

AGENDA

SPECIAL SCHOOL BOARD MEETING

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

June 14, 2011

5:00 P.M.

THIS MEETING IS OPEN TO THE PUBLIC

1. CALL TO ORDER

ITEMS FOR CONSENT

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

a. Personnel 2010 – 2011 – **SEE PAGE #4**

ACTION REQUESTED: The Superintendent recommends approval.

b. Personnel 2011 – 2012 – **SEE PAGE #6**

ACTION REQUESTED: The Superintendent recommends approval.

3. BUDGET AND FINANCIAL TRANSACTIONS

a. Budget Amendment Number Thirty-One – **SEE PAGE #7**

Fund Source: 420 (Federal) Funds
Amount: \$263,830.55

ACTION REQUESTED: The Superintendent recommends approval.

b. Budget Amendment Number Thirty-Two – **SEE PAGE #24**

Fund Source: 410 (School Food Service) Funds
Amount: \$.00

ACTION REQUESTED: The Superintendent recommends approval.

c. Budget Amendment Number Thirty-Three – **SEE PAGE #27**

Fund Source: 110 (General) Funds
Amount: \$84,509.35

ACTION REQUESTED: The Superintendent recommends approval.

d. Budget Amendment Number Thirty-Four – **SEE PAGE #40**
Fund Source: 431 Funds
Amount: \$20.00
ACTION REQUESTED: The Superintendent recommends approval.

e. Budget Amendment Number Thirty-Five – **SEE PAGE #44**
Fund Source: 434 Funds
Amount: \$396,714.00
ACTION REQUESTED: The Superintendent recommends approval.

f. Budget Amendment Number Thirty-Six – **SEE PAGE #55**
Fund Source: 300 (Capital) Funds
Amount: \$2,037.20
ACTION REQUESTED: The Superintendent recommends approval.

4. AGREEMENTS/PROJECT/GRANT APPLICATIONS

a. Participation in Panhandle Area Educational Consortium - **SEE PAGE #60**
Fund Source: N/A
Amount: N/A
ACTION REQUESTED: The Superintendent recommends approval.

b. PAEC Professional Development Center (PAEC/PDC) – **SEE PAGE #67**
Fund Source: General Fund
Amount: \$15,175.71
ACTION REQUESTED: The Superintendent recommends approval.

c. Gateway Educational Computing Consultants Project Contract for 2010-2011 – **SEE PAGE #70**
Fund Source: General Fund
Amount: \$20,344.80
ACTION REQUESTED: The Superintendent recommends approval.

d. Amended Agreement Between Gadsden County School District and Alternative Unlimited, Inc. – **SEE PAGE #74**
Fund Source: N/A
Amount: N/A
ACTION REQUESTED: The Superintendent recommends approval.

5. EDUCATIONAL ISSUES

- a. Procedures for Safety Program – **SEE PAGE #89**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

ITEMS FOR DISCUSSION

6. EDUCATIONAL ITEMS BY THE SUPERINTENDENT

7. SCHOOL BOARD REQUESTS AND CONCERNS

8. ADJOURNMENT

The School Board of Gadsden County



"Building A Brighter Future"

Reginald C. James
SUPERINTENDENT
OF SCHOOLS

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

June 14, 2011

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

Dear School Board Members:

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

Item 6A Instructional and Non-Instructional Personnel 2010/2011
Item 6B Instructional Personnel 2011-2012

The following reflects the total number of full-time employees in this school district for the 2010/2011 school term, as of June 14, 2011.

<u>Description Per DOE Classification</u>	<u>DOE Object#</u>	<u>#Employees June 2011</u>
Classroom Teachers and Other Certified	120 & 130	472.25
Administrators	110	49.75
Non-Instructional	150, 160, & 170	<u>415.00</u>
		937.00

Sincerely,

Reginald C. James
Superintendent of Schools

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

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

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

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

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

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

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

LEAVE OF ABSENCE

<u>Name</u>	<u>Location/Position</u>	<u>Beginning Date</u>	<u>Ending Date</u>
Pringley, Giselda	GRES/Ed Paraprofessional	04/14/2011	06/10/2011

RESIGNATION

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Esland, Vanester	Transportation	Bus Aide	06/07/2011
Johnson, Chadrick	EGHS	Teacher	06/14/2011
Loyd, Maria	EGHS	Teacher	06/14/2011
Lyons, Derrick	HMS	Teacher	06/14/2011
Mitchell, Michael	EGHS	Teacher	06/14/2011

D.R.O.P. RETIREMENTS

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Green, Jeannette	GWM	Teacher	06/30/2011

AGENDA ITEM 6B, INSTRUCTIONAL PERSONNEL 2011/2012

INSTRUCTIONAL PERSONNEL

CONTINUING CONTRACT

Drayton, Cynthia

PROFESSIONAL SERVICES

Avila, Aileen	Montero, Maria
Brady, Nakia	Maynor, Tamela
Cherry, Avondika	Reffner, Georgeann
Errazo, Jocelyn	Rivera, Josie
Gonzales, Maria Francis	Samson, Marilyn
Grice-Walker, Arnita	Sanchez, Angelina
Harris, Ronte	Sherman, Tammy
Lightfoot-Brown, Shayla	Williams, Shannon
Linsangan, Myrna	

ANNUAL CONTRACT

Alexander, Kala	Gordon, Shakilla	Nelson, Rena
Allen, Sabrina	Green, Carolyn	Oliver, Eddie
Austin, Randall	Green, Charles	Pruitt, Shonda
Bailey, Latrisa	Harley, Angelina	Quinlan, Vanessa
Baker, Sharita	Hayman, Lauren	Reed, Yolanda
Baldwin, Tarell	Henry, Clara	Reilly, Noreen
Beasley, Brandi	Henry, Lakisha	Richardson, Natasha
Bell, Emily	Hill, Baleasa	Robinson, Matthew
Bell, Oween	Hinson, Doris	Roney, Cedric
Bennett, Joan	Hinson, Ruth	Rumph, Tameka
Bidwell, Colby	Holton, Amelia	Ruscher, Candace
Boutwell, Mary	Hughes, Katanga	Ryals, Virginia
Bradwell, Antonio	Hussein, Frederic	Sailor, Jasmine
Bragg, Sarah	Ivery, Cherkieza	Sanger, Corelia
Brathwaite, Lydia	James, Alexander	Sarpong, Akua
Brown, Ravonda	Jeffery, Patrick	Scales, Ricardo
Buscaino, Mirafior	Johnson, Haston	Scott, Martha
Bush, Daisy	Jones, Ketranna	Sea, Roosevelt
Calhoun, Teresita	Jones, Nakia	Shaw, Tammy
Campbell, Cedric	Kelly, Sigrid	Simmons, Charhonda
Campbell, Claudia	Knight, Dawn	Simmons, Venetta
Castaneda, Gloria	Kunkler, Patricia	Slinker, Judith
Christopher, Jeffery	Lambeth, Karen	Sloan, Lenore
Clarke, Bruce	Laudato, Larie	Sokson, Shalonda
Clarke, Iesha	Leon, Yasmeen	Soltes, Glenn
Collins, Rosalyn	Locket, Ida	Stafford, Juanita
Cook, Applemania	Lowe, Elaina	Starks, Tammy
Cotton, Talia	Lunsford, Spencer	Stephens, Douglas
Cummings, Kimberly	Lynch, Jeremy	Stokes, Lillie
Dallas, Katherine	Maizano, Miguel	Stout, Stephanie
Daniels, Andrea	Mason, Brenda	Sullivan, Crystal
Daniels, Jahannah	Mathews, Lesia	Tolbert, Stephanie
Davis, Renee	Mathews-Nelloms, Dionne	Trumpler, Felicia
Dela Cruz, Arnel	McCloud, Blossie	Weaver, Cindy
Dennis, Dorothy	McKeown, Diana	Wellborn, Deborah
Evans, Martian	McLaurin, Shanterria	West-Chestnut, Carmisha
Falconer, Jerome	Michael, Melinda	Wideman, Claudette
Flores, Melvin	Mills, Pamela	Wiggins, Mellany
Ford, Irene	Montes De Oca, Luis	Wiley, Hazel
Gaines, Alicia	Montgomery, Shawntara	Williams, Justina
Galloway, Sheila	Moody, Cheryl	Williams, Sabrina
Gee, Wendy	Murray, Wanda	Williams, Sheila
Germany, Christopher	Myers, Barbara	Wilson, Vivian
Gipson, Anisha	Narvaez, Neriza	Wilson-Lewis, Sonja
	Nia, Tia	Wynn, Janay

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 3a

DATE OF SCHOOL BOARD MEETING: June 14, 2011

TITLE OF AGENDA ITEMS: Budget Amendment Number Thirty-One

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

To increase or establish budget for:

Title I Part A AYP Corrective Action Plan	51,249.80
EETT Title II Part D Competitive "Reduced Scope"	212,580.75
Ad Ed & Fam Literacy (DOE approved amendments)	.00
Title III, ESOL (DOE approved amendments)	.00
	<u>263,830.55</u>

FUND SOURCE: 420 (Federal) Funds

AMOUNT: \$ 263,830.55

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

**Gadsden County School Board
420 (Federal) Fund Estimated Revenue
Budget Amendment Number Thirty-One**

FUND 420 REVENUE OBJECT	BEGINNING ESTIMATED REVENUE 4/26/2011	BUDGET AMENDMENT NUMBER THIRTY-ONE	ENDING ESTIMATED REVENUE
190	\$ -	\$ -	\$ -
191	\$ -	\$ -	\$ -
199	\$ 2,743,463.71	\$ -	\$ 2,743,463.71
201	\$ 236,254.33	\$ -	\$ 236,254.33
226	\$ 909,270.43	\$ -	\$ 909,270.43
227	\$ 21,427.27	\$ -	\$ 21,427.27
230	\$ 2,310,389.68	\$ -	\$ 2,310,389.68
240	\$ 7,599,109.91	\$ 51,249.80	\$ 7,650,359.71
251	\$ 124,465.00	\$ -	\$ 124,465.00
270	\$ -	\$ -	\$ -
290	\$ 1,226,844.42	\$ 212,580.75	\$ 1,439,425.17
299	\$ 75,000.00	\$ -	\$ 75,000.00
TOTALS	\$ 15,246,224.75	\$ 263,830.55	\$ 15,510,055.30

**Gadsden County School Board
420 (Federal) Fund Appropriations
Budget Amendment Number Thirty-One**

420 FUND					
FUNCTION/ OBJECT	BUDGET BALANCE		BUDGET		BUDGET BALANCE
	4/26/2011		AMENDMENT NUMBER THIRTY-ONE		
5100	100	\$ 981,208.48	\$	647.09	\$ 981,855.57
	200	\$ 294,012.27	\$	3,920.46	\$ 297,932.73
	300	\$ 2,408,656.55	\$	(250.00)	\$ 2,408,406.55
	500	\$ 530,859.41	\$	26,159.45	\$ 557,018.86
	600	\$ 666,093.18	\$	-	\$ 666,093.18
	700	\$ 30,115.50	\$	-	\$ 30,115.50
	FUNCTOTAL		\$ 4,910,945.39	\$	30,477.00
5200	100	\$ 550,294.49	\$	-	\$ 550,294.49
	200	\$ 244,768.46	\$	-	\$ 244,768.46
	300	\$ 359,164.77	\$	-	\$ 359,164.77
	500	\$ 88,045.44	\$	-	\$ 88,045.44
	600	\$ 176,765.22	\$	-	\$ 176,765.22
	700	\$ 4,327.59	\$	-	\$ 4,327.59
	FUNCTOTAL		\$ 1,423,365.97	\$	-
5300	100	\$ 17,503.52	\$	-	\$ 17,503.52
	200	\$ 4,240.24	\$	-	\$ 4,240.24
	300	\$ 6,838.06	\$	-	\$ 6,838.06
	500	\$ 59,666.58	\$	-	\$ 59,666.58
	600	\$ 41,019.53	\$	-	\$ 41,019.53
	700	\$ 19,740.75	\$	-	\$ 19,740.75
	FUNCTOTAL		\$ 149,008.68	\$	-
5400	100	\$ 53,610.50	\$	-	\$ 53,610.50
	200	\$ 10,766.96	\$	-	\$ 10,766.96
	300	\$ 9,450.17	\$	(1,346.95)	\$ 8,103.22
	500	\$ 22,870.90	\$	2,700.00	\$ 25,570.90
	600	\$ 12,961.61	\$	(353.05)	\$ 12,608.56
	700	\$ 1,000.00	\$	(1,000.00)	-
	FUNCTOTAL		\$ 110,660.14	\$	(0.00)
5500	100	\$ 1,186,495.37	\$	-	\$ 1,186,495.37
	200	\$ 337,627.96	\$	-	\$ 337,627.96
	300	\$ 236,223.76	\$	-	\$ 236,223.76
	500	\$ 160,098.59	\$	-	\$ 160,098.59
	600	\$ 34,421.25	\$	-	\$ 34,421.25
	700	\$ 2,891.48	\$	-	\$ 2,891.48
	FUNCTOTAL		\$ 1,957,758.41	\$	-

**Gadsden County School Board
420 (Federal) Fund Appropriations
Budget Amendment Number Thirty-One**

5900	100	\$	222,868.00	\$	-	\$	222,868.00
	200	\$	36,627.00	\$	-	\$	36,627.00
	300	\$	69,217.00	\$	-	\$	69,217.00
	500	\$	15,056.00	\$	-	\$	15,056.00
FUNCTOTAL		\$	343,768.00	\$	-	\$	343,768.00
6100	100	\$	690,183.71	\$	-	\$	690,183.71
	200	\$	186,768.36	\$	-	\$	186,768.36
	300	\$	213,846.95	\$	250.00	\$	214,096.95
	500	\$	113,495.20	\$	-	\$	113,495.20
	600	\$	6,656.33	\$	-	\$	6,656.33
	700	\$	675.00	\$	-	\$	675.00
	900	\$	-	\$	-	\$	-
FUNCTOTAL		\$	1,211,625.55	\$	250.00	\$	1,211,875.55
6200	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	37,240.00	\$	5,000.00	\$	42,240.00
	500	\$	996.21	\$	-	\$	996.21
	600	\$	1,195.25	\$	-	\$	1,195.25
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	39,431.46	\$	5,000.00	\$	44,431.46
6300	100	\$	1,162,597.12	\$	1,050.00	\$	1,163,647.12
	200	\$	359,505.95	\$	100.00	\$	359,605.95
	300	\$	219,075.53	\$	7,142.80	\$	226,218.33
	500	\$	30,864.90	\$	9,226.28	\$	40,091.18
	600	\$	19,357.33	\$	-	\$	19,357.33
	700	\$	9,075.00	\$	-	\$	9,075.00
FUNCTOTAL		\$	1,800,475.83	\$	17,519.08	\$	1,817,994.91
6400	100	\$	920,346.30	\$	21,475.00	\$	941,821.30
	200	\$	210,208.02	\$	9,803.72	\$	220,011.74
	300	\$	718,620.16	\$	40,030.00	\$	758,650.16
	400	\$	-	\$	-	\$	-
	500	\$	96,096.14	\$	-	\$	96,096.14
	700	\$	41,119.60	\$	-	\$	41,119.60
FUNCTOTAL		\$	1,986,390.22	\$	71,308.72	\$	2,057,698.94
6500	100	\$	25,353.80	\$	-	\$	25,353.80
	200	\$	8,395.35	\$	-	\$	8,395.35
	300	\$	-	\$	-	\$	-
	500	\$	-	\$	-	\$	-
	600	\$	-	\$	139,275.75	\$	139,275.75
	700	\$	-	\$	-	\$	-

**Gadsden County School Board
420 (Federal) Fund Appropriations
Budget Amendment Number Thirty-One**

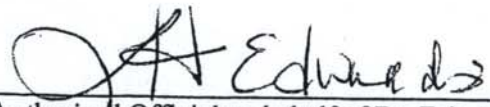

FUNCTOTAL		\$	33,749.15	\$	139,275.75	\$	173,024.90
7100	300	\$	418.32	\$	-	\$	418.32
FUNCTOTAL		\$	418.32	\$	-	\$	418.32
7200	100	\$	43,555.56	\$	-	\$	43,555.56
	200	\$	12,586.79	\$	-	\$	12,586.79
	300	\$	7,312.11	\$	-	\$	7,312.11
	500	\$	-	\$	-	\$	-
	600	\$	5,501.10	\$	-	\$	5,501.10
	700	\$	222,322.91	\$	-	\$	222,322.91
FUNCTOTAL		\$	291,278.47	\$	-	\$	291,278.47
7300	100	\$	1,066.52	\$	-	\$	1,066.52
	200	\$	-	\$	-	\$	-
	300	\$	523.00	\$	-	\$	523.00
	500	\$	3,087.60	\$	-	\$	3,087.60
	600	\$	-	\$	-	\$	-
	700	\$	-	\$	-	\$	-
FUNCTOTAL 7300		\$	4,677.12	\$	-	\$	4,677.12
7600	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	81.12	\$	-	\$	81.12
FUNCTOTAL		\$	81.12	\$	-	\$	81.12
7700	100	\$	34,768.87	\$	-	\$	34,768.87
	200	\$	9,837.27	\$	-	\$	9,837.27
	300	\$	500.00	\$	-	\$	500.00
	400	\$	-	\$	-	\$	-
	500	\$	1,918.42	\$	-	\$	1,918.42
	600	\$	7,792.60	\$	-	\$	7,792.60
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	54,817.16	\$	-	\$	54,817.16
7800	100	\$	172,070.70	\$	-	\$	172,070.70
	200	\$	43,319.17	\$	-	\$	43,319.17
	300	\$	281,237.55	\$	-	\$	281,237.55
	400	\$	115,504.00	\$	-	\$	115,504.00
	500	\$	-	\$	-	\$	-
	600	\$	75,000.00	\$	-	\$	75,000.00

**Gadsden County School Board
420 (Federal) Fund Appropriations
Budget Amendment Number Thirty-One**

FUNCTOTAL		\$	687,131.42	\$	-	\$	687,131.42
7900	100	\$	53,018.46	\$	-	\$	53,018.46
	200	\$	24,723.02	\$	-	\$	24,723.02
	300	\$	50,447.75	\$	-	\$	50,447.75
	400	\$	8,309.35	\$	-	\$	8,309.35
	500	\$	5,236.23	\$	-	\$	5,236.23
	600	\$	1,345.23	\$	-	\$	1,345.23
	700	\$	500.00	\$	-	\$	500.00
FUNCTOTAL		\$	143,580.04	\$	-	\$	143,580.04
8100	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	3,789.93	\$	-	\$	3,789.93
	600	\$	-	\$	-	\$	-
FUNCTOTAL		\$	3,789.93	\$	-	\$	3,789.93
8200	100	\$	11,930.95	\$	-	\$	11,930.95
	200	\$	6,643.56	\$	-	\$	6,643.56
	600	\$	9,281.89	\$	-	\$	9,281.89
FUNCTOTAL		\$	27,856.40	\$	-	\$	27,856.40
9100	100	\$	51,252.19	\$	-	\$	51,252.19
	200	\$	14,163.78	\$	-	\$	14,163.78
	300	\$	-	\$	-	\$	-
	400	\$	-	\$	-	\$	-
	500	\$	-	\$	-	\$	-
FUNCTOTAL		\$	65,415.97	\$	-	\$	65,415.97
GRANDTOTAL		\$	15,246,224.75	\$	263,830.55	\$	15,510,055.30

**Florida Department of Education
Project Award Notification**

Proj. 4222810
FINANCIAL
OFFICER

1 PROJECT RECIPIENT Gadsden County School District	2 PROJECT NUMBER 200-2281A-1CB01
3 PROJECT/PROGRAM TITLE Title I Part A AYP Corrective Action Plan <p align="center">TAPS 11A024</p>	4 AUTHORITY 84.010A Title I, Part A, Basic
5 AMENDMENT INFORMATION Amendment Number: 1 Type of Amendment: Roll Forward Increase Effective Date: 03/17/2011	6 PROJECT PERIODS Budget Period: 07/01/2010 - 06/30/2011 Program Period: 07/01/2010 - 06/30/2011
7 AUTHORIZED FUNDING Current Approved Budget: \$ 34,368.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: \$ 51,249.80 Total Project Amount: \$ 85,617.80	8 REIMBURSEMENT OPTION Federal Cash Advance
9 TIMELINES <ul style="list-style-type: none"> • Last date for incurring expenditures and issuing purchase orders: <u>06/30/2011</u> • Date that all obligations are to be liquidated and final disbursement reports submitted: <u>08/20/2011</u> • Last date for receipt of proposed budget and program amendments: <u>05/31/2011</u> • Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400: • Date(s) for program reports: 	
10 DOE CONTACTS Program: Anna Moore Phone: (850) 245 - 0726 Email: Anna.Moore@fldoe.org Grants Management: Unit A (850) 245-0496	11 DOE FISCAL DATA DBS: 40 90 20 EO: BL Object: 720035
12 TERMS AND SPECIAL CONDITIONS <ul style="list-style-type: none"> • This project and any amendments are subject to the procedures outlined in the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book) and the General Assurances for Participation in Federal and State Programs. • For federal cash advance projects, monthly expenditures must be submitted to the Comptroller's Office by the 20th of each month for the preceding month's disbursements utilizing the On-Line Disbursement Reporting System. 	
13 APPROVED: <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 45%;">  <hr/> Authorized Official on behalf of Dr. Eric J. Smith Commissioner of Education </div> <div style="width: 25%; text-align: center;"> 4/28/11 <hr/> Date of Signing </div> <div style="width: 25%; text-align: right;">  </div> </div>	

4222810	center	function	object	amount
GWM	41	5100	121	\$4,900.00
		5100	210	\$600.00
		5100	220	\$400.00
		5100	240	\$75.00
		5100	510	
		6400	130	\$5,000.00
		6400	210	\$500.00
		6400	220	\$400.00
		6400	240	\$100.00
		6400	510	
WGHS	51	5100	121	\$2,500.00
		5100	210	\$400.00
		5100	220	\$300.00
		5100	240	\$75.00
		5100	510	\$6,200.00
		6400	130	\$2,500.00
		6400	210	\$400.00
		6400	220	\$300.00
		6400	240	\$100.00
		6400	510	
HMS	61	5100	121	\$1,000.00
		5100	210	\$250.00
		5100	220	\$100.00
		5100	240	\$50.00
		5100	510	
		6400	130	\$1,000.00
		6400	210	\$250.00
		6400	220	\$100.00
		6400	240	\$50.00
		6400	310	
		6400	510	
EGHS	71	5100	130	\$3,500.00
		5100	210	
		5100	220	
		5100	240	
		5100	510	\$400.00
		6400	130	\$2,500.00
		6400	210	\$400.00
		6400	220	\$300.00
		6400	240	\$75.00
		6400	310	
		6400	510	
HES	91	5100	121	\$5,000.00
		5100	210	\$750.00

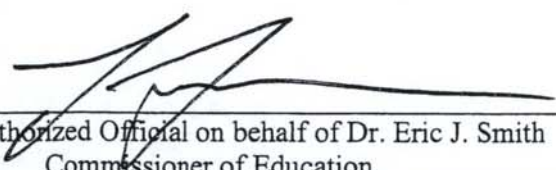

		5100	220	\$450.00
		5100	240	\$100.00
		5100	510	
		6400	130	\$5,000.00
		6400	210	\$750.00
		6400	220	\$450.00
		6400	240	\$100.00
		6400	510	
Greens	141	5100	121	\$2,000.00
		5100	210	\$350.00
		5100	220	\$250.00
		5100	240	\$50.00
		5100	510	
		6400	130	\$2,000.00
		6400	210	\$350.00
		6400	220	\$250.00
		6400	240	\$50.00
		6400	510	
Gretna	171	5100	121	\$1,000.00
		5100	210	\$50.00
		5100	220	\$75.00
		5100	240	\$25.00
		5100	510	
		6400	130	\$1,000.00
		6400	210	\$50.00
		6400	220	\$75.00
		6400	240	\$25.00
		6400	510	
SSES	201	5100	121	\$2,000.00
		5100	210	\$250.00
		5100	220	\$150.00
		5100	240	\$50.00
		5100	510	
		6400	130	\$2,000.00
		6400	210	\$250.00
		6400	220	\$150.00
		6400	240	\$50.00
		6400	310	
		6400	510	
Shanks	211	5100	121	\$1,000.00
		5100	210	\$150.00
		5100	220	\$100.00
		5100	240	\$50.00
		5100	510	
		6400	130	\$1,000.00
		6400	210	\$150.00
		6400	220	\$100.00
		6400	240	\$50.00

		6400	510		
CPA	231	5100	121		
		5100	210		
		5100	220		
		5100	240		
		5100	510		
		6400	130		
		6400	210		
		6400	220		
		6400	240		
		6400	310	\$1,500.00	
		6400	510		
District	9001	6300	130	\$1,000.00	
		6300	161	\$50.00	
		6300	210	\$50.00	
		6300	220	\$50.00	
		6300	240		
		6300	310	\$7,142.80	
		6300	510	\$5,000.00	
		6400	130		
		6400	210		
		6400	220		
		6400	240		
		6400	310	\$6,400.00	
		6400	510	\$2,000.00	
				\$85,617.80	

Florida Department of Education

Project Award Notification

Proj. # FINANCIAL

1 PROJECT RECIPIENT Gadsden County School District	2 PROJECT NUMBER 200-1221A-1CD01 Officer
3 PROJECT/PROGRAM TITLE EETT Title II Part D Competitive "Reduced Scope" <p align="center">TAPS 10A57R</p>	4 AUTHORITY 84.318X EETT, Competitive & T/A - Title II, Part D
5 AMENDMENT INFORMATION Amendment Number: Type of Amendment: Effective Date:	6 PROJECT PERIODS Budget Period: 07/01/2010 - 09/30/2011 Program Period: 07/01/2010 - 09/30/2011
7 AUTHORIZED FUNDING Current Approved Budget: \$ 212,580.75 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$ 212,580.75	8 REIMBURSEMENT OPTION Federal Cash Advance
9 TIMELINES <ul style="list-style-type: none"> • Last date for incurring expenditures and issuing purchase orders: <u>09/30/2011</u> • Date that all obligations are to be liquidated and final disbursement reports submitted: <u>11/20/2011</u> • Last date for receipt of proposed budget and program amendments: <u>09/30/2011</u> • Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400: • Date(s) for program reports: Interim 7/01/11 and Final 12/01/11 	
10 DOE CONTACTS Program: Charles Proctor Phone: (850) 245 - 9318 Email: Charles.Proctor@fldoe.org Grants Management: Unit A (850) 245-0496	11 DOE FISCAL DATA DBS: 44 90 40 EO: 21 Object: 720035
12 TERMS AND SPECIAL CONDITIONS <ul style="list-style-type: none"> • This project and any amendments are subject to the procedures outlined in the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book) and the General Assurances for Participation in Federal and State Programs. • For federal cash advance projects, monthly expenditures must be submitted to the Comptroller's Office by the 20th of each month for the preceding month's disbursements utilizing the On-Line Disbursement Reporting System. 	
13 APPROVED: <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 45%;">  <hr/> Authorized Official on behalf of Dr. Eric J. Smith Commissioner of Education </div> <div style="width: 25%; text-align: center;"> <p style="font-size: 2em; margin: 0;"><i>5/2/11</i></p> <hr/> Date of Signing </div> <div style="width: 25%; text-align: right;">  </div> </div>	

DOE-200
Revised 02/05

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

B) 200-1221A-1CD01
 DOE Assigned Project Number

C) TAPS Number

10A57R

FLORIDA DEPARTMENT OF EDUCATION

BUDGET NARRATIVE FORM

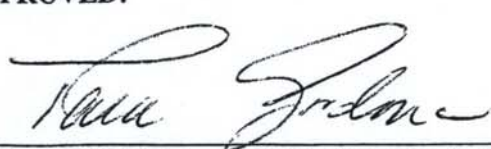

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE POSITION	AMOUNT	% ALLOCATED to this PROJECT	ALLOWABLE DOE USE ONLY	REASONABLE DOE USE ONLY	NECESSARY DOE USE ONLY
6400	120	Teacher stipends for teachers to attend trainings (24 teachers x 24 hours x \$25 per hour=\$14,400) and additional training for Teacher Leaders and Content Area Teacher Leaders (12 teachers x 24 hours x \$25 per hour=\$7,200)		21,600.00	100%	✓	✓	✓
6400	210	Retirement Benefits at 10.77% for teacher's receiving stipends		2,326.32	100%	✓	✓	✓
6400	220	FICA Benefits at 7.65% for teacher's receiving stipends		1,652.40	100%	✓	✓	✓
6400	310	Contracted Services , with Consultants and Vendors, professional development services to provide Technology Integration courses, and on-site and on-line training		20,000.00	100%	✓	✓	✓
6400	330	Registration costs for participants for the summer training institutes with Florida's Digital Educators Program (30 teachers, 5 administrators and 2 project staff @ \$500 each)		18,500.00	100%	✓	✓	✓
6400 3	510	Materials and supplies needed to support trainings at the local level. The district will purchase whiteboards, chart paper, toner cartridges, paper, pens, pencils, pads, etc.		4,226.28	100%	✓	✓	✓
6200	310	External evaluator to perform much of the evaluation and data analysis for the Gadsden County School District's STEM project is requesting of the total budget for the services of an external evaluator.		5,000.00	100%	✓	✓	✓

6200 5	642	Infrastructure Upgrades for the schools to have wireless services and increased bandwidth. CISCO Switches, routers, cables, etc. will be purchased	29,000.00	100%	✓	✓	✓
6200 5	644	Battery backups to be purchased for stabilization of the school's servers and switches. Fifteen (15) battery backups @ \$500 = \$7,500	7,500.00	100%	✓	✓	✓
6200 5	643	Wireless access points for schools to have the capability to access wireless services for their mobile computing devices Six (6) wireless access points @ \$500 = \$3,000	3,000.00	100%	✓	✓	✓
6200 5	644	Mobile computing stations for classroom use for STEM projects at the project schools, iPods, iPads and netbooks. Devices to be purchased: 85 iPods @ \$299 = \$25,415; 40 iPads @ \$599 each = \$23,960; 25 netbooks @ 500 = \$12,500 3 5 Charging carts Carts @ 1,500 = 4,500 <i>CWP</i>	66,375.00	100%	✓	✓	✓
6200 5	643	Interactive smartboard purchases for teacher and student engagement in the classrooms as well as for training; There will be seven (7) interactive whiteboards purchased at a cost of \$1,400 each	9,800.00	100%	✓	✓	✓
6200 5	642	Projector purchases for use with the interactive smartboard. There will be seven (7) projectors purchased at a cost of \$600 each.	4,200.00	100%	✓	✓	✓
6200 5 <i>Per Charles Proctor 5/24/11</i>	642	Digital Science equipment for use in the science labs and classrooms Digital Mcroscope - 56 @ \$130 = \$7,280; Digital Thermometers - 56 @ \$25 = \$1,400 Digital CyberPads for notetaking - 9 @ \$160 = \$1,440 <i>Matt Caldwell 5/24/11</i>	10,120.00	100%	✓	✓	✓
6200 5	643	Administrators Mobile Computing Devices to conduct walkthroughs to evaluate the STEM project in the classrooms	3,280.75	100%	✓	✓	✓
6200 5	643	Server Computer Hardware upgrades for schools to stream science, technology video content	6,000.00	100%	✓	✓	✓
D) TOTAL			212,580.75				

**Florida Department of Education
Project Award Notification**

FINANCIAL
Officer

Proj. 4219110

1 PROJECT RECIPIENT Gadsden County School District	2 PROJECT NUMBER 200-1911A-1CG01
3 PROJECT/PROGRAM TITLE Adult Ed & Family Literacy, Adult General Ed <p align="center">TAPS 11B008</p>	4 AUTHORITY 84.002A Adult Education
5 AMENDMENT INFORMATION Amendment Number: 2 Type of Amendment: Budget: Changes Effective Date: 04/01/2011	6 PROJECT PERIODS Budget Period: 07/01/2010 - 06/30/2011 Program Period: 07/01/2010 - 06/30/2011
7 AUTHORIZED FUNDING Current Approved Budget: \$ 96,040.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$ 96,040.00	8 REIMBURSEMENT OPTION Federal Cash Advance
9 TIMELINES <ul style="list-style-type: none"> • Last date for incurring expenditures and issuing purchase orders: <u>06/30/2011</u> • Date that all obligations are to be liquidated and final disbursement reports submitted: <u>08/20/2011</u> • Last date for receipt of proposed budget and program amendments: <u>06/30/2011</u> • Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400: • Date(s) for program reports: 	
10 DOE CONTACTS Program: Gloria Spradley-Brown Phone: (850) 245 - 9053 Email: Gloria.Spradley@fldoe.org Grants Management: Unit B (850) 245-0496	11 DOE FISCAL DATA DBS: 55 90 00 EO: AB Object: 720000
12 TERMS AND SPECIAL CONDITIONS <ul style="list-style-type: none"> • This project and any amendments are subject to the procedures outlined in the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book) and the General Assurances for Participation in Federal and State Programs. • For federal cash advance projects, monthly expenditures must be submitted to the Comptroller's Office by the 20th of each month for the preceding month's disbursements utilizing the On-Line Disbursement Reporting System. • Other: 	
13 APPROVED: <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  <hr style="width: 80%; margin: 0 auto;"/> Authorized Official on behalf of Dr. Eric J. Smith Commissioner of Education </div> <div style="text-align: center;"> 4/15/11 <hr style="width: 80%; margin: 0 auto;"/> Date of Signing </div> <div style="text-align: right;">  </div> </div>	

DOE-200
Revised 02/05

A) Gadsden Public Schools
District/Agency Name

B) 200-1911A - 1CG01
Project Number

11B008
TAPS Number

C) 200-1911A-1CG01
Amendment Number

FLORIDA DEPARTMENT OF EDUCATION BUDGET AMENDMENT NARRATIVE FORM

D) Total Project Amount Currently Approved <p style="text-align: center;">\$ <u>96,040.00</u></p>	E) Total Project Amount resulting from this Budget Amendment <p style="text-align: center;">\$ <u>96,040.00</u></p>
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F) Line Item Description

FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE	AMOUNT INCREASE	AMOUNT DECREASE
5400	310	Contractual Services			2700.00
5400	730	Dues and Fees			1000.00
5400	642	Non-capitalized equipment			2417.64
5400	350	Maintenance agreement on Xerox printer and Apple IPADS for use by Adult Ed. Students		267.50 ✓	
5400	360	Software X GED Practice tests network license price increase for Adult Ed. student use		85.55 ✓	
5400	510	Materials and supplies – 15 Tables (\$118.16 ea) and 10 chairs (\$92.76 ea) for Adult Ed. students		2700.00 ✓	
5400	330	Staff travel- for Adult Ed teachers to observe Adult Ed programs at the Polk County AE Center		1000.00 ✓	
5400	644	Non-capitalized DELL computer 1 @ 866.59 and Apple iPads 2 @ 599.00 to be used by Adult Ed students for instructional purposes.		2064.59 ✓	
				6117.64 ✓	6117.64 ✓
				Total	Total



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DOE 151
Revised 12...



**Florida Department of Education
Project Award Notification**

Proj. 4210210

1 PROJECT RECIPIENT Gadsden County School District	2 PROJECT NUMBER 200-1021A-1C001
3 PROJECT/PROGRAM TITLE Title III, Part A Supplementary Instructional Support for English Language <p align="right">TAPS 11A014</p>	4 AUTHORITY 84.365A Title III, ESOL
5 AMENDMENT INFORMATION Amendment Number: 1 Type of Amendment: Budget: Changes Effective Date: 03/18/2011	6 PROJECT PERIODS Budget Period: 07/01/2010 - 06/30/2011 Program Period: 07/01/2010 - 06/30/2011
7 AUTHORIZED FUNDING Current Approved Budget: \$ 78,266.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$ 78,266.00	8 REIMBURSEMENT OPTION Federal Cash Advance
9 TIMELINES <ul style="list-style-type: none"> • Last date for incurring expenditures and issuing purchase orders: <u>06/30/2011</u> • Date that all obligations are to be liquidated and final disbursement reports submitted: <u>08/20/2011</u> • Last date for receipt of proposed budget and program amendments: <u>06/30/2011</u> • Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400: • Date(s) for program reports: 	
10 DOE CONTACTS Program: Mark Drennan Phone: (850) 245 - 0896 Email: Mark.Drennan@fldoe.org Grants Management: Unit A (850) 245-0496	11 DOE FISCAL DATA DBS: 40 90 50 EO: BB Object: 720035
12 TERMS AND SPECIAL CONDITIONS <ul style="list-style-type: none"> • This project and any amendments are subject to the procedures outlined in the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book) and the General Assurances for Participation in Federal and State Programs. • For federal cash advance projects, monthly expenditures must be submitted to the Comptroller's Office by the 20th of each month for the preceding month's disbursements utilizing the On-Line Disbursement Reporting System. • Agencies receiving funds under Title III, No Child Left Behind may use not more than two percent (2%) of such funds for the cost of administering the program. 	
13 APPROVED: <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 45%;">  <hr/> Authorized Official on behalf of Dr. Eric J. Smith Commissioner of Education </div> <div style="width: 30%; text-align: center;"> <i>3/20/2011</i> <hr/> Date of Signing </div> <div style="width: 15%; text-align: center;">  </div> </div>	

DOE-200
Revised 02/05

A) Gadsden District/Agency Name B) 4210210 Project Number / 11A014 TAPS Number
C) 1 Amendment Number

**FLORIDA DEPARTMENT OF EDUCATION
BUDGET AMENDMENT NARRATIVE FORM**

D) Total Project Amount Currently Approved \$ <u>78,266.00</u>	E) Total Project Amount resulting from this Budget Amendment \$ <u>78,266.00</u>
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F) Line Item Description

FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE	AMOUNT INCREASE	AMOUNT DECREASE
5100	370	Parent Link services to provide communication to parents regarding ESOL parent meetings, school closures, etc.			1,000.00
5100	360	Parent Link services to provide communication to parents regarding ESOL parent meetings, school closures, etc.		1,000.00	
5100	370	Dissemination of data and services that the LEA provides for all ELLs that would include a subscription to TransAct.			3,500.00
5100	360	Dissemination of data and services that the LEA provides for all ELLs that would include a subscription to TransAct.		3,250.00	
6100	310	TransAct webinar training		250.00	
5100	121	Highly qualified after school teachers to assist ELLs in increasing their language acquisition.			5000.00
5100	150	Bilingual paraprofessional			13,752.91
5100	210	Retirement for bilingual paraprofessional			1,315.75
5100	240	Workers compensation for after school positions that was not previously allotted for in original grant budget.		136.21	
5100	510	Multiple resources to assist ELLs in improving their academic achievement and English Language Acquisition including but not limited to Leapster Story Explorers, High Point Basics for secondary ELLs in grades 6-12 for use in the Developmental Language classroom, Novel Guide workbooks and Novel challenge game CDs for use in the ESOL classroom with smart board technology.		19,932.45	
Total				24,568.66	24,568.66

Total Total



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 3b

DATE OF SCHOOL BOARD MEETING: June 14, 2011

TITLE OF AGENDA ITEMS: Budget Amendment Number Thirty-Two

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

To adjust budget by function and object in accordance with actual expenditures.

FUND SOURCE: 410 (School Food Service) Funds

AMOUNT: \$ 00

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

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

FUND 410				
REVENUE OBJECT	ESTIMATED REVENUE 5/17/2011	BUDGET AMENDMENT NUMBER THIRTY-TWO	ENDING ESTIMATED REVENUE 6/9/2011	
260	\$ 2,732,400.00	\$ -	\$ 2,732,400.00	
261	\$ -	\$ -	\$ -	
262	\$ -	\$ -	\$ -	
263	\$ -	\$ -	\$ -	
265	\$ 200,000.00	\$ -	\$ 200,000.00	
267	\$ -	\$ -	\$ -	
268	\$ 163,958.42	\$ -	\$ 163,958.42	
269	\$ 12,737.77	\$ -	\$ 12,737.77	
280	\$ -	\$ -	\$ -	
299	\$ -	\$ -	\$ -	
337	\$ 40,000.00	\$ -	\$ 40,000.00	
338	\$ 38,000.00	\$ -	\$ 38,000.00	
450	\$ 194,000.00	\$ -	\$ 194,000.00	
451	\$ -	\$ -	\$ -	
490	\$ -	\$ -	\$ -	
TOTALS	\$ 3,381,096.19	\$ -	\$ 3,381,096.19	

+ 438,245.88 fund balance at 7/1/10
\$ 3,819,342.07

**Gadsden County School Board
410 (Food Service) Fund Appropriations
Budget Amendment Number Thirty-Two**

**410
FUND**

FUNCTION/ OBJECT	BUDGET		
	BUDGET BALANCE 5/17/2011	AMENDMENT NUMBER THIRTY-TWO	BUDGET BALANCE 6/9/2011
7600	100	\$ 1,196,855.63	\$ (842.82) \$ 1,196,012.81
	200	\$ 462,468.74	\$ - \$ 462,468.74
	300	\$ 42,009.11	\$ 715.35 \$ 42,724.46
	400	\$ 26,041.23	\$ 127.47 \$ 26,168.70
	500	\$ 1,951,286.88	\$ (12,737.77) \$ 1,938,549.11
	600	\$ 11,380.88	\$ 12,737.77 \$ 24,118.65
	700	\$ 5,165.00	\$ - \$ 5,165.00
FUNCTOTAL		\$ 3,695,207.47	\$ 0.00 \$ 3,695,207.47
GRANDTOTAL		\$ 3,695,207.47	\$ 0.00 \$ 3,695,207.47

+124134.60	undesignated fund balance projected for 6/30/11
\$ 3,819,342.07	

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 3c

DATE OF SCHOOL BOARD MEETING: June 14, 2011

TITLE OF AGENDA ITEMS: Budget Amendment Number Thirty-Three

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

To increase/decrease or establish budget for:

ESE Project Ten 10-11	\$1,729.61
Project 10 Connect 10-11	1,500.00
Head Start Donation	290.72
Adults w/ Disabilities 10-11	-1,458.42
Americorps 10-11	74,580.72
Dale Hickman Excellent Teacher	<u>7,866.72</u>
	\$84,509.35

FUND SOURCE: 110 (General) Funds

AMOUNT: \$ 84,509.35

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

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

110 FUND			BEGINNING BUDGET 5/31/2011	BUDGET AMENDMENT NUMBER THIRTY-THREE	BUDGET BALANCE 5/31/2011
FUNCTION/ OBJECT					
5100	100	\$	11,129,109.95	\$ (343,937.54)	\$ 10,785,172.41
K-12 Instructional	200	\$	2,658,752.02	\$ 419.28	\$ 2,659,171.30
	300	\$	2,100,372.60	\$ 500.00	\$ 2,100,872.60
	400	\$	158.87	\$ -	\$ 158.87
	500	\$	1,022,843.58	\$ 162,236.84	\$ 1,185,080.42
	600	\$	2,299.39	\$ -	\$ 2,299.39
	700	\$	25,235.00	\$ -	\$ 25,235.00
FUNCTOTAL		\$	16,938,771.41	\$ (180,781.42)	\$ 16,757,989.99
5200	100	\$	2,731,812.09	\$ 1,826.92	\$ 2,733,639.01
Exceptional Instruction	200	\$	822,058.87	\$ 139.76	\$ 822,198.63
	300	\$	518,454.89	\$ -	\$ 518,454.89
	500	\$	654.65	\$ 2,250.00	\$ 2,904.65
FUNCTOTAL		\$	4,072,980.50	\$ 4,216.68	\$ 4,077,197.18
5300	100	\$	605,783.64	\$ -	\$ 605,783.64
Vocational Technical	200	\$	163,387.14	\$ -	\$ 163,387.14
	300	\$	13,825.53	\$ -	\$ 13,825.53
	400	\$	-	\$ -	\$ -
	500	\$	5,374.05	\$ 209.35	\$ 5,583.40
	600	\$	25,420.94	\$ -	\$ 25,420.94
FUNCTOTAL		\$	813,791.30	\$ 209.35	\$ 814,000.65
5400	100	\$	450,346.43	\$ -	\$ 450,346.43
	200	\$	122,296.27	\$ -	\$ 122,296.27
5400	300	\$	344.88	\$ -	\$ 344.88
Adult	400	\$	93.13	\$ -	\$ 93.13
	500	\$	-	\$ 6,570.00	\$ 6,570.00
	700	\$	2,992.00	\$ -	\$ 2,992.00
FUNCTOTAL		\$	576,072.71	\$ 6,570.00	\$ 582,642.71
5500	100	\$	428,337.79	\$ -	\$ 428,337.79
Pre-Kindergarten	200	\$	118,224.60	\$ -	\$ 118,224.60
	300	\$	1,467.10	\$ -	\$ 1,467.10
	500	\$	12,955.47	\$ 454.42	\$ 13,409.89
	600	\$	118,075.67	\$ -	\$ 118,075.67
	700	\$	486.00	\$ -	\$ 486.00
FUNCTOTAL		\$	679,546.63	\$ 454.42	\$ 680,001.05

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

5900	100	\$	3,085.19	\$	-	\$	3,085.19
Other Instruction	200	\$	583.10	\$	-	\$	583.10
	500	\$	296.25	\$	-	\$	296.25
FUNCTOTAL		\$	3,964.54	\$	-	\$	3,964.54
6100	100	\$	1,112,824.00	\$	-	\$	1,112,824.00
Pupil	200	\$	288,157.00	\$	-	\$	288,157.00
Personnel	300	\$	374,055.00	\$	500.00	\$	374,555.00
Services	400	\$	390.00	\$	-	\$	390.00
	500	\$	7,473.00	\$	413.13	\$	7,886.13
	600	\$	-	\$	-	\$	-
	700	\$	3,170.00	\$	500.00	\$	3,670.00
FUNCTOTAL		\$	1,786,069.00	\$	1,413.13	\$	1,787,482.13
6200	100	\$	503,773.00	\$	-	\$	503,773.00
Instructional	200	\$	132,501.00	\$	-	\$	132,501.00
Media	300	\$	84,434.00	\$	-	\$	84,434.00
Service	500	\$	11,168.00	\$	-	\$	11,168.00
	600	\$	26,177.00	\$	-	\$	26,177.00
	700	\$	7,830.00	\$	-	\$	7,830.00
6200 FUNCTOTAL		\$	765,883.00	\$	-	\$	765,883.00
6300	100	\$	1,047,880.00	\$	-	\$	1,047,880.00
Instructional	200	\$	258,387.00	\$	-	\$	258,387.00
Curriculum Dev.	300	\$	29,543.00	\$	-	\$	29,543.00
	400	\$	69.00	\$	-	\$	69.00
	500	\$	16,526.00	\$	-	\$	16,526.00
	600	\$	1,943.00	\$	-	\$	1,943.00
FUNCTOTAL		\$	1,354,348.00	\$	-	\$	1,354,348.00
6400	100	\$	133,669.00	\$	-	\$	133,669.00
Instructional	200	\$	24,268.00	\$	-	\$	24,268.00
Staff Training	300	\$	14,464.00	\$	1,610.91	\$	16,074.91
	400	\$	192.00	\$	-	\$	192.00
	500	\$	10,591.00	\$	-	\$	10,591.00
	600	\$	665.00	\$	-	\$	665.00
	700	\$	3,131.00	\$	-	\$	3,131.00
FUNCTOTAL		\$	186,980.00	\$	1,610.91	\$	188,590.91
6500	100	\$	20,769.00	\$	-	\$	20,769.00
Instruction	200	\$	4,810.00	\$	-	\$	4,810.00
Related Tech	300	\$	34,760.00	\$	-	\$	34,760.00
Instruction	500	\$	-	\$	-	\$	-
FUNCTOTAL		\$	60,339.00	\$	-	\$	60,339.00

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

7100	100	\$	152,058.00	\$	-	\$	152,058.00
Board of	200	\$	314,024.00	\$	-	\$	314,024.00
Education	300	\$	242,234.00	\$	-	\$	242,234.00
	500	\$	3,646.00	\$	-	\$	3,646.00
	600	\$	2,861.00	\$	-	\$	2,861.00
	700	\$	31,221.00	\$	-	\$	31,221.00
FUNCTOTAL		\$	746,044.00	\$	-	\$	746,044.00
7200	100	\$	372,258.00	\$	-	\$	372,258.00
Superintendent &	200	\$	177,650.00	\$	-	\$	177,650.00
Deputy Supt.	300	\$	65,028.00	\$	-	\$	65,028.00
	500	\$	20,802.00	\$	-	\$	20,802.00
	600	\$	5,416.00	\$	-	\$	5,416.00
	700	\$	17,129.00	\$	-	\$	17,129.00
FUNCTOTAL		\$	658,283.00	\$	-	\$	658,283.00
7300	100	\$	2,415,418.00	\$	(8,028.42)	\$	2,407,389.58
School	200	\$	631,973.00	\$	-	\$	631,973.00
Administration	300	\$	7,773.00	\$	-	\$	7,773.00
Principals	500	\$	15,009.00	\$	20,000.00	\$	35,009.00
	600	\$	136.00	\$	17,282.72	\$	17,418.72
FUNCTOTAL		\$	3,070,309.00	\$	29,254.30	\$	3,099,563.30
7400	100	\$	66,582.00	\$	-	\$	66,582.00
Facilities Acq	200	\$	16,492.00	\$	-	\$	16,492.00
& Construction	300	\$	-	\$	-	\$	-
FUNCTOTAL		\$	83,074.00	\$	-	\$	83,074.00
7500	100	\$	340,474.00	\$	-	\$	340,474.00
Fiscal	200	\$	83,625.00	\$	-	\$	83,625.00
Services	300	\$	102,000.00	\$	-	\$	102,000.00
	400	\$	-	\$	-	\$	-
	500	\$	12,066.00	\$	-	\$	12,066.00
	600	\$	622.00	\$	-	\$	622.00
	700	\$	536.00	\$	-	\$	536.00
FUNCTOTAL		\$	539,323.00	\$	-	\$	539,323.00
7600	100	\$	-	\$	-	\$	-
Food Service	200	\$	-	\$	-	\$	-
	500	\$	-	\$	-	\$	-
FUNCTOTAL		\$	-	\$	-	\$	-

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

7700	100	\$	246,387.00	\$	-	\$	246,387.00
Central	200	\$	70,204.00	\$	-	\$	70,204.00
Services	300	\$	45,665.00	\$	-	\$	45,665.00
	500	\$	14,463.00	\$	-	\$	14,463.00
	600	\$	2,871.00	\$	-	\$	2,871.00
	700	\$	3,254.00	\$	-	\$	3,254.00
FUNCTOTAL		\$	382,844.00	\$	-	\$	382,844.00
7800	100	\$	2,010,196.00	\$	-	\$	2,010,196.00
Transportation	200	\$	716,238.00	\$	-	\$	716,238.00
	300	\$	123,931.00	\$	-	\$	123,931.00
	400	\$	528,188.00	\$	-	\$	528,188.00
	500	\$	234,911.00	\$	-	\$	234,911.00
	600	\$	1,156.00	\$	-	\$	1,156.00
	700	\$	3,145.00	\$	-	\$	3,145.00
FUNCTOTAL		\$	3,617,765.00	\$	-	\$	3,617,765.00
7900	100	\$	1,295,865.00	\$	-	\$	1,295,865.00
Operation of	200	\$	461,955.00	\$	-	\$	461,955.00
Plant	300	\$	1,734,251.00	\$	67.50	\$	1,734,318.50
	400	\$	2,104,835.00	\$	-	\$	2,104,835.00
	500	\$	147,912.00	\$	-	\$	147,912.00
	600	\$	3,131.00	\$	-	\$	3,131.00
	700	\$	3,121.00	\$	-	\$	3,121.00
FUNCTOTAL		\$	5,751,070.00	\$	67.50	\$	5,751,137.50
8100	100	\$	688,576.00	\$	-	\$	688,576.00
Maintenance	200	\$	196,606.00	\$	-	\$	196,606.00
of Plant	300	\$	547,076.00	\$	47,412.56	\$	594,488.56
	400	\$	1,716.00	\$	-	\$	1,716.00
	500	\$	202,294.00	\$	-	\$	202,294.00
	600	\$	9,706.00	\$	100,000.00	\$	109,706.00
	700	\$	1,310.00	\$	-	\$	1,310.00
FUNCTOTAL		\$	1,647,284.00	\$	147,412.56	\$	1,794,696.56
8200	100	\$	203,855.00	\$	-	\$	203,855.00
Admin.	200	\$	54,737.00	\$	-	\$	54,737.00
Technology	300	\$	133,727.00	\$	-	\$	133,727.00
Services	500	\$	6,047.00	\$	-	\$	6,047.00
	600	\$	34,107.00	\$	-	\$	34,107.00
	700	\$	23,190.00	\$	-	\$	23,190.00
FUNCTOTAL		\$	455,663.00	\$	-	\$	455,663.00

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

9100	100	\$	370,761.00	\$	-	\$	370,761.00
Community	200	\$	37,795.00	\$	-	\$	37,795.00
Services	300	\$	7,493.00	\$	-	\$	7,493.00
	500	\$	2,148.00	\$	200.00	\$	2,348.00
	600	\$	-	\$	-	\$	-
	700	\$	-	\$	73,881.92	\$	73,881.92
FUNCTOTAL		\$	418,197.00	\$	74,081.92	\$	492,278.92
9700	900	\$	-	\$	-	\$	-
Transfer of				\$	-		
Funds				\$	-		
FUNCTOTAL		\$	-	\$	-	\$	-
GRANDTOTAL		\$	44,608,602.09	\$	84,509.35	\$	44,693,111.44

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

110 FUND REVENUE OBJECT	ESTIMATED REVENUE 5/31/11	BUDGET AMENDMENT THIRTY-THREE	ENDING ESTIMATED REVENUE 5/31/11
191	\$ 140,000.00	\$ -	\$ 140,000.00
202	\$ 100,000.00	\$ -	\$ 100,000.00
280	\$ -	\$ 77,810.33	\$ 77,810.33
310	\$ 22,142,515.00	\$ -	\$ 22,142,515.00
315	\$ 645,816.00	\$ -	\$ 645,816.00
318	\$ 424,459.00	\$ (1,458.42)	\$ 423,000.58
323	\$ 4,371.00	\$ -	\$ 4,371.00
341	\$ 223,250.00	\$ -	\$ 223,250.00
343	\$ 25,000.00	\$ -	\$ 25,000.00
355	\$ 6,187,846.00	\$ -	\$ 6,187,846.00
361	\$ 205,547.00	\$ -	\$ 205,547.00
363	\$ -	\$ 7,866.72	\$ 7,866.72
371	\$ 750,000.00	\$ -	\$ 750,000.00
390	\$ 521,931.00	\$ -	\$ 521,931.00
399	\$ -	\$ -	\$ -
411	\$ 9,531,534.00	\$ -	\$ 9,531,534.00
425	\$ 1,000.00	\$ -	\$ 1,000.00
430	\$ 10,000.00	\$ -	\$ 10,000.00
440	\$ -	\$ 290.72	\$ 290.72
462	\$ 35,000.00	\$ -	\$ 35,000.00
467	\$ 5,000.00	\$ -	\$ 5,000.00
473	\$ 30,000.00	\$ -	\$ 30,000.00
490	\$ 1,066,833.00	\$ -	\$ 1,066,833.00
491	\$ -	\$ -	\$ -
494	\$ -	\$ -	\$ -
495	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 42,050,102.00	\$ 84,509.35	\$ 42,134,611.35

7. **Budget** -- Provide a detailed description of your requested funding and a brief justification for each line item. Your project cannot use these funds for indirect costs, food, awards, clothing, or project "promotional" materials (e.g., tee-shirts).

Item	Justification (brief description of purpose/use)	Quantity	Price
Electric Mixer	Sunbeam – for use in PAES Lab	1 ea	\$79.00
Blender	Sunbeam – for use in PAES Lab	1 ea	\$40.00
Pot and Pan Set	Sunbeam – for use in PAES Lab	1 ea	\$150.00
Electric Knife	Sunbeam – for use in PAES Lab	1 ea	\$25.00
Laminator	Fellows - laminate vocational site words – PAES Lab	1 ea	\$275.00
Laminator Sheets	Fellows - laminate vocational site words – PAES Lab	1 box	\$175.00
Computer	Dell Laptop	1 ea	\$600.00
Printer	Hewlett-Packard, color	1 ea	\$56.00
Transportation	Details TBA, however it is approximately 44.5 cent per mile an based on per hour salary per driver and current fuel costs. Travel to different job sites in Quincy (e.g., Chattahoochee) and Leon Counties.	3 trips	\$400.00
Total			\$2,000.00

A) Project 10 CONNECT – Gadsden County
 Name of Eligible Recipient/Fiscal Agent

C) TAPS Number

B) [REDACTED]
 DOE Assigned Project Number

11C039

FLORIDA DEPARTMENT OF EDUCATION
 BUDGET NARRATIVE FORM

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE POSITION	AMOUNT	% ALLOCATED to this PROJECT	ALLOWABLE DOE USE ONLY	REASONABLE DOE USE ONLY	NECESSARY DOE USE ONLY
		Curriculum materials for 3 Transition Classes		\$600	100%			
		Travel for 3 participants to transition-related conferences and multi-county interagency meetings		\$900	100%			
D) TOTAL				\$1,500				

Project 1105183

5/16/11

FLORIDA DEPARTMENT OF EDUCATION



Dr. Eric J. Smith
Commissioner of Education

STATE BOARD OF EDUCATION

Members

- DR. AKSHAY DESAI
- MARK KAPLAN
- ROBERTO MARTÍNEZ
- JOHN R. PADGET
- KATHLEEN SHANAHAN



Contact Information:
 Crystal Spikes
 (850) 245-0555
Crystal.Spikes@fldoe.org
 DPS: 2011-68

MEMORANDUM

TO: District School Superintendents
 District Finance Officers
 District ETP Contacts

FROM: Dr. Frances Haithcock

DATE: May 2, 2011

SUBJECT: CERTIFICATION BONUS PAYMENTS

\$ 7866.72

Please be advised that funds for payment of the certification bonus for qualified National Board Certified Teachers (NBCTs) will be forthcoming pursuant to section 1012.72, Florida Statutes, the Dale Hickam Excellent Teaching Program. All 2010-2011 District Certification Bonus Payment Request Forms have been processed.

The certification bonus distributed at this time for the 2010-2011 school year will be \$1,826.92. This figure represents a bonus amount equal to 3.91 percent of the previous year's state-wide teacher's salary. In addition to this amount, 7.65 percent or \$139.76, will be disbursed for the district's share of FICA. The total amount that will be disbursed at this time for each qualified NBCT is \$1,966.68. The district shall determine the individual withholding for each NBCT, make the appropriate deductions, and pay the remaining bonus to each teacher.

If further clarification is needed regarding the transfer of funds, please do not hesitate to contact the Department of Education Comptroller's Office at (850) 245-0401. If you have questions related to the Dale Hickam Excellent Teaching Program, please contact Crystal Spikes at (850) 245-0555 or Crystal.Spikes@fldoe.org.

FH/cs

DR. FRANCES HAITHCOCK
 CHANCELLOR OF PUBLIC SCHOOLS

Subject: EFT Notification for 5/16/11
From: "Harris, Brandi" <Brandi.Harris@fldoe.org>
Date: Fri, 13 May 2011 09:46:25 -0400
To: <king_m1@firm.edu>, <woodb@mail.gcps.k12.fl.us>

Your agency will be receiving \$7,866.72 for EFT on 5/16/11 for the Excellent Teaching Business.

If you have any questions regarding these payments, please contact Crystal Spikes, Director Excellent Teaching Program at (850) 245-0555.

This footnote confirms that this email message has been scanned by
PineApp Mail-SeCure for the presence of malicious code, vandals & computer viruses.



AmeriCorps

110
TFZSTR
1125124

Governor Charlie Crist

August 9, 2010

Commissioners

Executive Committee

Mike Andrew
Chairman
Orange County

Lt. Gen. Bob Milligan USMC (Ret.)
Vice Chairman
Leon County

Aileen Pruitt
Treasurer
St. Lucie County

Yolanda Londoño
Orange County

Nina Trivies
Hillsborough County

Kherr Anderson
Martin County

Danny Berenberg
St. Johns County

Connie Bookman
Escambia County

Debbie Carswell
Orange County

Brody Enwright
Leon County

Joe Follman
Leon County

Susan Glickman
Pinellas County

Marcia Gonzalez
Miami-Dade County

Ted Granger
Leon County

Joyce Hobson
Leon County

Beverly Hougland
Osceola County

Jose Irizarry
Orange County

Linda King
Duval County

Jon Levinson
Palm Beach County

Judithanne McLaughlin
Pinellas County

Penny Miller
Marion County

Suzanne Richards
Orange County

Rhonda Rolle
Leon County

Connie Stophel
Duval County

Susan Towler
Duval County

Bryan Vaughan
Leon County

Wendy Spencer
Chief Executive Officer

Mr. Reginald James
Superintendent, Gadsden County School Board
AmeriCorps Gadsden Reads!
35 Martin Luther King Boulevard
Quincy, FL 32351-4411

Dear Superintendent James,


Congratulations! On behalf of Governor Crist and the Governor's Commission on Volunteerism and Community Service (Volunteer Florida), we are pleased to extend a grant of **\$323,637** to the School Board of Gadsden County for **34 AmeriCorps** members for the AmeriCorps Gadsden Reads! program. In addition to this program grant, **\$134,370** will be awarded to the AmeriCorps members in college scholarships upon their successful graduation resulting in a total grant potential of **\$458,007**. *Research shows that the majority of these scholarships are used to attend colleges in the communities where they serve.*

This grant is a result of funding from the Corporation for National and Community Service (CNCS). Your contract is now fully executed. Enclosed is an original copy of the executed agreement with original signatures.

National Service programs continue to strengthen communities across Florida. As part of this movement, your work is invaluable and we look forward to another successful program year!

If you have any questions, please contact your Program Consultant, Ericka Zdenek. Please feel free to let me know how I can help. Many thanks for engaging AmeriCorps members in your mission to serve Gadsden County!

Warmest regards,


Wendy Spencer
Chief Executive Officer

ws/jc

cc: Bea Hopkins, Program Director
Commissioner Mike Andrew, Chairman, Volunteer Florida
Commissioner Lt. General Robert F. Milligan, Volunteer Florida
Commissioner Aileen Pruitt, Volunteer Florida

Enclosures (3)



AmeriCorps

110
112512
1125124

Governor Charlie Crist

August 9, 2010

Commissioners

Executive Committee

Mike Andrew
Chairman
Orange County

Lt. Gen. Bob Milligan USMC (Ret.)
Vice Chairman
Leon County

Aileen Pruitt
Treasurer
St. Lucie County

Yolanda Londoño
Orange County

Nina Travesia
Hillsborough County

Kherri Anderson
Martin County

Danny Berenberg
St. Johns County

Connie Bookman
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Debbie Carswell
Orange County

Brody Enwright
Leon County

Joe Follman
Leon County

Susan Glickman
Pinellas County

Marcia Gonzalez
Miami-Dade County

Ted Granger
Leon County

Joyce Hobson
Leon County

Beverly Hougland
Osceola County

Jose Irizarry
Orange County

Linda King
Duval County

Jon Levinson
Palm Beach County

Judithanne McLaughlan
Pinellas County

Penny Miller
Marion County

Suzanne Richards
Orange County

Rhonda Rolle
Leon County

Connie Stophel
Duval County

Susan Towler
Duval County

Bryan Vaughan
Leon County

Wendy Spencer
Chief Executive Officer

Mr. Reginald James
Superintendent, Gadsden County School Board
AmeriCorps Gadsden Reads!
35 Martin Luther King Boulevard
Quincy, FL 32351-4411

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Warmest regards,


Wendy Spencer
Chief Executive Officer

ws/jc

cc: Bea Hopkins, Program Director
Commissioner Mike Andrew, Chairman, Volunteer Florida
Commissioner Lt. General Robert F. Milligan, Volunteer Florida
Commissioner Aileen Pruitt, Volunteer Florida

Enclosures (3)

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 3d

DATE OF SCHOOL BOARD MEETING: June 14, 2011

TITLE OF AGENDA ITEMS: Budget Amendment Number Thirty-Four

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

To increase budget for the following projects:
ARRA-State Fiscal Stabilization Fund-FEFP-GOV \$ 20.00

FUND SOURCE: 431 Fund

AMOUNT: \$ 20.00

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

**Gadsden County School Board
431 (State Fiscal Stabilization) Fund Appropriations
Budget Amendment Number
Thirty-Four**



431 FUND					
FUNCTION/ OBJECT		BEGINNING BUDGET 5/31/2011	BUDGET AMENDMENT NUMBER THIRTY-FOUR	BUDGET BALANCE 5/31/2011	
5100	100	\$ 1,341,946.01	\$ 20.00	\$ 1,341,966.01	
K-12 Instructional	200	\$ 336,626.99	\$ -	\$ 336,626.99	
	300	\$ 90,000.00	\$ -	\$ 90,000.00	
FUNCTOTAL		\$ 1,768,573.00	\$ 20.00	\$ 1,768,593.00	
5200	100	\$ -	\$ -	\$ -	
Exceptional	200	\$ -	\$ -	\$ -	
	300	\$ -	\$ -	\$ -	
FUNCTOTAL		\$ -	\$ -	\$ -	
5900	100	\$ -	\$ -	\$ -	
Other Instructional	200	\$ -	\$ -	\$ -	
	300	\$ 4,000.00	\$ -	\$ 4,000.00	
FUNCTOTAL		\$ 4,000.00	\$ -	\$ 4,000.00	
6400	100	\$ -	\$ -	\$ -	
Instructional Staff Training	300	\$ 975.00	\$ -	\$ 975.00	
	500	\$ -	\$ -	\$ -	
	700	\$ -	\$ -	\$ -	
FUNCTOTAL		\$ 975.00	\$ -	\$ 975.00	
7600	600	\$ 12,529.00	\$ -	\$ 12,529.00	
Food Service					
FUNCTOTAL		\$ 12,529.00	\$ -	\$ 12,529.00	
GRANDTOTAL		\$ 1,786,077.00	\$ 20.00	\$ 1,786,097.00	

**Gadsden County School Board
 431 (State Fiscal Stabilization) Fund Estimated Revenue
 Budget Amendment Number
 Thirty-Four**

431 REVENUE OBJECT	ESTIMATED REVENUE 5/31/11	BUDGET AMENDMENT NUMBER THIRTY-FOUR	ENDING ESTIMATED 5/31/2011
210	\$ 1,786,077.00	\$ 20.00	\$ 1,786,097.00
211	\$ -	\$ -	\$ -
240	\$ -	\$ -	\$ -
299	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,786,077.00	\$ 20.00	\$ 1,786,097.00

**Florida Department of Education
Project Award Notification**

*Fund 431
Proj. 435925S*

1 PROJECT RECIPIENT Gadsden County School District	2 PROJECT NUMBER 200-5921S-1CZ01
3 PROJECT/PROGRAM TITLE ARRA-State Fiscal Stabilization Fund-FEFP-GOV; USDE #S397A90010 <p align="center">TAPS 11AS08</p>	4 AUTHORITY 84.397 LI 78 ARRA-State Fiscal Stabilization Fund-FEFP-GOV
5 AMENDMENT INFORMATION Amendment Number: 2 Type of Amendment: Budget: Increase Effective Date: 05/05/2011	6 PROJECT PERIODS Budget Period: 07/01/2010 - 06/30/2011 Program Period: 07/01/2010 - 06/30/2011
7 AUTHORIZED FUNDING Current Approved Budget: \$ 34,619.00 Amendment Amount: \$ 20.00 Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$ 34,639.00	8 REIMBURSEMENT OPTION Federal Cash Advance
9 TIMELINES <ul style="list-style-type: none"> • Last date for incurring expenditures and issuing purchase orders: <u>06/30/2011</u> • Date that all obligations are to be liquidated and final disbursement reports submitted: <u>07/20/2011</u> • Last date for receipt of proposed budget and program amendments: <u>06/30/2011</u> • Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400: • Date(s) for program reports: 	
10 DOE CONTACTS Program: Sue Wilkinson Phone: (850) 245 - 0496 Email: Sue.Wilkinson@fldoe.org Grants Management: Unit A (850) 245-0496	11 DOE FISCAL DATA DBS: 40 90 20 EO: SV Object: 720035
12 TERMS AND SPECIAL CONDITIONS <ul style="list-style-type: none"> • This project and any amendments are subject to the procedures outlined in the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book) and the General Assurances for Participation in Federal and State Programs. In addition, the sub-recipient must comply with all expenditure, transparency, accountability, and reporting requirements specified in the American Recovery and Reinvestment Act of 2009 (ARRA), ARRA regulations, and the ARRA specific assurances agreed to in the application for ARRA funds. • For federal cash advance projects, monthly expenditures must be submitted to the Comptroller's Office by the 20th of each month for the preceding month's disbursements utilizing the On-Line Disbursement Reporting System. • Other: 2 CFR 176.210(b) and (d), provides that recipients are to require their sub-recipients to specifically identify Recovery Act funding on their Schedule of Expenditures of Federal Awards (SEFA) by identifying expenditures for Federal awards made under the Recovery Act separately on the SEFA and as separate rows on the Data Collection Form (SF-SAC) required by OMB Circular A-133. Further, in identifying Recovery Act expenditures, the prefix "ARRA" must be used in the name of the Federal program. The information allows the recipient to properly monitor sub-recipient expenditure of ARRA funds as well as oversight by the Federal awarding agencies, Offices of Inspector General and the Government Accountability Office. 	
13 APPROVED: <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 45%;">  <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Authorized Official on behalf of Dr. Eric J. Smith Commissioner of Education </div> <div style="width: 25%; text-align: center;"> <p style="font-size: 1.5em; margin: 0;"><i>5/26/11</i></p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Date of Signing </div> <div style="width: 25%; text-align: right;">  </div> </div>	

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 3e

DATE OF SCHOOL BOARD MEETING: June 14, 2011

TITLE OF AGENDA ITEMS: Budget Amendment Number Thirty-Five

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

To establish 1st quarter budget for the following project:
ARRA-Race To The Top \$ 396,714.00

FUND SOURCE: 434 Fund

AMOUNT: \$ 396,714.00

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

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

434 FUND				BEGINNING BUDGET 5/31/2011	BUDGET AMENDMENT NUMBER THIRTY-FIVE	BUDGET BALANCE 5/31/2011
FUNCTION/ OBJECT						
5100	100	\$	-	\$	-	\$ -
K-12 Instructional	200	\$	-	\$	150,000.00	\$ 150,000.00
	500	\$	-	\$	37,500.00	\$ 37,500.00
	600	\$	-	\$	-	\$ -
FUNCTOTAL		\$	-	\$	187,500.00	\$ 187,500.00
6400	100	\$	-	\$	43,750.00	\$ 43,750.00
Instructional Staff Training	200	\$	-	\$	-	\$ -
	300	\$	-	\$	27,500.00	\$ 27,500.00
	500	\$	-	\$	17,710.03	\$ 17,710.03
	600	\$	-	\$	2,789.97	\$ 2,789.97
	700	\$	-	\$	3,750.00	\$ 3,750.00
FUNCTOTAL		\$	-	\$	95,500.00	\$ 95,500.00
7200	100	\$	-	\$	-	\$ -
General Administration	200	\$	-	\$	-	\$ -
	700	\$	-	\$	-	\$ -
FUNCTOTAL		\$	-	\$	-	\$ -
7700	100	\$	-	\$	13,750.00	\$ 13,750.00
Central Services	300	\$	-	\$	4,000.00	\$ 4,000.00
	500	\$	-	\$	4,500.00	\$ 4,500.00
	700	\$	-	\$	16,464.00	\$ 16,464.00
FUNCTOTAL		\$	-	\$	38,714.00	\$ 38,714.00
7710	100	\$	-	\$	-	\$ -
Planning, Research, Development, & Evaluation	200	\$	-	\$	-	\$ -
	300	\$	-	\$	75,000.00	\$ 75,000.00
	400	\$	-	\$	-	\$ -
	500	\$	-	\$	-	\$ -
	600	\$	-	\$	-	\$ -
FUNCTOTAL		\$	-	\$	75,000.00	\$ 75,000.00
GRANDTOTAL		\$	-	\$	396,714.00	\$ 396,714.00

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

434 REVENUE OBJECT	ESTIMATED REVENUE 5/31/11	BUDGET AMENDMENT NUMBER THIRTY-FIVE	ENDING ESTIMATED 5/31/2011
214	\$ -	\$ 396,714.00	\$ 396,714.00
GRAND TOTAL	\$ -	\$ 396,714.00	\$ 396,714.00

Florida Department of Education-Project Award Notification

Fund 434
FINANCIAL
Proj. 434 RL 11
OFFICER

1 PROJECT RECIPIENT Gadsden County School District	2 PROJECT NUMBER 200-RL111-1C301
3 PROJECT/PROGRAM TITLE RACE TO THE TOP - LEA FORMULA SUBGRANTS <p align="right">TAPS 11AT01</p>	4 AUTHORITY 84.395A Race to the Top Fund
5 AMENDMENT INFORMATION Amendment Number: Type of Amendment: Effective Date:	6 PROJECT PERIODS Budget Period: 09/01/2010 - 06/30/2014 Program Period: 09/01/2010 - 06/30/2014
7 AUTHORIZED FUNDING Current Approved Budget: \$ 1,664,856.00 Amendment Amount: Estimated Roll Forward: Total Project Amount: \$ 1,664,856.00	8 REIMBURSEMENT OPTION Federal Cash Advance

- 9 TIMELINES**
- Last date for incurring expenditures and issuing purchase orders: 06/30/2014
 - Date that all obligations are to be liquidated and final disbursement reports submitted: 08/20/2014
 - Last date for receipt of proposed budget and program amendments: 06/30/2014
 - Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400;
 - Date for program report: mail to appropriate program office.

10 DOE CONTACTS Program: Martha Asbury Phone: (850) 245 - 0420 Email: Martha.Asbury@fldoe.org Grants Management: A (850) 245-0496	Comptroller's Office (850) 245-0401	11 DOE FISCAL DATA DBS: 03 90 10 EO: L1 Object: 720035
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12 TERMS AND SPECIAL CONDITIONS

- This project and any amendments are subject to the procedures outlined in the Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the General Assurances for Participation in Federal and State Programs.
- For federal cash advance projects, monthly expenditures must be submitted to the Comptroller's Office by the 20th of each month for the preceding month's disbursements utilizing the On-Line Disbursement Reporting System. Any unexpended general revenue funds must be returned by check issued to the Florida Department of Education with the final expenditure report. The check must clearly identify the project number for which funds are being returned.
- In the event that the Governor and Cabinet are required to impose a mandatory reserve on the current year appropriation, this Agreement shall be amended to place in reserve the amount determined by the Department of Education to be necessary because of the mandatory reserve in the appropriation.
- 2 CFR 176.210(b) and (d), provides that recipients are to require their subrecipients to specifically identify Recovery Act funding on their Schedule of Expenditures of Federal Awards (SEFA) by identifying expenditures for Federal awards made under the Recovery Act separately on the SEFA and as separate rows on the Data Collection Form (SF-SAC) required by OMB Circular A-133. Further, in identifying Recovery Act expenditures, the prefix "ARRA" must be used in the name of the Federal program. The information allows the recipient to properly monitor subrecipient expenditure of ARRA funds as well as oversight by the Federal awarding agencies, Offices of Inspector General and the Government Accountability Office.

* Funds are available via Federal Cash Advance up to the amount budgeted and approved for each quarter as follows:

Year	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
1	\$ -	\$ -	\$ -	\$ 396,714.00	\$ 396,714.00
2	\$ 82,913.00	\$ 63,529.00	\$ 63,529.00	\$ 224,743.00	\$ 434,714.00
3	\$ 65,999.75	\$ 62,166.75	\$ 63,166.75	\$ 225,380.75	\$ 416,714.00
4	\$ 65,999.75	\$ 62,166.75	\$ 63,166.75	\$ 225,380.75	\$ 416,714.00
Project Total					\$ 1,664,856.00

13 APPROVED:

Eric J. Smith
 Authorized Official on behalf of Dr. Eric J. Smith
 Commissioner of Education

4/27/11
 Date of Signing



Quarterly Budget

FLORIDA DEPARTMENT OF EDUCATION
BUDGET DESCRIPTION FORM - RACE TO THE TOP

A) NAME OF ELIGIBLE RECIPIENT: Gadsden County District School Board
B) Project Number (DOE USE ONLY): 200-RL111-1C301

E) TAPS Number
11AT01
F) SPECIAL REVENUE FUND CODE
434

MOU Criterion Totals:

MOU Criterion	Total	Percent of Total Budget
1	\$50,400.00	3.03%
2	\$99,500.00	5.98%
6	\$75,000.00	4.50%
8	\$18,000.00	1.08%
9	\$600,000.00	36.04%
10	\$350,600.00	21.06%
12	\$411,750.00	24.73%
14	\$59,606.00	3.58%
	\$1,664,856.00	100.00%

MOU Criterion Totals By Quarter:

MOU Criterion	Y1 Q2	Y1 Q3	Y1 Q4	Year 1 Total	Y2 Q1	Y2 Q2	Y2 Q3	Y2 Q4	Year 2 Total	Y3 Q1	Y3 Q2	Y3 Q3	Y3 Q4	Year 3 Total	Y4 Q1	Y4 Q2	Y4 Q3	Y4 Q4	Year 4 Total
1	\$0.00	\$0.00	\$12,600.00	\$12,600.00	\$3,150.00	\$3,150.00	\$3,150.00	\$3,150.00	\$12,600.00	\$3,150.00	\$3,150.00	\$3,150.00	\$3,150.00	\$12,600.00	\$3,150.00	\$3,150.00	\$3,150.00	\$3,150.00	\$12,600.00
2	\$0.00	\$0.00	\$0.00	\$0.00	\$27,746.50	\$8,362.50	\$8,362.50	\$3,362.50	\$47,834.00	\$10,833.00	\$7,000.00	\$8,000.00	\$0.00	\$25,833.00	\$10,833.00	\$7,000.00	\$8,000.00	\$0.00	\$25,833.00
6	\$0.00	\$0.00	\$75,000.00	\$75,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8	\$0.00	\$0.00	\$4,500.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	\$4,500.00
9	\$0.00	\$0.00	\$150,000.00	\$150,000.00	\$0.00	\$0.00	\$0.00	\$150,000.00	\$150,000.00	\$0.00	\$0.00	\$0.00	\$150,000.00	\$150,000.00	\$0.00	\$0.00	\$0.00	\$150,000.00	\$150,000.00
10	\$0.00	\$0.00	\$82,900.00	\$82,900.00	\$25,475.00	\$25,475.00	\$25,475.00	\$25,475.00	\$101,900.00	\$20,725.00	\$20,725.00	\$20,725.00	\$20,725.00	\$82,900.00	\$20,725.00	\$20,725.00	\$20,725.00	\$20,725.00	\$82,900.00
12	\$0.00	\$0.00	\$55,250.00	\$55,250.00	\$26,541.50	\$26,541.50	\$26,541.50	\$26,541.50	\$106,166.00	\$31,291.75	\$31,291.75	\$31,291.75	\$31,291.75	\$125,167.00	\$31,291.75	\$31,291.75	\$31,291.75	\$31,291.75	\$125,167.00
14	\$0.00	\$0.00	\$16,464.00	\$16,464.00	\$0.00	\$0.00	\$0.00	\$11,714.00	\$11,714.00	\$0.00	\$0.00	\$0.00	\$15,714.00	\$15,714.00	\$0.00	\$0.00	\$0.00	\$15,714.00	\$15,714.00
Totals	\$0.00	\$0.00	\$396,714.00	\$396,714.00	\$82,913.00	\$63,529.00	\$63,529.00	\$224,743.00	\$434,714.00	\$65,999.75	\$62,166.75	\$63,166.75	\$225,380.75	\$416,714.00	\$65,999.75	\$62,166.75	\$63,166.75	\$225,380.75	\$416,714.00

review ID	count	MOU Criterion	Activity	Function	Object	Description	Job Code	Year 1				Year 2				Year 3				Year 4												
								4 Year Total	Y1 FTE	9/10 - 12/10	1/11 - 3/11	4/11 - 6/11	Y1 Total	Y2 FTE	7/11 - 9/11	10/11 - 12/11	1/12 - 3/12	4/12 - 6/12	Y2 Total	Y3 FTE	7/12 - 9/12	10/12 - 12/12	1/13 - 3/13	4/13 - 6/13	Y3 Total	Y4 FTE	7/13 - 9/13	10/13 - 12/13	1/14 - 3/14	4/14 - 6/14	Y4 Total	
131217	1		classroom teacher stipends (B) (IX1)	8400	120	classroom teacher stipends for classroom teachers to attend professional development trainings outside the regular school day for lesson study - regular rate of pay which is between \$18 to \$30 per hour (average of \$25 per hour) times 1325 teachers (duplicated counts over the years) - if over 4 hours teachers get \$125 per day per union contract as estimated teachers would change if paid at that rate. 1325 teachers would likely mean approximately 440		\$33,120.00	0.000	\$0.00	\$0.00	\$8,280.00	\$8,280.00	0.000	\$2,070.00	\$2,070.00	\$2,070.00	\$2,070.00	\$2,070.00	\$8,280.00	0.000	\$2,070.00	\$2,070.00	\$2,070.00	\$2,070.00	\$8,280.00	0.000	\$2,070.00	\$2,070.00	\$2,070.00	\$2,070.00	\$8,280.00

https://app1.fldoe.org/grants/RaceToTop/PrintQbudget.aspx?srtOdr=&txtLg=show&cmp=

- individual paid
- teacher training
- days per year with
- many trainings
- involving same
- teachers getting
- stipends for
- multiple trainings -
- approximately 84
- stipends paid per
- quarter

131216	2	1	6400	140	\$17,280.00	0.000	\$0.00	\$0.00	\$4,320.00	\$4,320.00	0.000	\$1,080.00	\$1,080.00	\$1,080.00	\$1,080.00	\$4,320.00	0.000	\$1,080.00	\$1,080.00	\$1,080.00	\$1,080.00	\$4,320.00	0.000	\$1,080.00	\$1,080.00	\$1,080.00	\$1,080.00	\$4,320.00
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- Substitute
- Teachers
- substitute teachers
- to replace
- classroom
- teachers for
- professional
- development while
- teachers are
- participating in
- in-service study
- amounting - \$60
- average - 288 days
- of substitute over the 4
- years -
- approximately 20
- sub days per
- quarter

135854	3	10	6400	120	\$81,680.00	0.000	\$0.00	\$0.00	\$20,470.00	\$20,470.00	0.000	\$5,117.50	\$5,117.50	\$5,117.50	\$5,117.50	\$20,470.00	0.000	\$5,117.50	\$5,117.50	\$5,117.50	\$5,117.50	\$20,470.00	0.000	\$5,117.50	\$5,117.50	\$5,117.50	\$5,117.50	\$20,470.00
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- Classroom
- Teachers
- stipends
- for classroom
- teachers to attend
- professional
- development
- trainings outside
- the regular school
- day for focused
- reading and
- science
- professional
- development
- regular rate of pay
- which is between
- \$18 to \$20 per
- hour (average of
- \$25 per hour)
- times 3275
- teachers
- (duplicated counts
- over the years) if
- over 4 hours
- teachers get \$125
- per day per union
- contract as
- estimated teachers
- would change if
- paid at that rate
- 3275 teachers
- would likely mean
- approximately 440
- individual paid
- teacher training
- days per year with
- many trainings
- involving same
- teachers getting
- stipends for
- multiple trainings -
- approximately 234
- paid stipends per
- quarter

135857	4	10	6400	140	\$42,720.00	0.000	\$0.00	\$0.00	\$10,680.00	\$10,680.00	0.000	\$2,670.00	\$2,670.00	\$2,670.00	\$2,670.00	\$10,680.00	0.000	\$2,670.00	\$2,670.00	\$2,670.00	\$2,670.00	\$10,680.00	0.000	\$2,670.00	\$2,670.00	\$2,670.00	\$2,670.00	\$10,680.00
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- Substitute
- Teachers
- substitute teachers
- to replace
- classroom
- teachers for
- professional
- development while
- teachers are
- participating in
- focused
- professional
- development in
- reading and
- science \$60
- average - 712 days

Account Number	Category	Sub-Category	Quantity	Unit Price	Total Price	Y1	Y2	Y3	Y4	Y5	Y6	Y7	Y8	Y9	Y10	Y11	Y12	Y13	Y14	Y15	Y16	Y17	Y18	Y19	Y20					
131213	5	10	6400	310		\$70,000.00	0.000	\$0.00	\$0.00	\$17,500.00	\$17,500.00	0.000	\$4,375.00	\$4,375.00	\$4,375.00	\$4,375.00	\$17,500.00	0.000	\$4,375.00	\$4,375.00	\$4,375.00	\$4,375.00	\$4,375.00	\$17,500.00	0.000	\$4,375.00	\$4,375.00	\$4,375.00	\$4,375.00	\$17,500.00
131214	6	10	6400	330		\$59,000.00	0.000	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.000	\$7,250.00	\$7,250.00	\$7,250.00	\$7,250.00	\$29,000.00	0.000	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$10,000.00	0.000	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$10,000.00
182729	7	10	6400	390		\$51,957.36	0.000	\$0.00	\$0.00	\$0.00	\$0.00	0.000	\$4,329.78	\$4,329.78	\$4,329.78	\$4,329.78	\$17,319.12	0.000	\$4,329.78	\$4,329.78	\$4,329.78	\$4,329.78	\$4,329.78	\$17,319.12	0.000	\$4,329.78	\$4,329.78	\$4,329.78	\$4,329.78	\$17,319.12

of subs over the 4 years - approximately 44 sub days per quarter

Professional and Technical Services
 consultants to provide training and professional development to support project goals and deliverables - approximately 35 consultants at an average of \$500 per day for trainings - 1 consultant per training - trainings may be multi-day depending on type of training. The trainings will occur yearly

Travel travel to support professional development and training - travel reimbursement is .445 per mile if driving personal vehicle, rental car and gas paid in full; meals with travel out of town and overnight stay include breakfast \$5 if before 8 a.m. and extends beyond 8 a.m.; \$11 lunch when travel begins before noon and extends beyond 2 p.m.; \$10 dinner when travel begins before 8 p.m. and extends beyond 8 p.m.; lodging not to exceed single occupancy rates unless more than one employee is sharing the room; gratuities, tips, and portage fees are not reimbursable; reimbursement may be requested for tolls, taxi, registration fees, and limousine service, storage or parking, and communication expenses when properly documented; travel should be the most economical; receipts are required for all expenses except meals; approximately 50-75 staff depending if the trainings are local or out of county

Other Purchased Services other purchased services like printing and binding fees

Item ID	Category	Amount	Units	Description	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030					
131196	Life insurance (EX23)	7700	232	Life insurance life insurance for project coordinator - average 27%	\$487.50	0.000	\$0.00	\$0.00	\$37.50	\$37.50	0.000	\$37.50	\$37.50	\$37.50	\$37.50	\$150.00	0.000	\$37.50	\$37.50	\$37.50	\$37.50	\$150.00	0.000	\$37.50	\$37.50	\$37.50	\$150.00		
131197	workers compensation (EX23)	7700	240	Workers Compensation - workers compensation for project coordinator - average 1.27%	\$2,275.00	0.000	\$0.00	\$0.00	\$175.00	\$175.00	0.000	\$175.00	\$175.00	\$175.00	\$175.00	\$700.00	0.000	\$175.00	\$175.00	\$175.00	\$175.00	\$700.00	0.000	\$175.00	\$175.00	\$175.00	\$700.00		
131191	Indirect Cost @ 3.75% (C) (2)	7200	790	Macellaneous Expenses indirect cost for program operation for all four years of the project	\$59,606.00	0.000	\$0.00	\$0.00	\$16,464.00	\$16,464.00	0.000	\$0.00	\$0.00	\$0.00	\$11,714.00	\$11,714.00	0.000	\$0.00	\$0.00	\$0.00	\$0.00	\$15,714.00	\$15,714.00	0.000	\$0.00	\$0.00	\$0.00	\$15,714.00	
131210	supplies and materials (B) (3)(4)	5100	510	Supplies - instructional - supplies for expanding STEM career offerings in the sciences (see Appendix F: Plant Biotechnology Supply List 1, 2, 3, and 4)	\$80,450.00	0.000	\$0.00	\$0.00	\$0.00	\$0.00	0.000	\$8,696.50	\$8,362.50	\$8,362.50	\$3,362.50	\$28,784.00	0.000	\$10,833.00	\$7,000.00	\$8,000.00	\$0.00	\$25,833.00	0.000	\$10,833.00	\$7,000.00	\$8,000.00	\$0.00	\$25,833.00	
182725	Instructional classroom supplies - required to mount smartboard (B)(3)(4)	5100	510	Supplies - whiteboard kits, mounts, ceiling hooks for smartboard (see Appendix F: Supply List 5)	\$500.00	0.000	\$0.00	\$0.00	\$0.00	\$0.00	0.000	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
182722	Instructional materials (B) (3)(4)	5100	520	Textbooks - instruction in agriculture and agriscience fundamentals textbooks and materials (see Appendix F: Supply List 8)	\$10,000.00	0.000	\$0.00	\$0.00	\$0.00	\$0.00	0.000	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
182724	Instructional student equipment - capitalized over \$750	5100	643	Computer - Capitalized purchase of classroom smartboard for the science classroom at the high school (see Appendix F: Supply List 5)	\$1,400.00	0.000	\$0.00	\$0.00	\$0.00	\$0.00	0.000	\$1,400.00	\$0.00	\$0.00	\$0.00	\$1,400.00	0.000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
182723	Instructional student equipment - non-capitalized under \$750 (B)(3)(4)	5100	644	Computer - Instructional: Capitalized under \$750 science classroom in high school with 5 student desktop computers, document camera, LCD projector (see Appendix F: Supply List 5)	\$4,150.00	0.000	\$0.00	\$0.00	\$0.00	\$0.00	0.000	\$4,150.00	\$0.00	\$0.00	\$0.00	\$4,150.00	0.000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
182726	contracted services to hang SmartBoard and image computers (B)(3)(4)	6500	310	Professional and Technical Services - hang smartboard and image computers 6 hours @ \$40 per hour (see Appendix F: Supply List 5)	\$200.00	0.000	\$0.00	\$0.00	\$0.00	\$0.00	0.000	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	contracted services to construct greenhouse (B)(3)(4)			Professional and Technical Services - contracted services to install greenhouse adjacent to science classroom in high school																									

182727	25	2	7400	310	school (2 contractors at \$40 per hour for approximately 35 hours) (see Appendix F Supply List 5)	\$2,800.00	0.000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
131207	26	6	8200	360	Baseline period payment of a new student data system to collect, analyze, and report to FDOE as required for the project - this data system will replace the current system for collecting student data and will support the data collection required for the RTTT grant. The anticipated cost of the new system is between \$150,000 and \$200,000 to implement - RTTT grant would be used to support the initial purchase.	\$75,000.00	0.000	\$0.00	\$0.00	-\$75,000.00	\$75,000.00	0.000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
131212	27	18	7710	310	Professional and Technical Services consultants to provide evaluation services to develop teacher and leader performance evaluations and evaluate program implementation - 1 consultant per year at \$4,500 per year rate of \$450 per day for 10 days per year.	\$18,000.00	0.000	\$0.00	\$0.00	\$4,500.00	\$4,500.00	0.000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
131208	28	19	15100	290	Other Employee Benefits annual performance supplemental pay for certified staff with 65% of their students making learning gains. Initially the performance supplemental pay will be limited to learning gains in reading, each year student data will be evaluated to determine the next academic district wide focus for performance supplemental pay - the use of data in human capital decisions - supplements will range from \$1,000 to \$2,500 depending on the percentage of students above 65% who make learning gains with the average at \$1,750 per teacher and approximately 57 teachers earning the supplement (maybe more depending on the % of learning gains earned - will occur	\$400,000.00	0.000	\$0.00	\$0.00	\$100,000.00	\$100,000.00	0.000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

reading incentive pay (DIX)

annually
 Other Employees
 Benefits teachers who earn a certification in reading and teach reading during the instructional day will receive a \$1,500 annual incentive for the duration of the grant; teachers completing all the competencies of CAR-RTD within the four year award will receive a one-time only incentive of \$1,000 - the use of state human capital decisions - approximately 100 teachers will receive the \$1,000 equipment and approximately 87 teachers will receive the \$1,500 (this is ONLY an approximation based on teachers who could earn this credential and is subject to change annually)

131209 29 9 5100 290

\$200,000.00	0.000	\$0.00	\$0.00	\$50,000.00	\$50,000.00	0.000	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00	0.000	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00	0.000	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00
\$1,664,856.00	\$0.00	\$0.00	\$396,714.00	\$396,714.00	\$82,913.00	\$63,529.00	\$63,529.00	\$224,743.00	\$434,714.00	\$65,999.75	\$62,166.75	\$63,166.75	\$225,380.75	\$416,714.00	\$65,999.75	\$62,166.75	\$63,166.75	\$225,380.75	\$416,714.00				

DOE 10-RTTT



Dr. Eric J. Smith, Commissioner

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 3f

DATE OF SCHOOL BOARD MEETING: June 14, 2011

TITLE OF AGENDA ITEMS: Budget Amendment Number Thirty-Six

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

To adjust capital funds according to approved budget and to close prior year funds.

FUND SOURCE: 300 (Capital) Funds

AMOUNT: \$ 2037.20

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

**Gadsden County School Board
Appropriations for 3XX
Capital Funds**

Budget Amendment Number Thirty-Six

377 FUND Capital Improvements 2008-2009			BEGINNING BUDGET 5/31/2011	BUDGET AMENDMENT NO. THIRTY-SIX	BUDGET BALANCE 5/31/2011
7400	600	\$	677,731.66	\$ 32,823.18	\$ 710,554.84
FUNCTOTAL		\$	677,731.66	\$ 32,823.18	\$ 710,554.84
378 FUND 1.5Mil 2009-2010			BEGINNING BUDGET 5/31/2011	BUDGET AMENDMENT NO. THIRTY-SIX	BUDGET BALANCE 5/31/2011
7400	600	\$	114,951.16	\$ 1,651,934.05	\$ 1,766,885.21
FUNCTOTAL		\$	114,951.16	\$ 1,651,934.05	\$ 1,766,885.21
379 FUND Capital Improvements 2010-2011			BEGINNING BUDGET 5/31/2011	BUDGET AMENDMENT NO. THIRTY-SIX	BUDGET BALANCE 5/31/2011
7400	600	\$	3,648,184.46	\$ 334,351.54	\$ 3,982,536.00
9700	900	\$	334,351.54	\$ (334,351.54)	\$ -
FUNCTOTAL		\$	3,982,536.00	\$ -	\$ 3,982,536.00

**Gadsden County School Board
Appropriations for 3XX
Capital Funds**

		Budget Amendment Number Thirty-Six		
		BEGINNING BUDGET 5/31/2011	BUDGET AMENDMENT NO. THIRTY-SIX	BUDGET BALANCE 5/31/2011
391 FUND				
LCI Fund				
7400	600	\$ 125,000.00	\$ 143,489.32	\$ 268,489.32
FUNCTOTAL		\$ 125,000.00	\$ 143,489.32	\$ 268,489.32
394		BEGINNING	BUDGET	BUDGET BALANCE
CLASS SIZE		BUDGET	AMENDMENT	5/31/2011
REDUCTION		5/31/2011	NO. THIRTY-SIX	
2010-2011				
7400	300	\$ 475,000.00	\$ (475,000.00)	\$ -
	600	\$ -	\$ 653,635.47	\$ 653,635.47
FUNCTOTAL		\$ -	\$ 178,635.47	\$ 653,635.47
395 FUND		BEGINNING	BUDGET	BUDGET BALANCE
Classrooms		BUDGET	AMENDMENT	5/31/2011
for Kids		5/31/2011	NO. THIRTY-SIX	
2006-2007				
7400	600	\$ -	\$ 41,814.74	\$ 41,814.74
		\$ -	\$ 41,814.74	\$ 41,814.74

Gadsden County School Board
Estimated Revenue
3XX
Capital Funds
Budget Amendment
Number Thirty-Six

377 FUND

Capital Improvements 2008-2009	REVENUE OBJECT	ESTIMATED REVENUE 5/31/2011	BUDGET AMENDMENT NUMBER THIRTY-SIX	ENDING ESTIMATED REVENUE 5/31/2011
	413	\$ -	\$ -	\$ -
	721	\$ -	\$ -	\$ -
	TOTAL	\$ -	\$ -	\$ -

378 FUND

1.5Mil 2009-2010	REVENUE OBJECT	ESTIMATED REVENUE 5/31/2011	BUDGET AMENDMENT NUMBER THIRTY-SIX	ENDING ESTIMATED REVENUE 5/31/2011
	421	\$ -	\$ 2,037.20	\$ 2,037.20
	721	\$ -	\$ -	\$ -
	TOTAL	\$ -	\$ 2,037.20	\$ 2,037.20

379 FUND

Capital Improvements 2010-2011	REVENUE OBJECT	ESTIMATED REVENUE 5/31/2011	BUDGET AMENDMENT NUMBER THIRTY-SIX	ENDING ESTIMATED REVENUE 5/31/2011
	413	\$ 2,174,494.00	\$ -	\$ 2,174,494.00
	721	\$ 1,818,042.00	\$ -	\$ 1,818,042.00
	TOTAL	\$ 3,992,536.00	\$ -	\$ 3,992,536.00

Gadsden County School Board
 Estimated Revenue
 3XX
 Capital Funds
 Budget Amendment
 Number Thirty-Six

391 FUND LCI Fund	REVENUE OBJECT	ESTIMATED REVENUE 5/31/2011	BUDGET AMENDMENT NUMBER THIRTY-SIX	ENDING ESTIMATED REVENUE 5/31/2011
	397	\$ 125,000.00	\$ -	\$ 125,000.00
	721	\$ -	\$ -	\$ -
	TOTAL	\$ 125,000.00	\$ -	\$ 125,000.00

394 FUND CLASS SIZE REDUCTION 2010-2011	REVENUE OBJECT	ESTIMATED REVENUE 5/31/2011	BUDGET AMENDMENT NUMBER THIRTY-SIX	ENDING ESTIMATED REVENUE 5/31/2011
	413	\$ -	\$ -	\$ -
	721	\$ -	\$ -	\$ -
	TOTAL	\$ -	\$ -	\$ -

395 FUND Classrooms for Kids 2006-2007	REVENUE OBJECT	ESTIMATED REVENUE 5/31/2011	BUDGET AMENDMENT NUMBER THIRTY-SIX	ENDING ESTIMATED REVENUE 5/31/2011
	413	\$ -	\$ -	\$ -
	721	\$ -	\$ -	\$ -
	TOTAL	\$ -	\$ -	\$ -

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 4a

DATE OF SCHOOL BOARD MEETING: June 14, 2011

TITLE OF AGENDA ITEMS: Participation in Panhandle Area Educational Consortium

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

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

FUND SOURCE: Not Applicable

AMOUNT: Not Applicable

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

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

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

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

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

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

- I. SPECIFIC DISTRICT NEEDS.** That specific needs identified by the District School Board can be better met through cooperative programs/services undertaken with other participating school boards. Such needs include:
 - A. Educational/instructional needs of specific student populations.
 - B. Professional development often mandated by law, for both instructional and non-instructional personnel.
 - C. Supplementary contracted services to compensate for limited staff, staff time, or expertise in federal and state mandated programs.
 - D. Student evaluation services.
 - E. Reduction in overhead costs of administration and conducting specific programs/activities through pooling of resources.
 - F. Financial advantages of cooperatively bidding and/or purchasing: materials, supplies, equipment, services, and programs that afford district protection.

- II. SERVICES TO DISTRICT.** That the District School Board does hereby determine that it is in the best interest of the taxpayers of their county to cooperate with other school districts in the operation of the PAEC, availing themselves of the services

which meet specific district needs. Projects, programs, and contracted services may also be provided to non-member districts. Non-member districts shall pay for contracted services or goods received in the manner provided in Section IV of this Agreement or in the manner designated by the Board of Directors. Services will be provided through the PAEC. The services provided include, but are not necessarily limited to, the bidding, contracting, and purchasing arrangements pursuant to a plan of implementation for the following:

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

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

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

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

3. Cost efficiency.
 4. Benefits derived by the district.
- C. For professional development provided, the school board will review:
1. The compiled evaluation of data from participating district personnel to determine efficacy and quality.
 2. Cost efficiency.
 3. Correspondence of professional development to district needs.
- D. For cooperative programs/activities involving pooling of districts' resources, the school board will review in terms of the following criteria:
1. Amount and quality of services received by the district.
 2. Cost efficiency of pooling.
 3. Correspondence of program/activity to district needs.

IV. DISTRICT PARTICIPATING IN FUNDING. That the District School Board will pay allocated costs for the services or goods received through participation in specific programs, projects, or activities of the Consortium. All assessments of compensation will be based on actual costs incurred, as itemized in contracts and/or invoices. The projected cost will be furnished to the superintendent prior to implementation of the service, with adjustments for actual costs being made only upon mutual consent of both parties.

V. PENALTIES AND SEVERABILITY.

- A. Should the District of Record, currently WCSB, in its capacity as fiscal agent for PAEC, be assessed a penalty or fine (including reimbursement of grant funds) by any governmental agency or authority arising out of and based on improper administration of a grant by PAEC, then the member districts would share responsibility for satisfaction of the penalty or fine based on the following:
1. 50% of the fine or penalty shall be allocated equally among all the member districts.
 2. The remaining 50% of the fine or penalty shall be allocated among the member districts according to each district's percentage of the total FTE.
 3. The total of the amount to be allocated among the member districts under subparagraphs 1) and 2) shall first be reduced by any and all amounts recoverable by insurance or other bonds.
- B. Each member district acknowledges and agrees that, as a condition of continued participation in the PAEC, each member district is required to comply with and perform the above provision regarding satisfaction of any such fines or penalties. In the event that a member district fails to satisfy its allocation as set forth above, the PAEC Board of Directors shall determine the repayment schedule for the member district and any interest due PAEC. Member district agrees that if repayment has not been made by the date of expiration of this repayment period, said district:
1. Shall no longer be eligible for participation as a member district in PAEC.
 2. Shall no longer be a member of PAEC.
 3. Shall not be entitled to continue to receive any of the benefits of membership in PAEC. Any member district whose participation in PAEC is terminated under this resolution shall pay all allocated costs

that have accrued to that district by virtue of participation in PAEC through the end of the month during which termination of participation occurs.

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

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

- A. The Board of Directors has designated the WCSB to serve as the District of Record for contractual and reporting purposes for the Consortium. Said Board will:
1. Serve as employer for all Consortium staff, establishing policies in collaboration with the Board of Directors by which all personnel so employed will be governed. The District of Record assumes no liability for continued employment of Consortium staff in the event of loss of funds, discontinuation of project services or a reduction in force by Consortium Board of Directors. Additionally, the provisions of Section V (Penalties and Severability) shall apply to the extent that the District of Record (currently WCSB) were to be found liable and required by an administrative agency or court of competent jurisdiction to make a payment for unpaid wages or other losses to an employee of PAEC as a result of an employment action taken by PAEC so that any such liability shall be shared by the members of PAEC. The provisions of Section V shall only apply, however, in the event the order is not reversed or vacated on appeal. Additionally, nothing herein shall be construed or intended by any member or PAEC to serve as a waiver of any immunity of any kind. This provision shall not apply in the event it were deemed to be any such waiver of any type of immunity from liability. Moreover, it is understood and agreed by all members of PAEC that the foregoing provisions of Section V shall not alter the waiver of sovereign immunity or extend the respective member's liability as set forth in Section 768.28, Florida Statutes.
 2. Serve as title holder for building complex on 753 West Boulevard, Chipley for PAEC and its member districts according to "Annual Fiscal Agent Agreement Section B. Equitable Ownership of Building Complex at 753 West Boulevard".
 3. Serve as District of Record for the Consortium, with mutually agreed upon compensation for services. These services will include, but not be limited to:
 - a. Monthly financial report to Member districts.
 - b. Separate report on the financial status of the Consortium in the annual financial report of the district to the Commissioner.
 4. Per Florida Statutes and Florida Administrative Code, approve all programs, projects, contracts, bids and procedures for operation of the Consortium as part of the District of Record's consent agenda. If an action is not approved, written explanation of just cause shall be provided to the PAEC Board of Directors within fourteen (14) days of the District of Record's decision.
- B. The Board of Directors for the Consortium shall be composed of the Superintendents of all Member Districts. The Directors will:
1. Determine all policies for operation of the Consortium.
 2. Determine programs, products, contracted services, and charges for services rendered by the Consortium.
 3. Determine Consortium salary schedule and compensation plan.
 4. Recommend establishment of positions and individuals for appointment to the District of Record.

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

- C. An Executive Director, recommended by the Board of Directors and approved by the school board of the District of Record, will manage the operation of the Consortium. Said Executive Director will:
 1. Be responsible for compliance of Consortium operation with all Consortium policies, applicable State Laws, and State Board of Education Regulations.
 2. Keep the Board of Directors and District of Record apprised of all Consortium activities.

VII. TERMS OF AGREEMENT. The term of this Agreement shall commence and be deemed in full force and effective as of July 1, 2011. The terms of this Agreement shall be one (1) fiscal year with an annual renewal option.

This Agreement among the Member Districts of the Consortium, as set forth in this resolution, will be in operation and effect from July 1, 2011, 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, 2011.

APPROVED:

Resolved in a Regular Session of the Gadsden School District on this _____ day of _____, 2011.

Wayne Saunders, Board Chairman
School Board of Washington County

Roger Milton, Board Chairman
School Board of Gadsden County

Date: _____

Date: _____

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

Reginald James, Superintendent
School Board of Gadsden County

Date: _____

Date: _____

Patrick L. McDaniel, Executive Director
Panhandle Area Educational Consortium

Date: _____

BOD date: May 19, 2011
WCSB date: June 13, 2011

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 4b

DATE OF SCHOOL BOARD MEETING: June 14, 2011

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

DIVISION: Personnel Department

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested for the annual renewal of the contract for the PAEC Professional Development Center for the period July 1, 2011 to June 30, 2012.

FUND SOURCE: General Fund

AMOUNT: \$15,175.71

PREPARED BY: Dr. Pink Hightower

POSITION: Director of Personnel and Staff Development

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



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

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

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

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

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

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

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

- \$2.60/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, 2011, and shall end on June 30, 2012 with annual renewal.

IV. ADMINISTRATIVE/STAFFING. The PAEC/PDC is administered through the PAEC Board of Directors and includes all benefits and obligations of the consortium. The PAEC/PDC staff will be under the supervision of the PAEC Executive Director and function as a part of the consortium staff. The PAEC/PDC shall contribute its pro rata share of the PAEC/Fiscal Agent Annual Agreement, Annual Employee Termination Benefits Plan and PAEC Overhead Funding Plan.

The PAEC Joint Professional Development Center/Curriculum Coordinator Advisory Council for the FloridaLearns Academy, approved by the PAEC Board of Directors, is comprised of the Professional Development Directors and Curriculum Coordinators from the PAEC/PDC member districts. Recommendations from this committee shall be presented by the PAEC Executive Director to the PAEC Board of Directors for official action.

V. EQUIPMENT PURCHASES AND TRANSFERS. The equipment purchased to facilitate the center operation will be vested in the PAEC District of Record, the Washington County School Board according to the present PAEC Agreement. If the PAEC/PDC is transferred to another District of Record, all equipment purchased with PAEC/PDC funds will be transferred to the new district upon approval of the PAEC Board of Directors.

For the above described services, **THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA**, agrees to pay **THE SCHOOL BOARD OF WASHINGTON COUNTY, FLORIDA**, Fiscal Agent and District of Record for **THE PAEC Professional Development Center**, the sum of \$15,175.71, payable upon completion of this resolution. This figure is based on the FEFP Fourth Calculation (5836.81) from the previous year.

APPROVED:

Resolved in a Regular Session of the
_____ **School District on this** _____ **day**
of _____, **2011.**

Wayne Saunders, Board Chairman
School Board of Washington County

Roger Milton, Board Chairman
School Board of Gadsden County

Date: _____

Date: _____

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

Reginald James, Superintendent
School Board of Gadsden County

Date: _____

Date: _____

Patrick L. McDaniel, Executive Director
Panhandle Area Educational Consortium

Date: _____

BOD date: May 19, 2011
WCSB date: June 13, 2011

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 4c

DATE OF SCHOOL BOARD MEETING: June 14, 2011

TITLE OF AGENDA ITEMS: Gateway Educational Computing Consultants Project Contract for 2010-2011

DIVISION: Personnel and Finance Departments

PURPOSE AND SUMMARY OF ITEMS:

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

FUND SOURCE: General Fund

AMOUNT: \$20,344.80

PREPARED BY: Dr. Pink Hightower and Bonnie Wood

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



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

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

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

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

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

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

operate the system.

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

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

III. TERMS OF AGREEMENT. The term of this agreement with the Gateway/PAEC Project shall commence as of July 1, 2011 and shall end on June 30, 2012. Each school district entering into the Gateway/PAEC Project shall do so effective July 1, 2011 unless specified to the contrary.

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

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

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

For the above described services, **THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA**, agrees to pay **THE SCHOOL BOARD OF WASHINGTON COUNTY, FLORIDA**, Fiscal Agent and District of Record for **THE GATEWAY EDUCATIONAL COMPUTING CONSORTIUM PROJECT**, the sum of \$20,344.80, payable upon completion of this resolution.

APPROVED:

**Resolved in a Regular Session of the
Gadsden School District on this
_____ day of _____, 2011.**

Wayne Saunders, Board Chairman
School Board of Washington County

Date: _____

Roger Milton, Board Chairman
School Board of Gadsden County

Date: _____

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

Date: _____

Reginald James, Superintendent
School Board of Gadsden County

Date: _____

Patrick L. McDaniel, Executive Director
Panhandle Area Educational Consortium

Date: _____

BOD date: May 19, 2011
WCSB date: June 13, 2011

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 4d

DATE OF SCHOOL BOARD MEETING: June 14, 2011

TITLE OF AGENDA ITEM: Amended Agreement Between Gadsden County School District and Alternative Unlimited, Inc.

DIVISION: Administration

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

PURPOSE AND SUMMARY OF ITEM:

Alternative Unlimited, Inc. will provide a community-based alternative education program called "Drop Back In" for eligible students. Eligible students shall include those students who are residents of Gadsden County not currently enrolled in an educational program.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Reginald C. James

POSITION: Superintendent of Schools

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

This form is to be duplicated on light blue paper.

**AGREEMENT BETWEEN
GADSDEN COUNTY SCHOOL DISTRICT and
ALTERNATIVES UNLIMITED, INC.**

This agreement for services is made by and between the School Board of Gadsden County, a statutory corporation and political subdivision of the State of Florida having its principal address at 35 Martin Luther King Jr. Blvd., Quincy, FL 32351 (hereinafter "District"), and Alternatives Unlimited, Inc., a Maryland corporation with its principal address at 8508 Loch Raven Boulevard, Suite E, Baltimore, Maryland 21286, (hereinafter "AU").

WHEREAS, in accordance with State law, a school board may contract with an organization that operates a community-based innovative instructional program that meets the unique needs of at-risk students; and

WHEREAS, Gadsden County School District and AU desire to cooperate in rendering services to students who have dropped out of school;

NOW THEREFORE, in consideration of the mutual promises herein contained and other good and valuable consideration, Gadsden County School District and AU agree as follows:

TERM

This Agreement shall become effective with the signatures of the Gadsden County School District Superintendent and School Board Chairman and AU authorized signor. The Agreement will be effective from the date of execution and shall continue in effect until June 30, 2010, unless terminated on an earlier date or otherwise amended. The Agreement may be reviewed annually, and either party may request amendments. Any proposed amendments or modifications shall become effective only if agreed to in writing observing all the formalities of the Agreement.

PROGRAM DESCRIPTION

AU will provide a community-based alternative education program called "*Drop Back In*" (hereinafter "DBI") for eligible students. Eligible Students shall include those students who are residents of Gadsden County not currently enrolled in an educational program. The parties expect that Eligible Students shall receive academic services sufficient to enable them to satisfy District's graduation requirements.

DBI will not accept any student unless he/she has been unenrolled either voluntarily or unvoluntarily from the Gadsden County School system for at least ninety (90) days. DBI shall take all steps necessary to verify that any student requesting admission into

its program has met the 90 day requirement. Enrollment in DBI's program shall be capped at 90 students for the 2011-2012 school year.

DBI shall follow the Gadsden County School District calendar unless the District's Superintendent or designee approves an alternate calendar. AU agrees to provide no fewer than five (5) hours of instructional time per day. Any variation must be discussed with Gadsden County District personnel. *DBI* classes shall not exceed an average daily attendance pupil/instructional staff ratio as subscribed to by the District. Supervision and control of students while in the *DBI* shall be the sole responsibility of AU.

AU agrees to operate *DBI* in accordance with all requirements and guidelines as may be requested by District throughout the term of this Agreement in order to ensure that the program is in compliance with all applicable federal, state, and local laws and agency rules, regulations, and guidelines and to ensure that Gadsden County School District remains entitled to receive maximum funding from the State for participating in this Agreement.

AU shall comply with the requirements of all applicable federal, state, and local laws and regulations, including, but not limited to, those laws governing the provision of education to students with disabilities, students who have limited English proficiency. AU shall also comply with the requirements of all applicable judicial rulings, including the META Consent Decree, and with the requirements of the District's English Language Learners Plan.

AU shall provide the District its written procedures governing intake, evaluation, dismissal, and separation of students as well as its written policies regarding the conduct and discipline of students while they are enrolled in the educational program. AU shall adopt then Gadsden County School District Code of Student Conduct and at the time of intake shall secure student and parent/guardian signatures acknowledge an understanding of the rules and penalties for violating them. *DBI* will keep these signatures on file. AU administrative staff will meet quarterly or more, as needed, with District Administrative staff to discuss the program and progress of its students. The District's School Board will provide *DBI* with available Student-Family Handbooks for each student enrolled in the program.

FACILITIES

AU agrees to provide educational services at various sites within the community. AU, in consultation with the District, will be permitted to open other sites in order to accommodate all eligible students so that no student will be placed on a waiting list and therefore denied an opportunity to pursue an education. AU understands and agrees to the requirement that the District will implement a program of monitoring to ensure successful implementation of the *DBI* program. AU agrees to maintain the facilities in

accordance with federal, state and local laws, city ordinances, and District policy. All sites selected by AU for use in the performance of this Agreement will be reported to the District Facilities Department representative two or more weeks prior to the first day they plan to serve students. AU welcomes recommendations and/or suggestions of viable sites for the *DBI* sites from the District. All computer lab and internet wiring will be configured and installed by AU who will assume all costs.

AU will comply with the standard requirements as specified for the programmed use, as determined in the Florida Building Code, the Florida Fire Prevention Code, Americans with Disabilities Act (Guidelines), and the State Requirements for Educational Facilities. The District requires that proposed sites and floor plans be reviewed for code compliance by the District Building Department prior to any commitment by AU regarding said sites. AU shall ensure that the property owner maintains current sanitation and health certificates and that all leased sites comply with all annual fire inspection requirements for educational facilities. Fire and emergency drills must be conducted by AU in accordance with District policies.

ADMINISTRATIVE AND INSTRUCTIONAL STAFF

AU shall identify a *DBI* administrator with the authority to make decisions on behalf of AU and who will represent AU, including but not limited to, in all required administrative meetings and training. In the event that such administrator is not available, an AU designee approved by Gadsden County School District may represent AU when appropriate and necessary.

All AU teachers must meet the statutory certification requirements and be assigned classes in accordance with the Florida Course Code Directory. All AU employees, appointees, or agents who are permitted access to AU sites when students are present or who come into contact with students as part of the educational program must submit to a background check at AU expense in a manner prescribed by State law and District policies. AU agrees to remove all persons providing services to students under this Agreement that do not meet the standards under the District Board Policies on criminal background checks and employee history checks.

All AU teachers must be qualified in a manner prescribed by the Gadsden County School District to teach limited English proficient students and may be required to attend professional development to become properly certificated.

AU shall employ a minimum of one Exceptional Student Education (ESE) certified teacher to develop, implement and determine mastery of the Individual Educational Plan (IEP) goals for special education students. AU shall employ an ESE Specialist who shall participate in admission and exiting conferences, IEP preparation and staffing, and maintaining ESE compliance for special education students. AU shall promptly notify

designated District personnel and complete all appropriate forms and paperwork in the event that any AU teacher or staff suspects that a particular District student in the program may have a disability, which may qualify him/her for special education services.

AU shall promptly notify designated District personnel of student's qualifying for ESOL services, or language proficiency assessment and continuance of ESOL services in accordance with student's ELL plan.

AU shall designate a testing coordinator responsible for the administration of all standardized testing required by the District.

AU shall employ properly certified substitute teachers for permanent instructional personnel who are temporarily absent due to illness or personal reasons.

STUDENT EVALUATION

AU shall conduct an academic assessment of each student upon intake (BASI Test). The results of this assessment combined with the student's previous class schedule and educational goals shall determine what instructional strategies shall be employed while the student is enrolled in the AU's educational program. AU shall design a student schedule outlining a course of study that the student is to follow. All courses offered must lead toward a standard high school diploma. AU will require of all *DBI* students, the District's approved academic credit standard for a high school diploma as outlined in the District's Student Progression Plan. Students eligible for graduation must have courses completed and registered in the Gadsden County School District's database prior to the graduation ceremony. With respect to Special Education students, if appropriate, accommodations as stated on the IEP, will be made to the curriculum in order for the student to meet the requirements of a high school diploma.

Subsequent to the review of academic history, each non-ESE student shall have developed an Academic Plan that shall identify the academic needs of the student stated as short term and long term academic goals leading to graduation. The Plan shall be reviewed and revised with the student participating on regularly scheduled intervals.

AU agrees to administer the FCAT, End of Course examinations, and any other District-wide mandatory test on site, utilizing AU staff, certified to meet all legal mandates and District/State policies. Furthermore, AU shall initiate testing in accordance with the District calendar and procedures.

AU shall maintain individual achievement records in a form prescribed by the Gadsden County School District for each student. Included therein must be a record specifying

which competencies have been mastered, the date on which mastery was achieved, and the signature of the certified teacher verifying mastery. Appropriate documentation shall be submitted to the Gadsden County School District upon completion of courses.

AU shall make available a quiet, private room for AU psychological evaluations and ESE and/or ESOL interviews or parent/teacher meetings. The cost of such evaluations shall be borne by AU.

District shall periodically evaluate, if it so chooses, the quality of the AU educational program. The Superintendent's designee shall give AU ten (10) calendar day's prior notice of such evaluation by United States Postal Service certified mail, return receipt requested. AU shall cooperate with District employees, appointees, and/or agents as they attend to their assigned task. Upon development of a final report, AU and the Gadsden County School District shall agree on any changes, if necessary, that will be made.

TEXTBOOKS

District agrees to provide students state-adopted textbooks, as ordered by AU through the District and the Textbook Department at no additional cost above such compensation set forth in this Agreement, to assure appropriate and supplemental instruction. AU shall be required to complete an inventory of assigned textbooks by June 15, 2010. AU shall be responsible for any lost/damaged textbooks.

ATTENDANCE and MEMBERSHIP

AU agrees to comply with the District attendance policy as described in the Code of Student Conduct in order to prevent truancy and promote school attendance. Students who exceed the number of absences allowed by the District policy, and with respect to whom the Gadsden County School District would require removal, shall be withdrawn from DBI. AU agrees to take attendance daily and forward information to the appropriate District designee on an agreed upon timeline. District will provide AU with information from the Gadsden County School District's Data System for those students enrolled at DBI.

AU's full time equivalent membership shall be counted during the official FTE/FEFP survey weeks in October and February. A student is in membership when he/she is officially assigned (not withdrawn) to a course or program by the District. To be reported for funding, each student must be enrolled and scheduled appropriately in the state automated data system. All course identification must be accurate such as state approved course number, section number, period number, days per week and class minutes.

The student must be in attendance at least one day during the FTE/FEFP survey week or one of the six days/classes preceding the survey period. Survey periods occur in October and February. The presence, absence, or tardiness of each student shall be checked, each day, and recorded daily in the Automated Student Attendance Record-keeping System. To comply with the rules, a pupil is in attendance if actually present at the school site.

STUDENT RECORDS

AU will prepare and maintain records relating to the students and the program in accordance with the Gadsden County School District daily quality record requirements to include demographic data, address verification, test scores, discipline records, health and immunization records, attendance, withdrawal (leave) code documentation and other appropriate information, and input such information by either (a) installing and using appropriate technology to receive training from District at AU's sole expense, or (b) providing personnel to receive training from the District and to input required information at AU or at a designated District site.

AU understands that Gadsden County School District must have access to copies of student administrative and educational records in order to effectively participate in this Agreement. AU agrees to provide District access to all students, administrative, educational and financial records required to monitor and evaluate the effectiveness of the program. AU agrees to allow the District access to all facilities, including classrooms, during regular operation hours in order to facilitate such monitoring activities.

To the extent that AU or District will come into possession of student records and information, and to the extent that AU or District will be involved in the survey, analysis, or evaluation of students, incidental to this Agreement, both parties agree to comply with all requirements of the Family Educational Rights and Privacy Act and Section 1002.22, Florida Statutes (2009). In the event that District is required to furnish information or records of AU, AU shall furnish such information and records to District and District shall have the right to release such information and records.

To the extent permitted by law, sessions for AU *"Drop Back In"* clients including, but not limited to, academic assessments, psychosocial profiles, limited English proficiency, grade reports, attendance data and cumulative records. AU shall comply fully with laws, policies and rules guaranteeing the confidentiality of student educational records and access thereto.

Each party will protect the rights of students and clients with respect to records created, maintained, and used by public institutions. It is the intent of this Agreement to ensure that guardians and students have the right to access and the right to privacy with

respect to records and reports. The Parties will strictly adhere to all applicable state and federal laws and regulations relating to rights of students or their guardians with respect to student records and reports, including but not limited to Florida Statutes and State Board of Education Rules.

TRANSPORTATION

Transportation to the "DBI" sites will not be provided by AU.

MEDIA

AU shall implement and comply with all District policies and procedures, including but not limited to the District media policy.

DISTRICT PARTICIPATION

Gadsden County School District will provide AU a list of students eligible for participation in the "DBI". AU requires the most recent and updated listing of students who have dropped-out (withdrawn) from school. The list must contain complete names, addresses and phone numbers.

Gadsden County School District will monitor the performance and services provided by AU in accordance with performance standards outlined in this Agreement.

District will monitor the preparation and maintenance of District/AU record requirements to include demographic data, test scores, discipline records, attendance, lesson planning, grade reporting and recording, and other appropriate or required information.

If District and AU agree and/or staff shall participate GCS in District staff development activities, both mandatory and optional, and classroom visitations and observations as requested.

District will meet quarterly or more as needed with AU Administrative staff to discuss the program and progress of its students.

COMPENSATION

It is agreed that Gadsden County School District will act as the agency through which all funds will pass through in the process of paying AU. AU shall receive ninety percent (90%) of all FTE per pupil revenue generated through FEFP while District shall retain ten percent (10%) of the FTE/FEFP with textbooks being provided to AU. Payment to AU will be based upon the number of students enrolled and reported by AU as of the FTE survey weeks. AU will be responsible for refunding to District any revenue lost as a result of errors identified in FTE program audits. AU agrees to accept the per-student (FTE/FEFP) allocation paid by the State during the October and the February reporting periods. October enrollment funds will be paid no later than December 1, 2009 and February FTE/FEFP will be April 1, 2010.

REPORTS AND EVALUATIONS

AU shall submit to District within thirty (30) days after the execution of this Agreement the most recent financial statement of its assets and liabilities. District will accept an un-audited version. AU understands and agrees that such statement accompanying this Agreement may be a public document and Authorized Version and authorizes Gadsden County School District to release the statement as a part of this Agreement.

AU will maintain and retain throughout the term of this Agreement and for a period of at least two (2) years, financial information that indicates utilization of funds received from District. In the event of a state or federal audit of the District regarding expenditures of state funds, AU shall make available for inspection such financial information as required by the State Department of Education or other auditing agencies.

AU agrees to submit an annual report of each year of implementation, starting with the end of the first year of implementation. The annual report must contain basic demographic data, attendance rates, enrollment data, and achievement data on all participating students. Student achievement data shall include, but not be limited to, the number of credits earned by students, the number of credits earned per student, the number of students participating in the program, and the number of graduates exiting the program. These data must be sufficient to allow judgment of the program effectiveness in achieving its stated objectives.

If requested, AU will provide a final summative project report to the Gadsden County School District at the completion of the contract term. This report will include, but will not be limited to project background information, a description of the project implementation, and accomplishments and conclusions.

Gadsden County School District reserves the right to conduct its own evaluation of this project at any time to verify effectiveness.

AU and District intend to utilize the results of the evaluations and written reports as part of the criteria for continuation or termination of future participation in the program. Unless otherwise required by law, no reports or evaluations created pursuant to this Agreement may be released to third parties without prior written consent of the District which consent shall not be unreasonably withheld.

DISPUTES

Any disputes between the parties shall be sought through communication between the AU Administrator and the Superintendent or his designee.

If it is impossible to achieve a solution to the problem and the appropriate Gadsden County School District Superintendent/designee and the AU Administrator are not able to reach a mutual decision, the parties shall have access to the legal system for the resolution of disputes. Jurisdiction shall be in the State of Florida and venue shall be the 2nd Judicial Circuit, in and for Gadsden County. Prior to legal action, the parties may, by mutual agreement, submit any dispute to mediation with a qualified mediator appropriately certified by the state or federal courts.

RELATIONSHIP OF THE PARTIES

It is understood and agreed that AU is an independent contractor and that neither it nor any employees or agents contracted by this institution shall be deemed for any purposes to be employees (paid or volunteer) or agents of the District. This Agreement does not create a joint venture or business partnership under Florida law. AU assumes full responsibility for the actions of such personnel and volunteers while performing any services incident to the Agreement and shall remain solely responsible for their supervision, daily direction and control, payment of salary (including withholding of income taxes and social security), workers' compensation, benefits and like requirements and obligations. In no event shall either party be responsible or liable to the other party for any action or inaction of its respective officials, agents, administrators, employees, volunteers and students.

INDEMNIFICATION

AU shall defend, hold harmless, and indemnify District and its governing board, officers, agents and employees from and against all liabilities and claims for damages for death, sickness, injury and any other legally compensable damages to any person(s) or damage to any property, including, without limitation, all consequential damages and expenses (including attorney fees), from any cause whatsoever arising from or

connected with its services hereunder, resulting from the negligence or intentional acts of AU, its agents or employees. It is understood and agreed that such indemnity shall survive the termination of this Agreement. The insurance coverage shall continue coverage for all services covered hereunder and shall not be a claims-made policy.

INSURANCE

During the entire term of this Agreement and any extensions or modification thereof, AU shall submit and keep in effect a policy or policies of liability insurance, including coverage of owned and non-owned vehicles used in relation to the performance of services by AU, of at least one million dollars (\$1,000,000) for each person and two million dollars (\$2,000,000) for all accidents or occurrences for all damages arising out of death, bodily injury, sickness or disease from any one accident or occurrence, and one million dollars (\$1,000,000) for all damages and liability arising out of injury or destruction of property for each accident or occurrence. The policy must include a statement that the general liability provides coverage for contractual liability. Policy must include a statement that the general liability provides coverage for contractual liability. Policy must list District as an additional insured. Not later than the effective date of the agreement, AU shall provide Gadsden County School District with satisfactory evidence of insurance, naming Gadsden County School District as additional certificate holder, including a provision for twenty (20) calendar day written notice to District before cancellation or material change, evidencing the above-specific coverage. AU shall at its own cost and expense, procure and maintain insurance under the Workers' Compensation law, if applicable. District reserves the right to revise the requirements of this provision at any time. If Gadsden County School District determines that additional insurance coverage is necessary, District will reopen negotiations with AU to modify the terms of this Agreement. Failure to supply Gadsden County School District with insurance renewal information is reason for contract termination.

NO WAIVER OF IMMUNITY

Neither AU nor Gadsden County School District waives or relinquishes immunity or defense on behalf of itself, its trustees, officers, employees, or agents as results of the execution of this Agreement and performance of the functions and obligation described herein.

NO WAIVER

No waiver of a breach of any provision of this Agreement shall be construed to be a waiver of any breach of any other provision. No delay in acting with regard to any provision shall be construed to be a waiver of such breach.

RIGHT IN PROPERTY

All title to AU supplies, equipment furniture, and records shall remain the sole property of AU. All title to District furnished supplies; equipment, furniture, materials and/or textbooks shall remain the sole property of District.

TERMINATION

The Agreements may be terminated prior to expiration of the term as follows:

1. By written mutual agreement of the parties hereto, which agreement shall state the effective termination date and any other terms and conditions of said termination.
2. By either party, hereto, with or without cause at the end of any school year.
3. By either party, hereto, with 30 days notice, upon a breach of terms of this Agreement, after first giving the other party written notice of the breach and an opportunity to cure.

NOTICE

Any notice required to be given under the provisions to this Agreement shall be in writing and shall be duly served when it shall be hand delivered to the addresses set out below, or shall have been deposited, duly registered or certified, return receipt requested, in a United States Post Office addressed to the party at the following addresses:

To: AU

Alternatives Unlimited, Inc.
Attn: Sylvia Jones, Chief Academic Officer
8508 Loch Raven Blvd., Suite E.
Baltimore, MD 21286

To: Gadsden County School District

Mr. Reginald James
Superintendent
Gadsden County Schools
35 Martin Luther King, Jr. Blvd.

Quincy, FL 32351

Any party may designate a different address by giving the other party ten (10) days prior written notice in the manner provided above.

NO ASSIGNMENT

No assignment of this Agreement or of any duty or obligation or performance or payment hereunder, shall be made by either party, in whole or in part, without the prior written consent of the other party.

SECTION HEADINGS

The heading of sections contained in this Agreement are for convenience only, and they shall not, expressly or by implication, limit, define, extend, or construe the terms or provisions of the sections of this Agreement.

GOVERNING LAW

This Agreement is made in the State of Florida and shall be construed, interpreted, and governed by the laws of such state. The parties irrevocably consent to the sole and exclusive jurisdiction and venue of the State and/or Courts for any action under this Agreement.

NO THIRD PARTY BENEFICIARIES

Nothing in this Agreement shall be deemed or construed to create any third party beneficiaries or otherwise give any third party any claim or right of action against any party.

COMPLETE UNDERSTANDING

This Agreement shall constitute the complete understanding of AU and Gadsden County School District, and may not be modified in any manner without the express written consent of both parties.

PERFORMANCE OF WORK

AU shall perform the services, furnish the equipment, facility, and personnel, and do all things necessary and proper for the performance and completion of the work required by this Agreement at **AU's** sole cost and expense.

COUNTERPARTS

This Agreement is executed in counterparts, each which shall have the full force and effect of an original Agreement, and each of which shall constitute but one and the same instrument.

AUTHORITY

Each person signing this Agreement on behalf of each party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

(continued on page 14)

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed and effective on _____, 2011.

APPROVED AS TO FORM BY

Alternatives Unlimited, Inc.

Gadsden County School District

President

ATTEST:

BY: _____
Reginald James
Superintendent

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 5a

DATE OF SCHOOL BOARD MEETING: June 14, 2011

TITLE OF AGENDA ITEMS: Procedures for Safety Program

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

Board Policy 8.10 provides for a safety program that is administered through Safety Committees. The District Safety Committee requests Board approval for the attached safety procedures to enhance the safety practices throughout the District.

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

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Respiratory Protection Program
Safe Driver Plan
Violence on Campus Plans
Site Based Safety Plan**

School Board of Gadsden County

Please be advised that this plan can be reproduced and or used in part of as a whole without the permission of the Gadsden County School System. It is hoped that this may assist other school districts in developing a comprehensive safety plan. If you have any comments or suggestions with regards to this plan please send them to: woodb@mail.gcps.k12.fl.us

MANAGEMENT COMMITMENT AND INVOLVEMENT

Policy Statement

The management of this organization is committed to providing employees with a safe and healthful work place. It is the policy of this organization that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their supervisors. No such report will result in retaliation, penalty, or other disincentive. Employee recommendations to improve safety and health conditions will be given thorough consideration by our management team. Management will give top priority to and provide the financial resources for the correction of unsafe conditions. Similarly, management will take disciplinary action against any employee who willfully or repeatedly violates work place safety rules. This action may include verbal or written reprimands and may ultimately result in termination of employment. The primary responsibility for the coordination, implementation, and maintenance of our work place safety program has been assigned to:

Name: Bonnie Wood
Title: Assistant Superintendent for Business
Telephone: 850 627-9651 Extension 1222

Senior management will be actively involved with employees in establishing and maintaining an effective safety program. Our safety program coordinator and other members of our management team will participate with employees in ongoing safety and health program activities, which include:

- Promoting safety committee participation.
- Providing safety and health education and training.
- Reviewing and updating work place safety rules.

This policy statement serves to express management's commitment to and involvement in providing our employees with a safe and healthful work place. This work place safety program will be incorporated as the standard practice for this organization. Compliance with the safety rules will be required of all employees as a condition of employment.

Section I

SAFETY COMMITTEE

Safety Committee Organization

A safety committee has been established to recommend improvements to our work place safety program and to identify corrective measures needed to eliminate or control, recognized safety and health hazards. The safety committee consists of the following supervisory and non-supervisory members of our organization:

- Safety Program Coordinator
- Maintenance Worker
- Administrative Employee Representative
- Technical Professional
- Secretarial Representative
- Teacher
- Custodial Representative
- Representative of HUSW White Collar
- Bus Driver Representative
- Representative of HUSW Blue Collar
- Food Service Worker

One representative from each cost center will serve on the Committee. The committee will have 32 members.

Responsibilities

The safety committee shall determine the schedule for evaluating the effectiveness of control measures used to protect employees from safety and health hazards in the work place. The safety committee will be responsible for assisting management in reviewing and updating work place safety rules based on accident investigation findings, any inspection findings, employee reports of unsafe conditions or work practices, and accepting and addressing anonymous complaints and suggestions from employees.

The safety committee will be responsible for assisting management in updating the work place safety program by evaluating employee injury and accident records, identifying trends and patterns, and formulating corrective measures to prevent recurrence. The safety committee will be responsible for assisting management in evaluating employee accident and illness prevention programs, and promoting safety and health awareness and coworker participation through continuous improvements to the work place safety program. Safety committee members will participate in safety training and be responsible for assisting management in monitoring work place safety education and training to ensure that it is in place, that it is effective, and that it is documented.

Meetings

Safety meetings are held quarterly and more often if needed. The safety program coordinator will post the minutes of each meeting within one week after each meeting.

FORMAT FOR SAFETY COMMITTEE MINUTES

Date of Committee Meeting:
Minutes Prepared by:
Members in attendance
Members not in attendance
Name Previous Action Items:
Review of Accidents Since Previous Meeting:
Recommendations for Prevention:
Recommendations from Anonymous Employees:
Suggestions from Employees:
Recommended Updates to Safety Program:
Recommendations from Accident Investigation Reports:
Safety Training Recommendations:
Committee members input:

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Recommendations from Accident Investigation Reports:

Safety Training Recommendations:

Committee members input:

Section II.

SAFETY AND HEALTH TRAINING

Safety and Health Orientation

Work place safety and health orientation begins on the first day of initial employment or job transfer. Each employee has access to a copy of this safety manual, through his or her supervisor, for review and future reference, and will be given a personal copy of the safety rules, policies, and procedures pertaining to his or her job. Supervisors will ask questions of employees and answer employee's questions to ensure knowledge and understanding of safety rules, policies, and job specific procedures described in our work place safety program manual. All employees will be instructed by their supervisors that compliance with the safety rules described in the work place safety manual is required.

Job Specific Training

1. Supervisors will initially train employees on how to perform assigned job tasks safely.
2. Supervisors will carefully review with each employee the specific safety rules, policies and procedures that are applicable and that are described in the workplace safety manual.
3. Supervisors will give employees verbal instructions and specific directions on how to do the work safely.
4. Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
5. All employees will receive safe operating instruction on seldom used or new equipment before using the equipment.
6. Supervisors will review safe work practices with employees before permitting the performance of new, non-routine or specialized procedures.
7. All employees will be retrained periodically on safety rules, policies and procedures, and when changes are made to the work place safety manual.
8. Individual employees will be retrained after the occurrence of a work related injury caused by an unsafe act or work practice, and when a supervisor observes employees displaying unsafe acts, practices, or behaviors.

Section III.

FIRST AID PROCEDURES

EMERGENCY PHONE NUMBERS

Safety Coordinator (352) 797-7054 (cell) (352) 279-6626
Poison Control (800) 282-3171
Oak Hill Hospital (352) 596-6632
Chemtrec (800) 424-9300
Spring Hill Regional (352) 688-8200
National Response Ctr: (800) 424-8802
Brooksville Regional Hospital (352) 796-5111
Fire, Police, Ambulance: 911
Workman's Comp (352) 797-7070 ext. 430

MINOR FIRST AID TREATMENT

First aid kits are kept in each vehicle and at least one kit per building.
If you sustain an injury or are involved in an accident requiring minor first aid treatment:
Inform your supervisor.
Administer first aid treatment to the injury or wound.
If a first aid kit is used, indicate usage on the accident investigation report.
Access to a first aid kit is not intended to be a substitute for medical attention.
Provide details for the completion of the accident investigation report.

EMERGENCY MEDICAL TREATMENT

If you sustain a severe injury requiring emergency treatment:
Call for help and seek assistance from a co-worker.
2. Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room. Provide details for the completion of the accident investigation report.

FIRST AID TRAINING

Each employee will receive training and instructions from his or her supervisor on our first aid procedures.

FIRST AID INSTRUCTIONS

In all cases requiring emergency medical treatment, immediately call, or have a co-worker call to request emergency medical assistance. **WOUNDS:**

Minor: Cuts, lacerations, abrasions or punctures:

1. Wash the wound using soap and water; rinse it well.
2. Cover the wound using clean dressing.

Major: Large cuts, gashes and heavy bleeding:

1. Stop the bleeding by pressing directly on the wound, using a bandage or cloth.
2. Keep pressure on the wound until medical help arrives.

BROKEN BONES:

1. Do not move the victim unless it is absolutely necessary.
2. If the victim must be moved, "splint" the injured area. Use a board, cardboard, or rolled newspaper as a splint.

BURNS:

Thermal (Heat):

Rinse the burned area, without scrubbing it, and immerse it in cold water; do not use ice water. Blot dry the area and cover it using sterile gauze or a clean cloth.

Chemical:

Flush the exposed area with cool water immediately for 15-20 minutes.

EYE INJURY:

Small particles:

1. Do not rub your eyes.
2. Use the corner of a soft clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water.

Large or stuck particles:

- If a particle is stuck in the eye, do not attempt to remove it.
- Cover both eyes with bandage.

Chemical:

Immediately irrigate the eyes and under the eyelids with water for 30 minutes.

HEAD AND SPINE INJURY:

1. If the victim appears to have injured his or her neck or spine, or is unable to move his or her arm or leg, do not attempt to move the victim unless it is

- absolutely necessary.
2. Call 911 for emergency medical help.

HEAT EXHAUSTION:

1. Loosen the victim's tight clothing.
2. Give the victim "sips" of cool water.
3. Make the victim lie down in a cooler place with the feet raised.

Section IV

ACCIDENT INVESTIGATION

ACCIDENT INVESTIGATION PROCEDURES: An accident investigation will be performed by the supervisor at the location where the accident occurred. The safety coordinator is responsible for seeing that the accident investigation reports are being filled out completely and the recommendations are being addressed. Supervisors will investigate all accidents, injuries, and occupational diseases using the following investigation procedures:

- Implement temporary control measures to prevent any further injuries to employees.
- Review the equipment, operations, and processes to gain an understanding of the accident situation.
- Identify and interview each witness and any other person who might provide clues to the accident's causes.
- Investigate causal conditions and unsafe acts; make conclusions based on existing facts.
- Complete the accident investigation report.
- Provide recommendations for corrective actions.
- Indicate the need for additional or remedial safety training.
- Accident investigation reports must be submitted to the safety coordinator within 24 hours of the accident.

SUPERVISOR'S CORRECTIVE ACTION AND ACCIDENT INVESTIGATION REPORT

INSTRUCTIONS: Directions for completion of this form can be found on the next page. Please complete in triplicate.

SCHOOL DISTRICT: _____ LOCATION CODE: _____ SCHOOL NAME: _____

1. Name of Injured Employee/Student: _____ Social Security #: _____

2. Sex: ()M ()F Age: _____ Date of Accident: _____ Day of Accident: _____

3. Time of Accident: _____ a.m. p.m. Employee's job title: _____

4. Length of experience on job: _____(years) _____(months)

5. Address of location where accident occurred: _____

On school premises: () yes ()no

6. Nature of injury type, and part of the body affected: _____

Number of workdays lost (days away from work or school): _____

7. Describe the accident and how it occurred: _____

8. Cause of the accident _____

9. Was personal protective equipment required? ()yes ()no If yes, what type was required? _____

Was it provided? () yes ()no Was it being used? ()yes ()no If "no" explain: _____

10. Witness(es): _____

11. Safety training provided to the injured employee? ()yes ()no If "no" explain: _____

12. Corrective action recommended to prevent

recurrence: _____

13. Date of report _____ 19__ Prepared by: _____

14. Supervisor (signature) _____ Date: _____

14. Safety Coordinator (signature) _____ Date: _____

15. Type of Accident (check one):

Workers' Compensation--Name of Employee _____

Property Loss--Describe Property Damaged or Loss _____

Automobile and Truck--Identify Vehicle _____

School Bus Accident--Bus Number _____

General Liability--Claimant's Name _____

Student Accident, Recordable--Name of Student _____

INSTRUCTIONS FOR COMPLETING THE ACCIDENT INVESTIGATION REPORT

An accident investigation is not designed to find fault or place blame but is an analysis of the accident to determine the causes that can be controlled or eliminated.

Identification: This section is self explanatory.

Nature of Injury:

Describe the injury, e.g., strain, sprain, cut, burn, fracture.

Injury type:

First aid:

Injury resulted in minor injury/treated on premises .

Medical:

Injury treated off premises by physician. Lost time:

Injured missed more than one day of work.

No injury:

No injury, near-miss type of accident.

Part of the body:

Part of the body directly affected, e.g., foot, arm, hand, and head. Describe the

accident:

Describe the accident including exactly what happened, and where and how it happened. Describe the equipment or materials involved.

Cause of the accident:

1. Describe all conditions or acts which contributed to the accident, i.e.: unsafe conditions--spills, grease on the floor, poor housekeeping or other physical conditions.
2. Unsafe acts--unsafe work practices such as failure to warn or failure to use required personal protective equipment.

Personal protective equipment: Self explanatory.

Witness (es):

List name(s), address(es), and phone number(s).

Safety training provided:

Was any safety training provided to the injured related to the work activity being performed?

Interim corrective action:

Measures taken by supervisor to prevent recurrence of incident, i.e.: barricading accident area, posting warning signs, shutting down operations.

Follow up:

Once the investigation is complete, the safety coordinator shall review and follow up the investigation to ensure that corrective actions recommended by the safety committee and approved by the employer are taken, and control measures have been implemented.

RECORD KEEPING PROCEDURES

The risk management coordinator will control and maintain all employee accident and injury records. Records are maintained for a minimum of three (3) years and include:

1. Accident Investigation Reports.
2. Workers' Compensation Notice of Injury Reports DWC 1.

3. Log and Summary of Occupational Injuries and Illnesses LES SAF 200.

Section V.

SAFETY RULES, POLICIES AND PROCEDURES

The safety rules contained on these pages have been prepared to protect you in your daily work. Employees are to follow these rules, review them often and use good common sense in carrying out assigned duties.

Electricians

Carpenters

Plumbers

Electronics Technicians

Automotive Technicians

Landscaping

Machine Shop Personnel

Warehouse

Delivery Drivers

Fork Lift Operators

Painters

Teachers/Aides/Volunteers

AC Technicians

Custodians

Bus Drivers

Secretaries/Clerical

Food Service Workers

Miscellaneous

Access and Egress Safety For Cranes, Highlifts and Backhoes

1. Do not use load hooks that are cracked, bent or broken.
2. Do not use cranes that do not have their rated load capacity indicated on each side of the crane or on its load block.
3. Passengers are not permitted to ride inside the operator's cab of a truck crane or high lift.
4. Keep crane windows clean. Do not use a crane if its windows are broken.
5. Do not exceed the rated load capacity as specified by the manufacturer.
6. Do not operate a crane or lift on soft ground without using cribbing and mats.
7. Fully extend outriggers before attempting a lift.
8. Stay outside the barricades of the posted swing radius.
9. Do not perform any crane or lift refits or modifications without the manufacturer's approval.
10. Do not leave the crane or lift unattended with a hoisted load.
11. Do not hoist loads over people.
12. Do not drive on the road shoulders.
13. Wear a high visibility vest when working as a signalman.
14. Only follow the signals of the person designated to give you signals when operating a crane or lift.
15. Replace the belts, gears or rotating shaft guards after servicing a crane or lift; do not use the crane or lift if guards are missing from these areas.

Aggression Control Procedures

If you perceive no immediate physical threat:

1. Notify other staff members and have a stand-by to render assistance
2. State clearly who you are, what you can do to help, and your time limits.

If you perceive the possibility of severe physical injury:

1. State in clear concise terms what you want the individual to do.
2. State what you can do to help.
3. Speak with authority.
4. Assume a non-threatening physical posture and voice tone.
5. Make direct commands.
6. Set a time limit. At the end of set time limit, seek assistance.

If you are assaulted:

1. Leave area.

2. Report assault to law enforcement and to your supervisor.
3. Do not return alone. Bring assistance with you.

Breaking up altercations:

1. When spotting an altercation, GET HELP. Do not attempt to break it up alone.
 2. Call for or send someone for help in the event of an altercation.
 3. Wait for help from at least one other person. Do not intervene alone
4. Do not go between two people during an altercation. Use two or more people to separate them.

Automotive Lifts

1. Remove all tools, cords, hoses, trash and any other debris from the lift area and wipe up all grease and oil spills before driving a car or truck into your service bay.
2. Position the lift arms, adapters and supports to the center of the lift out of the way of the car's tires before driving the vehicle into the service bay.
3. Do not stand in front of a vehicle being driven into the service bay.
4. Do not use any lift that has cracked contact pads, cracked lift arms or any other visible damage.
5. Do not use wood or concrete blocks as a substitute for an extender.
6. Use wheel blocks to chock the wheels of any vehicle on a runway lift while the vehicle is on the lift.
7. Do not leave the controls unattended while the lift is in motion.
8. Do not block or "tie open" the lift's control while the lift is in motion.
9. Do not use the engine or transmission supports or stands as a substitute for jack stands.
10. If the vehicle begins to slip off the lift, run in the opposite direction of the fall but not toward a wall or work bench that might trap you between the object and the vehicle.
11. Before you lower the vehicle, remove tool trays, jack, engine and transmission stands, and other obstructions from under the vehicle.
12. Before removing the vehicle from your service bay, position lift arms and supports to the center of the lift away from the wheels of the vehicles.
13. Do not "tie down" or override the air or control valves of the lift.
14. Do not raise the vehicle with anyone inside.
15. When raising a vehicle, use the following procedure:
 - A. Use the lift to raise the vehicle about one foot off the ground and moderately push the rear or front bumper of the vehicle to ensure the vehicle frame is stably mounted on the support contact pads of the lift.
 - B. If the frame of the vehicle is not firmly touching a support contact pad or is slipping, immediately lower the vehicle and start over.

- C. Once the vehicle is secure on the lift, lift the vehicle to the desired work height and visually check those contact points for misalignment before going under the vehicle.
- D. As you raise the vehicle, you will hear a "clicking" noise, which indicates that the lift's locking device is engaging. If you do not hear the "clicking" noise, stop the lift, fully lower the vehicle and use another lift. Place an "Out of Service" tag on the control switch of the damaged lift and do not use it.
- E. If you will be working under a lift that will be positioned at a point below where the lift's locking device engages, place four jack-stands under the vehicle's frame or suspension for additional support before working under the vehicle.
- F. Wear safety goggles when working underneath vehicle lifts.

Backhoe/Power Shovel Operations

1. Do not operate backhoe, power shovels and other heavy equipment within two (2) feet from the edge of the excavation.
2. Do not use a bucket or other attachments as a staging or temporary platform for workers.
3. Stay in the compartment during operation of the backhoe or power shovel. Do not reach in or attempt to operate controls from outside the backhoe or power shovel.

Backpack Blowers

1. Do not use the blower to clean yourself.
2. Do not direct the blower toward bystanders.

Band Saws

1. If the material binds or pinches on the blade, turn the power switch of the band saw to "off" and allow the blade to stop before attempting to back the work away from the blade.
 2. If the saw blade breaks, follow this procedure:
 - A. Shut off the power.
 - B. Lock the start switch in the "off" position.
- C. Do not attempt to remove any part of the saw blade until the machine has completely stopped.
1. Set the work-piece securely against the jig before beginning the cut.
 2. Guide the work-piece using a clinched fist. Do not lay your hand flat on the work-piece.

3. Do not use your hands to clear scraps around the cutting blade of the band saw; use the pusher stick.

Batteries

1. Do not lay tools or metal parts on top of a battery.
2. Do not use a screwdriver to test the charge of a battery.
3. Turn battery chargers off prior to connecting the cables to the battery posts.
4. Always connect jumper cables to the good battery first. Always connect the ground on the battery needing to be charged last.
5. Do not connect the ground of a jumper cable directly to the battery being charged. Connect it to the metal frame of the car to keep sparks away from the body.
6. Do not smoke in the battery charging areas.
7. Manually flip the fan motor to the "on" position before operating the battery charger.
8. When charging or jumping batteries always connect the positive leads to the battery first and the negative leads last. When removing jumper cables or battery charger cables, always disconnect the negative cable first and the positive cable last.

Bus Drivers Bus Operation

1. Adjust all mirrors so that you have a clear view behind you and to the side of the bus.
2. Do not coast with the clutch disengaged or with the automatic transmission in neutral.
3. Shut off the motor and set the parking brake before leaving the bus. Do not leave the key in the ignition when the bus is left unattended.

Procedures at Railroad Crossings:

1. When approaching railroad tracks, bring your vehicle to a complete stop before crossing the tracks.
2. Do not shift gears when crossing railroad tracks.
3. Do not drive your vehicle through, around or under any crossing gate or barrier at a railroad crossing while such gate or barrier is closed or being opened or closed.

Cafeteria/Food Service Safety

1. Unplug the power cord from the wall outlet on electrical appliances such as blenders, grinders, and coffee pots before cleaning them.
2. Wear shoes with closed-toe, low-heel, and rubber or neoprene soles in the cafeteria kitchen.
3. Turn on the range exhaust hood fans when ranges are in operation.

4. Do not lean against equipment such as mixers, blenders or toasters when turning them "on" or "off".

Chain Saw Safety

1. When transporting a chain saw in a vehicle, keep the chain and the bar covered with a guard and, secure the saw to prevent fuel spillage.
2. When transporting a chain saw by hand, stop the engine, grip the saw handle, place the muffler at the side away from your body and position the guide bar to the rear. Do not remove the chain brake or alter handles, chain brake, chain or covers.
3. Always start a 10" or larger bar chain saw on the ground. Engage the chain brake, place one foot through the bottom handle, hold the top handle and pull the starter rope.
4. Do not place a chain saw on your knee when starting it.
5. Always use both hands to maintain control of the chain saw.
6. When moving from tree to tree or cut to cut, activate the chain brake, remove your finger from the trigger and keep the bar away from your body.
7. Do not operate a chain saw above your shoulder height.
8. Keep the nose of the bar clear of other nearby objects during cutting to prevent kickback.
9. Do not set a saw down while the blades are engaged.
10. Stop the engine and turn the switch to "off" when the chain saw will be left unattended.

Chemical Spills

1. Wear neoprene gloves, rubber boots, shoe covers, rubber aprons, and protective eyewear when cleaning spills from containers labeled "Flammable", "Corrosive", "Caustic" or "Poisonous".
2. Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears, or other visible signs of damage.
3. Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.

4. If you come in contact with hazardous materials such as fertilizers, insecticides, drain openers, pool chemicals or paint products, wash the exposed area with water.
5. If a product is spilled onto your clothes, change your clothes as soon as possible.
6. Dispose used rags, debris and other waste in sealed bags or other closed containers after cleaning up a hazardous spill.

Circular Saws

1. Disconnect the plug from the power supply when the circular saw is not being used, before changing the blades, when making cutting depth or bevel adjustments, or when inspecting or cleaning the saw.
2. Do not use the circular saw if the lower guard does not close briskly and completely over the saw blade.
 1. Do not wedge or tie the lower guard of the circular saw "open".
 2. When pocket cutting, raise the lower guard of the circular saw by pulling the retracting lever.
 3. Finger-tighten the depth and level adjustments before using the circular saw.
 4. Do not use a washer or bolt to adjust the arbor size of the blade of the circular saw.
 5. Grip the circular saw only by its handles when operating or transporting the saw.

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Classroom and Office Safety

1. Close drawers and doors immediately after use.
2. Open one file cabinet drawer at a time.
3. Put heavy files in the bottom drawers of file cabinets.
4. Use the handle when closing doors, drawers, and files.
5. Use a ladder or step stool to retrieve or store items that are located above your head; do not stand on furniture to reach high places.
6. Do not kick objects out of your pathway; pick them up or push them out of the way.
7. Do not block your view by carrying large or bulky items; use a dolly or hand truck or get assistance from a fellow employee.
8. Store sharp objects, such as pens, pencils, letter openers or scissors in drawers or with the points down in a container.
9. Keep floors clear of items such as paper clips, pencils, tacks or staples.
10. Do not tilt the chair you are sitting in onto its back two legs.
11. Carry pencils, scissors and other sharp objects with the points down.
12. Position hands and fingers onto the handle of the paper cutter before pressing down on the blade.
13. Keep the paper cutter handle in the closed/locked position when it is not in use.
14. Do not use paper cutting devices if the finger guard is missing.
15. Keep fingers away from the ejector slot when loading or testing stapling

- devices.
16. Point the ejector slot away from yourself and bystanders when refilling staplers.
 17. Do not use extension or power cords that have the ground prong removed or broken off.
 18. Use a cord cover or tape the cord down when running electrical or other cords across aisles, between desks or across entrances or exits.
 19. Do not place your fingers in or near the feed of a paper shredder.
 20. Do not connect multiple electrical devices into a single outlet.
 21. Do not throw matches, cigarettes or other smoking materials into trash baskets.
 22. Keep doors in hallways fully open or fully closed.
 23. Use a staple remover, not your fingers, for removing staples.
 24. Turn off and unplug office machines before adjusting, lubricating or cleaning them.
 25. Do not use fans that have excessive vibration, frayed cords or missing guards.
 26. Do not place floor type fans in walkways, aisles or doorways.
 27. Use handrails when ascending or descending stairs or ramps.
 28. Obey all posted safety and danger signs.
 29. Do not use frayed, cut or cracked electrical cords.
 30. Do not store or leave items on stairways or walkways.
 31. Do not run on stairs or take more than one step at a time.
 32. Do not jump from ramps, platforms, ladders or step stools.
 33. Clean up spills or leaks immediately by using a paper towel, rag or a mop and bucket.

Compressed Gas Cylinders

Storage and Handling:

1. Do not handle oxygen cylinders if your gloves are greasy or oily.
2. Store all cylinders in the upright position.
3. Place valve protection caps on gas cylinders that are in storage or not in use.
4. Do not lift cylinders by the valve protection cap.
5. Do not store compressed gas cylinders in areas where they can come in contact with chemicals labeled "Corrosive".
6. Place cylinders on a cradle, slingboard, pallet or cylinder basket to hoist them.
7. Do not place cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.

Cranes and Hoists

1. Do not use load hooks that are cracked, bent or broken.
2. Do not use cranes that do not have their rated load capacity indicated on each side of the crane or on its load block.
3. Passengers are not permitted to ride inside the operator's cab of a truck crane.
4. Keep crane windows clean. Do not use a crane if its windows are broken.
5. Do not exceed the rated load capacity as specified by the manufacturer.
6. Do not operate a crane on soft ground without cribbing and mats.
7. Fully extend outriggers before attempting a lift.
8. Stay outside the barricades of the posted swing radius.
9. Do not perform any crane refits or modifications without the manufacturer's approval.
10. Do not leave the crane unattended with a hoisted load.
11. Do not hoist loads over people.
12. Do not drive on the road shoulders.
13. Wear a high visibility vest when working as a signalman.
14. Only follow the signals of the person designated to give you signals when operating a crane.
15. Replace the belts, gears or rotating shaft guards after servicing a crane; do not use the crane if guards are missing from these areas.

Driving Rules

1. Slide materials to the end of the tailgate before attempting to lift them off of a pickup truck. Do not lift over the walls or tailgate of the truck bed.
2. Shut all doors and fasten your seat belt before moving the vehicle.
3. Obey all traffic patterns and signs at all times.
4. Maintain a three point contact using both hands and one foot or both feet and one hand when climbing into and out of trucks.
5. Only service delivery personnel are permitted to operate a service vehicle.
6. Do not ride in the bed of a pick-up truck.
7. Allow for greater stopping distance with heavier loads.

Edging

1. Do not start an edger if the blade is touching the ground.
2. Operate the edger at full blade speed.
3. When edging along roads, stay as close to the curb as possible.

Electrical Powered Tools

1. Do not use power equipment or tools on which you have not been trained.

2. Do not use cords that have splices, exposed wires or cracked or frayed ends.
3. Do not carry plugged in equipment or tools with your finger on the switch.
4. Do not carry equipment or tools by the cord.
5. Do not operate power hand tools or portable appliances while holding a part of the metal casing or holding the extension cord in your hand. Hold all portable power tools by the plastic hand grip or other nonconductive areas designed for gripping purposes.
6. Disconnect the tool from the outlet by pulling on the plug, not the cord.
7. Turn the tool off before plugging or unplugging it.
8. Do not leave tools that are "on" unattended.
9. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
10. Turn off electrical tools and disconnect the power source from the outlet before attempting repairs or service work. Tag the tool "Out of Service".
11. Do not remove the ground prong from electrical cords.
12. Do not use an adapter such as a cheater plug that eliminates the ground.
13. Do not connect multiple electrical tools into a single outlet.
14. Do not run extension cords through doorways, through holes in ceilings, walls or floors.
15. Do not drag, step on or place objects on a cord.

Electrical Safety

1. Don't wear metal jewelry that might make contact with electric current.
2. Wear eye protection where required.
3. Wear rubber soled shoes or boots on damp or wet surfaces.
4. Wear safety approved rubber and leather gloves when you work with electricity.
5. Read warning signs. They're posted to inform and protect you.
6. Study the operation manual for tools and equipment before you use them, then follow instructions.
7. Light your work safely with extension lamps that have nonconductive handles, sockets and guards.
8. Take care of extension cords so they don't twist or break. Make sure they're out of the way, so they won't get walked on.
9. Disconnect cords by grasping the plug. Don't yank them out.
10. Watch for makeshift wiring that can cause shocks and fires.
11. Follow lockout and tag out procedures before you begin repairs. Move the switch into the "off" position. Test equipment with meters.
12. Use Ground Fault Circuit Interrupters.
13. Choose battery powered tools wherever possible, especially when you're working outside.
14. Report immediately any defective or damaged equipment, machinery,

tools or wiring to your supervisor.

Files

1. Do not use a file as a pry bar, hammer, screwdriver or chisel.
2. When using a file or a rasp, grasp the handle in one hand and the toe of the file in the other.
3. Do not hammer on a file.

Flooring

1. Do not start to work on tiered buildings until the floor has been planked or decked over its entire surface, except for access openings.
2. Do not erect temporary flooring above protruding re-bar needles.

Forklift Operators Pre-Use Inspection

Do not use a forklift if any of the following conditions exist:

1. The mast has broken or cracked weld-points.
2. The roller tracks are not greased or the chains are not free to travel.
3. Forks are unequally spaced or cracks exist along the blade or at the heels.
4. Hydraulic fluid levels are low.
5. Hydraulic line and fitting have excessive wear or are crimped.
6. Fluid is leaking from the lift or the tilt cylinders.
7. The hardware on the cylinders is loose.
8. Tires are excessively worn, split or have missing tire material.
9. Air filled tires are not filled to the operating pressure indicated on the tire.
10. Batteries have cracks or holes, uncapped cells, frayed cables, broken cable insulation, loose connections or clogged vent caps.

Forklift Safety Rules

1. Do not exceed the lift capacity of the forklift. Read the lift capacity plate on the forklift if you are unsure.
2. Follow the manufacturer's guidelines concerning changes in the lift capacity before adding an attachment to a forklift.
3. Lift the load an inch or two to test for stability: If the rear wheels are not in firm contact with the floor, take a lighter load or use a forklift with a higher lift capacity.
4. Do not raise or lower a load while you are en-route. Wait until you are in the loading area and have stopped before raising or lowering the load.
5. After picking up a load, adjust the forks so that the load is tilted slightly

- backward for added stability.
6. Drive with the load at a ground clearance height of 4-6 inches at the tips and 2 inches at the heels in order to clear most uneven surfaces and debris.
 7. Drive at a walking pace and apply brakes slowly to stop when driving on slippery surfaces such as icy or wet floors.
 8. Approach railroad tracks at a 45 degree angle.
 9. Do not drive over objects in your pathway.
 10. Do not drive into an area with a ceiling height that is lower than the height of the mast or overhead guard.
 11. Steer wide when making turns.
 12. Do not drive up to anyone standing or working in front of a fixed object such as a wall.
 13. Do not drive along the edge of an unguarded elevated surface such as a loading dock or staging platform.
 14. Obey all traffic rules and signs.
 15. Sound horn when approaching blind corners, doorways or aisles to alert other operators and pedestrians.
 16. Do not exceed a safe working speed of five miles per hour; slow down in congested areas.
 17. Stay a minimum distance of three truck lengths from other operating mobile equipment.
 18. Drive in reverse and use a signal person when your vision is blocked by the load.
 19. Look in the direction that you are driving; proceed when you have a clear path.
 20. Do not use bare forks as a man-lift platform.
 21. Do not drive the forklift while people are on the attached man-lift platform.
 22. Drive loaded forklifts forward up ramps.
 23. Raise the forks an additional two inches to avoid hitting or scraping the ramp surface as you approach the ramp.
 24. Drive loaded forklifts in reverse when driving down a ramp.
 25. Drive unloaded forklifts in reverse when going up a ramp and forward when going down a ramp.
 26. Do not attempt to turn around on a ramp.
 27. Do not use "reverse" to brake.
 28. Lower the mast completely, turn off the engine and set the parking brake before leaving your forklift.

Fueling Vehicles

1. Turn the vehicle off before fueling.
2. Do not smoke while fueling a vehicle.
3. Wash hands with soap and water if you spill gasoline on your hands.
4. Do not over-fill vehicles.

5. Turn off all electrical switches on vehicles or attached power equipment.

Gasoline Powered Lawn Maintenance Tools

1. Do not operate powered equipment if you have not been trained.
2. Do not use tools that have parts, which are loose, worn, cracked or otherwise visibly damaged.
3. Do not alter or bypass any safety device provided by the manufacturer.
4. Only use grip locations specified by the manufacturer as handholds when operating the unit.
5. Do not pour fuel into the tank of a running engine.
6. Do not smoke while servicing, using or refueling a gasoline powered tool.
7. Do not run a gasoline engine inside the storage shed.
8. Turn the power switch of the engine to "off" when you are not cutting or trimming.
9. Allow the engine to cool before performing maintenance on it or refueling it.
10. Allow the engine to cool before covering or storing it in the storage shed.

General Machine Shop Safety

1. Replace the guards before starting machines, after making adjustments or repairs.
2. Do not remove, alter or bypass any safety guards or devices when operating any piece of equipment or machinery.
3. Do not wear loose clothing or jewelry in the machine shop.
4. Long hair must be contained under a hat or hair net, regardless of gender.
5. Read and obey safety warnings posted on or near any machinery.
6. Follow the safe handling instructions listed on the label of the container or listed on the corresponding Material Safety Data Sheet when handling each chemical in the machine shop.
7. Use personal protective clothing or equipment such as rubber gloves and protective eyewear, when using chemicals labeled "Flammable".
8. Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears, or other signs of visible damage.
9. Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.
10. Do not handle or load any containers of chemicals if their containers are cracked or leaking.
11. Do not use chemicals from unlabeled containers and unmarked cylinders.

Grinders

1. Wear safety glasses, goggles or face shields when operating a grinder.
2. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
3. Do not use grinding wheels that have chips, cracks or grooves.
4. Adjust the tongue guard so that it is no more than 1/4 inch from the grinding wheel.
5. Do not try to stop the wheel with your hand, even if you are wearing gloves.

Hammers

1. Do not strike a hardened steel surface, such as a cold chisel, with a claw hammer.
2. Do not use a hammer if your hands are oily, greasy or wet.
3. Do not use a hammer as a wedge or a pry bar.
4. Use only sledge type hammer on a striking face wrench.

Hand Tool Safety

1. Tag worn, damaged or defective tools "Out of Service" and do not use them.
2. Do not use a tool if its handle has splinters, burrs, cracks or splits, or if the head of the tool is loose.
3. Do not use impact tools such as hammers or chisels that have mushroomed heads.
4. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
5. Do not carry a sharp or pointed hand tool such as a screwdriver, chisel, or file in your pocket unless the tool or pocket is sheathed.
6. Do not perform "make-shift" repairs to tools.
7. Transport hand tools only in tool boxes or tool belts.
8. Wear safety glasses, goggles or face shield when operating grinders.
9. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
10. Keep the blade of all cutting tools sharp.
11. Carry all sharp tools in a sheath or holster.
12. When using knives, shears or other cutting tools, cut in a direction away from your body.
13. Do not carry sharp or pointed hand tools such as screwdrivers, scribes or files in your pocket unless the tool or pocket is sheathed.

Handling Chemicals

1. Read and follow the safety instructions on the chemical container label

and on the corresponding Material Safety Data Sheets before using, handling, or applying the chemicals in your workplace.

2. Wash your hands after stocking bags labeled "fertilizers" and "insecticides".
3. Do not use chemicals from unlabeled containers and unmarked cylinders. These chemicals should be identified and marked or disposed of properly.
4. Do not drag containers labeled "Flammable".

Heavy Equipment Safety

1. Wear hard hats, hearing protection and safety goggles while operating heavy equipment.
2. Wear seat belts when operating scrapers, loaders, dozers, tractors and graders.
3. No passengers are permitted on heavy equipment.
4. Keep windows and windshield clean.
5. Do not use heavy equipment if its horn and backup alarm do not sound.
6. Do not crawl under the raised dump body during inspection of a dump truck.
7. Turn off the engine before leaving heavy equipment unattended.
8. Do not jump off of or on to any heavy equipment.
9. Do not stay in the cab of haulage vehicles while the payload is being loaded or unloaded by cranes or loaders.
10. When finished using bulldozers or loaders, land the blade on the ground, set the brakes, turn off the power and shift the gear lever into neutral.
11. Keep heavy equipment in gear when going down grade. Do not use neutral.
12. Do not enter the bucket swing radius while the equipment is in operation.
13. Display the "Slow Moving Vehicle" sign when operating heavy equipment on roads.

Tractors

1. Stop the tractor, place it in neutral, and set the brakes before coupling any equipment to the tractor.
2. Do not make sharp turns when traveling downhill or traversing a slope.
3. Keep the tractor in gear when going downhill. Do not use neutral. If the brakes will not hold the load, drop or drag the bowl to make an emergency stop.
4. When replacing blades on tractors, lift the blade to the desired height and place blocks under the bottom of the blade near the ground plates.

Housekeeping

1. Do not place material such as boxes or trash in walkways and

- passageways.
2. Keep walking surfaces of elevated working platforms, such as scaffolds, clear of tools and materials that are not being used.
 3. Remove protruding nails or bend them down into the lumber by using a claw hammer.
 4. Return tools to their storage places after use.
 5. Do not use gasoline for cleaning purposes.

Job Site Traffic Control

1. Always set barricade work areas to protect workers from traffic.
2. Do not work outside the barricaded work area.

Lifting Procedures

1. Plan the move before lifting; remove obstructions from your chosen pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a coworker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your coworker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Get a firm grip on the object with your hands and fingers (use handles when present).
10. Never lift anything if your hands are greasy or wet.
11. Wear protective gloves when lifting objects with sharp corners or jagged edges.
12. Hold objects as close to your body as possible.
13. Perform lifting movements smoothly and gradually; do not jerk the load.
14. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
15. Set down objects in the same manner as you picked them up, except in reverse.
16. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
17. Slide materials to the end of the tailgate before attempting to lift them off a pickup truck. Do not lift over the walls or tailgate of the truck bed.

Line Trimming/Weed Eater

Before refueling the trimmer, remove it from your harness, place it on the ground, and allow the engine to cool.

Loading and Unloading

1. Engage air brakes or chock the wheels of the truck or trailer.
2. Do not drive away without first inspecting to see if all people and forklifts are out of the vehicle bed area.
3. Park the vehicle in such a location that exposure to traffic when unloading is limited.

Loading Docks

1. Keep the forklift clear of the dock edge while vehicles are backing up to the dock.
2. Do not begin loading or unloading until the supply truck has come to a complete stop, the engine has been turned off, the dock lock has been engaged, and the wheels have been chocked.
3. Attach the bridge or dock plate before driving the forklift into the truck.
4. Do not drive the forklift into a truck bed that has soft or loose decking or other unstable flooring.
5. Drive straight across the bridge plates when entering or exiting the trailer.
6. Use dock lights or headlights when working in a dark trailer.

Material Handling

1. Do not stand on a truck while materials are being loaded into it or unloaded from it by cranes.
2. Store materials at least six (6) feet away from the edge of floors that are elevated more than 36 inches (three (3) feet) from the ground.
3. Store all flammable materials in approved flammable cabinets or rooms.

Mowing

1. Visually inspect the area to be mowed. Remove or mow around hazards such as tree stumps, roots, rocks, branches, sprinklers, hoses, electrical cords, light fixtures, pipes, clotheslines, and toys.
2. Never bypass the kill switch on the mower handle.
3. Only the operator is permitted to ride on a riding mower.
4. Put the riding power mower into neutral before starting it or "shutting it off".
5. Turn the mower to "off" before dumping the grass catcher or removing clogged grass from the chute.

6. When using a riding mower, mow up and down the slope. Do not mow across a slope.
7. To mow across a slope, use the upright mower.
8. Keep the mower in gear when going down slopes.
9. Do not ride over raised sprinkler heads or plastic edging while blades are running.
10. Do not mow areas where students or staff are present.

Painting Safety

1. Store rags that have oil or paint on them in closed metal containers labeled "oily rags".
2. Press the pressure relief valve on painting canisters and painting guns prior to disconnecting them.
3. Do not store food or eat where spray painting is being performed.
4. Close the lids of containers of paint and thinner tightly, after each use, or when these containers are not being used.

Pesticide and Fertilizer Application/Spraying Operators

1. Do not handle or spray pesticides if you have open cuts or scratches on exposed skin surfaces on your arms or hands.
2. Visually inspect the area to be sprayed for trip hazards, low branches, and clothes lines before beginning the job. Avoid these hazards as you spray.
3. Keep containers tightly closed when you have finished using them.
4. Do not transfer pesticides or fertilizers into an unmarked or unlabeled container.
5. Do not transport a pesticide container in the cab of a service vehicle.
6. Always spray downwind; do not stand downwind when others are spraying.
7. Do not smoke or carry smoking materials while handling or spraying from containers.
8. Wash pesticide contaminated clothes separately from other clothing.
9. Carry fresh water and soap in the service vehicle when you are going to a pesticide or fertilizer spraying job.
10. Remove work clothes immediately whenever clothing becomes soaked or wet with liquids from containers.
11. Do not use empty or washed containers labeled "Pesticide" as eating or drinking containers.
12. At the end of the workday, remove work clothes and take a shower in the employee locker room before going home.
13. Refill the containers labeled "Hand wash", "Soap cleanser", and "Drinking water" that are on the service vehicles before going to a pesticide or fertilizer spraying job. Do not drink from the "Hand wash"

container; do not wash hands from the "Drinking water" container.

14. Label all areas that have been treated with pesticides in order to alert students and staff.

Picking Up a Load

1. "Square up" on the center of the load and approach it straight on with the forks in the travel position.
2. Stop when the tips of your forks are about a foot from the load.
3. Level the forks and slowly drive forward until the load is resting against the backrest of the mast.
4. Lift the load high enough to clear whatever is under it.
5. Back up about one foot then slowly and evenly tilt the mast backwards to stabilize the load.

Putting a Load Down

1. "Square-up" and stop about one foot from desired location.
2. Level the forks and drive to the loading spot.
3. Slowly lower the load to the floor.
4. Tilt the forks slightly forward so that you do not hook the load.
5. When the path behind you is clear of obstructions, back straight out until the forks have cleared the pallet.

Pliers

1. Do not use pliers as a wrench or a hammer.
2. Do not slip a pipe over the handles of pliers to increase leverage.
3. Use pliers with an insulated handle for electrical work.
4. Do not use pliers that are cracked, broken or sprung.

Rules Power Saw General

1. Wear safety goggles, protective gloves, a dust mask and hearing protection when operating a power saw.
2. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
3. Do not wear loose clothing or jewelry.
4. Long hair must be contained under a hat or hair net, regardless of gender.
5. Read and obey safety warnings posted on or near any power saw.
6. Replace the guard before starting a power saw and after making adjustments or repairs.
7. Do not remove, alter or bypass any safety guards or devices when operating any power saw.

8. Do not use a power saw that has cracked, broken, or loose guards or other visible damage.
9. Remove all nails from the stock before using the power saw to cut the stock.
10. Do not make measurements to the stock while the power saw is running. Make the measurements before turning the power switch to the "on" position.
11. When using the power saw, do not hold the workpiece against your body when making the cut.
12. Do not perform cutting operations with the power saw while standing on a wet or slippery floor.
13. When using the power saw, do not reach across the cutting operation.
14. Cut away from your body and below your shoulder level when you are using a power saw.
15. Use the pusher stick to guide materials through the power saw when cutting short stock.
16. Do not try to stop a work-piece as it goes through any power saw. If the power saw becomes jammed, disconnect the power before clearing the jam.
17. Turn the power switch of the saw to "off" and allow the blade to stop before attempting to pull out an incomplete cut.
18. Do not feed the material faster than the power saw can cut it.

Radial Arm Saws

1. Stop using the saw if the lower portion of the blade hood is not adjusting itself to the thickness of the material being cut as the blade passes through the material.
2. When cutting, pull the radial arm saw to the point necessary to complete the cut, release it, then let it return to its stored position. If the saw movement is sluggish or hesitant and it does not return to its stored position in a smooth and timely fashion, turn the power switch of the saw to "off" and tag it "Out of Service".
3. Allow the radial arm saw to return to its stored position before removing the stock from the table.
4. Lay the stock "squarely" and "solidly" on the table for cross-cutting.
5. Use a clamp to secure cylindrical stock to the table before cutting the stock with a radial arm saw.
6. Use the anti-kickback device on the radial arm saw when it is used for ripping.
7. Use the spreader when ripping to prevent the wood from immediately coming back together and binding the blade.
8. Position the spreader directly in line with the blade.
9. Feed the material to be cut against the revolving blade from the side where the blade rotates upward.

Riveting and Bolting

1. Do not use your hands to guide a bit into place when riveting or bolting steel.
2. Disconnect the snap and plunger from an air hammer when it is not in use.
3. Do not pass air powered tools by the hose from one worker to another.
4. Do not throw material from one person to another. Use tag lines and a basket to hoist bolts, washers, drift pins and tools.
5. Use a receptacle or a net to catch rivets or bolts that are knocked off or backed out from your work area.
6. Do not carry nuts, bolts, rivets or drift pins in your hands or pockets; use the carrying/storing container provided for this purpose.

Roofing Safety

Do not stand, work, or operate equipment such as felt-laying machines or mechanical moppers within three feet of any unprotected roof opening or within five feet of any unprotected roof edge.

Fall Protection Guidelines

A. General

1. Fall protection systems shall comply with the applicable provisions of OSHA Standard 1926.502.
2. Employers shall provide and install all fall protection systems required by this subpart for an employee, and shall comply with all other pertinent requirements of this subpart before that employee begins the work that necessitates the fall protection.

A. Guardrail systems.

1. Guardrail systems and their use shall comply with the provisions of OSHA 1926.502.
2. Guardrail systems shall be capable of withstanding, without failure, a force of at least 200 pounds (890N), applied within 2 inches (5.1 cm) of the top edge, in any outward or downward direction, at any point along the top edge.

A. Safety net systems.

1. Safety net systems and their use shall comply with the provisions of OSHA 1926.502.

2. Safety nets shall extend outward from the outer most projection of the work surface as follows:

Minimum required horizontal distance

Vertical distance from working level of outer edge of net from the edge of
To horizontal plane of net the working surface

Up to 5 feet 8 feet

More than 5 feet up to 10 feet 10 feet

More than 10 feet 13 feet

A. Personal fall arrest systems.

1. Personal fall arrest systems and their use shall comply with OSHA 1926.502.
2. Effective January 1, 1998, body belts are not acceptable as part of a personal fall arrest system. Note: The use of a body belt in a positioning device system is acceptable and is regulated under paragraph (e) of OSHA 1926.502.

A. Controlled access zones.

1. Controlled access zones shall conform to OSHA 1926.501(b)(9) and 1926.502(k).
2. When used to control access to areas where leading edge and other operations are taking place the controlled access zone shall be defined

by a control line or by any other means that restricts access.

A. Safety monitoring systems.

1. Safety monitoring systems shall conform to OSHA 1926.501(b)(10) and 1926.502(k).
2. The employer shall designate a competent person to monitor the safety of other employees and employer shall ensure that the safety monitor complies with the following requirements:
 - a. The safety monitor shall be competent to recognize fall hazards;
 - b. The safety monitor shall warn the employee when it appears that the employee is unaware of a fall hazard or is acting in an unsafe manner;
 - c. The safety monitor shall be on the same walking/working surface and within visual sighting distance of the employee being monitored;
 - d. The safety monitor shall be close enough to communicate orally with the employee; and
 - e. The safety monitor shall not have other responsibilities which could take the monitor's attention from the monitoring function.

A. Covers.

1. All holes in floors, roofs, and other walking/working surfaces shall be covered
2. All covers shall be capable of supporting, without failure, at least twice the weight of employees, equipment, and materials that may be imposed on the cover at any one time.

A. Toeboards.

1) Toeboards, when used as falling object protection, shall be erected along the edge of the overhead walking/working surface for a distance sufficient to protect employees below.

Sanding Equipment

1. Always leave the floor sanding machine(s) unplugged until ready for use.
2. Unplug the belt sander when changing the sander belt.
3. Always use approved dust mask when sanding.

Screwdrivers

1. Always match the size and type of screwdriver blade to fit the head of the screw.
2. Do not hold the work-piece against your body while using a screwdriver.
3. Do not put your fingers near the blade of the screwdriver when tightening a screw.
4. Do not force a screwdriver by using a hammer or pliers on it.
5. Do not use a screwdriver as a punch, chisel or pry bar.
6. Use a screwdriver that has an insulated handle for electrical work.
7. Do not use a screwdriver if your hands are wet, oily or greasy.
8. When using a spiral ratchet screwdriver, push down firmly and slowly.

Self Propelled Boom

1. Never fill fuel tank while engine is running or hot; avoid the possibility of spilled fuel causing a fire.
2. Always refuel slowly to avoid spillage.
3. When starting engine, maintain a safe distance from moving parts of equipment.
4. Do not start engine with clutch engaged.
5. Do not spin hand crank when starting. Keep cranking components clean and free from conditions which might cause the crank jaw to bind and not release properly. Oil periodically to prevent rust.
6. Never run engine with governor disconnected, or operate at load speeds in excess of 2800 RPM for model VH4D, 2400RPM, for model VG4D and 3000 RPM for model V-465D.
7. Do not operate engine in a closed building unless the exhaust is piped outside. This exhaust contains carbon monoxide, a poisonous, odorless and invisible gas, which if breathed causes serious illness and possible death.
8. Never make adjustments on machinery while it is connected to the engine without first removing the ignition cables from the spark plugs. Turning the machinery over by hand during adjusting or cleaning might start the engine and machinery with it, causing serious injury to the operator.
9. Precaution is the best insurance against accidents.

Shop Safety

1. Wear safety goggles when working underneath vehicles or around solvents.
2. Do not take any cigarette lighters into the shop area.
3. Do not wear jewelry or loose clothing while working in the shop area.

4. Return tools to their storage places after use.
5. Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons and protective eyewear, when using chemicals labeled "Flammable", "Corrosive", "Caustic" or "Poisonous".
6. Do not use gasoline or thinners for cleaning purposes.
7. Wear your bump cap when working underneath a vehicle.
8. Wear safety glasses or your full-face shield when working on a brake drum of an automobile.
9. Do not use air hoses to clean brake drums.
10. Wash down all brake drums and components with a liquid soap cleaning solution, or water before removing them.
11. Follow these steps when handling hot automotive parts that have been removed from vehicles:

A. Pick up the part using gloves, heat resistant pads or dry rags.

B. Place hot parts such as loose pipes and mufflers in metal containers that are labeled "Hot Metal Parts Only".

1. Use a flexible exhaust hose to vent engine exhaust to the outside when the shop bay doors are closed.
2. Use a cord cover or tape the cord down when running electrical or other cords across aisles, between desks or across entrances or exits.

Servicing Multi-Piece and Single Rim Wheels

Scope:

This section applies to the servicing of multi-piece and single piece rim wheels used on large vehicles such as trucks, tractors, trailers, buses and off-road machines. It does not apply to the servicing of rim wheels used on automobiles, or on pickup trucks and vans utilizing automobile tires or truck tires designated "LT".

This section does not apply to employers and places of employment regulated under the Construction Safety Standards, 29 CFR Part 1926; the Agriculture Standards, 29 CFR Part 1928; the Shipyard Standards, 29 CFR Part 1915; or the Longshoring Standards, 29 CFR Part 1918.

All provisions of this section apply to the servicing of both single piece rim wheels and multi-piece rim wheels unless designated otherwise.

Definitions:

Barrier means a fence, wall or other structure or object placed between a single

piece rim wheel and an employee during tire inflation to contain the rim wheel components in the event of the sudden release of the contained air of the single piece rim wheel.

Charts means the U.S. Department of Labor, Occupational Safety and Health Administration publications entitled "Demounting and Mounting Procedures for Truck/Bus Tires" and "Multi-Piece Rim Wheel Matching Chart", the National Highway Traffic Safety Administration (NHTSA) publications entitled

"Demounting and Mounting Procedures for Truck/Bus Tires" and "Multi-Piece Rim Wheel Matching Chart", or any other poster which contains at least the same instructions, safety precautions and other information contained in the charts that is applicable to the types of wheels being serviced.

Installing a rim wheel means the transfer and attachment of an assembled rim wheel onto a vehicle axle hub.

Removing means the opposite of installing.

Mounting a tire means the assembly or putting together of the wheel and tire components to form a rim wheel, including inflation.

Demounting means the opposite of mounting.

Multi-piece rim wheel means the assemblage of a multi-piece wheel with the tire tube and other components.

Multi-piece wheel means a vehicle wheel consisting of two or more parts, one of which is a side or locking ring designed to hold the tire on the wheel by interlocking components when the tire is inflated.

Restraining device means an apparatus such as a cage, rack, assemblage of bars and other components that will constrain all rim wheel components during an explosive separation of a multi-piece rim wheel or during the sudden release of the contained air of a single piece rim wheel.

Rim manual means a publication containing instructions from the manufacturer or other qualified organization for correct mounting, demounting, maintenance, and safety precautions peculiar to the type of wheel being serviced.

Rim wheel means an assemblage of tire, tube and liner (where appropriate), and wheel components.

Service or servicing means the mounting and demounting of rim wheels, and related activities such as inflating, deflating, installing, removing, and handling.

Service area means that part of an employer's premises used for the servicing of rim wheels or any other place where an employee services rim wheels.

Single piece rim wheel means the assemblage of single piece rim wheel with the tire and other components.

Trajectory means any potential path or route that a rim wheel component may travel during an explosive separation, or the sudden release of the pressurized air, or an area at which an airblast from a single piece rim wheel may be released. The trajectory may deviate from paths which are perpendicular to the assembled position of the rim wheel at the time of separation or explosion (See Appendix A for examples of trajectories).

Wheel means that portion of a rim wheel which provides the method of attachment of the assembly to the axle of a vehicle and also provides the means to contain the inflated portion of the assembly (i.e.: the tire and/or tube).

Employee Training

1. The employer shall provide a program to train all employees who service rim wheels in the hazards involved in servicing those rim wheels and the safety procedures to be followed.
2. The employer shall assure that no employee services any rim wheel unless the employee has been trained and instructed in correct procedures of servicing the type of wheel being serviced and in the safe operating procedures described in paragraphs of this section.
3. Information to be used in the training program shall include, at a minimum, the applicable data contained in the charts (rim manuals) and the contents of this standard.
4. Where an employer knows or has reason to believe that any of his employees is unable to read and understand the charts or rim manual, the employer shall assure the employee is instructed concerning the contents of the charts and rim manual in a manner which the employee is able to understand.
5. The employer shall assure each employee demonstrates and maintains the ability to service rim wheels safely, including performance of the following tasks:
 - A. Demounting of tires (including deflation)
 - B. Inspection and identification of the rim wheel components
 - C. Mounting of tires (including inflation with a restraining device or other safeguard required by this section).
 - D. Use of the restraining device or barrier and other equipment required by this section.

- E. Handling of rim wheels**
 - F. Inflation of the tire when a single piece rim wheel is mounted on a vehicle.**
 - G. An understanding of the necessity of standing outside the trajectory both during inflation of the tire and during inspection of the rim wheel following inflation and installation and removal of rim wheels.**
- 1. The employer shall evaluate each employee's ability to perform these tasks and to service rim wheels safely, and shall provide additional training as necessary to assure each employee maintains his or her proficiency.**

Tire Servicing Equipment

- 1. The employer shall furnish a restraining device for inflating tires on multi-piece wheels.**
 - 2. The employer shall provide a restraining device or barrier for inflating tires on single piece wheels unless the rim wheel will be bolted onto a vehicle during inflation.**
 - 3. Restraining devices and barriers shall comply with the following requirements:**
 - A. Each restraining device or barrier shall have the capacity to withstand the maximum force that would be transferred to it during a rim wheel separation occurring at 150% of the maximum tire specification pressure for the type of rim wheel being serviced.**
 - B. Restraining devices and barriers shall be capable of preventing the rim wheel components from being thrown outside or beyond the device.**
 - C. Restraining devices and barriers shall be visually inspected prior to each day's use and after any separation of the rim wheel components or sudden release of contained air. Any restraining device or barrier exhibiting damage such as the following defects shall be immediately removed from service:**
 - 1. Cracks at welds**
 - 2. Cracked or broken components**
 - 3. Bent or sprung components caused by mishandling, abuse, tire explosion or rim wheel separation**
 - 4. Pitting of components due to corrosion**
 - 5. Other structural damage which would decrease its effectiveness**
- 1. Restraining devices or barriers removed from service shall not be returned to service until they are repaired and reinspected. Restraining devices or barriers requiring structural repair such as component**

replacement or rewelding shall not be returned to service until they are certified by either the manufacturer or a Registered Professional Engineer as meeting the strength requirements of this section.

2. The employer shall furnish and assure an air line assembly consisting of the following components by used for inflating tires:
 - A. A clip on chuck
 - B. An in-line valve with a pressure gauge or a presentable regulator
 - C. A sufficient length of hose between the clip on chuck and the in-line valve (if one is used) to allow the employee to stand outside the trajectory
1. Current charts or rim manuals containing instructions for the type of wheels being serviced shall be available in the service area.
2. The employer shall furnish and assure only tools recommended in the rim manual for the type of wheel being serviced are used to service rim wheels.

Wheel Component Acceptability

1. Multi-piece wheel components shall not be interchanged except as provided in the charts or in the applicable rim manual.
2. Multi-piece wheel components and single piece wheels shall be inspected prior to assembly. Any wheel or wheel component which is bent out of shape, pitted from corrosion, broken, or cracked shall not be used and shall be marked or tagged unserviceable and removed from the service area. Damaged or leaky valves shall be replaced.
3. Rim flanges, rim gutters, rings, bead seating surfaces and the bead areas of tires shall be free of any dirt, surface rust, scale or loose or flaked rubber buildup prior to mounting and inflation.
4. The size (bead diameter and tire/wheel widths) and type of both the tire and the wheel shall be checked for compatibility prior to assembly of the rim wheel.

Safe Operating Procedure--Multi-Piece Rim Wheels

1. The employer shall establish a safe operating procedure for servicing multi-piece rim wheels and shall assure employees are instructed in and follow that procedure. The procedure shall include at least the following elements:
 - A. Tires shall be completely deflated before demounting by removal of the valve core

B. Tires shall be completely deflated by removing the valve core before a rim wheel is removed

From the axle in either of the following situations:

- 1. When the tire has been driven under inflated at 80% or less of its recommended pressure, or**
- 2. When there is obvious or suspected damage to the tire or wheel components**
- 3. Rubber lubricant shall be applied to bead and rim mating surfaces during assembly of the wheel and inflation of the tire unless the tire or wheel manufacturer recommends against it**

C. If a tire on a vehicle is under inflated but has more than 80% of the recommended pressure, the tire may be inflated while the rim wheel is on the vehicle provided remote control inflation equipment is used, and no employees remain in the trajectory during inflation

D. Tire shall be inflated outside a restraining device only to a pressure sufficient to force the tire bead onto the rim ledge and create an airtight seal with the tire and bead

E. Whenever a rim wheel is in a restraining device the employee shall not rest or lean any part of this body or equipment on or against the restraining device

F. After tire inflation, the tire and wheel components shall be inspected while still within the restraining device to make sure they are properly seated and locked. If further adjustment to the tire or wheel components is necessary, the tire shall be deflated by removal of the valve core before the adjustment is made.

G. No attempt shall be made to correct the seating of side and lock rings by hammering, striking, or forcing the components while the tire is pressurized.

H. Cracked, broken, bent or otherwise damaged rim components shall not be reworked, welded, brazed, or otherwise heated.

I. Whenever multi-piece rim wheels are being handled, employees shall stay out of the trajectory unless the employer can demonstrate that performance of the servicing makes the employee's presence in the trajectory necessary.

J. No heat shall be applied to a multi-piece wheel or wheel component

Safe Operating Procedure-Single Piece Rim Wheels

The employer shall establish a safe operating procedure for servicing single piece rim wheels and shall assure that employees are instructed in and follow that procedure. The procedure shall include at least the following elements:

1. Tires shall be completely deflated by removal of the valve core before demounting
2. Mounting and demounting of the tire shall be done only from the narrow ledge side of the wheel. Care shall be taken to avoid damaging the tire beads while mounting tires on wheels. Tires shall be mounted only on compatible wheels of matching bead diameter and width.
3. Nonflammable rubber lubricant shall be applied to bead and wheel mating surfaces before assembly of the rim wheel, unless the tire or wheel manufacturer recommends against the use of any rubber lubricant
4. If a tire changing machine is used, the tire shall be inflated only to the minimum pressure necessary to force the tire bead onto the rim ledge while on the tire changing machine
5. If a bead expander is used, it shall be removed before the valve core is installed and as soon as the rim wheel becomes airtight (the tire bead slips onto the bead seat)
6. Tires may be inflated only when contained within a restraining device, positioned behind a barrier or bolted on the vehicle with the lug nuts fully tightened
7. Tires shall not be inflated when any flat, solid surface is in the trajectory and within one foot of the sidewall
8. Employees shall stay out of the trajectory when inflating a tire
9. Tires shall not be inflated to more than the inflation pressure stamped in the sidewall unless a higher pressure is recommended by the manufacturer
10. Tires shall not be inflated above the maximum pressure recommended by the manufacturer to seat the tire bead firmly against the rim flange
11. No heat shall be applied to a single piece wheel
12. Cracked, broken, bent, or otherwise damaged wheels shall not be reworked, welded, brazed, or otherwise heated

Stacking One Load on Top of Another

1. Stop about one foot away from the loading area and lift the mast high enough to clear the top of the stack.
2. Slowly move forward until the load is squarely over the top of the stack.
3. Level the forks and lower the mast until the load is no longer supported by the forks.
4. Look over both shoulders for obstructions and back straight out if the path is clear.

Stairways, Floors, and Openings

1. Stand clear of floor openings if guardrails or covers are removed or displaced.

2. Do not work on open-sided floors, elevated walkways or elevated platforms if there are no guardrails in place.

Starting the Forklift

Apply the foot brake and shift gears to neutral before turning the key.

Steel Assembly and Connecting

1. Do not guy columns, trusses or beams unless they have been tied.
2. Do not work over an exposed vertical reinforcing rod unless the end has been bent out.
3. Do not touch a wire rope when it is being pulled, extended or withdrawn.
4. Do not place fingers next to blocks or sheaves.

Table Saws

1. Do not use the table saw to cut long workpieces unless a coworker is standing at the output end of the table saw to catch long workpieces as they leave the saw.
2. Do not use a table saw blade or cutting head that has missing teeth or is cracked.
3. Keep your hand out of the line of the cut when feeding the workpiece into the blade saw.
4. Use the push stick to guide the stock when there is not enough room for hand movement between the rip fence and the table saw blade.
5. Use anti-kickback "dog fingers" when a workpiece is being ripped.
6. Use the spreader when ripping to prevent wood from immediately coming back together and binding the blade.
7. Position the spreader directly in line with the blade.

Trenching Safety

1. Do not start work until barricades, barrier logs, fill or other protective protection have been installed to isolate the work area from local traffic.
2. Reflective warning vests must be worn by traffic flagmen who are assigned to controlling traffic.
3. Do not walk under platforms that bridge a trench.
4. Do not enter a trench, unless you have been given permission by the competent person. Seek out and identify the designated "Competent Person" for the excavation site.
5. Use ladders, structural ramps, or stairways as a means of access or

- egress from excavations.
6. Do not use scrap lumber, excavation machinery, or other improvised devices for climbing.
 7. Do not climb a ladder unless it extends at least three (3) feet or three (3) rungs beyond the edge of the trench.

Trench Box Safety

1. Do not enter a trench box during its installation or removal.
2. Do not enter a trench box that is being moved.

Use of Cylinders

1. Do not use dented, cracked or other visually damaged cylinders.
2. Use only an open ended or adjustable wrench when connecting or disconnecting regulators and fittings.
3. Do not transport cylinders without first removing regulators and replacing the valve protection caps.
4. Close the cylinder valve when work is finished, when the cylinder is empty or at any time the cylinder is moved.
5. Do not store oxygen cylinders near fuel gas cylinders such as propane or acetylene, or near combustible material such as oil or grease.
6. Stand to the side of the regulator when opening the valve.
7. If a cylinder is leaking around a valve or a fuse plug, move it to an outside area away from where work is performed and tag it to indicate the defect.
8. Do not hoist or transport cylinders by means of magnets or choker slings.
9. Do not use compressed gas to clean the work area, equipment or yourself.
10. Do not remove the valve wrench from acetylene cylinders while the cylinder is in use. Open compressed gas cylinder valves slowly. Open fully when in use to eliminate possible leakage around the cylinder valve stem.
11. Purge oxygen valves, regulators and lines before use.

Vehicle Safety

1. Motor vehicles provided by the company must be maintained in good mechanical condition with regular servicing, kept clean inside and out, and operated safely in accord with all local and state motor vehicle codes and laws. A trip sheet must be completed daily for each vehicle.
2. Employees must understand and accept the responsibility for operation company vehicles in a safe, lawful, and courteous manner. Driver training, motor vehicle license checks, drug testing, and vehicle inspections are guidelines to be considered a part of this policy, and

documented non compliance with the parameters of this policy can result in loss of driving privileges or more serious consequences.

3. Reckless or aggressive driving practices will not be tolerated. Drivers are expected to conduct themselves in a courteous, professional manner at all times. Drinking or the use of drugs while driving risks the lives of innocent people not to mention your life and those riding with you.
4. Employees must be given notice early in their employment that certain actions or behavior outside the parameters of this policy will become grounds for termination.
5. In order to help reduce the cost of accidents and measure fleet safety, employees must adhere to strict procedures with regard to accident reporting and claims administration.
6. Management is responsible for selecting vehicles that are appropriate for the job to be accomplished, provide for service and maintenance, and safety equipment that will protect the driver and all passengers. Management must provide a safe work environment for all employees and specific safety training programs for employees with driving responsibility.

Vises

1. When clamping a long work piece in a vise, support the far end of the workpiece by using an adjustable pipe stand, saw horse or box.
2. Position the workpiece in the vise so that the entire face of the jaw supports the workpiece.
3. Do not use a vise that has worn or broken jaw inserts, or has cracks or fractures in the body of the vise.

Wrenches

1. Do not use wrenches that are bent, cracked, badly chipped or that have loose or broken handles.
2. Do not slip a pipe over a single head wrench handle for increased leverage.
3. Do not use a shim to make a wrench fit.
4. Size the adjustable wrench to fit the nut before turning.
5. Use a split box wrench on flare nuts.
6. Do not use a wrench with broken or battered points.
7. Discard any wrench with spread, nicked or battered jaws or if the handle is bent.
8. Use box or socket wrenches on hexagon nuts and bolts as a first choice, and open end wrenches as a second choice.

School Board of Gadsden County Playground Inspection Report

GENERAL SITE INFORMATION

Inspection Date: _____ Time: _____

Location Name: _____

Inspector: _____

GENERAL EQUIPMENT INFORMATION

Area #: _____ Part #: _____

Site Location: _____

Equipment Present: _____

INSPECTION INFORMATION

1. **Equipment stability and broken/loose components**
Satisfactory / Unsatisfactory / Not applicable
2. **Re-distribute loose-fill surfacing material to areas of "dishing" (i.e. slide exits, overhead components, etc.)**
Satisfactory / Unsatisfactory / Not applicable
3. **Check depth of protective/cushioning surfacing to ensure adequate (check minimum 3 locations)**
Satisfactory / Unsatisfactory / Not applicable
4. **Broken glass and/or foreign debris on play equipment or concealed in protective surfacing**
Satisfactory / Unsatisfactory / Not applicable
5. **Unwrap any swings wrapped around swing top rail**
Satisfactory / Unsatisfactory / Not applicable
6. **Check all moving components for maintenance concerns (i.e. wear and tear issues, etc.)**
Satisfactory / Unsatisfactory / Not applicable
7. **Check condition of site furnishings and site amenities for vandalism**
Satisfactory / Unsatisfactory / Not applicable
8. **Check any wood components for cracking, splitting, splintering and gaps greater than 19mm (3/4 inch)**
Satisfactory / Unsatisfactory / Not applicable
9. **Check condition of retaining wall/barrier (if present)**
Satisfactory / Unsatisfactory / Not applicable
10. **Check condition of access into play area (i.e. pathway, fencing, etc.)**
Satisfactory / Unsatisfactory / Not applicable
11. **Check all fittings, bearing hangers, guardrails and components**
Satisfactory / Unsatisfactory / Not applicable
12. **Check swing seats for damage and decay**
Satisfactory / Unsatisfactory / Not applicable
13. **Check swing chains for kinked, twisted, worn or broken chain**

Satisfactory / Unsatisfactory / Not applicable

14. Check slides for cracks and sharp points

Satisfactory / Unsatisfactory / Not applicable

15. Check tires for drainage and/or protruding steel components

Satisfactory / Unsatisfactory / Not applicable

16. Check for graffiti and/or vandalism

Satisfactory / Unsatisfactory / Not applicable

17. Check for components requiring monitoring and/or repair from previous monthly or annual inspection report (i.e. has situation deteriorated? Was repair made? And if so is it now compliant or has a new problem been created?)

Satisfactory / Unsatisfactory / Not applicable

18. Check for seasonal or environmental issues (i.e. gaps at slides created by expanding or shrinking components such as poly slides, sectional slides becoming disjointed, lexan panels warping, frost heave, etc.)

Satisfactory / Unsatisfactory / Not applicable

19. Check for exposed foundations (i.e. concrete footings and other connecting devices, etc.)

Satisfactory / Unsatisfactory / Not applicable

20. Remove any obvious hazards

Satisfactory / Unsatisfactory / Not applicable

21. Check for drainage problems/issues

Satisfactory / Unsatisfactory / Not applicable

SURFACING MAINTENANCE INFORMATION

1) Approximate time frame for top-up of protective surfacing:

ASAP

Within 3 months

Within 6-12 months

Not applicable

2) Approximate time frame for roto-tilling/loosening of protective surfacing:

ASAP

Within 3 months

Within 6-12 months

Not applicable

Issues requiring immediate attention:

Person contacted regarding above noted issue:

Additional comments:

Inspectors Signature:

Safety Inspection Form – Out-door Sports Complex

Month of: _____

Symbols ✓ = Ok, ☒ = Corrective Action Needed

Premises Location

Park:	Field:	Park:	Park:
Field:	Park:	Park:	Park:

General Conditions/Premises Operations and Maintenance

Buildings		Exterior Common Areas	
1	Housekeeping	22	Unauthorized Vehicles
2	Signage: Fresh paint/intact/clear view	23	Parking Lot Striping
3	Temperature control Adequate	24	Step Hazard Yellow Striping
4	Lighting Inside	25	Sprinkler Heads
5	Lighting (Outdoor) Poles Free of Damage	26	Outer Walls
6	Improper tool use	27	Benches
7	PPE In place/adequate inventory	28	Sidewalks
8	Ceiling Tiles/Water Marks	29	Door Mats
9	Flammable Storage Policy Followed	30	Ground Floor Windows
10	Hall Lighting	31	Parking Surfaces
11	Emergency Lighting	32	Ant Piles
12	Exit Sign Lighting	33	Excess Vegetation
13	Fire Extinguishers	34	Outer Door Locks
14	Carpeting	35	Lightning detection
15	Other Floor Surfaces	36	Auth. Personnel Only signage
16	Restroom Floors	37	A/C Poles at all tanks/buildings
17	Storage at Exits	38	Overhanging trees
18	Storage in Front of Breakers	39	Debris/Trash
19	Fire Alarm	40	Yard Waste
20	Security Alarm	41	Other:
21	Smoke Detectors	42	Other:
NIGHT TIME			
43	Lighting Building Entrances	46	Lighting - Loading Docks
44	Parking area lighting	47	Flood Lights
45		48	Perimeter Lighting
Play Surfaces			
49	Clay	51	Equipment goals/bases/
50	Sod	52	Digputs/Bleachers/Benches
Perimeter Fencing			
53	Line Fencing	66	Locks
54	Gate Mechanical	67	Signage

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SAFETY AND HEALTH COMMITTEE

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A. OBJECTIVE

To assist management in establishing and maintaining a safe and efficient workplace environment.

B. MEMBERSHIP

Members should be chosen in view of the duties and responsibilities of the committee. A chairman and secretary should be appointed and committee members selected according to their position, knowledge, abilities and interest in promoting safety. A person from each department should be represented. However, care must be taken to avoid creating too large of a committee. A smaller committee usually functions more effectively than a larger one. Large committees tend to produce more debate and less action. Committees should have an odd number of members to prevent tie votes.

Management and the labor force should both be represented on the committee.

C. SCOPE

A well-run Safety and Health Committee is an important part of the loss control program. It can help reduce the cost of operation and produce many other effects, such as:

- Reducing the occurrence, frequency and/or severity of accidents.
- Increase productive output (quality and quantity).
- Improve the use of equipment.
- Reduce material waste.
- Enhance employee satisfaction.
- Facilitate employee loyalty, cooperation and contributions.
- Provide analysis and evaluation of injury and incident data and program performance to management.
- Develop countermeasure for identified problems per Company business plans.

D. GOALS

A safety committee shall be responsible for establishing annual goals concerning hazard control and accident prevention. Once the goals are set and specific objectives formulated, they are to be provided to management and the Safety Coordinator.

Some examples of goals could be:

- Help the company comply with government standards concerning loss control matters.
- Integrate hazard control and safety into the day-to-day activity of all personnel.
- Improve the new employee orientation and training programs.
- Reduce injury incidence rates (i.e., frequency and/or severity).

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SAFETY AND HEALTH COMMITTEE

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- Evaluate injury and incident occurrences for the purpose of providing management with recommended countermeasures concerning prevention.

E. ACTIVITY AND DUTIES

The safety committee shall meet on a regular basis to accomplish its goals and objectives.

The safety committee shall also discuss accidents, near misses, new training requirements, employee suggestions, future educational needs as they relate to safety and submit recommended countermeasures for improvement. Other actions should include:

- Review quality of supervisor's accident investigation reports.
- Review actions taken to prevent accident recurrences.
- Establishing a system for handling employee safety suggestions.
- Reviewing new employee safety orientation procedures.
- Reviewing results of the safety inspection program.
- Participation in revising safety rules and procedures.
- Consulting management in arranging special safety training programs.
- Reviewing and help implement specific accident prevention activities.
- Reviewing, updating, and preparing reports on the status of the loss control program.
- Acting as a consultative body for the company on safety and loss control issues and problems.

F. EFFECTIVE COMMITTEE MEETINGS

Good safety meetings require thorough planning and effort. Notices of meetings should be sent to each member of the committee.

The meeting place should be comfortable, well lighted, with no distractions.

- **CALL TO ORDER**—The meeting should be called to order promptly at the appointed time.
- **ROLL CALL BY THE SECRETARY**—Names of members and others present should be recorded. Members who cannot attend should send an alternate. Absences should also be noted.
- **INTRODUCTION OF VISITORS**—If any.
- **MINUTES**—Of the previous meeting should be briefly reviewed.
- **UNFINISHED BUSINESS**—A status review of issues or assignments made during the last meeting should take place.
- **REVIEW OF ACCIDENTS**—Serious accidents or incidents since the last meeting should be reviewed with an aim towards preventing recurrences. Plant loss statistics may be reviewed and discussed.

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SAFETY AND HEALTH COMMITTEE

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- **OTHER ACTIVITIES**—Inspections, environmental health studies, ergonomic studies, surveys, training programs, safety suggestions, and other activities from the past month should be reviewed, e.g., reports received from insurance company service representatives.
- **NEW BUSINESS**—Any new issues, programs, problems, etc., should be brought up. Appropriate assignments should be given.
- **GENERAL DISCUSSION**—Any relevant comments or suggestions for the good of the company should be discussed. Guest speakers may also be allotted this time.
- **ADJOURNMENT**—Set time, date and location of the next meeting. Adjourn on time.

Minutes should be taken, prepared, and circulated by the secretary after approval by the chairman. The minutes should accurately record all decisions made and actions taken since they serve as a means of keeping management informed of the group's work and as a follow-up. Committee members and the company managers should receive copies and a copy should be posted on the employee bulletin board. Copies should be maintained for one year.

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SAFETY AND HEALTH COMMITTEE

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SAMPLE MINUTES OF THE GENERAL SAFETY AND HEALTH COMMITTEE MEETING

Date of Meeting _____

Date of Next Meeting _____

Time Closed _____

Date of Last Meeting _____

Signed _____

Names of Committee Members and Guests Present

Pending Business: The following action was taken on business pending before the Committee. (Refer to recommendations by number.)

Recommendations completed since last meeting _____

Recommendations under consideration _____

Recommendations rejected _____

New Business: The following attached reports were read, discussed, and approved:

Inspection Report of Safety Inspector dated _____

Workmen's Committee Report dated _____ (where applicable)

Foremen's Committee Report dated _____ (where applicable)

Accidents and Preventive Recommendations Made: The records of all injuries reported by employees since the last General Safety Committee meeting were reviewed to determine what caused the injuries, and what steps should be taken to prevent recurrence. The discussion developed the following:



Optional Information
Name of school:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:



General Classroom Conditions

Self-Inspection Checklist

Guidelines: This checklist covers regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) general industry standards (29 CFR 1910.22, 1910.141 and 1910.176). These regulations apply only to private employers and their employees, unless adopted by a State agency and applied to other groups such as public employees. In addition, two questions were included that address recommended practices.

- | | Please Circle |
|--|---------------|
| 1. Are all changes in classroom use and alterations, repairs, construction, or installation of new equipment reviewed with the appropriate State and local agency that has jurisdiction over school modifications? [recommended] | Y N N/A ?? |
| 2. Is an electric solenoid key-operated gas shut-off switch installed on each gas supply line to your shop, lab or instructional area? [recommended] | Y N N/A ?? |
| 3. Are classrooms kept clean and free from debris to the greatest extent practical given the types of activities being performed? [29 CFR 1910.141(a)(3)(i)] | Y N N/A ?? |
| 4. Are waste materials that are prone to rotting placed in leakproof receptacles with tight fitting covers and removed daily for disposal? [29 CFR 1910.141(a)(4) and (g)(3)] | Y N N/A ?? |
| 5. Are classrooms maintained, as far as reasonably practicable, to prevent the entrance or harborage of rodents, insects, and other vermin? [29 CFR 1910.141(a)(5)] | Y N N/A ?? |

- | | | | | |
|--|---|---|-----|----|
| 6. Is water available that is suitable for drinking, personal hygiene, food preparation or cleaning?
[29 CFR 1910.141(b)(1)(i)] | Y | N | N/A | ?? |
| 7. Are all nondrinkable water outlets clearly marked as such?
[29 CFR 1910.141(b)(2)(i)] | Y | N | N/A | ?? |
| 8. Are lavatories equipped with hot and cold running water, hand soap, and towels or driers?
[29 CFR 1910.141(d)(2)(ii),(iii),(iv)] | Y | N | N/A | ?? |
| 9. Where showers are required, are soap, hot and cold running water through a common discharge line, and individual towels provided? [29 CFR 1910.141(d)(3)(iii),(iv),(v)] | Y | N | N/A | ?? |
| 10. Is the consumption of food and beverages prohibited in or near toilet rooms or areas containing toxic materials?
[29 CFR 1910.141(g)(2)] | Y | N | N/A | ?? |
| 11. Is storage of food or beverages prohibited in toilet rooms or in an area exposed to a toxic material?
[29 CFR 1910.141(g)(4)] | Y | N | N/A | ?? |
| 12. Where employees are required to wear protective clothing, are change rooms provided with storage facilities for street clothes and separate storage facilities for the protective clothing? [29 CFR 1910.141(e)] | Y | N | N/A | ?? |
| 13. Is material stored so as not to create a hazard?
[29 CFR 1910.176(b)] | Y | N | N/A | ?? |
| Note: Bags, containers, bundles, etc., stored in tiers must be stacked, blocked, interlocked, and limited in height so that they are stable and secured against sliding and collapse. | | | | |
| 14. Are storage areas kept free from hazards that may cause tripping, fire, explosion, or pest harborage?
[29 CFR 1910.176(c)] | Y | N | N/A | ?? |
| 15. Is sufficient safe clearance available through aisles, loading docks, turns, or doorways when mechanical handling equipment is used? [29 CFR 1910.176(a)] | Y | N | N/A | ?? |
| 16. Are head clearance warning signs provided where needed?
[29 CFR 1910.176(e)] | Y | N | N/A | ?? |
| 17. Are all passageways, work areas, storerooms, and washing facilities kept orderly and sanitary? [29 CFR 1910.22(a)(1)] | Y | N | N/A | ?? |
| Note: Examples of violations include floor areas strewn with lumber, tires, books, and boxes. | | | | |
| 18. Are all floors kept clean and as far as possible dry?
[29 CFR 1910.22(a)(2)] | Y | N | N/A | ?? |
| 19. If floors are likely to get wet (such as in food preparation), are platforms, mats, or other dry standing places provided | Y | N | N/A | ?? |

- where practicable? [29 CFR 1910.22(a)(2)]
- | | | | | | |
|-----|---|---|---|-----|----|
| 20. | Are all floors kept free of protruding nails, splinters, holes, or loose boards? [29 CFR 1910.22(a)(3) and 1910.141(a)(3)(iii)] | Y | N | N/A | ?? |
| 21. | Are aisles and passageways kept clear and in good repair, with no obstructions that could create a hazard? [29 CFR 1910.22(b)(1)] | Y | N | N/A | ?? |
| 22. | Are covers and/or guardrails provided to protect people from falling into pits, tanks, vats, ditches, etc.? [29 CFR 1910.22(c)] (see checklist <u>Guarding Floor, Stairs, and Other Openings</u>) | Y | N | N/A | ?? |
| 23. | Are areas used for storage of materials marked with conspicuous signs that indicate the load-bearing capacity of the floor? [29 CFR 1910.22(d)(1)] | Y | N | N/A | ?? |
| 24. | Is the weight of stored materials assessed to ensure that it is below the load-bearing capacity of the floor? [29 CFR 1910.22(d)(2)] | Y | N | N/A | ?? |

Comments/Corrective action:

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NIOSH Safety Checklist Program for Schools
(and Other Safety Databases)
National Institute for Occupational Safety and Health

**Self-Inspection Form for Emergency Service
School Board of Gadsden County Buildings and Grounds**

Name of Public Entity: School Board of Gadsden County

Building Location (full address): _____

Name of Inspector:

Date of Inspection:

Section I – Grounds

1. Are parking areas, walkways, stairs, driveways, etc., free from conditions that may cause slipping falling? € Yes € No € N/A
2. Is exterior lighting adequate in all areas? € Yes € No € N/A
3. Are all exterior stairs provided with handrails which are in good condition? € Yes € No € N/A
4. Are exterior fire escapes in good condition? € Yes € No € N/A
5. Is exterior storage of trash and rubbish at least 25 feet away from the building? € Yes € No € N/A

Section II - Interior Doors and Stairways

1. Are all exit doors properly marked? € Yes € No € N/A
2. Are all exit doors easily accessible? € Yes € No € N/A
3. Do all exit doors open outward? € Yes € No € N/A
4. Do all exit doors equipped with panic hardware? € Yes € No € N/A
5. Are all doors easily opened and closed? € Yes € No € N/A
6. Are all doorways and areas adjacent to them free of obstructions? € Yes € No € N/A
7. Are full length, clear glass doors and windows properly identified? € Yes € No € N/A
8. Do all interior stairs have anti-slip treads? € Yes € No € N/A
9. Are stairway and exit doors kept closed at all times? € Yes € No € N/A
10. Do all interior stairways have properly secured handrails? € Yes € No € N/A
11. Are interior stairways kept free of storage and obstructions at all times? € Yes € No € N/A
12. Are interior stairways properly lighted? (reference NFPA #101 Life Code) € Yes € No € N/A

Section III - Heating and Air Conditioning Equipment

1. Has heating equipment been thoroughly inspected by a qualified service man within the past year?
€ Yes € No € N/A Date of Service: _____
2. Is heating equipment (including flues and pipes) properly insulated from combustible materials? € Yes € No € N/A
3. Are heating and air conditioning equipment rooms free of storage? € Yes € No € N/A
4. Are heating and air conditioning rooms restricted areas? € Yes € No € N/A
5. Is air conditioning equipment cleaned and serviced annually? € Yes € No € N/A

Section IV - Electrical Equipment and Control Panels

1. Has the electrical system been inspected within the past five years by a certified electrician or electrical inspector?
€ Yes € No € N/A
2. Are electrical panels always kept closed? € Yes € No € N/A
3. Are electrical panels always kept clear of storage and obstructions? € Yes € No € N/A
4. Is circuitry adequate to handle load demand (not requiring frequent fuse replacement or circuit breaker resetting)?
€ Yes € No € N/A
5. Was electrical system installed by a competent electrician? € Yes € No € N/A Date of Installation: _____
6. Is electrical system regularly maintained by a competent electrician? € Yes € No € N/A
7. Are all electrical appliances properly grounded and cleaned? € Yes € No € N/A
8. Are electric motors adequately ventilated to prevent overheating and are they cleaned regularly? € Yes € No € N/A
9. Are proper size electrical cords used and are they in good condition? (Reference NFPA #70 National Electric Code)
€ Yes € No € N/A

**School Board Of Gadsden
County
Non-Owned Auto Policy**

Non-Owned Auto Or Employees Who Drive Their Own Personal Vehicles For Business Usage

One of the largest "hidden" fleet exposures are drivers who drive their own personal vehicles for company business.

The main exposure is that they are not insured or they are under insured.

A lot of company's think they are immune from impunity, as long as it not their vehicle. This could not be any more wrong! Case law in most states is that the driver's insurance will be used as first line of defense in any claims, and if the claim goes beyond that level of coverage, then the company's fleet insurance may take over.

Actually, there is special insurance for this exposure. If you do not have it, then you may exposing company assets directly. Contact your carrier for more information about this coverage called "Non-Owned Auto".

In today's suit happy climate and an era of outrageous claims, the level of insurance that an individual may cover may not be enough to adequately protect you. Besides, lawyers go for the "deep pocket" which is more likely to be your company rather than one of your employees.

There is a simple answer. Make sure you have non-owned auto insurance. Make sure that each driver who drives his personal vehicle for business use is: 1) insured; 2) adequately insured.

Here are a few rules of thumb to follow:

- If the driver has incidental use (less than 25 miles per month), just make sure they can verify they have insurance.
- If the driver has more than incident usage (25 -150 miles per month), then you may want to find out what levels of insurance they have. (Remember, some state statutory minimums are \$25,000 for single occurrence and \$50,000 for multiple occurrence - this won't even pay for a decent Chevrolet let alone a night or two in the hospital.) Make sure they have something other than the state statutory coverage's. You should contact your carrier for suggested levels of coverage.
- For drivers who drive more than 150 miles per month, set a policy for minimum acceptable levels of insurance. Generally, limits should match what your company already has for liability coverage. You may also want to set a policy that includes monitoring their MVR on a regular basis and an acceptable driving record, as critical to their continued employment.

Also for the "full time" driver, you want to have them obtain commercial insurance and provide you with a certificate of insurance. Some personal lines insurance can deny coverage, if the driver does not tell them the truth about the usage of the vehicle. Requesting commercial insurance forces the driver to tell his insurance company as they do not give out certificates of insurance for personal lines coverage.

Non-Owned Auto (page 2)
Or Employees Who Drive Their Own Personal Vehicles For Business Usage

In the case of low or intermediate mileage, you should make a photocopy of the insurance card they must carry in their glovebox. You should then diary the expiration date for all drivers in a tickler file or on a computer. This will make sure that their insurance does not expire before they renew.

Hint #1: If you photocopy the insurance card that they carry in the glovebox, it will not tell you the amount of coverage they have. However, if you note that the coverage expiration is month to month, then you can be very suspect that they are insured for state statutory levels.

Florida Municipal Insurance Trust
Matching Safety Grant Fund Program

2009-2010

FMIT use only please

Date Received by RC/AE: _____

Date Received by RC office: _____

Date Sent to SG Committee: _____

Date Returned to RC office: _____

Date Returned to Applicant: _____



Application

Name of the Public Entity: _____

Address: _____

Safety Grant Coordinator: _____

Phone Number: _____

Email Address: _____

FMIT Fund your Entity Participates in: Workers' Compensation _____
Property/Liability _____
Both _____

Dollar Amount of Matching Funds Requested (Maximum \$2,500 per Category):

Workers' Compensation \$ _____

Property/Liability \$ _____

Total Requested \$ _____

Insurance Decision Maker's Signature, Title and Date:

Safety Grant Coordinator's Signature, Title and Date:

Florida Municipal Insurance Trust
Matching Safety Grant Fund Program

2009-2010



Who and what percentage of employees, and/or community, and/or property would this change affect? (Ex. This new alarm system would affect all city buildings or this training would affect all DPW employees in the city):

**What FMIT Risk Control Safety & Health classes have your entity's employees attended?
If none, indicate none:**

Attach documentation of the purchase, or proposed cost. Listing of supporting documentation:

Florida Municipal Insurance Trust
Matching Safety Grant Fund Program

2009-2010





Matching Safety Grant Fund Program Program Guidelines Fund Year 2009 – 2010

The Florida Municipal Insurance Trust has established a Matching Safety Grant Fund Reimbursement Program to assist FMIT members' safety and health program efforts. Grant funds may be used to purchase certain protective equipment, training, safety program and process needs, or physical items that will reduce, control or eliminate potential losses or injuries.

This is a Matching Fund Program. For example, if an entity spent \$500 on a safety harness and submitted a Matching Safety Grant application for that amount, the entity would be eligible for \$250. This means the entity paid \$250 and the Safety Grant Fund is matching that \$250 amount.

The Matching Fund Safety Grant Program is divided into four (4) quarters, each having available \$75,000 in funds. Members can submit applications in each quarter but only up to the maximum amount allowed by the program per policy year.

Matching Safety Grant Fund Program applications are first reviewed by your Risk Control Consultant to assure the application is complete. Then, all applications are submitted to the Safety Grant Committee for review and grading. Applications can be submitted electronically, mailed or hand delivered to your Risk Control Consultant or Account Executive. The Safety Grant Committee is comprised of fellow FMIT members' staff.

The grants will be awarded based on the substance and merit of those applications deemed to reflect the most positive impact on the entity's safety efforts. Applications will not be granted on a first-come, first-serve basis.

At the end of each quarter, applications will be reviewed by the Safety Grant Committee members for 30 days. At the end of that 30-day period, each application will be graded using a numbering system as to which application is the most substantive or highest merit to the least substantive lowest merit. Grant funds will then be disbursed to members in the order selected until the funds are exhausted for that quarter. The final quarter, only those members still part of the FMIT during the next policy year would be eligible for funds.

The total amount an entity can obtain for a single policy year is \$2,500 for the Workers' Compensation line, and \$2,500 for the Property/Liability coverage lines. For example, if an entity has Workers' Compensation and General Liability coverages with the FMIT, that entity has the opportunity to collect a maximum of \$5,000 in Safety Grant funds in a policy year. If an entity has General Liability and Automobile coverage, the entity would have the opportunity to collect a maximum of \$2,500.

The Matching Safety Grant Fund Program will be awarded on the below eligibility and criteria.

Safety Grant Eligibility and Criteria

1. Any entity that is a participant in the FMIT Workers' Compensation Insurance Program or Property/Liability Insurance Program (or both) for the 2009 - 2010 policy year may submit an application for this Safety Grant.
2. The entity must have a designated "Safety Grant Coordinator". This person must provide all necessary contact information and sign each application sent for review. All contact relative to the application will be made to the "Safety Grant Coordinator".
3. All purchases or invoices must be for the quarter of the submitted application, unless the item(s) cannot be purchased without approval of a Safety Grant.
4. For those item(s) that cannot be purchased without approval of a Safety Grant:
 - a. Once approval is made by the Safety Grant Committee, the purchase must be made and submitted by the last day of the following quarter. If any funds are not claimed with approved invoices for the item(s) on the application, they will be returned to the Florida Municipal Insurance Trust.
5. All applications for a quarter must be either postmarked, in the hands of your Risk Control Consultant or Account Executive, or electronically submitted by the last day of the quarter.

a. First Quarter	October 1, 2009 thru December 31, 2009
b. Second Quarter	January 1, 2010 thru March 31, 2010
c. Third Quarter	April 1, 2010 thru June 30, 2010
d. Fourth Quarter	July 1, 2010 thru September 30, 2010
6. Multiple departments of an entity may apply for Safety Grant consideration. However, all Safety Grant submissions must be completed and submitted together and the total reimbursement request for an entity must not exceed the grant limits previously defined.
7. Invoices or receipts must be submitted to the FMIT Risk Control Department, 125 East Colonial Drive, Orlando, FL 32801 and approved, prior to releasing any FMIT Safety Grant Funds.

8. If you have any questions or need further clarification or assistance with completing your application, please do not hesitate to contact your Risk Control Consultant:

Dennis Hagler
904-642-1861
800-445-6248 ex 1815
dhagler@flcities.com

Wayne Anderson
772-473-4243
800-445-6248 ex 1819
wanderson@flcities.com

Kenneth Blaser
407-405-5619
800-446-6248 ex 1754
kblaser@flcities.com

Ronald Peters
407-616-2259
rpeters@flcities.com

9. If you don't know your consultant, contact:

Apryl Cordell
407-367-1758
800-445-6248 ex 1758
acordell@flcities.com

Anita Wick
407-367-1734
800-445-6248 ex 1734
awick@flcities.com

Examples of eligible safety related items to the Workers' Compensation line:

- Safety seminar or training expense (Registration fee only)
- Police traffic vests
- Confined space entry equipment
- Trenching safety equipment
- Personal Protective equipment (i.e. Chaps, hard hats, general use eye protection, face shields, respirators, hearing protection, chemical resistant gloves, etc.)
- Work zone safety signs, cones, and retro reflective vests
- First aid/Bloodborne pathogen kits
- Firefighter safety alarms (PASS devices)
- Hepatitis A and B immunizations
- Other pre-approved by the Safety Grant Committee

Examples of eligible safety related items to the Property/Liability lines:

- Safety seminar or training expense (Registration fee only)
- Traffic sign replacement program
- Lifeguard training
- Swimming pool safety equipment
- Police in-car video system
- Police accreditation program fees

- Police policy manual development
- Playground/sports equipment improvement/training
- Warning signs (pools, lakes, dams, etc.)
- Security fencing that protects the public
- Sewer back-up prevention programs
- Sidewalk inspection and replacement programs

Many other safety related items may be eligible. Please describe your proposal on the Matching Safety Grant application or attach additional information about your specific request.

The Safety Grant Committee, made up of FMIT members, will make all final determinations as to eligibility.

Guidelines for a Policy to Control Personal Use of City/County Vehicles

Why Have A Policy For Personal Use Of Vehicles?

One of the main reasons for having written personal use statements, and having these statements signed, acknowledged and recorded for each employee is to set a company policy, to set rules that your employees must abide by. Most vehicles are not given to employees with the intent that they have free use or unrestricted use of the vehicle for whatever use they desire. However, some City/County allow employees to take vehicles home at night for a variety of reasons, ie., security, on-call employees, emergencies, etc.

However, you should consider restricting the use of that vehicle to only that employee; no non-employee drivers such as spouses, or children. You should also consider restricting the usage to business purposes only, and to and from work. Some of the worst claims have been by non-employee drivers or during unauthorized personal usage.

If you want to offer personal usage to some of your employee have them request the use of the vehicle in writing for a specific purpose such as moving, hauling fire wood, etc.. You will then know what your vehicles are being used for.

Another reason for such written personal use statements is that if an employee would use the vehicle against your policies, and have an accident, then under some recent case law, you have a better chance of not being held responsible (liable) for the consequences. Your insurance carrier will still cover your physical damage (if you have that coverage) the same as if it had been stolen by an unknown. However, you should* not be held responsible for the liability to others.

This is one method to reduce your liability exposure, however, this has to be documented, usually by sign-off sheets that the employee signs and dates that he acknowledges this policy.

* The word "should" was used because any legal action can still have unknown and unpredictable consequences. Each case is different.

Sample Policy

It is the policy of _____ that the vehicles provided for some of our employees are to be used only for business.

Any personal use of the _____ vehicles is to be made in writing, or noted phone conversations with officials, stating the nature of each personal use. A decision to allow limited personal use shall be based upon past driver performance and usage anticipated.

The _____ may allow it's employees to drive a vehicle home at night and on weekends for it's convenience and/or security purposes. This may also be in case of client/project emergencies that these employees may be called upon to handle.

The use of _____ vehicles is restricted to employees of the _____ only. Non-employees such as spouses, children, other relatives, or friends are not authorized to drive vehicles at any time (or allowed to ride in _____ vehicles).

The _____ will consider any unauthorized use of vehicles as the equivalent of theft and the driver may be held responsible (liable) for consequences of any accidents.

A driver road observation program is also in effect to monitor usage of the vehicles during business and off hours. Employees driving _____ vehicles will be observed on a random basis, after call in complaints, and after an accident. If any negative results are found, a warning will be issued to the employee. As second warning will be cause for termination of employment in accordance with policy.

I, the undersigned, have read and understand and agree to comply with this policy.

Print Name _____

Signature _____ Date _____

(Employee Name) _____ has been authorized for personal use of
(vehicle description) _____ under the following conditions:

- A. _____
- B. _____
- C. _____

NEGLIGENT ENTRUSTMENT

What Does Negligent Entrustment Mean?

In simple terms, negligent entrustment means to charge someone with a trust or duty in an inattentive or careless fashion or without completing required process steps. Negligent entrustment suits and verdicts are increasing. Settlements tend to be large and judgments can often include punitive damages.

The focus of negligent entrustment suits is primarily on the insured and its policies and practices. In commercial automobile operations, a case of "negligent entrustment" may arise when someone allows another person to use a vehicle knowing, or having reason to know, that the use of the vehicle by such person creates a risk of harm to others.

Theories of Employers' Liability

There are two other theories of employer liability that are closely related to negligent entrustment: Respondent Superior and Negligent Hiring. Simply stated, "Respondent Superior" holds an employer responsible for the conduct of an employee while the employee is acting within the scope of his/her employment.

"Negligent Hiring" holds an employer responsible for the conduct of an employee if the employer failed to use due care in hiring and retaining such employee. An example of a circumstance involving negligent hiring would be the employer's failure to check a driver applicant's driving record, when it would have revealed a poor driving history or in checking the driver applicant's MVR, determining it to be "poor" and allowing him to drive anyway.

When is Negligent Entrustment Alleged?

In the case of commercial auto operations, charges of negligent entrustment often arise after a collision where the employee or contractor was dispatched on a run without due regard for their qualifications or ability to safely operate the vehicle. Although the driver's own negligence in causing the accident is usually the primary issue, the two main focuses of investigation of a negligent entrustment charge are:

- A company's policies
- A company's actual practices

In other words, do the theory (the policies) and the fact (the actual practices) match? Basic questions are asked: Does the company have a policy regarding driver selection and training? Did the management team adhere to the terms of that policy? Bottom line, did the insured practice what they preached?

What Elements "Make Up" Negligent Entrustment?

There are several issues which are examined in a case or claim alleging negligent entrustment:

- The driver must be incompetent
- The employer knew or should have known of this incompetence
- The employer must have entrusted the vehicle to the driver
- The driver was negligent on the occasion in question
- The driver's negligence proximately caused the crash

Showing Driver Incompetence

Cases in many jurisdictions have focused on establishing the minimum competency of drivers by using the Federal Motor Carrier Safety Regulations (FMCSR) as a reference. In simple terms, these regulations require that a driver:

- Be of legal driving age for the state where his/her license was issued;
- Be able to read and speak the English language;
- By reason of experience or training, be able to safely operate a vehicle;
- By reason of experience or training, be able to determine whether the cargo is securely loaded; be physically qualified to operate the vehicle; hold a valid driver's license; complete an application form for employment; complete a driving test in the type of vehicle the applicant is expected to operate and be deemed qualified to operate the vehicle (has not committed a criminal offense).

Although enacted to govern companies who are under the authority of the Department of Transportation (DOT), the Federal Motor Carriers Safety Regulations are increasingly being referenced as a benchmark to measure the qualifications of a "professional driver" (a person with driving as a regular part of his/her job duties). When allowed as evidence in cases involving companies that are not under the authority of the DOT, this principle can make a big impact on the outcome of a court decision. Of course, the easiest method of demonstrating a driver's incompetence is to show proof of a long history of traffic violations and/or collisions.

Showing the employer knew or should have known of the driver's incompetence, typically all pertinent employment records of the driver will be reviewed by the plaintiff's counsel. They will also do a thorough investigation of the driver's background, including his driving record. If the employment records do not contain an accurate and complete driving history of that employee, then the plaintiff's attorney will assert that the employer "knew" or should have known of the incompetence. If the plaintiff's counsel independently discovers records indicating incompetence, then the employer should have been able to discover the same facts.

Showing the Employer's Entrustment of the Vehicle to the Driver

If the driver is performing within the scope of his or her job duties and the vehicle was not taken without permission, the vehicle has presumably been entrusted to the driver by the employer.

Showing the Driver's Negligence Proximately Caused the Crash

There are several ways that this may be established, often involving investigations by "expert witnesses," but a simple test is to determine whether the driver was issued a citation, was criminally charged, or otherwise ruled to have been "at-fault" after a presentation of evidence.

HOW TO REDUCE EXPOSURE

The potential of exposure to negligent entrustment losses can be reduced through the following:

- Driver recruiting and selection practices
- New hire evaluation and orientation
- Ongoing driver review and training
- Post-accident reviews and training

Each of these four areas must have a component that involves evaluation of the driver's adherence to acceptable MVR standards.

SCHOOL BOARD OF GADSDEN COUNTY

FLEET SAFETY POLICY

The School Board of Gadsden County is concerned with the safety and welfare of all its employees, including those operating vehicles.

It is the policy of the School Board of Gadsden County to actively follow a program designed to eliminate practices and conditions that might contribute to a motor vehicle accident.

All drivers have a responsibility to themselves, their families, the students, and the public to exercise competency in the safe operation and maintenance of all school vehicles and vehicles operated on behalf of the school board.

Superintendent

FLEET SAFETY POLICY

A. OBJECTIVE

To provide guidance to management and persons assigned responsibility for fleet operations for the safe operation of fleet vehicles through driver selection, driver training and inspection and maintenance of vehicles.

B. SCOPE

This policy applies to all operators of company owned and non-owned vehicles operated in the course of business for the School Board of Gadsden County of . Procedures contained within this policy include Driver Selection, Driver Training, Driver Supervision, Accident Reporting, Investigation and Records, Vehicle Inspection and Maintenance and Driver Motivation and Recognition

C. RESPONSIBILITIES

Supervisors and Drivers all share in the responsibilities as outlined in this program.

Driver Selection _____

Training: _____

Maintenance: _____

D. PROCEDURES

DRIVER SELECTION

Because the quality of job performance affects the success of the entire fleet operation and directly influences the fleet safety performance, every effort will be made to select the most qualified available person for each job.

Proper selection of drivers requires that two conditions be met:

- Management should know and define the specifications or requirements of the job to be filled.
- The driver's ability to meet these requirements will be determined using various sources and techniques:
 - An application form filled out in the driver applicants' own handwriting .
 - A personal interview with face-to-face contact for appraisal of job knowledge, and qualifications.
 - References will be obtained to verify information from the application and interview along with past performance. .

FLEET SAFETY POLICY

- A current and valid driver's license, compatible with the type(s) of vehicle(s) to be driven.
- A Motor Vehicle Record will be obtained when hired and annually and evaluated, based on the acceptability criteria found in this policy (see below). The MVR should also be obtained on any employee that uses their personal vehicle for business.
- Driving tests – All employees who drive as a part of their duties should be given a road test, in traffic, in the type vehicle they are expected to drive. Road test results should be documented.
- The information collected will be assembled and a permanent personal record will be established.

DRIVER TRAINING

The minimum training program will include:

- Orientation on company rules and procedures.
- Successful completion of Driver Training program/s as offered by continued in-service training based on periodic performance evaluations.

DRIVER SUPERVISION

A supervisor's attitude toward safe driving will greatly affect the attitude and driving performance of those responsible to him/her.

- Supervisors/Managers will be held accountable for safety performance in their areas of responsibility.
- The safety coordinator will supervise in terms of proper and safe job performance.
- Direct supervisors should ride with drivers for the purpose of evaluating driver performance at least annually.
- Lines of communications between management and drivers should be kept open.

ACCIDENT INVESTIGATION, REPORTING AND RECORDS

Every accident will be reported, investigated and reviewed (see form below)

- The Safety Coordinator will be responsible for tabulating and analyzing accident data.
- A master file of accidents and related data will be maintained by the person designated to handle accident reports and to coordinate investigations.

FLEET SAFETY POLICY

- The primary purpose of investigating an accident is to find out the cause and initiate action to eliminate or control it. The responsibility of accident investigation is assigned to the direct supervisor of the driver involved in the accident.
- All school vehicles will contain a Vehicle Accident packet. The information contained in this packet establishes the Driver Procedures for actions to be taken at the time of the accident and the responsibility of the driver in reporting the accident.
- An Accident Review Committee will be established to determine accident preventability, including:
 - Review of accidents and determining preventability.
 - Recommending control measures.

MAINTENANCE / INSPECTION

Mechanical failures, while accounting for a small percentage of vehicle accidents, are often quite serious in nature.

- A procedure will be established for determining the specifications for new equipment, based on its intended use.
- An effective preventive maintenance plan will be established.
- Records will be kept for each piece of equipment.
- Drivers will be responsible for routine vehicle inspection and securing of necessary maintenance and repairs (See attached inspection procedures)

FLEET SAFETY POLICY

FLEET SAFETY RULES

- Personal use of school vehicles is not permitted, unless authorized by management.
- Drivers other than those authorized by [REDACTED] are not permitted.
- Non employees are not authorized to ride in [REDACTED], unless approved by management.
- Do not take chances. To arrive safely is more important than to arrive on time.
- Drivers should be mentally and physically rested and alert prior to each trip.
- Driving while under the influence of alcohol or restricted drugs is prohibited.
- Drivers must have a valid driver's license for the type of vehicle to be operated, and keep the license(s) with them at all times while driving.
- Traffic laws must be obeyed.
 - Speed shall never be faster than a rate consistent with existing speed laws and road, traffic and weather conditions. Posted speed limits must be obeyed.
 - Never attempt to exercise the right-of-way; always let the other driver go first.
 - Keep to the right except when overtaking slow-moving vehicles, or when getting into a position to make left turn.
 - Never follow another vehicle so closely that you will not be able to make a safe stop under any conditions. Observed Timed Interval and Following Distance guidelines.
 - Turn signals must be used to show where you are heading: while going into traffic and before every turn or lane change.
- Remember, signaling intentions neither gives the driver the right of way, nor guarantees a safe lane change:
 - Slow down, obey speed limit and watch for children in school zones.
- Do not give rides to hitchhikers or strangers.
- Seat belts will be worn by drivers and passengers.
- Check your vehicle daily before each trip, and check the vehicle visually each time before driving. Check lights, tires, brakes, and steering particularly. An unsafe vehicle should not be operated until repairs are made.
- Drivers must report all accidents immediately, as required by law and the school rules.

FLEET SAFETY POLICY

- Drivers must report all arrests and traffic convictions to the [redacted]. Repeated traffic convictions or failure to report traffic accidents or convictions may result in disciplinary action.

MOTOR VEHICLE RECORD EVALUATION CRITERIA (1)

The following criteria must be met based on a review of a three year MVR for drivers to be considered "authorized drivers" eligible to operate School Board of Gadsden County of owned vehicles or private vehicles on behalf of the school. This information will be secured on any new prospective driver prior to operation of a motor vehicle and annually thereafter.

- Convicted of driving while intoxicated or under to influence of drugs; failing to stop and report when involved in an accident; driving while license is suspended or revoked; homicide, assault, or felony arising from the operation of a motor vehicle.

10 points for each instance during the past 36 months.

- Moving violations:

6 points for each instance during the first 12 months shown on MVR.

3 points for each instance during second 12 months shown on MVR.

2 points for each instance during third 12 months shown on MVR.

- Moving violation involving defective or faulty vehicle.

5 points for each instance during the past 36 months shown on the MVR.

- Accident

5 points for each non-preventable accident during the past 36 months shows on the MVR.

Calculating Results:

- If the total point count is 9 or less, the individual can operate a Company vehicle**

FLEET SAFETY POLICY

- **If the total point count is 10 - 19**, a management review board makes the final decision on eligibility, including prospective employees. The review board may require the individual to attend a Defensive Driving Course in order to maintain his/her eligibility.

- **If the total point count is 20 or more**, the individual is ineligible to operate a School Board of Gadsden County vehicle for twelve months. Prior to reinstatement, the management review board may require the individual to attend a Defensive Driving Course

MOTOR VEHICLE RECORD EVALUATION CRITERIA (2)

The following criteria must be met based on a review of a **three year MVR** for drivers to be considered "authorized drivers" eligible to operate school owned vehicles or private vehicles on behalf of the school. This information will be secured on any new prospective driver prior to operation of a motor vehicle and annually thereafter.

DRIVER ELIGIBILITY

- ALL TYPE 'A' VIOLATIONS (as defined below) WILL RESULT IN TERMINATION OF DRIVING PRIVILEGES FOR EMPLOYEES AND WILL DISQUALIFY ANY POTENTIAL DRIVER EMPLOYEES.

- ANY DRIVERS (EMPLOYEES OR APPLICANTS) SHOWING ONE OF THE FOLLOWING WILL BE RESTRICTED FROM DRIVING COMPANY VEHICLES:
 - One (1) or more type 'A' Violations in the past 3 years.
 - Three (3) or more accidents (regardless) of fault in the last 3 years.
 - Three (3) or more 'B' violations in the past 3 years.
 - Any combination of accidents and type 'B' violations which equal Four (4) or more in the last 3 years.

Type 'A' Violations:

- Driving While Intoxicated
- Driving While Under the Influence of Drugs
- Negligent Homicide Arising out of the use of a Motor Vehicle (gross negligence)
- Operating During a period of Suspension or Revocation
- Using a Motor Vehicle for the commission of a Felony
- Aggravated Assault with a Motor Vehicle
- Operating a Motor Vehicle Without the Owners Authority (grand theft)
- Permitting an Unlicensed Person to Drive
- Reckless Driving
- Speed Contest (racing)
- Hit and Run (Bodily Injury or Property Damage)

Type 'B' Violations:

All Moving Violations not listed as type 'A' Violations.

FLEET SAFETY POLICY
MOTOR VEHICLE RECORD EVALUATION CRITERIA (3)

The following criteria must be met based on a review of a three year MVR for drivers to be considered "authorized drivers" eligible to operate _____ owned vehicles or private vehicles on behalf of the _____. This information will be secured on any new prospective driver prior to operation of a motor vehicle and annually thereafter.

Violation	Points
1. License Suspension	15
2. Driving while intoxicated or under the influence of narcotics (DWI or DUI)	15
3. Any serious violation: i.e. Reckless driving, racing, endangering the lives of others	15
4. Driving in excess of 5 MPH over posted speed limit	5
5. Any standard violation: i.e. Careless driving, traffic light, stop sign, lane crossover, failure to signal, failure to yield, etc.	4
 Accidents	 Points
1. Bodily injury	6
2. Accidents of any other kind	5

Assume accidents fall into the "at fault" or preventable category unless otherwise supported by specific facts or documentation

An existing driver with 15 or more points will be placed in a non-driving capacity. New prospects with 15 or more points will not be considered. Require applicants who will be driving company vehicles to provide you with an MVR **prior** to hiring.

An existing driver with 6 to 14 points, should be monitored by management. Consider defensive driver training, limited merit increases, additional consideration as to territory handled, temporary placement in non-driving capacity (if feasible). If at all possible, new prospective employees falling into this category should not be considered for driving positions.

FLEET SAFETY POLICY
Critical Item Inspection Guidelines
for Automobiles, Pick Ups and Vans

What is a critical item inspection? What will it accomplish? Could you use it to your advantage?

The critical item inspection program is a unique process recently developed that focuses inspection efforts on vehicle equipment and driver requirements most often identified as causing or contributing to passenger car and pick up truck accidents.

The adoption of a critical item checklist (attached) is a significant change from an inspection process which consists of a very detailed inspection of ALL vehicle equipment. This guide has been published to assist companies who use personal cars (including vans and pick ups trucks) in business operations as well as for company vehicles. We believe that the critical item inspection checklist is a useful tool in supplementing existing preventive maintenance programs.

1. Brakes

Parking Brake and transmission (Park) Mechanism -- Park on a fairly steep hill and hold car with the parking brake only. This checks holding ability. For automatic transmissions, check (Park) by releasing all brakes after moving the shift lever to "P".

Brakes -- repeated pulling to one side when braking, strange sounds or increased brake pedal travel indicate brake problems. Have the system inspected at once and repaired if needed.

INSPECT BRAKES MORE OFTEN IF CONDITIONS OR HABITS RESULT IN FREQUENT BRAKING

2. Steering and Suspension System

Steering -- Be alert for any changes in steering action. Inspection or service is needed when the steering wheel is hard to turn or has too much free play, or when strange sounds occur during turning or parking.

Suspension System -- Uneven or abnormal tire wear, or a pull right or left on a straight and level roadway may show the need for a wheel alignment. A vibration of the steering wheel or seat at normal highway speeds may mean that wheel balance is needed.

3. Tires and Wheels

Tires mounted on passenger automobiles, pick ups trucks and light duty vans must have at least 2/32 inch (1.6 mm) tread depth at all points in all major grooves. Tires must not be used which have un-repaired fabric breaks, exposed or damaged cord, bumps, bulges, or cuts that measure more than one (1) inch (25 mm) in length.

FLEET SAFETY POLICY

Critical Item Inspection Guidelines for Automobiles, Pick Ups and Vans (page 2)

4. Lights

Check license plate lights, side marker lights, head lights, parking lights, tail lights, brake lights, turn signals, back up lights and hazard warning flashers. Have head lights aim adjusted if the beam is improperly aimed.

5. Windshield and Windows

Replace or repair broken, scratched or damaged glass that reduces vision or could cause injury. Keep all glass clean for best visibility.

6. Windshield Wipers

Check operation and condition of the wiper blades and the flow and aim of the washer spray.

7. Mirrors

Make sure all mirrors are properly adjusted, including inside and outside. Make sure you just barely frame the vehicle on the inside view from the mirror.

8. Horn

Sound horn now and then to make sure it works. Check all button locations.

Driver Vehicle Inspection Report

Each vehicle must receive an inspection by the users of the vehicle or the assigned driver. The frequency of this inspection will depend upon the use of the vehicle. For example, a business with a territory involving hilly and mountainous terrain should inspect the vehicle's brakes more frequently than a company located in a central plains state.

When defects are noted or when problems develop during vehicle operation, a documented system of repair is necessary. The system should provide the driver with a means to notify management that the defect or problem exists and requires attention. The system should also provide a means of dating repair documentation, corresponding to the specific vehicle inspection report.

Maintenance Records

Every preventive maintenance program is supported by thorough, up-to-date record keeping. To be useful, maintenance records must be kept current, must only record meaningful data and must be reviewed on a periodic basis.

Every vehicle should have a record of all preventive maintenance and repair work which has been performed. Such a record will allow management to develop needed cost data and review the past performance of a specific vehicle or group of vehicles. It allows management to

FLEET SAFETY POLICY

maintenance which has been performed on a vehicle to determine if additional work is necessary or can be expected. It also gives clues to problems which have been overlooked in routine maintenance.

Critical Item Inspection Guidelines for Automobiles, Pick Ups and Vans (page 3)

Management Review

Management should review the vehicle inspection and maintenance records annually. There are no specific forms or formats which are required. However, management should establish that the preceding elements are in place and are covering the essential functions of inspection, maintenance and repair.

FLEET SAFETY POLICY

PREVENTIVE MAINTENANCE: CRITICAL ITEM INSPECTION

PASSENGER CARS, VANS & PICK-UP TRUCKS

Date	Time	Location	
Inspection By		I.D. Number	
Vehicle License		Vehicle Number	
		O. K.	Needs Attention
1. Brakes			
Parking Brake			
Pull/Strange Sounds			
Brake Pedal Travel			
2. Steering Suspension			
Change in Steering Action			
Vibration			
3. Tires			
Wear/Defect			
Groove Depth 2/32" Minimum			
4. Wheels: ____Cracks ____ Loose Nuts			
5. Lights			
6. Windshield and Windows			
7. Windshield and Windows			
8. Mirror			
9. Horn			
Comments:			

FLEET SAFETY POLICY

Suggested Guidelines for Preventive Maintenance Service and Inspection Record

Vehicle	Driver											
Vehicle Number	Location											
A = 3,000 miles or 3 months B = 6,000 miles or 6 months Date of (S)ervice or (I)nspection -- include date and letter code C = 12,000 miles or 12 months												
A. Motor Oil												
A. Chassis Lube												
A. Oil Filter												
A. Air Filter												
A. Transmission												
B. Differential												
B. Wheel Bearing												
B. Steering System												
B. Battery												
B. Tires (tread depth)												
B. Tires (rotate)												
C. Tune - Up												
C. Brake System												
C. Cooling												
A/B/C. Other												
A/B/C. Other												

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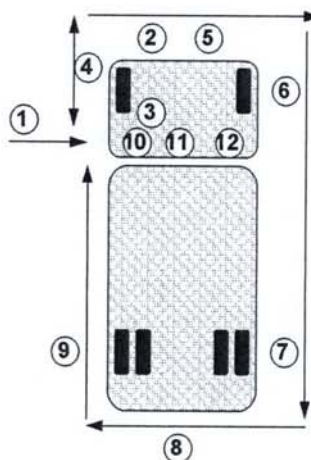
Use this form for mechanics to insure that the above items are inspected and maintained on a regular basis. Feel free to change the level of schedule service as you see fit. Or to add items for your particular exposures.

Pre/Post Inspection

Company _____ Location _____
 Truck Unit # _____ Odometer reading _____ Date _____

Driver Must Check the following items before each trip; 4 for OK, X needs attention

1. Approaching vehicle, look for fluid leaks on ground: water, oil, brake fluid, gas, etc.
2. Check fluid level of oil and radiator, and brake reservoir.
3. In-Cab: Turn on all lights and 4 way flashers.
4. Check front tire, wheel and lug nuts. Check for body damage.
5. Check all lights, turn signals and wiper blades. Check for body damage.
6. Same as number 3.
7. Check for body damage, all side lights or reflectors, side door(s), tool compartment(s), rear tire(s), wheel(s) and lug nuts.
8. Check all rear lights, reflectors, turn signals, body damage, and any rear door(s) and lock(s).
9. Same as number 6.
10. In-Cab: Turn off four way flashers and lights. Check all window glass and rear view mirrors. Adjust as needed. Test turn signal operations in both directions. Start engine and check operation of all gauges and warning lights. Check operation of horn, windshield washers and wipers. Test parking brake. Check operation of heater and defroster. Fasten safety belt.
11. Check clutch and brake pedal travel, free play in steering wheel.
12. Test brakes before leaving yard or lot.



Item #	4 or X	Comments
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		

FLEET SAFETY POLICY

12		
----	--	--

Drivers Signature _____ Date _____

DRIVER CONDUCT AT THE SCENE OF AN ACCIDENT

A. DRIVER CONDUCT AT THE SCENE OF AN ACCIDENT

- Driver's Report of Motor Vehicle Accident
- Witness Information Cards
- List of Insurance Claims Offices
- Traffic Accident Exchange Information Forms

B. WHAT THE DRIVER SHOULD DO AFTER AN ACCIDENT

- **Take Immediate Action To Prevent Further Damage Or Injury At The Scene Of The Accident**
 - Pull onto shoulder or side of road.
 - Actuate four-way flashers and place warning signals promptly and properly.
 - Assist any injured person, but don't move them unless they are in danger of further injury.
- **Call The Police**
 - If someone is injured, request medical assistance.
- If the driver cannot get to a nearby phone, he/she should write a note giving location and seriousness of the accident and give it to a reliable-appearing motorist and ask him/her to notify police.
- The vehicle should not be left unattended except in extreme emergency.

C. EXCHANGE "TRAFFIC ACCIDENT EXCHANGE INFORMATION" FORMS WITH OTHER DRIVER(S)

- The driver should give identifying information to the other party involved, but should make no comments about assuming responsibility.

D. SECURE NAMES AND ADDRESSES OF ALL WITNESSES

- Witnesses should be asked to complete a Witness Information Card.
- If there are no witnesses, the name and address of the first person to arrive at the scene should be obtained.

E. COMPLETE THE "DRIVER'S REPORT OF MOTOR VEHICLE ACCIDENT" FORM

- Drivers should remember the following general rules for filling in the report:
 - Print or write legibly.
 - Follow instructions to the letter.
 - Answer all questions completely. If unable to answer any question, mark "not known".
 - Use additional sheets of paper if space is lacking for necessary information.

F. REPORT THE ACCIDENT

- The driver should call the company immediately in the event of any accident.
- The accident should be reported to the nearest insurance claims office as listed in the Vehicle Accident Report packet.

FLEET SAFETY POLICY

Driver Ride Evaluation

School Board of Gadsden County of	Driver Name:
Date:	Vehicle / Route Number:

DIRECTIVES: Encourage the Driver to "Verbalize" his/her actions/thoughts/observations. Obtain the Driver's input on What he/she is doing and Why. The Driver is to see this Form before and after completion, as indicated by his/her signature.

OBJECTIVES: 1) Identify and Re-enforce specific types of Good/Safe Driving and Behavior;
 2) Educate, Change, and Improve specific types of Good/Safe Driving and Behavior;
 3) Obtain Driver Input on "What we could do to help him/her?"

GRADINGS: 5=Excellent 4=Above Average 3=Average 2=Below Average 1=Poor

CATEGORIES	5	4	3	2	1
PRE-TRIP PROCEDURES					
Vehicle Inspection	—	—	—	—	—
Mirror Checks/Adjustments	—	—	—	—	—
Start & Warm Up Procedure	—	—	—	—	—
EMERGENCY PREPAREDNESS					
Availability of Accident Packet	—	—	—	—	—
Knowledge of Accident Procedures	—	—	—	—	—
Adequacy of Emergency Kit (Reflective Triangle, No Flares)	—	—	—	—	—
Knowledge of Breakdown Procedures (Passenger Safety)	—	—	—	—	—
Post-Trip Vehicle Inspection	—	—	—	—	—
DRIVING HABITS					
Looks Behind & Signals before Pulling from Curb	—	—	—	—	—
Maintains a Safe Following Distance	—	—	—	—	—
Adapts Speed to Meet Traffic Conditions	—	—	—	—	—
Approaches Intersections Cautiously	—	—	—	—	—
Yields To Pedestrians	—	—	—	—	—
Steering Control (Both Hands on Wheel when not Shifting)	—	—	—	—	—
Travels Slower in Curb Lane	—	—	—	—	—
Smooth Braking/ Smooth Stops	—	—	—	—	—
Obeys Traffic Signs/Signals	—	—	—	—	—
PASSING HABITS					
Drives in the Right-hand Lane Except to Pass	—	—	—	—	—
Passes Others Safely	—	—	—	—	—

FLEET SAFETY POLICY

Passes Parked Vehicles Safely (Looks Under for Feet)	—	—	—	—	—
Allows Adequate Room for Safe Pass	—	—	—	—	—
PARKING					
Planning	—	—	—	—	—
Stops off Traveled Portion of Highway	—	—	—	—	—
Parks Without Hitting Curb	—	—	—	—	—
Sets Hand Brake & Uses Low Gear	—	—	—	—	—
Parking on Grade, Turns Wheels into Curb	—	—	—	—	—

<u>URNS</u>					
Uses Mirrors Properly	—	—	—	—	—
Proper & Adequate Signaling	—	—	—	—	—
Proper Lane for Turn	—	—	—	—	—
Completes Turn Properly & Smoothly	—	—	—	—	—
Proper Turning Radius	—	—	—	—	—

<u>COMMUNICATIONS WITH OTHERS</u>					
Use of Turn Signals	—	—	—	—	—
Taps Horn to Alert Others When Appropriate	—	—	—	—	—
Establishes Eye Contact	—	—	—	—	—
Courtesy/Conduct/Attitude	—	—	—	—	—

<u>SEEING & REACTION HABITS</u>					
Reads Traffic Lights Well in Advance	—	—	—	—	—
Evaluates Traffic Patterns Early	—	—	—	—	—
Looks for Cross Traffic (esp. Green Light Proceeding)	—	—	—	—	—
Checks Clearances	—	—	—	—	—
Recognizes Hazards	—	—	—	—	—
Reacts Quickly	—	—	—	—	—
Maintains Space Cushion	—	—	—	—	—
Consistent Use of Mirrors	—	—	—	—	—

<u>BACKING</u>					
Planning	—	—	—	—	—
Assures Adequate Clearances	—	—	—	—	—
Controlled Backing	—	—	—	—	—
Docking	—	—	—	—	—

<u>GEAR SHIFTING & USE OF CLUTCH</u>					
Starts in Low Gear	—	—	—	—	—
Proper Use of Clutch	—	—	—	—	—
Proper Shifting Up & Down	—	—	—	—	—

<u>GENERAL REQUIREMENTS</u>					
Driver's Appearance	—	—	—	—	—
Knowledge of ICC Safety Rules	—	—	—	—	—
Listens to Instructions Attentively	—	—	—	—	—
Accepts & Tries to Correct Poor Habits	—	—	—	—	—
Attitude Toward Customers	—	—	—	—	—

<u>Vehicle Loading</u>
<u>Comments:</u>

FLEET SAFETY POLICY

<p><u>DRIVER'S INPUT (What Can We Do To Help YOU? Suggestions in Training/Initial Training? What is your major obstacle?):</u></p>

DRIVER'S SIGNATURE

COMMENTATOR'S SIGNATURE

FLEET SAFETY POLICY

AUTHORIZED COMPANY DRIVER FILE

Driver: _____ Date File Opened: _____

Driver License # _____ State of Issue: _____ Expiration Date: _____

Mandatory Contents

- Copy of Current Drivers License
- Current Copy (within 12 months) Motor Vehicle Record
- Current Copy (within 12 months) Fleet Driver Commitment Form

Optional Contents

- Copy of Insurance Coverage for Non Company Owned Vehicles operated on Company business
- Documentation of Driver Training
- Safe Driving Awards

Vehicle Accident Record

Vehicle	Date of Loss	Location	Description	P/NP*

File Review

Date	Reviewer

*P – Preventable

* NP – Non Preventable

FLEET SAFETY POLICY
Wireless Phone Use Policy

Purpose:

To outline the company's use of wireless phone equipment while driving and to reduce the exposure to associates and general public to injuries and/or property damage.

Scope:

This applies to all drivers operating a wireless phone and those operating a wireless phone on company property.

Policy:

In order to minimize the risk associated with wireless phone usage while driving, it is the responsibility of all employees to use wireless phones in a safe and prudent manner.

- Use of a non-hands free wireless phone is prohibited while; operating a _____ vehicle, or when operating a vehicle while on School Board of Gadsden County business, or when driving on School Board of Gadsden County property.
- Finger dialing by the driver, while the car is in motion, is prohibited.
- Avoid unnecessary calls and all calls should be kept brief.
- Calls should be restricted if driving conditions become hazardous.
- Reading or writing while operating the vehicle is prohibited.
- Wireless phones should not be used when a safer alternative is available.
- Plan calls prior to traveling or while on rest breaks whenever possible.
- If a Motor Vehicle Law of the state is more stringent than this policy, that law will supersede this policy.

Procedures:

- The School Board of Gadsden County may supply hands free units to all associates using company wireless phones.
- All those supplied with a (School Board of Gadsden County) vehicle will have to read and sign the Driver's Commitment form.
- A Visitors Policy sheet will be posted next to the sign in log.
- Visitors to the School Board of Gadsden County property will sign the Visitor Policy Form. .

FLEET SAFETY POLICY

DRIVER'S COMMITMENT

School Board of Gadsden County of _____

DRIVER: _____ LOCATION: _____

My signature on this commitment form indicates that I understand my responsibilities as a driver. I agree to fulfill all my responsibilities listed in the Driver Safety Policy.

I commit to:

- Adhere to all policies and procedures governing the operation of my vehicle.
- Report unsafe operating conditions of the vehicle.
- Report any accident immediately.
- Abide by all traffic rules of the road.
- Prohibit the use of company vehicle by unauthorized drivers.

EMPLOYEE SIGNATURE/ DATE

MANAGER'S SIGNATURE/DATE

Failure to comply with the conditions listed above can result in loss of driving privileges. This form will be kept in my driver's file.

FLEET SAFETY POLICY
Automobile Accident Investigation

1. Member:		2. Employee Conducting Accident Investigation:	
3. Date & time of accident:		5. Location:	
6. Please describe what is alleged to have occurred:			
7. Describe road & weather conditions:			
8. Employee/Driver Name:		9. Department:	
10. Vehicle make, model & year:		11. Vehicle ID #:	
12. Was employee drug tested:			
13. Did police report state that employee contributed to accident:			
14. Was employee cited:		15. Violation cited:	
16. Describe injuries sustained by employee:			
17. Describe damage to member vehicle:			
18. Current location of member vehicle:			
CLAIMANT INFORMATION			
19. Claimant name:			
20. Claimant address:			
21. Home phone#:	22. work phone #:		23. Other contact #'s:
24. Describe claimant injuries:			
25. Describe damage to claimant property:			
26. Claimant vehicle make & model year:			
27. Location			
28. Did police report state that claimant contributed to accident:			
29. Was claimant cited:		30. Violation cited	

FACT SHEET
Florida School Bus Operator Requirements

The following is a summary of the requirements that each school board and charter school must ensure are met before school bus operators may transport students (please also see Sections 1012.32, 1012.45, and 1012.465, Florida Statutes, and Rules 6A-3.0141, 6A-3.0151, and 6A-3.0171, Florida Administrative Code, available at <https://www.flrules.org/default.asp>):

- **Experience** - Each school bus operator shall have at least five years of licensed driving experience.
- **Commercial Driver License (CDL)** - Each school bus operator must hold a valid Class A or B CDL with a Passenger endorsement and a School Bus (S) endorsement. Applicants must pass a written knowledge test and a driving skills test in the type of vehicle to be driven.
- **Pre-service Training** - If first hired after July 31, 1986, each school bus operator must have completed a minimum of 40 hours of pre-service training, including 20 hours of classroom instruction using the Florida Basic School Bus Operator Curriculum, 8 hours of behind-the-wheel instruction. Training is to be documented by the district on a certification form provided by the Commissioner, and more detailed training records are also required. If there is a break in service of more than one year, the pre-service training and other driver requirements specified in Rule 6A-3.0141(2)-(5), FAC, must be successfully recompleted.
- **In-service Training** - Each school bus operator must have received at least eight hours of annual in-service training related to school bus driving responsibilities.
- **Criminal Background Checks** - All school bus operators are required to submit fingerprints for the purpose of required background checks for criminal records through state and federal law enforcement, pursuant to Sections 1012.32 and 1012.465, FS.
- **Pre-employment Drug Screen** - Each school bus operator must receive a pre-employment drug screen (federal Omnibus Transportation Employees Testing Act of 1991, or OTETA).
- **Substance Abuse Background Check from Previous Employers** - If a school bus operator was previously employed or volunteered in a position requiring a Commercial Driver License (CDL) during the two years prior, the new employer must provide documentation of a request for drug and alcohol testing results from previous employers who employed this individual in a CDL position.
- **Periodic Random and Other Drug and Alcohol Testing** - All school bus operators and other CDL holders are in a pool for random selection and testing for drug use and prohibited alcohol level (0.02% blood alcohol content or greater) without prior notice. The selection rate is 50% of drivers' names annually for drug use and 10% for alcohol. OTETA also requires reasonable suspicion and rigorous return-to-duty testing (if allowed locally; some districts prohibit school bus operators found positive for drug or alcohol use from returning to duty, even after the rigorous, federally prescribed schedule of negative test results).

- **Current Physical Examination and Medical Examiner Certificate and Dexterity Test (ESE 479)** - Each school bus operator must pass a state-prescribed annual physical examination meeting United States Department of Transportation (USDOT) guidelines, and hold a valid Medical Examiner Certificate (Department of Education Form ESE 479), retained in the school district transportation department. Also included as part of Form ESE 479 is the annual dexterity and reflex test that must be completed successfully by each operator to ensure he or she is capable of performing key tasks relating to the operation of the bus.
- **Florida Department of Highway Safety and Motor Vehicles (FDHSMV) Driving History Record** - The district is required to request a driving history record on a specified schedule (prior to employment and at least three times annually or via weekly exceptions reports) for each person driving a school bus with students. These records are to be obtained using the Automated School Bus Drivers' License Record Check System. For any school bus operator licensed in another state, the district shall obtain and review the driver's history record from the appropriate state.
- **Safe Driver Plan** - Each school district must have a school board policy that specifies which infractions of the traffic code deem an applicant unqualified for hire and which cause an employee who does not meet the policy's criteria to be subject to a prescribed follow-up action.

Updated: 5/17/07