

AGENDA

REGULAR SCHOOL BOARD MEETING

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

June 23, 2015

6:00 P.M.

THIS MEETING IS OPEN TO THE PUBLIC

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

ITEMS FOR CONSENT

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

- a. May 26, 2015, 4:30 p.m. – School Board Workshop
- b. May 26, 2015, 6:00 p.m. – Regular School Board Meeting
- c. June 3, 2015, 4:00 p.m. - Student Hearing
- d. June 3, 2015, 5:00 p.m. – School Board Workshop

ACTION REQUESTED: The Superintendent recommends approval.

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

- a. Payroll Schedule for the 2015-16 fiscal year – **SEE PAGE #4**

ACTION REQUESTED: The Superintendent recommends approval.

- b. Salary Schedule for the 2015-16 fiscal year – **SEE PAGE #15**

Fund Source: Various funds pay salary and benefit charges as outlined in the approved budget.

Amount: Pending proposed 2015-16 budget which will be presented to the Board as outline in the approved TRIM dates.

ACTION REQUESTED: The Superintendent recommends approval.

7. BUDGET AND FINANCIAL TRANSACTIONS

- a. General Fund Budget Amendment Number One – **SEE PAGE #26**

Fund Source: General Fund

Amount: \$1,610,128.84 increase in projected revenues/expenses since final original budget

ACTION REQUESTED: The Superintendent recommends approval.

8. AGREEMENT/CONTRACT/PROJECT APPLICATIONS

- a. PAEC Professional Development Center (PDC) Resolution and Contract for District Participation - **SEE PAGE #31**

Fund Source: General Fund

Amount: \$18,412.74

ACTION REQUESTED: The Superintendent recommends approval.

- b. District Participation Agreement in the Panhandle Area Educational Consortium – **SEE PAGE #34**

Fund Source: General Fund

Amount: \$14,044.70

ACTION REQUESTED: The Superintendent recommends approval.

- c. Cooperative Agreement For Inter-County Transfer of Exceptional Students Between Leon County School Board and Gadsden County School Board
SEE PAGE #41

Fund Source: State FTE Funds

Amount: (determined by formula)

ACTION REQUESTED: The Superintendent recommends approval.

- d. FSU Multidisciplinary Services 2014-2015 School Year - **SEE PAGE #46**

Fund Source: IDEA Dollars

Amount: \$25,000.00 est.

ACTION REQUESTED: The Superintendent recommends approval.

- e. The School Board of Gadsden County, Contract with Independent Contractor Janice M. Gilchriest – **SEE PAGE #52**

Fund Source: IDEA Dollars

Amount: \$40.00 (per hour for actual hours worked)

ACTION REQUESTED: The Superintendent recommends approval.

- f. The School Board of Gadsden County, Contract with Independent Contractor Lanicia Arnwine Marshall – **SEE PAGE #56**

Fund Source: IDEA Dollars

Amount: \$45.00 (per hour for actual hours worked)

ACTION REQUESTED: The Superintendent recommends approval.

- g. Contracted Services with Speech/Language Pathologist Joy Scharein & the Gadsden County School Board – **SEE PAGE #60**

Fund Source: FEED Dollars
Amount: \$50.00 per hour

ACTION REQUESTED: The Superintendent recommends approval.

- h. Agreement Between the Gadsden County Public Schools and Milestones Occupational Therapy Services, LLC; Makesha Bush, OTR/L
SEE PAGE #66

Fund Source: FEED Dollars
Amount: \$58.00 (per hour for actual hours worked)

ACTION REQUESTED: The Superintendent recommends approval.

- i. Approval of 2nd Year Negotiations of the 2013 – 2015 GCCTA Contract
SEE PAGE #71

Fund Source: N/A
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

9. SCHOOL FACILITY/PROPERTY

- a. Request to Sell Havana Elementary Surplus Property (desk, tables, chairs, shelves, cabinets, etc.) **SEE PAGE #91**

Fund Source: All Funds
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

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

- a. Request to Advertise – Notice of Intent to Amend Policies 4111 and 4600
SEE PAGE #93

Fund Source: N/A
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

ITEMS FOR DISCUSSION

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

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 6a

DATE OF SCHOOL BOARD MEETING: June 23, 2015

TITLE OF AGENDA ITEMS: Payroll schedule for the 2015-16 fiscal year.

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS: To approve the payroll schedule for the 2015-16 fiscal year.

FUND SOURCE: not applicable (just approving the schedule dates)

AMOUNT: not applicable (just approving the schedule dates)

PREPARED BY: Kim Ferree

POSITION: Assistant Superintendent for Business Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered_____

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

GADSDEN COUNTY PUBLIC SCHOOLS
2015-16 **TEACHERS**
PAY TYPE 12

Pay Period		Days	Reports Due	Checks Issued
8/10/2015	8/21/2015	10	8/21/2015	9/10/2015
8/24/2015	9/18/2015	19	9/18/2015	10/9/2015
9/21/2015	10/16/2015	20	10/16/2015	11/10/2015
10/19/2015	11/13/2015	19	11/13/2015	12/10/2015
11/16/2015	12/4/2015	12	12/4/2015	1/8/2016
12/7/2015	1/15/2016	21	1/15/2016	2/10/2016
1/19/2016	2/12/2016	19	2/12/2016	3/10/2016
2/15/2016	3/11/2016	20	3/11/2016	4/8/2016
3/21/2016	4/15/2016	20	4/15/2016	5/10/2016
4/18/2016	5/13/2016	20	5/13/2016	6/10/2016
5/16/2016	6/7/2016	16	6/10/2016	6/30/2016
		196		

TEACHERS WILL RECEIVE THE LAST TWO (11TH & 12TH) CHECKS ON

6/30/2016

NON-PAID HOLIDAYS

Sept. 7	Labor Day
Nov. 11	Verteran's Day
Nov. 25-27	Thanksgiving
Dec. 21-31	Winter Break
Jan. 18	Dr. Martin L. King Day
Mar. 14-18	Spring Break
May. 30	Memorial Day

PAID HOLIDAYS

Nov. 23-24	
Jan. 1	New Year's Day
Feb. 15	President's Day
Mar. 25	Good Friday
June. 7	

**GADSDEN COUNTY PUBLIC SCHOOLS
2015-16 PARA PROFESSIONALS
PAY TYPE 15**

Pay Period		Days	Reports Due	Checks Issued
8/10/2015	8/10/2015	1	8/11/2015	8/31/2015
8/11/2015	9/4/2015	19	9/4/2015	9/30/2015
9/8/2015	10/2/2015	19	10/2/2015	10/30/2015
10/5/2015	10/30/2015	20	10/30/2015	11/24/2015
11/2/2015	11/20/2015	14	11/24/2015	12/17/2015
11/30/2015	1/8/2016	20	1/8/2016	1/29/2016
1/11/2016	2/5/2016	19	2/5/2016	2/29/2016
2/8/2016	3/4/2016	19	3/4/2016	3/31/2016
3/7/2016	4/1/2016	14	4/1/2016	4/29/2016
4/4/2016	4/29/2016	20	5/6/2016	5/31/2016
5/2/2016	5/13/2016	10	5/13/2016	6/10/2016
5/16/2016	6/7/2016	16	6/10/2016	6/30/2016

191

PARA PROFESSIONALS WILL RECEIVE THEIR LAST CHECK ON

6/30/2016

NON-PAID HOLIDAYS

Sept. 7	Labor Day
Nov. 11	Veteran's Day
Nov. 23-27	Thanksgiving
Dec. 21-31	Winter Break
Jan. 1	New Year's Day
Jan. 18	Martin L. King Jr. Day
Feb. 15	President's Day
Mar. 14-18	Spring Break
Mar. 25	Good Friday
May 30	Memorial Day

GADSDEN COUNTY PUBLIC SCHOOLS
2015-16 12 MONTH EMPLOYEES
PAY TYPES 20 & 22

Pay Period		Days	Reports Due	Checks Issued
7/1/2015	7/10/2015	8	7/10/2015	7/31/2015
7/13/2015	8/7/2015	20	8/8/2015	8/31/2015
8/10/2015	9/4/2015	20	9/4/2015	9/30/2015
9/8/2015	10/2/2015	19	10/2/2015	10/30/2015
10/5/2015	10/30/2015	20	10/30/2015	11/24/2015
11/2/2015	11/24/2015	16	11/24/2015	12/17/2015
11/30/2015	1/8/2016	20	1/8/2016	1/29/2016
1/11/2016	2/5/2016	19	2/5/2016	2/29/2016
2/8/2016	3/4/2016	20	3/4/2016	3/31/2016
3/7/2016	4/1/2016	15	4/1/2016	4/29/2016
4/4/2016	5/6/2016	25	5/6/2016	5/31/2016
5/9/2016	6/30/2016	38	6/15/2016	6/30/2016

240

12 MONTH EMPLOYEES WILL RECEIVE THEIR LAST CHECK ON

6/30/2016

NON-PAID HOLIDAYS

Sept. 7	Labor Day
Nov. 11	Verteran's Day
Nov. 25-27	Thanksgiving
Dec. 21-31	Winter Break
Jan. 1	New Year's Day
Jan. 18	Martin L. King Jr. Day
Mar. 14-18	Spring Break
May. 30	Memorial Day

GADSDEN COUNTY PUBLIC SCHOOLS**2015-16 11 MONTH EMPLOYEES****PAY TYPE 25 ASSISTANT CUSTODIANS & 11 MONTHS SECRETARIES****PAY TYPE 35 ASSISTANT PRINCIPALS, PSYCHOLOGISTS & THERAPIES**

Pay Period		Days	Reports Due	Checks Issued
8/3/2015	8/7/2015	5	8/11/2015	8/31/2015
8/12/2015	9/4/2015	20	9/4/2015	9/30/2015
9/8/2015	10/2/2015	19	10/2/2015	10/30/2015
10/5/2015	10/30/2015	20	10/30/2015	11/24/2015
11/2/2015	11/24/2015	16	11/24/2015	12/17/2015
11/30/2015	1/8/2016	20	1/8/2016	1/29/2016
1/11/2016	2/5/2016	19	2/5/2016	2/29/2016
2/8/2016	3/4/2016	20	3/4/2016	3/31/2016
3/7/2016	4/1/2016	15	4/1/2016	4/29/2016
4/4/2016	5/6/2016	25	5/6/2016	5/31/2016
5/9/2016	6/27/2016	35	6/15/2016	6/30/2016

214

PAY TYPES 25'S & 35'S WILL RECEIVE THEIR LAST (12TH) CHECK ON**6/30/2016****NON-PAID HOLIDAYS**

Sept. 7	Labor Day
Nov. 11	Verteran's Day
Nov. 25-27	Thanksgiving
Dec. 21-31	Winter Break
Jan. 1	New Year's Day
Jan. 18	Martin L. King Jr. Day
Mar. 14-18	Spring Break
May. 30	Memorial Day

GADSDEN COUNTY PUBLIC SCHOOLS
2015-16 VISITING TEACHERS/SOCIAL WORKERS
PAY TYPE 30

Pay Period		Days	Reports Due	Checks Issued
8/10/2015	8/10/2015	1	8/11/2015	8/31/2015
8/11/2015	9/4/2015	19	9/4/2015	9/30/2015
9/8/2015	10/2/2015	19	10/2/2015	10/30/2015
10/5/2015	10/30/2015	20	10/30/2015	11/24/2015
11/2/2015	11/20/2015	14	11/24/2015	12/17/2015
11/30/2015	1/8/2016	20	1/8/2016	1/29/2016
1/11/2016	2/5/2016	19	2/5/2016	2/29/2016
2/8/2016	3/4/2016	19	3/4/2016	3/31/2016
3/7/2016	4/1/2016	15	4/1/2016	4/29/2016
4/4/2016	4/29/2016	19	5/6/2016	5/31/2016
5/2/2016	5/13/2016	10	5/13/2016	6/10/2016
5/16/2016	6/9/2016	18	6/10/2016	6/30/2016

193

VISITING TEACHERS/SOCIAL WORKERS WILL RECEIVE THEIR LAST CHECK ON

6/30/2016

NON-PAID HOLIDAYS

Sept. 7	Labor Day
Nov. 11	Veteran's Day
Nov. 23-27	Thanksgiving
Dec. 21-31	Winter Break
Jan. 1	New Year's Day
Jan. 18	Martin L. King Jr. Day
Feb. 15	President's Day
Mar. 14-18	Spring Break
Mar. 25	Good Friday
May. 30	Memorial Day

GADSDEN COUNTY PUBLIC SCHOOLS
2015-16 10 Month Employees
Pay Type 38

Pay Period		Days	Reports Due	Checks Issued
8/10/2015	8/10/2015	1	8/11/2015	8/31/2015
8/11/2015	9/4/2015	19	9/4/2015	9/30/2015
9/8/2015	10/2/2015	19	10/2/2015	10/30/2015
10/5/2015	10/30/2015	20	10/30/2015	11/24/2015
11/2/2015	11/20/2015	14	11/24/2015	12/17/2015
11/30/2015	1/8/2016	20	1/8/2016	1/29/2016
1/11/2016	2/5/2016	19	2/5/2016	2/29/2016
2/8/2016	3/4/2016	19	3/4/2016	3/31/2016
3/7/2016	4/1/2016	14	4/1/2016	4/29/2016
4/4/2016	4/29/2016	20	5/6/2016	5/31/2016
5/2/2016	5/13/2016	10	5/13/2016	6/10/2016
5/16/2016	6/13/2016	20	6/10/2016	6/30/2016

195

PARA PROFESSIONALS WILL RECEIVE THEIR LAST CHECK ON

6/30/2016

NON-PAID HOLIDAYS

Sept. 7	Labor Day
Nov. 11	Verteran's Day
Nov. 23-27	Thanksgiving
Dec. 21-31	Winter Break
Jan. 1	New Year's Day
Jan. 18	Martin L. King Jr. Day
Feb. 15	President's Day
Mar. 14-18	Spring Break
Mar. 25	Good Friday
May. 30	Memorial Day

GADSDEN COUNTY PUBLIC SCHOOLS
2015-16 FOOD SERVICE WORKERS
PAY TYPE 40

Pay Period		Days	Reports Due	Checks Issued
8/13/2015	8/13/2015	1	8/18/2015	8/31/2015
8/14/2015	9/4/2015	16	9/4/2015	9/30/2015
9/8/2015	10/2/2015	19	10/2/2015	10/30/2015
10/5/2015	10/30/2015	19	10/30/2015	11/24/2015
11/2/2015	11/20/2015	14	11/24/2015	12/17/2015
11/30/2015	1/8/2016	19	1/8/2016	1/29/2016
1/11/2016	2/5/2016	19	2/5/2016	2/29/2016
2/8/2016	3/4/2016	19	3/4/2016	3/31/2016
3/7/2016	4/1/2016	13	4/1/2016	4/29/2016
4/4/2016	4/29/2016	20	5/6/2016	5/31/2016
5/2/2016	5/13/2016	10	5/13/2016	6/10/2016
5/16/2016	6/3/2016	14	6/10/2016	6/30/2016

183

FOOD SERVICE WORKERS WILL RECEIVE THEIR LAST CHECK ON

6/30/2016

NON-PAID HOLIDAYS

Sept. 7	Labor Day
Oct. 19	
Nov. 11	Verteran's Day
Nov. 23-27	Thanksgiving
Dec. 21-31	Winter Break
Jan. 1	New Year's Day
Jan. 4	
Jan. 18	Martin L. King Jr. Day
Feb. 15	President's Day
Mar. 11	
Mar. 14-18	Spring Break
Mar. 25	Good Friday
May. 30	Memorial Day

GADSDEN COUNTY PUBLIC SCHOOLS
2015-16 Food Service Managers
Pay Type 42

Pay Period		Days	Reports Due	Checks Issued
8/12/2015	8/13/2015	2	8/18/2015	8/31/2015
8/14/2015	9/4/2015	16	9/4/2015	9/30/2015
9/8/2015	10/2/2015	19	10/2/2015	10/30/2015
10/5/2015	10/30/2015	19	10/30/2015	11/24/2015
11/2/2015	11/20/2015	14	11/24/2015	12/17/2015
11/30/2015	1/8/2016	19	1/8/2016	1/29/2016
1/11/2016	2/5/2016	19	2/5/2016	2/29/2016
2/8/2016	3/4/2016	19	3/4/2016	3/31/2016
3/7/2016	4/1/2016	13	4/1/2016	4/29/2016
4/4/2016	4/29/2016	20	5/6/2016	5/31/2016
5/2/2016	5/13/2016	10	5/13/2016	6/10/2016
5/16/2016	6/6/2016	14	6/10/2016	6/30/2016
		184		

FOOD SERVICE WORKERS WILL RECEIVE THEIR LAST CHECK ON

6/30/2016

NON-PAID HOLIDAYS

Sept. 7	Labor Day
Oct. 19	
Nov. 11	Veteran's Day
Nov. 23-27	Thanksgiving
Dec. 21-31	Winter Break
Jan. 1	New Year's Day
Jan. 4	
Jan. 18	Martin L. King Jr. Day
Feb. 15	President's Day
Mar. 11	
Mar. 14-18	Spring Break
Mar. 25	Good Friday
May 30	Memorial Day

GADSDEN COUNTY PUBLIC SCHOOLS
2015-16 Bus Drivers
Pay Type 50

Pay Period		Days	Reports Due	Checks Issued
8/17/2015	8/17/2015	1	8/17/2015	8/31/2015
8/18/2015	9/4/2015	14	9/4/2015	9/30/2015
9/8/2015	10/2/2015	19	10/2/2015	10/30/2015
10/5/2015	10/30/2015	19	10/30/2015	11/24/2015
11/2/2015	11/20/2015	14	11/24/2015	12/17/2015
11/30/2015	1/8/2016	19	1/8/2016	1/29/2016
1/11/2016	2/5/2016	19	2/5/2016	2/29/2016
2/8/2016	3/4/2016	19	3/4/2016	3/31/2016
3/7/2016	4/1/2016	13	4/1/2016	4/29/2016
4/4/2016	4/29/2016	20	5/6/2016	5/31/2016
5/2/2016	5/13/2016	10	5/13/2016	6/10/2016
5/16/2016	6/2/2016	13	6/10/2016	6/30/2016
		180		

FOOD SERVICE WORKERS WILL RECEIVE THEIR LAST CHECK ON

6/30/2016

NON-PAID HOLIDAYS

Sept. 7	Labor Day
Oct. 19	
Nov. 11	Veteran's Day
Nov. 23-27	Thanksgiving
Dec. 21-31	Winter Break
Jan. 1	New Year's Day
Jan. 4	
Jan. 18	Martin L. King Jr. Day
Feb. 15	President's Day
Mar. 11	
Mar. 14-18	Spring Break
Mar. 25	Good Friday
May 30	Memorial Day

PAYROLL CHECK SCHEDULE 2015-16
GADSDEN COUNTY SCHOOL BOARD

RUN NO.	SEND OUT TIME SHEETS	TIME SHEETS TO BE RETURNED	COMPLETE PAYROLL	PRE-NOTE DATE	PAY CHECKS ISSUED
071		NO TIME SHEETS	(DROP PAYMENTS)	NO DD	7/16/2015
072	7/3/2015	7/10/2015	7/27/2015	7/28/2015	7/30/2015
082	7/31/2015	8/7/2015	8/26/2015	8/27/2015	8/31/2015
091	8/14/2015	8/21/2015	9/7/2015	9/8/2015	9/10/2015
092	8/28/2015	9/4/2015	9/25/2015	9/28/2015	9/30/2015
101	9/11/2015	9/18/2015	10/6/2015	10/7/2015	10/9/2015
102	9/25/2015	10/2/2015	10/27/2015	10/28/2015	10/30/2015
111	10/9/2015	10/16/2015	11/5/2015	11/6/2015	11/10/2015
112	10/23/2015	10/30/2015	11/17/2015	11/18/2015	11/20/2015
121	11/6/2015	11/13/2015	12/7/2015	12/8/2015	12/10/2015
122	11/13/2015	11/20/2015	12/14/2015	12/15/2015	12/17/2015
011	11/20/2015	12/4/2015	1/5/2016	1/6/2016	1/8/2016
012	12/17/2015	1/8/2016	1/27/2016	1/27/2016	1/29/2016
021	1/8/2016	1/15/2016	2/5/2016	2/8/2016	2/10/2016
022	1/29/2016	2/5/2016	2/24/2016	2/25/2016	2/29/2016
031	3/5/2016	2/12/2016	3/7/2016	3/8/2016	3/10/2016
032	2/26/2016	3/4/2016	3/28/2016	3/29/2016	3/31/2016
041	3/4/2016	3/11/2016	4/5/2016	4/6/2016	4/8/2016
042	3/25/2016	4/1/2016	4/26/2016	4/27/2016	4/29/2016
051	4/8/2016	4/15/2016	5/5/2016	5/6/2016	5/10/2016
052	4/29/2016	5/6/2016	5/26/2016	5/27/2016	5/31/2016
061	5/6/2016	5/13/2016	6/7/2016	6/8/2016	6/10/2016
062	6/3/2016	6/15/2016	6/27/2016	6/28/2016	6/30/2016
063	5/27/2016	6/7/2016	6/27/2016	6/28/2016	6/30/2016
064		NO TIME SHEETS	6/27/2016	6/28/2016	6/30/2016

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 6b

DATE OF SCHOOL BOARD MEETING: June 23, 2015

TITLE OF AGENDA ITEMS: Salary Schedule for the 2015-16 fiscal year.

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS: To approve the 2015-16 Salary Schedule, (which is required for budget document submission to the FDOE.)

FUND SOURCE: Various funds pay salary and benefit charges as outlined in the approved budget

AMOUNT: Pending proposed 2015-16 budget which will be presented to the Board as outlined in the approved TRIM dates.

PREPARED BY: Kim Ferree, Dr. Pink Hightower

POSITION: Assistant Superintendent for Business Services, Director of Human Resources, respectively.

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMANS'S SIGNATURE: page(s) numbered _____

Be sure that the Comptroller has signed the budget page.



GADSDEN COUNTY SCHOOL BOARD SALARY SCHEDULE

2015 – 2016

Reginald C. James, Superintendent
35 Martin L. King, Jr. Boulevard . Quincy, Florida 32351
(850) 627-9651 . Fax: (850) 627-2760
<http://www.gcps.k12.fl.us>

2015 – 2016 ADMINISTRATIVE/ADMINISTRATIVE SUPPORT

	PAY GRADE	MIN. SALARY	MAX. SALARY
Electronics Technician, Instructional Media, Recruiter/Counselor, Single/Displaced Homemaker, System Support Specialist I	1	28,947	34,235
AmeriCorps Program Coordinator, Coordinator of Custodial Services, Data Processing Coordinator, Homeless Liaison Coordinator, Human Resource Specialist, Inventory Control Specialist, Pre-K Resource Coordinator, System Support Specialist II, System Support Specialist III	2	35,182	48,823
AmeriCorps Program Director, Audiologist/Social Services Community Affairs/Public Relations, Coordinating Specialist, Coordinator, Occupational Therapist, Physical Therapist, Program Specialist, Psychologist, *Safety/Investigation Coordinator, Social Worker, Technology Specialist, Technology Training Specialist, Visiting Teacher	3	41,621	63,828
Assistant Principal	4	43,344	57,502
Assistant Comptroller	5	53,374	71,611
School Principal Elementary Middle High school	5	59,200 62,200 66,200	72,200 75,200 79,200
Supervisor	6	54,082	71,014
Director	7	59,542	72,521
Assistant Superintendent	8	64,831	77,579
Deputy Superintendent	9	70,118	82,989

*A basic salary incentive payment in the amount of \$95.00 per month shall be paid in accordance with F.S. 943.22.

This salary schedule is based on 245 days of employment per year. Salaries for employees working less than 245 days per year will be pro-rated based on the number of days contracted.

Newly hired administrators in any of the listed positions shall be placed on the salary schedule by the Superintendent based on qualifications, previous experience, and/or job performance, with the maximum of twenty percent above the minimum salary for the pay grade allowable. All Assistant Principals will work 219 days (11 months) per year.

SPECIAL NOTE: A 5% performance pay supplement will be added to this base salary schedule for school based administrators who demonstrate outstanding performance as indicated in the Gadsden County Performance Pay Plan.

**MISCELLANEOUS SALARY SCHEDULE
2015-2016**

<u>SUBSTITUTE TEACHERS</u>	PER DAY	PER HOUR
Master's Degree or Equivalent	\$72.00	\$9.8362
Bachelor's Degree or Equivalent	\$ 68.00	\$ 9.25
Associate Degree or Equivalent	\$ 62.00	\$ 8.50
Less than Two Years of College	\$ 59.00	\$ 8.05

WORKSHOPS: - All daily rates based on 6 hours participation

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

Conducting Workshop/Consultant \$ 59.00 per hour

*Workshops and Special Duty Funded by Grants:

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

Non-Instructional:

School Food Service Managers \$62.00 per day

All Other Non-Instructional Employees \$ 59.00 per day

Conducting Workshop/Consultant \$ 59.00 per day

SUBSTITUTE BUS DRIVERS: \$38.00 per day

NON-INSTRUCTIONAL SUBSTITUTES OTHER THAN BUS DRIVERS: Minimum Wage or paid with grant award guidelines.

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

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

COMMUNITY EDUCATION/AFTER SCHOOL/EXTENDED DAY: Salary Range: Minimum Wage up to \$12.00 per hour. Participants may be paid up to but not to exceed their normal hourly salary rate, as called for in the specific grant.

SUMMER SCHOOL: All salaries paid at hourly rate according to applicable salary schedule for the preceding school term. Participants may be paid up to but not to exceed their normal hourly salary rate, as called for in the specific grant.

NON-INSTRUCTIONAL SALARY SCHEDULE – CLASSIFIED EMPLOYEES**2015 – 2016**

POSITION NO	NO. DAYS	YEARS						
		0	1-3	4-7	8-11	12-15	16-19	20 up
Food Service Manager (1-500 Average Daily Participation)	185	15655	16783	17906	19031	20156	21283	22408
Food Service Manager (551 Up Average Daily Participation)	185	16611	17736	18860	19985	21111	22236	23363
Secretary I								
Elementary School Secretary	245	22896	23621	24345	25072	25793	26518	27240
Secretary II	245	23417	24143	24866	25591	26315	27039	27765
Middle School Secretary								
Computer Operator I								
Secretary III	245	24339	25063	25787	26512	27234	27960	28682
Senor High School Secretary								
Certification Specialist								
Executive Secretary I	245	25486	26212	26933	27661	28385	29106	29833
26933 27661 28385 29106 29833								
Office Manager								
Computer Operator II								
Executive Secretary II	245	26128	26852	27579	28300	29026	29749	30475
Staff Assistant								
Personnel Specialist								
Account Clerk I	245	27712	28434	29160	29884	30607	31333	32054
Computer Operator III								
Account Clerk II	245	28752	29479	30201	30926	31648	32373	33096
Pre-K Program Assistant								
Account Clerk III	245	30823	31547	32271	32994	33717	34443	35167
Executive Secretary to Supt. & Board								
Administrative Assistant	245	35499	36729	37961	39195	40430	41666	42897
Computer Programmer								
Information Service Specialist								
Chief Account Clerk								
Warehouse Foreman								

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

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

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

The Superintendent may recommend that an employee be placed in a lower step than to which he/she might normally be placed, or held at the salary paid for the previous year, based upon limited experience and/or failure to perform his/her duties in a satisfactory manner. NOTE: Classified employees are those non-instructional employees who are not included in the non-instructional bargaining unit.

INSTRUCTIONAL SALARY SCHEDULE

2015 - 2016

STEP	BACHELORS/VOCATIONAL	MASTERS	SPECIALIST IN EDUCATION	DOCTORAL
00	30910	32178	32729	33391
01	31145	32413	32964	33625
02	31380	32648	33199	33860
03	31615	32883	33434	34095
04	31853	33121	33672	34333
05	32092	33360	33911	34572
06	32335	33602	34153	34814
07	32576	33844	34395	35056
08	32946	34212	34764	35425
09	33312	34579	35130	35791
10	33751	35018	35569	36230
11	34186	35454	36005	36666
12	34623	35891	36442	37104
13	35189	36457	37008	37669
14	35817	37084	37635	38296
15	36447	37713	38265	38926
16	37078	38346	38897	39558
17	37713	38983	39532	40194
18	38349	39616	40167	40828
19	38987	40254	40806	41467
20	39627	40894	41445	42106
21	40260	41528	42079	42740
22	40916	42183	42734	43395
23	41686	42953	43504	44165
24	42464	43732	44283	44944
25	43547	44814	45365	46027
26	46208	47475	48026	48687

All salaries above are based on 196 days of teaching service. Any contract for less than 196 days will be pro-rated at a daily rate.

*Currently undergoing ratification for the 2015-16 fiscal year.

**INSTRUCTIONAL SUPPLEMENTAL SALARY SCHEDULE
2015-2016**

POSITION	ACTIVITY	
Athletic	Senior High	1546
	Middle	1236
Head Coach	Football – Sr. High	3091
	Football-Middle	2782
	Basketball-Sr. High	2782
	Basketball-Middle	1855
	Baseball-Sr. High	1855
	Baseball-Middle	1236
	Softball-Sr. High	1855
	Softball-Middle	1236
	Volleyball-Sr. High	1855
	Volleyball-Middle	1236
	Track & Field-Sr. High	1855
	Cross Country	1855
	Weightlifting-Sr. High	1236
	Wrestling-Sr. High	1236
	Track & Field-Middle	1236
	Golf	1236
	Tennis	1236
	Soccer	1855
Assistant Coach	Football – Sr. High	2164
	Football-Middle	1855
	Basketball-Sr. High	1855
	Volleyball-Sr. High	1236
	Baseball-Sr. High	1236
	Softball-Sr. High	1236
	Track-Sr. High	1236
Other Positions	Band Director-Sr. High	1855
	If Choral, also add	1236
	Choral Director-Sr. High	1546
	Band Director-Middle	1546
	If Choral, also add	927
	Choral Director-Middle	1236
	Band Director-Elementary	927
	Band Assistant	1236
	Majorette Sponsor-Sr. High	1236
	Varsity Cheerleader Sponsor-Sr. High	1546
	Jr. Varsity Cheerleader Sponsor-Sr.	1236
	Cheerleader Sponsor-Middle	1236
	Special Olympics Coordinator	1236
	Newspaper Sponsor-Sr. High/Middle	927
	Yearbook Sponsor-Sr. High/Middle	927
	Student Council Sponsor-Sr. High	927
	Student Council Sponsor-Middle	927

**APPENDIX A
GUIDE TO POSITIONS FOR APPENDIX A:
NON-INSTRUCTIONAL SALARY SCHEDULE,
DISTRICT/SCHOOL LEVEL, 2015-2016**

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

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

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

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

*Noninstructional contract still under negotiation for the 2015-16 fiscal year.

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

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

NOTE: APPENDIX A 1 HAS BEEN MERGED INTO THE APPENDIX A SALARY SCHEDULE AT VARIOUS PAY GRADES COMMENSURATE WITH THEIR FORMER SALARIES. ANY EMPLOYEES WHO ARE BEING PAID BEYOND THE MAXIMUM STEP ON THE SALARY SCHEDULE FOR THEIR PAYGRADE, WILL RECEIVE ONLY A 3% INCREASE TO THE SALARY BEING PAID IN 2006-07 AND WILL REMAIN OFF THE SALARY SCHEDULE UNTIL SUCH TIME THAT THEY RETIRE OR SEPARATE FROM SERVICE WITH THE DISTRICT.

APPENDIX A
NON-INSTRUCTIONAL SALARY SCHEDULE
DISTRICT/SCHOOL-LEVEL
2015-2016

	TCHRAIDE	TCHRAIDE	TCHRAIDE	OTHRANS	CSTODIAN	DRIVERS	FOODPREP	FOODSUPV	RECEPTION	SECRETARY	SECRETARY	OTHRMAINT	MECHANIC	TECHNICN	OTHRMAINT
PAYGRADE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Step															
0	15,967	16,762	17,823	16,498	19,521	10,397	13,423	14,537	22,332	23,128	23,658	22,597	26,841	27,902	32,876
1	16,126	16,922	17,983	16,656	19,691	10,582	13,535	14,649	22,555	23,361	23,924	22,958	27,265	28,380	33,905
2	16,285	17,080	18,141	16,816	19,860	10,769	13,647	14,760	22,777	23,594	24,189	23,318	27,689	28,856	34,935
3	16,444	17,240	18,301	16,974	20,029	10,954	13,758	14,872	23,000	23,828	24,454	23,680	28,114	29,334	35,965
4	16,604	17,399	18,460	17,134	20,199	11,139	13,869	14,984	23,223	24,061	24,719	24,040	28,538	29,811	36,993
5	16,762	17,528	18,619	17,293	20,369	11,325	13,981	15,095	23,446	24,295	24,985	24,401	28,963	30,289	38,023
6	16,922	17,717	18,778	17,452	20,539	11,511	14,092	15,206	23,668	24,528	25,249	24,761	29,387	30,766	39,052
7	17,080	17,887	18,938	17,611	20,709	11,697	14,203	15,317	23,892	24,761	25,515	25,122	29,811	31,244	40,082
8	17,240	18,035	19,096	17,771	20,878	11,882	14,315	15,429	24,114	24,995	25,780	25,483	30,236	31,721	41,112
9	17,399	18,195	19,256	17,929	21,048	12,067	14,426	15,550	24,337	25,228	26,046	25,844	30,660	32,199	42,141
10	17,558	18,354	19,414	18,089	21,218	12,254	14,537	15,651	24,560	25,462	26,310	26,204	31,084	32,676	43,171
11	17,717	18,513	19,574	18,247	21,388	12,439	14,649	15,763	24,783	25,695	26,576	26,565	31,509	33,154	44,200
12	17,877	18,672	19,733	18,407	21,558	12,625	14,760	15,874	25,005	25,928	26,841	26,925	31,933	33,631	45,230
13	18,035	18,831	19,892	18,566	21,727	12,810	14,872	15,985	25,228	26,162	27,107	27,287	32,357	34,108	46,260
14	18,195	18,990	20,051	18,725	21,897	12,997	14,984	16,098	25,451	26,395	27,371	27,647	32,782	34,585	47,338
15	18,354	19,150	20,211	18,884	22,067	13,182	15,095	16,209	25,674	26,629	27,637	28,008	33,206	35,063	48,318
16	18,513	19,308	20,369	19,044	22,237	13,367	15,206	16,320	25,896	26,862	27,902	28,368	33,631	35,540	49,348
17	18,672	19,468	20,794	19,414	22,703	13,553	15,317	16,431	26,523	27,095	28,167	29,175	34,055	36,495	50,398

BOARD PAID BENEFITS*

2015 - 2016

Capital Health Plan

	<u>Total Cost</u>	<u>Employee Cost</u>	<u>Board Cost</u>
Employee	\$ 465.59	\$ 116.40	\$349.19
Employee + Spouse	\$ 931.55	\$ 582.36	\$349.19
Employee + Children	\$ 791.58	\$ 442.39	\$349.19
Employee + Family	\$1,350.35	\$ 1,001.16	\$349.19

Florida Combined Life – Dental Insurance

	<u>Employee Cost</u>		<u>Board Cost</u>
	<i>LOW Option</i>	<i>HIGH Option</i>	
Employee	FREE	\$ 7.75	\$17.69
Employee + Spouse	\$26.39	\$35.64	\$17.69
Employee + Children	\$25.86	\$35.09	\$17.69
Employee + Family	\$58.25	\$68.95	\$17.69

Florida Combined Life – Life Insurance

Board pays one times the employee salary at \$.26 per \$1,000 for term life insurance.

Florida Retirement System

Board pays 7.37% for employees in the Pension and Investment plans.

Board pays 12.28% for DROP.

Board pays 3.80% for employees that have previously retired and returned to work.

*Benefits through September 30, 2015 and renegotiated October 1, 2015.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7a

DATE OF SCHOOL BOARD MEETING: June 23, 2015

TITLE OF AGENDA ITEMS: General Fund Budget Amendment No. 1

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS: To approve the adjustments to the September 2014 final approved budget (original/starting budget) for the general fund as allowed by Section 6A-1.006, Florida Administrative Code for function and object changes through May 2015 since the original approved budget. This supersedes the February 24, 2015 approved General Fund Budget Amendment No. 1.

FUND SOURCE: General Fund

AMOUNT: \$1,610,128.84 increase in projected revenues/expenses since final original budget

PREPARED BY: Kim Ferree

POSITION: Assistant Superintendent for Business Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMANS'S SIGNATURE: page(s) numbered _____

Be sure that the Comptroller has signed the budget page.

DISTRICT SCHOOL BOARD OF GADSDEN COUNTY
DISTRICT SUMMARY BUDGET
For Fiscal Year Ending June 30, 2015

SECTION II. GENERAL FUND - FUND 100

Page 2

ESTIMATED REVENUES	Account Number	
FEDERAL:		
Federal Impact, Current Operations	3121	
Reserve Officers Training Corps (ROTC)	3191	127,428.11
Pell Grants	3192	
Miscellaneous Federal Direct	3199	
Total Federal Direct	3100	127,428.11
FEDERAL THROUGH STATE AND LOCAL:		
Medicaid	3202	288,460.01
National Forest Funds	3255	
Federal Through Local	3280	327,703.63
Miscellaneous Federal Through State	3299	
Total Federal Through State and Local	3200	616,163.64
STATE:		
Florida Education Finance Program (FEFP)	3310	24,059,738.00
Workforce Development	3315	559,873.00
Workforce Development Capitalization Incentive Grant	3316	
Workforce Education Performance Incentive	3317	16,000.00
Adults With Disabilities	3318	231,240.00
CO & DS Withheld for Administrative Expenditure	3323	
Diagnostic and Learning Resources Centers	3335	
Racing Commission Funds	3341	223,250.00
State Forest Funds	3342	6,893.49
State License Tax	3343	14,230.34
District Discretionary Lottery Funds	3344	17,270.00
Class Size Reduction Operating Funds	3355	5,960,523.00
Florida School Recognition Funds	3361	161,774.00
Excellent Teaching Program	3363	
Voluntary Prekindergarten Program	3371	698,926.98
Preschool Projects	3372	
Reading Programs	3373	
Full-Service Schools Program	3378	
Other Miscellaneous State Revenue	3399	76,682.53
Total State	3300	32,026,401.34
LOCAL:		
District School Taxes	3411	7,879,080.00
Tax Redemptions	3421	40,134.26
Payment in Lieu of Taxes	3422	
Excess Fees	3423	
Tuition	3424	
Rent	3425	1,219.25
Investment Income	3430	(195.91)
Gifts, Grants and Bequests	3440	10,341.01
Adult General Education Course Fees	3461	
Postsecondary Vocational Course Fees	3462	42,850.30
Continuing Workforce Education Course Fees	3463	
Capital Improvement Fees	3464	
Postsecondary Lab Fees	3465	
Lifelong Learning Fees	3466	
General Education Development (GED) Testing Fees	3467	
Financial Aid Fees	3468	
Other Student Fees	3469	
Preschool Program Fees	3471	
Prekindergarten Early Intervention Fees	3472	
School-Age Child Care Fees	3473	
Other Schools, Courses and Classes Fees	3479	
Miscellaneous Local Sources	3490	1,280,168.87
Total Local	3400	9,253,597.78
TOTAL ESTIMATED REVENUES		42,023,590.87
OTHER FINANCING SOURCES		
Loans	3720	
Sale of Capital Assets	3730	29,223.00
Loss Recoveries	3740	40,496.93
Other Financing Sources (Modified Accrual Lease Proceeds)	3750	163,835.00
Transfers In:		
From Debt Service Funds	3620	
From Capital Projects Funds	3630	1,452,487.26
From Special Revenue Funds	3640	
From Permanent Funds	3660	
From Internal Service Funds	3670	
From Enterprise Funds	3690	
Total Transfers In	3600	1,452,487.26
TOTAL OTHER FINANCING SOURCES		1,686,042.19
Fund Balance, July 1, 2014	2800	1,458,928.15
TOTAL ESTIMATED REVENUES, OTHER FINANCING SOURCES AND FUND BALANCE		45,168,561.21

DISTRICT SCHOOL BOARD OF GADSDEN COUNTY
DISTRICT SUMMARY BUDGET
For Fiscal Year Ending June 30, 2015

SECTION II. GENERAL FUND - FUND 100 (Continued)										Page
APPROPRIATIONS	Account Number	Totals	Salaries 100	Employee Benefits 200	Purchased Services 300	Energy Services 400	Materials & Supplies 500	Capital Outlay 600	Other 700	
Instruction	5000	23,509,286.20	15,008,897.04	3,715,658.39	3,786,060.69		866,655.32	55,777.66	76,237.10	
Student Personnel Services	6100	1,850,048.24	1,376,458.95	337,448.50	121,376.35		14,363.23	401.21		
Instructional Media Services	6200	682,552.25	421,783.49	103,073.49	147,940.65		705.40	599.22	8,450.00	
Instruction and Curriculum Development Services	6300	1,070,959.42	782,955.33	179,516.73	76,669.85		1,982.51	29,835.00		
Instructional Staff Training Services	6400	255,423.84	166,375.60	38,154.87	32,170.23		7,538.41	2,059.05	9,125.68	
Instructional-Related Technology	6500	156,200.16	33,976.86	11,010.65	68,231.20		5,557.16	37,424.29		
Board	7100	485,544.10	142,164.93	164,672.42	122,199.57		8,645.47		47,861.71	
General Administration	7200	615,906.41	315,601.77	135,738.83	135,604.97	46.31	21,785.88	551.65	6,577.00	
School Administration	7300	3,419,358.63	2,696,367.54	659,698.56	55,827.03		6,556.46	909.04		
Facilities Acquisition and Construction	7400	147,763.21	72,886.54	18,662.09	56,214.58					
Fiscal Services	7500	470,327.97	357,659.97	86,909.96	19,474.20	52.85	5,951.99		279.00	
Food Service	7600	8,288.54	7,396.63	891.91						
Central Services	7700	353,302.55	205,571.92	43,432.03	73,997.87		7,494.25		22,806.48	
Student Transportation Services	7800	3,303,488.06	1,779,664.42	573,048.58	168,955.39	512,174.91	265,054.37	4,590.39		
Operation of Plant	7900	5,797,095.95	1,237,520.54	418,192.21	2,457,603.20	1,627,620.44	55,034.56		1,125.00	
Maintenance of Plant	8100	1,430,634.45	587,343.07	161,683.27	504,793.36	9,444.54	159,083.73	7,986.48	300.00	
Administrative Technology Services	8200	829,409.56	334,390.47	81,161.30	233,865.54		16,159.21	107,083.20	56,749.84	
Community Services	9100	24,552.92	17,734.77	1,447.16	80.64		610.08	4,680.27		
Debt Service	9200									
Other Capital Outlay	9300									
TOTAL APPROPRIATIONS		44,410,142.46	25,544,749.84	6,730,400.95	8,061,065.32	2,149,339.05	1,443,178.03	251,897.46	229,511.81	
OTHER FINANCING USES:										
Transfers Out: (Function 9700)										
To Debt Service Funds	920									
To Capital Projects Funds	930									
To Special Revenue Funds (MOE payback 4 year installments)	940	56,162.50								
To Permanent Funds	960									
To Internal Service Funds	970									
To Enterprise Funds	990									
Total Transfers Out	9700	56,162.50								
TOTAL OTHER FINANCING USES		56,162.50								
Nonspendable Fund Balance, June 30, 2015	2710									
Restricted Fund Balance, June 30, 2015	2720									
Committed Fund Balance, June 30, 2015	2730									
Assigned Fund Balance, June 30, 2015	2740									
Unassigned Fund Balance, June 30, 2015	2750	702,257.25								
TOTAL ENDING FUND BALANCE	2700	702,257.25								
TOTAL APPROPRIATIONS, OTHER FINANCING USES AND FUND BALANCE		45,168,562.21								



Kim Ferree <ferreek@gcpsmail.com>

Gadsden DSB General Fund Amendment

4 messages

Kim Ferree <ferreek@gcpsmail.com>
To: Phillip Lindsey <lindseyp@paec.org>

Wed, Jun 10, 2015 at 6:21 PM

Hi Phillip,

I was hoping to get this to you earlier today, but spent lots of file cleaning up the file. There are two tabs on the attached spreadsheet.

One is the upload. This includes only the updates to the original budget that need to be booked. The increases and decreases are to the original amount that was booked.

The other one shows the original budget amount the adjustment amount and what the new balance should be.

The journal entry number is 400028.

Please look over the attached spreadsheet and let me know if you have any questions or need more information. I would like to have this entered early tomorrow so I can pull updated financials for the Board.

Thank you for your assistance in this learning process.

--

Kimberly S. Ferree, CPA
Assistant Superintendent for Business and Finance
Phone (850) 627-9651 Ext. 1222



Budget Upload May data.xls
955K

Phillip Lindsey <lindseyp@paec.org>
To: Kim Ferree <ferreek@gcpsmail.com>

Thu, Jun 11, 2015 at 8:36 AM

Had a problem with 4 lines. Need some clarification. Give me a call.

Phillip Lindsey, Analyst II

Panhandle Area Educational Consortium

Gateway Educational Computing Consultants(GECC)

850-638-6131 ext 2329

877-USE PAEC (877-873-7232) ext 2329

850-638-6321

From: Kim Ferree [mailto:ferreek@gcpsmail.com]

Sent: Wednesday, June 10, 2015 5:21 PM
To: Phillip Lindsey
Subject: Gadsden DSB General Fund Amendment

[Quoted text hidden]

Phillip Lindsey <lindseyp@paec.org>
To: Kim Ferree <ferreek@gcpsmail.com>

Thu, Jun 11, 2015 at 10:31 AM

It is done. Check you numbers and make sure you like what you see.

Phillip Lindsey, Analyst II

Panhandle Area Educational Consortium

Gateway Educational Computing Consultants(GECC)

850-638-6131 ext 2329

877-USE PAEC (877-873-7232) ext 2329

850-638-6321

From: Kim Ferree [mailto:ferreek@gcpsmail.com]
Sent: Wednesday, June 10, 2015 5:21 PM
To: Phillip Lindsey
Subject: Gadsden DSB General Fund Amendment

Hi Phillip,

[Quoted text hidden]

Kim Ferree <ferreek@gcpsmail.com>
To: Phillip Lindsey <lindseyp@paec.org>

Thu, Jun 11, 2015 at 10:38 AM

Thanks so much, greatly appreciated.

[Quoted text hidden]

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8a

DATE OF SCHOOL BOARD MEETING: June 23, 2015

TITLE OF AGENDA ITEMS: PAEC Professional Development Center (PDC) Resolution and Contract for District Participation

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS: To approve the PDC Resolution and contract for the 2015-16 fiscal year

FUND SOURCE: General Fund

AMOUNT: \$18,412.74

PREPARED BY: Kim Ferree

POSITION: Assistant Superintendent for Business Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered_____

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

**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. 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.
- B. Develop and renew add-on endorsement packages.
- C. Integrate a standard electronic Professional Learning Plan (PLP) with ePDC.
- D. Coordinate completion of the Annual Professional Development Needs Assessments.
- E. Coordinate update of the Professional Development System to meet revised Florida Statute guidelines and FDOE standards.
- F. Provide annual update training for district administrators on the PAEC *electronic* Professional Development Connections (ePDC).
- G. Provide a toll-free Technical Support Hotline.
- H. Provide pre-audit technical assistance in preparation for Florida's Professional Development System Evaluation Protocol site visits.
- I. Coordinate multi-district inservice activities in collaboration with district staff.
- J. Assist district or school staff with appropriate selection of presenters for delivery of needs-based professional development.
- K. 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, 2015, and shall end on June 30, 2016 with annual renewal.
- Written notice of intent to withdraw from participation in the PAEC Professional Development Center will be provided to the PAEC Board of Directors six months prior to the renewal date.
- 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 \$18,412.74, payable upon completion of this resolution. This figure is based on the FEFP Fourth Calculation from the previous year.

APPROVED:

**Resolved in a Regular Session of the School Board
of Gadsden County, Florida on this ____ day of
_____, 2015.**

Milton Brown, Board Chairman
School Board of Washington County

Date: _____

Audrey Lewis, Board Chairman
School Board of Gadsden County

Date: _____

Herbert J. Taylor, Superintendent
School Board of Washington County

Date: _____

Reginald James, Superintendent
School Board of Gadsden County

Date: _____

Lele Sobey, Interim Executive Director
Panhandle Area Educational Consortium

Date: _____

BOD date: May 14, 2015
WCSB date: June 8, 2015

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8b

DATE OF SCHOOL BOARD MEETING: June 23, 2015

TITLE OF AGENDA ITEMS: District Participation Agreement in the Panhandle Area Educational Consortium

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS: To approve the agreement to participate in the Panhandle Area Educational Consortium (PAEC) for the 2015-16 fiscal year

FUND SOURCE: General Fund

AMOUNT: \$14,044.70

PREPARED BY: Kim Ferree

POSITION: Assistant Superintendent for Business Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

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

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, and Washington counties, FAMU Developmental Research School**, 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
- 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. Student Data Services
- T. 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.

III. METHOD(S) OF EVALUATION. That the Superintendent or designee 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 or designee will evaluate 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 Superintendent or designee 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 Superintendent or designee 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 Superintendent or designee 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, 2015. The terms of this Agreement shall be one (1) fiscal year with an annual renewal option.

VIII. TERMINATION OF AGREEMENT. Any participant may withdraw from this agreement by written notification to the PAEC Executive Director six months prior to renewal.

This Agreement among the Member Districts of the Consortium, as set forth in this resolution, will be in operation and effect from July 1, 2015, 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, 2015.

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 **\$14,044.70**, payable upon completion of this resolution.

APPROVED:

Resolved in a Regular Session of the Gadsden School District on this
_____ day of _____, 2015.

Milton Brown, Board Chairman
School Board of Washington County

Date: _____

Audrey Lewis, Board Chairman
School Board of Gadsden County

Date: _____

Herbert J. Taylor, Superintendent
School Board of Washington County

Date: _____

Reginald James, Superintendent
School Board of Gadsden County

Date: _____

Lele Sobey, Interim Executive Director
Panhandle Area Educational Consortium

Date: _____

PAEC Bd of Dir: May 14, 2015
WCSB: June 8, 2015

SUMMARY SHEET

Smith

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8c

Date of School Board Meeting: JUNE 23, 2015

TITLE OF AGENDA ITEM: COOPERATIVE AGREEMENT FOR INTER-COUNTY TRANSFER OF EXCEPTIONAL STUDENTS BETWEEN LEON COUNTY SCHOOL BOARD AND GADSDEN COUNTY SCHOOL BOARD

DIVISION: EXCEPTIONAL STUDENT EDUCATION

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

PURPOSE AND SUMMARY OF ITEM:

(Type and Double Space)

This is an Annual Review of Contractual Agreement for Inter-County Transfer of Exceptional Students by the School Board of Leon County and the School Board of Gadsden County. The School Board of Leon County provides and operates special programs for properly identified special education students from Gadsden County. The special program contract is for Hearing Impaired, and other students specifically identified by individual contract. Students are placed at the following school sites: W.T. Moore Elementary School, Swift Creek Middle School, Lincoln High School, and Gretchen Everhart Special Day School.

FUND SOURCE: STATE FTE FUNDS

AMOUNT: (determined by formula)

PREPARED BY: Sharon B. Thomas *SBT*

POSITION: Director, Exceptional Student Education

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

- 4 Number of ORIGINAL SIGNATURES NEEDED by preparer. (2 AGREEMENTS: 1 for an individual student
Requires 2 signatures of Superintendent
1 for Inner County transfer of Students
Requires 2 signatures of Board's Chairman)

SUPERINTENDENT'S SIGNATURE: page(s) numbered 2

CHAIRMAN'S SIGNATURE: page(s) numbered 4

Be sure that the COMPTROLLER has signed the budget page.

This form is to be uplicated on light blue paper.

summary.for
revised 0591

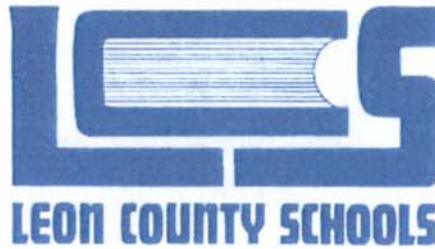
Proof read by:

Reuben R. Francis

2015 JUN 10 PM 4:48
GADSDEN SCHOOL BOARD
OFFICE OF ASSISTANT
SUPERINTENDENT

BOARD CHAIR
Maggie B. Lewis-Butler

BOARD VICE CHAIR
DeeDee Rasmussen



BOARD MEMBERS
Georgia "Joy" Bowen
Dee Crumpler
Alva Swafford Striplin

SUPERINTENDENT
Jackie Pons

**CONTRACTUAL AGREEMENT
FOR INTER-COUNTY
TRANSFER OF EXCEPTIONAL STUDENTS**

This agreement entered into the seventeenth day of August, 2015, by the School Board of Leon County and the School Board of **Gadsden County** is for the purpose of defining the responsibilities of each as it relates to exceptional students who reside in one county and attend schools in the other, and delineating the conditions under which the contract shall be executed.

- I. The School Board of Leon County agrees to make available exceptional student education services in certain exceptional education programs and assignments within certain grade levels at specific sites in the district. Those programs, assignments, grade levels and sites are as follows:

<u>PROGRAM</u>	<u>ASSIGNMENT</u>	<u>GRADE LEVEL</u>	<u>SITE</u>
Hearing Impaired	Special Day School	PK-12	Everhart
	Resource/Special Class	PK-5	Moore
	Resource Class	6-8	Swift Creek
	Resource/Special Class	9-12	Lincoln

The School Board of **Gadsden County** and the parents will develop an individual educational plan (IEP) for exceptional students in conjunction with the School Board of Leon County. As determined by the IEP, those exceptional students in need of programs, assignments, grade levels and at sites included herein may be served by the School Board of Leon County. Only if programs, facilities and personnel are available will students be considered.

2757 West Pensacola Street • Tallahassee, Florida 32304-2998 • Phone (850) 487-7110 • Fax (850) 414-5194 •

2757 West Pensacola Street • Tallahassee, Florida 32304-2998 • Phone (850) 487-7110 • Fax (850) 414-5194 •

www.leonschools.net

"The Leon County School District does not discriminate against any person on the basis of gender, marital status, sexual orientation, race, religion, national origin, age, color or disability."

Building the Future Together

II. In providing these Special Education Programs, the School Board of Leon County shall be responsible for:

- A. Provision and maintenance of adequate and appropriate facilities to house the program(s);
- B. Provision of sufficient certified instructional and qualified non-instructional personnel, necessary for a quality program, including teacher, therapists, and a supervisor or coordinator;
- C. Notifying and obtaining the agreement of the participating district in any decision regarding the assignment of instructional staff in excess of the approved staffing ratio of the School Board of Leon County in order to provide appropriate instruction for a student from the participating district;
- D. Provision of necessary equipment, materials and supplies for each student;
- E. Provision of all other direct and indirect services necessary to conduct a quality program, except those responsibilities specifically designated in this agreement as the responsibility of the participating county;
- F. Provision of dismissal or reevaluation information for students from the School Board of Gadsden County.

III. As a participating school district, the School Board of Gadsden County shall be responsible for:

- A. Provision of transportation for those students from its county who are enrolled in the program. The transportation schedule shall enable students to participate in the total program for at least the minimum number of hours required for the age or grade group;
- B. Provision of the evaluation information and eligibility process conducted in accordance with Florida State Board of Education Administrative Rules 6A-6.0331, FAC, 6A-6.03011, FAC and 6A-6.03013, FAC;
- C. Provision of the assignment and dismissal process in accordance with 6A-6.03028, FAC, 6A-6.0311, FAC and 6A-6.0331, FAC;
- D. Initiating and conducting an Individual Education Plan meeting in accordance with 6A-6.0331, FAC and in conjunction with the School Board of Leon County;
- E. Legal costs incurred through the due process procedure as a result of a student's assignment;
- F. The salary of personnel required to instruct students from the participating district in excess of the approved staffing ratio of the School Board of Leon County;
- G. Adhering to the school calendar and hours designated by the School Board of Leon County.

IV. Funding for exceptional student programs shall follow the procedure specified within this section:

A. The School Board of Leon County shall:

1. Provide the 2015-2016 formula calculation for the Regional Funding Fee;
2. Provide an invoice after the February FTE period to June 1 based on a formula using discretionary tax dollars in the general fund (FEFP calculation) projected total weighted FTE for contracted students multiplied by the Regional Funding Fee; and the salary of any teacher, classroom aide, interpreter or classroom support personnel required for individualized instruction as a result of the behavior and/or communication needs of a **Gadsden County** student;
3. Submit or receive funds as an adjustment to the "Regional Funding Fee" following the June FTE and end-of-year close out. That is, provided the actual end of year formula factors creates an under or over payment of \$100 or more for the current fiscal year.

B. The School Board of **Gadsden County** shall:

1. Receive all FTE funds generated from Transportation of their students to Leon County;
2. Submit payment to the School Board of Leon County based on the statement of account described under IV A of this section. This payment shall arrive no later than June 30, 2016;
3. Submit or receive funds as an adjustment to the Regional Funding Fee payment projections and actual salary reimbursement for any teacher, classroom aide, interpreter or classroom support personnel required for instruction as a result of the behavior and/or communication needs of a **Gadsden County** student, if actual weighted FTE creates an under or over payment of \$100 or more. This adjustment will be made following the June FTE and prior to October 1, 2016.

This Agreement shall take effect August 17, 2015 and continue until May 27, 2016. This contract supersedes any previous agreements. The School Board of Leon County and the School Board of Gadsden County shall abide by Section 1001.42(4)(d)(3.), Florida Statutes, for Settlement of Disagreements, which states "In the event an agreement cannot be reached relating to any phase of the project or activity, the matter may be referred jointly by the cooperating school boards, or by any individual school board of the cooperating districts, to the Department of Education for decision under regulations of the state board, and its decision shall be binding on all school boards of the cooperating districts".

The agreement executed the day and year first written above.

Extended School Year Services (ESY)

V. Services for Extended School Year (ESY) will be contracted on an individual basis.

- A. The School Board of Leon County agrees to make available extended school year exceptional student education services in certain exceptional education programs and assignments within certain grade levels at specific sites in the district. Extended school year programs are provided four days per week, Monday through Thursday and follow the adopted Leon County School Board Calendar. All provisions agreed upon in the yearly contractual agreement are extended for extended school year services, i.e., among other things, **Gadsden County** will be required to pay for all costs associated with the employment of one-on-one aides during ESY.
- B. Funding: extended school year services will be provided by Leon County for **Gadsden County** students for a cost of five hundred dollars per student for the five weeks of Extended School Year.

THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA

BY: _____ DATE: _____
Board Chairperson

THE SCHOOL BOARD OF LEON COUNTY, FLORIDA

BY: _____ DATE: _____
Board Chairperson

DATE: _____

Jackie Pons
Superintendent, Leon County Schools

SUMMARY SHEET

Re Smith

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA
AGENDA ITEM NO. 8d

Date of School Board Meeting: June 23, 2015

AGENDA ITEM: FSU MULTIDISCIPLINARY SERVICES 2014-2015 SCHOOL YEAR

DIVISION: EXCEPTIONAL STUDENT EDUCATION

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

PURPOSE AND SUMMARY OF ITEM:

(Type and Double Space)

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

FUND SOURCE: IDEA DOLLARS
AMOUNT: \$25,000.00 est.
PREPARED BY: Sharon B. Thomas *SBT*
POSITION: Director, Exceptional Student Education

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 3 & 5

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the COMPTROLLER has signed the budget page.

This form is to be duplicated on light blue paper.

summary.for
revised 0591

Proof read by: *Sharon B. Thomas*

2015 JUN 10 PM 4:47
GADSDEN SCHOOL BOARD
OFFICE OF ASSISTANT
SUPERINTENDENT



FLORIDA STATE UNIVERSITY

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

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

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

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

The District will identify children to be referred to the MDC. Referrals should be for children served by the District from pre-school through grade 12. These children may be Exceptional Student Education students whom the District identifies as not adequately evaluated through District evaluation procedures or students in regular classrooms who are experiencing severe learning and/or behavioral problems. The referral system existing in the District will be utilized by the MDC, or the MDC's referral forms may be used. Allocated service hours not utilized in the District may be made available to other participating Districts after February 1, 2016.

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

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

comply with all applicable laws and regulations concerning confidentiality of student's records.

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

1. The MDC agrees to provide professional services in the following areas:
 - The MDC agrees to maintain a diagnostic clinic to provide evaluation services to identified children experiencing complex learning and/or behavioral problems and to recommend alternative teaching strategies and/or behavioral intervention techniques based on the diagnostic evaluations.
 - The MDC agrees to provide a written report of each multidisciplinary evaluation to the parent or legal guardian and to those staff members designated by the District for receipt of such reports, and to appropriate individuals or agencies requested, in writing, by the parent or legal guardian.
 - The MDC agrees to provide written and verbal recommendations for teachers and to parents.
 - The MDC agrees to provide inservice education for teachers in participating school districts, when specifically requested by the District.
 - The MDC agrees to participate in case conferences with school personnel at the student's school(s).
2. The District agrees to provide for Gadsden County students referred to the MDC the following:
 - The District will make school records for each referral available for perusal by MDC staff within the setting of the local school.
 - The District will provide, for each referral, copies of evaluation reports completed by District personnel or through District contacts with other agencies, at no charge to the MDC and with appropriate permission of the student's parent or legal guardian.

- The District will provide transportation to and from the FSU campus for individual students referred to the MDC when the student's parents are unable to provide transportation.
- The District may be asked to participate in an evaluation of MDC services. This evaluation may include contact with parents, teachers and school and district administrative personnel.

The MDC and the District mutually agree: This Agreement shall begin on July 1, 2015, or any later date on which the Agreement has been signed by both parties, and shall terminate on June 30, 2016.

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

District

MDC

Signature

Date

Anne Selvey 4/27/15
Anne Selvey, Ph.D. Date

Title

Director

Title


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

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

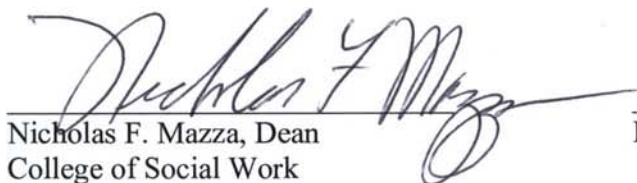
1. The term of the agreement is July 1, 2015 through June 30, 2016.
2. The rate for service is \$400 per day (8:00am-3:00pm). Rates include direct service to students, consultation with school personnel and parents as needed, participation in meetings and staffings, cost of materials and supplies, and costs of travel.
3. The District shall pay the Center bi-monthly based upon the Center's invoices accompanied by logs of services.
4. The Center shall be responsible for the following:
 - Individual and group counseling for students identified by the Gadsden County School District, in schools mutually agreed upon, for the academic year 2015-2016.
 - Consultation with teachers and other school personnel in regard to students referred for counseling.
 - A treatment summary for each student served upon completion of service.
 - Licensed/certified supervision for the counselors.
5. The District shall be responsible for the following:
 - Obtain parental permission for each student referred for counseling.
 - Provide a regular meeting location that is relatively free of outside noise and distractions.
6. The District will have access to counseling records that are directly pertinent to this agreement.
7. The Center agrees to maintain all records for a period of at least three years following termination of this agreement.
8. The Center agrees that it complies with applicable provisions of the Civil Rights Act and Section 504 Requirements governing agreements of this nature.
9. Any Center personnel who (a) are permitted access on school grounds when students are present, (b) have direct contact with students, or (c) have access to or control of school funds shall, prior to beginning work, shall meet Level II screening requirements of Sections 1012.32 & 435.04 of Florida Statutes. This may be satisfied by providing the District current Level II screening approval from another Florida School District.

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

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


Anne Selvey, Director
FSU Multidisciplinary Center

4/30/15
Date


Nicholas F. Mazza, Dean
College of Social Work

5/4/15
Date

Superintendent
Gadsden County Schools

Date

SUMMARY SHEET

R. Smith

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8e

Date of School Board Meeting: JUNE 23, 2015

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

DIVISION: EXCEPTIONAL STUDENT EDUCATION

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

PURPOSE AND SUMMARY OF ITEM:

(Type and Double Space)

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

FUND SOURCE: IDEA dollars
AMOUNT: \$40.00 (per hour for actual hours worked)
PREPARED BY: Sharon B. Thomas *SBT*
POSITION: Director, Exceptional Student Education

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 3

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the COMPTROLLER has signed the budget page.

This form is to be uplicated on light blue paper.

summary.for
revised 0591

Proof read by: *Keala R. Francis*

2015 JUN 10 PM 4:47
GADSDEN SCHOOL BOARD
OFFICE OF ASSISTANT
SUPERINTENDENT

Gadsden County School District
Exceptional Student Education
Contract with Independent Contractor
2015-2016 Fiscal Year

THIS CLINICAL SERVICES MASTER AGREEMENT ("Contract") is entered into as of this 23rd day of June, 2015 by and between The Gadsden County School Board, a Florida corporation organized and existing under the law of the State of Florida, with its principal place of business at 35 Martin Luther King Jr. Blvd., City of Quincy, County of Gadsden, State of Florida, herein referred to as the Board, and Janice M. Gilchriest of Midway, County of Gadsden, State of Florida herein referred to as contractor.

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

RESPONSIBILITY OF CONTRACTOR

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

STATUS OF THE CONTRACTOR

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

DESIGNATED WORK AREA

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

TIME ALLOTMENT FOR AGREED DUTIES

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

PAYMENT ARRANGMENT

The School Board will pay Janice M. Gilchrist for all work performed by contractor, on completion of the same, at the rate of \$40.00 per unit of services (\$40.00 per hour). I will provide you a statement itemizing all services rendered and the balance owed, each time a payment is due.

Payment shall be made by the Board within (30) calendar days after statements for professional services are received. Such statements shall be presented monthly.

PAYMENT OF TAXES AND ASSESMENTS

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

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

CONFIDENTIALITY

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

DURATION AND TERMINATION

The parties hereto contemplate that this contract will run for one (1) fiscal school year from July 1, 2015 to June 30, 2016. Any party wishing to terminate this contract prior to its expiration date shall provide that other party with sixty day (60) written notice.

AMENDMENTS

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

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

Janice M. Gilchrist

Date

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

Date

THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA

BY: _____

ATTEST: _____
Reginald C. James Superintendent

Date

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

SUMMARY SHEET

R. Smith

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8f

Date of School Board Meeting: June 23, 2015

TITLE OF AGENDA ITEM: The School Board of Gadsden County, Contract with Independent Contractor Lanicia Arnwine Marshall

DIVISION: EXCEPTIONAL STUDENT EDUCATION

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

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

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

FUND SOURCE: IDEA dollars
AMOUNT: \$45.00 (per hour for actual hours worked)
PREPARED BY: Sharon B. Thomas *SBT*
POSITION: Director, Exceptional Student Education

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.
SUPERINTENDENT'S SIGNATURE: page(s) numbered 3
CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the COMPTROLLER has signed the budget page.

This form is to be duplicated on light blue paper.

summary for
revised 0591

Proof read by: _____

Reuben R. Francis

2015 JUN 10 PM 4:47
GADSDEN SCHOOL BOARD
OFFICE OF ASSISTANT
SUPERINTENDENT

Gadsden County School District
Exceptional Student Education
Contract with Independent Contractor
2015-2016 Fiscal Year

THIS CLINICAL SERVICES MASTER AGREEMENT ("Contract") is entered into as of this 23rd day of June, 2015 by and between The Gadsden County School Board, a Florida corporation organized and existing under the law of the State of Florida, with its principal place of business at 35 Martin Luther King Jr. Blvd., City of Quincy, County of Gadsden, State of Florida, herein referred to as the "Board", and Lanicia Arnwine Marshall, LMHC, Ed.S., CAP, RPT-S, County of Leon, State of Florida, herein referred to as "Contractor".

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

RESPONSIBILITY OF CONTRACTOR

The Contractor will provide clinical psychological services on behalf of the Board with respect to all matters relating to or affecting the provision of clinical psychology to the preschool and school age population as identified by the Board and for who such services are prescribed for by a duly licensed Mental Health Counselor in the State of Florida, and that are approved by the Director of Exceptional Student Education. The Contractor will render such service according to her professional qualifications, and shall be maintained throughout the terms of this agreement. The Contractor shall provide the following services: **A.** Counseling **B.** Class wide behavioral plans **C.** Individual behavioral modification plans **D.** Consultation for clinical and/or behavioral modification plans **E.** Clinical observations for Response to Intervention **F.** Target group sessions **G.** Data Collection and Collaboration with student Study Team **H.** Participation with the Multi-tiered Systems of Support /Response to Intervention/Problem-Solving teams to suggest and/or provide interventions to students **I.** Provide therapeutic services to Individual Students and their Families **J.** Utilize therapeutic techniques to address behavioral issues, PTSD, Trauma, Parenting and other issues causing a delay in mental health.

STATUS OF THE CONTRACTOR

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

DESIGNATED WORK AREA

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

TIME ALLOTMENT FOR AGREED DUTIES

The Contractor will provide services for three (3) days per school week (7.5 hours per day). As approved by the Director of Exceptional Student Education, the Contractor may provide up to an additional (5) hours per school week for activities such as home visits, emergency assessments, and crisis management training. The allotted workflow shall also incorporate administrative duties required for accurate reporting of contracted services.

PAYMENT ARRANGMENT

The School Board will pay Contractor for all work performed by Contractor, on completion of the same, at the rate of \$45.00 per unit of services (\$45.00 per hour). Contractor will provide to the Board a statement itemizing all services rendered and the balance owed, each time a payment is due.

Payment shall be made by the Board within (30) calendar days after statements for professional services are received. Such statements shall be presented monthly.

PAYMENT OF TAXES AND ASSESMENTS

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

The Contractor agrees to maintain, at Contractor's expense, workers compensation insurance and liability insurance, as required by law, to fully protect Contractor and any individual employed by contractor in providing services under this contract.

CONFIDENTIALITY

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

DURATION AND TERMINATION

The parties hereto contemplate that this contract will run from July 1, 2015 to June 30, 2016. Any party wishing to terminate this contract prior to its expiration date shall provide that other party with sixty day (60) written notice.

AMENDMENTS

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

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

Lancia Arnwine Marshall, LMHC

Date

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

Date

THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA

BY: _____

ATTEST: _____
Reginald C. James Superintendent

Date

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

R. Smith

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8g

Date of School Board Meeting: June 23, 2015

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

DIVISION: EXCEPTIONAL STUDENT EDUCATION

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

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

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

FUND SOURCE: **FEED dollars**
AMOUNT: **\$50.00 per hour**
PREPARED BY: Sharon B. Thomas *SBT*
POSITION: Director, Exceptional Student Education

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 4

CHAIRMAN'S SIGNATURE: page(s) numbered 4

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

summary for
revised 0591

Proof read by: *Keala R. Francis*

2015 JUN 10 PM 4:47
GADSDEN SCHOOL BOARD
OFFICE OF ASSISTANT
SUPERINTENDENT

**GADSDEN COUNTY SCHOOL DISTRICT
STUDENT SERVICES/EXCEPTIONAL EDUCATION
CONTRACT WITH INDEPENDENT CONTRACTOR
2015-2016 Fiscal Year**

Contract made June 23, 2015, BETWEEN the School Board of Gadsden County, Florida, a corporation organized and existing under the laws of the State of Florida, with its principal place of business at 35 Martin Luther King, Jr. Blvd., City of Quincy, County of Gadsden, State of Florida, herein referred to as the Board, and Joy Scharein, Speech Pathologist of 10041 Neamathla Trail, City of TALLAHASSEE County of LEON, State of FLORIDA herein referred to as contractor.

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

NATURE OF WORK

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

PLACE OF WORK

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

TIME DEVOTED TO WORK

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

PAYMENT

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

DURATION AND TERMINATION

The parties hereto contemplate that this contract will run for (1) fiscal school year July 1, 2015 thru June 30, 2016. Any party wishing to terminate this contract prior to its expiration date shall provide the other party with sixty (60) days written notice.

STATUS OF CONTRACTOR

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

PAYMENT OF TAXES AND ASSESSMENTS

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

CONFIDENTIALITY

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

SERVICES BY OTHERS

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

MISCELLANEOUS

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

AMENDMENTS

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

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

Joy Scharein, Speech Pathologist

Date

*Sharon B. Thomas, Director
 Exceptional Student Education*

Date

THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA

BY: _____
Audrey D. Lewis, CHAIRMAN

Date

ATTEST: _____
Reginald C. James, SUPERINTENDENT

Date

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

ATTACHMENT A**SPEECH PATHOLOGIST SERVICES PROVIDED:**

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

R. Smith

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8h

Date of School Board Meeting: JUNE 23, 2015

TITLE OF AGENDA ITEM: Agreement between the Gadsden County Public Schools and Milestones Occupational Therapy Services, LLC; Makesha Bush, OTR/L

DIVISION: EXCEPTIONAL STUDENT EDUCATION

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

PURPOSE AND SUMMARY OF ITEM:

(Type and Double Space)

This contract will provide Occupational Therapy Services to Exceptional Students in

Gadsden County Schools. This therapist will provide needed services in positions not

filled by the Gadsden County School Board.

FUND SOURCE: FEFP Dollars

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

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

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 4

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the COMPTROLLER has signed the budget page.

This form is to be uplicated on light blue paper.

summary.for
revised 0591

Proof read by:

Kealer R Francis

2015 JUN 10 PM 4:48
GADSDEN SCHOOL BOARD
OFFICE OF ASSISTANT
SUPERINTENDENT

COOPERATIVE AGREEMENT FOR OCCUPATIONAL THERAPY SERVICES

Subject: Cooperative service agreement for Occupational Therapy Services

1. Scope of Services

Between: Gadsden County School Board, Quincy, FL hereinafter referred to as "Agency" and, Milestones Occupational Therapy Services, LLC; Makesha Bush Daniels, OTR/L, P.O. Box 513 Gretna, FL 32332 hereinafter referred as "Contractor".

- The Agency is in the business of providing childhood services to children with special needs enrolled in its program, and in the conduct of such business, desires to have the following services, as a contractor, to be performed by contractor for occupational therapy services.
- Contractor agrees to perform these services for the Agency under the terms and conditions set forth in this contract.

2. Duration and Termination

The parties hereto contemplate that this contract will commence on August 17, 2015 and end on June 2, 2016. Any party wishing to terminate this contract prior to its expiration date shall provide the other party with thirty days written notice prior to termination. Said notice shall be delivered by certified mail or in person.

3. Authorized Parties

The School Board Chairman and Sharon Thomas ESE director are designated representatives authorized to represent the Agency. Milestones Occupational Therapy Services LLC, Makesha Bush Daniels is the designated Contractor.

4. Nature of Work

Contractor shall provide occupational therapy services with respect to all matters relating or affecting the provision of occupational therapy to the Agency. Contractor shall render services according to their professional qualifications, which together with appropriate registration, licensure and/or permit, shall be maintained throughout the terms of this agreement.

The contractor will:

- Provide direct & consultative Occupational Therapy services consistent with goals in students' education/support plan for the 2015-2016 school year
- Perform evaluations and reevaluations according to referrals received by IEP committee, perform record reviews, and prepare evaluation summaries
- Attend IEP meetings as needed to explain evaluation results, therapy services, and to develop IEP goals and objectives for students for the 2015-2016 school year
- Maintain documentation of services. This documentation is for the purposes of Medicaid billing and will be called upon only if units of service delivered are in question.

4. Nature of Work (continued)

The Agency will:

- Provide appropriate workspace for diagnostic, intervention, and consultation services
- Provide access to copier, fax machine, computer with internet access for completing internet based IEPs and documentation, and a telephone
- Provide supplies as needed for contractor to carry out objectives outlined in the individual education plan for occupational therapy
- Provide contractor with a schedule and invitation of IEP meetings, parent conferences, and family support meetings prior to scheduled meetings to provide adequate time for contractor to prepare for meetings

6. Status of Contractor & Relationship of Parties

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

7. Place of Work

It is understood that these services will be rendered at schools within the Gadsden County Public School System, Gadsden County, Florida.

8. Time Devoted to Work

In the performance of the services, the services and the hours the Contractor is to work on any given day will be entirely within Contractor's control, and the Agency will rely upon Contractor to put in such number of hours on a daily basis that is reasonably necessary to fulfill the spirit and purpose of this contract. Contractor will provide services for 30 hours per week. It is understood that the contractor is free to contract similar services for other agencies, while under contract, provided that such services do not negatively interfere with contract and provision of services between the Agency and contractor.

9. Payment

The Agency will pay contractor for all work actually performed by Contractor, on completion of the same at a rate of \$58/hour. Contractor agrees to submit properly prepared invoices on a monthly basis. Contractor agrees to submit invoices seven (7) business days before the end of each month. The Board shall make payment on the last day of each month.

10. Insurance Liability

Contractor agrees to maintain, at contractor's expense, professional liability insurance. Contractor agrees to provide proof of current State of Florida licensure, proof of Professional Liability Insurance, & proof of required health & background screenings as requested.

11. Confidentiality

Inasmuch as contractor will acquire or have access to information that is highly confidential, contractor will not disclose such information unless disclosure is required by law or with authorization of the Agency.

12. Miscellaneous

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

13. Non Compete Clause

The contractor understands and agrees that all clients served under this agreement will remain clients of the agency upon termination of this agreement.

14. Waiver of Breach

No waiver or any breach by any party of terms of this Agreement shall be deemed a waiver of any subsequent breach.

15. Service Agreement Transfer

Neither the Contractor nor the Agency shall not assign, subcontract, or otherwise transfer any interest in this Agreement without the prior written consent of the other party.

16. Governing Law

Florida Law shall govern this instrument in reference to interpretation, construction and performance.

17. Communications

Any official communication between parties will be sent by certified mail to the following addresses:

For the Agency:

Sharon Thomas, Director of ESE
Martin Luther King Blvd
Quincy, FL 32351

For the Contractor:

Milestones Occupational Therapy Services, LLC
Makesha Bush Daniels, Occupational Therapist
P.O. Box 513
Gretna, FL 32332

18. Amendments

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

19. Mediation

The Agency and the Contractor, or their respective designees, shall attempt to resolve any questions or disagreements arising out of the administration or performance of this Agreement before any litigation is instituted.

20. Representations

The parties represent to each other:

- (a) Each party fully understands the provisions of this agreement and each is signing this Agreement freely and voluntarily intending to be bound by item terms.
- (b) Each party understands and agrees that this agreement constitutes the contract of the parties. There are not warranties or other than those set forth herein.

IN WITNESS WHEREOF, the parties have caused this agreement to be duly executed on the dates hereinafter indicated.

Milestones Occupational Therapy Services, LLC
Makesha Bush Daniels, OTR/L Occupational Therapist
Independent Contractor

Date

GADSDEN COUNTY SCHOOL BOARD

Director of ESE

Date

Chairperson

Date

Superintendent

Date

SUMMARY SHEET



RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8i

DATE OF SCHOOL BOARD MEETING: June 23, 2015

TITLE OF AGENDA ITEM: Approval of 2nd Year Negotiations of the 2013-2015
GCCTA Contract.

DIVISION:

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

PURPOSE AND SUMMARY OF ITEM:

Approval is requested of the 2nd Year Negotiations to the Collective Bargaining Contract 2013-2015 - Gadsden County Classroom Teacher Association. The Contract was ratified by GCCTA with a vote of 269 YES, 8 NO and 72 did not vote.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Rocky Pace 

POSITION: Chief Negotiator

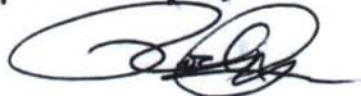
INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered

CHAIRMAN'S SIGNATURE: page(s) numbered

REVIEWED BY:

KUH
7/16/14


ARTICLE II
ASSOCIATION RIGHTS AND RESPONSIBILITIES

- A. The GCCTA shall be permitted use of school property, facilities and equipment in accordance with applicable provisions of Gadsden County School Board Policy.
- B. The GCCTA shall have the right to post notices of activities and matters of GCCTA concern on one bulletin board in a designated area mutually agreed upon by the president of the GCCTA and the site administrator at each school center. Only GCCTA notices authorized by the president of the GCCTA or the GCCTA building representative may be posted. Prior to the posting of each notice a copy will be given to the building principal, which shall be a prerequisite to such posting.
- C. The GCCTA shall have the right to use teacher mailboxes for official communications. Such distribution shall be in compliance with procedures agreed upon by the site administrator and GCCTA.
- D. The GCCTA Building Representative shall have the opportunity to make brief announcements to those who voluntarily remain at the end of the School Faculty meeting.
- E. Duly authorized representatives of the GCCTA shall be permitted to transact official GCCTA business on school property after making such arrangements with the building administrator provided such transaction of business does not interrupt, interfere with or disrupt school business, activities or operations, or violate any applicable law, policy, rule or regulations.

F. The board shall provide GCCTA without charge, during the weeks of September 1 and February 1 of each year a list of employees including the following information: name, classification, pay grade, hourly rate of pay, work site, home address, work phone number, and district hire date.

The Board also agrees to furnish to the union in response to reasonable requests all available information concerning names, addresses, seniority and experience credit of all bargaining unit members; compensation paid thereto; agencies, minutes, and reports of all open Board meetings; census and membership data; and such other information as will assist the Union in developing intelligent, accurate, informed and constructive programs or proposals on behalf of employees together with information which the Union may require to process any grievance or complaint.

- G. The Board shall provide upon request by the GCCTA president and without charge a list of teachers including the following information: name, home address, classification, salary, step, grade level or subject area, degree, contract status, hire date, and work site name.
- H. Upon appropriate authorization by any teacher, the Board will directly deposit the

teacher's entire salary into any official financial institution that provides a bank routing number. In addition, the Board will directly deposit a part or all of the teacher's salary into the Envision Credit Union.

I. The Board shall deduct from the pay of each employee all current membership dues and uniform assessments of the GCCTA, provided that at the time of each such deduction there is in the possession of the Board a valid membership form for each such deduction, executed by the employee, in the form and according to the terms of the authorization. Such authorization shall continue year after year unless revoked by the employee. A membership form shall be provided by the GCCTA.

1. Any teacher may authorize dues deduction by presenting to the Board on or before September 1 of the applicable school year a signed membership form authorizing the Board to deduct from the teacher's salary an amount certified in writing by the GCCTA to the Board, on or before September 1 of the applicable school year, as being due to the GCCTA from each member thereof as membership dues for that school year, which amount shall be evenly divisible by twelve (12) dependent upon the number of checks the teacher elected to be paid per year; or, the teacher may make such authorization by presenting said membership form to the Board after September 1 and at any time during the applicable school year, in which case the total amount to be deducted shall be a fraction of the annual dues based on the number of checks still to be issued in that year, beginning with the first check issued at least fifteen (15) calendar days after the Board's receipt of the teacher's completed membership form. Sums so deducted from the teacher's remaining salary checks shall be as nearly equal in amount as practicable. Provided, however, that any teacher whose employment begins after September 1 of the applicable school year may apply for such dues deductions, if the appropriate completed authorization form is received by the Board not later than thirty (30) days after the beginning of the teacher's employment by the Board.

All such deductions and remittances by the school board shall be made in accordance with stipulations established by the Board or the Superintendent of Schools.

2. All dues deductions by the Board shall be made on a monthly basis, commencing with the September pay check or, subject to the provisions of subparagraph 1 immediately preceding this subparagraph, with the paycheck issued on the earliest practicable date. All such deductions shall be remitted to the Big Bend Service Unit.

3. By presenting to the Board a signed membership form specifying the amount to be deducted from his/her salary, an employee may authorize deduction by the Board of any uniform assessment levied on her/him by the GCCTA. Such deduction will be made by the Board from the first paycheck issued to the employee at least thirty (30) calendar days after the Superintendent's receipt of said authorization.

4. The authorization of each deduction for dues or uniform assessments for the GCCTA shall be in force during the term of this Collective Bargaining Agreement, except Authorization for dues deduction is revocable upon written request by the employee on the Employee Association Dues Revocation Form. The employee must first secure the written acknowledgement of GCCTA on the Form, signed and dated, and then submit the Form to the District Payroll Office. The revocation of the authorization for dues deduction will be effective no fewer than 30 calendar days from the date of the employee's submission of the completed Dues Revocation Form to the Payroll Office.
5. The District will provide GCCTA with up to one payroll deduction slot for the purpose of deducting premiums (after tax) for companies participating in the *NEA Member Benefits* programs sponsored by GCCTA and its state and national affiliates (*FEA & NEA*) All deductions shall be made on a twelve month basis using a mutually agreeable form to be provided by GCCTA and transmitted to the common remitter(s) selected by GCCTA or its affiliates for such purpose as a single check amount to each remitter each payroll period. GCCTA will hold the Board harmless for any claims arising out of the use of these payroll deduction slots. These deductions shall not be limited or restricted to any certain number of participants by the Board.
6. The GCCTA shall indemnify and save harmless the Board and its employees from any and all claims, demands, suits, judgments, awards and costs incurred in connection with any such claim, demand or suit resulting from any action taken or omitted by the Board or its employees for the purpose of complying with the provisions of this Article.
7. If at any time during the duration of this Agreement, the GCCTA violates the anti-strike provision of Florida Law, or if there is a refusal to perform the duties of employment by any member of the GCCTA, this Article shall immediately become void and inoperative during the terms of this Agreement.
8. Legislative Committee – A legislative committee comprised of five (5) members appointed by the GCCTA President shall be allowed three (3) days during the Legislative Session to lobby for educational concerns benefiting the Gadsden County School District.
9. Florida Education Association Delegate Assembly – The Board agrees to grant two (2) days to each elected delegate to attend the Annual Delegate Assembly of the Florida Educational Association.
10. President's Release Time – The President of the GCCTA or designee shall be granted ten (10) release days to conduct Association Business.
11. Negotiations Committee. A list of members of the GCCTA Negotiations Committee shall be provided to the District's Chief Negotiator by February 1 of each year. Up to eight (7) members of such committee shall be provided

temporary duty for negotiations that are scheduled during the school day.

- J. Paid leave for GCCTA Activities – Each year of this contract, representatives of the GCCTA may be granted up to a total of ten (10) days of paid leave to conduct GCCTA business provided the following conditions are met:
1. A teacher shall provide the site administrator with a leave request form for the paid leave a minimum of forty-eight (48) hours prior to such leave.
 2. The site administrator shall approve the request for paid leave unless he/she document in writing at least 24 hours in advance that the teacher's absence would significantly impede the operation of the work unit, under no circumstances shall leave be denied after the leave has been duly authorized and approved by the administrator.
 3. No more than two (2) teachers may be absent from any faculty on any day on such paid leave.
 4. No more than ten (10) teachers in the district may be absent on such paid leave on any day.
 5. Except for the president of the GCCTA, no teacher may be absent on paid leave for GCCTA activities for more than ten (10) days.
 6. The School Board, in conjunction with the GCCTA, shall be responsible for tracking the amount of paid leave taken for GCCTA activities.
- K. During the regular workday, the Executive Director of the Big Bend Service Unit of the Florida Education Association and/or the president of GCCTA may visit teachers at the site, provided the authorized representatives report their presence to the site administrator or his/her designee and they do not interfere with, nor disturb, normal site operations or cause the loss of instructional time. No authorized representative shall use this privilege except to conduct GCCTA business.

Handwritten signature and date: 6/19/14

ARTICLE IV

TEACHING CONDITIONS

A. Work Day

1. The parties agree that each teacher's normal work day shall cover a period of seven (7) hours and twenty (20) minutes. ~~provided that, within the above limit, for each teacher in each school;~~
2. The time for beginning and ending of that teacher's work day shall be determined by the Principal at his/her discretion; subject to change by the Superintendent, and provided further, that the duration of the teacher's work day shall be extended when the Principal requests the attendance of the teacher at a conference, group meeting, or other performance of professional responsibility.
3. ~~The teacher's work day shall not be extended beyond forty-five (45) minutes and no more than one (1) day out of a five (5) day work week.~~

B. Faculty Meetings

1. ~~Regularly scheduled~~ Regularly scheduled F faculty meetings shall not extend the teacher's workday by more than forty-five (45) minutes. ~~unless agreed upon by majority vote of the teachers present. The vote must be initiated by a teacher.~~ unless agreed upon by majority vote of the teachers present. The vote must be initiated by a teacher.
2. At least twenty four (24) hour notice shall be given before any faculty meeting other than those needed to deal with emergency situations.
3. ~~A teacher shall not be penalized due to non-attendance of any meeting scheduled beyond the regular workday and the forty-five (45) workday extension.~~

A teacher shall provide written notification, including reason of regret, to the school administration if he or she is not able to attend a regularly scheduled faculty meeting or emergency called meeting.

C. Instructional Framework

1. Each teacher's workweek ~~may include as much as, but shall~~ not include more than, fifteen hundred (1500) minutes of direct student instructional time except in those schools with extended day (Differentiated Accountability), schools with 8 periods of 45 min/elem. schools with 55 min periods, or schools with extended Reading blocks in the approved District Reading Plan. Teacher work schedules shall be determined by the site administrator. ~~Efforts shall be made to give teachers the opportunity to have input into developing their work schedules.~~ Efforts shall be made to give teachers the opportunity to have input into developing their work schedules.
2. Consideration shall be given to the number of students, class composition and planning. The school administrator reserves the right to make the final decision.
3. ~~Reasonable efforts shall be made to provide written notice of teaching assignments and schedules shall be provided to the teachers upon the faculty meeting of the first day of preplanning.~~ All teaching schedules will be provided

during preplanning; teaching assignments are based upon certification and school leaders will notify staff in a timely manner prior to the beginning of the new school year.

4. Assignments may be revised as needed, but not to go into effect less than one week (5 teacher workdays) after written notice.
5. Teachers hired after preplanning shall receive teaching assignments and schedules on the first day of employment.
6. **Every effort shall be made to minimize and/or reduce the number of preparations each teacher shall have. In furtherance of this responsibility, the parties agree that teachers shall not be required to teach in more than three (3) certification areas, nor teach subjects involving more than three (3) different preparations or any combination to exceed three (3) preparations in secondary schools.**
7. Within a given site, the administration shall make a reasonable effort to balance the load between teachers teaching identical courses.

D. Instructional Resources

1. Teachers will be expected to exercise reasonable control, under the direction of the site administrator, of textbooks, supplies or equipment assigned to them.
2. Teachers will be provided with supplies, textbooks, and teaching materials as deemed necessary by the site administrator to teach the courses assigned.
3. Teachers shall not be required to purchase supplies, textbooks, materials or equipment from their personal funds.
4. The Board agrees to make available in each school word processing and reproduction/duplicating capabilities to aid teachers in their preparation of instructional materials. Audio-visual equipment shall be made available in each school for classroom use.

E. Planning/Preparation Time

~~All teachers shall be provided duty-free planning time.~~ **School principals shall make every effort to ensure teachers are provided duty-free planning without risking the safety of students. Administrators and teachers at any site shall develop a plan to allow duty-free planning using site-based decision-making. However, the final decision shall remain with the site administrator. If the planning time is compromised with duty, an agreement can be reached among staff and administrator concerning the lost planning time.**

1. All **secondary** teachers shall be provided at least one period per day for the purposes of planning/preparation.
2. All elementary teachers in the district shall have at least forty (40) **consecutive** minutes of time each workday for the purpose of planning. ~~With 30 minutes being consecutive. Reasonable efforts shall be made to provide duty-free planning time.~~

~~Except when assigned to supervise students, elementary teachers may use the time during which their students are in special classes such as art, music, or physical education as preparation/conference periods.~~

F. Lunch Period

1. ~~Every effort All teachers shall be made to provided all teachers with a duty free lunch period equal to the student lunch period. including, but not limited to the teachers at any site may develop a plan to allow duty free lunch using site based decision making. However, the final decision must remain with the site administrator.~~

Every effort shall be made to provide all teachers with a duty-free lunch period equal to the student lunch period without risking the safety of students. Administrators and teachers at any site shall develop a plan to allow duty-free lunch using site-based decision-making. However, the final decision shall remain with the site administrator.

2. ~~Each site administrator shall be responsible for developing plan to provide teachers with a duty free lunch.~~
3. On planning days the lunch period shall be one (1) hour.

~~The Principal of each school shall designate an area to be used for interfaculty conferences.~~

G. Safety

1. Teachers shall report potentially unsafe facility conditions in the classroom or other school facility to their principal.
2. The principal shall investigate and ~~make every effort to~~ **document every effort to** correct conditions that he/she determine to be hazardous or potentially dangerous. The principal shall reply to the concern in writing if the teacher's concern is communicated to the principal in writing.

H. Parent/Teacher Conferences

1. Private conference space in each school, in a classroom or other non-student-occupied area designated by the principal, shall be provided for necessary teacher conferences with parents and/or students.
2. **Teachers shall be notified in writing twenty four (24) hours before a Parent/Teacher conference is scheduled. The requirement that the teacher be notified at least 24 hours in advance may be waived in writing by the teacher.**
3. When a teacher needs to make a telephone call relating to school business during which confidential information will be discussed, the building administrator/designee will ensure the privacy of the call.
4. Should a teacher find it necessary to make a long distance call, prior approval must be granted by the building administrator/designee.
5. The principal of each school shall designate an area to be used for interfaculty conferences.
6. ~~The teacher shall have 48 hours to prepare for all teacher-parent conferences.~~

I. Classroom Visitations

1. ~~Observations-Visits~~ of a teacher's class by persons other than school and/or district administrative/supervisory personnel, the Board or its designated committee or representative thereof, shall be allowed only after consent has been granted by the building principal or, in his absence, the person in charge at that

time, and the teacher has been notified at least 24 hours in advance. ~~The requirement that the teacher be notified at least 24 hours in advance may be waived by the teacher.~~ **The requirement that the teacher be notified at least 24 hours in advance may be waived in writing by the teacher.**

2. ~~Teachers shall have the right to delay the observation by persons other than school and/or district administrative/supervisory personnel, the Board or its designated committee or representative, in which time the teacher may prepare and confer with the site administrator concerning the nature of the observation.~~

J. Joint Study Committee

1. A joint study committee will be formed to review site based decision-making models to include, but not limited to, issues such as duty schedules, teacher assignments, contact time, disruptions of classrooms, and dissemination of professional interest announcements.
2. Membership on this committee shall consist of three (3) members appointed by the GCCTA and three (3) members appointed by the Superintendent. GESPA will be invited to participate.
3. The committee shall devise its own internal working procedure.
4. The committee shall be advisory in nature and shall submit its recommendations to the Superintendent.

K. Compensatory Time

1. Compensatory time may be granted if the following provisions are met:
 - i. Compensatory time may be earned only for duties assigned specifically by the building administrator beyond the contractual teaching day as required or essential to the stated objectives of a course or program.
 - ii. Compensatory time shall not be earned for activities associated with recognized supplement positions (coaching, cheerleading, etc.), or for faculty meetings, ~~PTO meetings, school open houses, or parent-teacher conferences.~~
 - iii. **Compensatory time shall be earned for PTO meetings, Parent expos and school open houses.**
 - iv. Compensatory time shall only be used on planning days, including pre and post planning days, and at the end of the regular school day after student hours, or at such other times during the regular work day that would not require the payment of a substitute. Compensatory time shall not be used during scheduled in-service training activities.
 - v. Compensatory time shall be earned or taken only with the advanced approval of the building level administration as evidenced by completion of the Gadsden District Compensatory Time Approval Form.
 - vi. No monetary reimbursement shall be awarded for compensatory time.
 - vii. At the end of the teacher contract year or upon the resignation of the teacher, whichever comes first, all unused compensatory time will expire.
 - viii. The nature of teacher assignments beyond the normal work day, for which compensatory time will be granted, shall be determined by the site

administrator in cooperation with the site-based decision-making teams.
Assignments may be revised as needed.

- ~~H. Teachers shall not be required to search students, but shall be required to report suspicious circumstances to the building administrator immediately.~~
- ~~I. Teachers will be expected to exercise reasonable control, under the direction of the site administrator, of textbooks, supplies or equipment assigned to them.~~
- ~~J. Within a given site, the administration shall make a reasonable effort to balance the load between teachers teaching identical courses.~~
- ~~K. Teachers will be provided with supplies, textbooks, and teaching materials as deemed necessary by the site administrator to teach the courses assigned. Teachers shall not be required to purchase supplies, textbooks, materials or equipment from their personal funds.~~
- ~~L. The Board agrees to make available in each school word processing and reproduction/duplicating capabilities to aid teachers in their preparation of instructional materials. Audio visual equipment shall be made available in each school for classroom use.~~
- ~~M. The Superintendent will establish a committee comprised of five (5) teachers, appointed by GCCTA, and five (5) administrators who will work as collegial parties to resolve issues that cannot be resolved by any other means prior to the filing of a formal grievance. Either party may formally, in writing, request the Superintendent or Deputy Superintendent to convene the committee to resolve the conflict within ten (10) working days of the date of the request. The Superintendent will appoint the administrators based upon the nature of the issue and/or problem.~~
- ~~N. The Superintendent will establish a committee comprised of three (3) teachers appointed by GCCTA, the president of GCCTA, and three (3) administrators appointed by the Superintendent. The committee shall be advisory in nature and devise its own internal working procedure. The committee will address the following:~~

 - ~~1. Supplemental salary schedule to determine positions warranting supplemental pay, supplements to be paid for such positions, and duties/expectations for supplemental positions. The committee shall make a recommendation to the Superintendent.~~ **MOVE THIS LANGUAGE TO SUPPLEMENT APPENDIX**

ARTICLE VIII

TEACHER AUTHORITY AND PROTECTION

- A. Any case of assault upon a teacher shall be reported promptly to the site administrator or a designee by that teacher or any other teacher observing or having knowledge of the assault. In cases involving assault by a student upon a teacher, where said teacher is determined by the Administration to be free from fault, and where said teacher has filed civil charges, the Board shall render reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities.

The foregoing shall not require the Board to provide legal advice or counsel for the teacher or to incur, assume or bear any financial liability.

- B. Teachers shall not be required to perform tasks that would endanger their health or safety. In an emergency, teachers shall take necessary action to provide for the safety of themselves and their students and, as soon as possible, advise the site administrator of the situation.
- C. When a principal provides written notification to notifies a teacher that a written reprimand is to be filed in the personnel file of the teacher as a result of an action by the a teacher, the teacher shall have the right to have present, upon verbal or written request, a representative of the GCCTA at a conference between the principal and the teacher prior to the filing of said written reprimand. Notice of GCCTA representation at a conference between the principal and a teacher for the purpose of filing a written reprimand must be presented to the principal prior to the conference enabling the principal to secure district representation for the conference if desired. If a GCCTA either representative is not available for the conference, the conference shall be rescheduled to a time when GCCTA representation is available. The teacher shall have the opportunity to make a written response to the written reprimand within ten days of receiving a copy. A copy of the response shall be made to the Principal or an appropriate administrator, to district Human Resources, and GCCTA. The principal shall sign the written response upon reviewing. However, such signing does not indicate agreement but rather that the principal has seen the material.
- D. Materials relating to work performance, discipline, suspension, or dismissal must be reduced to writing and signed by a person competent to know the facts or make the judgment. No such materials may be placed in a teacher's personnel file that the teacher has not had the opportunity to see. No derogatory materials relating to an employee's conduct, service, character, or personality shall be placed in the personnel file, except for materials pertaining to work performance or such other matters that result in discipline, suspension or dismissal under laws of this state. A copy of the materials to be added to a teacher's personnel file shall be provided to the teacher either by certified mail return receipt requested or by personal delivery. A teacher shall sign any reviewed material. However, such signing does not indicate agreement but rather that the teacher has seen the material. ~~In the event a teacher does not review and sign such material within two (2) working days after notification of the existence of such~~

~~material, the material shall be filed in the personnel file. In the event a teacher does not review and sign such material within two (2) working days after notification of the existence of such material, the material shall be filed in the personnel file.~~ Upon request, a teacher, or any person designated in writing by the teacher, shall be permitted to examine the personnel file of such teacher. The teacher shall be permitted conveniently to reproduce any materials in the file, at a cost no greater than the fees prescribed in F.S. 119.07(1).

~~Administrators/supervisors shall not reprimand or criticize an employee in the presence of the employee's colleagues, students, or in the presence of parents of such students. When verbal reprimand is deemed necessary, it shall be made in a private conference, with discretion and out of public view and hearing of employee's colleagues, students, and others.~~

Teachers shall have the right to place written materials, such as commendations or summaries of achievements of noteworthy nature, in their personnel files.

- E. The district is committed to a policy of "zero tolerance" on matters of student misbehavior, acts of violence or threatened acts of violence, and assault and battery on school personnel. ~~These students will be referred to the School Board for expulsion. Students who have committed such acts will be disciplined as prescribed in the Code of Student Conduct.~~ It is recognized that it is the teacher's responsibility to pursue the prosecution of perpetrators of such acts as defined by Board policy.

- F. ~~The principal must immediately report to the appropriate teachers any criminal act involving any student occurring on school premises or at any school-related function, such as athletic events, field trips in and out of the district, and dances. The criminal acts which shall be reported include, but are not limited to:~~

Homicide

Sexual Battery

Sexual Assault

Sex Offenses

Arson

Kidnapping

Possession, Use, Sale, and/or Concealment of Weapons

Armed Robbery

Theft

Aggravated Assault

Aggravated Battery

Assault

Battery

Threat of violence to any school personnel

Property Damage

Possession of Explosives

Bomb Threat

Trespassing on School Property

Possession, Use, Sale, Distribution, and/or Concealment of Mood Modifiers

Breaking and Entering

Inciting Individuals to Disrupt Any School Function or Class

Pursuant to Florida law pertaining to a lawful arrest, if a student commits a delinquent act or violation of law which would be a felony if committed by an adult or involves a crime of violence, after the arresting authority notifies the district school superintendent, or the superintendent's designee, the information must be released within 48 hours after receipt to appropriate school personnel, including the principal of the child's school, or as otherwise provided by law. The principal must immediately notify all the child's assigned classroom teachers.

- G. 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)).
- H. Every effort shall be made to ensure that teachers shall not be subjected to harassment, abusive language, upbraiding, insults, or interference by a parent, student, or other person in the performance of the employee's duties.
- I. Teachers shall have the right to promulgate and have enforced reasonable rules of classroom conduct which apply to students while in that teacher's class. Such rules shall not conflict with the district-wide Code of Student Conduct.
- K. The district-wide Code of Student Conduct shall be developed and reviewed as necessary by a committee that is made up of includes at least two (2) GCCTA representatives. The GCCTA representatives shall be selected by GCCTA Executive Board.

UY
7/16/14
P# [Signature]

ARTICLE IX

GENERAL EMPLOYMENT PRACTICES

- A. In an effort to assure the safety of all students and employees, the Gadsden County School Board has developed and implemented a Drug-Free Workplace and Drug and Alcohol Testing Program. The Policies and Procedures governing the Drug Free Work place and Drug and Alcohol Testing Program will be strictly adhered to.
- B. For consideration for appointment to a teaching position in summer school, a teacher must file with the Superintendent on or before May 1 immediately preceding the summer session, a written application on a form to be furnished by the Superintendent. In making assignments of applicants to summer school instructional positions, the Board will take into consideration relevant factors including but not limited to the applicant's certification and/or competency in a given subject, or subjects, and current employment by the Board.
- C. In-service activities are designed to improve the professional growth of all teachers. In-service attendance shall be voluntary unless it is:
- mandated by the District School Board, or State/Federal Laws
 - required by the site administrator
 - mandated as a condition of employment.
- D. Instructional employees shall not solicit support of any political candidate, partisan or non-partisan, during regular work hours.

An instructional employee who offers himself/herself as a candidate for public office shall notify the Superintendent immediately upon qualifying for election. He/she shall conduct his/her campaign so as not to interfere with his/her responsibilities. Personal leave without pay may be taken during the campaign period. Such candidate shall adhere strictly to Florida Statutes governing political activity on the part of public officials and public employees.

A successful candidate for an office requiring a part-time responsibility shall report immediately to the Superintendent after the election and thereafter, when deemed necessary by the Superintendent or School Board, to evaluate the compatibility of the dual responsibility and the need for personal leave without pay.

All teachers shall be entirely free from political domination or coercion, or the pretended necessity of making political contributions of money or other things of value, or engaging in any political work or activity against their wishes under the assumption that failure to do so will in any way affect their status as employees of the school system.

- E. Each instructional employee who resides in the District and is employed at least half-time, or who resides outside the District and is employed full-time shall have the

opportunity to enroll his/her child(ren) in the school of choice, subject Gadsden County School Board Policy 5.20 entitled Student Assignment.

F. Teachers Voluntary Sick Leave Bank

1. ~~Membership~~ Any full time teacher, having been employed by the School Board for at least one (1) year and having at least five (5) days accrued sick leave at the end of the preceding year, may enroll in the Sick Leave Bank by voluntarily contributing one (1) sick leave day to the bank between August 15 and September 15 of any fiscal year. An eligible teacher is defined as a person employed in a teaching position designated by the School Board as full time.

~~A participating teacher shall contribute one (1) sick leave day at the time of enrollment and one (1) additional day each employment year thereafter. Should the Bank need replenishment, an additional day may be assessed of persons desiring to continue participation, with two (2) days maximum contribution per year. An exception to the two (2) day maximum shall be considered in the case where a participating teacher is suffering a medical hardship. In this case, members may contribute additional days over the maximum amount.~~

~~A day is defined as the number of hours of work per day shown in the GCCTA Agreement.~~

2. ~~Establishment and Duration~~ The Sick Leave Bank will not come into existence until at least 150 sick leave days have been contributed and will remain in existence until termination by the Board or it is discontinued because of depletion of sick leave days.
3. ~~Sick Leave Bank Committee~~ The Sick Leave Bank Committee shall be composed of two (2) teachers, two (2) members appointed by the Superintendent and the following ex officio members: GCCTA President and one (1) School Board member. The Committee shall determine how many days, if any, a member may receive from the Sick Leave Bank. The Committee will develop routine procedures for considering applications for use of the Sick Leave Bank including, but not limited to:
 - a. ~~provision of standard forms for participating in or withdrawal from the Bank by a teacher;~~
 - b. ~~provision for medical documentation of need;~~
 - c. ~~provision for monitoring eligibility of a teacher;~~
 - d. ~~provision for monitoring of days in the Bank and determination of when a replenishing of the Bank may be needed;~~
 - e. ~~provision for investigation of possible abuse of the Bank; and~~
 - f. ~~provision for furnishing the parties with status reports on the condition of the Bank on an annual basis.~~

- ~~4. Changes in Procedures — Changes in procedures for administration of the Sick Leave Bank will be subject to approval of the Association and the Board's representative.~~
 - ~~5. Participation — Participation in the Sick Leave Bank is voluntary.~~
 - ~~6. Utilization of Days — Use of days from the Bank will be subject to the following conditions:
 - ~~a. The claim must be based on a personal and catastrophic illness, injury, or accident.~~
 - ~~b. Prior to eligibility, a teacher must exhaust all accumulated sick leave and other types of leave granted by the Board related to the accident, illness, or injury.~~
 - ~~c. A teacher may not utilize more than sixty (60) days from the Bank without reapplication to the Committee for a further draw on the Bank. Such reapplication will be subject to all conditions that would apply to an original application.~~
 - ~~d. The salary of a teacher participating in the Sick Leave Bank will be reduced by any benefits drawn from Worker's Compensation.~~
 - ~~e. A teacher otherwise eligible for full disability retirement will not continue to utilize the Sick Leave Bank.~~~~
 - ~~7. Abuse — Allegations of abuse of the Sick Leave Bank will be investigated by the Committee, which will submit a report of its investigation to the Board and the Association including a recommendation for appropriate action, if any. The School Board will consider the report and recommendation prior to taking such action on the matter as it deems proper.~~
- A. The Association and the employer will work collaboratively to comply with any Federal or State law that has adverse impact on any bargaining unit member. A committee consisting of three members appointed by the bargaining unit and three members appointed by the Superintendent shall be established to work collaboratively to develop a district wide plan to develop implementation and guideline procedures relating to any federal or state law. This committee shall convene and shall report its findings to the School Board at a Board meeting. The committee shall be advisory in nature and devise its own internal working procedure. Shall the committee not convene and make its recommendations as required, the Board shall proceed as it deems appropriate in contractual matters that are mandatory subjects of bargaining in accordance with Florida Statute 447.

Appendix A Instructional Schedule

UW 3/13/15


Years of Service	Bachelors Degreee Salary with \$1900 Added	Yearly Difference
0	\$32,810.00	\$235.00
1	\$33,045.00	\$235.00
2	\$33,280.00	\$235.00
3	\$33,515.00	\$238.00
4	\$33,753.00	\$239.00
5	\$33,992.00	\$243.00
6	\$34,235.00	\$241.00
7	\$34,476.00	\$370.00
8	\$34,846.00	\$366.00
9	\$35,212.00	\$439.00
10	\$35,651.00	\$435.00
11	\$36,086.00	\$437.00
12	\$36,523.00	\$566.00
13	\$37,089.00	\$628.00
14	\$37,717.00	\$630.00
15	\$38,347.00	\$631.00
16	\$38,978.00	\$635.00
17	\$39,613.00	\$636.00
18	\$40,249.00	\$638.00
19	\$40,887.00	\$640.00
20	\$41,527.00	\$633.00
21	\$42,160.00	\$656.00
22	\$42,816.00	\$770.00
23	\$43,586.00	\$778.00
24	\$44,364.00	\$1,083.00
25	\$45,447.00	\$2,661.00
26	\$48,108.00	\$0.00
27	\$48,108.00	\$0.00
28	\$48,108.00	\$0.00
29	\$48,108.00	\$0.00
30	\$48,108.00	-\$48,108.00

Advanced Degree supplements moved to Supplemental Schedule and paid as bonuses

Masters	\$1,268.00
Specialist	\$1,819.00
Doctorate	\$2,481.00

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

APPENDIX A

Years of Service	Current Salary Schedule 2014- 15	Bachelors Degreee Salary with \$1900 Added
0	\$30,910.00	\$32,810.00
1	\$31,145.00	\$33,045.00
2	\$31,380.00	\$33,280.00
3	\$31,615.00	\$33,515.00
4	\$31,853.00	\$33,753.00
5	\$32,092.00	\$33,992.00
6	\$32,335.00	\$34,235.00
7	\$32,576.00	\$34,476.00
8	\$32,946.00	\$34,846.00
9	\$33,312.00	\$35,212.00
10	\$33,751.00	\$35,651.00
11	\$34,186.00	\$36,086.00
12	\$34,623.00	\$36,523.00
13	\$35,189.00	\$37,089.00
14	\$35,817.00	\$37,717.00
15	\$36,447.00	\$38,347.00
16	\$37,078.00	\$38,978.00
17	\$37,713.00	\$39,613.00
18	\$38,349.00	\$40,249.00
19	\$38,987.00	\$40,887.00
20	\$39,627.00	\$41,527.00
21	\$40,260.00	\$42,160.00
22	\$40,916.00	\$42,816.00
23	\$41,686.00	\$43,586.00
24	\$42,464.00	\$44,364.00
25	\$43,547.00	\$45,447.00
26	\$46,208.00	\$48,108.00

NOTE: Column "Current Salary Schedule 2014-15" represents salary for all employees not eligible for the salary adjustment of \$1900.

NOTE: Column "Bachelors Degree Salary with \$1900 Added" represents employees who were eligible for the salary adjustment.

NOTE: Advanced Degree supplement have been placed on the Supplemental Schedule Appendix B.

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

position	Activity	% of B-0	2014-15
Athletic Director	Senior High	5%	\$1,641
	Middle	4%	\$1,312
Head Coach	Football-Sr. High	10%	\$3,281
	Football-Middle	9%	\$2,953
	Basketball-Sr. High	9%	\$2,953
	Basketball-Middle	6%	\$1,969
	Baseball-Sr. High	6%	\$1,969
	Baseball-Middle School	4%	\$1,312
	Softball-Sr. High	6%	\$1,969
	Softball-Middle	4%	\$1,312
	Volleyball-Sr. High	6%	\$1,969
	Volleyball-Middle	4%	\$1,312
	Track & Field-Sr. High	6%	\$1,969
	Cross Country	6%	\$1,969
	Weightlifting-Sr. High	4%	\$1,312
	Wrestling-Sr. High	4%	\$1,312
	Track & Field-Middle	4%	\$1,312
	Golf	4%	\$1,312
	Tennis	4%	\$1,312
	Soccer	6%	\$1,969
Assistant Coaches	Football-Sr. High	7%	\$2,297
	Football-Middle	6%	\$1,969
	Basketball-Sr. High	6%	\$1,969
	Volleyball-Sr. High	4%	\$1,312
	Baseball-Sr. High	4%	\$1,312
	Softball-Sr. High	4%	\$1,312
	Track-Sr. High	4%	\$1,312
Other Positions	Band Director-Sr. High	6%	\$1,969
	If Choral also, add	4%	\$1,312
	Choral Director-Sr. High	5%	\$1,641
	Band Director-Middle	5%	\$1,641
	If Choral also, add	3%	\$984
	Choral Director-Middle	4%	\$1,312
	Band Director-Elementary	3%	\$984
	Band Assistant	4%	\$1,312
	Majorette Sponsor, Sr. High	4%	\$1,312
	Varsity Cheerleader Sponsor-Sr. High	5%	\$1,641
	Jr. Varsity Cheerleader Sponsor-Sr.	4%	\$1,312
	Cheerleader Sponsor-Middle	4%	\$1,312
	Special Olympics Coordinator	4%	\$1,312
	Newspaper Sponsor-Sr. High/Middle	3%	\$984
	Yearbook Sponsor-Sr. High/Middle	3%	\$984
	Student Council Sponsor-Sr. High	3%	\$984
	Student Council Sponsor-Middle	3%	\$984
Advanced Degrees	Master's Degree *		\$1,268
	Specialist Degree *		\$1,819
	Doctorate Degree *		\$2,481

TA
Handwritten
\$13/15
[Signature]
[Signature]

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

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

MEMORANDUM OF AGREEMENT
The Gadsden County Classroom Teachers Association and
The Gadsden County School District

The Gadsden County Classroom Teachers Association (GCCTA) and the Gadsden County School District (GCSD) hereby tentatively agree to the provisions set out below and will support the ratification of such provisions by the members of the GCCTA bargaining unit and the Gadsden County School Board. The following language articles will be incorporated into the 2013-2015 Contract:

Salaries

The base salary of instructional personnel covered by this Agreement shall be as set forth in Appendices A and B. The Instructional Salary Schedule shall be reformatted to reflect compliance with applicable Florida Law. Adjustments to the Appendix B shall not be retroactive for the 2014-15 school year.

A. Notwithstanding any further changes, the parties agree to develop a performance salary schedule which will be in effect for the SY 2015-16.

Advanced Degree Supplement for Instructional Personnel hired on or after July 1, 2011: Pursuant to F.S. 1012.22, credit for an advanced degree supplement will be given to all teachers with a degree in an education related field and that same field is included on their active FL DOE educator's certificate as a coverage area.

A. Advanced Degree Supplements:

1. Master's Degree –Add \$1268.00 to computed Bachelor Degree.
2. Specialist Degree –Add \$1819.00 to computed Bachelor Degree.
3. Doctorate Degree – Add \$2481.00 to computed Bachelor Degree

Contract Language

The following Articles will be incorporated into the 2013-2015 Contract:

Article II
Article VIII
Term of Agreement

Article IV
Article IX

This Memorandum of Agreement shall expire June 30, 2015.

Gadsden County School District

Audrey Lewis, Chairwoman

Date

Reginald James, Superintendent

Date

Rocky Pace, Chief Negotiator

Date

Gadsden County Classroom Teachers Association

Ronte Harris, President

Date

Michael Monroe, Director BBSU

Date

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 9a

DATE OF SCHOOL BOARD MEETING: June 23, 2015

TITLE OF AGENDA ITEMS: Request to Sell Havana Elementary Surplus Property (Desk, tables, chairs, shelves, cabinets, etc.)

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 sell Havana Elementary School Surplus Property.

All Principals have been offered the opportunity to visit the school and choose whatever property they are in need of. The left over surplus property has far exceeded its value. Based on my conversation with Mr. Shepard, we have no place to store this very aged property and we both agree a sale will substantially cut the cost associated with dumping at the local landfill.

Please see attached email.

REVENUE: All Funds

AMOUNT: \$0.00

 PREPARED BY: Bruce James

POSITIONS: Inventory Control Specialist



Bruce James <jamesbr@gcpsmail.com>

HES Leftover Surplus Property

3 messages

Bruce James <jamesbr@gcpsmail.com>
To: Wayne Shepard <shepardw@gcpsmail.com>

Mon, Jun 15, 2015 at 2:47 PM

Wayne,
Do you have a place to store the referenced subject? My reason for inquiring is, the proeprty has far, far exceeded iots value, thus it will cost us to dump it. As yoiu know, another man's junk is another man's treasure. Therefore, I would like to sale it to churches, and non profits on a first cum first sever bases. Your response will determine whether I will submit a formal request for the upcomming board meeting.

Bruce

--

Bruce A. James
Gadsden County School District
Coordinator for Safety, Investigation & Property
35 Martin Luther King, Jr. Blvd
Office: (850) 627-9651 ext. 1248
jamesbr@gcpsmail.com

"In order to succeed, your desire for success should be greater than your fear of failure." Bill Cosby

Wayne Shepard <shepardw@gcpsmail.com>
To: Bruce James <jamesbr@gcpsmail.com>
Cc: Rosalyn Smith <smithr@gcpsmail.com>, Reginald James <jamesr@gcpsmail.com>, Jane Butler <butlerj@gcpsmail.com>, Barbara Smith <smithbarbara@gcpsmail.com>, Angela Roberts <robertsa@gcpsmail.com>

Mon, Jun 15, 2015 at 2:53 PM

Bruce
Yes the semi trailers will be brought to the maintenance yard. you can schedule a sale date and we can unload the day before.
What is not on the trucks I will make room for it here at maintenance.

The only catch is that I need to get it off the trucks ASAP and let them go back to owner. Paying rent on those. So would need to organize sale as soon as you can.

[Quoted text hidden]

Bruce James <jamesbr@gcpsmail.com>
To: Wayne Shepard <shepardw@gcpsmail.com>

Mon, Jun 15, 2015 at 2:56 PM

Wayne,
That's awesome news.....

Thanks,
Bruce
[Quoted text hidden]

R. Smith

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10a

DATE OF SCHOOL BOARD MEETING: June 23, 2015

TITLE OF AGENDA ITEM: Request to Advertise – Notice of Intent to Amend a Policy

DIVISION:

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

PURPOSE AND SUMMARY OF ITEM:

Permission is requested to advertise the Notice of Intent to Amend Policy 4111 and 4600 in order to establish a new position (Director of Human Resources).

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

REVIEWED BY:

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

DIRECTOR OF HUMAN RESOURCES

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Florida certification in administration / supervision, administration, school principal, professional school principal, or educational leadership.
- (3) Minimum of ten (10) years successful work experience, with at least five (5) years as an administrator; or, at least five (5) years of successful experience in personnel management; or, at least five (5) years of successful experience in educational research and measurement and evaluation methodology.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Florida Statutes and State Board of Education rules as they pertain to assigned areas. Ability to communicate effectively orally and in writing with educators and the public. Knowledge of needs assessment and program planning procedures, educational research and evaluation methodology and educational measurement concepts and techniques.

REPORTS TO:

Deputy Superintendent

JOB GOAL

To oversee the full scope of human resources as related to maintaining the vision, mission, and values of the school district.

SUPERVISES:

Assigned Support Personnel

PHYSICAL REQUIREMENTS:

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

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

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.

PERFORMANCE RESPONSIBILITIES:

DIRECTOR OF HUMAN RESOURCES (Continued)**Service Delivery**

- * (1) Prepare studies and reports according to District and School Board priorities.
- * (2) Direct and coordinate the collection, analysis, verification, and interpretation of federal, state, and District required reports for District programs, administrative functions, and student performance.
- * (3) Assist with development of job descriptions and evaluation systems.
- * (4) Present reports and disseminate information as required by project / grant / contract specifications, the School Board, or school and District administrators, and as needed to support District programs and school improvement planning.

Interagency Communication and Delivery

- *(5) Act as a liaison with District, federal, state, university, and community resources to support ongoing student information and evaluation activities.
- *(6) Serve as state and federal contact for program evaluations, research projects and grants, and information requests.
- *(7) Work with other Teaching and Learning Leaders, Directors, and Staff Development office in the areas of instructional programs and teaching methodology design and implementation.
- *(8) Work cooperatively with other administrators on problems of mutual concern.

Professional Growth and Improvement

- *(9) Keep abreast of current trends and research in areas of responsibility.
- *(11) Participate in workshops, conferences, and meetings to update information and to assist others in keeping current.

Systemic Functions

- *(11) Assist with interpretation of Florida Statutes, Florida State Board of Education rules, Gadsden County School Board rules and other regulations pertinent to principals and other personnel.
- *(12) Conduct studies related to efficiency and economy in the allocation of human and material resources.
- *(13) Review internal procedures and recommend new procedures when required or when new procedures will aid in efficiency or effectiveness.
- *(14) Direct the planning and preparation of Department of Education required aggregate reports and plan and prepare annual reports for District and schools as related to student and program information.
- (15) Perform other duties as assigned.

Leadership and Strategic Orientation

- *(16) Direct the analysis of community and District demographic, geographic, and related data sources to determine short- and long-range needs of the District.
- *(17) Provide proactive leadership for departmental functions and activities.
- *(18) Serve on the Superintendent's Executive Leadership Team.
- *(19) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- *(20) Identify potential problems and issues and take appropriate action to address them.
- *(21) Facilitate problem-solving by individuals and groups.
- *(22) Model high standards of professional conduct.

*Essential Performance Responsibilities

The School Board of Gadsden County

Bylaws & Policies

Unless a specific policy has been amended and the date of the policy was revised is noted at the bottom of that policy, the bylaws and policies of The School Board of Gadsden County were adopted on June 25, 2013, and were in effect beginning June 26, 2013.

4111 - DESIGNATION OF A NEW POSITION

The School Board recognizes the need to establish positions which, when filled by competent, qualified support staff members, will assist the District in achieving the operational goals set by the Board. The District employs only U.S. citizens and others lawfully authorized to work in the United States.

The Superintendent shall verify all new full-time and part-time employees' right to work in the United States according to the Federal Immigration Reform and Control Act of 1986.

Subject to the recommendation of the Superintendent, the Board shall designate new positions pursuant to the job descriptions developed in accordance with Policy [4600](#) and set the initial salary for new positions not covered by a valid collective bargaining agreement.

When designating new positions, primary consideration shall be given to:

- A. the funding source for the position has been identified;
- B. the number of students enrolled;
- C. the special needs of the community;
- D. the special needs of the students;
- E. the operational services of the District.

F.S. 1001.42, 1001.42(5), 1012.22
Federal Immigration Reform and Control Act of 1986
8 U.S.C. 1255a

4600 - JOB DESCRIPTIONS

The School Board shall act upon written recommendations submitted by the Superintendent for positions to be filled and for the minimum qualifications for these positions. Once a position has been established it is essential for each support staff member employed in the position to be fully aware of the duties and responsibilities for that position. Job descriptions document and describe the prescribed qualifications for and essential functions of each support staff position and thereby promote organization, effectiveness, and efficiency. The Superintendent is authorized to establish and maintain job descriptions which shall include the prescribed qualifications, as well as skills, knowledge and abilities, essential functions, and physical requirements for each support position.

Job descriptions shall be defined as procedures of the Superintendent.

Support staff shall be evaluated, at least in part, against their job description.

Job descriptions shall be brief, factual, and descriptive of the positions designated by the Board.

During the hiring process, the current job description for the position for which the candidate is interviewing shall be reviewed with the candidate. The emphasis during the review shall be placed upon the essential functions of the positions.

During the revision of a job description, the Superintendent may seek input from individuals who hold that position; however, their input may or may not be reflected when the revision of said job description is completed.

Following the revision of a job description, support staff members who hold the positions for which the essential functions are described in that revised job description shall be provided access to the updated version and the opportunity to discuss the revisions therein with their immediate supervisor.

F.S. 1012.23, 1012.27

**THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA
NOTICE OF INTENT TO AMEND A POLICY**

DATE OF THIS NOTICE: June 23, 2015

The School Board of Gadsden County, Florida hereby gives notice of its intent to amend Gadsden County School Board Policies Numbered 4111 (Designation of a New Position) and Numbered 4600 (Job Descriptions).

PURPOSE AND EFFECT: The purpose and effect of this policy revision is to allow Gadsden County School Board to recruit and hire appropriate staff.

RULEMAKING AUTHORITY: Subsection 1000.41, and 1000.43, Florida Statutes

LAWS IMPLEMENTED: 1000.40, 1000.42, and 1000.43, 1003.31 Florida Statutes

SUMMARY OF THE ESTIMATED ECONOMIC IMPACT: NONE

FACTS AND CIRCUMSTANCES JUSTIFYING RULE: It is necessary to amend Policies Numbered 4111 (Designation of a New Position) and Numbered 4600 (Job Descriptions).

**A PUBLIC HEARING WILL BE HELD DURING THE BOARD MEETING SCHEDULED FOR 6:00 P.M.
ON:** Tuesday, July 28, 2015

PLACE: Max D. Walker School Administration Building
35 Martin Luther King, Jr., Blvd.
Quincy, Florida 32351

IF A PERSON DESIRES TO APPEAL ANY DECISION MADE BY THE SCHOOL BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT ANY SUCH HEARING, HE/SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE HE/SHE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

NAME OF THE PERSON ORIGINATING THIS RULE:

Rosalyn W. Smith
Deputy Superintendent

NAME OF THE PERSON WHO APPROVED THIS RULE:

Reginald C. James
Superintendent of Schools

DATE OF SUCH APPROVAL: June 23, 2015

A COPY OF THE POLICY PROPOSED FOR AMENDMENT MAY BE EXAMINED DURING BUSINESS HOURS AT THE MAX D. WALKER SCHOOL ADMINISTRATION BUILDING, 35 MARTIN LUTHER KING, JR. BLVD., QUINCY, FLORIDA 32351.

Reginald C. James, Superintendent of Schools
For Gadsden County, Florida, and Secretary and
Chief Executive Officer of the School Board of
Gadsden County, Florida.