

AGENDA

REGULAR SCHOOL BOARD MEETING

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

November 16, 2010

6:00 P.M.

THIS MEETING IS OPEN TO THE PUBLIC

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

ITEMS FOR CONSENT

5. REVIEW OF MINUTES – **SEE ATTACHMENT**
 - a. October 26, 2010, 4:30 p.m. – School Board Workshop
 - b. October 26, 2010, 6:00 p.m. – Regular School Board Meeting
ACTION REQUESTED: The Superintendent recommends approval.
6. PERSONNEL MATTERS (resignations, retirements, recommendations, leaves of absence, terminations of services, volunteers, and job descriptions) - **SEE PAGE #4**
 - a. Personnel 2010 - 2011
ACTION REQUESTED: The Superintendent recommends approval.
7. BUDGET AND FINANCIAL TRANSACTIONS
 - a. Approval of bills and vouchers - See back-up material
ACTION REQUESTED: The Superintendent recommends approval.
 - b. Budget Amendment Number Six – **SEE PAGE #6**
Fund Source: 420 (Federal) Funds
Amount: \$233,766.00
ACTION REQUESTED: The Superintendent recommends approval.

- c. Budget Amendment Number Seven – **SEE PAGE #16**
 Fund Source: 432 Targeted ARRA Stimulus Funds
 Amount: \$1,284,820.00
 ACTION REQUESTED: The Superintendent recommends approval.
 - d. Budget Amendment Number Eight – **SEE PAGE #27**
 Fund Source: 410 (School Food Service) Funds
 Amount: \$.00
 ACTION REQUESTED: The Superintendent recommends approval.
 - e. Crossroad Academy Financial Reports for September, 2010
SEE PAGE #30
 Fund Source: N/A
 Amount: N/A
 ACTION REQUESTED: The Superintendent recommends approval.
8. **STUDENT MATTERS – SEE ATTACHMENT**
- a. Student Expulsion – See back-up material
 Case #09-1011-0051
 ACTION REQUESTED: The Superintendent recommends approval.
 - b. Student Expulsion – See back-up material
 Case #11-1011-0231
 ACTION REQUESTED: The Superintendent recommends approval.
9. **SCHOOL FACILITY/PROPERTY**
- a. Clearing Two Lots at New Greensboro Elementary and Removing House From One Lot – **SEE PAGE #35**
 Fund Source: 2 mil
 Amount: \$9,250.00
 ACTION REQUESTED: The Superintendent recommends approval.
10. **EDUCATIONAL ISSUES**
- a. School Improvement Plans for Carter Parramore Academy, Chattahoochee Elementary, East Gadsden High, Gadsden Elementary Magnet, George Munroe Elementary, Greensboro Elementary, Gretna Elementary, Havana Elementary, Havana Middle, James A. Shanks Middle, St. John Elementary, Stewart Street Elementary and West Gadsden High – **SEE PAGE # 40**
WEBSITE www.flbsi.org
 Fund Source: N/A
 Amount: N/A
 ACTION REQUESTED: The Superintendent recommends approval.

ITEMS FOR DISCUSSION

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

- a. Approval of School Board Rule 2.25 (Job Description for Director of Federal Programs) - **SEE PAGE #41**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

12. EDUCATIONAL ITEMS BY THE SUPERINTENDENT

13. SCHOOL BOARD REQUESTS AND CONCERNS

14. ADJOURNMENT

The School Board of Gadsden County



"Building A Brighter Future"

Reginald C. James
SUPERINTENDENT
OF SCHOOLS

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

November 21, 2010

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

Dear School Board Members:

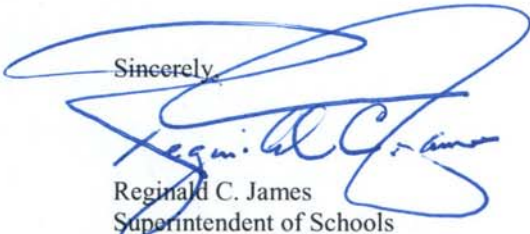
I am recommending that the attached list of personnel actions be approved, as indicated. I further recommend that all appointments to grant positions be contingent upon funding.

Item 6A Instructional and Non-Instructional Personnel 2010/2011

The following reflects the total number of full-time employees in this school district for the 2010/2011 school term, as of November 21, 2010.

<u>Description Per DOE Classification</u>	<u>DOE Object#</u>	<u>#Employees November 2010</u>
Classroom Teachers and Other Certified	120 & 130	496.25
Administrators	110	49.75
Non-Instructional	150, 160, & 170	<u>422.00</u>
		968.00

Sincerely,


Reginald C. James
Superintendent of Schools

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

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

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

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

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

BOARD MEETS FOURTH TUESDAY OF EACH MONTH
EQUAL OPPORTUNITY EMPLOYER

AGENDA ITEM 6A, INSTRUCTIONAL AND NON INSTRUCTIONAL 2010/2011

INSTRUCTIONAL

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Bailey, Latrisa	SSES	Teacher	08/16/2010
Baker, Capitola	SSES	Teacher	08/17/2010
Boutwell, Mary Jo	GWM	Teacher	10/28/2010
Conyers, Kesia	GWM	Teacher/Reading Coach	08/16/2010
Daigle, Alicia	GWM	Teacher	10/29/2010
Fuller, Corey	EGHS	Behavior Specialist	08/16/2010
Hinson, Doris	GRES	Reading Coach	11/03/2010
Jones, Ketranna	GWM	Teacher	10/28/2010
Tegen, Rosemary	ESE	Spch.Lang Path.	08/16/2010
Walker, Ida	CES	Math Coach	10/18/2010

NON-INSTRUCTIONAL

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Anderson, James	Transportation	Bus Driver	08/23/2010
Card, Stanley	Transportation	Bus Driver	08/23/2010
Deemer, Kenneth	WGHS	Technology Spec.	11/01/2010
Holton, Jerrod	EGHS	Technology Spec.	11/08/2010

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

REQUEST FOR LEAVE

<u>Name</u>	<u>Location/Position</u>	<u>Beginning Date</u>	<u>Ending Date</u>
Conyers, Andrika	SJES/Ed Para	11/30/2010	06/10/2010

RESIGNATION

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Dawson, Lydia	SSES	Teacher	11/01/2010

TRANSFERS

<u>Name</u>	<u>Location/Position Transferred From</u>	<u>Location/Position Transferred To</u>	<u>Effective Date</u>
Clum, Anthony	GWM/Teacher	CES/GWM Sci Coach	11/01/2010
Stokes, Lillie	CPA/Teacher	HMS/Teacher	11/08/2010
Wynn-Viegbesie, Diane	EGHS/Asst Principal	HES/Asst Principal	11/01/2010

Retirement

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Stephens, Albert	Transportation	Bus Driver	11/08/2010

Substitutes

<u>Teacher</u>	<u>SFS</u>
Flowers, Audria	Causey, Brenda
Hanson, Peter	
McMillian, Tamala	

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7b

DATE OF SCHOOL BOARD MEETING: November 16, 2010

TITLE OF AGENDA ITEMS: Budget Amendment Number Six

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

To establish budget for Title I School Improvement 1003G Fund \$233,766.00

FUND SOURCE: 420 (Federal) Funds

AMOUNT: \$ 233,766.00

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

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

FUND 420				
REVENUE OBJECT	BEGINNING ESTIMATED REVENUE 11/4/2010	BUDGET AMENDMENT NUMBER SIX	ENDING ESTIMATED REVENUE 11/4/2010	
190	\$ -	\$ -	\$ -	
191	\$ -	\$ -	\$ -	
199	\$ 700,809.71	\$ -	\$ 700,809.71	
201	\$ 225,957.33	\$ -	\$ 225,957.33	
226	\$ 909,270.43	\$ -	\$ 909,270.43	
227	\$ 21,427.27	\$ -	\$ 21,427.27	
230	\$ 2,020,626.28	\$ -	\$ 2,020,626.28	
240	\$ 2,979,644.61	\$ 233,766.00	\$ 3,213,410.61	
251	\$ 124,465.00	\$ -	\$ 124,465.00	
270	\$ -	\$ -	\$ -	
290	\$ 482,343.77	\$ -	\$ 482,343.77	
299	\$ 75,000.00	\$ -	\$ 75,000.00	
TOTALS	\$ 7,539,544.40	\$ 233,766.00	\$ 7,773,310.40	

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

420 FUND		BUDGET		
FUNCTION/ OBJECT		BUDGET BALANCE 11/4/2010	AMENDMENT NUMBER SIX	BUDGET BALANCE 11/4/2010
5100	100	\$ 536,171.46	\$ 36,000.00	\$ 572,171.46
	200	\$ 186,651.12	\$ 12,379.60	\$ 199,030.72
	300	\$ 1,021,170.07	\$ -	\$ 1,021,170.07
	500	\$ 189,476.41	\$ -	\$ 189,476.41
	600	\$ 394,481.43	\$ -	\$ 394,481.43
	700	\$ 35,115.50	\$ -	\$ 35,115.50
	FUNCTOTAL		\$ 2,363,065.99	\$ 48,379.60
5200	100	\$ 550,294.49	\$ -	\$ 550,294.49
	200	\$ 244,768.46	\$ -	\$ 244,768.46
	300	\$ 325,664.77	\$ -	\$ 325,664.77
	500	\$ 19,248.35	\$ -	\$ 19,248.35
	600	\$ 47,042.98	\$ -	\$ 47,042.98
	700	\$ 4,327.59	\$ -	\$ 4,327.59
	FUNCTOTAL		\$ 1,191,346.64	\$ -
5300	100	\$ 17,503.52	\$ -	\$ 17,503.52
	200	\$ 4,240.24	\$ -	\$ 4,240.24
	300	\$ 9,423.06	\$ -	\$ 9,423.06
	500	\$ 54,209.58	\$ (224.00)	\$ 53,985.58
	600	\$ 35,302.53	\$ -	\$ 35,302.53
	700	\$ 21,240.75	\$ -	\$ 21,240.75
	FUNCTOTAL		\$ 141,919.68	\$ (224.00)
5400	100	\$ 53,610.50	\$ -	\$ 53,610.50
	200	\$ 10,766.96	\$ -	\$ 10,766.96
	300	\$ 7,350.17	\$ -	\$ 7,350.17
	500	\$ 16,270.90	\$ -	\$ 16,270.90
	600	\$ 20,161.61	\$ -	\$ 20,161.61
	700	\$ 1,000.00	\$ -	\$ 1,000.00
	FUNCTOTAL		\$ 109,160.14	\$ -
5500	100	\$ 299,487.83	\$ -	\$ 299,487.83
	200	\$ 91,664.77	\$ -	\$ 91,664.77
	300	\$ 176,507.36	\$ -	\$ 176,507.36
	500	\$ 5,709.07	\$ -	\$ 5,709.07
	600	\$ 3,249.42	\$ -	\$ 3,249.42
	700	\$ -	\$ -	\$ -
	FUNCTOTAL		\$ 576,618.45	\$ -

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

6100	100	\$	275,699.83	\$	-	\$	275,699.83
	200	\$	74,118.76	\$	-	\$	74,118.76
	300	\$	110,211.53	\$	-	\$	110,211.53
	500	\$	29,497.27	\$	-	\$	29,497.27
	600	\$	1,600.00	\$	-	\$	1,600.00
	700	\$	-	\$	-	\$	-
	900	\$	-	\$	-	\$	-
FUNCTOTAL		\$	491,127.39	\$	-	\$	491,127.39
6200	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	-	\$	-	\$	-
	500	\$	1,313.00	\$	-	\$	1,313.00
	600	\$	4,115.25	\$	-	\$	4,115.25
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	5,428.25	\$	-	\$	5,428.25
6300	100	\$	522,877.48	\$	32,500.00	\$	555,377.48
	200	\$	198,432.80	\$	8,953.50	\$	207,386.30
	300	\$	134,190.75	\$	-	\$	134,190.75
	500	\$	12,078.52	\$	224.00	\$	12,302.52
	600	\$	12,419.65	\$	-	\$	12,419.65
	700	\$	575.00	\$	8,500.00	\$	9,075.00
FUNCTOTAL		\$	880,574.20	\$	50,177.50	\$	930,751.70
6400	100	\$	619,525.06	\$	-	\$	619,525.06
	200	\$	157,401.17	\$	-	\$	157,401.17
	300	\$	279,188.16	\$	26,750.00	\$	305,938.16
	400	\$	-	\$	-	\$	-
	500	\$	37,159.02	\$	-	\$	37,159.02
	600	\$	-	\$	-	\$	-
	700	\$	6,000.96	\$	-	\$	6,000.96
FUNCTOTAL		\$	1,099,274.37	\$	26,750.00	\$	1,126,024.37
6500	100	\$	177.56	\$	-	\$	177.56
	200	\$	2,443.25	\$	-	\$	2,443.25
	300	\$	-	\$	-	\$	-
	500	\$	-	\$	-	\$	-
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	2,620.81	\$	-	\$	2,620.81

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



7100	300	\$	-	\$	-	\$	-
FUNCTOTAL		\$	-	\$	-	\$	-
7200	100	\$	32,518.15	\$	-	\$	32,518.15
	200	\$	9,476.32	\$	-	\$	9,476.32
	300	\$		\$	-	\$	
	500	\$	-	\$	-	\$	-
	600	\$	-	\$	-	\$	-
	700	\$	196,466.83	\$	8,242.90	\$	204,709.73
FUNCTOTAL		\$	238,461.30	\$	8,242.90	\$	246,704.20
7300	100	\$	1,066.52	\$	-	\$	1,066.52
	200	\$	-	\$	-	\$	-
	300	\$	523.00	\$	-	\$	523.00
	500	\$	3,087.60	\$	-	\$	3,087.60
	600	\$	-	\$	-	\$	-
	700	\$	-	\$	-	\$	-
FUNCTOTAL 7300		\$	4,677.12	\$	-	\$	4,677.12
7600	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	-	\$	-	\$	-
FUNCTOTAL		\$	-	\$	-	\$	-
7700	100	\$	2,268.87	\$	-	\$	2,268.87
	200	\$	623.27	\$	-	\$	623.27
	300	\$	-	\$	-	\$	-
	400	\$	-	\$	-	\$	-
	500	\$	1,918.42	\$	-	\$	1,918.42
	600	\$	7,792.60	\$	-	\$	7,792.60
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	12,603.16	\$	-	\$	12,603.16
7800	100	\$	102,797.05	\$	-	\$	102,797.05
	200	\$	25,165.17	\$	-	\$	25,165.17
	300	\$	69,263.55	\$	100,440.00	\$	169,703.55
	400	\$	96,504.00	\$	-	\$	96,504.00
	500	\$	-	\$	-	\$	-
	600	\$	75,000.00	\$	-	\$	75,000.00
FUNCTOTAL		\$	368,729.77	\$	100,440.00	\$	469,169.77

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

7900	100	\$	5,535.95	\$	-	\$	5,535.95
	200	\$	12,011.77	\$	-	\$	12,011.77
	300	\$	12,453.72	\$	-	\$	12,453.72
	400	\$	-	\$	-	\$	-
	500	\$	967.46	\$	-	\$	967.46
	600	\$	3,339.00	\$	-	\$	3,339.00
FUNCTOTAL		\$	34,307.90	\$	-	\$	34,307.90
8100	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	-	\$	-	\$	-
	600	\$	-	\$	-	\$	-
FUNCTOTAL		\$	-	\$	-	\$	-
8200	100	\$	11,930.95	\$	-	\$	11,930.95
	200	\$	6,643.56	\$	-	\$	6,643.56
FUNCTOTAL		\$	18,574.51	\$	-	\$	18,574.51
9100	100	\$	809.73	\$	-	\$	809.73
	200	\$	244.99	\$	-	\$	244.99
	300	\$	-	\$	-	\$	-
	400	\$	-	\$	-	\$	-
	500	\$	-	\$	-	\$	-
	600	\$	-	\$	-	\$	-
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	1,054.72	\$	-	\$	1,054.72
9200	300	\$	-	\$	-	\$	-
FUNCTOTAL		\$	-	\$	-	\$	-
9700	500	\$	-	\$	-	\$	-
FUNCTOTAL		\$	-	\$	-	\$	-
GRANDTOTAL		\$	7,539,544.40	\$	233,766.00	\$	7,773,310.40

**Florida Department of Education
Project Award Notification**

Proj. 4212692

1 PROJECT RECIPIENT Gadsden County School District	2 PROJECT NUMBER 200-1260A-1C001 1003G
3 PROJECT/PROGRAM TITLE Title I School Improvement Fund <p align="center">TAPS 10A005</p>	4 AUTHORITY 84.377A Title I Part A School Improvement Fund
5 AMENDMENT INFORMATION Amendment Number: Type of Amendment: Effective Date:	6 PROJECT PERIODS Budget Period: 07/23/2010 - 09/30/2011 Program Period: 07/23/2010 - 09/30/2011
7 AUTHORIZED FUNDING Current Approved Budget: \$ 233,766.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$ 233,766.00	8 REIMBURSEMENT OPTION Federal Cash Advance
9 TIMELINES <ul style="list-style-type: none"> • Last date for incurring expenditures and issuing purchase orders: <u>09/30/2011</u> • Date that all obligations are to be liquidated and final disbursement reports submitted: <u>11/20/2011</u> • Last date for receipt of proposed budget and program amendments: <u>09/30/2011</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: Anna Moore Phone: (850) 245 - 0726 Email: Anna.Moore@fldoe.org Grants Management: Unit A (850) 245-0496	<div style="text-align: center;"> Comptroller's Office (850) 245-0401 </div>
11 DOE FISCAL DATA DBS: 40 90 20 EO: CJ 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. 	
13 APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <hr/> Authorized Official on behalf of Dr. Eric J. Smith Commissioner of Education </div> <div style="width: 45%; text-align: center;">  11/01/10 <hr/> Date of Signing </div> </div>	

DOE-200
Revised 02/05

**FLORIDA DEPARTMENT OF EDUCATION
BUDGET DESCRIPTION FORM -
School Improvement Grants, Section 1003(g)**

A) NAME OF ELIGIBLE RECIPIENT: Gadsden County District School Board
B) Project Number (DOE USE ONLY): 200-1260A-1C001

E) TAPS Number 10A005

count	Activity	Function	Object	Account Title and Description	FTE	Amount	% ALLOCATED to this PROJECT	ALLOWABLE DOE USE ONLY	REASONABLE DOE USE ONLY	NECESSARY DOE USE ONLY
1	WGHS- Science Coach (coaches)	5100	130	Other Certified Instructional Personnel to support school improvement...	1.000	\$36,000.00	100.00%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	WGHS - Science Coach Retirement (coaches)	5100	210	Retirement to support school improvement efforts	0.000	\$4,107.60	100.00%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	WGHS - Science Coach Social Security (coaches)	5100	220	Social Security to support school improvement efforts	0.000	\$2,754.00	100.00%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	WGHS Science Coach Group Health (coaches)	5100	230	Group Insurance to support school improvement efforts	0.000	\$4,668.00	100.00%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	WGHS Science Coach Life Insurance (coaches)	5100	232	Life Insurance to support school improvement efforts	0.000	\$150.00	100.00%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	WGHS Science Coach Workers Compensation (coaches)	5100	240	Workers Compensation to support school improvement efforts	0.000	\$700.00	100.00%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	EGHS - 50% of Law Enforcement Director to facilitate Law Enforcement Academ...	6300	110	Administrators to support school improvement efforts	0.500	\$32,500.00	50.00%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	EGHS - Law	6300	210	Retirement to	0.000	\$3,708.25	50.00%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

	Director Retirement (50%) (instructional program)			support school improvement efforts				✓	✓	✓
9	EGHS - Law Director Social Security (50%) (instructional program)	6300	220	Social Security to support school improvement efforts	0.000	\$2,486.25	50.00%	✓	✓	✓
10	EGHS - Law Director Group Health (50%) (instructional program)	6300	230	Group Insurance to support school improvement efforts	0.000	\$2,334.00	50.00%	✓	✓	✓
11	EGHS - Law Director Life Insurance (50%) (instructional program)	6300	232	Life Insurance to support school improvement efforts	0.000	\$75.00	50.00%	✓	✓	✓
12	EGHS - Law Director Workers Compensation (50%) (instructional program)	6300	240	Workers Compensation to support school improvement efforts	0.000	\$350.00	50.00%	✓	✓	✓
13	WGHS - IB Annual Dues (instructional program)	6300	730	Dues and Fees to support school improvement efforts	0.000	\$8,500.00	100.00%	✓	✓	✓
14	EGHS - Consultants for Science, core subjects (job embedded professional de...	6400	310	Professional and Technical Services to support school improvement ef...	0.000	\$20,000.00	20.00%	✓	✓	✓
15	WGHS - AP/IB Consultants (instructional program)	6400	310	Professional and Technical Services to support school improvement ef...	0.000	\$6,750.00	20.00%	✓	✓	✓
16	Indirect Costs Plan A @3.79% (LEA support)	7200	790	Miscellaneous Expenses to support school improvement efforts	0.000	\$8,242.90	3.79%	✓	✓	✓

17	EGHS Transportation for extended day	7800	390	Other Purchased Services to support extended day	0.000	\$68,040.00	67.00%	✓	✓	✓
18	WGHS Transportation for extended day	7800	390	Other Purchased Services to support extended day	0.000	\$32,400.00	33.00%	✓	✓	✓
Totals:					1.500	\$233,766.00				

DOE 101



Dr. Eric J. Smith, Commissioner

0.0

PLAN A
3.79% INDIRECT COSTS

233,766.00 *

1.0379 *

242,307.68 *

233,766.00 *

Maximum 242,307.68 *

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7c

DATE OF SCHOOL BOARD MEETING: November 16, 2010

TITLE OF AGENDA ITEMS: Budget Amendment Number Seven

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

To establish the budget for the following federal project:

Title I School Improvement Fund (ARRA) 10-11 \$1,284,820.00

FUND SOURCE: 432 Targeted ARRA Stimulus Funds

AMOUNT: \$ 1,284,820.00

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

**Gadsden County School Board
432 (Targeted ARRA Stimulus) Fund Appropriations
Budget Amendment Number
Seven**

432 FUND					
FUNCTION/ OBJECT		BEGINNING BUDGET 11/8/2010	BUDGET AMENDMENT NUMBER SEVEN	BUDGET BALANCE 11/8/2010	
5100	100	\$ 232,800.56	\$ 295,860.00	\$ 528,660.56	
K-12 Instructional	200	\$ (30,146.56)	\$ -	\$ (30,146.56)	
	300	\$ 398,243.08	\$ -	\$ 398,243.08	
	500	\$ 59,828.18	\$ 83,092.00	\$ 142,920.18	
	600	\$ 45,730.43	\$ 20,000.00	\$ 65,730.43	
	700	\$ 37,611.00	\$ -	\$ 37,611.00	
FUNCTOTAL		\$ 744,066.69	\$ 398,952.00	\$ 1,143,018.69	
5200	100	\$ 56,732.13	\$ -	\$ 56,732.13	
Exceptional	200	\$ 30,368.45	\$ -	\$ 30,368.45	
Instruction	300	\$ -	\$ -	\$ -	
	500	\$ 76,883.03	\$ -	\$ 76,883.03	
	600	\$ 82,328.42	\$ -	\$ 82,328.42	
	700	\$ -	\$ -	\$ -	
FUNCTOTAL		\$ 246,312.03	\$ -	\$ 246,312.03	
5500	100	\$ -	\$ -	\$ -	
Pre-K	200	\$ -	\$ -	\$ -	
	300	\$ -	\$ -	\$ -	
	500	\$ -	\$ -	\$ -	
FUNCTOTAL		\$ -	\$ -	\$ -	
6100	100	\$ 186,438.99	\$ 40,000.00	\$ 226,438.99	
Pupil	200	\$ 110,928.71	\$ 14,095.00	\$ 125,023.71	
Personnel	300	\$ 10,230.55	\$ -	\$ 10,230.55	
Services	500	\$ 15,185.54	\$ -	\$ 15,185.54	
	600	\$ -	\$ -	\$ -	
	700	\$ 2,360.25	\$ -	\$ 2,360.25	
FUNCTOTAL		\$ 325,144.04	\$ 54,095.00	\$ 379,239.04	
6200	100	\$ -	\$ -	\$ -	
Instructional	200	\$ -	\$ -	\$ -	
Media	300	\$ -	\$ -	\$ -	
Service	500	\$ -	\$ -	\$ -	
	600	\$ 139,165.03	\$ 209,333.00	\$ 348,498.03	
	700	\$ -	\$ -	\$ -	
6200 FUNCTOTAL		\$ 139,165.03	\$ 209,333.00	\$ 348,498.03	

Gadsden County School Board
432 (Targeted ARRA Stimulus) Fund Appropriations
Budget Amendment Number

Seven



6300	100	\$	-	\$	297,500.00	\$	297,500.00
Instructional	200	\$	-	\$	92,616.50	\$	92,616.50
Curriculum Dev.	300	\$	23,300.00	\$	35,332.00	\$	58,632.00
	500	\$	476.40	\$	-	\$	476.40
	600	\$	2,955.16	\$	25,500.00	\$	28,455.16
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	26,731.56	\$	450,948.50	\$	477,680.06
6400	100	\$	155,778.28	\$	111,671.50	\$	267,449.78
Instructional	200	\$	12,421.35	\$	-	\$	12,421.35
Staff Training	300	\$	22,087.92	\$	25,000.00	\$	47,087.92
	500	\$	-	\$	-	\$	-
	600	\$	-	\$	-	\$	-
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	190,287.55	\$	136,671.50	\$	326,959.05
7200	100	\$	-	\$	-	\$	-
General Admin.	200	\$	-	\$	-	\$	-
	300	\$	22,000.00	\$	-	\$	22,000.00
	500	\$	-	\$	-	\$	-
	600	\$	-	\$	-	\$	-
	700	\$	75,184.62	\$	34,820.00	\$	110,004.62
FUNCTOTAL		\$	97,184.62	\$	34,820.00	\$	132,004.62
7700	100	\$	-	\$	-	\$	-
Central Services	200	\$	-	\$	-	\$	-
	300	\$	-	\$	-	\$	-
FUNCTOTAL		\$	-	\$	-	\$	-
7800	100	\$	16,266.00	\$	-	\$	16,266.00
Transportation	200	\$	10,950.00	\$	-	\$	10,950.00
	300	\$	4,200.00	\$	-	\$	4,200.00
	400	\$	-	\$	-	\$	-
	500	\$	-	\$	-	\$	-
	600	\$	-	\$	-	\$	-
	700	\$	2,129.00	\$	-	\$	2,129.00
FUNCTOTAL		\$	33,545.00	\$	-	\$	33,545.00
GRANDTOTAL		\$	1,802,436.52	\$	1,284,820.00	\$	3,087,256.52

**Gadsden County School Board
 432 (Targeted ARRA Stimulus) Fund Estimated Revenue
 Budget Amendment Number
 Seven**

432 REVENUE OBJECT	ESTIMATED REVENUE 11/8/10	BUDGET AMENDMENT NUMBER SEVEN	ENDING ESTIMATED 11/8/2010
230	\$ 660,669.15	\$ -	\$ 660,669.15
240	\$ 1,122,899.92	\$ 1,284,820.00	\$ 2,407,719.92
290	\$ -	\$ -	\$ -
299	\$ 18,867.45	\$ -	\$ 18,867.45
GRAND TOTAL	\$ 1,802,436.52	\$ 1,284,820.00	\$ 3,087,256.52

**Florida Department of Education
Project Award Notification**

Proj. 432261S

1 PROJECT RECIPIENT Gadsden County School District	2 PROJECT NUMBER 200-1260S-1C001
3 PROJECT/PROGRAM TITLE Title I School Improvement Fund USDE #S389A090009A <p align="center">TAPS 10AR05</p>	4 AUTHORITY 84.388 Title I A American Recovery and Reinvestment Act
5 AMENDMENT INFORMATION Amendment Number: Type of Amendment: Effective Date:	6 PROJECT PERIODS Budget Period: 07/23/2010 - 09/30/2011 Program Period: 07/23/2010 - 09/30/2011
7 AUTHORIZED FUNDING Current Approved Budget: \$ 1,284,820.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$ 1,284,820.00	8 REIMBURSEMENT OPTION Federal Cash Advance
9 TIMELINES <ul style="list-style-type: none"> • Last date for incurring expenditures and issuing purchase orders: <u>09/30/2011</u> • Date that all obligations are to be liquidated and final disbursement reports submitted: <u>11/20/2011</u> • Last date for receipt of proposed budget and program amendments: <u>09/30/2011</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: Anna Moore Phone: (850) 245 - 0726 Email: Anna.Moore@fldoe.org Grants Management: Unit A (850) 245-0496	11 DOE FISCAL DATA DBS: 40 90 20 EO: S6 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. In addition, the sub-recipient must comply with all expenditure, transparency, accountability, and reporting requirements specified in the American Recovery and Reinvestment Act of 2009 (ARRA), ARRA regulations, and the ARRA specific assurances agreed to in the application for ARRA funds. • 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. • 2 CFR 176.210(b) and (d), provides that recipients are to require their subrecipients to specifically identify Recovery Act funding on their Schedule of Expenditures of Federal Awards (SEFA) by identifying expenditures for Federal awards made under the Recovery Act separately on the SEFA and as separate rows on the Data Collection Form (SF-SAC) required by OMB Circular A-133. Further, in identifying Recovery Act expenditures, the prefix "ARRA" must be used in the name of the Federal program. The information allows the recipient to properly monitor subrecipient expenditure of ARRA funds as well as oversight by the Federal awarding agencies, Offices of Inspector General and the Government Accountability Office. 	
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 Dr. Eric J. Smith Commissioner of Education </div> <div style="text-align: center;"> 11/01/10 <hr style="width: 100%;"/> Date of Signing </div> <div style="text-align: right;">  </div> </div>	

**FLORIDA DEPARTMENT OF EDUCATION
BUDGET DESCRIPTION FORM -
School Improvement Grants, Section 1003(g) (ARRA)**

A) NAME OF ELIGIBLE RECIPIENT: Gadsden County District School Board
B) Project Number (DOE USE ONLY): 200-1260S-1C001

E) TAPS
Number
10AR05

ARRA count	ARRA Assurance Code	ARRA Principle Code	ARRA Strategy Code	District (D) or School (S) - Based Expend- iture	Activity	Function	Object	Account Title and Description	Position Code	FTE	Amount	% ALLOCATED to this PROJECT	ALLOWABLE DOE USE ONLY	REASONABLE DOE USE ONLY	NECESSARY DOE USE ONLY
1	D	B1	1	S	EGHS - extended school day pay/stipends (time for instruction)	5100	120	Classroom Teachers to support school improvement		0.000	\$70,000.00	100.00%	✓	✓	✓
2	D	B1	1	S	WGHS - extended school day pay/stipends (time for instruction)	5100	120	Classroom Teachers to support school improvement		0.000	\$185,000.00	100.00%	✓	✓	✓
3	D	B1	21	S	EGHS - Substitutes for teachers who are receiving PD and training (job embedded professional development)	5100	140	Substitute Teachers to support school improvement		0.000	\$25,000.00	10.00%	✓	✓	✓
4	D	B1	21	S	WGHS - Substitutes for teachers who are receiving PD and training (job embedded professional development)	5100	140	Substitute Teachers to support school improvement		0.000	\$15,860.00	10.00%	✓	✓	✓
5	D	N/A	N/A	S	EGHS - Instructional materials and supplies (Instructional program)	5100	510	Supplies to support school improvement		0.000	\$18,000.00	10.00%	✓	✓	✓
6	D	N/A	N/A	S	WGHS - Instructional materials and supplies (Instructional program)	5100	510	Supplies to support school improvement		0.000	\$22,092.00	15.00%	✓	✓	✓
7	D	D	21	S	EGHS - electronic text books to support SIG programs (instructional program)	5100	520	Textbooks to support school improvement		0.000	\$18,000.00	40.00%	✓	✓	✓
8	D	D	21	S	WGHS - IB/AP text books to support SIG programs (instructional program)	5100	520	Textbooks to support school improvement		0.000	\$25,000.00	80.00%	✓	✓	✓
9	D	B1	21	S	EGHS - science equipment (instructional program)	5100	642	Furniture, Fixtures and Equipment Non- Capitalized to support school improvement		0.000	\$20,000.00	100.00%	✓	✓	✓

10	D	B4	3	S	EGHS - Dropout Prevention Coordinator (increase graduation rate)	6120	110	Administrators to support school improvement	61024	1.000	\$40,000.00	100.00%	✓	✓	✓
11	D	B4	3	S	EGHS Retirement - Dropout Prevention	6120	210	Retirement to support school improvement		0.000	\$5,134.50	100.00%	✓	✓	✓
12	D	B4	3	S	EGHS Social Security - Dropout Prevention	6120	220	Social Security to support school improvement		0.000	\$3,442.50	100.00%	✓	✓	✓
13	D	B4	3	S	EGHS Group Life - Dropout Prevention	6120	230	Group Insurance to support school improvement		0.000	\$4,668.00	100.00%	✓	✓	✓
14	D	B4	3	S	EGHS - Life Insurance - Dropout Prevention	6120	232	Life Insurance to support school improvement		0.000	\$150.00	100.00%	✓	✓	✓
15	D	B4	3	S	EGHS - Workers Compensation - Dropout Prevention	6120	240	Workers Compensation to support school improvement		0.000	\$700.00	100.00%	✓	✓	✓
16	D	D	21	S	EGHS - Student response systems (39) and smartboards (29) (technology based supports and interventions)	6200	643	Computer Hardware Capitalized to support school improvement		0.000	\$100,488.50	40.00%	✓	✓	✓
17	D	D	21	S	WGHS - Student response systems (12) and Smartboards (8) (technology based supports and interventions)	6200	643	Computer Hardware Capitalized to support school improvement		0.000	\$98,864.50	30.00%	✓	✓	✓
18	D	D	21	S	WGHS - IB PE computer assisted software and projection (instructional program)	6200	690 692	Computer Software to support school improvement		0.000	\$10,000.00	100.00%	✓	✓	✓
19	D	B4	21	S	EGHS - 50% of Law Enforcement Director to facilitate Law Enforcement Academies at both HS (instructional program)	6300	110	Administrators to support school improvement	63019	0.500	\$32,500.00	50.00%	✓	✓	✓
20	D	B4	21	S	WGHS Law Enforcement program specialist	6300	120	Classroom Teachers to support school improvement	63101	1.000	\$35,000.00	100.00%	✓	✓	✓
21	D	B1	1	S	Transformation Director (split between EGHS and WGHS)	6300	130	Other Certified Instructional Personnel to support school improvement	63018	1.000	\$60,000.00	100.00%	✓	✓	✓
22	D	B4	21	S	EGHS -	6300	130	Other	63101	1.000	\$40,000.00	100.00%	✓	✓	✓

23	D	B4	21	S	Reading Program Specialist EGHS - Behavior Specialist	6300	130	Certified Instructional Personnel to support school improvement Other Certified Instructional Personnel to support school improvement	63105	1.000	\$40,000.00	100.00%	✓	✓	✓
24	D	B1	1	S	WGHS - Technology Specialist to coordinate and maintain digital technology at the site (technology based supports and interventions)	6300	160	Other Support Personnel to support school improvement	63104	1.000	\$45,000.00	100.00%	✓	✓	✓
25	D	B1	1	S	EGHS - Technology Specialist to coordinate and maintain digital technology at the site (technology based supports and interventions) - contracted	6300	160	Other Support Personnel to support school improvement	63104	1.000	\$45,000.00	100.00%	✓	✓	✓
26	D	B4	21	S	EGHS - 50% of Law Enforcement Director Retirement (Instructional program)	6300	210	Retirement to support school improvement		0.000	\$3,708.25	50.00%	✓	✓	✓
27	D	B1	1	S	EGHS - Technology Specialist Retirement (technology based supports and interventions)	6300	210	Retirement to support school improvement		0.000	\$5,134.50	100.00%	✓	✓	✓
28	D	B4	3	S	WGHS - Technology Specialist Retirement (technology based supports and interventions)	6300	210	Retirement to support school improvement		0.000	\$5,179.50	100.00%	✓	✓	✓
29	D	B4	21	S	EGHS - Retirement Behavior Specialist	6300	210	Retirement to support school improvement		0.000	\$4,564.00	100.00%	✓	✓	✓
30	D	B4	21	S	EGHS - Retirement for reading program specialist	6300	210	Retirement to support school improvement		0.000	\$4,564.00	100.00%	✓	✓	✓
31	D	B1	1	S	Transformation Director - Retirement	6300	210	Retirement to support school improvement		0.000	\$8,848.00	100.00%	✓	✓	✓
32	D	B4	21	S	WGHS - Retirement law enforcement specialist	6300	210	Retirement to support school improvement		0.000	\$3,994.00	100.00%	✓	✓	✓
33	D	B4	21	S	WGHS - Social Security law enforcement specialist	6300	220	Social Security to support school improvement		0.000	\$2,678.00	100.00%	✓	✓	✓

34	D	B1	1	S	Transformation Director - Social Security	6300	220	Social Security to support school improvement	0.000	\$4,690.00	100.00%	✓	✓	✓
35	D	B4	21	S	EGHS - Social Security for reading program specialist	6300	220	Social Security to support school improvement	0.000	\$3,060.00	100.00%	✓	✓	✓
36	D	B4	21	S	EGHS - Social Security Behavior Specialist	6300	220	Social Security to support school improvement	0.000	\$3,060.00	100.00%	✓	✓	✓
37	D	B4	3	S	EGHS - Technology Specialist Social Security (technology based supports and interventions)	6300	220	Social Security to support school improvement	0.000	\$3,442.50	100.00%	✓	✓	✓
38	D	B1	1	S	WGHS - Technology Specialist Social Security (technology based supports and interventions)	6300	220	Social Security to support school improvement	0.000	\$3,442.50	100.00%	✓	✓	✓
39	D	B4	21	S	EGHS - 50% of Law Enforcement Director Social Security (instructional program)	6300	220	Social Security to support school improvement	0.000	\$2,486.25	50.00%	✓	✓	✓
40	D	B4	21	S	EGHS - 50% of Law Enforcement Director Group Health (instructional program)	6300	230	Group Insurance to support school improvement	0.000	\$2,334.00	50.00%	✓	✓	✓
41	D	B1	1	S	EGHS - Technology Specialist Group Health (technology based supports and interventions)	6300	230	Group Insurance to support school improvement	0.000	\$4,668.00	100.00%	✓	✓	✓
42	D	B4	3	S	WGHS - Technology Specialist Group Insurance (technology based supports and interventions)	6300	230	Group Insurance to support school improvement	0.000	\$4,668.00	100.00%	✓	✓	✓
43	D	B4	21	S	EGHS - Group Insurance for reading program specialist	6300	230	Group Insurance to support school improvement	0.000	\$4,668.00	100.00%	✓	✓	✓
44	D	B1	1	S	Transformation Director - Group Insurance	6300	230	Group Insurance to support school improvement	0.000	\$4,668.00	100.00%	✓	✓	✓
45	D	B4	21	S	WGHS - Group Insurance law enforcement specialist	6300	230	Group Insurance to support school improvement	0.000	\$4,668.00	100.00%	✓	✓	✓
46	D	B4	21	S	EGHS - Group Insurance Behavior Specialist	6300	230	Group Insurance to support school	0.000	\$4,668.00	100.00%	✓	✓	✓

47	D	B4	21	S	WGHS - Life Insurance law enforcement specialist	6300	232	Life Insurance to support school improvement	0.000	\$150.00	100.00%		✓	✓	✓		
48	D	B1	1	S	Transformation Director - Life Insurance	6300	232	Life Insurance to support school improvement	0.000	\$150.00	100.00%		✓	✓	✓		
49	D	B4	21	S	EGHS - Life Insurance for reading program specialist	6300	232	Life Insurance to support school improvement	0.000	\$150.00	100.00%		✓	✓	✓		
50	D	B4	21	S	EGHS - Life Insurance Behavior Specialist	6300	232	Life Insurance to support school improvement	0.000	\$150.00	100.00%		✓	✓	✓		
51	D	B4	3	S	EGHS - Technology Specialist Life (technology based supports and interventions)	6300	232	Life Insurance to support school improvement	0.000	\$150.00	100.00%		✓	✓	✓		
52	D	B1	1	S	WGHS - Technology Specialist Life Insurance (technology based supports and interventions)	6300	232	Life Insurance to support school improvement	0.000	\$150.00	100.00%		✓	✓	✓		
53	D	B4	21	S	EGHS - 50% of Law Enforcement Director Life Insurance (instructional program)	6300	232	Life Insurance to support school improvement	0.000	\$75.00	50.00%		✓	✓	✓		
54	D	B4	21	S	EGHS - 50% of Law Enforcement Director Workers Compensation (instructional program)	6300	240	Workers Compensation to support school improvement	0.000	\$350.00	50.00%		✓	✓	✓		
55	D	B1	1	S	EGHS - Technology Specialist Workers Compensation (technology based supports and interventions)	6300	240	Workers Compensation to support school improvement	0.000	\$700.00	100.00%		✓	✓	✓		
56	D	B4	3	S	WGHS - Technology Specialist Workers Compensation (technology based supports and interventions)	6300	240	Workers Compensation to support school improvement	0.000	\$700.00	100.00%		✓	✓	✓		
57	D	B4	21	S	EGHS - Workers Compensation Behavior Specialist	6300	240	Workers Compensation to support school improvement	0.000	\$700.00	100.00%		✓	✓	✓		
58	D	B4	21	S	EGHS - Workers Compensation for reading program specialist	6300	240	Workers Compensation to support school improvement	0.000	\$700.00	100.00%		✓	✓	✓		
59	D	B1	1	S	Transformation Director - Workers	6300	240	Workers Compensation to support	0.000	\$700.00	100.00%		✓	✓	✓		

				Compensation			school improvement					
60	D	B4	21	S	WGHS - Workers Compensation law enforcement specialist	6300	240	Workers Compensation to support school improvement	0.000	\$700.00	100.00%	✓ ✓ ✓
61	D	B1	1	S	EGHS - Travel - to trainings and professional development (job embedded professional development)	6300	330	Travel to support school improvement	0.000	\$20,000.00	40.00%	✓ ✓ ✓
62	D	B1	1	S	WGHS - Travel to trainings and professional development (job embedded professional development)	6300	330	Travel to support school improvement	0.000	\$15,332.00	30.00%	✓ ✓ ✓
63	D	D	21	S	WGHS - IB Music Equipment (instructional program)	6300	641	Furniture, Fixtures and Equipment Capitalized to support school improvement	0.000	\$23,000.00	100.00%	✓ ✓ ✓
64	D	D	21	S	WGHS - IB Art kiln (instructional program)	6300	642	Furniture, Fixtures and Equipment Note: Capitalized to support school improvement	0.000	\$2,500.00	100.00%	✓ ✓ ✓
65	D	N/A	21	S	EGHS - Professional development for teachers and administrators (job embedded professional development)	6400	120	Classroom Teachers to support school improvement	0.000	\$54,127.00	40.00%	✓ ✓ ✓
66	D	N/A	21	S	WGHS - Professional development for teachers and administrators (job embedded professional development)	6400	120	Classroom Teachers to support school improvement	0.000	\$57,544.50	50.00%	✓ ✓ ✓
67	D	B4	21	S	WGHS - Consultants for Core Subjects, TV production, Rti, PBS, Lesson Study (job embedded professional development)	6400	310	Professional and Technical Services to support school improvement	0.000	\$25,000.00	20.00%	✓ ✓ ✓
68	D	N/A	N/A	S	Indirect Costs @ 3.79 Plan A (LEA support)	7200	790	Miscellaneous Expenses to support school improvement	0.000	\$34,820.00	3.79%	✓ ✓ ✓
Totals:									7.500	\$1,284,820.00		



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7d

DATE OF SCHOOL BOARD MEETING: November 16, 2010

TITLE OF AGENDA ITEMS: Budget Amendment Number Eight

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

To move budget by function/object for Fresh Fruit & Vegetables Snack Grant in accordance with actual expenditures.

FUND SOURCE: 410 (School Food Service) Funds

AMOUNT: \$.00

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

**Gadsden County School Board
410 (Food Service) Fund Estimated Revenue
Budget Amendment Number Eight**

FUND 410 REVENUE OBJECT	ESTIMATED REVENUE 11/8/2010	BUDGET AMENDMENT NUMBER EIGHT	ENDING ESTIMATED REVENUE 11/8/2010
260	\$ 2,732,400.00	\$ -	\$ 2,732,400.00
261	\$ -	\$ -	\$ -
262	\$ -	\$ -	\$ -
263	\$ -	\$ -	\$ -
265	\$ 200,000.00	\$ -	\$ 200,000.00
267	\$ -	\$ -	\$ -
280	\$ -	\$ -	\$ -
299	\$ 157,080.00	\$ -	\$ 157,080.00
337	\$ 40,000.00	\$ -	\$ 40,000.00
338	\$ 38,000.00	\$ -	\$ 38,000.00
450	\$ 194,000.00	\$ -	\$ 194,000.00
451	\$ -	\$ -	\$ -
490	\$ -	\$ -	\$ -
TOTALS	\$ 3,361,480.00	\$ -	\$ 3,361,480.00
	+ 438,245.88 fund balance at 7/1/10		
	\$ 3,799,725.88		

**Gadsden County School Board
410 (Food Service) Fund Appropriations
Budget Amendment Number Eight**

410 FUND				
FUNCTION/ OBJECT		BUDGET BALANCE 11/8/2010	BUDGET AMENDMENT NUMBER EIGHT	BUDGET BALANCE 11/8/2010
7600	100	\$ 1,234,087.10	\$ 12,204.00	\$ 1,246,291.10
	200	\$ 466,166.91	\$ 11,507.46	\$ 477,674.37
	300	\$ 49,849.36	\$ -	\$ 49,849.36
	400	\$ 17,541.23	\$ -	\$ 17,541.23
	500	\$ 1,733,188.81	\$ (23,711.46)	\$ 1,709,477.35
	600	\$ 12,635.60	\$ -	\$ 12,635.60
	700	\$ 3,165.00	\$ -	\$ 3,165.00
FUNCTOTAL		\$ 3,516,634.01	\$ -	\$ 3,516,634.01
GRANDTOTAL		\$ 3,516,634.01	\$ -	\$ 3,516,634.01
		+ 283,091.87	undesignated fund balance projected for 6/30/11	
		\$ 3,799,725.88		

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7e

DATE OF SCHOOL BOARD MEETING: November 16, 2010

TITLE OF AGENDA ITEMS: Crossroad Academy Financial Reports for September, 2010

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

In accordance with Florida Statutes, charter schools are required to provide the Sponsor financial statements. The September 2010 Balance Sheet and Profit & Loss Statements for the Crossroad Academy Charter School are attached.

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

CROSSROAD ACADEMY CHARTER SCHOOL
Balance Sheet
 As of October 1, 2010

	<u>Oct 1, 10</u>
ASSETS	
Current Assets	
Checking/Savings	
1113 · New Facility - CD CCBG	260,995.05
1116 · Premier - Revenue O...	
1117 · Cheerleaders - Rest...	3,754.30
1118 · PTO - Restricted	7,305.34
1119 · FBLA - Restricted	3,958.85
1120 · Classic Modeling - ...	1,991.95
1121 · Athletics - Restricted	1,381.77
1122 · Hospitality - Restri...	522.58
1123 · Inez M. Holt Library...	1,250.00
1116 · Premier - Revenue ...	1,097,549.96
Total 1116 · Premier - Reve...	<u>1,117,714.75</u>
1124 · Premier - Debt Servic...	
1125 · Capital Outlay Rest...	179,067.32
1124 · Premier - Debt Serv...	147,600.00
Total 1124 · Premier - Debt ...	<u>326,667.32</u>
1126 · Premier - Reserve Ac...	147,600.00
Total Checking/Savings	<u>1,852,977.12</u>
Other Current Assets	
1230 · Prepaid Insurance	31,230.21
Total Other Current Assets	<u>31,230.21</u>
Total Current Assets	<u>1,884,207.33</u>
Fixed Assets	
1310 · Land	207,584.70
1320 · Building Improvements	9,075.00
1330 · School and Improveme...	2,615,111.85
1339 · Accumulated Deprecia...	-250,132.74
1340 · Computers & Equipme...	164,590.77
1341 · Furniture and Equipm...	46,693.00
1350 · Automobile/van	12,837.00
1360 · CIP - New School	513,323.96
Total Fixed Assets	<u>3,319,083.54</u>
TOTAL ASSETS	<u><u>5,203,290.87</u></u>

CROSSROAD ACADEMY CHARTER SCHOOL
Balance Sheet
 As of October 1, 2010

Oct 1, 10

LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2110 · Direct Deposit Liabi...	652.80
2112 · Accured Profit Shar...	161,775.00
2113 · Payroll Liabilities	1,611.64
2115 · Unemployment Pay...	1,210.58
2116 · Child Support	1,234.01
2117 · Fica & Fed W/H	1,303.39
2120 · Accounts Payables	11,931.00
2150 · Retainage Payable	500.00
2201 · Parent Teach. Org. ...	7,305.34
2202 · CACS Cheerleaders	3,754.30
2203 · FBLA (Future Bus. ...	3,958.85
2205 · Classic Modeling Co...	1,991.95
2206 · CACS Athletic Depa...	1,381.77
2207 · Staff Hospitality	522.58
2208 · Inez M. Holt Library...	1,250.00
2230 · Gadsden Co School ...	
2231 · GCSB/Student Br...	3,273.50
Total 2230 · Gadsden Co S...	<u>3,273.50</u>
Total Other Current Liabilities	<u>203,656.71</u>
Total Current Liabilities	203,656.71
Long Term Liabilities	
2310 · RD Loan	2,304,493.14
Total Long Term Liabilities	<u>2,304,493.14</u>
Total Liabilities	2,508,149.85
Equity	
2760 · Retained Earnings	2,528,027.05
Net Income	167,113.97
Total Equity	<u>2,695,141.02</u>
TOTAL LIABILITIES & EQUITY	<u><u>5,203,290.87</u></u>

CROSSROAD ACADEMY CHARTER SCHOOL**Profit & Loss**

September 1 through October 1, 2010

	<u>Sep 1 - Oct 1, 10</u>
Income	
3310 · FEFP Program	132,438.00
3334 · State Teacher Lead...	2,869.26
3350 · Uniform Income	-7,397.33
3397 · Capital Outlay	35,578.00
3472 · PreK-Early Interve...	6,679.00
3490 · Miscellaneous Sour...	
3495-2 · Student Activit...	-404.39
3495-3 · Student Books/...	2,401.50
Total 3490 · Miscellaneou...	<u>1,997.11</u>
Total Income	<u>172,164.04</u>
Gross Profit	172,164.04
Expense	
5100-11 · PreK Expenses	
5100-2 · Internet services	89.95
5100-4 · Curriculum Mat...	9,173.70
5100-11 · PreK Expenses...	3,041.66
Total 5100-11 · PreK Expe...	<u>12,305.31</u>
5100-12 · Basic Fte/Clstrm...	49,200.00
5100-13 · Classroom Para...	6,371.81
5100-23 · EE' Group Insur...	7,347.82
5100-25 · Unemployment ...	656.47
5100-51 · Basic Fte/Suppl...	1,824.94
5100-52 · Basic Fte/Textb...	10,299.09
6200-35 · Copier Service ...	260.00
6300-11 · Staff Support Pe...	3,750.00
7100-16 · Other Support P...	2,500.00
7200-11 · Administration	6,250.00
7300-11 · Salary-School Pr...	5,083.34
7300-16 · Clerical Staff	
7300-1 · Salary - Recepti...	3,458.32
7300-2 · Office Manager	2,583.34
Total 7300-16 · Clerical St...	<u>6,041.66</u>
7300-22 · FICA Contributi...	6,481.56
7300-51 · Supplies	2,439.73
7500-73 · Bank Charges/O...	-20.50
7600 · Food Services	
7600-16 · Personnel	3,258.34
7600-51 · Supplies	500.00
7600-64 · Equipment	69.14
7600-73 · Dues and Fees	170.00
Total 7600 · Food Services	<u>3,997.48</u>

11:04 AM
11/01/10
Cash Basis

CROSSROAD ACADEMY CHARTER SCHOOL
Profit & Loss
September 1 through October 1, 2010

	<u>Sep 1 - Oct 1, 10</u>
7900-16 · Janitorial/Cust...	1,729.16
7900-32 · Property Insura...	8.68
7900-35 · Maintenance	1,600.00
7900-36 · Rental Equipment	144.87
7900-37 · Telephone/inter...	896.10
7900-40 · Gargbage Collec...	340.00
7900-43 · Elect/Energy Se...	1,172.48
7900-51 · Janitorial/Main...	261.43
8100-35 · Repairs & Maint...	122.27
8100-61 · Noncap Furn/E...	5,680.02
Total Expense	<u>136,743.72</u>
Net Income	<u><u>35,420.32</u></u>

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 9a

DATE OF SCHOOL BOARD MEETING: November 16, 2010

TITLE OF AGENDA ITEM: Clearing two lots at new Greensboro Elementary and removing house from one lot

DIVISION: Facilities

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

PURPOSE AND SUMMARY OF ITEM: For Board approval of lowest and best bid to Pyramid Excavation, Inc. for clearing the two school board owned property (2 lots) on the east side of new Greensboro Elementary, removing the existing house located on one of the lots and putting in a gravel driveway on the eastside of property to relieve the parent pick up problem

FUND SOURCE: 2 mil

AMOUNT: \$9,250.00

PREPARED BY: Wayne Shepard

POSITION: Director of Facilities

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the COMPTROLLER has signed the budget page.

This form is to be duplicated on light blue paper.



-Commercial & Residential Site Preparation
-Aggregate -Environmental Hauling -Roll Off
Debris Container -Full Service Sand & Clay
Facilities

November 4, 2010

Mr. Wayne Shepard
Director of Facilities
School Board of Gadsden County
35 MLK Blvd.
Quincy, Fl. 32351
Fax: 850.875.8795
Email: shepardw@mail.gcps.k12.fl.us

Re: Clearing of Two Lots at Greensboro Elementary School

Dear Wayne:

As discussed on site on Tuesday, below is our proposal for the following work above as described by your specification sheet:

Scope #1 – Clearing Lots

1. Take out all trees and stumps that are not clearly marked with flagging tape.
2. Clear all under brush, including Azaleas out front and along driveway.
3. Clean up all limbs, roots, small debris and such from property.
4. All debris is to be removed from the site.

Sub Total -\$4,165.00

Scope #2 – Driveway

1. Grade out a driveway to be shown at time of clearing lots fourteen feet wide and 360 feet long.
2. Roll tamp the graded driveway (Subgrade Prep).
3. Provide two inches of gravel over entire surface of drive and roll tamp to compact.

Sub Total-\$1985.00 (No#57 Lime Rock)

Sub Total-\$2,360.00 (No#57 Granite)

Scope #3 – Demolition of House/Septic Tank

1. Removal of house along septic tank.
2. Properly dispose of all debris removed from house/septic tank.

Sub Total-\$3,100.00

Exclusions:

- Any Asbestos remediation concerning the house.

Please notice two subtotals listed for the material listed under Scope #2. This is strictly here to allow you to choose what surface you would prefer and the only difference in the cost is the material cost itself. I have tried to break our pricing out into the three parts of the project to see each individually. **Based on the instructions and using No#57 Lime Rock, all work would be performed for \$9,250.00. Without the house/septic demo included, the total cost would be \$6,150.00.**

If you have any questions concerning our proposal, please call me at 850.519.9385.

Thanks for your consideration.

Mo Cox, Estimator
Pyramid Excavation, Inc.

cc: Tim Loughmiller, President
Pyramid Excavation, Inc.

8440 Florida Georgia Highway, Havana, Fl. 32333 Office: 850-539-8100 Fax: 850-539-4703
Email: Pyramidexcavation@bellsouth.net

Quotation

**Apache Asphalt, Inc.
P O BOX 265
Midway, Florida 32343
(850) 514-0110 Fax (850) 575-9990
email: jmesser@wfeca.net**

Submitted To: Gadsden County School Board **Date: 11/3/2010**
Phone: 627-9888 **Fax: 875-8795** **Attn: Wayne Shepard**
Job: clearing lots at Greensboro Elementary School Site

**We Bid:
Per specifications**

**Clear lot and dispose of all debris
Grade driveway and install gravel \$12,200.00**

**Clear lot and dispose of all debris
Grade driveway and install gravel
Demo house \$20,800.00**

Demo house only \$9600.00

**All changes in the above quotation shall be upon written mutual agreement.
If you wish us to do the above work, please sign below and return a copy to us.**

Accepted By: _____

Company: _____ By: Jay Messer

Title: _____ Title: Estimator

NOTE: QUOTATION VOID IF NOT ACCEPTED WITHIN 30 DAYS FROM ABOVE DATE.

PROPOSAL



DIXIE PAVING & GRADING, INC.
P.O. BOX 37100
TALLAHASSEE, FL 32315
(850) 562-9873 -- OFFICE
(850) 562-9875 -- FAX

Proposal Submitted to: Gadsden County School Board
Date: November 4, 2010
Attention: Wayne Sheppard
Phone: 627-9888
Fax: 875-8795
Email:
Project: Clearing @ Greensboro Elementary School Location

We Bid and Propose the Following:

Clear lot and remove all debris	
Grade Driveway and install 3" #57 rock	\$12,700.00
 Demo house	 \$ 9,650.00
 Clear Lot and dispose of all debris	
Grade driveway and install 3" 57 rock	
Demo house	\$21,350.00

Our proposal does not include the following: Permits & Fee's or System Charges.

All work by our company carries a one year guarantee against defective workmanship and materials.
All changes in the above proposal shall be upon written mutual agreement and/or accompanied by a work or change order. We reserve the right to repossess our materials if not paid for in 30 days.

If you accept the above proposal by Dixie Paving, please sign below and return a copy to us.

Submitted by: Glen Harrelson Date: November 4, 2010

Accepted by: _____ Date: _____

NOTE: PROPOSAL VOID IF NOT ACCEPTED AFTER 30 DAYS FROM ABOVE DATE

Proposal

BARNES EQUIPMENT CO.

J. Malone Barnes, III, President

320 S. Shelfer Street
Quincy, FL 32351



(850) 627-7216
Fax: (850) 627-8862
Mobile: 545-5411

- LAND CLEARING & SITE WORK -

+ Excavator Work + Dozier & Pond Work + Diesel Repair & Welding + Dump Trucks + Tree Service

PROPOSAL SUBMITTED TO		PHONE	DATE
STREET		JOB NAME	
CITY, STATE, ZIP CODE		JOB LOCATION	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for:

Equipment and labor to take down trees,
remove stumps, clean lot and haul off
debris 4,200.00

grading new driveway
14' wide 360' long 1,500.00

install 2" gravel over driveway 7,513.25

demolition and haul off of house and
septic tank - filled in with dirt 5,000.00

We Propose hereby to furnish material and labor listed above, complete in accordance with above specifications, for the sum of:

eighteen thousand two hundred thirteen ²⁵/₁₀₀ dollars (\$ 18,213.25)

Payment to be made as follows:

draws as agreed with balance due on completion

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control.

Authorized
Signature

J. Conduy

Note: This proposal may be withdrawn by us if not accepted within
30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____

Signature _____

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10a

Date of School Board Meeting: November 16, 2010

TITLE OF AGENDA ITEM: School Improvement Plans for Carter-Parramore Academy, Chattahoochee Elementary, East Gadsden High, Gadsden Elementary Magnet, George Munroe Elementary, Greensboro Elementary, Gretna Elementary, Havana Elementary, Havana Middle, James A. Shanks Middle, St. John Elementary, Stewart Street Elementary and West Gadsden High

DIVISION: Elementary & Secondary Education

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

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

The State of Florida requires that the School Improvement Plans for all public schools be approved by the School Board. The attached School Improvement Plans are for all of the district's elementary and secondary schools. These plans are detailed outlines of the objectives and strategies that will be utilized by the schools to increase academic achievement and school improvement. (www.flbsi.org)

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Sylvia R. Jackson, Ed.D. 

POSITION: Director of K - 12


INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the COMPTROLLER has signed the budget page.

Reviewed By: 

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 11a

DATE OF SCHOOL BOARD MEETING: November 16, 2010

TITLE OF AGENDA ITEM: Approval of School Board Rule 2.25 (Job
Description for Director of Federal Programs)

DIVISION: Administration

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

PURPOSE AND SUMMARY OF ITEM:

Approval of School Board Rule 2.25 (Job Description for Director of Federal Programs)
of the Gadsden County School Board rules is requested.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Sonja Bridges, Ed.D. *S Bridges*

POSITION: Director of Technology/Legal Section

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

This form is to be duplicated on light blue paper.

REVIEWED BY: _____

GADSDEN COUNTY SCHOOL BOARD

REGULAR MEETING: November 16 2010

Suggested script for amending Gadsden County School Board Rules 5.14 and 5.141

() CHAIRPERSON

The next agenda item is Item Number ____ which includes consideration of, and action upon School Board Rule Numbered 2.25 (Position Description). Based upon professional judgment and past experience, modifications of this rule will have little to no economic impact. For this reason no action is being taken on an economic impact statement. THIS PUBLIC HEARING IS INCLUDED IN THE REGULAR MEETING OF THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA, held on November 16, 2010, in the regular School Board Meeting Room in the Max D. Walker Administration Building at Number 35 Martin Luther King Jr. Blvd., Quincy, Florida. The hearing is for the purpose of receiving input and comments from the public on Rule 2.25. This hearing is being electronically recorded. The hour is now ____ p.m. At an appropriate time, the Chair will invite from the audience questions, comments, evidence, arguments, oral statements or other information regarding the proposed action. At that time, each individual wishing to address the Board will please first rise, be recognized by the Chair, and state her or his name.

() SUPERINTENDENT Mr./Madam Chairperson, each member of the Board has been furnished a copy of the proposed Amended Rule previously described by you. I recommend that the Board amend School Board Rule Numbered 2.25 (Position Description).

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

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

() A MEMBER Mr./Madam Chairperson, I move to amend Rule 2.25.

() A MEMBER I second the motion.

() CHAIRPERSON There is a motion and a second to amend Rule 2.25. Is there any further discussion? All in favor of the motion please say aye- All opposed... The rules have been amended and it is so ordered. The next item on the agenda is Item Number ____.

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

DIRECTOR OF FEDERAL PROGRAMS

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution or equivalent experience – three years of educational program experience can replace one year of college, or.
- (2) Certified by the state of Florida in Administration / Supervision / Educational Leadership or School Principal.
- (3) Minimum of ~~ten (10)~~ three (3) years successful experience in the area of instruction or, federal Title grant programs, including at least three (3) years as an administrator and three (3) years as a teacher.

KNOWLEDGE, SKILLS AND ABILITIES:

Specific knowledge of federal programs Title I program and working knowledge of other federal programs to ensure collaboration of coordination of Title I with other federal programs. Knowledge of current trends and research in area of responsibility, issues related to curriculum and instructional techniques, rules, regulations, statutes, policies, special programs and procedures affecting federal programs Title I and other federal programs on a federal, state or local level. Knowledge of and ability to use student database systems. Ability to provide consultation and advice to teachers, parents, principals and District staff on federal programs Title I and coordinate Title I with other federal programs including budgets, district initiatives, including policies, procedures, rules, regulations and laws. Ability to organize and conduct meetings, to provide conflict resolution, to communicate, plan and disseminate precise information and interpret technical issues related to federal programs Title I and other federal programs. Ability to interpret and use data in developing plans, programs and proposals. Demonstrate effective skills in written and oral communication. Ability to work cooperatively with school personnel, community and other departments and agencies. Good interpersonal and communication skills. Ability to analyze statistical data for trends and standard performance in various programs and to develop strategies for improvement. Ability to represent the District at state and regional functions. Demonstrate ability to work effectively with teachers, administrators and parents. Ability to organize and prioritize. Ability to use technology and assist others in the use of technology in the federal programs Title I program and coordinate technology initiatives with other federal programs.

REPORTS TO:

Deputy Superintendent

JOB GOAL

To provide leadership, coordination and support of federal programs that will enhance opportunities for student growth and improved student performance and will reduce duplication and fragmentation of instructional programs.

SUPERVISES:

~~Assigned Support Personnel~~ Program Specialist and Assigned Support Staff

PHYSICAL REQUIREMENTS:

DIRECTOR OF FEDERAL PROGRAMS (Continued)

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

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

DIRECTOR OF FEDERAL PROGRAMS (Continued)

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Monitor the implementation of ~~federal programs~~ Title I program to ensure compliance with provisions of the grant(s).
- * (2) Establish and maintain financial records ~~for each funded program~~ as necessary for program to ensure adherence to budget requirements and maintenance of records for fiscal compliance.
- * (3) Direct the preparation and submission of reports ~~and evaluations~~ as required for federal and specially funded programs for Title I and Title I funded programs in a timely fashion.
- * (4) Follow-up and resolve findings of external auditors, including system improvement plans.
- * (5) Review materials and participate in activities designed to develop expertise in the implementation of prescribed curricular experiences.
- * (6) Supervise the development, implementation and evaluation of innovative curriculum and instructional techniques provided to students served in ~~federal~~ Title I programs.

Interagency Communication and Delivery

- * (7) Maintain a working relationship with all appropriate governmental agencies and district personnel, including personnel assigned to manage other federal program.
- * (8) Use effective communication strategies to interact with a variety of audiences.
- * (9) Respond to inquiries and concerns in a timely manner.
- * (10) Ensure information exchange, coordination of efforts and articulation of program and services by working closely with school administrators.
- * (11) Act as a resource person and provide technical assistance for preparation of grant applications and interpreting program guidelines.

Professional Growth and Improvement

- * (12) Assist in the development, implementation and evaluation of staff development activities.
- * (13) Set high standards and expectations for self and others.
- * (14) Keep Stay up-to-date and well-informed about trends and best practices in assigned area.
- * (15) Maintain a network of peer contacts through professional organizations.
- * (16) Promote and support the professional growth of self and others.
- * (17) Develop and maintain a thorough knowledge of state, federal, and project regulations and guidelines.

Systemic Functions

- * (18) Prepare and implement and coordinate federal projects and grants Title I project applications, budgets and personnel needs and coordinate Title I with other federal projects and grants to ensure elimination of duplication and reduce fragmentation of instructional programs.
- * (19) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action. Prepare all required reports and maintain all appropriate records and inventories, including any required reimbursements for Title I funding.
- * (20) Recommend the establishment or elimination of special classes, programs and services and provide input in the planning, modification, and construction of educational facilities.
- * (21) Assist in projecting budgets and personnel needs for federal education programs. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (22) Serve as a program consultant to school personnel with assistance in the identification of program needs and the selection of appropriate materials, supplies and equipment.
- * (23) Present at workshops, as necessary
- * (24) Provide input in the planning, modification and construction of educational facilities. Keep supervisor informed about possible problems, upcoming events, and opportunities.

DIRECTOR OF FEDERAL PROGRAMS (Continued)

- *~~(25)~~ ~~Prepare all required reports and maintain all appropriate records and inventories.~~
- (25) Perform other duties as assigned.

Leadership and Strategic Orientation

- *~~(26)~~ ~~Coordinate the planning, implementation and evaluation of federal Title I programs and services and maintain appropriate coordination with other federal programs.~~
- *~~(27)~~ ~~Implement and monitor suitable procedures for screening and diagnosis of students' problems. With district leadership, develop administrative guidelines for Title I programs.~~
- *~~(28)~~ ~~Implement and monitor procedures for placement, transfer and program completion for students in federal programs.~~
- *~~(29)~~ ~~Assist in maintaining appropriate coordination between federal programs and other programs.~~
- *~~(28)~~ ~~Assist principals, as needed, in the recruitment, selection, placement and appraisal of personnel.~~
- *~~(29)~~ ~~Implement and monitor suitable procedures for screening and diagnosis of students' problems, including procedures for placement, transfer, and program completion for students in the Title I program.~~
- *~~(30)~~ ~~Contribute to planning activities, including short- and long-term goals and use of resources.~~
- *~~(31)~~ ~~Demonstrate initiative in recognizing needs and/or potential for improvement and take appropriate action.~~
- *~~(32)~~ ~~Use appropriate interpersonal skills to guide individual and groups to accomplish tasks.~~
- *~~(33)~~ ~~Facilitate problem-solving.~~
- *~~(34)~~ ~~Model and maintain high standards of professional conduct.~~
- *~~(31)~~ ~~Assist in the development of administrative guidelines for federal programs.~~

*Essential Performance Responsibilities

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

DIRECTOR OF FEDERAL PROGRAMS

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution or equivalent experience – three years of educational program experience can replace one year of college, or.
- (2) Certified by the state of Florida in Administration / Supervision / Educational Leadership or School Principal.
- (3) Minimum of three (3) years successful experience in the area of instruction or, federal Title grant programs, including at least three (3) years as an administrator.

KNOWLEDGE, SKILLS AND ABILITIES:

Specific knowledge of Title I program and working knowledge of other federal programs to ensure collaboration of coordination of Title I with other federal programs. Knowledge of current trends and research in area of responsibility, issues related to curriculum and instructional techniques, rules, regulations, statutes, policies, special programs and procedures affecting Title I and other federal programs on a federal, state or local level. Knowledge of and ability to use student database systems. Ability to provide consultation and advice to teachers, parents, principals and District staff on Title I and coordinate Title I with other federal programs including budgets, district initiatives, policies, procedures, rules, regulations and laws. Ability to organize and conduct meetings, to provide conflict resolution, to communicate, plan and disseminate precise information and interpret technical issues related to Title I and other federal programs. Ability to interpret and use data in developing plans, programs and proposals. Demonstrate effective skills in written and oral communication. Ability to work cooperatively with school personnel, community and other departments and agencies. Good interpersonal and communication skills. Ability to analyze statistical data for trends and standard performance in various programs and to develop strategies for improvement. Ability to represent the District at state and regional functions. Ability to organize and prioritize. Ability to use technology and assist others in the use of technology in the Title I program and coordinate technology initiatives with other federal programs.

REPORTS TO:

Superintendent

JOB GOAL

To provide leadership, coordination and support of federal programs that will enhance opportunities for student growth and improved student performance and will reduce duplication and fragmentation of instructional programs.

SUPERVISES:

Program Specialist and Assigned Support Staff

PHYSICAL REQUIREMENTS:

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

DIRECTOR OF FEDERAL PROGRAMS (Continued)

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

PERFORMANCE RESPONSIBILITIES:

DIRECTOR OF FEDERAL PROGRAMS (Continued)**Service Delivery**

- * (1) Monitor the implementation of Title I program to ensure compliance with provisions of the grant(s).
- * (2) Establish and maintain financial records as necessary for program to ensure adherence to budget requirements and maintenance of records for fiscal compliance.
- * (3) Direct the preparation and submission of reports and evaluations as required for Title I and Title I funded programs in a timely fashion..
- * (4) Follow-up and resolve findings of external auditors, including system improvement plans.
- * (5) Review materials and participate in activities designed to develop expertise in the implementation of prescribed curricular experiences.
- * (6) Supervise the development, implementation and evaluation of innovative curriculum and instructional techniques provided to students served in Title I programs.

Interagency Communication and Delivery

- * (7) Maintain a working relationship with all appropriate governmental agencies and district personnel, including personnel assigned to manage other federal program.
- * (8) Use effective communication strategies to interact with a variety of audiences.
- * (9) Respond to inquiries and concerns in a timely manner.
- * (10) Ensure information exchange, coordination of efforts and articulation of program and services by working closely with school administrators.
- * (11) Act as a resource person and provide technical assistance for preparation of grant applications and interpreting program guidelines.

Professional Growth and Improvement

- * (12) Assist in the development, implementation and evaluation of staff development activities.
- * (13) Set high standards and expectations for self and others.
- * (14) Stay up-to-date and well-informed about trends and best practices in assigned area.
- * (15) Maintain a network of peer contacts through professional organizations.
- * (16) Promote and support the professional growth of self and others.
- * (17) Develop and maintain a thorough knowledge of state, federal, and project regulations and guidelines.

Systemic Functions

- * (18) Prepare and implement Title I project applications, budgets and personnel needs and coordinate Title I with other federal projects and grants to ensure elimination of duplication and reduce fragmentation of instructional programs.
- * (19) Prepare all required reports and maintain all appropriate records and inventories, including any required reimbursements for Title I funding.
- * (20) Recommend the establishment or elimination of special classes, programs and services and provide input in the planning, modification, and construction of educational facilities.
- * (21) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (22) Serve as a program consultant to school personnel with assistance in the identification of program needs and the selection of appropriate materials, supplies and equipment.
- * (23) Present at workshops, as necessary
- * (24) Keep supervisor informed about possible problems, upcoming events, and opportunities.
- (25) Perform other duties as assigned.

Leadership and Strategic Orientation

- * (26) Coordinate the planning, implementation and evaluation of Title I programs and services and maintain appropriate coordination with other federal programs.
- * (27) With district leadership, develop administrative guidelines for Title I programs.
- * (28) Assist principals, as needed, in the recruitment, selection, placement and appraisal of personnel.

DIRECTOR OF FEDERAL PROGRAMS (Continued)

- * (29) Implement and monitor suitable procedures for screening and diagnosis of students' problems, including procedures for placement, transfer, and program completion for students in the Title I program.
- * (30) Contribute to planning activities, including short- and long-term goals and use of resources.
- * (31) Demonstrate initiative in recognizing needs and/or potential for improvement and take appropriate action.
- * (32) Use appropriate interpersonal skills to guide individual and groups to accomplish tasks.
- * (33) Facilitate problem-solving.
- * (34) Model and maintain high standards of professional conduct.

*Essential Performance Responsibilities