											TOTAL	.00	
00032979	4110101	DESKTOP COMPUTER		1JQY451	DEMINS	0051		4	431	G	07	010104		040412	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN						FND-CNTR-PROJECT	AMOUNT	LIF
		MFG: M000000138	DELL		000001	O								832.00	5
		COM: DELL CPU											TOTAL	832.00	
00033257	4110101	DESKTOP COMPUTER		5Y6N661	GX280	0051		4	431	G	07	010106	062510	040412	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN						FND-CNTR-PROJECT	AMOUNT	LIF
		MFG: M000000138	DELL		000001	O								949.00	5
		COM: DELL CPU											TOTAL	949.00	
00031427	4110101	DESKTOP COMPUTER		HZ8QN11	GX240	0051		8	818	G	07	010103		051612	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN						FND-CNTR-PROJECT	AMOUNT	LIF
		MFG: M000000138	DELL		000001	O								832.00	5
		COM: DELL CPU											TOTAL	832.00	
00031442	4110101	DESKTOP COMPUTER		CZ8QN11	GX240	0051		8	818	G	07	010103		051612	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN						FND-CNTR-PROJECT	AMOUNT	LIF
		MFG: M000000138	DELL		000001	O								832.00	5
		COM: DELL CPU											TOTAL	832.00	
00031446	4110101	DESKTOP COMPUTER		749QN11	GX240	0051		8	818	G	07	010103		051612	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN						FND-CNTR-PROJECT	AMOUNT	LIF
		MFG: M000000138	DELL		000001	O								832.00	5
		COM: DELL CPU											TOTAL	832.00	
				CNTR 0051	TOTAL			27	ITEMS					15,068.73	COST

-FA NUM-	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
						CNTR DP BLDG FM N DS		ACQRED INVTRY	DISPD G
00035291	4400200	MEDICAL EQUIPMENT		NOT VISIBLE	NOT VI	0061 1 127 G 07		010100 070810	052512 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000095	BOCA	000001	O				7
		COM: BOCA WHEEL CHAIR						TOTAL	.00
00105046	4400200	MEDICAL EQUIPMENT		NOT VISIBLE	NOT VI	0061 1 127 G 07		010100 070810	052512 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
				000001	O				7
		COM: ROLL-AWAY BED						TOTAL	.00
00105047	4400200	MEDICAL EQUIPMENT		NOT VISIBLE	NOT VI	0061 1 127 G 07		010100 070810	052512 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
				000001	O				7
		COM: SCALE HEALTHOMETER						TOTAL	.00
00105096	4400200	MEDICAL EQUIPMENT		NOT VISIBLE	NOT VI	0061 1 127 G 07		010100 070810	052512 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
				000001	O				7
		COM: BLOOD PRESSURE MCH.						TOTAL	.00
00105097	4400200	MEDICAL EQUIPMENT		NOT VISIBLE	NOT VI	0061 1 127 G 07		010100 070810	052512 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
				000001	O				7
		COM: OTOSCOPE						TOTAL	.00
00105206	4400200	MEDICAL EQUIPMENT		NOT VISIBLE	NOT VI	0061 1 127 G 07		010100 070810	052512 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
				000001	O				7
		COM: ROLL AWAY BED						TOTAL	.00
00105273	4050000	AUDIO-VISUAL EQUIPMENT		2655001	NOT VI	0061 12 1201 G 07		010103 070810	061412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
				000001	O				7
		COM: RADIO SHCK KAROKE						TOTAL	.00

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
						CNTR DP BLDG FM N DS		ACQRED INVTRY	DISPD G
00027928	4110300	PRINTERS		USCD0090723	2100	0061 6 620	G 07	010102 070810	061412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000016	HEWLETT-PACKARD	000001	O				660.00 5
		COM: HP LASERJET PRINTER						TOTAL	660.00
00031301	4110101	DESKTOP COMPUTER		10Y2C11	GX150	0061 6 620	E 07	010102 070810	061412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				942.00 5
		COM: DELL CPU						TOTAL	942.00
00105288	4110101	DESKTOP COMPUTER		87NCM01	GX150	0061 6 637	G 07	010102 070810	061412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				1,105.00 5
		COM: DELL CPU						TOTAL	1,105.00
00105485	4110101	DESKTOP COMPUTER		75NCM01	GX150	0061 6 646	G 07	010102 070810	061412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				1,105.00 5
		COM: DELL CPU						TOTAL	1,105.00
00033905	4050100	PROJECTORS		601911185	XG MB5	0061 7 713	P 07	010105 070810	051512 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000035	SHARP	000001	O				.00 7
		COM: SHARP PROJECTOR						TOTAL	.00
				CNTR 0061	TOTAL			12 ITEMS	3,812.00 COST

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DP	BLDG	FM	N	DS	ACQRED	INVTY	DISPD	T
00032664	4110101	DESKTOP COMPUTER		HHV1J41	GX270	0071	3	338	G	07	010105			042412	Y	
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN						FND-CNTR-PROJECT	AMOUNT	LIF	
		MFG: M000000138	DELL	000001	0									949.00	5	
		COM: DELL CPU											TOTAL	949.00		
00031382	4110101	DESKTOP COMPUTER		4YGQN11	GX240	0071	4	409	G	07	010103			042412	Y	
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN						FND-CNTR-PROJECT	AMOUNT	LIF	
		MFG: M000000138	DELL	000001	0									832.00	5	
		COM: DELL CPU											TOTAL	832.00		
00031404	4110101	DESKTOP COMPUTER		6ZGQN11	GX240	0071	4	409	G	07	010103			042412	Y	
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN						FND-CNTR-PROJECT	AMOUNT	LIF	
		MFG: M000000138	DELL	000001	0									832.00	5	
		COM: DELL CPU											TOTAL	832.00		
00031397	4110101	DESKTOP COMPUTER		2ZGQN11	GX240	0071	8	833	G	07	010104			031312	Y	
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN						FND-CNTR-PROJECT	AMOUNT	LIF	
		MFG: M000000138	DELL	000001	0									832.00	5	
		COM: DELL CPU											TOTAL	832.00		
				CNTR 0071	TOTAL								4 ITEMS	3,445.00	COST	

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
						CNTR DP BLDG FM N DS		ACQRED INVTRY	DISPD G
00105850	4110101	DESKTOP COMPUTER			M5521	0091 00 39	G 07	010100	051412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000002	APPLE COMPUTER	000001	O				5
		COM: IMAC CPU						TOTAL	.00
00030517	4100000	COMMUNICATION EQUIPMENT	NOT VISIBLE		450-12	0091 1 5	G 07	010104	051412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
				000001	O				5
		COM: BAYNET						TOTAL	.00
00105692	4110101	DESKTOP COMPUTER		75S4341	GX270	0091 5 2	G 07	010193 101210	051412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				949.00 5
		COM: DELL CPU						TOTAL	949.00
00017098	4100000	COMMUNICATION EQUIPMENT	N/V		N/V	0091 6 31	G 07	010190	051412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
					O				5
		COM: INTERCOM SYSTEM						TOTAL	.00
00027156	4110300	PRINTERS		JPGL132298	4	0091 6 31H	G 07	010103	051412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000016	HEWLETT-PACKARD	000001	O				1,100.00 5
		COM: HP LASERJET						TOTAL	1,100.00
00032803	4110101	DESKTOP COMPUTER		J6J8N41	GX270	0091 6 33	G 07	010105 022111	061412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				838.00 5
		COM: DELL CPU						TOTAL	838.00
00031211	4110300	PRINTERS		10E01041141250	C710	0091 6 34	G 07	010102	051412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
				000001	O				906.00 5
		COM: LEXMARK PRINTER						TOTAL	906.00

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
						CNTR DP BLDG FM N DS		ACQRED INVTRY	DISPD G
00035175	4050102	SMART BOARD		SB680-022177	N/A	0091 6 36	G 07	010105	051412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
				000001	O				1,700.00 7
		COM: SMART BAORD						TOTAL	1,700.00
								CUR VALUE	121.41
00100370	4110101	DESKTOP COMPUTER		4WBDM41	GX270	0091 6 36	G 07	010103	051412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				949.00 5
		COM: DELL CPU						TOTAL	949.00
00102976	4110101	DESKTOP COMPUTER		42H8L01	GX270	0091 6 36	G 07	010105	051412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				1,022.01 5
		COM: DELL CPU						TOTAL	1,022.01
00032794	4110101	DESKTOP COMPUTER		G7J8N41	GX270	0091 6 42	G 07	010105 022111	051412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				838.00 5
		COM: DELL CPU						TOTAL	838.00
00032811	4110101	DESKTOP COMPUTER		67J8N41	GX270	0091 7 51	G 07	010105 022111	061412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				838.00 5
		COM: DELL CPU						TOTAL	838.00
00035200	4110102	LAPTOP COMPUTER		78-NXG45		0091 7 51	G 07	010104	051612 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000002096	IBM	000001	O				778.00 5
		COM: IBM LAPTOP THINKPAD						TOTAL	778.00
00105753	4110101	DESKTOP COMPUTER		C1JCN01	GX110	0091 7 51	E 07	010102	051612 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				1,377.00 5
		COM: DELL CPU						TOTAL	1,377.00

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
						CNTR DP BLDG FM N DS		ACQRED INVTRY	DISPD G
00031142	4110101	DESKTOP COMPUTER		YM148Y8AM8E	M5521	0091 8 1	G 07	010100	051412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000002	APPLE COMPUTER	000001	O				5
		COM: IMAC CPU						TOTAL	.00
00029702	4110101	DESKTOP COMPUTER				0091 8 2	G 07	030606	051412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000002	APPLE COMPUTER	000001	O				5
		COM: IMAC CPU						TOTAL	.00
00030606	4110101	DESKTOP COMPUTER		YM0366M6JWQ	M5521	0091 8 2	G 07	010100	051412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000002	APPLE COMPUTER	000001	O				1,148.00 5
		COM: IMAC CPU						TOTAL	1,148.00
00029705	4110101	DESKTOP COMPUTER		YM047037JWQ	M5521	0091 8 3	G 07	010100	051412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000002	APPLE COMPUTER	000001	O				918.00 5
		COM: IMAC CPU						TOTAL	918.00
00030436	4120000	COPIER		35193	MFC-84	0091 99 16	E 07	102407	051412 Y
		VDR: VP00095000	PC NATION	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000091	BROTHER'S	172092	000001 O			110-0091	931.80 5
		COM: BROTHERS FX SCN						TOTAL	931.80
								CUR VALUE	232.95
00101679	4110101	DESKTOP COMPUTER		FL3931	GX270	0091 99 39	F 07	010105	051512 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				949.00 5
		COM: DELL CPU						TOTAL	949.00
				CNTR 0091	TOTAL			20 ITEMS	15,241.81 COST

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
						CNTR DP BLDG FM N DS		ACQRED INVTRY	DISPD G
00102170	4330000	TYPEWRITERS		11-DF446	15	0101		11B F 07 010102	061412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000002096	IBM	000001		O			7
		COM: IBM WHEELWRITER						TOTAL	.00
00032517	4110101	DESKTOP COMPUTER		6XWJH41	GX270	0101		26 G 07 010105	030912 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001		O			949.00 5
		COM: DELL CPU						TOTAL	949.00
00101768	4110101	DESKTOP COMPUTER		5YB2Q11	GX400	0101		8 8 G 07 010104	042312 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001		O			5
		COM: DELL CPU (BEA HOPKINS HOME USE)						TOTAL	.00
				CNTR 0101	TOTAL			3 ITEMS	949.00 COST

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
						CNTR DP BLDG FM N DS		ACQRED INVTRY	DISPD G
00024735	4090400	FREEZER		930921301	C420	0141	43	G 07 010199	052412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
					000001 O				1,349.00 7
		COM: MANITOWOC ICE MAKER						TOTAL	1,349.00
00030721	4110102	LAPTOP COMPUTER		82XETA00	PP01L	0141	1 110	G 07 010104	052412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL		000001 O				1,820.00 5
		COM: DELL LAPTOP						TOTAL	1,820.00
00031678	4110101	DESKTOP COMPUTER		4ZQN511	GX280	0141	2 203	G 07 010106	052412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL		000001 O				1,102.00 5
		COM: DELL CPU						TOTAL	1,102.00
00031681	4110101	DESKTOP COMPUTER		DYQN511	GX280	0141	2 203	G 07 010106	052412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL		000001 O				1,102.00 5
		COM: DELL CPU						TOTAL	1,102.00
00035436	4110101	DESKTOP COMPUTER		INV1M51	GX270	0141	2 214	G 07 010105	052412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL		000001 O				942.00 5
		COM: DELL CPU						TOTAL	942.00
00033525	4110101	DESKTOP COMPUTER		3RT9M71	GX280	0141	2 215	G 07 010106	052412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL		000001 O				1,102.00 5
		COM: DELL CPU						TOTAL	1,102.00
00032610	4110101	DESKTOP COMPUTER		9R226A00	PP03L	0141	2 218	G 07 010103	052412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL		000001 O				1,425.00 5
		COM: DELL CPU						TOTAL	1,425.00

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	FM	N	DS	ACQD	INVTY	DISPD	T
00107880	4110101	DESKTOP COMPUTER		83104EU	4EU	0141	2	227	G	07	010103		052412	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN				FND-CNTR-PROJECT		AMOUNT	LIF
					000001	O							1,098.00	5
		COM: IBM CPU									TOTAL		1,098.00	
00033468	4110101	DESKTOP COMPUTER		GJ4BM71	GX280	0141	2	236	G	07	010106	090710	052412	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN				FND-CNTR-PROJECT		AMOUNT	LIF
		MFG: M000000138	DELL		000001	O							.00	5
		COM: DELL CPU									TOTAL		.00	
00032894	4110101	DESKTOP COMPUTER		FWDG4Y3637F	EMP-S1	0141	2	242	G	07	010106		052412	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN				FND-CNTR-PROJECT		AMOUNT	LIF
		MFG: M000000138	DELL		000001	O							.00	5
		COM: DELL CPU									TOTAL		.00	
00033500	4110101	DESKTOP COMPUTER		8JT9M71	GX280	0141	2	245	G	07	010106		052412	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN				FND-CNTR-PROJECT		AMOUNT	LIF
		MFG: M000000138	DELL		000001	O							1,102.00	5
		COM: DELL CPU									TOTAL		1,102.00	
00031682	4110300	PRINTERS		3ZNN51	GX240	0141	2	246	G	07	010104		052412	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN				FND-CNTR-PROJECT		AMOUNT	LIF
					000001	O							856.00	5
		COM: RICOH PRNT									TOTAL		856.00	
00031689	4110101	DESKTOP COMPUTER		GYNN511	GX240	0141	2	246	G	07	010104		052412	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN				FND-CNTR-PROJECT		AMOUNT	LIF
		MFG: M000000138	DELL		000001	O							856.00	5
		COM: DELL CPU									TOTAL		856.00	
00031691	4110101	DESKTOP COMPUTER		F9WT511	GX240	0141	2	246	G	07	010104		052412	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN				FND-CNTR-PROJECT		AMOUNT	LIF
		MFG: M000000138	DELL		000001	O							.00	5
		COM: DELL CPU									TOTAL		.00	

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
						CNTR DP BLDG FM N DS	ACQRED	INVTRY	DISPD G
00031345	4110102	LAPTOP COMPUTER		3017647999	PP01L	0141 5 1	G 07	010103 081310	052412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN	FND-CNTR-PROJECT-----AMOUNT LIF			
		MFG: M000000002	APPLE COMPUTER	000001	O	1,820.00 5			
		COM: DELL LAPTOP				TOTAL 1,820.00			
00033641	4110102	LAPTOP COMPUTER		58035NR	C510	0141 5 1	G 07	010105 081310	052412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN	FND-CNTR-PROJECT-----AMOUNT LIF			
		MFG: M000000138	DELL	000001	O	TOTAL .00 5			
		COM: DELL LAPTOP							
00107971	4080100	TELEVISIONS		32134450095	C25A24	0141 5 1	G 07	010103 081310	052412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN	FND-CNTR-PROJECT-----AMOUNT LIF			
		MFG: M000000030	ZENITH	000001	O	TOTAL .00 7			
		COM: ZENITH TV							
00033540	4110101	DESKTOP COMPUTER		FJT9M71	GX280	0141 5 14	G 07	010106	052412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN	FND-CNTR-PROJECT-----AMOUNT LIF			
		MFG: M000000138	DELL	000001	O	TOTAL 1,102.00 5			
		COM: DELL CPU				TOTAL 1,102.00			
00030135	4110101	DESKTOP COMPUTER		YM11696JKLX	M5521	0141 5 15	F 07	010101	052412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN	FND-CNTR-PROJECT-----AMOUNT LIF			
		MFG: M000000138	DELL	000001	O	TOTAL 918.00 5			
		COM: IMAC CPU				TOTAL 918.00			
00033538	4110101	DESKTOP COMPUTER		GVT9M71	GX280	0141 5 2	G 07	010106	052412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN	FND-CNTR-PROJECT-----AMOUNT LIF			
		MFG: M000000138	DELL	000001	O	TOTAL 1,102.00 5			
		COM: DELL CPU				TOTAL 1,102.00			
00030134	4110101	DESKTOP COMPUTER		YM110BZWKLX	M5521	0141 5 3	F 07	010101	052412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN	FND-CNTR-PROJECT-----AMOUNT LIF			
		MFG: M000000002	APPLE COMPUTER	000001	O	TOTAL 918.00 5			
		COM: IMAC CPU				TOTAL 918.00			

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	CNTR	DP	BLDG	FM	N	DS	ACQRED	INVTY	DISPD	T
00029720	4110101	DESKTOP COMPUTER		YM04145LJWQ	M5521	0141	98	16	G	07	010101	081310	052412	Y		
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN						FND-CNTR-PROJECT	AMOUNT	LIF	
		MFG: M000000002	APPLE COMPUTER	000001	O								TOTAL	.00	5	
		COM: IMAC CPU														
00101648	4110101	DESKTOP COMPUTER		K9DM41	GX270	0141	99	61	G	07	010105		052412	Y		
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN						FND-CNTR-PROJECT	AMOUNT	LIF	
		MFG: M000000138	DELL	000001	O								TOTAL	1,741.00	5	
		COM: DELL CPU												1,741.00		
00033470	4110101	DESKTOP COMPUTER		GQT9M71	GX280	0141	99	67	G	07	010106	090710	052412	Y		
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN						FND-CNTR-PROJECT	AMOUNT	LIF	
		MFG: M000000138	DELL	000001	O								TOTAL	.00	5	
		COM: DELL CPU														
				CNTR 0141	TOTAL								24 ITEMS	20,355.00	COST	

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
						CNTR DP BLDG FM N DS		ACQRED INVTRY	DISPD G
00033047	4110101	DESKTOP COMPUTER		6RCXP51	GX270	0151 1 12	G	07 010105	052912 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				949.00 5
		COM: DELL CPU						TOTAL	949.00
00033114	4110101	DESKTOP COMPUTER		B47N661	GX280	0151 1 13	G	07 010106 060310	061412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				832.00 5
		COM: DELL CPU						TOTAL	832.00
00033128	4110101	DESKTOP COMPUTER		107N661	GX280	0151 1 16	G	07 010106 060310	061512 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				832.00 5
		COM: DELL CPU						TOTAL	832.00
00031566	4110101	DESKTOP COMPUTER		G0CW61	GX280	0151 1 24	G	07 010106 100510	061512 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				832.00 5
		COM: DELL CPU						TOTAL	832.00
00033123	4110101	DESKTOP COMPUTER		867N661	GX280	0151 1 24	P	07 010106 100510	061512 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				832.00 5
		COM: DELL CPU						TOTAL	832.00
00033124	4110101	DESKTOP COMPUTER		8Z6N661	GX280	0151 1 24	G	07 010106 100510	061512 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				832.00 5
		COM: DELL CPU						TOTAL	832.00
00033046	4110101	DESKTOP COMPUTER		2RBXP51	GX270	0151 1 26	G	07 010105	052912 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				949.00 5
		COM: DELL CPU						TOTAL	949.00

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	DISP	G
00035461	4050102	SMART BOARD		SB580-111188	SB580	0151	1 26	G 07 010105 100410 061512	Y	
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT	LIF
				000001		O			1,399.00	7
		COM: SMART BOARD (DUPLICATE C #32848)						TOTAL	1,399.00	
								CUR VALUE	99.91	
00035446	4110101	DESKTOP COMPUTER		800B40B	GX110	0151	1 28	G 07 010101 100410 052912	Y	
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT	LIF
		MFG: M000000138 DELL		000001		O			832.00	5
		COM: DELL CPU						TOTAL	832.00	
00029400	4050000	AUDIO-VISUAL EQUIPMENT		204713	MX PRO	0151	1 33	G 07 010100 052912	Y	
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT	LIF
				000001		O			2,297.00	7
		COM: VIDEO MIXER						TOTAL	2,297.00	
00032842	4110101	DESKTOP COMPUTER		97KSN41	GX270	0151	1 34	G 07 010105 060310 052912	Y	
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT	LIF
		MFG: M000000138 DELL		000001		O			949.00	5
		COM: DELL CPU						TOTAL	949.00	
00035441	4110101	DESKTOP COMPUTER		6W71511	GX240	0151	1 34	G 07 010103 060310 052912	Y	
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT	LIF
		MFG: M000000138 DELL		000001		O				5
		COM: DELL CPU						TOTAL	.00	
00031986	4110101	DESKTOP COMPUTER		G9TTT11	GX260	0151	1 34E	G 07 010104 052912	Y	
		VDR: VD04220000 DELL MARKETING LP		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT	LIF
						O			1,102.03	5
		COM: DELL						TOTAL	1,102.03	
00033053	4110101	DESKTOP COMPUTER		GFXP51	GX270	0151	1 34E	G 07 010105 052912	Y	
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT	LIF
		MFG: M000000138 DELL		000001		O			949.00	5
		COM: DELL CPU						TOTAL	949.00	

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
						CNTR DP BLDG FM N DS		ACQRED INVTRY	DISPD G
00033441	4110101	DESKTOP COMPUTER		6W71511	GX240	0151 1 34G	G	07 010103	061412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				832.00 5
		COM: DELL CPU						TOTAL	832.00
00033112	4110101	DESKTOP COMPUTER		347N661	GX280	0151 1 4	G	07 010106 031312	061512 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				832.00 5
		COM: DELL CPU						TOTAL	832.00
00200325	4200010	SERVING LINE COOLER		NOT VISIBLE	NOT VI	0151 1 43	G	07 010199 100410	052912 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
				000001	O				1,200.00 7
		COM: SHELLYGLAS COOLER						TOTAL	1,200.00
00033084	4110101	DESKTOP COMPUTER		8L2RP51	GX270	0151 1 6	G	07 010105	061512 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				949.00 5
		COM: DELL CPU						TOTAL	949.00
00033067	4110101	DESKTOP COMPUTER		BGBXP51	GX270	0151 1 7	G	07 010101	052912 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				.00 5
		COM: DELL CPU						TOTAL	.00
00035444	4110101	DESKTOP COMPUTER		4JNH411	GX240	0151 1 7	G	07 010103 100410	052912 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				832.00 5
		COM: DELL CPU						TOTAL	832.00
00033043	4110101	DESKTOP COMPUTER		9FBXP51	GX270	0151 1 8	G	07 010105	061512 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				949.00 5
		COM: DELL CPU						TOTAL	949.00

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DP	BLDG	FM	N	DS	ACQD	INVTY	DISPD	T		
00035449	4050100	PROJECTORS		510913622	XR-20X	0151		1	8	G	07		010106		050312	Y		
			VDR: V999999999 VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN									FND-CNTR-PROJECT	AMOUNT	LIF
			MFG: M000000035 SHARP	000001		O											550.00	7
			COM: SHARP PROJECTOR									TOTAL	550.00					
												CUR VALUE	117.86					
00033141	4110101	DESKTOP COMPUTER		257N661	GX280	0151		1	9	G	07		010106	060310	061312	Y		
			VDR: V999999999 VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN									FND-CNTR-PROJECT	AMOUNT	LIF
			MFG: M000000138 DELL	000001		O											832.00	5
			COM: DELL CPU									TOTAL	832.00					
00032990	4110101	DESKTOP COMPUTER		4RCVQ51	GX270	0151		2	13	G	07		010105		061512	Y		
			VDR: V999999999 VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN									FND-CNTR-PROJECT	AMOUNT	LIF
			MFG: M000000138 DELL	000001		O											893.00	5
			COM: DELL CPU									TOTAL	893.00					
00033055	4110101	DESKTOP COMPUTER		2HBXP51	GX270	0151		98	01	G	07		010105	041910	052912	Y		
			VDR: V999999999 VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN									FND-CNTR-PROJECT	AMOUNT	LIF
			MFG: M000000138 DELL	000001		O											949.00	5
			COM: DELL CPU									TOTAL	949.00					
				CNTR 0151	TOTAL					25 ITEMS			22,404.03	COST				

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
						CNTR DP BLDG FM N DS		ACQRED INVTRY	DISPD G
00033362	4110101	DESKTOP COMPUTER		16Y7M71	GX280	0171 1 1	G 07	010106	051512 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL		000001 O				1,200.00 5
		COM: DELL CPU						TOTAL	1,200.00
00033356	4110101	DESKTOP COMPUTER		73Y7M71	GX280	0171 1 3	G 07	010106	051512 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL		000001 O				1,200.00 5
		COM: DELL CPU						TOTAL	1,200.00
								CUR VALUE	960.00
00033373	4110101	DESKTOP COMPUTER		45Y7M71	GX280	0171 1 3	G 07	010106	051512 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL		000001 O				1,200.00 5
		COM: DELL CPU						TOTAL	1,200.00
00035746	4080100	TELEVISIONS		F346CA05R	27R411	0171 1 3	G 07	010103	051512 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000030	ZENITH		000001 O				.00 7
		COM: ZENITH TV						TOTAL	.00
00103448	4110300	PRINTERS		N/V	6050	0171 1 6B	G 07	010104	051512 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000009	CANON		000001 O				.00 5
		COM: CANON PRINTER						TOTAL	.00
00029778	4110102	LAPTOP COMPUTER		2498472849	99X	0171 2 3	G 07	010104	051512 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL		000001 O				.00 5
		COM: DELL LAPTOP						TOTAL	.00
00033374	4110101	DESKTOP COMPUTER		47Y7M71	GX280	0171 2 9B	G 07	010106	051512 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL		000001 O				1,200.00 5
		COM: DELL CPU						TOTAL	1,200.00

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
						CNTR DP BLDG FM N DS		ACQRED INVTRY	DISPD G
00033361	4110101	DESKTOP COMPUTER		8YX7M71	GX280	0171 3 10	G 07	010106 051512 051512	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS						
		MFG: M000000138	DELL	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
				000001	O				1,200.00 5
		COM: DELL CPU						TOTAL	1,200.00
00035100	4110101	DESKTOP COMPUTER		C5Y7M71	GX280	0171 3 7	G 07	010106 051512	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS						
		MFG: M000000138	DELL	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
				000001	O				1,200.00 5
		COM: DELL CPU						TOTAL	1,200.00
00035116	4110101	DESKTOP COMPUTER		9FR9M71	GX280	0171 3 7	G 07	010106 051512	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS						
		MFG: M000000138	DELL	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
				000001	O				1,200.00 5
		COM: DELL CPU						TOTAL	1,200.00
00035120	4110101	DESKTOP COMPUTER		8JR9M71	GX280	0171 4 3	G 07	010106 051512	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS						
		MFG: M000000138	DELL	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
				000001	O				1,200.00 5
		COM: DELL CPU						TOTAL	1,200.00
00031369	4110101	DESKTOP COMPUTER		23RSN11	GX240	0171 4 4	G 07	010103 051512	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS						
		MFG: M000000138	DELL	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
				000001	O				832.00 5
		COM: DELL CPU						TOTAL	832.00
00103335	4100000	COMMUNICATION EQUIPMENT		NOT VISIBLE	NOT VI	0171 4 4B	G 07	010104 051512	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS						
				PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
				000001	O				5
		COM: PDI ENTERPRISE						TOTAL	.00
00024049	4200000	LUNCHROOM EQUIPMENT		192A2014		0171 5 2	G 07	010188 062810 051512	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS						
				PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
				000001	O				7
		COM: PORTABLE DESPENCER						TOTAL	.00

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	CNTR	DP	BLDG	FM	N	DS	ACQRED	INVTY	DISPD	T
00100175	4110101	DESKTOP COMPUTER		BTN8W11	GX280	0171	5	2	G	07	010106		051512	Y	
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN					FND-CNTR-PROJECT	AMOUNT	LIF	
		MFG: M000000138	DELL	000001	0								825.00	5	
		COM: DELL CPU										TOTAL	825.00		
00035079	4110101	DESKTOP COMPUTER		3CR9M71	GX280	0171	98	05	G	07	010106	041910	051512	Y	
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN					FND-CNTR-PROJECT	AMOUNT	LIF	
		MFG: M000000138	DELL	000001	0								1,200.00	5	
		COM: DELL CPU										TOTAL	1,200.00		
00035089	4110101	DESKTOP COMPUTER		5HR9M71	GX280	0171	98	05	G	07	010106	041910	051512	Y	
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN					FND-CNTR-PROJECT	AMOUNT	LIF	
		MFG: M000000138	DELL	000001	0								1,200.00	5	
		COM: DELL CPU										TOTAL	1,200.00		
00035097	4110101	DESKTOP COMPUTER		8CR9M71	GX280	0171	98	05	G	07	010106	041910	051512	Y	
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN					FND-CNTR-PROJECT	AMOUNT	LIF	
		MFG: M000000138	DELL	000001	0								1,200.00	5	
		COM: DELL CPU										TOTAL	1,200.00		
				CNTR 0171	TOTAL							18 ITEMS	14,857.00	COST	

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
						CNTR DP BLDG FM N DS		ACQRED INVTRY	DISPD G
00035735	4120000	COPIER		CQC613329	DP2050	0191 1	OFFI G 07	010103	031512 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000133	TOSHIBA	000001	O				5
		COM: TOSHIBA COPIER						TOTAL	.00
00103220	4110101	DESKTOP COMPUTER		NOT VISIBLE	5494	0191 1	OFFI G 07	010102	050112 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000002096	IBM	000001	O				1,098.00 5
		COM: IBM CPU						TOTAL	1,098.00
00030674	4110101	DESKTOP COMPUTER		2JCTT01	GX150	0191 1 4	G 07	010102	051412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				1,079.00 5
		COM: DELL CPU						TOTAL	1,079.00
00031938	4110101	DESKTOP COMPUTER		FRY5221	DIMENS	0191 1 4	G 07	010103	051412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				674.00 5
		COM: DELL CPU						TOTAL	674.00
00031552	4110101	DESKTOP COMPUTER		5T9VP11	PRECIS	0191 2 18	G 07	010104	051412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				2,000.00 5
		COM: DELL CPU						TOTAL	2,000.00
00036678	4110300	PRINTERS		J7J513859	MFC-84	0191 2 21	E 07	102407	043012 Y
		VDR: VP00095000	PC NATION	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000091	BROTHER'S	172092	000001 O			110-0191	5
		COM: BROTHERS COP/FX/SCN						TOTAL	.00
00030015	4110101	DESKTOP COMPUTER		3PBGM01	GX150	0191 2 24	G 07	010102	051412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				1,079.00 5
		COM: DELL CPU						TOTAL	1,079.00

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
						CNTR DP BLDG FM N DS		ACQRED INVTRY	DISPD G
00102890	4110101	DESKTOP COMPUTER		4JCTT01	GX150	0191 2 26	G 07	010102	051412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				1,079.00 5
		COM: DELL CPU						TOTAL	1,079.00
00031553	4110101	DESKTOP COMPUTER		FV9P11	PRECIS	0191 2 31	G 07	010103	051412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				2,000.00 5
		COM: DELL CPU						TOTAL	2,000.00
00031555	4110101	DESKTOP COMPUTER		JV9VP11	PRECIS	0191 2 31	G 07	010104	051412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				2,000.00 5
		COM: DELL CPU						TOTAL	2,000.00
00020822	4200011	DISHWASHER		NOT VISIBLE	NOT VI	0191 3 45A	G 07	010193	043012 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
				000001	O				4,500.00 7
		COM: JACKSON DISH WASHER						TOTAL	4,500.00
00200597	4200006	DEEP FRYER		NOT VISIBLE	NOT VI	0191 3 45A	G 07	010193	043012 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
				000001	O				1,300.00 7
		COM: MARKET FORGE DEEP FRY (DUPLI 200587)						TOTAL	1,300.00
00031561	4110101	DESKTOP COMPUTER		5W9V911	PRECIS	0191 4 2	G 07	010104	050112 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				2,000.00 5
		COM: DELL CPU						TOTAL	2,000.00
00033293	4110102	LAPTOP COMPUTER			G4	0191 4 33	E 07	041007	043012 Y
		VDR: VD04220000	DELL MARKETING LP	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000002	APPLE COMPUTER	000001	O				2,555.00 5
		COM: I BOOK LAPTOP						TOTAL	2,555.00
								CUR VALUE	383.25

-FA NUM-	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION CNTR DP BLDG FM N DS	DATES ACQRED INVTY	T DISP DISPD G
00032016	4110101	DESKTOP COMPUTER		GDPT421	GX150	0191 4 37 G 07	010102	051412 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138 DELL		000001		O		1,079.00 5
		COM: DELL CPU					TOTAL	1,079.00
00033827	4110101	DESKTOP COMPUTER		5GL5691	GX520	0191 4 41 G 07	010106	043012 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138 DELL		000001		O		829.00 5
		COM: DELL CPU					TOTAL	829.00
00031548	4110101	DESKTOP COMPUTER			GX	0191 4 42 G 07	010100	051412 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138 DELL		000001		O		5
		COM: DELL CPU					TOTAL	.00
00029944	4110101	DESKTOP COMPUTER		4NPCF01	GX150	0191 4 44 G 07	010102	051412 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138 DELL		000001		O		1,022.00 5
		COM: DELL CPU					TOTAL	1,022.00
00030013	4110101	DESKTOP COMPUTER		2JCGM01	GX150	0191 4 44 G 07	010102	051412 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138 DELL		000001		O		1,022.00 5
		COM: DELL CPU					TOTAL	1,022.00
00200598	4090300	REFRIGERATOR		AM770182	TBX16S	0191 99 2 G 07	010101	050112 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000058 G.E.		000001		O		7
		COM: GE REFRIG					TOTAL	.00
				CNTR 0191	TOTAL		20 ITEMS	25,316.00 COST

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DP	BLDG	FM	N	DS	ACQD	INVTY	DISPD	G
00036861	4050100	PROJECTORS		67X02775	PLC-XU	0201		1	7	E	07	012308		041012	Y	
		VDR: VC00220000 CDW GOVERNMENT, INC.		PO NUM	CHECK	OLG	OWN			FND-CNTR-PROJECT				AMOUNT	LIF	
		MFG: M000000031 SANYO		172560	000001	O				376-0201				1,805.00	7	
		COM: SANYO PROJECTOR								TOTAL				1,805.00		
										CUR VALUE				902.49		
00200080	4200007	STACKED OVEN		NOT VISIBLE		NOT VI		0201		2	43	G	07	010190	041012	Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN			FND-CNTR-PROJECT				AMOUNT	LIF	
				000001	O									8,675.00	7	
		COM: BLODGETT OVEN								TOTAL				8,675.00		
00200626	4200008	STOVE		NOT VISIBLE		NOT VI		0201		2	43	G	07	010190	041012	Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN			FND-CNTR-PROJECT				AMOUNT	LIF	
				000001	O										7	
		COM: GARLAND STOVE (DUPLICATE SEE 24492)								TOTAL				.00		
00035551	4050102	SMART BOARD		NOT VISIBLE		N/A		0201		4	10	G	07	010105	062512	Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN			FND-CNTR-PROJECT				AMOUNT	LIF	
				000001	O									1,700.00	7	
		COM: SMART BOARD (DUPLICATE SEE 32955)								TOTAL				1,700.00		
										CUR VALUE				263.07		
00029942	4110101	DESKTOP COMPUTER		2NPCF01		GX150		0201		4	12	G	07	010102	040412	Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN			FND-CNTR-PROJECT				AMOUNT	LIF	
		MFG: M000000138 DELL		000001	O									1,105.00	5	
		COM: DELL CPU								TOTAL				1,105.00		
00029946	4110101	DESKTOP COMPUTER		9MPCF01		GX150		0201		4	17	G	07	010102	052112	Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN			FND-CNTR-PROJECT				AMOUNT	LIF	
		MFG: M000000138 DELL		000001	O									1,022.00	5	
		COM: DELL CPU								TOTAL				1,022.00		
00029950	4110101	DESKTOP COMPUTER		5SPCF01		GX150		0201		5	33	G	07	010102	040412	Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN			FND-CNTR-PROJECT				AMOUNT	LIF	
		MFG: M000000138 DELL		000001	O									1,079.00	5	
		COM: DELL CPU								TOTAL				1,079.00		

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
						CNTR DP BLDG FM N DS		ACQRED INVTRY	DISPD G
00032876	4110101	DESKTOP COMPUTER		HM9ZQ41	GX270	0201 5 33	G	07 010105	041012 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001		O			949.00 5
		COM: DELL CPU						TOTAL	949.00
00032853	4110101	DESKTOP COMPUTER		BM9ZQ41	GX270	0201 5 41	G	07 010105	041012 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001		O			949.00 5
		COM: DELL CPU						TOTAL	949.00
00029952	4110101	DESKTOP COMPUTER		NOT VISIBLE	GX270	0201 7 61	G	07 010105	040412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001		O			949.00 5
		COM: DELL CPU						TOTAL	949.00
00100242	4110300	PRINTERS		CNBKF369327	1300N	0201 98 14	G	07 010102 100109	040412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000016	HEWLETT-PACKARD	000001		O			671.01 5
		COM: HP LASERJET PRINTER						TOTAL	671.01
00032870	4110101	DESKTOP COMPUTER		3W8ZQ41	GX270	0201 99 07	G	07 010105	030712 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001		O			949.00 5
		COM: DELL CPU						TOTAL	949.00
00035571	4050000	AUDIO-VISUAL EQUIPMENT		NOT VISIBLE	NOT VI	0201 99 27	F	07 060106	040912 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
				000001		O			7
		COM: BOSE SURRD SD SPK						TOTAL	.00
00035572	4050000	AUDIO-VISUAL EQUIPMENT		NOT VISIBLE	NOT VI	0201 99 27	F	07 060106	040912 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
				000001		O			7
		COM: BOSE SURRD SD SPK						TOTAL	.00
				CNTR 0201	TOTAL			14 ITEMS	19,853.01 COST

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
						CNTR DP BLDG FM N DS		ACQRED INVTRY	DISPD G
00024374	4160000	FURNITURE		N/V	N/A	0211 1 1	G 07	010102	050512 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
					O				10
		COM: ROLLING LOCKING CABINET						TOTAL	.00
00035300	4120000	COPIER		57CFC41	MFP160	0211 1 19	E 07	010106	050712 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL		000001 O				5
		COM: DELL CPY/FX/SCN/PRNT						TOTAL	.00
00102493	4110000	COMPUTER EQUIPMENT		QB0114322720	1000	0211 1 26	G 07	010104	061412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
					000001 O				5
		COM: APC BATTERY PACK						TOTAL	.00
00033556	4110101	DESKTOP COMPUTER		9VP4S71	GX280	0211 1 27	G 07	010106	050412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL		000001 O				1,200.00 5
		COM: DELL CPU						TOTAL	1,200.00
00033586	4110101	DESKTOP COMPUTER		2MD4S71	GX280	0211 1 27	G 07	010106	050412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL		000001 O				1,200.00 5
		COM: DELL CPU						TOTAL	1,200.00
00034542	4080100	TELEVISIONS		606934477	XR20X	0211 1 27	G 07	081106	050412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000035	SHARP	167244	000001 O	420-0211			1,060.00 7
		COM: SHARP PROJECTOR						TOTAL	1,060.00
								CUR VALUE	315.48
00035823	4050000	AUDIO-VISUAL EQUIPMENT		078J1258	GR-SX	0211 1 27	G 07	010102	050512 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
					000001 O				7
		COM: JVC VIDEO						TOTAL	.00

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
						CNTR DP BLDG FM N DS		ACQRED INVTRY	DISPD G
00102582	4080100	TELEVISIONS		021-35011409	B25A24	0211 1 27	G 07	010104	050412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000030	ZENITH	000001	0				7
		COM: ZENITH TV						TOTAL	.00
00032370	4110101	DESKTOP COMPUTER		3BQP631	GX260	0211 1 29	G 07	010105	031312 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	0				829.00 5
		COM: DELL CPU						TOTAL	829.00
00028129	4110300	PRINTERS		USCD038056	6P	0211 1 3	G 07	010104	050512 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000016	HEWLETT-PACKARD	000001	0				5
		COM: HP LASERJET PRNT						TOTAL	.00
00031588	4110101	DESKTOP COMPUTER		JJGQN11	GX240	0211 16 101	G 07	010103 061311	050412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	0				832.00 5
		COM: DELL CPU						TOTAL	832.00
00033231	4050100	PROJECTORS		FWDG4Y3288F	EMP-S1	0211 16 103	G 07	010105	050412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000035	SHARP	000001	0				920.00 7
		COM: SHARP PROJECTOR						TOTAL	920.00
								CUR VALUE	65.70
00031467	4110101	DESKTOP COMPUTER		2JGQN11	GX240	0211 16 105	G 07	010103 061311	050712 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	0				832.00 5
		COM: DELL CPU						TOTAL	832.00
00032348	4110101	DESKTOP COMPUTER		5ZNP631	GX260	0211 16 105	G 07	010104 061311	050712 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	0				832.00 5
		COM: DELL CPU						TOTAL	832.00

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
						CNTR DP BLDG FM N DS		ACQRED INVTRY	DISPD G
00031593	4110101	DESKTOP COMPUTER		JHQQN11	GX240	0211 16 106	G 07	010103 061311	050712 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL		000001 O				832.00 5
		COM: DELL CPU						TOTAL	832.00
00033165	4110101	DESKTOP COMPUTER		JTGSR61	GX	0211 2 13	G 07	010104	050712 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL		000001 O				5
		COM: DELL CPU						TOTAL	.00
00033643	4050100	PROJECTORS		GM9G562865F	EMP-S1	0211 2 3	G 07	010105	050712 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000024	EPSON		000001 O				920.00 7
		COM: EPSON PROJECTOR						TOTAL	920.00
								CUR VALUE	65.70
00021602	4330000	TYPEWRITERS		11-TXK33	2	0211 2 8	G 07	010104	050712 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000002096	IBM		000001 O				7
		COM: IBM WHEELWRITER						TOTAL	.00
00029584	4110101	DESKTOP COMPUTER		526IN	GX1	0211 2 8	G 07	010101	050712 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL		000001 O				1,598.00 5
		COM: DELL CPU						TOTAL	1,598.00
00032329	4110101	DESKTOP COMPUTER		DBQP631	GX260	0211 2 8	G 07	010104	050712 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL		000001 O				829.00 5
		COM: DELL CPU						TOTAL	829.00
00034368	4110102	LAPTOP COMPUTER		4H6191FXSEB	BA124L	0211 3 1	E 07	010105	062012 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000002	APPLE COMPUTER		000001 O				1,066.00 5
		COM: I-BOOK LAPTOP						TOTAL	1,066.00

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
						CNTR DP BLDG FM N DS		ACQRED INVTRY	DISPD G
00031584	4110101	DESKTOP COMPUTER		7HGQN11	GX240	0211 3 2	G 07	010103 061311 050712	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001		O			832.00 5
		COM: DELL CPU						TOTAL	832.00
00032962	4110101	DESKTOP COMPUTER		1MLSZ41	GX270	0211 3 21	G 07	010105 031312	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001		O			949.00 5
		COM: DELL CPU						TOTAL	949.00
00031574	4110101	DESKTOP COMPUTER		CHGQN11	GX240	0211 3 22	G 07	010103 061311 031312	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001		O			832.00 5
		COM: DELL CPU						TOTAL	832.00
00032340	4110101	DESKTOP COMPUTER		2YNP631	GX260	0211 3 25	G 07	010104 031312	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001		O			829.00 5
		COM: DELL CPU						TOTAL	829.00
00033541	4110101	DESKTOP COMPUTER		GQD4S71	GX280	0211 3 31	G 07	010106 050712	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001		O			1,200.00 5
		COM: DELL CPU						TOTAL	1,200.00
00033542	4110101	DESKTOP COMPUTER		DYC4S71	GX280	0211 3 31	G 07	010106 050512	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001		O			1,200.00 5
		COM: DELL CPU						TOTAL	1,200.00
00033626	4110101	DESKTOP COMPUTER		F4Z4471	GX280	0211 3 31	G 07	010106 050712	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001		O			1,200.00 5
		COM: DELL CPU						TOTAL	1,200.00

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
						CNTR DP BLDG FM N DS		ACQRED INVTRY	DISPD G
00033633	4110101	DESKTOP COMPUTER		FYP4S71	GX280	0211 3 31	G	07 010106	050712 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				1,200.00 5
		COM: DELL CPU						TOTAL	1,200.00
00031586	4110101	DESKTOP COMPUTER		8JGQN11	GX240	0211 3 4	G	07 010103 061311	031312 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				832.00 5
		COM: DELL CPU						TOTAL	832.00
00031587	4110101	DESKTOP COMPUTER		DJGQN11	GX240	0211 3 4	G	07 010103 061311	031312 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				832.00 5
		COM: DELL CPU						TOTAL	832.00
00032342	4110101	DESKTOP COMPUTER		9BQP631	GX260	0211 3 42	G	07 010104	031312 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				829.00 5
		COM: DELL CPU						TOTAL	829.00
00036538	4080100	TELEVISIONS		706918619	XR-30X	0211 3 42	E	07 071507	050712 Y
		VDR: VA13140000	AUDIO VISION, INC.	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000035	SHARP	170160	000001	O		420-0211	775.00 7
		COM: SHARP PROJECTOR						TOTAL	775.00
								CUR VALUE	332.16
00031469	4110101	DESKTOP COMPUTER		3JGQN11	GX240	0211 3 48	G	07 010103 061311	050712 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				832.00 5
		COM: DELL CPU						TOTAL	832.00
00031577	4110101	DESKTOP COMPUTER		2KGQN11	GX240	0211 3 48	G	07 010103 061311	050712 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				832.00 5
		COM: DELL CPU						TOTAL	832.00

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
						CNTR DP BLDG FM N DS		ACQRED INVTRY	DISPD G
00031576	4110101	DESKTOP COMPUTER		GJGQN11	GX240	0211 3 5	G 07	010105	050712 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138 DELL		000001		O			832.00 5
		COM: DELL CPU						TOTAL	832.00
00342376	4110102	LAPTOP COMPUTER		4H6191H9SEB	BA124L	0211 3 7	E 07	010105	050512 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000002 APPLE COMPUTER		000001		O			1,066.00 5
		COM: I-BOOK LAPTOP (DUPLICT SEE 34436)						TOTAL	1,066.00
00033310	4050100	PROJECTORS		FWDG4Y1650F	EMP-SA	0211 5 15A	G 07	010105	050412 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000024 EPSON		000001		O			920.00 7
		COM: EPSON PROJECTOR						TOTAL	920.00
								CUR VALUE	65.70
00024685	4200014	ICE MACHINE		NOT VISIBLE	NOT VI	0211 5 7	G 07	010104	050512 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
				000001		O			2,100.00 7
		COM: MANITOWOC ICE MKR						TOTAL	2,100.00
00100196	4110101	DESKTOP COMPUTER		J5S4341	GX270	0211 5 7	G 07	010104	050512 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138 DELL		000001		O			949.00 5
		COM: DELL CPU						TOTAL	949.00
00100202	4110101	DESKTOP COMPUTER		96WSK21	GX260	0211 5 7	G 07	010104	050512 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138 DELL		000001		O			829.00 5
		COM: DELL CPU						TOTAL	829.00
00036684	4200005	TILTING KETTLE		82458	DHT/40	0211 5 9	G 07	011506	050812 Y
		VDR: VV00200000 VALIANT EQUIPMENT COMPANY, LLC		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138 DELL		172177	000001	O		376-0211-9990000	17,666.01 5
		COM: TILTING KETTLE (CXL DUPLI C 36864)						TOTAL	17,666.01

-FA NUM-	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
						CNTR DP BLDG FM N DS		ACQRED INVTRY	DISPD G
00033330	4110101	DESKTOP COMPUTER		CBFWH71	GX280	0211 7 5	G 07	010106	050512 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138 DELL		000001		O			829.00 5
		COM: DELL CPU						TOTAL	829.00
00034751	4020000	AIR CONDITIONERS		QT2518058	ACE 18	0211 99 5	E 07	090106	050712 Y
		VDR: VS18600000 STEWART TV & APPLIANCES		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000100 WHIRLPOOL		167725	000001	O		110-0211-641	500.00 15
		COM: WHIRLPOOL A/C						TOTAL	500.00
								CUR VALUE	338.91
00034753	4020000	AIR CONDITIONERS		QT2518059	ACE 18	0211 99 5	E 07	090106	050712 Y
		VDR: VS18600000 STEWART TV & APPLIANCES		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000100 WHIRLPOOL		167725	000001	O		110-0211-641	500.00 15
		COM: WHIRLPOOL A/C						TOTAL	500.00
								CUR VALUE	338.91
00034759	4020000	AIR CONDITIONERS		QT2518549	ACE 18	0211 99 5	E 07	090107	050512 Y
		VDR: VS18600000 STEWART TV & APPLIANCES		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000100 WHIRLPOOL		167725	000001	O		110-0211-641	500.00 15
		COM: WHIRLPOOL A/C (SOLD W/PORTBLE)						TOTAL	500.00
								CUR VALUE	372.24
				CNTR 0211	TOTAL			46 ITEMS	52,815.01 COST

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	DISP	G
00034785	4120000	COPIER		J0122101399	2522	0231	1 17B E 07	010102	043012	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT	LIF
		MFG: M000000028	SAVIN	000001		O				5
		COM: SAVIN COPIER						TOTAL	.00	
00038792	4050102	SMART BOARD		SB680-M2-029264		0231	1 17B G 07	062011	042712	Y
		VDR: VA13150000	AVI-SPL	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT	LIF
				180705	081821	O		420-9001-4212210	1,399.00	5
		COM: SMART BOARD						TOTAL	1,399.00	
								CUR VALUE	1,375.69	
00101765	4100000	COMMUNICATION EQUIPMENT		NOT VISIBLE	MIGHTY	0231	1 17G G 07	010105	042712	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT	LIF
				000001		O				5
		COM: PDI						TOTAL	.00	
00101766	4100000	COMMUNICATION EQUIPMENT		NOT VISIBLE	HC12	0231	1 17G G 07	010105	042712	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT	LIF
				000001		O				5
		COM: PDI						TOTAL	.00	
00101767	4100000	COMMUNICATION EQUIPMENT		NOT VISIBLE	MIGHTY	0231	1 17G G 07	010105	042712	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT	LIF
				000001		O				5
		COM: PDI						TOTAL	.00	
00034949	4110300	PRINTERS		U56577H3J627551	2800	0231	1 2 G 07	010102	050112	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT	LIF
		MFG: M000000091	BROTHER'S	000001		O				5
		COM: BROTHER FX (21ST CCLC)						TOTAL	.00	
00036729	4110101	DESKTOP COMPUTER		GP3V1F1	GX745	0231	1 27 E 07	112707	051012	Y
		VDR: VD04220000	DELL MARKETING LP	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT	LIF
		MFG: M000000138	DELL	172376	000001	O		376-0231	861.80	5
		COM: DELL CPU						TOTAL	861.80	
								CUR VALUE	229.82	

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
						CNTR DP BLDG FM N DS		ACQRED INVTRY	DISPD G
00036720	4110101	DESKTOP COMPUTER		DBJV1F1	GX745	0231 1 8	E 07	112707	042712 Y
		VDR: VD04220000 DELL MARKETING LP		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138 DELL		172376	000001	O		376-0231	861.80 5
		COM: DELL CPU						TOTAL	861.80
								CUR VALUE	229.82
00032151	4110101	DESKTOP COMPUTER		G21B031	GX260	0231 2 200	G 07	010104	042712 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138 DELL			000001	O			829.00 5
		COM: DELL CPU						TOTAL	829.00
00015357	4200200	LUNCHROOM FURNITURE		NOT VISIBLE	NOT VI	0231 3 5	G 07	010199 101409	042712 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
					000001	O			7
		COM: COLORPOINT TABLE						TOTAL	.00
00017506	4200010	SERVING LINE COOLER		NOT VISIBLE	NOT VI	0231 3 5	G 07	010199 101409	042712 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
					000001	O			7
		COM: SHELLYGLAS FD COOLER						TOTAL	.00
00021265	4090000	APPLIANCES		NOT VISIBLE	N/V	0231 3 5	G 07	010194	042712 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
						O			7
		COM: MCCALL WARMER						TOTAL	.00
00021270	4200010	SERVING LINE COOLER		I91C1497	60-CFM	0231 3 5	G 07	010199 101409	042712 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
					000001	O			7
		COM: COLORPOINT FD COOLER						TOTAL	.00
00021279	4200009	SERVING LINE WARMER		NOT VISIBLE	NOT VI	0231 3 5	G 07	010199 101409	042712 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
					000001	O			8,675.00 7
		COM: BLODGETT OVEN						TOTAL	8,675.00

-FA NUM-	CODE	-----CLASSIFICATION-----	-----DESCRIPTION-----	---SERIAL NUMBER---	--MODEL-- NUMBER	---LOCATION---	C	-----DATES-----	T
						CNTR DP BLDG FM N DS		ACQRED INVTRY	DISPD G
00200292	4090000	APPLIANCES		NOT VISIBLE	NOT VI	0231 3 5	G 07	010199 060311	042712 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT-----	AMOUNT LIF
		MFG: M000000014	AMANA	000001	O				7
		COM: AMANA STOVE						TOTAL	.00
00200473	4090400	FREEZER		95090339	225-93	0231 3 5	G 07	010199 060311	042712 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT-----	AMOUNT LIF
				000001	O				7
		COM: ADRESE FREEZER						TOTAL	.00
00200479	4090300	REFRIGERATOR		NOT VISIBLE	2-DR	0231 3 5	G 07	010199 060311	042712 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT-----	AMOUNT LIF
				000001	O				501.00 7
		COM: MCCALL REFRIG RSCH THRU						TOTAL	501.00
				CNTR 0231	TOTAL			17 ITEMS	13,127.60 COST

-FA NUM-	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
						CNTR DP BLDG FM N DS		ACQRED INVTRY	DISPD G
00036003	4110101	DESKTOP COMPUTER		3TFZYC1	GX745	0241		125 E 07 053007	051412 Y
		VDR: VD04220000 DELL MARKETING LP		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138 DELL		170331	000001	O		110-0241	1,061.00 5
		COM: DELL CPU						TOTAL	1,061.00
								CUR VALUE	176.85
00027110	4110101	DESKTOP COMPUTER		N364024593	1510	0241		320 G 07 010102	051412 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
						O			5
		COM: HP CPU						TOTAL	.00
00031955	4110101	DESKTOP COMPUTER		382L421	GX260	0241		320 G 07 010102	051412 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
						O			5
		COM: DELL CPU						TOTAL	.00
				CNTR 0241	TOTAL			3 ITEMS	1,061.00 COST

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
00100291	4110101	DESKTOP COMPUTER		GK6J331	GX270	0245	12 GEDT G 07	010105	051412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001		O			949.00 5
		COM: DELL CPU						TOTAL	949.00
00100293	4110101	DESKTOP COMPUTER		JK6J331	GX270	0245	12 GEDT G 07	010105	051412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001		O			949.00 5
		COM: DELL CPU						TOTAL	949.00
00100665	4110101	DESKTOP COMPUTER		CD1WM11	GX400	0245	12 GEDT G 07	010105	051412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001		O			1,091.00 5
		COM: DELL CPU						TOTAL	1,091.00
00035035	4110101	DESKTOP COMPUTER		62X6391	DIMENS	0245	12 PCT G 07	010100	041712 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001		O			.00 5
		COM: DELL CPU						TOTAL	.00
00036874	4290200	MISC SHOP/VOC EQUIPMENT		KE650692	250	0245	12 WELD G 07	010104 031611	052912 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000137	MILLER	000001		O			1,800.00 7
		COM: MILLER WEILDER						TOTAL	1,800.00
00035006	4110101	DESKTOP COMPUTER		8X85M71	GX280	0245	12 2 G 07	010106 062311	053012 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001		O			1,500.00 5
		COM: DELL CPU						TOTAL	1,500.00
00035131	4110101	DESKTOP COMPUTER		I9Z6L91	GX520	0245	14 2 G 07	010106 092109	051412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001		O			1,108.00 5
		COM: DELL CPU						TOTAL	1,108.00

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
						CNTR DP BLDG FM N DS		ACQRED INVTRY	DISPD G
00035065	4110101	DESKTOP COMPUTER		J3YYN91	GX520	0245 14 20	G 07	010106 091310	052912 Y
		VDR: VD04220000 DELL MARKETING LP		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138 DELL		000001		O			1,108.00 5
		COM: DELL CPU (ON FLOOR)						TOTAL	1,108.00
00035229	4110101	DESKTOP COMPUTER		9WSFZB1	GX520	0245 14 20	G 07	010106 092109	052912 Y
		VDR: VD04220000 DELL MARKETING LP		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138 DELL		000001		O			.00 5
		COM: DELL CPU (ON FLOOR)						TOTAL	.00
00035071	4050100	PROJECTORS		267147	3M	0245 14 22	G 07	010102 091310	062012 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
				000001		O			.00 7
		COM: OVERHEAD PROJECTOR						TOTAL	.00
00035072	4050100	PROJECTORS		1291325	3M	0245 14 30	G 07	010102 092109	062512 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
				000001		O			.00 7
		COM: OVERHEAD PROJECTOR						TOTAL	.00
00036378	4110101	DESKTOP COMPUTER		3042HD1	GX745	0245 9 2	E 07	082807	051412 Y
		VDR: VD04220000 DELL MARKETING LP		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138 DELL		170970	000001	O		420-0245	861.80 5
		COM: DELL CPU (DONATED ST. HEBRON CHRUCH)						TOTAL	861.80
								CUR VALUE	186.73
00100277	4100000	COMMUNICATION EQUIPMENT		NOT VISIBLE	450-24	0245 99 58	G 07	010103	053012 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
				000001		O			.00 5
		COM: SWITCH BAYNET						TOTAL	.00
				CNTR 0245	TOTAL			13 ITEMS	9,366.80 COST

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
00035669	4110101	DESKTOP COMPUTER		GTBDM41	GX270	9001	GA 1	G 07 010105	041112 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				949.00 5
		COM: DELL CPU						TOTAL	949.00
00101653	4110101	DESKTOP COMPUTER		DN6F20B	GX1	9001	HE 4	F 07 010100	041112 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				5
		COM: DELL CPU						TOTAL	.00
00034887	4110300	PRINTERS		2AFAA005727	FX FLB	9001	MX 1	G 07 010198	031412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000019	PANASONIC	000001	O				5
		COM: PANASONIC FX						TOTAL	.00
00034770	4110101	DESKTOP COMPUTER		3D5W871	GX280	9001	MX 18	G 07 010106 082709	061412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	000001	O				832.00 5
		COM: DELL CPU						TOTAL	832.00
00100302	4110300	PRINTERS		CNBFC61124	2300	9001	MX 18	G 07 010198	061412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
				000001	O				10
		COM: HP PRINTER						TOTAL	.00
00036094	4110300	PRINTERS		FHZGDB1	3115	9001	MX 2	G 07 062007 070609	031412 Y
		VDR: VD04220000	DELL MARKETING LP	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	170770	000001	O	110-9001		741.99 5
		COM: DELL COPIER/FX/SCAN						TOTAL	741.99
								CUR VALUE	136.03
00036095	4110101	DESKTOP COMPUTER		SXGF3D1	GX745	9001	MX 2	G 07 062007 070609	031412 Y
		VDR: VD04220000	DELL MARKETING LP	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	170770	000001	O	110-9001		931.80 5
		COM: DELL CPU						TOTAL	931.80
								CUR VALUE	170.84

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
						CNTR DP BLDG FM N DS		ACQRED INVTY	DISPD G
00100101	4110101	DESKTOP COMPUTER		5KRZD21	GX260	9001 MX 2	G 07	010103	031412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL		000001 O				829.00 5
		COM: DELL CPU						TOTAL	829.00
00032522	4110101	DESKTOP COMPUTER		DXWJH41	GX270	9001 MX 23	G 07	010105	050412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL		000001 O				849.00 5
		COM: DELL CPU						TOTAL	849.00
00034848	4110102	LAPTOP COMPUTER		4XH6H81	6000	9001 MX 24A	G 07	010105	031412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL		000001 O				1,850.00 5
		COM: DELL INSPIRION LAPTOP						TOTAL	1,850.00
00034762	4110300	PRINTERS		CNLJN09085	1320	9001 MX 3	G 07	010104	031412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000016	HEWLETT-PACKARD		000001 O				.00 5
		COM: HP DESJET PRINTER						TOTAL	.00
00034886	4050000	AUDIO-VISUAL EQUIPMENT		DCTT026095US		9001 MX 3	G 07	010104	031412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000090	PIONEER		000001 O				.00 7
		COM: PIONEER DVD RECDR						TOTAL	.00
00034892	4160200	DESKS		N/A	CHERRY	9001 MX 47	E 07	010100	042412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
					000001 O				.00 10
		COM: HUTCH W/LOCKS						TOTAL	.00
00034788	4110300	PRINTERS			9300	9001 MX 48	G 07	010100	041912 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000016	HEWLETT-PACKARD		000001 O				.00 5
		COM: HP DESKJET						TOTAL	.00

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
00030733	4110102	LAPTOP COMPUTER		JWP0W01	4000	9001	MX 52	G 07 010102	062812 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN		FND-CNTR-PROJECT	AMOUNT LIF	
					0			5	
		COM: DELL LAPTOP					TOTAL	.00	
00033863	4110000	COMPUTER EQUIPMENT		AS0551231715	1500VA	9001	MX 68	G 07 010103 031212	061412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN		FND-CNTR-PROJECT	AMOUNT LIF	
				000001	0			1,000.00 5	
		COM: POWER SUPPLY					TOTAL	1,000.00	
00100418	4100000	COMMUNICATION EQUIPMENT		NOT VISIBLE	NOT VI	9001	MX 68	G 07 010103 031212	061412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN		FND-CNTR-PROJECT	AMOUNT LIF	
				000001	0			5	
		COM: SWITCH FIBER MODULE					TOTAL	.00	
00100420	4100000	COMMUNICATION EQUIPMENT		LKH2SPN	NOT VI	9001	MX 68	G 07 010103 031212	061412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN		FND-CNTR-PROJECT	AMOUNT LIF	
				000001	0			5	
		COM: SWITCH BAYSTACK					TOTAL	.00	
00100422	4100000	COMMUNICATION EQUIPMENT		5K0219208006R1	NOT VI	9001	MX 68	G 07 010102 031212	061412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN		FND-CNTR-PROJECT	AMOUNT LIF	
				000001	0			3,780.00 5	
		COM: INTERNET FILTER					TOTAL	3,780.00	
00100423	4100000	COMMUNICATION EQUIPMENT		5K0220208016	NOT VI	9001	MX 68	G 07 010102 031212	061412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN		FND-CNTR-PROJECT	AMOUNT LIF	
				000001	0			5	
		COM: INTERNET FILTER					TOTAL	.00	
00100438	4110000	COMPUTER EQUIPMENT		04-3KVA		9001	MX 68	G 07 010103 031212	061412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN		FND-CNTR-PROJECT	AMOUNT LIF	
				000001	0			5	
		COM: BATTERY BACKUP					TOTAL	.00	

-FA NUM-	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
						CNTR DP BLDG FM N DS		ACQRED INVTRY	DISPD G
00100440	4110000	COMPUTER EQUIPMENT		924-5111		9001 MX 68	G 07	010103 031212	061412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
				000001	O				3,500.00 5
		COM: BATTERY BACKUP						TOTAL	3,500.00
00100522	4110000	COMPUTER EQUIPMENT		372510	NOT VI	9001 MX 69	G 07	010103	061412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000002096	IBM	000001	O				5
		COM: IBM MODEM						TOTAL	.00
00100523	4110000	COMPUTER EQUIPMENT		372398	NOT VI	9001 MX 69	G 07	010103	061412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000002096	IBM	000001	O				5
		COM: IBM MODEM						TOTAL	.00
00100524	4110000	COMPUTER EQUIPMENT		372401	NOT VI	9001 MX 69	G 07	010103	061412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000002096	IBM	000001	O				5
		COM: IBM MODEM						TOTAL	.00
00100019	4110101	DESKTOP COMPUTER		1S679421U23A1171	NET VI	9001 MX 76	F 07	010101 083109	061412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000002096	IBM	000001	O				1,098.00 5
		COM: IBM CPU						TOTAL	1,098.00
00035427	4100000	COMMUNICATION EQUIPMENT		NOT VISIBLE	450-24	9001 WR	G 07	010104	041112 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
				000001	O				5
		COM: BAY STACK						TOTAL	.00
00101655	4110101	DESKTOP COMPUTER		83104EU	NET VI	9001 99 25	F 07	010105	041112 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000002096	IBM	000001	O				5
		COM: IBM CPU						TOTAL	.00

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
						CNTR DP BLDG FM N DS		ACQRED INVTRY	DISPD G
00032880	4110101	DESKTOP COMPUTER		BL9ZQ41	GX150	9001 99 26	G 07	010102	040412 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138 DELL		000001	O				1,022.01 5
		COM: DELL CPU						TOTAL	1,022.01
								CUR VALUE	817.61
00030727	4110102	LAPTOP COMPUTER		8XP0W01		9001 99 62	G 07	010506	062812 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
				000001	O				5
		COM: LAPTOP - (FARMER)						TOTAL	.00
00035205	4110102	LAPTOP COMPUTER		LV-ANH50	1S1844	9001 99 62	E 07	101106	062712 Y
		VDR: VC00220000 CDW GOVERNMENT, INC.		PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000002096 IBM		168392	000001 O			420-9001	755.00 5
		COM: IBM LAPTOP - F. HENRY						TOTAL	755.00
								CUR VALUE	37.75
00100159	4110101	DESKTOP COMPUTER		83104EUKCT4KYV	NET VI	9001 99 62	G 07	010199	062512 Y
		VDR: V999999999 VENDOR PRIOR TO TERMS		PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000002096 IBM		000001	O				1,741.00 5
		COM: IBM CPU (PERKINS)						TOTAL	1,741.00
				CNTR 9001	TOTAL			32 ITEMS	19,878.80 COST

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	CNTR	DP	BLDG	FM	N	DS	ACQRED	INVTY	DISPD	T
00034733	4120000	COPIER		31102548	250	9003			2	G	07	010103			042312	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN			FND-CNTR-PROJECT				AMOUNT	LIF	
		MFG: M000000037	MINOLTA		000001	O								2,238.00	5	
		COM: MINOLTA COPIER								TOTAL				2,238.00		
00027973	4120000	COPIER		31755720	1083	9003			4	G	07	010100	062211	042312	Y	
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN			FND-CNTR-PROJECT				AMOUNT	LIF	
		MFG: M000000037	MINOLTA		000001	O								2,283.00	5	
		COM: MINOLTA COPIER								TOTAL				2,283.00		
				CNTR 9003	TOTAL					2 ITEMS				4,521.00	COST	

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	CNTR	DP	BLDG	FM	N	DS	ACQRED	INVTY	DISPD	T
00034685	4160200	DESKS		N/A	N/A	9004							G 07 010199		041712	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN						FND-CNTR-PROJECT		AMOUNT	LIF
				000001		O										10
		COM: CREDENZA											TOTAL		.00	
00100581	4110300	PRINTERS		2130150K		1220C		9004		3			G 07 010105		041712	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN						FND-CNTR-PROJECT		AMOUNT	LIF
		MFG: M000000016	HEWLETT-PACKARD	000001		O									857.00	5
		COM: HP DESKJET PRINTER											TOTAL		857.00	
				CNTR 9004		TOTAL				2	ITEMS				857.00	COST

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
00102506	4110101	DESKTOP COMPUTER		G6LCG31	GX270	9026	1D G 07	010105	051012 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL		000001 O				949.00 5
		COM: DELL CPU						TOTAL	949.00
00031761	4110101	DESKTOP COMPUTER		63M4011	GX240	9026	14 G 07	010104	050312 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL		000001 O				1,160.00 5
		COM: DELL						TOTAL	1,160.00
00029180	4110101	DESKTOP COMPUTER		5UDNU	GX1	9026	17 G 07	010100	050312 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL		000001 O				1,091.00 5
		COM: DELL CPU						TOTAL	1,091.00
00034631	4110101	DESKTOP COMPUTER		7Q1F491	GX270	9026	24 G 07	010105	050312 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL		000001 O				949.00 5
		COM: DELL CPU						TOTAL	949.00
00031766	4110102	LAPTOP COMPUTER		JHSSZ01	PP18L	9026	27 G 07	113001	050312 Y
		VDR: VD04220000	DELL MARKETING LP	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000138	DELL	132617	000001 O		420-9026		1,672.00 5
		COM: DELL LAPTOP						TOTAL	1,672.00
00030983	4110101	DESKTOP COMPUTER		YM0424JHJAU	RED	9026	99 3 F 07	010199	051412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000002	APPLE COMPUTER		000001 O				1,700.00 5
		COM: APPLE CPU						TOTAL	1,700.00
00030985	4110101	DESKTOP COMPUTER		2H08FPM230S1	PRESAR	9026	99 3 F 07	010102	051412 Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN			FND-CNTR-PROJECT	AMOUNT LIF
		MFG: M000000132	COMPAQ		000001 O				1,500.00 5
		COM: COMPAQ CPU						TOTAL	1,500.00

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	CNTR	DP	BLDG	FM	N	DS	ACQRED	INVTY	DISPD	T
00034729	4110101	DESKTOP COMPUTER		X893918NGSP	RED	9026		99	3	F	07	010199		051412	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN							FND-CNTR-PROJECT	AMOUNT	LIF	
		MFG: M000000002	APPLE COMPUTER	000001	O							TOTAL	1,700.00	5	
		COM: APPLE CPU										TOTAL	1,700.00		
				CNTR 9026	TOTAL							8 ITEMS	10,721.00	COST	

-FA NUM-	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	CNTR	DP	BLDG	FM	N	DS	ACQRED	DATES	INVTRY	DISPD	T
00030006	4110101	DESKTOP COMPUTER		J2CGM01	GX150	9102	2	11	G	07	010102					042712	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN						FND-CNTR-PROJECT		AMOUNT	LIF	
		MFG: M000000138	DELL		000001	O									1,105.00	5	
		COM: DELL CPU											TOTAL		1,105.00		
													CUR VALUE		884.00		
00030390	4110101	DESKTOP COMPUTER		RN1212ETKM3	M5521	9102	99	32	F	07	010199					042712	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN						FND-CNTR-PROJECT		AMOUNT	LIF	
		MFG: M000000002	APPLE COMPUTER		000001	O									1,218.00	5	
		COM: IMAC CPU											TOTAL		1,218.00		
													CUR VALUE		974.40		
				CNTR 9102	TOTAL										2,323.00	COST	
																	2 ITEMS

-FA NUM-	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	CNTR	DP	BLDG	FM	N	DS	ACQRED	INVTY	DISPD	T
00034801	4110101	DESKTOP COMPUTER		6B1C481	GX280	9106	2	1A	G	07	010106		052512	Y	
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK OLG OWN							FND-CNTR-PROJECT	AMOUNT	LIF	
		MFG: M000000138	DELL	000001	O							TOTAL	1,500.00	5	
		COM: DELL CPU										TOTAL	1,500.00		
				CNTR 9106	TOTAL									1 ITEMS	1,500.00 COST

-FA NUM-	CODE-----	CLASSIFICATION-----	DESCRIPTION	---SERIAL NUMBER---	--MODEL-- NUMBER	---	LOCATION----	C	-----	DATES-----	T
				REQ 01	TOTAL					318,184.59	COST
											355 ITEMS

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 5a

DATE OF SCHOOL BOARD MEETING: July 17, 2012

TITLE OF AGENDA ITEM: Discussion of School Board Policy 2.25 (Code of Student Conduct)

DIVISION: Administration

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

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

Discussion of Gadsden County School Board Policy 2.25 (Code of Student Conduct).

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Rosalyn W. Smith

POSITION: Deputy Superintendent

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

This form is to be duplicated on light blue paper.

REVIEWED BY: _____

Field Code Changed

GADSDEN COUNTY SCHOOL DISTRICT



"Building a Brighter Future"

Code of Student Conduct

2012-2013

Deleted: 2011-2012

Mr. Reginald C. James
Superintendent of Schools
35 Martin Luther King, Jr. Blvd.
Quincy, Florida 32351
(850) 627-9651
Fax: (850) 627-2760

School Board Members

Eric Hinson
District No. 1
Havana, FL 32333

Judge B. Helms, Jr.
District No. 2
Quincy, FL 32351

Isaac Simmons, Jr.
District No. 3
Chattahoochee, FL 32324
Greensboro, FL 32330

Charlie Frost
District No. 4
Gretna, FL 32332
Quincy, FL 32352

Roger P. Milton
District No. 5
Quincy, FL 32351

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Field Code Changed

Field Code Changed

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
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SUPERINTENDENT'S MESSAGE

In order for the Gadsden County School District to perform effectively we must operate within a system of rules. These rules are written in the **Code of Student Conduct** to ensure a safe learning environment for the students who attend our schools. We know that there are many factors which contribute to discipline problems in a school; consequently, schools have the responsibility to encourage, promote, and maintain effective disciplinary practices.

The contents of this document apply to all students in grades **PreK-12**, unless otherwise stated. The information contained in the **Code of Student Conduct** is written specifically to ensure that each student associated with school activities has positive experiences in a safe learning environment.

This document will explain the rules of the Gadsden County School District, student rights and student responsibilities, disciplinary actions, and the disposition of school records. While this document does not contain the exact Florida Statutes referenced herein, a copy of those statutes can be obtained from the district office at 35 Martin Luther King, Jr. Boulevard in Quincy upon request or viewed on the State of Florida website at <http://www.flsenate.gov/statutes>.

The administrators and school personnel will continue to promote and maintain the kind of discipline that will foster a *healthy dose* of intervention, prevention, and the encouragement to discontinue those behaviors that are not acceptable to a safe learning environment. As we continue to find ways to make all of our schools safer, we realize that consequences for inappropriate behavior must be fair, consistent, yet firm as conflicts are resolved and as undesirable behavior is modified.

Please read and thoroughly discuss this document with your child. Help us maintain the safe school status which we all desire throughout our district. As we work together to build a brighter future we want to ensure that each student will have positive experiences in a safe learning environment.

Respectfully yours,

Reginald C. James

Reginald C. James
Superintendent of Schools

RCJ:RWS:jwb

ERIC HINSON
DISTRICT NO. 1
HAVANA, FL 32333

JUDGE B. HELMS, JR.
DISTRICT NO. 2
QUINCY, FL 32351

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

CHARLIE 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

VISION

The Gadsden County Public School District is committed to working together to *"Build A Brighter Future"* for our boys and girls.

We, the partners for excellence, recognize the need for multicultural awareness and education and envision that schools, communities, and parents/guardians will cooperatively embrace one another to offer an educational program that will meet the needs of students, parents/guardians, and the community. We further believe that ALL children can learn, and we envision that schools, using new and emerging technologies in conjunction with traditional approaches, will provide academic, intellectual, emotional, psychological, physical, and social experiences that will develop the whole student. Our product will be students who possess foundational, marketable, and/or functional skills that will enable them to broaden their horizons in any post-secondary endeavor upon which they might choose to embark.

MISSION STATEMENT

The mission of the district is *"To Build a Brighter Future as We Prepare Students for Success in Life"*.

JURISDICTION OF THE SCHOOL BOARD

The Code of Student Conduct and the Positive Student Management Discipline Plan were adopted by the Gadsden County School Board and are compatible with the Florida State legislative codes. Subject to law and rules and regulations of the State Board of Education of the State of Florida, each student enrolled in a school shall, during the time he/she is being transported to or from school at public expense, during the time he/she is attending school, including the time during which he/she is proceeding from one school center to another during the school day, and during the time he/she is on the premises of any publicly supported school in this district, be under the control and direction of the principal or teacher in charge of the school, and under the immediate control and direction of the teacher or other member of the instructional staff or the bus driver to whom such responsibility may be assigned by the principal; and each such student shall, during the time he/she is otherwise en route to or from school at public expense, or is presumed by law to be attending school, be under the control and direction of the principal or teacher in charge of the school where he/she is enrolled.

DISCRIMINATION STATEMENT

No person shall, on the basis of race, color, religion, sex, national origin, handicap, age, or marital status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any education program or activity.

This practice shall apply equally to students, employees and all persons having business with the School Board.

STUDENTS' RIGHTS AND RESPONSIBILITIES

It is the intent of the Students' Rights and Responsibilities, as expressed in the Code of Student Conduct, that students understand that their rights must be accompanied by corresponding responsibilities.

Florida's School Improvement and Accountability System states that all school communities will provide an environment that is alcohol and drug-free and protects students' health, safety, and civil rights.

I. ATTENDANCE

All questions relating to the attendance policy are to be directed to the school's attendance office first, and then if needed, the school principal.

Florida law requires each parent/guardian of a child from age six (6) to sixteen (16) years to be responsible for the child's school attendance. Regular attendance is the actual attendance of a pupil during the school day as defined by law and regulations of the state board.

The school attendance law was amended by the 1997 Florida Legislature to require that any sixteen or seventeen year old student withdrawing from school must file a formal declaration of intent to terminate school enrollment with the district school board.

A student is considered "truant" when he/she is not in attendance without approval of the principal and/or consent of the parent/guardian. School-based interventions will occur for all truant students.

A student is considered a "habitual truant" when he/she has 15 unexcused absences within 90 calendar days.

Rights:

Students will be given an explanation of excused absences, unexcused absences, and tardies. Students can make up work for credit if the absence is excused.

A student who attains the age of 16 years during the school year is not subject to compulsory attendance beyond the date upon which he or she attains that age if the student files a Student Declaration of Intent to Terminate School Enrollment form. This form is available from the school administration or guidance office.

Responsibilities:

Students are required to attend school every school day. If absent, a written note from the parent/guardian stating why the student was absent must be brought to school on the day the student returns. The principal shall consider each absence as being either "excusable," "permissible," or "unexcused."

It is the responsibility of the student's parent/guardian to notify the school when his/her child will not be in attendance. The school is to be notified of an absence the morning the student is absent or within twenty-four hours.

Excusable Absence:

An excusable absence is one caused by illness of the student or by serious illness or death in the family, legal reasons and other special conditions or extenuating circumstances. The student shall be given an opportunity to make up all missed work.

Excused Absence for Religious Holidays:

A student shall be excused from attendance for observation of a religious holiday or because the tenets of his religion forbid secular activity on that day. Prior notification to the school principal is required.

A student who has been excused for observance of a religious holiday shall be given up to 3 school days to complete any work missed, including examinations and work assignments. No adverse or prejudicial effects shall result from any such religious observance.

Permissible Absence (Excused):

A permissible absence is one which has the sanction of the parents/guardians and the school. This may include activities such as an individual educational trip or other extenuating circumstances. Any such individual educational trip must be planned by the parent/guardian and teacher, and a written report of the trip must be presented to the teacher. The student shall be given an opportunity to make up all missed work.

Unexcused Absence:

An unexcused absence (this does not include suspensions) is one which does not have the approval of the school, or which is due to disciplinary action against the student. Ordinarily, in such case, the work missed may not be made up by the student for credit. Pursuant to Florida Statute 1006.09, no student who is required by law to attend school shall be suspended for unexcused absence or truancy. Therefore, suspension is not an appropriate disciplinary action for students who fall within the mandatory state attendance requirements.

Students who are more than five (5) minutes late for a class will be recorded as being tardy.

Rule:

All students between the ages of six (6) and sixteen (16) must attend school regularly.

Disciplinary Action:

A student may receive counseling, attendance conferences, parent/guardian contact, and may be referred to other appropriate disciplinary programs.

The law allows absences for illness and certain other special circumstances. Under these circumstances, district and school policies regard these absences as excused absences. A student with an excused absence is not subject to any disciplinary or academic penalties for that absence. It is the student's responsibility to obtain and complete all makeup work. An unexcused absence takes place any time a child is out of school for reasons not recognized in the law. In these cases, the child may be subject to academic penalties.

For students in grades 9-12 a minimum of 135 hours in attendance is required to earn a credit in a course. In order to be eligible to receive a credit, a student must meet course requirements and be present at least 67.5 hours each 18 week grading period or demonstrate mastery of the course performance standards for the defined course by passing the semester exam. Credits are awarded at the end of each 18 week grading period.

Each school must implement procedures to increase student attendance. An attendance committee will be established at each school to review the reason(s) for absence(s).

Minimum School-Based Intervention Procedures for Truant Students

Minimum School-Based Intervention Procedures for Truant Students may be as follows (Appropriate Documentation of Interventions Must Be Maintained):

1. After 3 days of unexcused absences, within a 90-day period, a parent/guardian/student contact/conference is conducted by teacher/school designee.
2. After 5 days of unexcused absences, within a 90-day period, a referral is made to the principal to send a certified letter to parents/guardians and possibly to convene a student study team. *NOTE: A student study team is to convene when a student misses 5 unexcused absences within 30 calendar days, or when a student misses 10 days within 90 calendar days.*
3. After 10 days of unexcused absences within a 90-day period, the student is referred to the visiting teacher.
4. After 15 unexcused absences within a 90-day period, the student is considered "habitually truant." Florida statutes 1003.27(b).

The Florida Legislature enacted requirements that school districts report to the Department of Highway Safety and Motor Vehicles (DHSMV) the names, birthdates, sex, and social security numbers of minors who attain the age of 14 and accumulate 15 unexcused absences in a period of 90 calendar days. The legislation further provides that those minors under age 18 who thus fail to satisfy attendance requirements or drop out of (voluntarily withdraw from) school will be ineligible for driving privilege. Additional information about procedures and waivers is available from the school administration or guidance office.

Middle-High School Attendance

A minimum of 135 hours of attendance is required for students to earn a credit in a course. In order to be eligible to receive a credit, a student must meet course requirements and be present at least 67.5 hours each semester or demonstrate mastery of the course performance standards for the defined course by passing the semester exam.

Each school will document attempts to notify parents/guardians of each student's absence either through an automated system or other method. However, failure to successfully notify parents/guardians shall not negate the attendance policy.

Absences

- Students are to sign in/out when missing a class for excusable appointments or emergencies and are to comply with the individual school procedures established with the school attendance office. Failure to sign out may result in an unexcused absence and the consequences thereof.
- Excused absences/tardies may only be used for the following legitimate, documented reasons:
 1. Illness and/or medical care
 2. Death in the family
 3. Legal reasons
 4. Religious Holidays, administratively pre-approved observance
 5. Pre-arranged absences approved by an administrator, school sponsored field trips, or school approved activities
 6. Other special circumstances or insurmountable conditions
- In the event 4 or more unexcused absences occur in a course during a 9-week grading period, an attendance conference may be held to determine which, if any, absences are excusable.
- For each course in which the student has four (4) unexcused absences, that are not for one of the legitimate purposes described above, a grade of "F" will be assigned for that grading period.
- The teacher's grade book and/or the attendance sheet signed by the teacher will be the final authority in determining the number of absences for each student.

Attendance Conference / Appeal Procedures

- In order to appeal an unexcused absence, the following must occur:
 1. The student and parent/guardian must request a hearing by completing and submitting an Attendance Conference Application (form available at school).
 2. Written documentation of absences from a doctor or recognized agency, legal proceedings or other relevant information should be attached to the application when it is submitted, and may be accepted in lieu of an attendance conference provided all absences are included.
 3. An attendance conference may not be necessary if written documentation for each absence is submitted to the attendance office. Other circumstances made known to the attendance office may also make the conference unnecessary. The need for a conference will be made by the principal/designee. The school will notify the parent/guardian(s) if a conference is not necessary.
- The school will make every effort to schedule conferences at a time convenient for parents/guardians, including evening hours when necessary.
- One administrator/designee and two teachers will hear and rule on the appeal.
- The parent/guardian will be notified of the decision in a timely manner.
- Teachers will be notified of the decision in a timely manner.
- The principal may overrule the findings of the attendance committee should special circumstances occur or excuse any student from any consequence arising from recorded absences.

Other Considerations

- Students who are suspended will be considered administratively absent and the absences will not count toward the “four unexcused” policy for the nine weeks grading period.
- Students who are absent for an “educationally valuable experience” other than a field trip may receive an excused absence if the following criteria are met:
 - a. The absence must be pre-approved at least one week in advance.
 - b. There must be stated and written educational objectives for the trip that are related to the performance standards for each course in which the student is enrolled and include at least one objective for each course. This information shall be attached to the Prior Approval Request Form when it is turned in to the attendance office and initialed by the teacher of each course.
 - c. The attendance administrator and/or the attendance committee will review the pre-arranged absence request. The absences may then be pre-excused pending the completion of (d) below.
 - d. Within ten (10) calendar days of the student’s return to school following the trip, the student and parent/guardian will present a student prepared report and other appropriate exhibits to the attendance committee documenting the completion of each written objective. The committee shall determine whether the absences are to be excused.
- College recruitment trips are to be scheduled when school is not in session. Days missed will be considered as part of the three (3) allowed per 9-week grading period. Administrative exception may be granted for a planned program scheduled for a specific day if the student has a pre-planned appointment, with a specific college administrator that is verified in writing by the college.
- Any student with fifteen (15) or more absences due to a physical or mental condition, which confines the student to a home or a hospital, may be referred to the Homebound Program. If placed in the Homebound Program, attendance records become the responsibility of the Homebound Program.

II. RESPECT FOR PERSONS AND PROPERTY

Rights:

Students are recognized as individuals. Their rights include a safe, healthy, and drug-free environment.

Responsibilities:

Students should treat others, school property, and property of others with respect. Respectful behavior includes, but is not limited to, following school, classroom, and bus rules. Unacceptable behavior includes, but is not limited to, fighting, stealing, destroying property, and violating school rules.

Rule:

Students will treat others and their property with dignity and respect.

Disciplinary Action:

A student not respecting the right and property of others may be subject to disciplinary action allowed by School Board policy. Disciplinary action may range from counseling to expulsion.

III. RIGHT TO LEARN

Rights:

Students have a right to be in an environment conducive to learning and will have appropriate educational programs.

Responsibilities:

Students should come to school prepared to take advantage of all educational opportunities offered. Students should inform school personnel if they have a problem at home or at school that keeps them from doing their best.

Rule:

Students will participate in educational opportunities and complete classroom assignments and homework to the best of their abilities.

Disciplinary Action:

Students who fail to comply with the above stated rule may hinder their educational progress and be subject to other disciplinary procedures allowed by the local school-wide discipline plan.

IV. RIGHT OF ASSEMBLY

Rights:

Students may meet in an orderly manner on the school grounds or building(s) if proper authorization has been granted.

Responsibilities:

The meetings must be approved by the principal/designee and must not interfere with other planned activities.

Rule:

With proper school authorization, students may assemble in an orderly manner.

Disciplinary Action:

Unauthorized or disorderly meetings will be terminated immediately by the principal/designee, and violators may be subject to further administrative disciplinary action.

V. RIGHT OF PRIVACY

Rights:

1. Only authorized persons may have access to student records as governed by Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g, Regulations: 34 CFR Part 99.)
2. Students and their storage area, under the jurisdiction of the School Board, may be searched in cases of reasonable suspicion. Strip searching is prohibited. The use of metal detectors or specially trained animals is permissible.

Field Code Changed

Responsibilities:

1. Students, parents/guardians should give the school any information needed to work with the student.
2. Students should not bring prohibited items to school.

Rule:

Students will respect the privacy of others.

Disciplinary Action:

Prohibited items will be confiscated by school personnel and the students will be subject to disciplinary actions allowed by School Board policy.

VI. PARTICIPATION IN SCHOOL PROGRAMS AND ACTIVITIES

Rights:

All students will be a part of classroom instruction and other school activities for which they are qualified, without regards to their race, sex, religion, national origin, age, marital status, disability, or perceived disability.

Responsibilities:

Students should do their best in school or while participating in school activities. They should also be aware of the rights and responsibilities of others so as to make the school the best place of learning possible.

Rule:

Students who participate in or attend school activities will do so in a manner which promotes the objectives of the school and/or the activity.

Disciplinary Action:

Students who violate the above stated rule may be subject to disciplinary actions allowed by School Board policy.

VII. DRESS AND GROOMING

Rights:

Students have a right to dress comfortably.

Responsibilities:

Students have a responsibility to wear clothes that are not dangerous to their health or safety and to dress in a manner that is not disrupting to the educational process. Clothes worn should not advertise drugs, gangs, alcohol, tobacco, inappropriate language and/or sexual behavior.

Rule:

Student will dress and groom in such a way as to express personal preferences within the guidelines of the school dress code. Students are prohibited from wearing bandannas, dropped pants, low riding jeans, and shorts revealing the buttocks or underwear, short tops revealing the belly button, and inappropriate short dresses, shorts, or skirts. Middle and high school students are required to have shirts tucked in and pants are to be worn with a belt.

Elementary and Middle School Requirements:

Appropriate dress is the primary responsibility of the student and his/her parent or guardian. In order to promote safety, personal hygiene, academic well-being and moral and character development, students shall be expected to comply with reasonable requirements relating to dress, grooming and personal appearance as follows:

- 1) All students in elementary or middle school shall wear a school uniform while in attendance during the regular school day and on school sponsored field trips.
- 2) Colors shall be that of the official school colors and other colors as recommended by the School Advisory Committee and approved by the principal of the school.
- 3) Shirts/blouses must have a collar. T-shirts may be worn at the discretion of the individual school. Shirts must be tucked into pants.
- 4) Uniform style bottoms will be dark blue, black, tan (khaki). No sweat pants, overalls, or jeans will be allowed.
- 5) The legs of pants shall not extend below the heels of shoes.
- 6) Uniform knee-length shorts/skirts will be acceptable.
- 7) Sneakers and leather shoes are both acceptable, but must be black, dark brown, dark blue or white with matching shoelaces.
- 8) Socks must be black, white, or other color as approved by the principal.
- 9) Boys and girls must wear belts if pants/shorts have belt loops. No sagging of pants will be allowed.
- 10) Outer garments for cold weather are permissible.

A student who transfers from one school to another in the county will be required to wear the "generic school uniform", and will have 15 days to acquire the new school's uniform.

The "generic uniform" shall consist of the following:

- A. Khaki or black pants, shorts, or skirt
- B. White collared shirt
- C. Dark or white leather shoes or sneakers with black, dark brown, or white socks

At the beginning of the school year, students will be required to conform to the uniform dress code within but no later than the first ten (10) school days. Likewise, students transferring into the district will have the first fifteen (15) days of school enrollment in order to conform to the uniform dress code.

Elementary/Middle School Disciplinary Action:

Any student enrolled in an elementary or middle school who reports to school improperly attired shall be disciplined as follows:

- A. First and second offense consequences are:
 - a. Notification of parent or guardian and require student to change into appropriate attire
- B. Third offense consequences are:
 - a. Notification of parent or guardian and require student to change in to appropriate attire and
 - b. One day of in-school suspension (if available) or three (3) days of after school detention.
- C. The fourth and subsequent offenses are considered to be willful disobedience that will result in further disciplinary action that may include additional days of in-school suspension, after school detention, or work detail.
- D. Any absence resulting from a violation of the uniform dress code will be excused.

High School Disciplinary Action:

Any student enrolled in a high school who violates the dress code may receive counseling and/or parent/guardian(s) will be contacted.

Clothing and/or other personal adornment that is so unusual or non-traditional that it attracts undue attention and distracts from the academic climate of the classroom cannot be allowed.

APPROPRIATE ATTIRE

- When young ladies wear shorts, skirts, and dresses, the length must be near their knees. This knee length is determined by the indentation of the tip of the student's middle finger when placed against the student's attire.
- Bound sleeveless shirts and/or dresses that cover the armpits may be worn.
- Shirts/blouses must cover the midriff at all times.
- **The waistband of pants, shorts, or skirts must be worn and secured between the hips and the waist.** Elastic waist band/draw strings are acceptable.
- Hats and hoods may be worn outside of the building only.
- Shirts and blouses that are designed to be worn inside will be tucked into the pants/skirts.

Deleted: Young men will wear belts or suspenders with their pants

INAPPROPRIATE ATTIRE

- Tight-fitting stretchy pants, leotards, bicycle pants, or body gloves
- Blouses or shirts that are unbuttoned, see-through, halter tops, tank tops, or muscle shirts and dresses that are strapless, spaghetti strap, or sun dresses,
- Section cutout garments with holes
- Clothes that advertise gangs, alcoholic beverages, tobacco, drugs, suggestive or sexually explicit logos, or offensive racial slogans
- Headbands, bandannas, scarves, stocking/wave caps, or any other head gear
- Bare feet, bedroom slippers, flip-flops or beach shoes
- Hair combs, hair picks, or hair rollers
- Drop pants / saggy pants (F.S. 1006.07 and F.S. 1006.15)

* These dress code guidelines are subject to the interpretation of the administration, faculty, and staff. Any other type of clothing or garment that is distracting, immodest, or interferes with learning will not be allowed.

ALL STUDENTS (ELEMENTARY, MIDDLE AND HIGH) FOUND IN VIOLATION OF THE DRESS CODE WILL BE SUBJECTED TO THE FOLLOWING OPTIONS:

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- For first offenders, the school is required to give the student a verbal warning, and the principal must call the student's parent or guardian;
- For second offenders, the student is ineligible to participate in extracurricular activities for up to 5 days, and the principal must meet with the parent or guardian;
- For the third or subsequent offenders, the extracurricular activity exclusion is extended to up to 30 days; the school must place the student in in-school suspension for up to 3 days; and the principal must both call and send written notice to a parent or guardian.

VIII. DISCRIMINATION/SEXUAL HARASSMENT

Rights:

Students have the right to attend school and learn in an environment free from discrimination and sexual harassment.

Responsibilities:

Students should report occurrences of discrimination or sexual harassment to the principal through the proper grievance procedures.

Rules:

No student shall on the basis of race, sex, religion, national origin, age, marital status, disability, or perceived disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination/sexual harassment under any educational program or activity.

Disciplinary Actions:

Students who violate the above-stated rule may be subject to disciplinary actions allowed by School Board policy.

IX. COUNSELING

Rights:

Students have the right:

1. To be informed as to the nature of the guidance services available in their school.
2. To have access to individual and group counseling.
3. To request a change of counselor as applicable.
4. Students have the right of confidentiality except in the following circumstances:
 - a. Reports of abuse or neglect,
 - b. Indication of harm to self/others.

Responsibilities:

Students have the responsibilities:

1. To use guidance services for their own educational and personal improvement.
2. To schedule appointments in advance unless the problem or concern is one of an emergency.
3. To work cooperatively with all school personnel.

Rule:

Students should participate appropriately in the counseling process.

Disciplinary Action:

Students who fail to participate appropriately in the counseling process may temporarily have their opportunities for counseling suspended, or other disciplinary measures may be taken.

X. FREE SPEECH AND PUBLICATION

Rights:

1. Students will be given the opportunity to participate freely in class discussions.
2. Students may, with the approval of the principal/designee, write and distribute non-commercial printed materials. This shall include freedom of the press for all student publications.
3. Students may decide whether or not to participate in symbolic (e.g. flag salute) or religious activities.
4. After receiving permission from the principal, students may display posters, notices, magazines, or articles.
5. Students participation in classroom instruction or other school activities may not be denied based on race, sex, religion, national origin, age, marital status, exceptionality, or perceived disability.

Responsibilities:

1. Students must use appropriate language when expressing their thoughts, concerns, and opinions.
2. Students must respect the principal's decision concerning the request to display printed material.
3. Students should respect others' rights, responsibilities, and opinions.

Rule:

The principal/designee will ensure that all printed materials distributed in the school reflect appropriate journalistic ethics and are not obscene or offensive by school and community standards.

Disciplinary Action:

The principal may discipline any student for infraction of the above stated rule.

XI. STUDENT GOVERNMENT

Rights:

Students have the following rights:

1. To form and operate a student government at their respective schools under the direction of a faculty advisor.
2. To have access to policies of the School Board and the individual school.
3. To seek office in student government, or any school organization, regardless of race, sex, religion, national origin, age, marital status, disability, or perceived disability.
4. To attend, as student government officers and representatives, official student government meetings upon approval of such meetings by the school principal.

Responsibilities:

Students have the following responsibilities:

1. To elect student government officers and representatives who are responsive to the needs of the school and who will work constructively toward the resolution of such needs.
2. To become knowledgeable of School Board and individual school policies governing the actions of students.
3. To conduct election campaigns in a positive, mature manner, with all due respect provided their opponents.
4. To attend regularly scheduled meetings, if an elected student representative, and exhibit appropriate conduct at all times.

Rule:

Students will use the democratic process to conduct student government operations.

Disciplinary Action:

The principal/designee may apply disciplinary procedures as appropriate.

XII. STUDENT RECORDS

Rights:

Students/Parents/guardians have the following rights:

1. Information contained in records that relates directly to the student may be inspected, reviewed, and challenged.
2. Personal identifiable information will be protected by legal provisions which prohibit its release to any person who is not legally authorized by the consent of the parent, guardian, or eligible student. (An eligible student is one who is 18 years of age or over and/or one who attends a post-secondary institution.)
3. Parents/guardians will receive annual notification, written in their native language, stating that they may review their child's record.

Rules/Procedures Relating to Student Records:

Student Records: The principal of each school shall be responsible for all student records and will ensure that all state and federal rules are followed. The Superintendent will make all rules available to principals.

- I. Purposes. Rules cover all school records of all students.
- II. Definitions:
 - A. Education Records: Records required by law containing information about the student
 1. Category A - Permanent Information: student information that is required by law to be kept indefinitely.

2. Category B - Temporary Information: student information that may be kept for a short time then discarded or changed
- B. Child: a person who is under 18 years of age
 - C. Pupil/Student: a person who is enrolled in a school
 - D. Eligible Student: a person who is 18 years old or older and who is enrolled in one or more offered educational programs by the Gadsden County district (see section IV.)
- III. The Cumulative Record: The principal is responsible for all cumulative records. These records must be kept at school and may be relocated to other schools upon appropriate written request.
- A. Content of Category A Records: Category A records contain the permanent report card and education records. These records are kept up to date and cannot be changed without the permission of the principal. The person making the change will initialize each change.
 1. Student's birth certificate name
 2. Birth date, place of birth, race, and sex
 3. Current address of the student
 4. Name of parent(s) or guardian(s)
 5. Name of last school attended
 6. Number of days present, absent
 7. Date enrolled, date withdrawn
 8. Classes/subjects taken, grades received
 9. Date of graduation or program completion
 - B. Content of Category B Records:
 1. Health information
 2. Information about the student's family
 3. Test scores
 4. School and vocational plans
 5. Honors and school activities
 6. Reports of special classes required by law
 7. List of schools attended
 8. Driver education certificate
 9. Letters from other groups
 10. Written requests for permission to review the record
 11. List of people who requested and received a copy of the record
 12. Written information indicating any changes made in the record
 13. Summary of state student assessment test results
 14. Copies of exceptional student education placement reports as required by law.
 15. Records of discipline, suspension, and expulsion
 16. Records of counselors' and teachers' conferences with students
 17. Free lunch applications, work experience interviews, and other records
- IV. The following strategies may be used for an eligible student or parent/guardian to change or remove a portion of the student record:
- A. A written request must be submitted to the principal, clearly identifying the part of the record to be changed, and specifying why it is inaccurate or misleading.

- B. If the request is approved, the change or removal shall be made in writing and signed and dated by the eligible student or parent/guardian and a school official. The written agreement shall show only that the record has been corrected or a portion removed.
 - C. If the District denies the request for the change of record, the District will notify the eligible student or parent/guardian of the decision, advising them of their right to a hearing. Information regarding the hearing procedures will be provided to the eligible student or parent/guardian.
 - D. If a hearing is held and a decision is made to keep the record intact without the proposed change, the eligible student or parent/guardian may include a written statement in the record. The statement may indicate disagreement with the decision and state reasons for disagreement.
- V. Procedures for Transfer of Education Records.
- A. Records shall be transferred immediately upon written request from an eligible student or parent/guardian or from a school to which a student has transferred. The principal or designee shall transfer all Category A and Category B information and shall keep a copy of Category A information.
 - B. Records shall not be prohibited from transfer for unpaid fees or fines assessed by the school.
 - C. For all Gadsden County schools, current records shall be passed to a middle or high school upon student promotion to that school. This transfer will occur automatically without request.
 - D. If a school is closed by order of the School Board, student records shall be transferred to the school at which students will attend the following year. If students will not attend school the following year, the Superintendent shall decide where records will be kept.

Notification of Rights for Elementary and Secondary Schools

FERPA affords parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents/guardians or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes are inaccurate or misleading. Parents/guardians or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent/guardian or eligible student, the School will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (Optional) Upon request, the School discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

Parents/guardians have the following rights:

- a. They may review their child's school records.
 - b. They may give permission for others to review the records.
 - c. They may challenge information in the records.
 - d. Upon request they will receive a copy of this rule from the Superintendent's office.
4. Eligible students or parents/guardians of the student may review individual records. Copies of records may be obtained through written request to the principal or School Board contact person. All requests will be granted within 5 working days.
 5. An eligible student or parent/guardian may give permission for others to review letters or statements in the student's records. Permission must be in writing and signed by the eligible student or parent/guardian. Access by others to a student's record will be closed upon written request by the eligible student or parent/guardian.
 6. The fee for copying the school records shall be as provided by School Board Policy.
 7. Student records are located at the school/district office.
 8. Records that give personal information may not be released without an appropriate request, except to the following:
 - a. District and school administrators and supervisors
 - b. District and school personnel, their interns, and substitutes
 - c. Administrative secretaries (as required for record keeping duties)
 - d. Gadsden County Health Department (health records only)
 - e. Florida Diagnostic and Learning Resource System personnel
 - f. Officials from a school to which a student has moved
 - g. State and federal officers, if records are needed to meet legal requirements, including judicial and law enforcement agencies as specified within signed interagency agreements.
 - h. Persons requiring information for the purpose of donating money for tuition and other related expenses
 - i. State and local people who collect data for factual reporting
 - j. Colleges/Universities needing information for the benefit of students
 - k. People who set standards for schools
 - l. Parents/guardians for tax reasons
 - m. To comply with a court order
 - n. Any person requiring information for health or safety emergencies
 - o. Persons needing information for student expulsion hearings
 - p. Educational researchers who will not publish personal identification, and who destroy the information at the end of the study

9. Parents/guardians eligible students have the right to file complaints with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of the Family Educational Rights and Privacy Act (FERPA). Inquiries may be addressed to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

Responsibilities:

Students/Parents/guardians have the following responsibilities:

1. To inform the school of any information that may be useful in making appropriate educational decisions.
2. To authorize release of pertinent information to those individuals or agencies who are working actively and constructively for the benefit of the student.

Rule:

Students and parents/guardians must comply with board policies related to student records.

Disciplinary Action:

Failure of students/parents/guardians to provide accurate information may result in inaccurate maintenance of student records and a delay in delivery of services in a timely manner. For additional information regarding student records, and procedures, see Appendix.

XIII. GRADES

Rights:

Students have the following rights:

1. To receive a teacher's grading criteria at the beginning of each year or semester course.
2. To receive reasonable notification of failure or potential failure at any time during the grading period when it is apparent unsatisfactory work is being performed.
3. To receive periodic academic reports which may include, but not be limited to, academic and/or conduct grades. A conduct grade may not affect an academic grade.

Responsibilities:

Students have the following responsibilities:

1. To become informed of the grading criteria and behavior standards.
2. To maintain standards of academic performance commensurate with ability.

Rules:

Students enrolled in the Gadsden County School District will comply with the provisions of the Student Progression Plan.

GENERAL DISCIPLINARY PROCEDURES

Students are under the authority of the principal/designee, teacher, or bus driver any time they are going to or from school, at school, or at any school activity. Law enforcement or other appropriate agencies may be notified by the principal/designee as deemed necessary.

I. PRESENCE OF PUPILS, WHEN AND WHERE AUTHORIZED

Students have permission to be on the school grounds during the regular school day and during special activities. The principal will use appropriate disciplinary procedures with any student who is found on campus without permission.

II. AUTHORITY OF THE TEACHER

- A. The principal gives to the teacher authority to control students while on school campus or at any school event.
- B. Florida Statutes 1003.32 authorizes the teacher to remove from class, students with abusive, disruptive, or unruly behavior. According to the statute, a teacher may remove from class a student whose behavior the teacher determines interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn. Each district school board, each district school superintendent, and each school principal shall support the authority of teachers to remove disobedient, violent, abusive, uncontrollable, or disruptive students from the classroom.

III. OFFENSES

- A. Students shall not be subject to discipline which is verbally abusive, severe, or humiliating. Discipline shall not consist of the denial of breakfast, lunch, or toileting.
- B. The principal may discipline any student for, including but not limited to, the following misbehaviors:
 - 1. disobeying or threatening any school personnel
 - 2. profanity; offensive gestures
 - 3. destroying property
 - 4. disturbing school functions (FS 1006.145)
 - 5. leaving school without proper permission
 - 6. excessive tardies and/or unexcused absences from school
 - 7. breaking school rules
 - 8. serious misconduct
 - 9. sexual harassment
 - 10. multiple offenses
 - 11. fighting (to include instigating a fight)
 - 12. ~~Usage of wireless communication devices and all other electronic devices~~ (such as pagers, cellular phones, iPods, MP3 players)
 - 13. possession of weapons and/or any firearm, to include imitation firearm
 - 14. possession or use of alcohol, tobacco, or other drugs
- C. Serious misconduct or multiple offenses may result in expulsion of the student by the School Board.

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- D. When a non-English-proficient student and/or parent/guardian(s) are involved in any disciplinary procedure, an interpreter will participate in the process.
- E. When a student is guilty of any act or threat of violence to any school personnel on campus or at a school activity, the principal may discipline the student by suspension and/or request that the School Board expel the student.
- F. School personnel should use the disciplinary method commensurate with the offense. The discipline will be fair and will be given to each student on an individual basis. Before the student gets disciplined, the student has the right to tell his/her side of the story and he/she should be told why he/she is receiving the punishment.
- G. If a student is to be suspended, he/she will be told why before being suspended and will also get an explanation of the evidence and a chance to tell his/her side. Every effort will be made to notify the parent/guardian(s) as soon as possible. A principal may suspend for five days. If the suspension is for more than five days, or if the student is recommended for expulsion, a hearing will be held. If the student is a danger to other students or constantly keeps others from learning, he/she may be immediately removed from class and/or school. Only the School Board can expel a student. (See VIII A-B.) When a student is suspended, privileges to participate in extra-curricular activities will be revoked.
- H. All disciplinary referrals will be maintained in the district's student database.

IV. DEFERRED PUNISHMENT FOR OFFENSES

Disciplinary action for offenses occurring near the end of the school year may be carried over to the next school term.

BULLYING AND HARASSMENT – GADSDEN SCHOOL BOARD POLICY #5.321

The Gadsden County School Board prohibits acts of bullying and harassment. The School Board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying or harassment, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying or harassment is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

Bullying or harassment is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, or wireless handheld device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

1. Statement Prohibiting Bullying and Harassment

- A. It is the policy of the Gadsden County School District that all of its students and school employees have an educational setting that is safe, secure and free from harassment and bullying. The District will not tolerate bullying and harassment of any kind. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.
- B. The District upholds that bullying or harassment of any student or school employee is prohibited:
 - 1. During any education program or activity conducted by a public K- 12 educational institution;

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Bullying and Harassment – gadsden school Board Policy #5.321¶
 ¶
 The Gadsden County School Board prohibits acts of bullying and harassment. The School Board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying or harassment, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying or harassment is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.¶
 ¶
 Bullying or harassment is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, or wireless handheld device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.¶

2. During any school-related or school-sponsored program or activity;
3. On a school bus of a public K-12 educational institution; or
4. Through the use of data or computer software that is accessed through a computer, computer system, or computer network of a public K-12 education institution.

2. **Definitions**

- A. **Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students, or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:**
1. Unwanted teasing;
 2. Social Exclusion;
 3. Threatening;
 4. Intimidation;
 5. Stalking;
 6. Cyberstalking;
 7. Cyberbullying;
 8. Physical violence;
 9. Theft;
 10. Sexual, religious, or racial harassment;
 11. Public humiliation;
 12. Rumor or spreading falsehoods; or
 13. Destruction of school or personal property.
- B. **Harassment means any threatening, insulting or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against a student or school employee that:**
1. Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
 2. Has the effect of substantially interfering with a student's educational performance, or employee's work performance, or either's opportunities, or benefits;
 3. Has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being; or
 4. Has the effect of substantially disrupting the orderly operation of a school.
- C. **Cyberstalking is defined in F. S. 784.084(d) means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.**
- D. **Cyberbullying is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social websites (e.g., MySpace, Facebook), chat rooms, and instant messaging.**
- E. **Bullying, Harassment, and/or Cyberbullying also encompass:**
1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
 2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by
 - a. Incitement or coercion;
 - b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District school system;

- c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.
 - 3. Unwanted harm towards a student or employee in regard to their real or perceived: sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background or being viewed as different in its education programs or admissions to education programs and therefore prohibits bullying of any student or employee by any Board member, District employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school-sponsored events, on school buses, and at training facilities or training programs sponsored by the District. For Federal requirements when these acts are against Federally identified protected categories, refer to Policy 4001.1.
 - F. Accused is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school-sponsored events, on school buses, and at training facilities or training programs sponsored by the District who is reported to have committed an act of bullying, whether formally or informally, verbally or in writing, of bullying.
 - G. Complainant is defined as any District employee, consultant, contractor, agent, visitor, volunteer, student, or other
3. Behavior Standards
 - A. The Gadsden County School District expects students and adults to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with proper regard to the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.
 - B. The District believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for District and community property on the part of students, staff, and community members. Because students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate bullying or harassment.
 - C. The School District prohibits the bullying of any student or school employee:
 - a. During any educational program or activity conducted by Gadsden County Schools District;
 - b. during any school-related or school-sponsored program or activity or on a Gadsden County school bus;
 - c. Through the use of any electronic device or data while on school grounds or on a Gadsden County school bus, computer software that is accessed through a computer, computer system, or computer network of the Gadsden County School Board. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated under this section.
 - d. Through threats using the above to be carried out on school grounds. This includes threats made outside of school hours, which are intended to be carried out during any school-related or school-sponsored program or activity, or on a Gadsden County school bus.
 - e. While the District does not assume any liability for incidences that occur at a bus stop or en route to and from school, a student or witness may file a complaint following the same procedures for bullying against a student and the school will investigate and/or provide assistance and intervention as the principal/designee deems appropriate, which may include the use of the School Resource Officer. The principal/designee shall use all District Reporting Systems to log all reports and interventions.
 - D. All administrators, faculty, and staff, in collaboration with parents, students, and community members, will incorporate systemic methods for student and staff recognition

through positive reinforcement for good conduct, self discipline, good citizenship, and academic success, as seen in the required school plan to address positive school culture and behavior (the school's Discipline Plan).

- E. Student rights shall be explained as outlined in this policy and in the Student Code of Conduct: Respect for Persons and Property.
- F. Proper prevention and intervention steps shall be taken based on the level of severity of infraction as outlined in the Student Code of Conduct and this Policy.

4. Stakeholder Responsibilities

- A. By August 2009, each school principal shall create a School Safety team and designate one of its members as a School Safety Liaison and contact who shall serve on a district School Safety team that address acts of violence and school safety. The district's Safety Investigation's Officer will be head the School Safety Team. At minimum, school teams should include staff members from administration, guidance, and instruction. These persons will serve as the key school based personnel who will receive prevention/safety training and assist in the dissemination of prevention/safety procedures, intervention, and curriculum, for bullying and other issues that impact the school culture and welfare of students and staff.
- B. The Academic Services' Office, in collaboration with other District departments, will collaborate with school based staff members, families, and community stakeholders to utilize this Policy and associated procedures to promote academic success, enhance resiliency, build developmental assets, and promote protective factors within each school by ensuring that each and every staff member and student is trained on violence prevention. These trainings will work to create a climate within each school and within the District that fosters the safety and respect of children and the belief that adults are there to protect and help them. Additionally, students and staff (including but not limited to school based employees, administrators, district personnel, counseling staff, bus drivers) will be given the skills, training, and tools needed to create the foundation for preventing, identifying, investigating, and intervening when issues of bullying arise.
- C. The Parent Services' Office, in collaboration with other District departments, will train a wide range of community stakeholders, profit, non-profit, School Resource Officers, and faith based agencies to provide the dissemination and support of violence prevention curriculums to students, their families and school staff. This collaboration will make effective use of available school district and community resources while ensuring seamless service delivery in which each and every school and student receives an equitable foundation of violence prevention.
- D. The District School Safety Team will serve as the coordinators and trainers of prevention/safety for all school staff and outside agencies/community partners. The District Safety Team will receive training in violence prevention programs. These team will ensure that these programs are evidence-based and proven. The team will be responsible for implementing the evidence-based interventions and proven programs within each of their schools.
- E. The Parent Services' Office, in collaboration with other District departments, will provide opportunities and encourage parents to participate in prevention efforts with their children in meaningful and relevant ways that address the academic, social, and health needs of their children. The District will offer parents and parent associations' trainings on violence prevention as well as knowledge of and/or opportunity to participate in any violence prevention initiatives currently taking place in their school via the district and school websites, open houses, and school newsletters. Training will provide resources and support for parents by linking them with internal supports as well as referral to community-based resources as needed.
- F. Evaluations to determine the effectiveness and efficiency of the services being provided will be conducted at least every three years and shall include data-based outcomes.
- G. The Superintendent, other district administrators, as well as school principals, will be held accountable for implementation of these student support services consistent with the standards of this policy. These administrators will take steps to assure that student support

services are fully integrated with their instructional components at each school as well as in policy and practice.

V. Training for all Stakeholders

- At the beginning of each school year, the school principal/designee and or appropriate area/district administrator shall provide awareness of this policy, as well as the process for reporting incidents, investigation and appeal, to students, school staff, parents, or other persons responsible for the welfare of a pupil through appropriate references in the Student Code of Conduct, Employee Handbooks, the school website, and/or through other reasonable means.

VI. Consequences

A. Committing an act of bullying or harassment

1. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action.
2. Consequences and appropriate remedial action for students who commit acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student Conduct.
3. Consequences and appropriate remedial action for a school employee, found to have committed an act of bullying or harassment, shall be determined in accordance with District policies, procedures, and agreements. Additionally, gross acts of harassment by certified educators may result in a sanction against an educator's state issued certificate.
4. Consequences and appropriate remedial action for a visitor or volunteer, found to have committed an act of bullying or harassment, shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

B. Wrongful and intentional accusation of an act of bullying or harassment

1. Consequences and appropriate remedial action for a student, found to have wrongfully and intentionally accused another as a means of bullying or harassment, range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student Conduct.
2. Consequences and appropriate remedial action for a school employee, found to have wrongfully and intentionally accused another as a means of bullying or harassment, shall be determined in accordance with District policies, procedures, and agreements.
3. Consequences and appropriate remedial action for a visitor or volunteer, found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

C. Reporting an Act of Bullying or Harassment

1. At each school, the principal or the principal's designee shall be responsible for receiving complaints alleging violations of this policy.
2. All school employees are required to report alleged violations of this policy to the principal or the principal's designee.
3. All other members of the school community, including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in person to the principal or principal's designee.
4. The principal of each school in the District shall establish and prominently publicize to students, staff, volunteers, and parents/legal guardians, how a report of bullying or harassment may be filed either in person or anonymously and how this report will be acted upon.
5. The victim of bullying or harassment, anyone who witnessed the bullying or harassment, and anyone who has credible information that an act of bullying or harassment has taken place may file a report of bullying or harassment.

6. A school employee, school volunteer, student, parent/legal guardian or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set forth in the District policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident.
 7. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments.
 8. Any written or oral reporting of an act of bullying or harassment shall be considered an official means of reporting such act(s).
 9. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.
- D. Investigation of a Report of Bullying or Harassment
1. The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and shall begin with a report of such an act.
 2. The principal or designee shall select an individual(s), employed by the school and trained in investigative procedures, to initiate the investigation. The person may not be the accused perpetrator (harasser or bully) or victim.
 3. Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately, separately, and shall be confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.
 4. The investigator shall collect and evaluate the facts including but not limited to:
 - i. Description of incident(s) including nature of the behavior;
 - ii. Context in which the alleged incident(s) occurred;
 - iii. How often the conduct occurred;
 - iv. Whether there were past incidents or past continuing patterns of behavior;
 - v. The relationship between the parties involved;
 - vi. The characteristics of parties involved, *i.e.*, grade, age;
 - vii. The identity and number of individuals who participated in bullying or harassing behavior;
 - viii. Where the alleged incident(s) occurred;
 - ix. Whether the conduct adversely affected the student's education, educational environment or mental well-being;
 - x. Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
 - xi. The date, time, and method in which the parents/legal guardians of all parties involved were contacted.
 5. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all the facts and surrounding circumstances and shall include but not limited to:
 - i. Recommended remedial steps necessary to stop the bullying and/or harassing behavior; and
 - ii. A written final report to the principal.
 6. The maximum of ten (10) school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
 7. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of bullying and/or harassment and the investigative procedures that follow.
- E. Investigation to Determine Whether a Reported Act of Bullying or Harassment is Within the Scope of the District
1. The principal or designee will assign an individual(s) who is trained in investigative procedures to initiate an investigation of whether an act of bullying or harassment is within the scope of the School District.

2. The trained investigator(s) will provide a report on results of investigation with recommendations for the principal to make a determination if an act of bullying or harassment falls within the scope of the District.
 - i. If it is within the scope of the District, a thorough investigation shall be conducted.
 - ii. If it is outside the scope of the District and determined a criminal act, the principal shall refer the incident(s) to appropriate law enforcement.
 - iii. If it is outside the scope of the District and determined not a criminal act, the principal or designee shall inform the parents/legal guardians of all students involved.
- F. Notification to Parents/Guardians of Incidents of Bullying or Harassment
1. Immediate notification to the parents/legal guardians of a victim of bullying or harassment.
 - i. The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).
 - ii. If the bullying incident results in the perpetrator being charged with a crime, the principal, or designee, shall by telephone or in writing by first class mail, inform the parents/legal guardian of the victim(s) involved in the bullying incident about the Unsafe School Choice Option (No Child Left Behind, Title IX, Part E, Subpart 2, Section 9532) that states ". . . a student who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school."
 2. Immediate notification to the parents/legal guardians of the perpetrator of an act of bullying or harassment.

The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).
 3. Notification to local agencies where criminal charges may be pursued.

Once the investigation has been completed and it has been determined that criminal charges may be pursued against the perpetrator, all appropriate local law enforcement agencies will be notified by telephone and/or in writing.
- G. Referral of Victims and Perpetrators of Bullying or Harassment for Counseling
- When bullying or harassment is suspected or when a bullying incident is reported, counseling services shall be made available to the victim(s), perpetrator(s), and parents/guardians.
1. The teacher or parent/legal guardian may request informal consultation with school staff, e.g., school counselor, school psychologist, to determine the severity of concern and appropriate steps to address the concern. The teacher may request that the involved student's parents or legal guardian are included.
 2. School personnel or the parent/legal guardian may refer a student to the school intervention team for consideration of appropriate services. Parent or legal guardian involvement shall be required when the student is referred to the intervention team.
 3. If a formal discipline report or formal complaint is made, the principal or designee must refer the student(s) to the school intervention team for determination of counseling support and interventions. Parent or legal guardian involvement shall be required.
 4. The intervention team may recommend
 - i. Counseling and support to address the needs of the victims of bullying or harassment;

- ii. Research-based counseling or interventions to address the behavior of the students who bully and harass others, *e.g.*, empathy training, anger management; and/or
- iii. Research-based counseling or interventions which include assistance and support provided to parents/legal guardians, if deemed necessary or appropriate.

H. Reporting Incidents of Bullying and Harassment

- 1. Incidents of bullying or harassment shall be reported in the school's report of data concerning school safety and discipline data required under s. 1006.09(6), F.S. The report shall include each incident of bullying or harassment and the resulting consequences, including discipline and referrals. The report shall also include each reported incident of bullying or harassment that did not meet the criteria of a prohibited act under this section with recommendations regarding such incidents.
- 2. The District will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data, which includes bullying/harassment as an incident code as well as bullying-related as a related element code.
 - i. Bullying and/or harassment incidents shall be reported and coded appropriately in SESIR using the relevant incident code and the bullying-related code as indicated in the *Code of Student Conduct*.
- 3. Discipline and referral data shall be recorded in Student Discipline/Referral Action Report and Automated Student Information System.
- 4. The District shall provide bullying incident, discipline, and referral data to the Florida Department of Education in the format requested, through Survey 5 from Education Information and Accountability Services, and at designated dates provided by the Department of Education.

I. Instruction on Identifying, Preventing, and Responding to Bullying or Harassment

- 1. The District shall ensure that schools sustain healthy, positive, and safe learning environments for all students. It is committed to maintain a social climate and social norms in all schools that prohibit bullying and harassment. This requires the efforts of everyone in the school environment – teachers; administrators; counselors; school nurses; other nonteaching staff such as bus drivers, custodians, cafeteria workers; school librarians; parents/legal guardians; and students.
- 2. Students, parents/legal guardians, teachers, school administrators, counseling staff, and school volunteers shall be given instruction at a minimum on an annual basis on the District's policy and regulations against bullying and harassment. The instruction shall include evidence-based methods of preventing bullying and harassment as well as how to effectively identify and respond to bullying in schools.

J. Reporting to a Victim's Parents/Legal Guardians the Actions Taken to Protect the Victim

The principal or designee shall by telephone and/or in writing report the occurrence of any incident of bullying as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident has been initiated. According to the level of infraction, parents/legal guardians will be notified by telephone and/or writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

K. Publicizing the Policy

- 1. At the beginning of each school year, the Superintendent or designee shall, in writing, inform school staff, parents/legal guardians, or other persons responsible for the welfare of a student of the District's student safety and violence prevention policy.
- 2. Each District school shall provide notice to students and staff of this policy through appropriate references in the *Code of Student Conduct* and employee handbooks and through other reasonable means.

3. The Superintendent shall also make all contractors contracting with the District aware of this policy.
4. Each school principal shall develop an annual process for discussing the school district policy on bullying and harassment with students.
5. Reminders of the policy and bullying prevention messages such as posters and signs will be displayed around each school and on the District school buses.

**PROCEDURES FOR THE DISCIPLINE OF
STUDENTS WITH DISABILITIES**

(as defined under Section 504 Rehab Act 1973, ADA & IDEA)

6A-6.03312. Discipline Procedures for Students with Disabilities

For students with disabilities whose behavior impedes their learning or the learning of others, strategies, including positive behavioral interventions and supports to address that behavior must be considered in the development of their **individual educational plans (IEPs)**. School personnel may consider any unique circumstances on a case-by-case basis when determining whether a change in placement, consistent with the requirements and procedures in this rule, is appropriate for a student with a disability who violates a code of student conduct.

**PROCEDURES FOR THE DISCIPLINE
OF K-12 STUDENTS INCLUDING PREKINDERGARTEN**

The use of corporal punishment, humiliation, total or extended isolation, and/or withholding of food is prohibited as a form of discipline for prekindergarten students. (ACYF/HS 4.02;45 CFR 1304). When necessary, additional assistance will be acquired to provide for the needs of individual children.

Definitions specific to this policy:

Corporal Punishment - Paddling, slapping, pulling of hair, pinching, or any other means of causing bodily harm.

Denial of Participation in Extracurricular Activities - Denying a child the opportunity to participate in out-of-class activities such as field trips or parties. When necessary, additional assistance will be acquired to provide for the needs of individual children.

Extended Isolation in the Classroom - Denying a child the opportunity to participate in classroom activities for an unreasonable period of time. (e.g. long periods in time out).

Humiliation - Using derogatory remarks when referring to a child, name calling, or any other action that could lower the pride, dignity, or self-respect of a student.

Withholding of Food - Denying a child food that is provided to his/her peers such as dessert, snack, party foods, etc.

Total Isolation - Placing a child out of view of a responsible adult.

Suspension- The temporary removal of a child from his regular school program or the school bus.

Expulsion - The removal of the right and obligation of a child to attend a public school under conditions set by the School Board for a period of time not to exceed the remainder of the school year and one (1) additional year of attendance.

Suspension and/or expulsion are NOT RECOMMENDED in disciplining prekindergarten children. These procedures should only be used for the safety, health, or welfare of any student, teacher, or staff member.

If a child's problem behavior is extensive or has escalated over a period of time, this may be an indicator of a physical or emotional problem and a referral to the prekindergarten office and the student study team may be needed.

DISCIPLINARY PROCEDURES GRADES K-12

Discipline Guidelines and Procedures

CLASS I	MINOR OFFENSES
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*Document All Actions Taken in Class I on the Classroom Behavior Management Form

- Chewing gum, eating food, or drinking beverages during class
- Being unprepared for class/no materials
- Arriving late to class (up to 5 minutes)
- Refusing to do classroom work
- Sleeping in class
- Using offensive language in general conversation with peers
- Disrupting the classroom (talking out loud, getting out of seat, laughing or talking at inappropriate times)
- Displaying intimate affection in public
- Possessing inappropriate items, (toys, games, tape players)
- Disrupting the class by any other minor offense

Deleted: beepers, cellular phones

Actions To Be Taken By Teachers

1st Offense

- Contact the parent/guardian. **[required]**
- Hold a teacher/student conference with documentation [**complete applicable section of Classroom Behavior Management Form (CBM)**].
- Collect inappropriate items from the student and return them at end of the day or when a parent/guardian collects them.

2nd Offense

- Use creative teacher interventions (may include behavior improvement plan, disciplinary work, etc.).
- Refer the student to the homeroom teacher (If student is an athlete, refer to coaches)
- Hold formal teacher-student conference and contact the parent/guardian. (**complete applicable section of CBM**)
- Refer the student to the team leader or designee, if applicable.
- Refer the student to the Guidance Counselor/Resource person/Student Study Team.
- Arrange peer mediation for the student.

3rd Offense

- Contact the parent/guardian. **[required]**
- Render a verbal reprimand.
- Provide notification of the consequences of the next offense.
- Arrange peer mediation for the student.
- Refer the student to the team leader or designee.
- Refer the student to a Guidance Counselor.

4th Offense

ACTIONS TO BE TAKEN BY ADMINISTRATORS

- Contact the parent/guardian. **[required]**
- Refer the student to an Administrator for disciplinary action/parent/guardian contact
- Suspend the student from home-based school activities for 2 weeks.

- Assign the student to after-school detention - 2 Days
- Assign work detail to the student.
- Assign the student to in-school suspension (ISS) for 3 to 5 days/parent/guardian contact.

CLASS II	INTERMEDIATE OFFENSES
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- Repeating classroom disruptions
- Failing to serve detention or other disciplinary interventions
- Instigating conflicts by spreading rumors, false statements, accusations, threats and other statements that tend to escalate situations or incite chaos
- Throwing food or drinks in cafeteria
- Loitering in an unauthorized location
- Using obscene or profane language or gestures
- Possessing or using tobacco products
- Cheating, plagiarism, abuse of technology, or forgery
- Skipping class/Leaving class (**Skipping class is also considered arriving to class after 5 minutes.**)
- Throwing or propelling objects or spitting
- Intimidating or harassing another student
- Dressing in opposition to the dress code
- Repeating Class I offenses
- Unauthorized usage of electronic devices
- Drop Pants / Saggy Pants (reference page 12)
- **Student use of cell telephones/wireless communication devices**
Personal cell telephones may be brought to school with the following conditions:
 - a. **Phones must be turned off and kept out of sight during school hours and while riding on the school buses or using school transportation at any time.**
 - b. If emergency calls to or from students are necessary, they should be placed through the school office and not to or from the student's telephone.
 - c. Phones should be kept secure to prevent theft (vehicles, purses, backpacks, lockers, etc.) The school is not responsible for lost or stolen phones or any other electronic device.

Actions To Be Taken By Administrators

- An administrator calls the parent/guardian. **[required]**
- An administrator will assign In-school suspension (ISS) for specified number of days.
- An administrator will assign 3 - 5 days out-of-school suspension (OSS) /parent/guardian contact.
- An administrator will assign 5 days OSS [school level hearing/ parent/guardian conference]
- An administrator will provide a hearing with the option to give OSS of 5 more days.
- The School Resource Officer will issue a citation.
- An administrator will provide peer mediation for the student.
- An administrator will involve the Guidance Counselors in fact-finding and counseling of students.
- Drop pants / saggy pants: verbal warning; ineligibility to participate in extracurricular activities; in-school suspension

CLASS III	GROUP A	MAJOR OFFENSES
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- Defying a school district employee (an attitude or action designed to provoke a confrontation)
- Defacing school property/malicious mischief
- Inciting or participating in riotous behavior
- Obstructing school employees from their duty (preventing fight breakups, etc.)
- Possessing merchandise stolen on school campus
- Trespassing
- Using school property without authorization (computers, A/V or PE equipment)
- Exhibiting lewd and lascivious behavior
- Possessing obscene literature or objects
- Stealing

- Repeating Class II offenses
- leaving school campus without permission
- under the influence of alcohol and/or drugs

Actions To Be Taken By Administrators

1st Offense

- An administrator calls the parents/guardians. **[required]**
- The teacher/administrator writes a referral and administrator confers with the student.
- An administrator assigns 3-5 days out of school suspension.
- An administrator warns the student and parents/guardians of the consequence of the second offense.
- Guidance Counselors assist with fact finding and counseling of students.
- The student/parent/guardian makes restitution
- The Resource Officer administers a civil citation.
- A law enforcement officer is called to give assistance.

2nd Offense

- An administrator calls the parents/guardians. **[required]**
- The teacher/administrator writes a referral.
- An administrator confers with the student.
- An administrator assigns 5 days out of school suspension and conducts a hearing.
- An administrator warns the student and parent/guardian of the consequences of the third offense.
- An administrator informs the student and parent/guardian that all subsequent referrals will result in recommendation for alternative placement and/or expulsion.
- The student/parent/guardian makes restitution.
- The Resource Officer administers a civil citation.
- A law enforcement officer is called to give assistance.

CLASS III	GROUP B	MAJOR OFFENSES
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- Fighting (involvement in physical confrontation in which the participant either initiated the fight or failed to take advantage of an opportunity to avoid escalation of the incident that led to the fight)
 - Creating a hostile environment that includes harassing, physical, verbal, graphic or written conduct that is sufficiently severe, pervasive or persistent as to interfere with an individual's ability to participate in or benefit from school activities. This includes all forms of sexual, racial, national origin, disability or other forms of discrimination or harassment prohibited by school board policies
 - Threatening, harassing or intimidating a school district employee/adult
- Bullying & Harassment that is systematic in gesture or written, verbal, graphic, or physical acts. Also, a repeated behavior that has been already addressed.**

Actions To Be Taken By Administrators

1st Offense

- An administrator calls the parents/guardians. **[required]**
- The teacher/administrator writes a referral.
- An administrator confers with the student.
- An administrator assigns 5 days out-of-school suspension.
- Guidance Counselors assist in fact finding and counseling of student.
- An administrator reads the second offense consequences to the students and parent/guardian.
- An administrator provides peer mediation.

Deleted: 3rd Offense ¶
 <#>An administrator calls the parents/guardians. **[required]¶**
 <#>The teacher/administrator writes a referral.¶
 <#>Administrator confers with student.¶
 <#>An administrator assigns 5 days out-of-school suspension with a hearing.¶
 <#>An administrator informs the student and parent/guardian that all subsequent referrals will result in recommendation for alternative placement and/or expulsion.¶
 <#>An administrator conducts a hearing for expulsion and/or alternative placement considerations.¶
 <#>The student/parent/guardian makes restitution.¶
 <#>The Resource Officer administers a civil citation.¶
 <#>A law enforcement officer is called to give assistance.¶

2nd Offense

- An administrator calls the parents/guardians. **[required]**
- The teacher/administrator writes a referral.
- An administrator confers with the student.
- An administrator assigns 5 days out-of-school suspension with a hearing for possible alternative placement and/or expulsion considerations.

CLASS III

GROUP C

MAJOR OFFENSES

ZERO TOLERANCE OFFENSES

REFER TO THE GADSDEN COUNTY SCHOOL BOARD CODE OF STUDENT CONDUCT.

Florida Statute: 1006.13 - Zero Tolerance Policy

1. The Gadsden County School Board has a zero tolerance policy for:
 - (a) Crime and substance abuse, including the reporting of delinquent acts and crimes occurring whenever and wherever students are under the jurisdiction of the district school board.
 - (b) Victimization of students, including taking all steps necessary to protect the victim of any violent crime from any further victimization.

2. The zero tolerance policy requires students found to have committed one of the following offenses to be expelled, with or without continuing educational services, from the student's regular school for a period of not less than 1 full year, and to be referred to the criminal justice or juvenile justice system. . (See definition of expulsion.)
 - (a) Bringing a firearm, imitation firearm, or weapon (as defined in F.S. Chapter 790) to school, to any school function, or possessing a firearm, imitation firearm, at school. (to include the possession, use, or sell of a firearm, imitation firearm, or explosive on campus, at a school activity, or on school sponsored transportation, including designated bus stops, or

 - (b) Making a threat or false report (as defined by subsection 790.162 and 790.163) respectively, involving school or school personnel's property, school transportation, or a school-sponsored activity, bring, possess, use, or sell a firearm, imitation firearm, or explosive on campus

The Gadsden County School Board may assign the student to a disciplinary program for the purpose of continuing educational services during the period of expulsion. District school superintendents may consider the 1-year expulsion requirement on a case-by-case basis and request the district school board to modify the requirement by assigning the student to a disciplinary program or second chance school if the request for modification is in writing and it is determined to be in the best interest of the student and the school system. If a student committing any of the offenses in this subsection is a student with a disability, the district school board shall comply with applicable State Board of Education rules.

Offenses Prohibited

1. The Gadsden County School Board's zero tolerance for students that have been found to have committed any of the offenses listed below on school property, school sponsored transportation, including designated bus stops, or during a school sponsored activity. These students will be referred to the School Board for expulsion.
 - a. homicide (murder, manslaughter)
 - b. sexual battery
 - c. armed robbery

- d. aggravated battery
- e. assault, battery or aggravated battery on a teacher or other school personnel
- f. kidnapping or abduction
- g. arson
- h. possession, use, or sale of any firearm, to include an imitation firearm
- i. display, use, threaten, or attempt to use any imitation firearm
- j. possession, use, or sale of any explosive device
- k. possession, use, or sale of drugs or alcohol
- l. threat or false report involving a school or school personnel's property, school transportation, or a school sponsored activity.
- m. bomb threat
- n. possession, use of hazardous chemical or substances material

(The above terms are defined in the glossary.)

- 2. Any student charged with an assault or battery on any employee of the School Board shall be removed from the classroom immediately and placed in an alternative school setting pending disposition. After an investigation, if the student is found guilty of this offense and in violation of F.S. 784.081, he/she shall be expelled or placed in an alternative school setting (F.S. 1006.13(4)).
- 3. **All incidents involving firearms, imitation firearms, explosives, unlawful possession, use or sale of controlled substances, including alcohol, and offenses listed in 1 above will be referred immediately to law enforcement.**
- 4. In the case of a physical altercation (fight) between two or more students on campus, school bus, or at any school sponsored activity, and where it is determined by the principal/designee that one or more of the students was/were the aggressor(s), and the remainder was/were the defender(s), the aggressive behavior of the student(s) shall be considered a zero-tolerance offense for which the student(s) will be subject to expulsion procedures as outlined in the Code of Student Conduct and the Fight Intervention Program.
- 5. In implementing this policy, the district will comply with all local, state, federal laws and guidelines.

WEAPONS PROHIBITED

- 2. Students must not bring or possess weapons on campus, at any school activity, or on school-sponsored transportation, including designated bus stops. For use in this policy, weapons shall include but not be limited to the following: air rifle, BB or pellet gun, rifle, shot gun, zip gun, stun gun, pistol, ammunition or explosive device (no matter how limited), incendiary device, ice pick, knife, box cutter, pocket knife, machete, hypodermic needle(s), laser pointer, brass knuckles, club, nunchakus, razor blade, self-defense sprays (such as mace or pepper gas), sling shot, spear, sword, or any item used with intent to cause bodily harm to another individual.
- 3. The principal or designee will immediately contain/remove the student from the class or school campus and investigate the alleged offense. After the investigation has been completed, the principal may complete procedures for suspension for up to five days.
- 4. The use and/or possession of a weapon other than a firearm, imitation firearm, or explosive device will result in suspension, expulsion, or other disciplinary action.
- 5. All incidents involving weapons will be referred to law enforcement. Willful and knowing possession of these weapons (listed in A above) may be a misdemeanor or third degree felony.
- 6. In implementing this policy, the district will comply with all local, state, federal laws and guidelines.

CERTAIN DRUGS PROHIBITED

1. The use, distribution, sale and/or unlawful possession of mood modifiers, controlled substances or alcohol on campus, at school activities, or on school-sponsored transportation, including designated bus stops, is strictly prohibited. If, after an investigation, a student has been determined to be in violation of this section, he or she will be referred to the School Board for expulsion.
2. **All incidents involving unlawful possession, use or sale of controlled substances, including alcohol, will be reported to law enforcement.**
3. With written parent/guardian permission, using Form GCSB 893, a prescribed or nonprescribed medication may be given to a student by authorized school personnel. (See School Board rule 5.62.)
4. In implementing this policy, the district will comply with all local, state, federal laws and guidelines.

PROCEDURES FOR STUDENT TRANSFER-FELONY CHARGES

1. Section 1006.09, Florida Statutes provides for the transfer to an alternative program of a student enrolled at school who:
 - a. has been formally charged with a felony, or with a delinquent act which would be a felony if committed by an adult, by a prosecuting attorney; and
 - b. the incident for which he/she has been charged occurred on other than school property, and
 - c. under circumstances in which the student would not already be subject to the rules and regulations of the Gadsden County Schools; and
 - d. the incident would have an adverse impact on the educational program, discipline or welfare of the school in which the student is enrolled.
2. If the principal proposes a felony transfer, he/she will, in accordance with Section 1006.09(2), Florida Statutes, conduct an administrative hearing for the purpose of determining whether or not the student should be assigned to an alternative program pending determination of his/her guilt or innocence, or the dismissal of the charge, by a court of competent jurisdiction. The following procedures shall be followed if the principal proposes a felony transfer.
 - a. Upon receiving proper notice that a student has been formally charged with a felony or with a delinquent act which would be a felony if committed by an adult, the principal shall notify the parent/guardian of the student, in writing of the specific charges against the student and of the right to a hearing.
 - b. Such notice shall set a date for the hearing which shall not be less than two (2) school days nor more than five (5) school days from date of postmark or delivery. It shall also advise the parent/guardian of the conditions under which a waiver of discipline may be granted.* A hearing can be held without the attendance of the parent/guardian after proper notification.

***Waiver of Discipline:**

any pupil who is subject to discipline or expulsion for unlawful possession or use of any substance controlled under chapter F.S. 893, may request a waiver of the discipline code:

- i. If the pupil divulges information leading to the arrest and conviction of the person who supplied such controlled substance to him/her, or if the pupil voluntarily discloses his/her unlawful possession of such controlled substance prior to his/her arrest. Any information divulged which leads to such arrest and conviction is not admissible in evidence in a subsequent criminal trial against the pupil divulging such information, or
- ii. If the pupil commits himself/herself, or is referred by the court in lieu of sentence, to a state licensed drug abuse program and successfully completes the program. Florida Statutes 1006.09.

3. The hearing shall be conducted by the principal, or designee, and may be attended by the student, the parent/guardian, the student's representative or counsel, and any witnesses requested by the student or the principal.
4. The student may speak in his/her own defense, may present any evidence indicating his/her eligibility for waiver of disciplinary action, and may be questioned on his/her testimony. However, the student shall not be threatened with punishment or later punished for refusal to testify.
5. In conducting the hearing, the principal/designee shall not be bound by rules of evidence or any other courtroom procedure and no transcript of testimony shall be required.
6. Following the hearing, the principal shall provide the student and parent/guardian with a decision, in writing, as to whether or not student transfer for felony charges will be made, and if so, the effective date of such transfer. In arriving at this decision, the principal shall consider the conditions under which a waiver of discipline may be granted, and may grant such a waiver when she/he determines such action to be in the best interests of the school and the student.
7. If the court determines that the pupil did commit the felony or delinquent act which would have been a felony if committed by an adult, the principal may recommend that the student be expelled. This expulsion, however, shall not affect the delivery of educational services to the pupil in any residential, nonresidential, alternative, daytime, or evening program outside of the regular school setting. (F.S. 1006.09)
8. If a student is convicted or is found to have committed, a felony or a delinquent act, which would be a felony if committed by an adult, regardless of whether adjudication is withheld, participation in interscholastic, athletic, and extra-curricular activities will be withheld.

SUSPENSION/EXPULSION

Suspension, also referred to as out-of-school suspension, is the temporary removal of a student from all classes of instruction on public school grounds and all other school sponsored activities, except as authorized by the principal or principal's designee for a period not to exceed ten (10) school days. During the suspension, the student is remanded to the custody of the parent/guardian with specific homework assignments for the student to complete. Expulsion is the removal of the right and obligation of a student to attend a public school under conditions set by the School Board, and for a period of time not to exceed the remainder of the term or school year and one (1) additional year of attendance. Expulsions may be imposed with or without continuing educational services and shall be reported accordingly.

1. The principal must follow all procedures for suspensions/expulsions. Only the School Board can expel students.
2. If a student is suspended or expelled from school, the student will not be allowed to attend any other school or school activity in the district until the time of suspension or expulsion has ended, or the School Board or the Superintendent has assigned an alternative setting. Failure to adhere to this rule could result in the extension of the suspension/expulsion and/or arrest.
3. Computerized records must be kept on all disciplinary actions that involve suspension/expulsion, and alternative placement.
4. The following are procedures for suspension:
 - a. Before suspending a student, the principal/designee will investigate the alleged offense, giving the student a chance to tell his/her side of the story and obtain written statements from witnesses, if appropriate.
 - b. When a student is suspended from school, an immediate attempt will be made to contact the parent/guardian(s). The student, the parents/guardians, and the Superintendent will be sent written notice (suspension form) within twenty-four hours.

- c. The suspension by the principal may not be for more than ten days. No student will be suspended for more than five days without a school hearing which will adhere to the following procedures:
 - i. A suspension form will be completed giving the date for the hearing (usually on the third or fourth day of the suspension), and it will also include the time, place, and the purpose for the hearing.
 - ii. The hearing will be video and/or audio taped.
 - iii. The student may bring witnesses to speak for him/her, ask other witnesses questions, and tell his/her side of the story.
 - iv. This hearing should include the student and his/her parent/guardian(s) and may also include teachers, administrators, guidance counselors, school psychologists, and/or others as appropriate.
 - v. Decisions will be based on the information presented.
 - vi. At the end of the hearing, the principal will tell the student and the parent/guardian(s) verbally and later in writing what he/she has decided to do about the misbehavior. The Principal may extend the suspension up to 10 days.

- 5. The following are procedures for an expellable offense:
 - a. When a student commits an expellable offense (see Zero Tolerance Policy), the Principal/Designee investigates. If after the investigation it is deemed necessary to continue the expulsion process, the Principal/Designee notifies:
 - i. parent/guardian of suspension and sets a hearing date (hand delivered)
 - ii. the District Office
 - iii. ESE, ESOL and School Psychologist (if appropriate)

 - b. At the school hearing the following will be present:
 - i. student
 - ii. parent/guardian
 - iii. school personnel
 - iv. district personnel
 - v. witnesses
 - vi. other appropriate personnel

 - c. The following guidelines will be adhered to at the school hearing:
 - i. The Principal/Designee will chair the hearing.
 - ii. All information discussed will be recorded.
 - iii. Everyone involved in the incident may give his/her side of the story.
 - iv. All pertinent information will be discussed including the student's discipline, attendance, and academic records and other significant information such as police and witness reports.
 - v. The recommendations of the Principal/Designee may also include, but not be limited to, alternative programs, counseling, community service, drug and rehabilitative treatment centers, extended suspension, and expulsion.
 - vi. If expulsion is recommended to the Superintendent, the suspension is extended for a total of 10 days. The parent/guardian is notified of the date of the School Board Meeting.
 - vii. The parent/guardian has the right to request a School Board Hearing prior to the School Board Meeting.

 - d. If the Superintendent concurs with the Principal's decision, he will make a recommendation to the School Board. If the Superintendent does not agree with the expulsion recommendation, the student will be allowed to return to school.

- e. All recommendations for expulsion are placed on the School Board agenda for final action. The Superintendent will give to the Board, prior to the School Board meeting, background information on the student. The Board will act upon the recommendation of the Superintendent. The principal making the recommendation for expulsion must be present when the case goes before the School Board.

CORPORAL PUNISHMENT

Corporal punishment is prohibited.

REASONABLE FORCE

Florida Statute 1003.32(1) authorizes teachers and other instructional personnel to use reasonable force to protect himself/herself or others from injury. The Department of Education has defined reasonable force as, "appropriate professional conduct including physical force as necessary to maintain a safe and orderly environment." The Department of Education has clarified that school personnel do have the right and the authority to protect against: conditions harmful to learning, self, and others. Note: Florida Statute 1006.11(2) further provides that a principal, teacher, other staff members, or bus driver shall not be civilly or criminally liable for any action carried out in conformity with School Board rules regarding the control, discipline, and expulsion of students, except in the case of excessive force or cruel & unusual punishment.

COLLECTION OF EVIDENCE / SEARCH AND SEIZURE

The right of students as citizens to be free from unreasonable search shall be preserved in the schools. However, the principal or designee has the right to collect evidence as necessary to provide for the safe and orderly operation of the school and all of its functions. These may include, but not be limited to, the following measures:

1. **General Search:** In all cases of search the responsible school officials shall maintain an accurate written summary of the events surrounding the search incident.
2. **Lockers:** Lockers remain the property of the school and are provided to students without charge. The rights of personal property, however, as well as the rights of the school, must be afforded consideration. The school principal or his designee is authorized to open lockers in the presence of another witness and to examine their contents to include personal belongings of students when such person has reasonable suspicion to believe that the contents threaten the safety, health, or welfare of any student or include property stolen from the school personnel or other students. This policy does not preclude administrators from being able to randomly search lockers. Appropriate notices will be posted to this effect.
3. **Personal Search:** With reasonable suspicion, the administrator/designee may conduct a personal search of a student. Personal search may include: emptying of pockets, removal of shoes and socks, and removal of jacket. **FRISKING AND STRIP SEARCHES ARE PROHIBITED.**
4. **Use of Metal Detectors:** As part of an overall plan to protect the health, welfare, safety, and lives of students, faculty, staff, and visitors to the public schools, and to enforce provisions of the Code of Student Conduct, metal detectors may be used to scan and screen for firearms, imitation firearms, and other weapons which have no place in public schools due to the fact that they are life threatening, cause bodily harm, and have adverse and disruptive effects on the educational process.

5. Search of Vehicles: Any motor vehicle parked on school property may be searched by the site administrator or designee with reasonable suspicion. Appropriate notices will be posted to this effect.
6. Use of Video Cameras: For the health, welfare, and safety of students, faculty, and staff, video cameras may be used on school buses and in school facilities as appropriate.
7. Drug-Sniffing Dog: In searching for illegal objects or substances in students' lockers or other school areas, a trained drug-sniffing dog may be used. The search procedure shall consist of the following:
 - a. Contact the Superintendent or his designee for approval.
 - b. The search will be conducted to avoid contact between students and the dog.
 - c. Contact the local law enforcement office and obtain a certified officer and a certified drug-sniffing dog, if drugs are suspected.

**CLASSROOM BEHAVIOR MANAGEMENT FORM FOR
MINOR OFFENSES IN K-12 SCHOOLS**

STUDENT _____ I.D. _____ DATE _____
TEACHER _____ SUBJECT _____ PERIOD _____
CIRCLE IF APPLICABLE TO STUDENT: ESE _____ ESOL _____

The above student's behavior has been disruptive to the class and inhibits my ability to teach. Specifically, the problem is:

As the classroom teacher, I have taken the following steps to correct the problem:

1st Offense: An **AFTER-CLASS DISCUSSION** was held on _____ with the student regarding the above problem. The student's reaction to the problem and my suggestions for improvement were:

_____ Favorable _____ Unfavorable _____ No reaction

Teacher Signature

Student Signature

2nd Offense: A **FORMAL TEACHER/STUDENT CONFERENCE** was held on _____
(DATE) at _____ (TIME)

The problem was again discussed, and the student was warned that further misbehavior would result in a referral to the office. The student's reaction to my suggestions for improvement were:

_____ Favorable _____ Unfavorable _____ No reaction

PARENT/GUARDIAN PHONE CONTACT

(Name and No.) _____ was called on _____. The parent/guardian was advised of the problems and the steps taken thus far by me to remedy the problem. The parent/guardian's support was requested. Parent/Guardian reaction was:

_____ Positive _____ Neutral _____ No reaction

3rd Offense: The following **RESOURCE PEOPLE** were consulted:

A. Department/Team Chairman/Leader: The following recommendation/s was made:

B. Guidance Counselor: The following recommendation/s was made:

C. Other: The following assistance was provided:

4th Offense: THE PROBLEM PERSISTS: I request administrative assistance with this student. [Send this form and the student to the office.]

Date/Time Student Sent

Teacher signature

White – Office Yellow – Parent/Guardian Pink – Guidance Gold – Referring Teacher

AUTHORITY OF THE SCHOOL BUS DRIVER

1. The principal/designee gives to the bus driver authority to control students to and from school or on school trips. Any student who misbehaves may be reported to the principal.
2. The bus driver will not suspend a student from riding the bus, spank a student, or put a student off the bus at any place other than his regular stop. However, if a bus driver has a note from the student's parent/guardian which has been approved by the school, the bus driver may let the student off at another stop. If there is an emergency on the bus because of student behavior, the bus driver must take care of the emergency and protect the students on the bus. The bus driver will immediately report the incident to the proper authority.

MISCONDUCT ON SCHOOL BUSES

If a student misbehaves on the school bus, the bus driver may report the misbehavior to the principal. The principal may suspend the student from riding the bus for no more than ten (10) school days per offense. Please note: If ESE students do not get a ride to school during the bus suspension, the suspension will count towards the maximum allowable ten (10) day school suspension for the year. If the suspension is for more than five (5) days, a hearing is required. The School Board may change the suspension to an expulsion from the school bus. The student may also be subject to other disciplinary actions which may include suspension or expulsion from school.

BUS OFFENSES

MINOR OFFENSES

- Shouting/loud talking
- Eating / drinking
- Littering
- Holding hand/head outside of the bus

Actions To Be Taken

- **BUS DRIVERS' INTERVENTIONS (use one or more)**
 - Conduct a conference with the student.
 - Assign a new seat assignment.
 - Notify the parents/guardians.
 - Write a referral and give it to an administrator.
- **ADMINISTRATORS' INTERVENTIONS**
 - 1st referral : Notify parents/guardians and have a conference with the student.
 - 2nd referral: 1- 3 days off bus
 - 3rd referral: 3 days off bus
 - 4th referral: 5 days off bus (**Hearing Requested**)

MAJOR OFFENSES

- Being out of seat when bus is in motion
- Using foul language/ racial slurs
- Defacing property
- Throwing objects
- Holding hand/head outside bus while in motion
- Fighting
- Distracting the bus driver with deviant behavior

Actions To Be Taken By Administrators

- Restitution is paid by the student/parent/guardian.
- 1st referral: 1-3 day off bus
- 2nd referral: 3-5 days off bus
- 3rd referral: 5 days off bus
- 4th referral: 5 days off bus (**Hearing Requested/expulsion considered**)

The student may also be subject to other disciplinary actions which may include suspension or expulsion from school.

ZERO TOLERANCE ON THE BUS

- Threatening/assaulting the driver
- Possessing weapons
- Possessing/using drugs/alcohol

GLOSSARY

Field Code Changed

Abuse of property/minor vandalism - to use wrongly or improperly, or to maltreat any school equipment or property

Aggravated battery - Intentionally or knowingly causing great bodily harm, permanent disability, or permanent disfigurement or using a deadly weapon while committing a battery.

Alcohol possession, use, sale, storage, or distribution - having on one's person or within one's personal property or under one's control by placement of and knowledge of the whereabouts or reasonable belief that one has assimilated, or reasonably appears, in the judgment of appropriate school officials, to be under the influence of any alcoholic substance

Armed robbery - the taking of money or other property which may be the subject of larceny from the person or custody of another, with intent to either permanently or temporarily deprive the person or the owner of the money or other property, when in the course of the taking there is the use of force, violence, assault, or putting in fear, with the use of a firearm, imitation firearm, or other deadly weapon

Arson - to willfully and unlawfully, or while in the commission of any felony, by fire or explosion, damage or cause to be damaged: any dwelling, whether occupied or not, or its contents; any structure, or contents thereof, where persons are normally present; and any other structure that the person knew or had reasonable grounds to believe was occupied by a human being

Articles disruptive to school - to possess, display or use anything that is disruptive to the general peace and welfare of a school center, school bus, or a school sponsored activity

Assault - an intentional, unlawful threat by word or act to do violence to the person of another, coupled with an apparent ability to do so which creates a well-founded fear in such other person that such violence is imminent. (F.S. 784.011)

Assault on school board employee - any intentional, unlawful threat, by word or act, to do violence to a school board employee, coupled with an apparent ability to do so, and doing some act that creates a well-founded fear in another person that violence is imminent

Attempted criminal act against a person - any person who attempts to commit, or who solicits another to commit, or who agrees, conspires, combines, or confederates with another person or persons to commit the offense of a battery against another person or persons, and in such attempt does any act toward the commission of such offense, but fails in the perpetration or is intercepted or prevented in the execution of the offense

Battery (Aggravated) - intentionally or knowingly causing great bodily harm, permanent disability, or permanent disfigurement or using a deadly weapon while committing a battery

Battery or aggravated battery on a school board employee - a battery or aggravated battery on any elected official or school district employee whether it is committed on school property, on school sponsored transportation, during a school-sponsored activity or while the elected official or employee is on official school business

Bomb threat - intentionally making a false report to any person concerning the placement of any bomb, dynamite, explosive, or arson-causing device

Breaking and entering/burglary - the unlawful entry into a building or other structure with the intent to commit a crime

Bullying - Systematically and chronically inflicting physical hurt or psychological distress on one or more students, or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create

an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

- a. Unwanted teasing;
- b. Social Exclusion;
- c. Threatening;
- d. Intimidation;
- e. Stalking;
- f. Cyberstalking;
- g. Cyberbullying;
- h. Physical violence;
- i. Theft;
- j. Sexual, religious, or racial harassment;
- k. Public humiliation;
- l. Rumor or spreading falsehoods; or
- m. Destruction of school or personal property.

Bus disruption - behavior that disrupts and/or distracts the driver from safely operating the school bus

Cheating (copying work of another, using materials not authorized to use - copying of anyone else's work or cheating on any test or assignment

Chemical/hazardous material - Any chemical compounds or dangerous materials that may be used to cause harm or vulnerability to any person(s).

Computer misuse/inappropriate use of e-mail/internet - the inappropriate use of a computer, including, but not limited to, breaking into restricted accounts or networks, modifying, or destroying files without permission, illegally copying software, and entering or distributing or printing unauthorized files; accessing or entering unauthorized internet sites; distributing inappropriate electronic messages

Confrontation/tussle - a verbal confrontation, struggle, or scuffle involving more than one person; pushing, shoving, pulling, etc. that has the propensity to escalate into a fight

Contraband, non-criminal - possession and/or use of items or contraband designated by the school as inappropriate materials such as portable paging devices, beepers, portable cellular telephones, etc.; these will be confiscated

Corporal punishment - Paddling by the principal/designee on the student's buttocks.

Criminal assault on a student/person - any intentional, unlawful threat, by word or act, to do violence to another person, coupled with an apparent ability to do so, and doing some act that creates a well-founded fear in another person that violence is imminent

Criminal battery on a student/person (non-School Board Employee) - an actual and intentional touching or striking of another person against his or her will or intentionally causing bodily harm to an individual, including child abuse; the malicious and unprovoked physical attack by an aggressor upon another person

Destructive device - A destructive device is any bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing some type of explosive that is designed to explode and is capable of causing bodily harm or property damage (F.S. 790.001(4)).

Disobedient/open defiance/insubordination - refusal or failure to obey, marked by resistance to authority; the flagrant or hostile challenge of the authority of a school staff member, bus driver, or any other adult in authority

Disobeying rules on the school bus - violation of the posted or written rules of conduct for the bus that is not necessarily a disruptive behavior; e.g.: not in assigned seat, eating or drinking on the bus

Disorderly conduct/disruption of school - any act which substantially disrupts the orderly conduct of a school function, behavior which substantially disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of students, staff, or others

Disrespectful language - written or verbal remarks or gestures that show a lack of respect, rudeness or are inappropriate; The use of words or acts which demean, degrade, antagonize, or humiliate a person or group of persons

Disruptive behavior - behavior by its nature disrupts the educational process, but is not criminal.

Disruptive play - non-confrontational activity that is not appropriate in a school setting and is disruptive to the educational process; engaging in rowdy, rough behavior that interferes with the safe and or purposeful order of a school, e.g.: horseplay, chasing another student in the hallway of classroom, etc.

Dress code violation - to dress in a manner that would constitute a disruption in the school, create a safety hazard or exhibit impropriety; violations of the school dress code

Drug paraphernalia use, sale, storage, or distribution - to possess, use, sale, store, or distribute any equipment, device, or equipment used for the purpose of preparing or taking drugs

Drugs represented as drugs/imitation, use, storage, or possession - to store, possess, purchase, use, or be under the influence of any mood modifying substance and/or dangerous substance including, but not limited to, marijuana, hallucinogens, inhalants, as well as any substance represented to be an illegal substance, such as designer drugs, or caffeine pills, tablets, or caplets, or any substance which is represented to be any such substance while on school property or jurisdiction of the school district

Due process - A student has the right to a fair, reasonable, and impartial hearing for a broken or disobeyed rule. [F.S. 1006.07]

Explosive (F.S. 790.001 (5)) - any chemical compound or mixture that has the property of yielding readily to combustion or oxidation upon application of heat, flame, or shock, including but not limited to dynamite, nitroglycerin, trinitrotoluene, or ammonium nitrate when combined with other ingredients to form an explosive mixture, blasting caps, and detonators; but not including:

(a) Shotgun shells, cartridges, or ammunition for firearms;

(b) Fireworks as defined in s. 791.01(4)(a); means and includes any combustible or explosive composition or substance or combination of substances or, except as hereinafter provided, any article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation. The term includes blank cartridges and toy cannons in which explosives are used, the type of balloons which require fire underneath to propel them, firecrackers, torpedoes, skyrockets, roman candles, dago bombs, and any fireworks containing any explosives or flammable compound or any tablets or other device containing any explosive substance.

(c) Smokeless propellant powder or small arms ammunition primers, if possessed, purchased, sold, transported, or used in compliance with F.. 552.241;

Explosive devices possession, use, sale, or distribution (not firecrackers, fireworks) - an explosive is any chemical compound or mixture that has the property of yielding readily to combustion or oxidation upon application of heat, flame, or shock, including but not limited to dynamite, nitroglycerin, trinitrotoluene, or ammonium nitrate when combined with other ingredients to form an explosive mixture, blasting caps, and detonators

Expulsion - Removal of the right and obligation of a student to attend a public school under conditions set by the School Board for a period of time not to exceed the remainder of the school year and one (1) additional year of attendance. Expulsion can also mean alternative placement.

Extortion/blackmail/coercion - the use of threat or intimidation to obtain anything of value from another person, including, but not limited to, money

Extracurricular - any school-authorized or education-related activity occurring during or outside the regular instructional school day. [F.S. 1006.15]

Failure to comply with class/school rules - violation of specified posted or written school or class rule that is not necessarily a disruptive behavior; e.g.: repeatedly chewing gum, repeatedly tardy for class, etc.

False fire alarm/911 call - whoever, without reasonable cause, by outcry or the ringing of bells, or otherwise makes or circulates, or causes to be made or circulated, a false alarm of fire or 911 call

False report involving school, school personnel's property, school transportation or school sponsored activity- Making a false report with intent to deceive, mislead, or otherwise misinform any person, concerning the placing or planting of any bomb, dynamite, or other deadly explosive.

Fighting - mutual participation in a hostile, physical encounter; mutual participation in an altercation involving physical violence

Firearm - means any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun. The term "firearm" does not include an antique firearm unless the antique firearm is used in the commission of a crime. [F.S. 790.001(6)]

***Firearm, possession, use, or sale of** - Possession, use, or sale of any firearm, imitation firearm, on school property, school-sponsored transportation or during a school-sponsored activity. A firearm, imitation firearm, is any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun. [F.S. 790.001(6)]

Fireworks/firecrackers - possession, use, sale, storage, or distribution of fireworks or firecrackers or associated devices

Forgery of a document or signature - to fashion or reproduce for fraudulent purposes

Gambling - one who participates in games of chance or skill for money or profit

Grievance procedure - The process of filing appropriate forms resulting from a complaint filed by a student. Forms may be obtained from the principal.

Harassment - Any threatening, insulting or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
2. Has the effect of substantially interfering with a student's educational performance, or employee's work performance, or either's opportunities, or benefits;
3. Has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being; or
4. Has the effect of substantially disrupting the orderly operation of a school.

Homicide/murder - the unlawful killing of a human being; and manslaughter – the killing of a human being by the act, procurement, or culpable negligence of another, without lawful justification

Illicit drug - A drug not allowed by law, custom, rule, etc.

Imitation firearm – Any toy gun, replica of a firearm, air-soft gun that fires nonmetallic projectiles, or other device that is so substantially similar in coloration and overall appearance to a firearm.

Inappropriate activity - any activity that is disruptive and/or inappropriate in a school setting that does not fit into another category

Intentionally striking a staff member intervening in a fight - intentionally striking or violently struggling with a staff member intervening in a fight or confrontation

Kidnapping or abduction - forcibly, secretly, or by threat, confining, abducting, or imprisoning another person against their will and without lawful authority, with intent to hold for ransom or reward or as a shield or hostage; commit or facilitate commission of any felony; inflict bodily harm upon or to terrorize the victim or another person

Leaving School Grounds without permission - unauthorized leaving of the school grounds

Lying/misrepresentation - intentionally providing false or misleading information to, or withholding valid information from a school staff member

Motor vehicle theft - theft or attempted theft of a motor vehicle; anything that is self-propelled

Obscene, lewd, or inappropriate act - the use of oral or written language, electronic messages, pictures, objects, gestures, or engaging in any physical act considered to be offensive, socially unacceptable, or not suitable for an educational setting

Other potentially dangerous weapons/items - any instrument or object, other than firearms or knives, deliberately used to inflict harm on another person, or used to intimidate any person

Out of Assigned Area - out of assigned area without permission and/or in a restricted access area without permission

Permissible absence - An absence which has the sanction of the parents/guardians and the school. This may include activities such as an individual educational trip or other extenuating circumstance. Any such individual educational trip must be planned by the parent/guardian and teacher, and a written report of the trip must be presented to the teacher. Work missed may be made up by the student.

Petty theft/stealing 1 (\$0-\$10) - the unlawful taking, carrying, or lending of property less than \$10.00 in value from the possession or constructive possession of another person

Petty theft/stealing 2 (\$10-\$25) - the unlawful taking, carrying, lending, or riding away of property more than \$10, but less than \$25 in value from the possession, or constructive possession of another person

Petty theft/stealing 3 (\$25-\$50) - the unlawful taking, carrying, lending, or riding away of property more than \$25, but less than \$50 in value from the possession, or constructive possession of another person

Physical aggression (not involving law enforcement) - the intentional physical aggression of one party against another person such as pushing, punching, or striking

Plagiarism - The unauthorized use of someone else's material, which is then presented as being the result of the plagiarist's own primary research, creative impulse or insight. Plagiarism technically encompasses the borrowing of ideas of others, as well as their exact words or allowing one's own personal work or homework to be copied

Possession/use of tobacco products - possession, use, sale, storage, or distribution of tobacco products on school district property

Profane/obscene language - abusive, profane, obscene, or vulgar language (verbal, written, or gestures) or conduct in the presence of another person

Prohibited items - An item prevented by law or by an order.

Public display of affection - engaging in overtly amorous contact or language not appropriate in a school setting

Robbery - the taking or attempting to take anything of value that is owned by another person or organization, under confrontational circumstances by force or threat of force or violence and /or by putting the victim in fear

Sexual battery (attempted or actual forcible penetration) - forced- oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object

Sexual harassment - any slur, innuendo, or other physical conduct reflecting on an individual's gender which has the purpose of creating an intimidating, hostile, or offensive educational work environment; has the purpose or effect of unreasonably interfering with an individual's work or school performance or participation; or otherwise affects an individual's educational opportunities; sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature

Sexual misconduct - engaging in a sex act or physical conduct of a sexual nature; the unlawful sexual intercourse, sexual contact or other unlawful behavior or conduct intended to result in sexual gratification without force or threat and where the victim is capable of giving consent

Stealing more than \$50 - the unlawful taking, carrying, leading, or riding away of property more than \$50, in value from the possession or constructive possession of another person or entity (meaning school)

Suspension - Removal of students from their regular school program for a period not to exceed 10 school days. Pursuant to Florida Statute 1006.09, no student who is required by law to attend school shall be suspended for unexcused absence or truancy.

Tardiness, Habitual - consistently late to class or school

Tear gas gun or chemical weapon or device - any weapon of such nature, except a device known as a "self-defense chemical spray." "Self-defense chemical spray" means a device carried solely for purposes of lawful self-defense that is compact in size, designed to be carried on or about the person, and contains not more than two ounces of chemical. [F.S. 790.001(3)(b)]

Threat against school, school personnel's property, school transportation or school sponsored activity - Threatening to throw, project, place, or discharge any destructive device with intent to do bodily harm.

Threat, non-criminal - a threat (less serious than assault) by word or act to do violence to another person or his/her property; e.g.: "You better watch your back", "I'm going to get you after school."

Trespassing - to enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry, including students under suspension or expulsion, employees not required by their employment to be at the particular location; and unauthorized persons who enter or remain on campus or school district facility or sponsored activity after being directed to leave

Truancy/Unexplained Absence - An absence from class or school that the reason or excuse is inadequate or does not meet the criteria for an excused absence

Unauthorized possession or use of prescription medication - to possess, use, sell, store, or distribute or be under the influence of any substance which requires a physicians prescription, or any over-the-counter medication without parent/guardian approval and school notification

Unauthorized sale/distribution of materials (non-criminal) - unauthorized selling or distributing of materials not generally considered illegal; e.g.: candy

Unexcused absence - An absence which does not have the approval of the school, or which is due to disciplinary action against the student. Ordinarily, in such case, the work missed may not be made up by the student for credit.

Unintentionally striking a staff member intervening in a fight - unintentional striking or violently struggling with a staff member intervening in a fight or confrontation

Unknown weapon possession - type of instrument or object unknown at the time of the report

Unserved detention (extended) - unexcused absence from a scheduled extended detention

Unserved detention (regular) - unexcused absence from a scheduled regular detention

Unserved detention (Saturday) - unexcused absence from a scheduled Saturday detention

Use of intoxicants - the inappropriate use of intoxicants, including but not limited to, glue, solvents, butane, and whipped cream, for the purpose of obtaining a mood-modifying experience

Vandalism more than \$100 (includes time and labor) - the willful and/or malicious destruction, damage, or defacement of public or private property, real or personal, without the consent of the owner or the person having custody or control of it. This includes graffiti.

Weapon - A weapon may be, but is not limited to, any firearm, imitation firearm, any explosive or destructive device, any knife, razor blade or box cutter, any dirk (dagger), metallic knuckles, slungshot (a small mass of metal, stone, sand, or similar material fixed on a flexible handle, strap, or the like, used as a weapon.), billie [billie (also spelled billy) club, night stick, a stick of less than arm's length, usually made of wood, plastic, or metal], tear gas gun, chemical weapon or device, or other deadly weapon except a firearm or a common pocketknife, plastic knife, or blunt-bladed table knife [F.S. 790.001(13)] or any item used with intent to cause bodily harm to another individual.

Weapon/knife possession - the possession of any knife that may inflict harm on another person, or be used to intimidate another person, including, but not limited to, fixed blade knives, folding knives, switch blade knives, and common pocket knives or any item used with intent to cause bodily harm to another individual.