

AGENDA

REGULAR SCHOOL BOARD MEETING

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

December 17, 2013

6:00 P.M.

THIS MEETING IS OPEN TO THE PUBLIC

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

ITEMS FOR CONSENT

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

- a. November 12, 2013, 6:00 p.m. – Special School Board Meeting
- b. November 19, 2013, 4:30 p.m. – School Board Workshop
- c. November 19, 2013, 5:30 p.m. – Organizational Meeting
- d. November 19, 2013, 6:00 p.m. – Regular School Board Meeting
- e. November 25, 2013, 2:00 p.m. – Special School Board Meeting

ACTION REQUESTED: The Superintendent recommends approval.

6. PERSONNEL MATTERS (resignations, retirements, recommendations, leaves of absence, terminations of services, volunteers, and job descriptions) – **SEE PAGE #5**

- a. Personnel 2013 – 2014

ACTION REQUESTED: The Superintendent recommends approval.

- b. Governor's Allocation for Raises 13 – 14 – **SEE PAGE #7**

Fund Source: 110 (General) Fund

Amount: \$895,407.00

ACTION REQUESTED: The Superintendent recommends approval.

- c. Salary Increase Proposal for Principals and Assistant Principals
SEE PAGE #17

Fund Source: FDOE
Amount: \$32,550.00

ACTION REQUESTED: The Superintendent recommends approval.

- d. 2013- 2014 GSCB Organizational Chart – **SEE PAGE # 19**

ACTION REQUESTED; The Superintendent recommends approval.

7. BUDGET AND FINANCIAL TRANSACTIONS

- a. Budget Amendment Number Four – **SEE PAGE #37**

Fund Source: 3XX (Capital Improvement) Funds
Amount: \$4,095,000.00

ACTION REQUESTED: The Superintendent recommends approval.

- b. Budget Amendment Number Five – **SEE PAGE #41**

Fund Source: 2XX (Debt Service) Funds
Amount: \$360,842.07

ACTION REQUESTED: The Superintendent recommends approval.

- c. FDOE Monitoring Review of Fiscal Condition – **SEE PAGE #45**

Fund Source: General Revenue Fund
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- d. Crossroad Charter School’s First Quarter Financial Statements
SEE PAGE #69

Fund Source: N/A
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- e. Crossroad Academy Audited Financial Reports 2012 – 2013
SEE PAGE #76

Fund Source: N/A
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

8. AGREEMENT/CONTRACT/PROJECT APPLICATIONS

- a. Internal Accounts 2013 – 14 Independent Auditor’s Engagement Letter
SEE PAGE #93

Fund Source: Purchase Order will be ordered July 1, 2014 and will be presented at the June 2014 Board meeting for approval.
Amount: Not to exceed \$27,000.00

ACTION REQUESTED: The Superintendent recommends approval.

- b. Payment of Tallahassee Community College Invoices - **SEE PAGE #99**

Fund Source: Other allowable funds such as General Funds
Amount: \$20,176.39

ACTION REQUESTED: The Superintendent recommends approval.

- c. Letter of Intent to Participate in POWER Buying Group (PBG)
SEE PAGE #150

Fund Source: Food Service
Amount: Potential future saving for the 2014-15 fiscal year

ACTION REQUESTED: The Superintendent recommends approval.

- d. Memorandum of Understanding – Elder Care Services Foster Grandparent Program and Gadsden County School Board - **SEE PAGE #153**

Fund Source: IDEA – Federal Funded
Amount: \$58,000.00 for ten months (\$5,880.00 per month)

ACTION REQUESTED: The Superintendent recommends approval.

- e. Memorandum of Understanding – Elder Care Services Foster Grandparent Program and Gadsden County School Board (Head Start/PreK)
SEE PAGE #161

Fund Source: IDEA – Federal Funded
Amount: \$6,000.00 for ten months (\$600.00 per month)

ACTION REQUESTED: The Superintendent recommends approval.

- f. Approval of 2013 – 2015 GCCTA Contract - **SEE PAGE #170**

Fund Source: N/A
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

9. STUDENT MATTERS – **SEE ATTACHMENT**

- a. Student Expulsion – See back-up material

Case #26-1314-0211

ACTION REQUESTED: The Superintendent recommends approval.

- b. Student Expulsion – See back-up material
Case #27-1314-0211
ACTION REQUESTED: The Superintendent recommends approval.
- c. Student Expulsion – See back-up material
Case #29-1314-9102
ACTION REQUESTED: The Superintendent recommends approval.
- d. Student Expulsion – See back-up material
Case #30-1314-9102
ACTION REQUESTED: The Superintendent recommends approval.
- e. Student Expulsion – See back-up material
Case #34-1314-0231
ACTION REQUESTED: The Superintendent recommends approval.

10. SCHOOL FACILITY/PROPERTY

- a. Fire and Safety Inspections of Educational Facilities – **SEE PAGE #212**
Fund Source: 110
Amount: \$11,303.87
ACTION REQUESTED: The Superintendent recommends approval.
- b. Inspections for Havana Middle School Project – **SEE PAGE #217**
Fund Source: Capital Outlay
Amount: \$32,312.00
ACTION REQUESTED: The Superintendent recommends approval.

ITEMS FOR DISCUSSION

- 11. EDUCATIONAL ITEMS BY THE SUPERINTENDENT
- 12. SCHOOL BOARD REQUESTS AND CONCERNS
- 13. 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

December 17, 2013

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

Dear School Board Members:

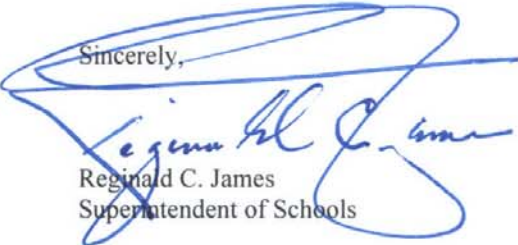
I am recommending that the attached list of personnel actions be approved, as indicated. I further recommend that all appointments to grant positions be contingent upon funding.

Item 6A Instructional and Non-Instructional Personnel 2013/2014

The following reflects the total number of full-time employees in this school district for the 2013/2014 school term, as of December 17, 2013.

<u>Description Per DOE Classification</u>	<u>DOE Object#</u>	<u>#Employees December 2013</u>
Classroom Teachers and Other Certified Administrators	120 & 130 110	454.00 50.00
Non-Instructional	150, 160, & 170	<u>399.00</u> 903.00

Sincerely,


Reginald C. James
Superintendent of Schools

Audrey Lewis
DISTRICT NO. 1
HAVANA, FL 32333
MIDWAY, FL 32343

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

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

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

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

BOARD MEETS FOURTH TUESDAY OF EACH MONTH
EQUAL OPPORTUNITY EMPLOYER

AGENDA ITEM 6A, INSTRUCTIONAL AND NON INSTRUCTIONAL 2013/2014

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

LEAVE

<u>Name</u>	<u>Location/Position</u>	<u>Beginning</u>	<u>Ending</u>
Carr, Emma*	Bus Driver	11/05/2013	01/02/2014
Johnson, Sabrina *	Bus Driver	11/11/2013	06/30/2013

RESIGNATIONS

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Robinson, Mimi	Transportation	Bus Driver	11/29/2013

TRANSFERS

<u>Name</u>	<u>Location/Position Transferring From</u>	<u>Location/Position Transferring To</u>	<u>Effective Date</u>
Akins, Deborah	GEMS/Office Manager	ETO/Office Manager	12/02/2013
Herring, Regina	GWM/Office Manager	GEMS/Office Manager	12/02/2013
Salais, Lorianne	ETO/Secretary	GWM/Secretary Data Entry	12/02/2013

RETIREMENTS

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
McCaskill, Shelia	SJES	Teacher	12/20/2013
Marshall, Ethel	Media/Technology	Electronics, Media	12/20/2013
Stone, Sheila	GWM	Teacher	11/22/2013

D.R.O.P. RETIREMENTS

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Hammelman, Jane	GRES	Office Manager	12/31/2013
Kelly, Barbara	GCA	Teacher	12/31/2013

TERMINATIONS

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Butler, Latina	GEMS	Guidance Counselor	11/21/2013
McMillan, Kimberly	SSES	Teacher	11/21/2013
Prada, Melissa	GWM	Teacher	12/10/2013

Substitutes

<u>Teacher</u>	<u>Custodial</u>
Lewis, Rodney	Mack, Isaac
Powell, Shirley	
Pruitt, Felicia	
Smith, Brenda	

*Extension of Leave

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 6b

DATE OF SCHOOL BOARD MEETING: December 17, 2013

TITLE OF AGENDA ITEMS: Governor's Allocation for Raises 13-14

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

This agenda item illustrates how the raise was implemented while staying compliant with F.S. 1012.22 (1) (c) 3.

FUND SOURCE: 110 (General) Fund

AMOUNT: \$ 895,407.00

PREPARED BY: Melanie King

POSITION: Assistant Superintendent for Business Services

All instructional personnel that were eligible to receive the raise based on the collective bargaining agreement got their raise on December 10, 2013. If they would normally have been eligible for a "step" on the old salary schedule, the union accounted for this while negotiating.

Instructional employees with advanced degrees that were hired on or after 7/1/11 were paid with a supplement for their advanced degree per F.S. 1012.22 (1) (c) 3. Advanced degree supplement amounts were \$1268-Masters and \$2481-Doctorate based on the existing placement schedule. These same employees' base pay was derived from the placement schedule with an additional \$1,900 increase if they met the criteria set forth by the collective bargaining unit.

A letter of explanation (see examples) went out to each employee with their paycheck.

DIST: 20
EIN:



JOB: 01

7. JOB1 (BASE RCD)

TIME: 10:43

P	S	POSITION#	TITLE	RESP	HRS-DY	JOB TITLE	RESP CENTER	INS
Y	A	51062	TEACHER,		7.330			

SAL	SLOT#	S	CONTRACT	ANNUAL	PERIOD	DAILY	HOURLY	BEGIN	END	#PAY	DAY
	TM04	A	33,121.00	33,121.00	2,760.08	168.98	23.0532	081312		12	196

HRS-DY	PT	M-EX	AG	TP-S	CHK	MONS	DAY	U	S-BANK	DIR	DEPOSIT	ACCT	T	USR	CODE	T/E	
7.330	12	S-	3		AC		12	10.0	196	T	A	0283	0182824541		C	RF	D

AG: _____ HR: 081511 ST: 081312 SL: 081312 TR(C): _____ SV: 081511 YRS: _____

SUP	WCI	CHK-LC	JB	DOE CODE	JOB TITLE	DESC	FUND	SRCE	CD-PCT
NO	1			51062	TEACHER,		G 100		

PF: 1-HLP 2-GI1 3-GI2 4-CT 5-EI 6-JB(PP) 7-JB1 8-JB2 9-DED 10-E/L 11-E/H 12-SCN
 JOB DISPLAYED...NEXT? TERML: 8AAA

4-©	1	Sess-1	199.44.72.2	TW1H0002	#S2/7
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**INSTRUCTIONAL SALARY SCHEDULE
2007 - 2008**

STEP	BACHELORS/ VOCATIONAL	MASTERS	SPECIALIST IN EDUCATION	DOCTORAL
00	30910	32178	32729	33391
01	31145	32413	32964	33625
02	31380	32648	33199	33860
03	31615	32883	33434	34095
04	31853	33121	33672	34333
05	32092	33360	33911	34572
06	32335	33602	34153	34814
07	32576	33844	34395	35056
08	32946	34212	34764	35425
09	33312	34579	35130	35791
10	33751	35018	35569	36230
11	34186	35454	36005	36666
12	34623	35891	36442	37104
13	35189	36457	37008	37669
14	35817	37084	37635	38296
15	36447	37713	38265	38926
16	37078	38346	38897	39558
17	37713	38981	39532	40194
18	38349	39616	40167	40828
19	38987	40254	40806	41467
20	39627	40894	41445	42106
21	40260	41528	42079	42740
22	40916	42183	42734	43395
23	41686	42953	43504	44165
24	42464	43732	44283	44944
25	43547	44814	45365	46027
26	46208	47475	48026	48687

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

2

DIST: 20 FY: 14 7. JOB1 (BASE RCD) TIME: 07:48
EIN: 020 JOB: 01

P S POSITION# TITLE RESP HRS-DY -----JOB TITLE----- ---RESP CENTER--- INS
Y A _____ 51062 7.330 TEACHER, _____

SAL SLOT# S CONTRACT ANNUAL PERIOD DAILY HOURLY BEGIN---END #PAY DAY
I0164 A 33,992.00 33,992.00 2,832.67 173.43 23.6603 081213 _____ 05 196

_____ 33,992.00

HRS-DY PT M-EX AG TP-S-CHK-MONS-DAY-U S-BANK--DIR DEPOSIT-ACCT-T USR-CODE T/E
7.330 12 S- 3 ___ AC _ 12 10.0 196 T A 0283 0182824541 C ___ RF ___ H

AG: _____ HR: 081511 ST: 081213 SL: 081213 TR(C): _____ SV: 081511 YRS: ___

SUP WCI CHK-LC JB DOE CODE-----JOB TITLE-----DESC --FUND SRCE(CD-PCT)--
YES 1 _____ 51062 TEACHER, G 100 _____

PF: 1-HLP 2-GI1 3-GI2 4-CT 5-EI 6-JB(PP) 7-JB1 8-JB2 9-DED 10-E/L 11-E/H 12-SCN
JOB DISPLAYED...NEXT? TERML: 8AAN

4-© 1 Sess-1 199.44.72.2 TW1H0048 #§2/7

3

DIST: 20 FY: 14
EIN:

8. JOB2 (SUPPLEMENTS)
JOB: 01 PT: 12

TIME: 10:50

SALARY SLOT# S CONTRACT ANNUAL PERIOD DAILY HOURLY BEGIN-----END #PAY

PCT	FND-FUNC-OBJ-CNTR-PROJECT-PGM	PCT	FND-FUNC-OBJ-CNTR-PROJECT-PGM
100.00	110 5100 120		

-----SUPPLEMENTAL PAY-----

SUPP#-ST	CONTRACT	PERIOD	BEGIN-----END T	#P	FND-FUNC-OBJ-CNTR-PROJECT-PGM	SRI
SUPPM A	1,268.00	105.67	081213			
TOT CP	1,268.00					

PF: 1-HLP 2-GI1 3-GI2 4-CT 5-EI 6-JB(MN) 7-JB1 8-JB2 9-DED 10-E/L 11-E/H 12-SCN
SUPPLEMENTS DISPLAYED. NEXT? TERML: 8AAA

4-© 1 Sess-1 199.44.72.2 TW1H0002 #S2/7

4

Example letter

GADSDEN COUNTY SCHOOL DISTRICT
2013-14 INSTRUCTIONAL SALARY COMPUTATION

COST CENTER
51

Instructional Employee:

For the fiscal year ending June 30, 2014 the above instructional employee's base pay is computed as follows: ORIGINAL BASE PAY: \$ 33360 as of fiscal year beginning 07/01/2013 (ORIGINAL BASE PAY includes an Advance Degree Supplement of \$1268) PLUS the historic adjustments detailed below by fiscal year of occurrence.

IN SUMMARY YOUR CURRENT BASE PAY IS: \$ 35260

The above employee is currently compensated on the GRANDFATHERED Pay Schedule

HISTORIC ADJUSTMENTS:			
FYE 6/30:	Evaluation Result	Evaluation Salary Adjustment	Cost of Living Adjustment
2014 *	EF	1,900.00	-
TOTAL of HISTORIC ADJUSTMENTS:			1,900.00

Legend for Evaluation Results: HE - Highly Effective, E - Effective, NI - Needs Improvement
ND - Developing, UN - Unsatisfactory, NO - No Evaluation

5

Example letter

GADSDEN COUNTY SCHOOL DISTRICT
2013-14 INSTRUCTIONAL SALARY COMPUTATION

COST CENTER
41

Instructional Employee:

For the fiscal year ending June 30, 2014 the above instructional employee's base pay is computed as follows: ORIGINAL BASE PAY: \$ 37713 as of fiscal year beginning 07/01/2013

PLUS the historic adjustments detailed below by fiscal year of occurrence.

IN SUMMARY YOUR CURRENT BASE PAY IS: \$ 39613

The above employee is currently compensated on the GRANDFATHERED Pay Schedule

HISTORIC ADJUSTMENTS:			
FYE 6/30:	Evaluation Result	Evaluation Salary Adjustment	Cost of Living Adjustment
2014 *	HE	1,900.00	-
TOTAL of HISTORIC ADJUSTMENTS:			1,900.00

Legend for Evaluation Results: HE - Highly Effective, E - Effective, NI - Needs Improvement
ND - Developing, UN - Unsatisfactory, NO - No Evaluation

6

Example letter

GADSDEN COUNTY SCHOOL DISTRICT 2013-14 INSTRUCTIONAL SALARY COMPUTATION

COST CENTER
41

Instructional Employee:

For the fiscal year ending June 30, 2014 the above instructional employee's base pay is computed as follows: ORIGINAL BASE PAY: \$ 43547 as of fiscal year beginning 07/01/2013

PLUS the historic adjustments detailed below by fiscal year of occurrence.

IN SUMMARY YOUR CURRENT BASE PAY IS: \$ ~~44047~~ 43,547

The above employee is currently compensated on the GRANDFATHERED Pay Schedule

HISTORIC ADJUSTMENTS:			
FYE 6/30:	Evaluation Result	Evaluation Salary Adjustment	Cost of Living Adjustment
2014 *	NI	500.00	
<p><i>this is a one time bonus - this did not come out of governor's raise money - this will not increase your base salary</i></p>			
TOTAL of HISTORIC ADJUSTMENTS:			500.00

* this statement was written on all NIs

Legend for Evaluation Results: HE - Highly Effective, E - Effective, NI - Needs Improvement
ND - Developing, UN - Unsatisfactory, NO - No Evaluation

7

Example letter

GADSDEN COUNTY SCHOOL DISTRICT
2013-14 INSTRUCTIONAL SALARY COMPUTATION

COST CENTER
41

Instructional Employee:

For the fiscal year ending June 30, 2014 the above instructional employee's base pay is computed as follows: ORIGINAL BASE PAY: \$ 30910 as of fiscal year beginning 07/01/2013

PLUS the historic adjustments detailed below by fiscal year of occurrence.

IN SUMMARY YOUR CURRENT BASE PAY IS: \$ 30910

The above employee is currently compensated on the GRANDFATHERED Pay Schedule

HISTORIC ADJUSTMENTS:			
FYE 6/30:	Evaluation Result	Evaluation Salary Adjustment	Cost of Living Adjustment
2014 *	#N/A	-	-
TOTAL of HISTORIC ADJUSTMENTS:			-

Legend for Evaluation Results: HE - Highly Effective, E - Effective, NI - Needs Improvement
ND - Developing, UN - Unsatisfactory, NO - No Evaluation

8

Salary Increase Proposal for Principals and Assistant Principals

(Using the Value Added Model (VAM) calculated by the DOE and the Leadership Practice of each School Principal)

Principal Rated Highly Effective (HE) = \$1950

Principal Rated Effective (E) = \$1550

(Using the Overall Performance Rating by the School Principal)

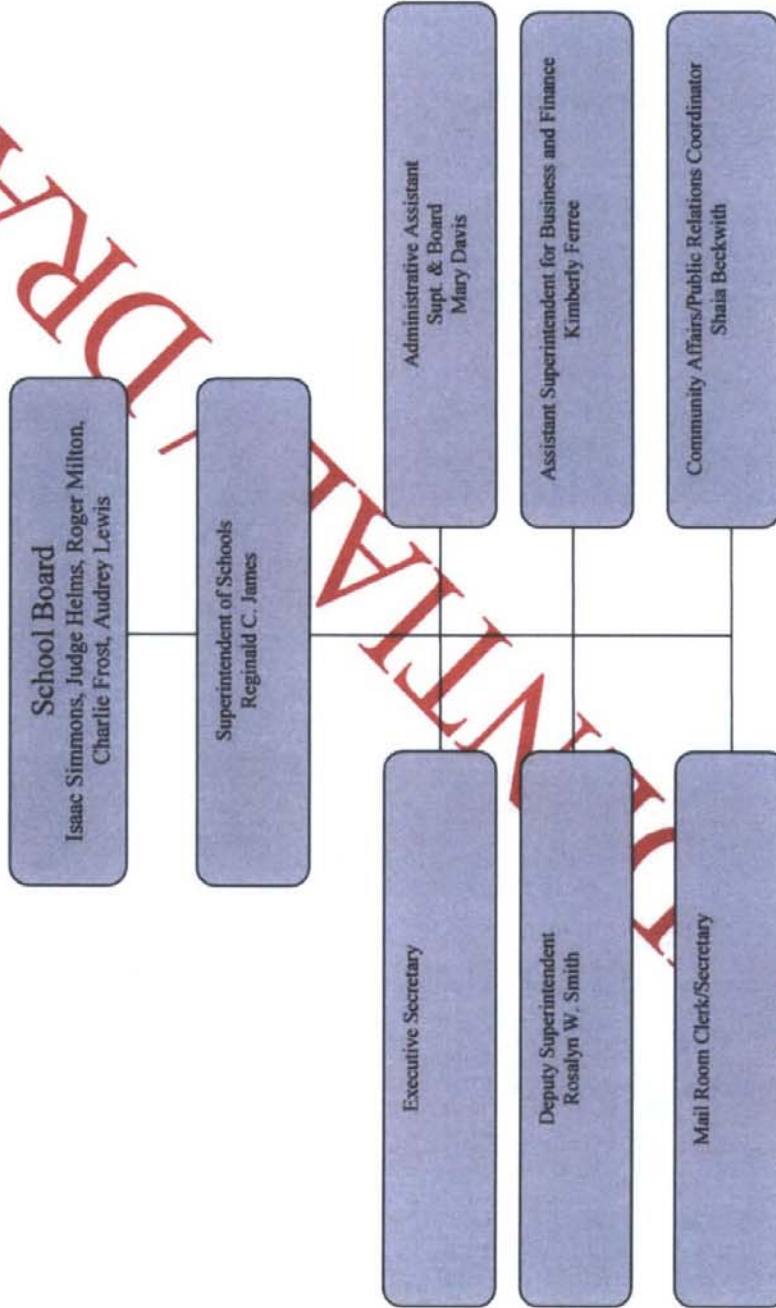
Assistant Principal Rated Highly Effective (HE) = \$1750

Assistant Principal Rated Effective (E) = \$1350

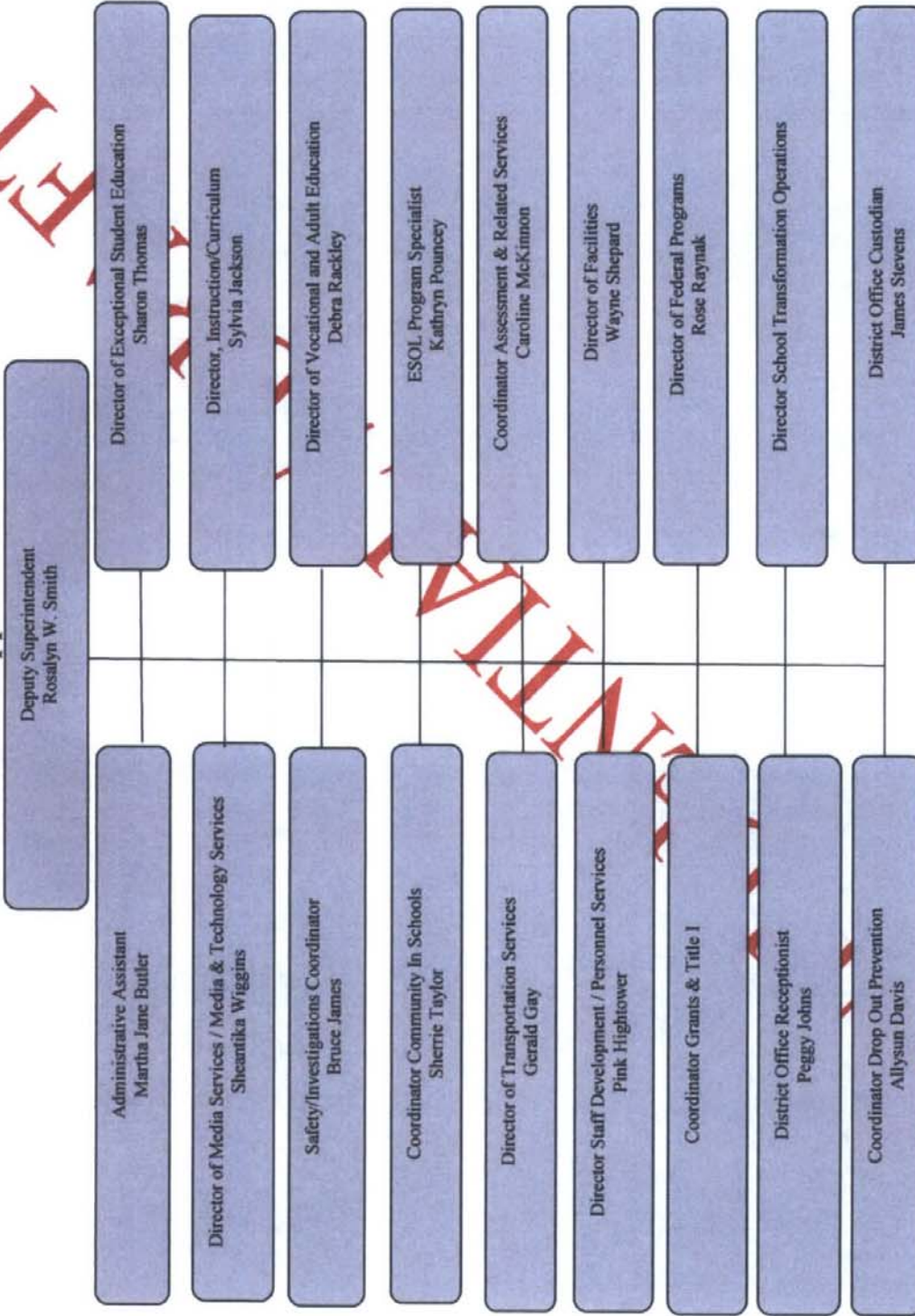
Rubric of the Tiered Salary Increase for School Administrators:

- VAM Scores from DOE and the District's Leadership Practice Scores will be used for the Performance Score.
- Overall Scores from the School Principals' Evaluations for Assistant Principals.
- 2012/2013 Evaluations for School Principals and Assistant Principals.
- Salary Increase Retroactive to July 2013.
- Current Salary will be impacted by the Pay Increase
- Only Highly Effective and Effective Performance Scores will be used for Principal's pay increase (9 administrators)
- Only Highly Effective and Effective Overall Performance will be used for Assistant's Principal's pay increase (12 administrators)
- Salary pay increase will be negotiable each year based upon the changes in Performance Scores for Principals and Overall Scores for Assistant Principals.

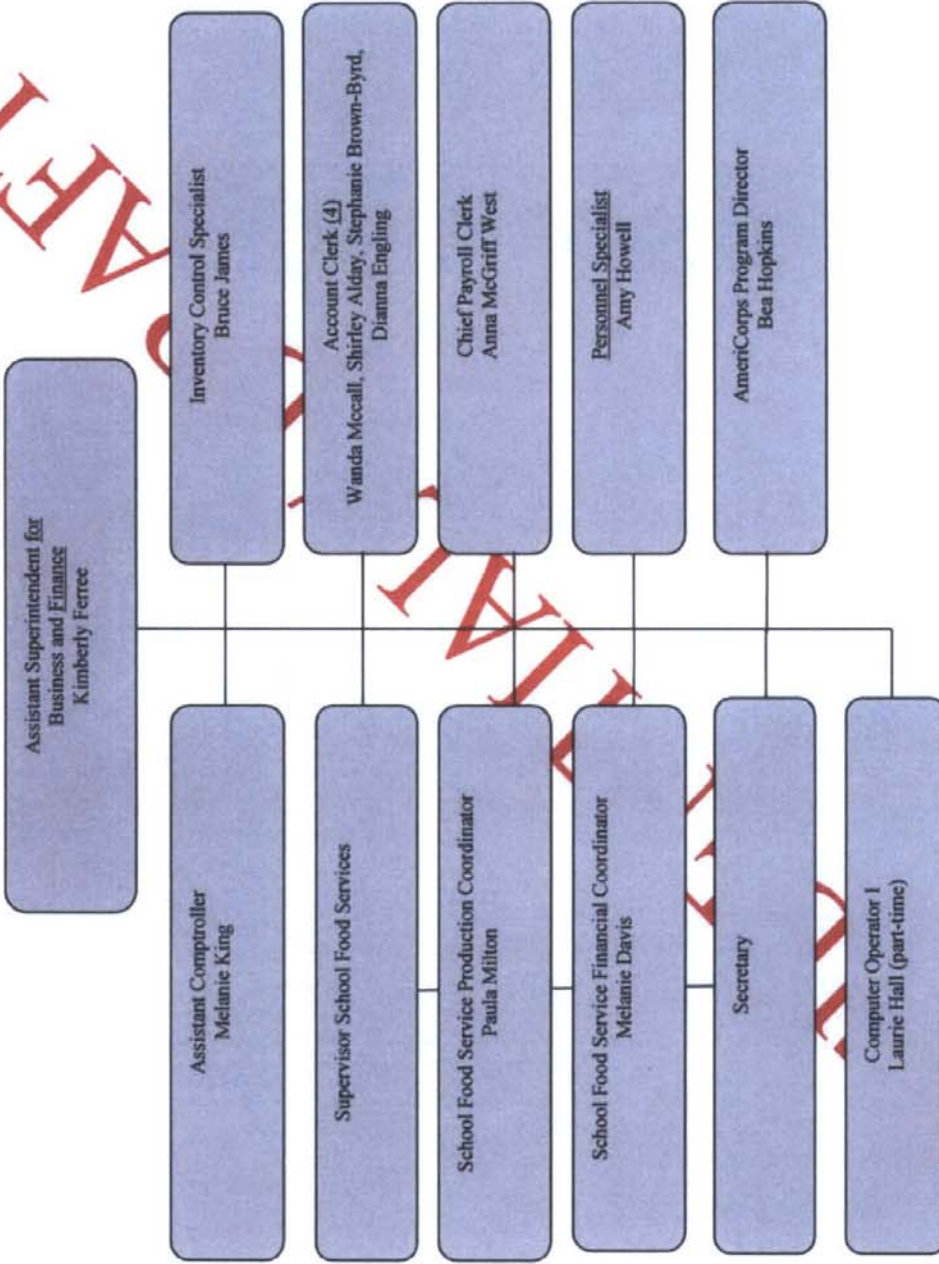
Gadsden County School Board Organizational Chart



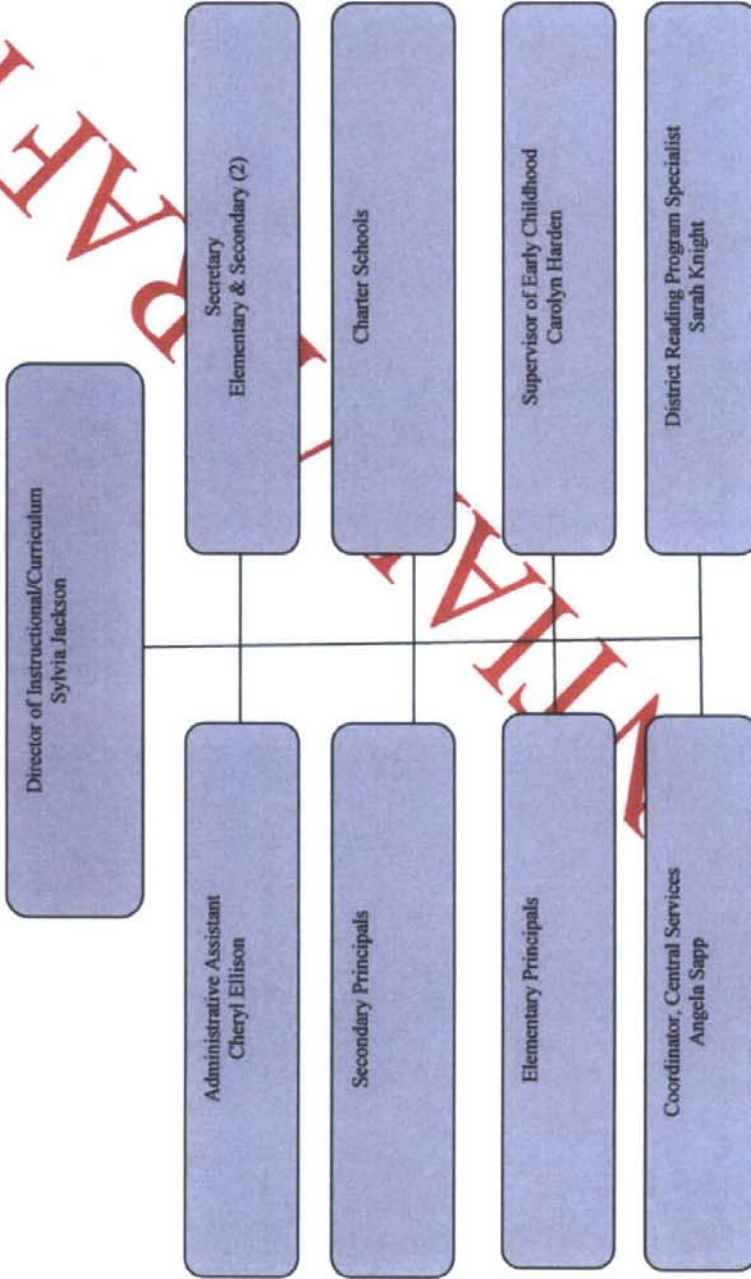
Central Support Services



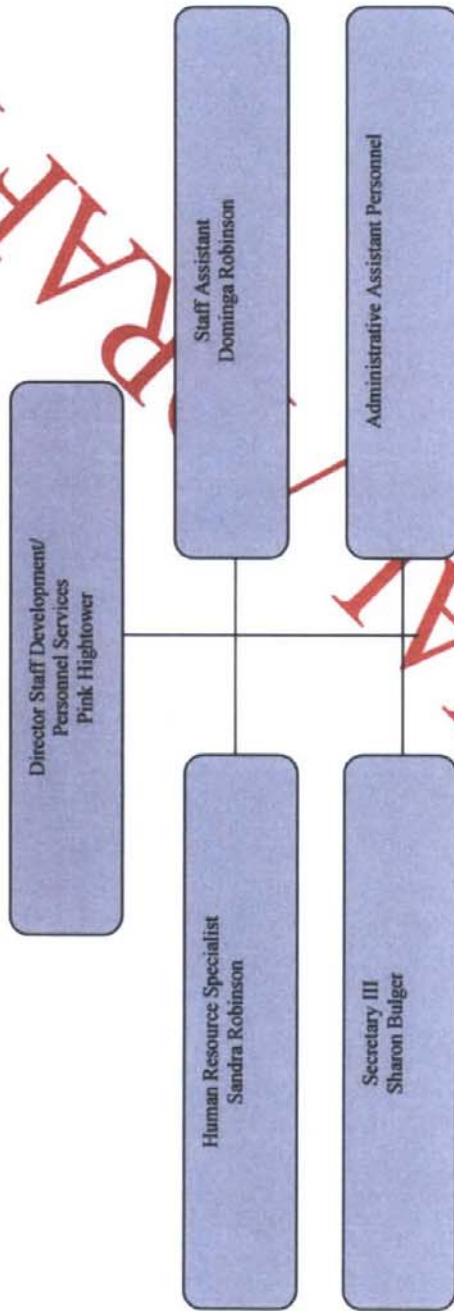
Business Services Department



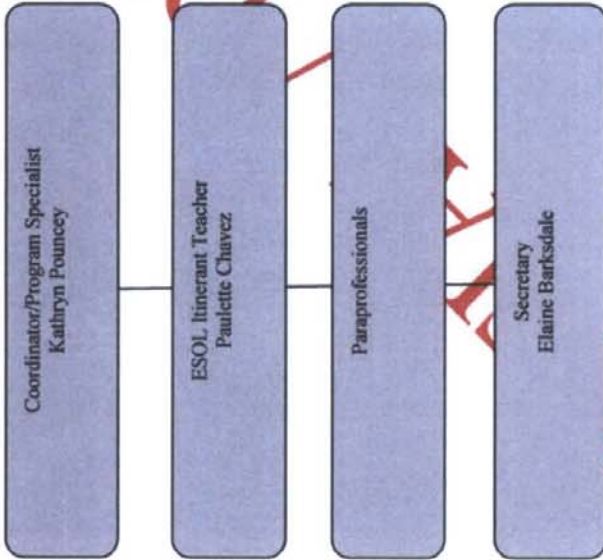
Instructional Services



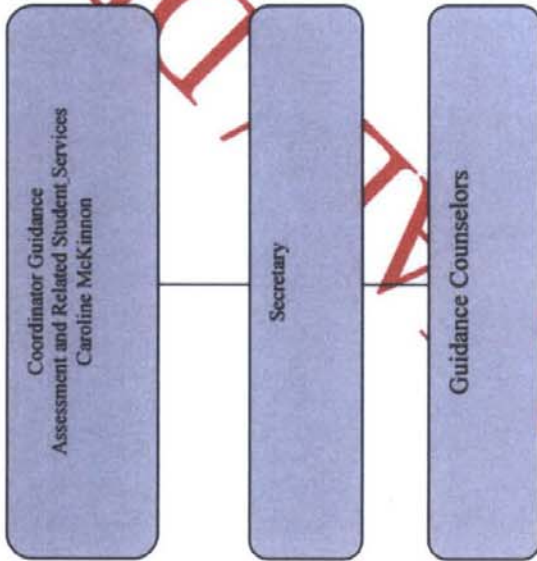
Human Resources Department



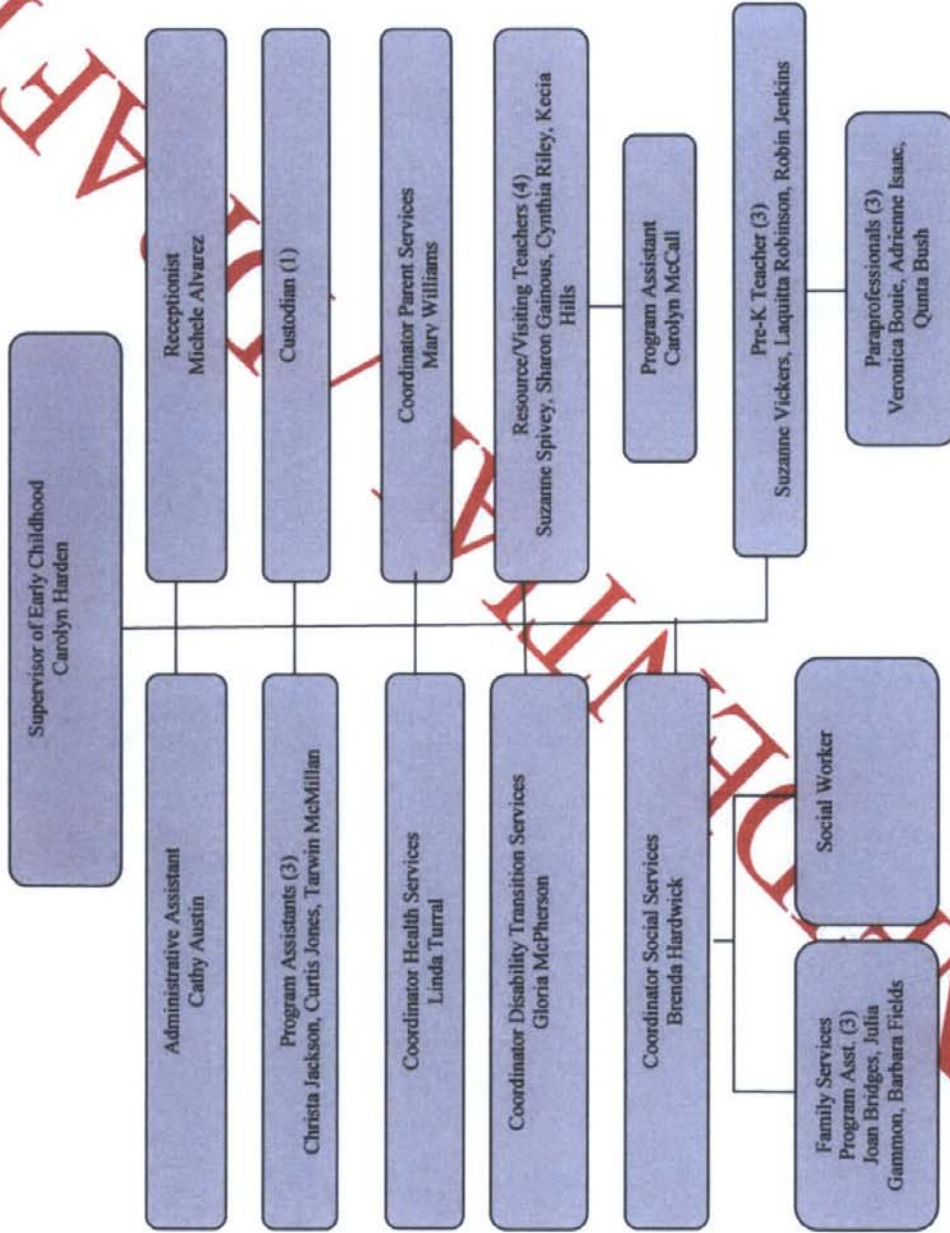
ESOL Program



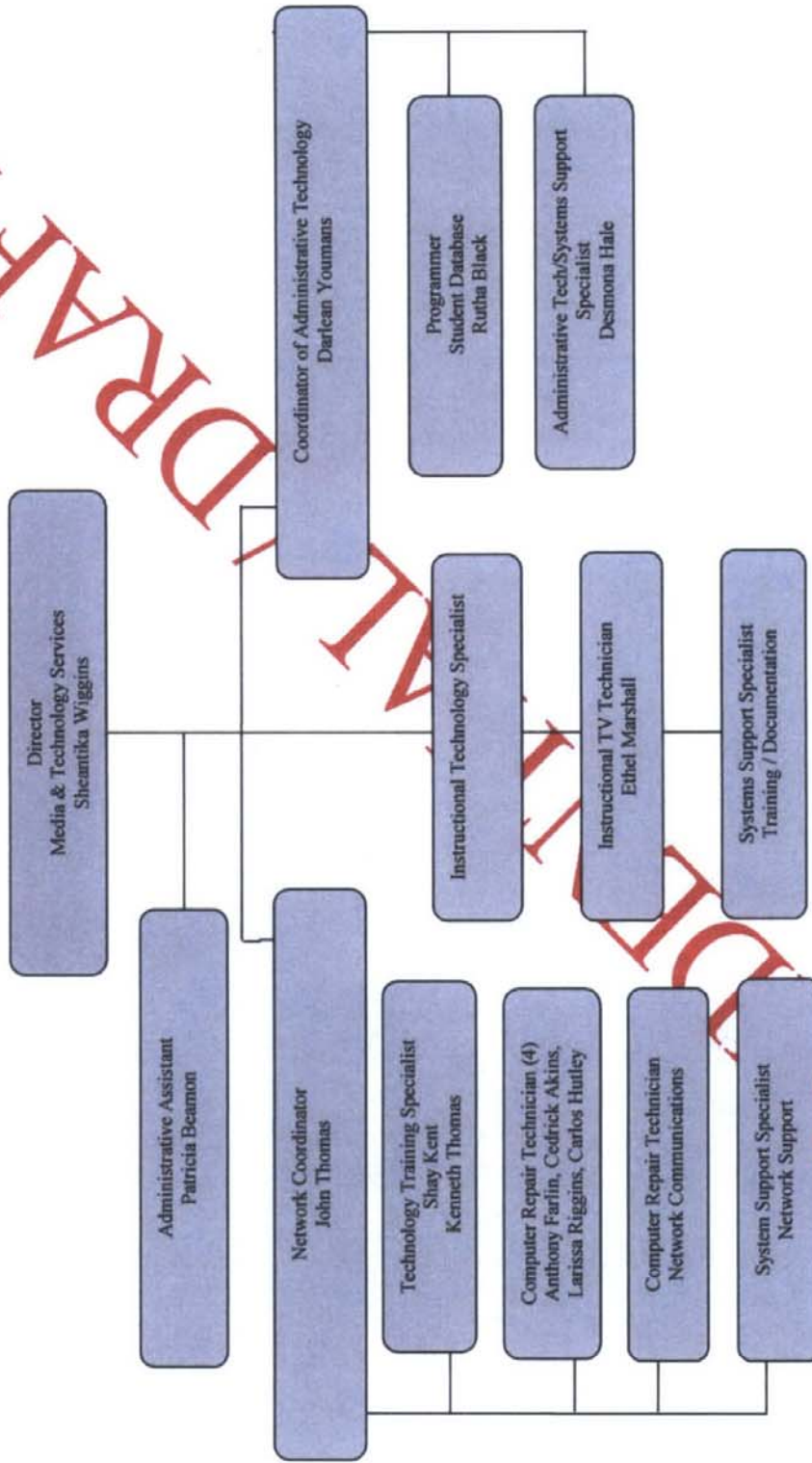
Assessment and Guidance Services



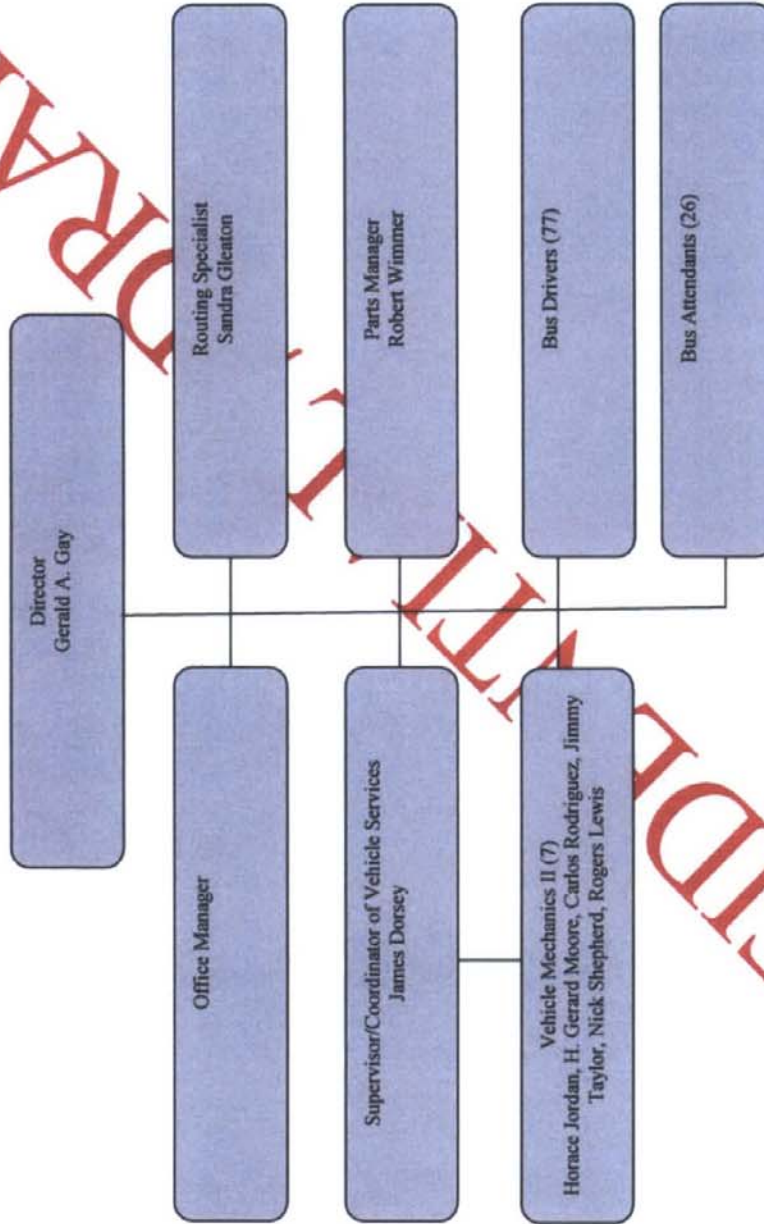
Pre-Kindergarten Services



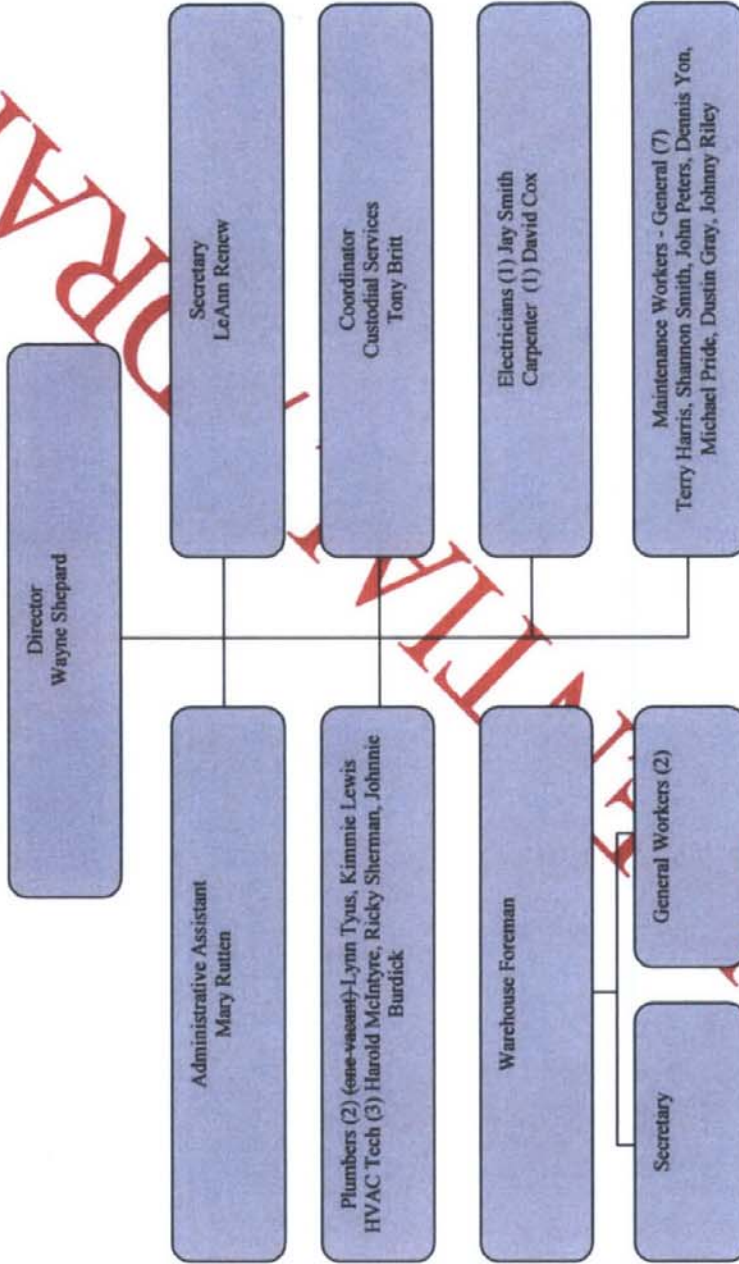
Instructional Materials and Media/Technology Services (Instructional Technology & Information Technology Services)



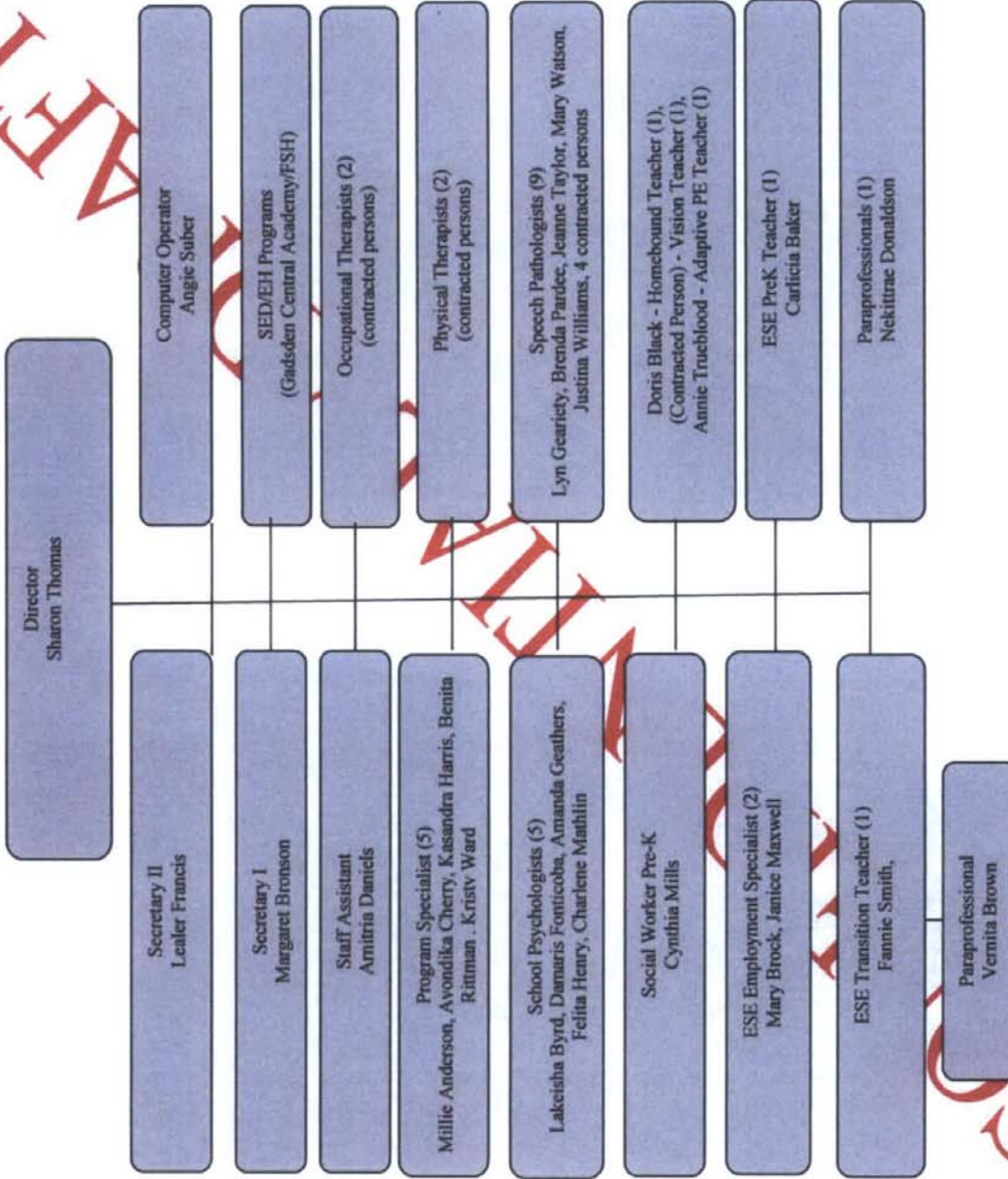
Transportation Director



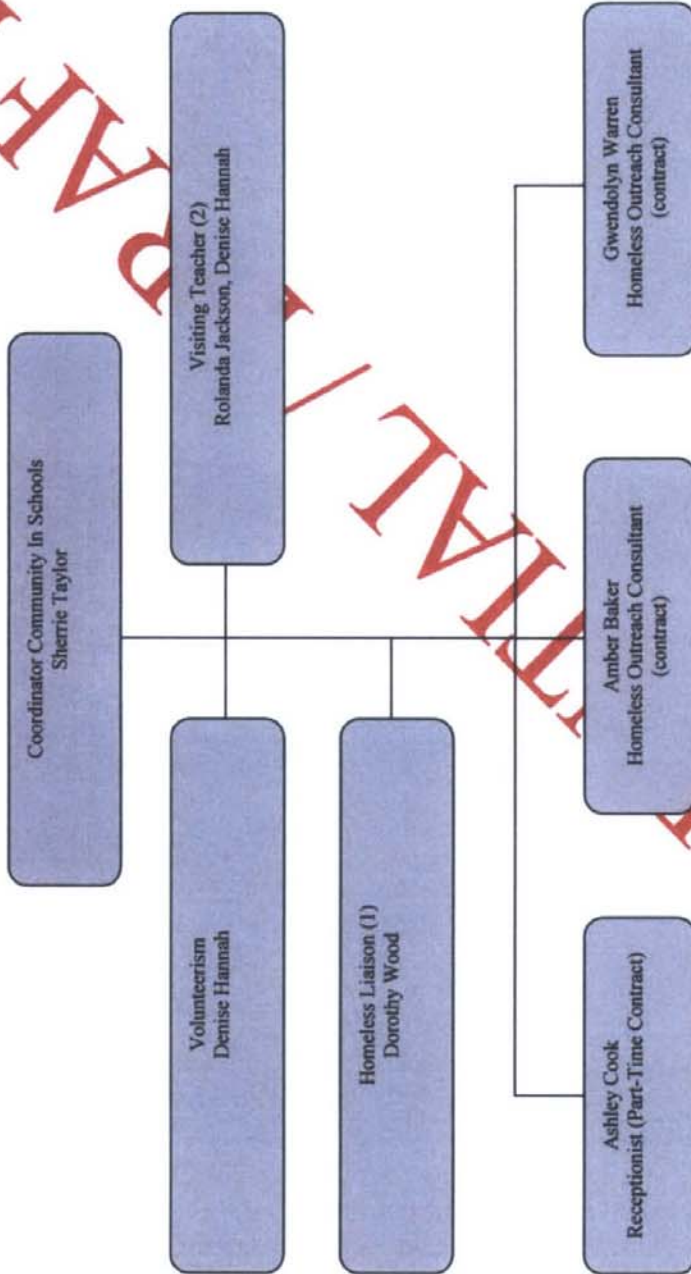
Facilities Department



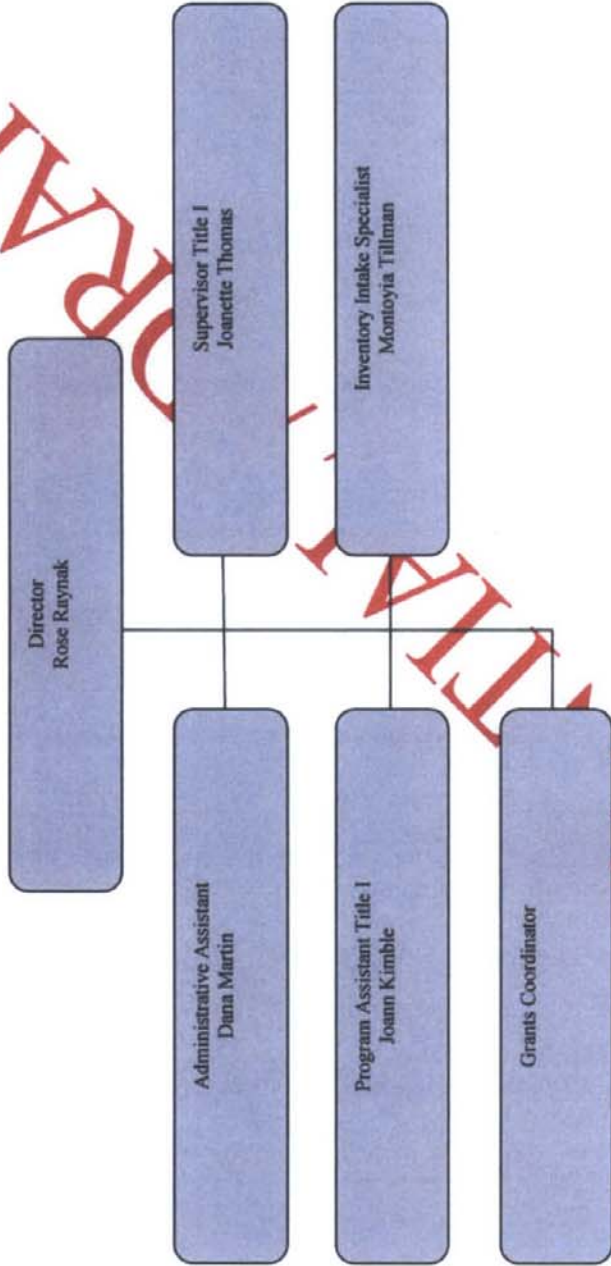
Exceptional Student Services Department



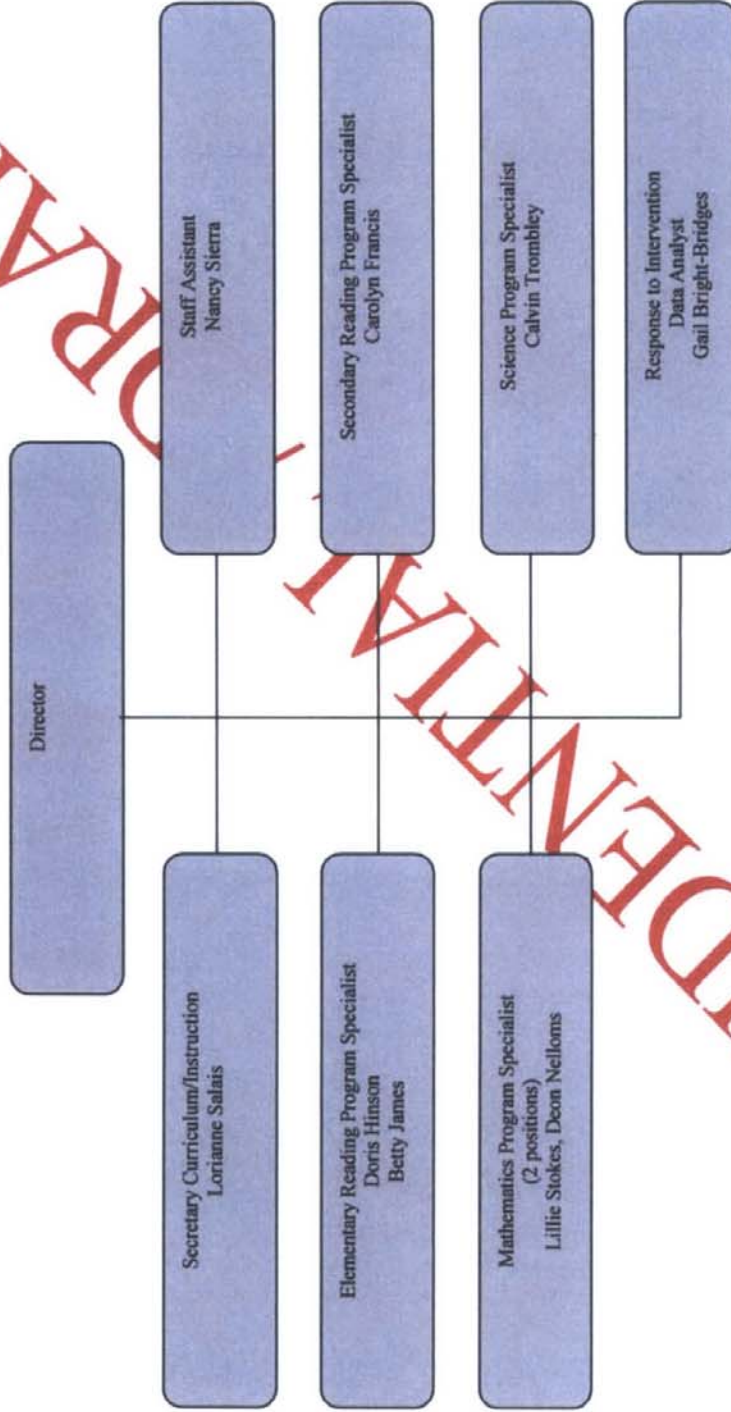
Parent and Community Services



Federal Programs

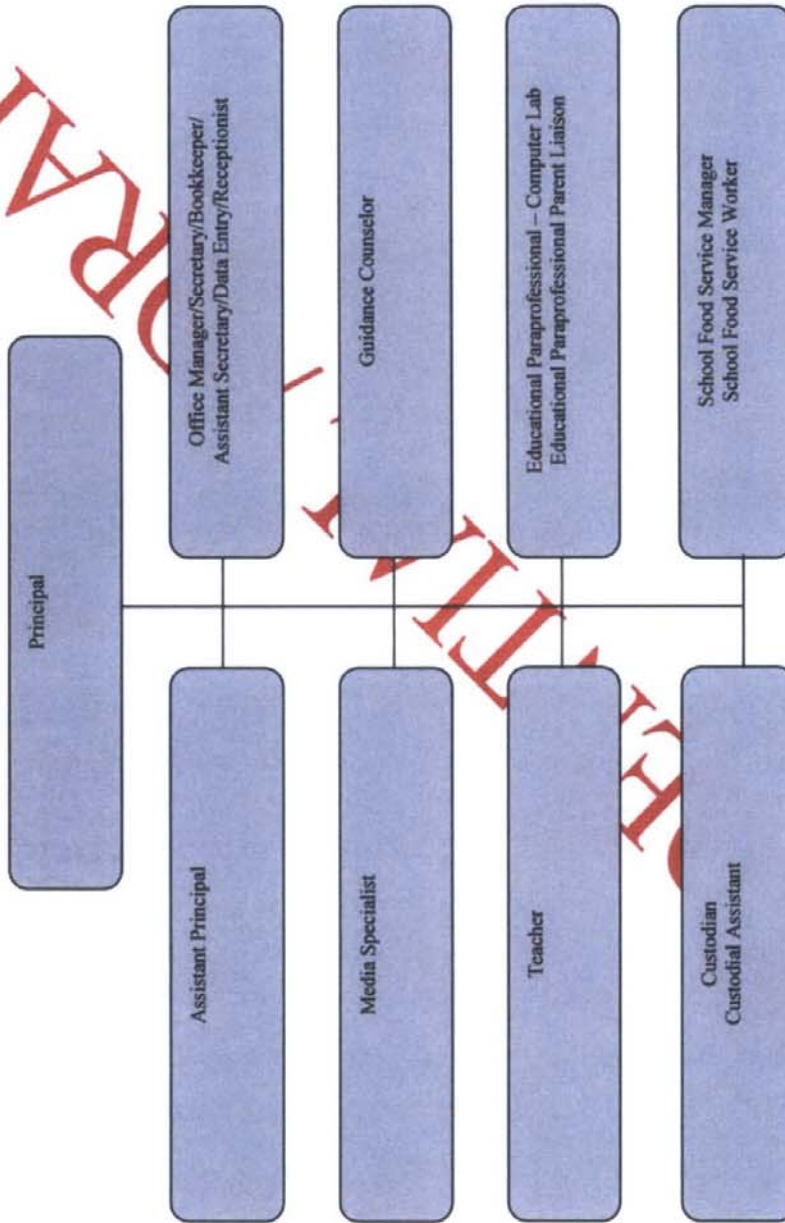


School Transformation Operations



School Level Organization

(Positions and numbers allocated will vary depending upon school level and enrollment)



CONFIDENTIAL / DRAFT

AMERICORPS

Director
Bea Hopkins

AmeriCorps Gadsden Read (G4)

CONFIDENTIAL / DRAFT

CONFIDENTIAL / DRAFT

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7a

DATE OF SCHOOL BOARD MEETING: December 17, 2013

TITLE OF AGENDA ITEMS: Budget Amendment Number Four

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested for this budget amendment that establishes budget for 331 fund (HMS Construction - Capital City Bank) and the 393 fund (HMS Construction - Suntrust Bank). It also appropriates funds by correct function and object in the 379 fund.

FUND SOURCE: 3XX (Capital Improvement) Funds

AMOUNT: \$ 4,095000.00

PREPARED BY: Kim Ferree

POSITION: Assistant Superintendent for Business Services

Gadsden County School Board
 Appropriations for 3XX
 Capital Funds
 Budget Amend. No. Four

331 FUND HMS CONSTRUCTION CAPITAL CITY BANK		BEGINNING BUDGET 12/10/2013	BUDGET AMENDMENT FOUR	BUDGET BALANCE 12/10/2013
7400	600	\$ -	\$ 1,725,000.00	\$ 1,725,000.00
FUNCTOTAL		\$ -	\$ 1,725,000.00	\$ 1,725,000.00
379 FUND CAPITAL IMPROVEMENT		BEGINNING BUDGET 12/10/2013	BUDGET AMENDMENT FOUR	BUDGET BALANCE 12/10/2013
7400	600	\$ 2,695,946.22	\$ -	\$ 2,695,946.22
9700	900	\$ 1,775,354.85	\$ -	\$ 1,775,354.85
FUNCTOTAL		\$ 4,471,301.07	\$ -	\$ 4,471,301.07
393 FUND HMS CONSTRUCTION SUNTRUST BANK		BEGINNING BUDGET 12/10/2013	BUDGET AMENDMENT FOUR	BUDGET BALANCE 12/10/2013
7400	600	\$ -	\$ 2,370,000.00	\$ 2,370,000.00
FUNCTOTAL		\$ -	\$ 2,370,000.00	\$ 2,370,000.00

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

		REVENUE OBJECT	ESTIMATED REVENUE 12/10/2013	BUDGET AMENDMENT NUMBER FOUR	ENDING ESTIMATED REVENUE 12/10/2013
331 FUND					
HMS CONSTRUCTION					
CAPITAL CITY BANK		721	\$ -	\$ 1,725,000.00	\$ 1,725,000.00
		TOTAL	\$ -	\$ 1,725,000.00	\$ 1,725,000.00
379 FUND					
CAPITAL					
IMPROVEMENTS		413	\$ 2,132,600.00	\$ -	2,132,600.00
		421	\$ -	\$ -	0.00
		TOTAL	\$ 2,132,600.00	\$ -	\$ 2,132,600.00
393 FUND					
HMS SUNTRUST					
SECTION 1011 LOAN		721	\$ -	\$ 2,370,000.00	\$ 2,370,000.00
		TOTAL	\$ -	\$ 2,370,000.00	\$ 2,370,000.00

Havana Middle School Construction Funding

CONSTRUCTION

Fund	Description	Revenue	Budget Amend.	Expenditure Cost Strip						
331	Havana Mid Construct CC Bank	\$ 1,725,000.00	331.1510.721.0079	331	2510	7400	630 0061	0079	\$ 1,725,000.00	
393	Havana Mid Construct SunTrust	\$ 2,370,000.00	393 .1510.721.0079	393	2510	7400	630 0061	0079	\$ 2,370,000.00	
379	Capital Improvements Fund	\$ 1,500,000.00	(Revenue already in budget)	379		7400	630 0061	0079	\$ 1,500,000.00	Budget Amend. needed
		\$ 5,595,000.00							\$ 5,595,000.00	

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7b

DATE OF SCHOOL BOARD MEETING: December 17, 2013

TITLE OF AGENDA ITEMS: Budget Amendment Number Five

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested for this budget amendment that establishes budget for 231 fund (Section 1011 Loan from Capital City Bank) and the 293 fund (Suntrust Construction Loan for HMS).

FUND SOURCE: 2XX (Debt Service) Funds

AMOUNT: \$ 360,842.07

PREPARED BY: Kim Ferree

POSITION: Assistant Superintendent for Business Services

**Budget Amendment Number
Five
2XX Debt Service Fund Appropriations**

**231 FUND
SECTION 1011
LOAN FROM CCB**

			BEGINNING BUDGET 12/10/2013	BUDGET AMENDMENT NUMBER FIVE	BUDGET BALANCE 12/10/2013
9200	710	\$	-	\$ 162,056.83	\$ 162,056.83
Debt Service	720	\$	-	\$ 23,805.00	\$ 23,805.00
TOTAL		\$	-	\$ 185,861.83	\$ 185,861.83

**293 FUND
SUNTRUST LOAN
FOR HMS**

			BEGINNING BUDGET 12/10/2013	BUDGET AMENDMENT NUMBER FIVE	BUDGET BALANCE 12/10/2013
9200	710	\$	-	\$ 123,942.76	\$ 123,942.76
Debt Service	720	\$	-	\$ 51,037.48	\$ 51,037.48
TOTAL		\$	-	\$ 174,980.24	\$ 174,980.24

Gadsden County School Board
 2XX Debt Service Fund Estimated Revenue
 Budget Amendment Number
 Five

231 FUND SECTION 1011 LOAN FROM CAPITAL CITY BANK 630	ESTIMATED REVENUE 12/10/13	BUDGET AMENDMENT NUMBER FIVE	ENDING ESTIMATED 12/10/2013
\$	-	\$ 185,861.83	\$ 185,861.83
GRAND TOTAL	\$ -	\$ 185,861.83	\$ 185,861.83

293 FUND OTHER LOAN FROM SUNTRUST BANK 630	ESTIMATED REVENUE 12/10/13	BUDGET AMENDMENT NUMBER FIVE	ENDING ESTIMATED 12/10/2013
\$	-	\$ 174,980.24	\$ 174,980.24
GRAND TOTAL	\$ -	\$ 174,980.24	\$ 174,980.24

DEBT SERVICE

Fund	Description	Revenue	Budget Amend.	Expenditure Cost Strip						
231	Section 1011 Loan from CCBank	\$ 185,861.83	231.1510.630.0079	231	2510	9200	710 0061	0079	\$ 162,056.83	Principal
					2510	9200	720 0061	0079	\$ 23,805.00	Interest
					Subtotal				\$ 185,861.83	
293	Other Loan from SunTrust Bank	\$ 174,980.24	293.1510.630.0079	293	2510	9200	710 0061	0079	\$ 123,942.76	Principal
					2510	9200	720 0061	0079	\$ 51,037.48	Interest
					Subtotal				\$ 174,980.24	
	Total	\$ 360,842.07			Total				\$ 360,842.07	

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7c

DATE OF SCHOOL BOARD MEETING: December 17, 2013

TITLE OF AGENDA ITEMS: FDOE Monitoring Review of Fiscal Condition
DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

Discuss and approve the FDOE Monitoring Review of the 2012-13 Fiscal Recovery Plan; Present an update to the November 19, 2013 Financial Condition Summary to remove Charter School flowthru; and discuss and approve the 2013-14 Fiscal Recovery Plan and Official Notification to FDOE and the Board.

FUND SOURCE: General Revenue Fund

AMOUNT: N/A

PREPARED BY: Kim Ferree

POSITION: Assistant Superintendent for Business Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMANS'S SIGNATURE: page(s) numbered _____

Be sure that the Comptroller has signed the budget page.

DISTRICT SCHOOL BOARD OF GADSDEN COUNTY
DISTRICT FINANCIAL CONDITION SUMMARY
PROJECTIONS FOR 2013-2014

19-Nov-13

GENERAL FUND - FUND 110

A	Balance Forward from June 30, 2013	2,289,306.46	
	PROJECTED REVENUES and OTHER FINANCING SOURCES:		
	Anticipated State Florida Education Finance Program (FEFP) Receipts	22,297,975.83	See Note
	Anticipated FEFP Local Tax Receipts	8,700,000.00	
	Other: (Describe)		
	ROTC	125,083.28	
	Medicaid	400,000.00	
	Other Federal Through Local	475,000.00	
	Other State	8,118,523.00	
	Other Local	761,000.00	
	Transfer from Capital Improvements Fund	1,200,000.00	
B	Revised Revenue	42,077,582.11	
	PROJECTED EXPENDITURES and OTHER FINANCING USES:		
	General Fund Expenditures	43,179,778.08	
	Other: (Describe)		
C	Total Projected Expenditures	43,179,778.08	
	PROJECTED JUNE 30, 2014 GENERAL FUND BALANCE:	1,187,110.49	
	General Fund Balance Components		
	Nonspendable Fund Balance	200,000.00	
	Restricted Fund Balance	380,000.00	
	Assigned Fund Balance	97,000.00	
	Unassigned Fund Balance	510,110.49	
	Assigned and Unassigned Fund Balance Percentage		1.44%

Note: Adjustments to FEFP

Total FEFP Projected based on FTE	22,994,047.83
Less:	
McKay Scholarships	370,000.00
Prior Yrs FTE Audits	326,072.00
	<u>22,297,975.83</u>

Staffing Allocation Plans by Fund 2013-2014						Employees as of 11/18/2013				Detail of General Fund Only 11/18/13 GENERAL FUND COMPARISON		
Ctr. #	School Name	Budgeted	Budgeted	Budgeted	Budgeted	Payroll	Payroll	Payroll	Payroll	Budgeted	Payroll	Over/(Under)
		General Fund	Food Service	Other Funds	Total Positions	General Fund	Food Service	Other Funds	Total Positions	General Fund	General Fund	Budget
		(Column A)				(Column B)				(Column A)	(Column B)	
0041	GEORGE W. MUNROE	52.74	7.00	16.36	76.10	58.34	6.00	14.26	78.60	52.74	58.34	5.60
0051	WEST GADSDEN HIGH	38.90	6.00	1.20	46.10	46.20	5.00	2.20	53.40	38.90	46.20	7.30
0061	HAVANA MIDDLE	22.50	2.00	1.00	25.50	26.00	3.00	1.00	30.00	22.50	26.00	3.50
0071	EAST GADSDEN HIGH	66.00	8.00	2.00	76.00	81.10	8.00	2.90	92.00	66.00	81.10	15.10
0091	HAVANA ELEMENTARY	35.42	7.00	12.08	54.50	34.46	6.00	10.54	51.00	35.42	34.46	(0.96)
0101	GADSDEN ELEM MAGNET	19.65	1.00	0.00	20.65	19.65	1.00	0.00	20.65	19.65	18.65	(1.00)
0141	GREENSBORO ELEMENTARY	35.78	4.00	4.12	43.90	37.44	4.00	4.66	46.10	35.78	37.44	1.66
0151	CHATTAHOOCHEE ELEM.	22.50	3.00	4.40	29.90	25.00	3.00	4.85	32.85	22.50	25.00	2.50
0171	GRETNA ELEMENTARY	32.07	4.00	3.08	39.15	33.07	4.00	4.08	41.15	32.07	32.07	0.00
0191	ST. JOHN ELEMENTARY	26.77	4.00	4.73	35.50	28.77	4.00	5.08	37.85	26.77	28.77	2.00
0201	STEWART ST. ELEM.	51.22	6.00	12.18	69.40	52.72	6.00	19.38	78.10	51.22	53.72	2.50
0211	SHANKS MIDDLE	46.90	7.00	5.15	59.05	51.40	7.00	3.65	62.05	46.90	51.40	4.50
0212	Adult Education	13.50		0.00	13.50	13.50			13.50	13.50	13.50	0.00
0231	CARTER PARRAMORE	25.35	4.00	3.10	32.45	27.35	5.00	2.10	34.45	25.35	28.35	3.00
0241	FLORIDA STATE HOSPITAL	7.00		0.00	7.00	6.00			6.00	7.00	6.00	(1.00)
0245	GADSDEN TECH. INSTITUTE	4.50		2.00	6.50	5.50		2.00	7.50	4.50	5.50	1.00
8016	BOLD STEP INFANT CARE	2.00		0.00	2.00	2.00			2.00	2.00	2.00	0.00
9001	Districtwide	60.00		22.95	82.95	56.00		28.20	84.20	60.00	56.00	(4.00)
9003	Transportation	95.00		4.00	99.00	85.00		3.00	88.00	95.00	85.00	(10.00)
9004	Food Service		2.00		2.00		2.00		2.00	0.00	0.00	0.00
9020	Maintenance	18.00			18.00	17.00			17.00	18.00	17.00	(1.00)
9026	PreK and Head Start	3.75		18.45	22.20	3.75		18.45	22.20	3.75	3.75	0.00
9027	Bilingual	2.00			2.00	2.05			2.05	2.00	2.05	0.05
9102	HOPE ACADEMY	4.05			4.05	2.05			2.05	4.05	2.05	(2.00)
9106	GADSDEN CENTRAL ACADEMY	5.15		5.15	10.30	5.15		6.15	11.30	5.15	5.15	0.00
	TOTAL	690.75	65.00	121.95	877.70	719.50	64.00	132.50	916.00	690.75	719.50	28.75

Ctr. 0051

West Gadsden High School

Teacher	--0--	--1--	--2--	--3--	--4--	--5A--	--5B--	--6--	--7--	Avg #	funding based
No Teacher	0	0	0	0	0	0	0	0	0	↓	07 25
BROWN, KEIDRA <i>Math</i>	0	19	16	19	0	9	0	21	11	15.83	
BUSH, MARBISHA	0	0	7	0	8	0	0	0	0	7.90	
CHRISTOPHER, JEFFERY <i>GTI</i>	0	0	0	0	1	0	0	1	0	1.00	
CLARK, MICHAEL <i>GTI</i>	0	1	1	1	0	0	0	0	0	1.00	
CONYERS, ANDRIKA <i>Lang. Arts</i>	0	21	18	17	12	20	0	0	17	17.50	
CONYERS, MAGGIE	0	0	0	0	0	0	0	0	0	0	
DAVIS, CHRISTINE <i>Math</i>	0	23	25	0	23	0	23	24	20	23.00	
GIBSON, DON <i>GTI</i>	0	0	0	0	3	0	0	3	0	3.00	
HACKLEY, CYRILLA <i>Bus. Ed.</i>	0	12	23	21	12	0	0	14	3	14.17	
HALL, DELWYN <i>Law Academy</i>	0	19	0	2	14	0	8	8	8	9.83	
HATTEN, ELLANOR <i>Custodian</i>	0	0	0	0	0	0	0	0	0	0	
HOWARD, ABDUL <i>PE</i>	0	12	42	35	0	35	0	19	20	27.17	
JAMES, ALEXANDER <i>PE</i>	0	0	11	31	24	0	32	7	12	19.50	
JOHNSON, GREGORY <i>Science</i>	0	11	0	23	17	0	20	23	12	17.67	
JOHNSON, HASTON <i>ESE</i>	0	9	1	1	12	8	0	9	0	6.67	
KENT-TOUSSAINT, CYNTHIA <i>Art Tchr.</i>	0	23	9	24	19	0	0	30	35	23.33	
KIMBELL, CYNTHIA <i>Adult Ed</i>	0	0	0	0	0	0	0	0	0	0	
KIRKLAND, NAHKETAH <i>Reading</i>	0	14	25	18	18	0	25	0	21	20.17	
LIPTROT, WILLIAM <i>ROTC</i>	0	12	6	24	0	33	0	4	2	13.50	
MADRY, CECELIA <i>Music</i>	0	25	28	30	26	0	0	28	28	27.50	
MANION, BUFORD <i>Social Studies</i>	0	22	22	23	9	0	0	16	17	18.17	
MATHEWS, LESIA <i>Social Studies</i>	0	16	20	19	21	21	0	0	15	18.67	
MCKINNON, BETTYE <i>Math</i>	0	10	21	0	20	0	23	22	17	18.83	
MCPHAUL, DAVID <i>GTI</i>	0	0	0	0	0	0	0	0	0	0	
MONTGOMERY, L.	0	0	0	0	0	0	0	0	0	0	
MOODY, CHERYL <i>Reading Coach</i>	0	24	23	19	0	0	24	20	16	21.00	
MYRICK, KIMBERLY <i>Science</i>	0	21	0	25	22	0	18	19	25	21.67	
REYNOLDS, CYNTHIA <i>Family/Consumer</i>	0	16	13	7	24	0	7	21	0	14.67	
RIGGINS, SANDRA <i>Asst. Prin.</i>	0	0	0	0	0	0	0	0	0	0	
RYALS, VIRGINIA <i>Science Tchr.</i>	0	18	0	9	13	16	0	22	22	16.67	
SAILOR, JASMINE <i>Lang. Arts</i>	0	17	19	17	12	20	0	0	17	17.00	
SCOTT, STEVE <i>Soc. Stud</i>	0	15	20	25	27	0	0	25	23	22.50	
STEWART, JERRI <i>Math Tchr.</i>	0	25	17	0	11	12	0	25	15	17.50	
STRIPLIN, JOSEPH <i>- ISS Tchr.</i>	0	0	0	0	0	0	0	0	0	0	= needs sched.
SUBER, ALFRED <i>GTI</i>	0	0	0	0	0	0	0	0	0	0	
TAYLOR, JEANNE <i>Sp/Lang</i>	0	0	0	25	6	0	0	0	0	15.50	
TAYLOR, MICHELLE <i>Librarian</i>	0	0	0	0	7	0	0	0	0	7.00	
THOMAS, DAVID <i>ROTC</i>	0	9	20	0	29	0	14	9	13	15.67	
THRO, WILLIAM <i>Math</i>	0	18	21	0	18	13	0	19	7	16.00	
TINNER, CYNTHIA <i>Science</i>	0	16	0	14	21	20	0	20	16	17.83	
TOLBERT, STEPHANIE <i>ESE</i>	0	16	16	16	16	6	7	13	13	12.88	
TOUCHTON, SUSAN <i>PE</i>	0	0	15	17	26	0	34	32	27	25.17	
WILSON, JONATHAN <i>Social Studies</i>	0	18	18	13	9	0	0	20	17	15.83	
WRIGHT, JO <i>Lang. Arts</i>	0	21	25	25	16	0	22	0	21	21.67	

Total number of Teachers: 45

***** End of report *****

West Gadsden

ctr. 0071

East Gadsden High School - Page 1

Teacher	--0--	--1--	--2--	--3--	--4--	--5A-	--5B-	--6--	--7--	Avg #
No Teacher	0	0	0	0	0	0	0	0	0	
ABDEL GADIR, MOHYELDIN <i>Math</i>	0	25	0	18	23	0	25	27	25	23.83
ABERT, RBK	0	1	0	0	0	0	0	0	0	1.00
ANDERSON, DANIELLE <i>Science</i>	0	0	25	25	24	27	0	25	26	25.33
BAGLIONE, FRANK	0	3	0	0	2	0	0	0	0	2.50
BARNES, ANDRE' <i>Art</i>	0	28	37	29	29	0	20	0	27	28.33
BRADWELL, ANTONIO <i>WHS/HS/HS</i>	0	0	0	0	0	0	0	0	0	0
BRADWELL, JAMES <i>Other</i>	0	27	26	28	33	0	0	20	22	26.00
BROWN, SERENA	0	0	0	0	0	0	0	0	0	0
BROWN-FLOWERS, AUDRIA <i>Soc. Stud</i>	0	25	21	22	23	25	0	0	17	22.17
BURNEY, CHARLES <i>Soc. Stud</i>	0	19	22	18	23	0	6	0	14	17.00
BUSH, DAISY <i>Lang. Arts</i>	0	12	20	0	23	22	0	21	17	19.17
BUTLER, WILBERT	0	0	1	0	0	0	0	0	0	1.00
CAMPBELL, DELMA <i>Lang. Arts</i>	0	21	0	23	15	12	0	17	13	16.83
CAMPBELL, MICHAELLEAN <i>Lang. Arts</i>	0	15	13	0	19	23	0	23	22	19.17
CHAMPAGNE, TRACY	0	0	0	0	0	0	0	0	0	0
CHRISTOPHER, JEFFERY	0	7	7	7	0	0	0	0	0	7.00
CLARK, LINDA <i>ESE</i>	0	7	7	7	7	0	7	7	7	7.00
CLARK, MICHAEL	0	2	2	2	0	0	0	0	0	2.00
COLLINS, ROSALYN <i>ESE</i>	0	6	0	0	0	0	0	7	0	6.50
COTTON, TALIA <i>Lang. Arts</i>	0	21	20	0	18	0	24	21	8	18.67
CUNNINGHAM, RHONDA <i>Math</i>	0	15	0	14	25	24	0	24	13	19.17
DAVIS, PEARL <i>Lang. Arts</i>	0	16	16	0	21	0	10	18	11	15.33
EASON, BOBBY <i>Social Studies</i>	0	24	20	20	23	25	0	0	20	22.00
EURIDGE, GARETH	0	0	0	0	0	0	0	0	0	0
EVANS, JARRETT	0	1	0	0	0	0	0	0	0	1.00
FARMER, ERICA <i>Soc. Stud</i>	0	25	26	21	25	0	24	0	25	24.33
FOXX-SMITH, YOLANDA <i>Soc. Stud</i>	0	23	22	23	25	0	25	25	0	23.83
GAUNT, JIM	0	1	0	1	0	0	0	0	0	1.00
GIBSON, DON	0	12	12	12	1	0	0	1	0	7.60
GOLDMAN, MARK	0	1	0	0	0	0	0	0	0	1.00
GRIMSLEY, TRENISE <i>Science - Medical</i>	0	0	15	26	17	0	23	19	15	19.17
HARLEY, ANGELINA <i>math</i>	0	24	0	25	25	19	0	25	25	23.83
HARRIS, NEKESHIA <i>Reading</i>	0	23	19	17	0	15	0	19	15	18.00
HARRIS, RONTE <i>Music</i>	0	0	23	12	18	0	11	14	12	15.00
HAYES, KHALILAH <i>Science</i>	0	0	22	21	8	16	0	24	17	18.00
HESTER, JESSICA	0	0	0	0	1	0	0	0	0	1.00
HOLT, JAMAAL <i>Bus. Ed</i>	0	17	18	15	13	0	0	14	11	14.67
HOLT, WENDY <i>Lang. Arts</i>	0	20	23	0	24	0	20	24	21	22.00
HUNT, MICHAEL <i>P.E.</i>	0	26	22	31	27	0	19	32	0	26.17
JACKSON, KARBEN <i>Bus. Tech. GTI</i>	0	6	6	6	0	0	0	0	0	6.00
JAMES, ANTHONY <i>Behavior Spec.</i>	0	0	0	0	0	0	0	0	0	
JONES, PAMELA <i>Reading No Schedule</i>	0	0	0	0	0	0	0	0	0	
KELLY, DEBORAH <i>Sup.</i>	0	0	0	0	0	0	0	0	0	0
KIMBRELL, CYNTHIA <i>Adm.</i>	0	2	2	2	0	0	0	0	0	2.00
KNIGHT, ANTHONY <i>Art</i>	0	26	0	22	25	0	0	30	16	23.80
LANG, DAVID <i>math</i>	0	12	0	19	18	0	17	22	22	18.33
LIANG, JEFF	0	0	0	1	0	0	0	0	0	1.00
LOYD, GREG	0	1	16	5	0	0	0	0	0	7.55
LOYD, MARIA <i>Lang. Arts</i>	0	22	25	0	25	0	22	22	17	22.17
MACLEOD, RHONDA	0	0	0	1	0	0	0	0	0	1.00
MARCHISSAULT, SARA	0	0	0	0	0	0	0	0	0	0
MARTIN, HAROLD <i>Science</i>	0	0	24	24	25	22	0	23	25	23.83
MARTINEZ, JOSEPH <i>ROTC</i>	0	18	19	27	13	0	4	5	0	14.33
MASGUDI, SYMIN	0	1	0	0	0	0	0	0	0	1.00
MCCLURKIN, WILLIE <i>Counselor</i>	0	0	0	0	0	0	0	0	0	0

No schedule

5 periods only

East Gadsden High School - Page 2

Teacher	--0--	--1--	--2--	--3--	--4--	--5A-	--5B-	--6--	--7--	Avg #	% Funding based on 25
MEARS, JAMES <i>math</i>	0	25	0	25	24	0	21	25	24	24.00	
? MEYER, CATHRYN	0	0	2	0	0	0	0	0	0	2.00	
MILLS, PAMELA <i>Reading</i>	0	22	17	12	0	0	12	19	13	15.83	
MILTON, TERRENCE <i>ROTC</i>	0	14	19	0	36	0	12	0	17	19.60	
MITCHELL, MICHAEL <i>Science</i>	0	0	24	37	42	19	0	24	24	28.33	
NESMITH, KIMBLIN <i>Law Academy</i>	0	0	0	0	0	27	0	27	27	27.00	
NIEKUS, SHIRLEY <i>Foreign Lang.</i>	0	33	32	32	0	0	29	26	27	29.83	
OLIVER, ANDREA	0	0	0	0	0	0	0	0	0	0	
PARRISH, BOBBY <i>P.E</i>	0	21	26	29	36	0	20	0	35	27.83	
PERKINS, KIM	0	0	0	0	0	0	0	0	0	0	
PETERSON, RONALD <i>Asst. Dir.</i>	0	0	0	0	0	0	0	0	0	0	
PRESHA, RENEE <i>Bus. Ed.</i>	0	13	23	15	10	0	0	16	16	15.50	
RICHARDS, WALTER	0	0	1	0	0	0	0	0	0	1.00	
ROBINSON, CALVIN <i>math</i>	0	23	0	22	21	0	19	22	23	21.67	
SASSON, RENEE MICHELLE	0	0	1	0	0	0	0	0	0	1.00	
SHERMAN, TAMMY <i>Long. Arts</i>	0	21	18	14	0	0	19	22	21	19.17	
SIMMONS, PEGGY <i>Librarian</i>	0	0	0	0	0	0	0	0	0	0	
SMITH, CHACKRAS <i>ESE</i>	0	9	9	9	8	0	8	8	9	8.57	
SOLDANI-LEMON, MELISSA	0	1	0	0	1	0	0	0	0	1.00	
SPRAYBERRY, SARAH	0	0	2	0	0	0	0	0	0	2.00	
STEPHENS, DOUGLAS <i>Soc. Stud.</i>	0	24	25	20	25	20	0	0	25	23.17	
SWAIN, MARY <i>Counselor</i>	0	0	0	0	0	0	0	0	0	0	
THOMAS, LINDA <i>ESE</i>	0	0	2	3	0	0	0	0	0	2.50	
THOMAS, SHIRLEAN <i>Counselor</i>	0	0	0	0	0	0	0	0	0	0	
TRUEBLOOD, ANNIE <i>ESE</i>	0	0	16	0	0	0	0	7	0	11.50	
VELAZQUEZ-SUAREZ, TRACY <i>Foreign Lang.</i>	0	28	26	28	0	0	29	29	28	28.00	
WADE, EILEEN <i>Music</i>	0	0	24	4	9	0	13	18	12	13.33	
WALKER, DIANE <i>PE</i>	0	21	28	25	0	0	25	23	16	23.00	
WEST, MASHAYLA <i>Reading</i>	0	22	22	21	0	0	18	25	17	20.83	
WILCOXSON, JAKARI <i>ESE</i>	0	18	0	17	16	0	15	18	18	17.00	
WILLIAMS, LELIA	0	0	0	0	0	0	0	0	0	0	
WILLIAMS, SARAH <i>ESE</i>	0	0	0	0	0	0	5	0	5	5.00	
? WILTON, SANDRA	0	4	3	11	5	0	0	10	8	6.83	
WOODWARD, HENRY	0	0	0	0	0	0	0	0	0	0	
WYNN, JA'NAY <i>ESE</i>	0	7	7	7	7	0	7	7	7	7.00	

2 periods only

Total number of Teachers: 91

***** End of report *****

DISTRICT SCHOOL BOARD OF GADSDEN COUNTY
 DISTRICT FINANCIAL CONDITION SUMMARY
 PROJECTIONS FOR 2013-2014

Bonnie presented to Board at the November 2013 meeting
 19-Nov-13

Updated for Fiscal Recovery Plan
 3-Dec-13

Adjust for
 Charter
 School
 Flowthru

GENERAL FUND - FUND 110		
A	Balance Forward from June 30, 2012	2,289,306.46
PROJECTED REVENUES and OTHER FINANCING SOURCES:		
	Anticipated State Florida Education Finance Program (FEFP) Receipts	22,297,975.83
	Anticipated FEFP Local Tax Receipts	8,700,000.00
	Other: (Describe)	
	ROTC	125,083.28
	Medicaid	400,000.00
	Other Federal Through Local	475,000.00
	Other State	8,118,523.00
	Other Local	761,000.00
	Transfer from Capital Improvements Fund	1,200,000.00
B	Revised Revenue	42,077,582.11
PROJECTED EXPENDITURES and OTHER FINANCING USES:		
	General Fund Expenditures	43,179,778.08
	Other: (Describe)	
C	Total Projected Expenditures	43,179,778.08
PROJECTED JUNE 30, 2013 GENERAL FUND BALANCE:		
		1,187,110.49
	Nonspendable Fund Balance	200,000.00
	Restricted Fund Balance	380,000.00
	Assigned Fund Balance	97,000.00
	Unassigned Fund Balance (Reserve)	510,110.49
FINANCIAL CONDITION RATIO		
	Projected General Fund Balance/Revised Revenue	1.44%

See Note (2,214,828)

(2,214,828)

Totals to 607,110.49

$607,110.49 / 42,077,582.11 = .0144283597$

GENERAL FUND - FUND 110		
	2012	2,289,306.46
PROJECTED REVENUES and OTHER FINANCING SOURCES:		
	Anticipated State Florida Education Finance Program (FEFP) Receipts	20,083,147.83
	Anticipated FEFP Local Tax Receipts	8,700,000.00
	Other: (Describe)	
	ROTC	125,083.28
	Medicaid	400,000.00
	Other Federal Through Local	475,000.00
	Other State	8,118,523.00
	Other Local	761,000.00
	Transfer from Capital Improvements Fund	1,200,000.00
	Revised Revenue	39,862,754.11
PROJECTED EXPENDITURES and OTHER FINANCING USES:		
	General Fund Expenditures	40,964,950.08
	Other: (Describe)	
	Total Projected Expenditures	40,964,950.08
PROJECTED JUNE 30, 2013 GENERAL FUND BALANCE:		
		1,187,110.49
	Nonspendable Fund Balance	200,000.00
	Restricted Fund Balance	380,000.00
	Assigned Fund Balance	97,000.00
	Unassigned Fund Balance (Reserve)	510,110.49
FINANCIAL CONDITION RATIO		
	Projected General Fund Balance/Revised Revenue	1.52%

$607,110.49 / 39,862,754.11 = .01523001869$

Note: Adjustments to FEFP:

Total FEFP Projected based on FTE	22,994,047.83	W
Less:		
McKay Scholarships	370,000.00	
Prior Yrs FTE Audits	326,072.00	
	22,297,975.83	

W Projected at a .014849656 or 1.4% FTE rate of growth

November 26, 2013

Report of the Gadsden County Monitoring Visit UFTE Projection Detail

Regarding the November 19, 2013 District Financial Condition Summary Projections for 2013-14

FFEP Report Date				
11/15/2013 Reported UFTE		5,580.58		
4/15/2013 Reported Un-calibrated UFTE		5,445.40		
4/15/2013 Reported Re-calibrated UFTE		<u>5,423.17</u>		
	Difference	<u>22.23</u>		
Recalibration factor		22.23 / 5445.40	=	0.00408234473
FTE calibration percentage	1 -	0.00408234473	=	0.99591765527

Growth projection:	11/15/2013	Reported UFTE	5,580.58
(if no proration)	Times X	Recalibration percentage	<u>0.99591765527</u>
estimated UFTE used for FEFP calculation			<u>5,557.80</u>
		5557.80 - 5423.17 =	134.63

Gadsden's allocation in FEFP 134.63 * 6876.24 = 925,748.19

November 19 2013

97,000	Assigned
510,110	Unassigned
<u>925,748</u>	Additional FEFP Revenue
<u>1,532,858</u>	Total Assigned and Unassigned Fund Balance

42,077,582	Revised Revenue
<u>925,748</u>	Additional FEFP Revenue
<u>43,003,330</u>	Total Revenue

Percentage 1532858 / 43003330 = 0.03564510004
Rounded to 3.56% **Financial Condition Ratio**

includes revenue given to the Charter School

Adjusted for Charter School Revenue

FFEP Report Date				
11/15/2013 Reported UFTE		5,580.58		
4/15/2013 Reported Un-recalibrated UFTE		5,445.40		
4/15/2013 Reported Recalibrated UFTE		<u>5,423.17</u>		
	Difference	<u>22.23</u>		
Recalibration factor		22.23 / 5445.40	=	0.00408234473
FTE calibration percentage		0.00408234473	=	0.99591765527

Growth projection:	11/15/2013	Reported UFTE	5,580.58
(if no proration)	Times X	Recalibration percentage	<u>0.99591765527</u>
estimated UFTE used for FEFP calculation			<u>5,557.80</u>
		5557.80 - 5423.17 =	134.63
Growth percentage in FEFP since budget FEFP		134.64 / 5423.14 =	0.024826808

Gadsden's allocation in FEFP 134.63 * 6876.24 = 925,748.19

November 19 2013

97,000	Assigned
510,110	Unassigned
<u>925,748</u>	Additional FEFP Revenue
<u>1,532,858</u>	Total Assigned and Unassigned Fund Balance

42,077,582	Revised Revenue
<u>925,748</u>	Additional FEFP Revenue
<u>(2,214,828)</u>	Less Net Charter Revenues
<u>40,788,502</u>	Total Revenue

Percentage 1532858 / (40788502) =

Charter Revenues	2,260,029
Less 2 % Admin. Fee	<u>-45200.58</u>
Net Charter Revenues	<u>2,214,828</u>

0.03758063976
Rounded to 3.76
Financial Condition Ratio

Based on Revenue Estimate for Charter uses the first Calculation which may be revised for a lower student count in January 2014

STATE:							
Florida Education Finance Program (FEFP)	3310	22,627,044.00	22,994,047.83	23,188,801.28	337003.83 / 22627044 0.014893851	134.64 / 5423.17 0.024826808	
			From Bonnie's Nov 19 2013 projection of 139	FDOE Growth Estimate	From Bonnie's Nov 19 2013 projection of 139	FDOE Growth Estimate	
			22,627,044.00	22,627,044.00			
			367,003.83	561,757.28			
			22,994,047.83	23,188,801.28			

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support@k12help...

Wayne Shepard



Reginald James <jamesr@gcpsmail.com>

Forwarded message

----- Forwarded message -----

From: **Don Griesheimer** <dgriesheimer@fadss.org>

Date: Tue, Nov 26, 2013 at 8:37 AM

Subject: Gadsden County Monitoring Report

To: "jamesr@gcpsmail.com" <jamesr@gcpsmail.com>

Cc: "davism@mail.gcps.k12.fl.us" <davism@mail.gcps.k12.fl.us>

Superintendent James:

Attached is the report completed by the monitoring team. I will follow up with questions.

Hope you have a great Thanksgiving.

Don

Donald L. Griesheimer

Associate Executive Officer

Florida Association of District School Superintendents

[\(850\) 577-5784](tel:8505775784) Office

[\(850\) 567-0030](tel:8505670030) Cell

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 **Gadsden Report Final.pdf**
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Click here to [Reply](#), [Reply to all](#), or [Forward](#)

Reginald James <jamesr@gcpsmail.com>

9:52 AM (2 hours ago)



----- Forwarded message -----

From: **Don Griesheimer** <dgriesheimer@fadss.org>
Date: Tue, Nov 26, 2013 at 8:37 AM
Subject: Gadsden County Monitoring Report
To: "jamesr@gcpsmail.com" <jamesr@gcpsmail.com>
Cc: "davism@mail.gcps.k12.fl.us" <davism@mail.gcps.k12.fl.us>

Superintendent James:

Attached is the report completed by the monitoring team. I will follow up with a hard copy via USPS but thought you would like to see a copy at this time. Let me know if you have any questions.

Hope you have a great Thanksgiving.

Don

Donald L. Griesheimer
Associate Executive Officer
Florida Association of District School Superintendents
[\(850\) 577-5784](tel:(850)577-5784) Office
[\(850\) 567-0030](tel:(850)567-0030) Cell

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FADSS

Florida Association of
District School Superintendents

SUPERINTENDENT
DEVELOPMENT

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MR. WILLIAM J. MONTFORD, III
Chief Executive Officer

MR. DON GRIESHEIMER
Associate Executive Officer

Ms. Joy Frank
General Counsel

Mrs. Angela Freeland
Executive Secretary to CEO/
Office Manager

Ms. Diann Morell
Director of Training and
Development

Mrs. Diana Oropallo
Director of Communications

Dr. Luther R. Rogers
Consultant for Executive Services

Ms. Tara Vafadarl
Chief Financial Officer

Ms. Renae Wallace
Staff Assistant

Ms. Tori Williams
Receptionist/Office Assistant

MAILING ADDRESS:

208 South Monroe Street
Tallahassee, FL 32301-1824

Phone: 850-577-5784
Fax: 850-577-5781

Florida Association of District School Superintendents

November 26, 2013

Linda Champion
Deputy Commissioner
Florida Department of Education
325 West Gaines Street
Tallahassee, FL 32399

Re: Report of the Gadsden County Monitoring Visit

Dear ^{Linda} Ms. Champion:

Attached is the report of the team that reviewed the fiscal recovery plan submitted on February 12, 2013 by the Gadsden District School Board. The report is pursuant to the agreement between the Florida Department of Education (FLDOE) and the Florida Association of District School Superintendents (FADSS) for Project 790-60000-3P001, Project Manatee.

As we discussed previously, little will be gained by repeating a visit prior to December 31, 2013 as not much will have transpired by that time in Gadsden County or in the other districts monitored pursuant to our agreement. Therefore, FADSS will close the grant. If funding becomes available and the FLDOE thinks it appropriate, FADSS will continue the monitoring visits in 2014.

Please do not hesitate to contact me should you have any questions in regard to the Gadsden Monitoring Report or any of the other reports previously submitted.

Sincerely,

Donald L. Griesheimer

CC: Reginald James, Superintendent
Bonnie Woods, Assistant Superintendent
Janice Hutchison
Mark Eggers
Chris Sanchez
Martha Asbury
Jim Hamilton

**ON-SITE VISIT TO VERIFY THE FISCAL RECOVERY PLAN
FOR
GADSDEN COUNTY PUBLIC SCHOOLS**

The terms of the agreement between the Florida Department of Education (FLDOE) and the Florida Association of District School Superintendents (FADSS) for Project 790-60000-3P001, Project Manatee, required an on-site visit to the School District of Gadsden County to monitor the District's implementation of their fiscal recovery plan, as well as restoring and maintaining the required level of assigned and unassigned fund balances in the general fund.

The on-site visit was conducted on Wednesday, November 20, 2013. Representing FLDOE was Janice Hutchinson, CPA, a Department employee, and representing FADSS was James P. Hamilton, Ph.D., a consultant with the Association.

The monitoring team met initially with Superintendent Reginald James. The team reviewed the agenda for the visit, and received from Superintendent James a summary of the steps taken by the District to implement the fiscal recovery plan and restore and maintain the appropriate fund balances. Superintendent James provided the team with a multi-year time line summarizing the academic progress that has been made in the district and the reductions in staff that have been accomplished during his tenure as Superintendent.

The team met with Bonnie Wood, Assistant Superintendent for Business and Finance, Melanie King, Assistant Comptroller, and Kim Ferree, incoming Assistant Superintendent for Business and Finance. The staff provided accurate and current information reporting the actions taken to implement the February 12, 2013 fiscal recovery plan. The staff also provided the agenda and supporting materials from the Gadsden County School Board Workshop of November 19, 2013. Additionally, Mrs. Woods had assembled a comprehensive array of documentation that allowed the team to verify the summary data provided. The documentation provided was impressive for its completeness, and was well organized and easily accessible by the team.

The Superintendent and School Board are to be commended for securing a highly qualified professional staff to provide the insight and oversight necessary to identify issues, and to recommend courses of action to move the District forward.

Findings:

The District continues to face significant fiscal challenges.

The District recovery plan submitted on February 12, 2013 was implemented and the following savings or enhancements were realized:

- The planned hiring freeze was implemented through June 30, 2013 resulting in savings in excess of the projected \$54,249.
- The E-Rate Reimbursement was greater than anticipated increasing revenue by \$400,000.
- The transfer of funds from the Local Discretionary Capital Improvement millage was executed, freeing the anticipated \$336,151 of general fund revenue previously appropriated to pay the property-casualty insurance premium.

As a result of these actions and other cost savings measures not included in the fiscal recovery plan, the District was able to end fiscal year 2012-2013 with fund balances that were in compliance with Florida Statutes and above the projected financial condition ratio in the February 12, 2013 fiscal recovery plan.

The hiring freeze was lifted during the summer, in preparation for the 2013-2014 school year. The District has a staffing plan in place that stipulates allocation formulas for assigning teachers and other staff to schools. Data show that positions in place and paid from the general fund exceed the number of positions budgeted from the general fund based on the Staffing Allocation Plan by a net total of 28.75 units. Two schools in particular account for 22.4 of these excess units.

Data provided to the School Board at its November 19, 2013 workshop showed a significant decrease in the fund balance, based on revenues and expenses currently reported in the District's adopted general fund budget.

- The total fund balance has decreased from the balance forward on June 30, 2013 of \$2,289,306.46 to the projected June 30, 2014 general fund balance of \$1,187,110.49, a decrease of \$1,102,195.97 as reported in documents provided to the Board on November 19, 2013.
- The projected June 14, 2014 ending fund balance includes a projected assigned fund balance of \$97,000.00 and an unassigned fund balance of \$510,110.49. The total of these items, \$607,110.49, provides an assigned and unassigned fund balance percentage of 1.44% as reported to the Board at the workshop.

Data were presented showing that the District has reported 5,580.58 Unweighted Full Time Equivalent (UFTE) students for Survey Two, as of November 15, 2013. FTE reporting has proceeded according to FLDOE requirements, and this enrollment projection is the result of the latest system edits from the District's Skyward Business System.

- If this UFTE enrollment is verified and included in the Third Calculation of the Florida Education Finance Program, the district will realize an un-recalibrated growth of 135.18 students. If that growth were modified by the ratio of re-calibrated to un-recalibrated students as reported by the data from the April 15, 2013 enrollment estimating conference, the projected growth would be adjusted to 134.63 UFTE.
- The District will realize an increase in revenues of approximately \$925,748, if the projected UFTE is verified and maintained and the current level of average dollars per UFTE is maintained in the Third and Fourth calculations. This would increase the projected assigned and unassigned fund balance to \$1,532,858, which is approximately 3.56% of the current projected general fund budget, without adjusting the base by removing the funds transferred to the District's charter school.

Recommendations:

As required by section 1011.051 (2) F.S., the Superintendent should notify the Commissioner of Education that the District has determined that the general fund assigned and unassigned fund balance is below two percent of projected general fund revenues during the current fiscal year. Additionally, the Superintendent should include with that submittal a revised fiscal recovery plan

for the Commissioner's review and action, which should include the following steps among the measures proposed in the submitted plan.

- Continue, as on going, the "non-replacement" policy the Superintendent currently has in place, which requires that efforts be made to eliminate any position that becomes vacant.
- As a part of the Superintendent's non-replacement policy, the Superintendent should keep a hiring freeze in place. When a vacancy occurs in a position that must be filled, existing positions should be analyzed. Wherever possible, positions, including teaching and non-classroom instructional positions, with workloads below the standards established in the currently adopted Staffing Allocation Plan should be consolidated, and the appropriate employee transferred to the position that must be filled. The position that becomes vacant due to consolidation should then be eliminated.
- The Superintendent should continue his initiative to identify opportunities to consolidate schools and programs, and then make the changes necessary to take advantage of those opportunities, as the Superintendent is currently doing by consolidating Havana Elementary and Havana Middle schools into a single high quality K-8 school. As the Superintendent pointed out, there are several other similar possible opportunities in the District, which would result in both cost savings and instructional improvements.

The Superintendent and the senior staff should monitor the edits of the second FTE survey, and when the Third Calculation of the FEFP is released, analyze the results to confirm the amount of additional revenue that may be forthcoming as a result of the projected increase in students.

- The School Board of Gadsden County currently has in place Policy 6233 C 1, which stipulates that the Superintendent should take steps to maintain a general fund ending fund balance of at least five percent. The Superintendent should take steps to "embargo" the assigned and unassigned fund balance that is expected to be realized by the projected increase in FTE students, to allow that fund balance to provide the foundation for rebuilding the District's emergency reserves to a level above five percent.
- The Superintendent should assign the principals of the District's high schools, and his most senior District staff members the responsibility to monitor both attendance and school leaving among high school students for the balance of the year, in order to promote increased academic achievement for those students and preserve the revenue increases the District is projected to realize from the second FTE survey period.
- If the District realizes the revenue that is projected based on the results of Survey Two, the Superintendent should notify the School Board and the Commissioner of Education of the status of the District's assigned and unassigned fund balance in the General Fund, in order for the Commissioner to verify the District's position and the positive results of the Superintendent's fiscal recovery plan.
- The District staffing plan should be used to determine staffing levels to accommodate new growth and to adjust staff averages already in effect.

		10/11/2013	10/31/2013	11/15/2013			
		Skyward Count	Skyward FTE	Skyward FTE	Difference	PK FTE Not	PK FTE Not
		2013-2014	Survey 2	Survey 2	between	Funded	Funded
			2013-2014	2013-2014	Col. E and F	Used in Col E	Used in Col F
CTR.	NAME	Enrollment	Unduplicated	Unduplicated			
0041	GEORGE W. MUNROE	552.00	553.00	550.00	(3.00)	99.00	99.00
0051	WEST GADSDEN HIGH	475.00	474.00	473.00	(1.00)		
0061	HAVANA MIDDLE	186.00	186.00	186.00	0.00		
0071	EAST GADSDEN HIGH	842.00	851.00	846.00	(5.00)		
0091	HAVANA ELEMENTARY	423.00	423.00	428.00	5.00	92.00	93.00
0101	GEMS	181.00	181.00	178.00	(3.00)	18.00	17.00
0141	GREENSBORO ELEMENTARY	378.00	384.00	384.00	0.00	39.00	41.00
0151	CHATTAHOOCHEE ELEM.	156.00	156.00	163.00	7.00	29.00	29.00
0171	GRETNA ELEMENTARY	275.00	280.00	280.00	0.00	79.00	79.00
0191	ST. JOHN ELEMENTARY	249.00	249.00	245.00	(4.00)	38.00	39.00
0201	STEWART ST. ELEM.	555.00	566.00	559.00	(7.00)	86.00	86.00
0211	SHANKS MIDDLE	554.00	559.00	553.00	(6.00)		
0231	CARTER PARRAMORE ACADEMY	181.00	176.00	172.00	(4.00)		
0241	FLORIDA STATE HOSPITAL	1.00	0.00	1.07	1.07		
0245	GADSDEN TECH. INSTITUTE	6.00	0.00	0.00	0.00		
3518	MCKAY SCHOLARSHIPS	69.00	70.00	71.00	1.00		
7001	VIRTUAL INSTRUCTION	7.00	8.00	7.00	(1.00)		
8016	BOLD STEP INFANT CARE	5.00	0.00	5.00	5.00		
9026	Head Start Program (ESE Students)	0.42	0.42	0.51	0.09		
9102	HOPE ACADEMY	24.00	22.00	22.00	0.00		
9103	DICK HOWSER	0.00	0.00	0.00	0.00		
9104	CROSSROAD ACADEMY	342.00	350.00	352.00	2.00	33.00	33.00
9106	GADSDEN CENTRAL ACADEMY	22.00	21.00	25.00	4.00		
9108	DROP BACK IN ACADEMY	92.30	77.00	80.00	3.00		
	TOTALS	5,575.72	5,586.42	5,580.58	(5.84)	513.00	516.00
	Difference of Col. E and F				(5.84)		
	Gain from Col. D to Col. F				4.86		

2013-2014 FEFP - FINAL CONFERENCE REPORT, APRIL 29, 2013
Change in Students and Funds Compared to the 2012-2013 4th Calculation

District	K-12 Unweighted FTE Students				K-12 Total Funds			
	2012-2013	2013-2014	Difference	Percentage	2012-2013	2013-2014	Difference	Percentage
	-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-
1 Alachua	27,217.03	27,074.05	(142.98)	-0.53%	172,004,338	182,714,983	10,710,645	6.23%
2 Baker	4,814.63	4,728.77	(85.86)	-1.78%	31,373,957	32,417,546	1,043,589	3.33%
3 Bay	25,968.48	25,831.34	(137.14)	-0.53%	163,123,337	173,112,643	9,989,306	6.12%
4 Bradford	3,115.83	3,080.24	(35.59)	-1.14%	20,359,633	21,645,026	1,285,393	6.31%
5 Brevard	70,511.82	69,590.48	(921.34)	-1.31%	457,624,624	480,234,884	22,610,260	4.94%
6 Broward	259,366.19	257,637.67	(1,728.52)	-0.67%	1,649,930,388	1,743,224,893	93,294,505	5.65%
7 Calhoun	2,194.72	2,198.33	3.61	0.16%	14,367,314	15,657,581	1,290,267	8.98%
8 Charlotte	15,997.62	15,731.77	(265.85)	-1.66%	103,336,456	108,371,320	5,034,864	4.87%
9 Citrus	14,978.13	14,644.20	(333.93)	-2.23%	95,210,074	99,522,246	4,312,172	4.53%
10 Clay	35,081.01	34,541.83	(539.18)	-1.54%	224,335,040	233,165,065	8,830,025	3.94%
11 Collier	43,400.64	43,451.81	51.17	0.12%	311,845,705	329,023,668	17,177,963	5.51%
12 Columbia	9,738.20	9,837.22	99.02	1.02%	62,106,342	67,017,754	4,911,412	7.91%
13 Dade	350,773.88	348,787.02	(1,986.86)	-0.57%	2,240,506,860	2,374,726,289	134,219,429	5.99%
14 De Soto	4,788.33	4,769.51	(18.82)	-0.39%	30,702,656	32,496,303	1,793,647	5.84%
15 Dixie	2,038.00	2,023.68	(14.32)	-0.70%	13,258,641	14,150,254	891,613	6.72%
16 Duval	126,740.14	126,894.10	153.96	0.12%	806,906,225	859,535,858	52,629,633	6.52%
17 Escambia	40,340.18	40,138.79	(201.39)	-0.50%	248,794,845	264,530,211	15,735,366	6.32%
18 Flagler	12,707.98	12,765.16	57.18	0.45%	80,270,633	85,489,731	5,219,098	6.50%
19 Franklin	1,146.32	1,081.27	(65.05)	-5.67%	8,207,579	8,197,869	(9,710)	-0.12%
20 Gadsden	5,561.53	5,423.17	(138.36)	-2.49%	35,719,702	37,216,240	1,496,538	4.19%
21 Gilchrist	2,473.97	2,445.02	(28.95)	-1.17%	17,004,102	18,310,385	1,306,283	7.68%
22 Glades	1,497.34	1,465.81	(31.53)	-2.11%	9,945,102	10,565,456	620,354	6.24%
23 Gulf	1,876.25	1,839.07	(37.18)	-1.98%	12,137,770	12,962,953	825,183	6.80%
24 Hamilton	1,587.86	1,532.56	(55.30)	-3.48%	10,390,005	10,908,423	518,418	4.99%
25 Hardee	5,133.73	5,155.79	22.06	0.43%	31,694,587	33,887,703	2,193,116	6.92%
26 Hendry	6,832.18	6,762.37	(69.81)	-1.02%	43,543,436	45,905,519	2,362,083	5.42%
27 Hernando	22,122.14	21,962.65	(159.49)	-0.72%	137,225,078	144,574,223	7,349,145	5.36%
28 Highlands	12,044.81	11,908.23	(136.58)	-1.13%	74,738,760	78,659,163	3,920,403	5.25%
29 Hillsborough	199,117.25	197,150.05	(1,967.20)	-0.99%	1,265,273,413	1,334,444,414	69,171,001	5.47%
30 Holmes	3,220.77	3,144.55	(76.22)	-2.37%	20,548,227	21,956,588	1,408,361	6.85%
31 Indian River	17,790.15	17,828.02	37.87	0.21%	114,320,356	121,842,168	7,521,812	6.58%
32 Jackson	6,602.46	6,455.16	(147.30)	-2.23%	42,708,223	45,292,336	2,584,113	6.05%
33 Jefferson	984.47	966.87	(17.60)	-1.79%	6,936,581	7,325,156	388,575	5.60%
34 Lafayette	1,171.60	1,154.32	(17.28)	-1.47%	7,361,612	7,872,589	510,977	6.94%
35 Lake	40,764.04	40,461.54	(302.50)	-0.74%	249,465,827	263,027,558	13,561,731	5.44%
36 Lee	84,592.09	86,260.58	1,668.49	1.97%	561,408,189	608,745,749	47,337,560	8.43%
37 Leon	33,327.13	33,180.97	(146.16)	-0.44%	210,186,438	222,523,048	12,336,610	5.87%
38 Levy	5,585.44	5,501.75	(83.69)	-1.50%	36,483,726	39,312,798	2,829,072	7.75%
39 Liberty	1,431.99	1,405.17	(26.82)	-1.87%	9,538,527	10,228,254	689,727	7.23%
40 Madison	2,598.74	2,559.75	(38.99)	-1.50%	16,458,534	17,564,862	1,106,328	6.72%
41 Manatee	45,136.87	45,633.74	496.87	1.10%	288,483,078	310,903,133	22,420,055	7.77%
42 Marion	41,543.67	41,070.70	(472.97)	-1.14%	257,807,877	271,696,642	13,888,765	5.39%
43 Martin	18,267.07	18,423.78	156.71	0.86%	123,263,119	132,749,405	9,486,286	7.70%
44 Monroe	7,954.88	8,046.95	92.07	1.16%	62,279,461	66,810,522	4,531,061	7.28%
45 Nassau	11,073.05	11,030.44	(42.61)	-0.38%	70,876,483	75,164,190	4,287,707	6.05%
46 Okaloosa	29,685.77	29,596.52	(89.25)	-0.30%	188,401,176	201,257,147	12,855,971	6.82%
47 Okeechobee	6,523.86	6,404.52	(119.34)	-1.83%	41,145,143	43,059,687	1,914,544	4.65%
48 Orange	182,390.25	184,164.71	1,774.46	0.97%	1,154,955,523	1,239,102,167	84,146,644	7.29%
49 Osceola	55,891.86	57,387.53	1,495.67	2.68%	345,602,826	375,422,078	29,819,252	8.63%
50 Palm Beach	177,792.84	178,481.41	688.57	0.39%	1,174,258,436	1,253,819,525	79,561,089	6.78%
51 Pasco	66,270.51	65,769.43	(501.08)	-0.76%	428,026,839	451,538,747	23,511,908	5.49%
52 Pinellas	102,732.16	102,130.48	(601.68)	-0.59%	649,407,855	686,670,190	37,262,335	5.74%
53 Polk	95,706.41	95,333.24	(373.17)	-0.39%	599,117,965	633,154,465	34,036,500	5.68%
54 Putnam	10,708.89	10,628.41	(80.48)	-0.75%	67,504,777	71,684,345	4,179,568	6.19%
55 St. Johns	32,377.26	32,649.31	272.05	0.84%	202,156,735	216,963,438	14,806,703	7.32%
56 St. Lucie	38,930.77	38,686.40	(244.37)	-0.63%	245,033,695	258,717,820	13,684,125	5.58%
57 Santa Rosa	25,325.60	25,097.86	(227.74)	-0.90%	154,687,227	164,124,100	9,436,873	6.10%
58 Sarasota	40,997.61	41,011.15	13.54	0.03%	281,322,317	298,770,481	17,448,164	6.20%
59 Seminole	64,335.95	63,520.92	(815.03)	-1.27%	399,411,433	419,653,612	20,242,179	5.07%
60 Sumter	7,786.17	7,960.23	174.06	2.24%	49,702,461	54,035,482	4,333,021	8.72%
61 Suwannee	5,838.73	5,747.26	(91.47)	-1.57%	34,922,745	36,740,021	1,817,276	5.20%
62 Taylor	2,743.80	2,639.48	(104.32)	-3.80%	17,129,437	17,922,459	793,022	4.63%
63 Union	2,211.16	2,160.57	(50.59)	-2.29%	14,417,754	15,050,549	632,795	4.39%
64 Volusia	61,052.46	59,941.54	(1,110.92)	-1.82%	379,747,919	396,358,853	16,610,934	4.37%
65 Wakulla	4,992.53	4,907.50	(85.03)	-1.70%	31,575,688	32,932,269	1,356,581	4.30%
66 Walton	7,680.23	7,780.06	99.83	1.30%	51,437,046	55,327,588	3,890,542	7.56%
67 Washington	3,404.69	3,379.11	(25.58)	-0.75%	21,586,688	22,989,212	1,402,524	6.50%
68 Washington Special	138.41	105.50	(32.91)	-23.78%	1,602,707	1,190,141	(412,566)	-25.74%
69 FAMU Lab School	483.74	506.54	22.80	4.71%	3,257,026	3,639,312	382,286	11.74%
70 FAU Lab - PB	842.05	969.97	127.92	15.19%	5,350,973	6,429,102	1,078,129	20.15%
71 FAU Lab - St. Lucie	1,401.78	1,396.80	(4.98)	-0.36%	8,499,813	9,207,461	707,648	8.33%
72 FSU Lab - Broward	686.50	685.59	(0.91)	-0.13%	4,469,163	4,756,438	287,275	6.43%
73 FSU Lab - Leon	1,704.91	1,697.99	(6.92)	-0.41%	10,232,662	11,030,800	798,138	7.80%
74 UF Lab School	1,141.29	1,127.73	(13.56)	-1.19%	7,339,314	7,919,091	579,777	7.90%
75 Virtual School	38,763.04	40,826.70	2,063.66	5.32%	200,816,336	212,483,312	11,666,976	5.81%
TOTAL	2,701,751.84	2,696,270.71	(5,481.13)	-0.20%	17,223,182,539	18,277,633,493	1,054,450,954	6.12%

2013-14 FEFP Second Calculation
Change in Funds and Funds per Student Compared to the 2013-14 First Calculation

District	K-12 Total Funding				K-12 Total Funds per Unweighted FTE Student			
	2013-14 Conference	2013-14 Second	Difference	Percentage Difference	2013-14 Conference	2013-14 Second	Difference	Percentage Difference
	-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-
1 Alachua	182,714,983	182,903,834	188,851	0.10%	6,748.71	6,755.69	6.98	0.10%
2 Baker	32,417,546	32,463,652	46,106	0.14%	6,855.39	6,865.14	9.75	0.14%
3 Bay	173,112,643	172,996,682	(115,961)	-0.07%	6,701.65	6,697.16	(4.49)	-0.07%
4 Bradford	21,645,026	21,684,429	39,403	0.18%	7,027.06	7,039.85	12.79	0.18%
5 Brevard	480,234,884	480,718,144	483,260	0.10%	6,900.87	6,907.81	6.94	0.10%
6 Broward	1,743,224,893	1,746,730,966	3,506,073	0.20%	6,766.19	6,779.80	13.61	0.20%
7 Calhoun	15,657,581	15,702,078	44,497	0.28%	7,122.49	7,142.73	20.24	0.28%
8 Charlotte	108,371,320	108,490,449	119,129	0.11%	6,888.69	6,896.26	7.57	0.11%
9 Citrus	99,522,246	99,663,578	141,332	0.14%	6,796.02	6,805.67	9.65	0.14%
10 Clay	233,165,065	233,405,113	240,048	0.10%	6,750.22	6,757.17	6.95	0.10%
11 Collier	329,023,668	329,094,466	70,798	0.02%	7,572.15	7,573.78	1.63	0.02%
12 Columbia	67,017,754	67,111,069	93,315	0.14%	6,812.67	6,822.16	9.49	0.14%
13 Dade	2,374,726,289	2,377,881,939	3,155,650	0.13%	6,808.53	6,817.58	9.05	0.13%
14 DeSoto	32,496,303	32,542,579	46,276	0.14%	6,813.34	6,823.04	9.70	0.14%
15 Dixie	14,150,254	14,182,839	32,585	0.23%	6,992.34	7,008.44	16.10	0.23%
16 Duval	859,535,858	860,421,568	885,710	0.10%	6,773.65	6,780.63	6.98	0.10%
17 Escambia	264,530,211	264,809,782	279,571	0.11%	6,590.39	6,597.35	6.96	0.11%
18 Flagler	85,489,731	85,516,251	26,520	0.03%	6,697.11	6,699.19	2.08	0.03%
19 Franklin	8,197,869	8,215,677	17,808	0.22%	7,581.70	7,598.17	16.47	0.22%
20 Gadsden	37,216,240	37,291,016	74,776	0.20%	6,862.45	6,876.24	13.79	0.20%
21 Gilchrist	18,310,385	18,359,060	48,675	0.27%	7,488.85	7,508.76	19.91	0.27%
22 Glades	10,565,456	10,592,372	26,916	0.25%	7,207.93	7,226.29	18.36	0.25%
23 Gulf	12,962,953	12,995,956	33,003	0.25%	7,048.65	7,066.59	17.94	0.25%
24 Hamilton	10,908,423	10,936,343	27,920	0.26%	7,117.78	7,136.00	18.22	0.26%
25 Hardee	33,887,703	33,935,078	47,375	0.14%	6,572.75	6,581.94	9.19	0.14%
26 Hendry	45,905,519	45,987,827	82,308	0.18%	6,788.38	6,800.55	12.17	0.18%
27 Hernando	144,574,223	144,726,275	152,052	0.11%	6,582.73	6,589.65	6.92	0.11%
28 Highlands	78,659,163	78,790,894	131,731	0.17%	6,605.45	6,616.51	11.06	0.17%
29 Hillsborough	1,334,444,414	1,335,820,243	1,375,829	0.10%	6,768.67	6,775.65	6.98	0.10%
30 Holmes	21,956,588	22,020,491	63,903	0.29%	6,982.43	7,002.75	20.32	0.29%
31 Indian River	121,842,168	121,655,684	(186,484)	-0.15%	6,834.31	6,823.85	(10.46)	-0.15%
32 Jackson	45,292,336	45,393,775	101,439	0.22%	7,016.45	7,032.17	15.72	0.22%
33 Jefferson	7,325,156	7,343,534	18,378	0.25%	7,576.15	7,595.16	19.01	0.25%
34 Lafayette	7,872,589	7,895,458	22,869	0.29%	6,820.11	6,839.92	19.81	0.29%
35 Lake	263,027,558	263,310,412	282,854	0.11%	6,500.68	6,507.67	6.99	0.11%
36 Lee	608,745,749	608,086,287	(659,462)	-0.11%	7,057.06	7,049.41	(7.65)	-0.11%
37 Leon	222,523,048	222,754,513	231,465	0.10%	6,706.35	6,713.32	6.97	0.10%
38 Levy	39,312,798	39,405,631	92,833	0.24%	7,145.51	7,162.38	16.87	0.24%
39 Liberty	10,228,254	10,255,023	26,769	0.26%	7,279.02	7,298.07	19.05	0.26%
40 Madison	17,564,862	17,601,194	36,332	0.21%	6,861.94	6,876.14	14.20	0.21%
41 Manatee	310,903,133	311,240,642	337,509	0.11%	6,813.01	6,820.41	7.40	0.11%
42 Marion	271,696,642	271,982,830	286,188	0.11%	6,615.34	6,622.31	6.97	0.11%
43 Martin	132,749,405	132,758,176	8,771	0.01%	7,205.33	7,205.81	0.48	0.01%
44 Monroe	66,810,522	66,777,726	(32,796)	-0.05%	8,302.59	8,298.51	(4.08)	-0.05%
45 Nassau	75,164,190	75,267,637	103,447	0.14%	6,814.25	6,823.63	9.38	0.14%
46 Okaloosa	201,257,147	201,463,999	206,852	0.10%	6,800.03	6,807.02	6.99	0.10%
47 Okeechobee	43,059,687	43,116,004	56,317	0.13%	6,723.33	6,732.12	8.79	0.13%
48 Orange	1,239,102,167	1,240,393,932	1,291,765	0.10%	6,728.23	6,735.24	7.01	0.10%
49 Osceola	375,422,078	375,822,362	400,284	0.11%	6,541.88	6,548.85	6.97	0.11%
50 Palm Beach	1,253,819,525	1,255,511,767	1,692,242	0.13%	7,024.93	7,034.41	9.48	0.13%
51 Pasco	451,538,747	451,993,291	454,544	0.10%	6,865.48	6,872.39	6.91	0.10%
52 Pinellas	686,670,190	687,650,443	980,253	0.14%	6,723.46	6,733.06	9.60	0.14%
53 Polk	633,154,465	633,820,380	665,915	0.11%	6,641.49	6,648.47	6.98	0.11%
54 Putnam	71,684,345	71,810,137	125,792	0.18%	6,744.60	6,756.43	11.83	0.18%
55 St. Johns	216,963,438	217,179,957	216,519	0.10%	6,645.27	6,651.90	6.63	0.10%
56 St. Lucie	258,717,820	258,987,099	269,279	0.10%	6,687.57	6,694.53	6.96	0.10%
57 Santa Rosa	164,124,100	164,296,832	172,732	0.11%	6,539.37	6,546.25	6.88	0.11%
58 Sarasota	298,770,481	299,719,930	949,449	0.32%	7,285.10	7,308.25	23.15	0.32%
59 Seminole	419,653,612	420,093,225	439,613	0.10%	6,606.54	6,613.46	6.92	0.10%
60 Sumter	54,035,482	54,125,561	90,079	0.17%	6,788.18	6,799.50	11.32	0.17%
61 Suwannee	36,740,021	36,816,993	76,972	0.21%	6,392.62	6,406.01	13.39	0.21%
62 Taylor	17,922,459	17,959,585	37,126	0.21%	6,790.15	6,804.21	14.06	0.21%
63 Union	15,050,549	15,083,980	33,431	0.22%	6,966.01	6,981.48	15.47	0.22%
64 Volusia	396,358,853	396,778,020	419,167	0.11%	6,612.42	6,619.42	7.00	0.11%
65 Wakulla	32,932,269	32,979,086	46,817	0.14%	6,710.60	6,720.14	9.54	0.14%
66 Walton	55,327,588	55,654,916	327,328	0.59%	7,111.46	7,153.53	42.07	0.59%
67 Washington	22,989,212	23,047,720	58,508	0.25%	6,803.33	6,820.65	17.32	0.25%
68 Washington Special	1,190,141	1,189,940	(201)	-0.02%	11,280.96	11,279.05	(1.91)	-0.02%
69 FAMU Lab School	3,639,312	3,649,640	10,328	0.28%	7,184.65	7,205.04	20.39	0.28%
70 FAU - Palm Beach	6,429,102	6,438,931	9,829	0.15%	6,628.15	6,638.28	10.13	0.15%
71 FAU - St. Lucie	9,207,461	9,217,239	9,778	0.11%	6,591.82	6,598.83	7.01	0.11%
72 FSU Lab - Broward	4,756,438	4,765,740	9,302	0.20%	6,937.73	6,951.30	13.57	0.20%
73 FSU Lab - Leon	11,030,800	11,059,955	29,155	0.26%	6,496.39	6,513.56	17.17	0.26%
74 UF Lab School	7,919,091	7,941,398	22,307	0.28%	7,022.15	7,041.93	19.78	0.28%
75 Virtual School	212,483,312	212,447,369	(35,943)	-0.02%	5,204.52	5,203.64	(0.88)	-0.02%
TOTAL	18,277,633,493	18,298,734,603	21,101,110	0.12%	6,778.86	6,786.68	7.82	0.12%

Revenue Estimate Worksheet for CROSSROAD ACADEMY Charter School

Based on the First Calculation of the FEFP 2013-14

School District: Gadsden

1. 2013-14 FEFP State and Local Funding

Base Student Allocation \$3,752.30 District Cost Differential: 0.9486

Program (a)	Number of FTE (b)	Program Cost Factor (c)	Weighted FTE (b) x (c) (d)	2013-14 Base Funding WFTE x BSA x DCD (e)
101 Basic K-3	123.96	1.125	139.4550	\$ 496,381
111 Basic K-3 with ESE Services	7.60	1.125	8.5500	\$ 30,433
102 Basic 4-8	181.13	1.000	181.1300	\$ 644,720
112 Basic 4-8 with ESE Services	18.22	1.000	18.2200	\$ 64,853
103 Basic 9-12	21.42	1.011	21.6556	\$ 77,082
113 Basic 9-12 with ESE Services		1.011	0.0000	\$ -
254 ESE Level 4 (Grade Level PK-3)		3.558	0.0000	\$ -
254 ESE Level 4 (Grade Level 4-8)		3.558	0.0000	\$ -
254 ESE Level 4 (Grade Level 9-12)		3.558	0.0000	\$ -
255 ESE Level 5 (Grade Level PK-3)		5.089	0.0000	\$ -
255 ESE Level 5 (Grade Level 4-8)		5.089	0.0000	\$ -
255 ESE Level 5 (Grade Level 9-12)		5.089	0.0000	\$ -
130 ESOL (Grade Level PK-3)		1.145	0.0000	\$ -
130 ESOL (Grade Level 4-8)	16.67	1.145	19.0872	\$ 67,940
130 ESOL (Grade Level 9-12)		1.145	0.0000	\$ -
300 Career Education (Grades 9-12)		1.011	0.0000	\$ -
Totals	369.00		388.0978	\$ 1,381,409

2. ESE Guaranteed Allocation:

	FTE	Grade Level	Matrix Level	Guarantee Per Student	
Additional Funding from the ESE	7.60	PK-3	251	\$ 954	\$ 7,250
Guaranteed Allocation. Enter the		PK-3	252	\$ 3,080	\$ -
FTE from 111, 112, & 113 by		PK-3	253	\$ 6,286	\$ -
grade and matrix level. Students	18.22	4-8	251	\$ 1,070	\$ 19,495
who do not have a matrix level		4-8	252	\$ 3,196	\$ -
should be considered 251. This		4-8	253	\$ 6,402	\$ -
total should equal all FTE from		9-12	251	\$ 761	\$ -
programs 111, 112 & 113 above.		9-12	252	\$ 2,888	\$ -
		9-12	253	\$ 6,093	\$ -
Total FTE with ESE Services	25.82			Total from ESE Guarantee	\$ 26,745

3. Supplemental Academic Instruction:

District SAI Allocation	\$ 1,208,999			
divided by district FTE	5,423.17			
<i>(with eligible services)</i>			Per Student	
			\$ 223	\$ 82,287

4. Reading Allocation:
Charter Schools should contact their school district sponsor regarding eligibility and distribution of reading allocation funds.

Total Base Funding, ESE Guarantee, and SAI **\$ 1,490,441**

5. Class size Reduction Funds:

	Weighted FTE (From Section 1)	X	DCD	X	Allocation factors	=	
PK - 3	148.0050		0.9486	1320.15			185,346
4-8	218.4372		0.9486	900.48			186,588
9-12	21.6556		0.9486	902.65			18,543
Total *	388.0978						Total Class Size Reduction Funds
							\$ 390,477

(*Total FTE should equal total in Section 1, column (d).)

6A. Divide school's Weighted FTE (WFTE) total computed in (d) above:	<u>388.0978</u>	by district's WFTE:	<u>5,762.21</u>			
to obtain school's WFTE share.					6.7352%	
6B. Divide school's Unweighted FTE (UFTE) total computed in (b) above:	<u>369.00</u>	by district's UFTE:	<u>5,423.17</u>			
to obtain school's UFTE share.					6.8041%	
		Letters Refer to Notes At Bottom:				
7. Other FEFP (WFTE share)		(a)	<u>2,246,060</u>	x	6.7352%	\$ <u>151,277</u>
Applicable to all Charter Schools:						
Declining Enrollment	105,642					
Sparsity Supplement	1,967,167					
Program Related Requirements:						
Safe Schools	173,251					
Lab School Discretionary	0					
8. Discretionary Local Effort (WFTE share)		(d)	<u>1,072,808</u>	x	6.7352%	\$ <u>72,256</u>
9. Discretionary Millage Compression Allocation .748 mills (UFTE share)		(b)	<u>973,134</u>	x	6.8041%	\$ <u>66,213</u>
10. Proration to Funds Available (WFTE share)		(a)	<u>0</u>	x	6.7352%	\$ <u>-</u>
11. Discretionary Lottery (WFTE share)		(a)	<u>0</u>	x	6.7352%	\$ <u>-</u>
12. Instructional Materials Allocation (UFTE share)		(b)	<u>427,066</u>	x	6.8041%	\$ <u>29,058</u>
Dual Enrollment Instructional Materials Allocation (See footnote i below)						
13. Student Transportation		(e)				
Enter All Riders				x	#####	\$ <u>-</u>
Enter ESE Student Riders				x	#####	\$ <u>-</u>
14. Teacher Salary Allocation (WFTE share)		(j)	<u>895,407</u>	x	6.7352%	\$ <u>60,307</u>
15. Florida Teachers Lead Program Stipend						
16. Food Service Allocation		(g)				
17. Performance Pay Plan						
						Total \$ <u>2,260,029</u>

18. Funding for the purpose of calculating the administrative fee for ESE Charters. (h)
If you have more than a 75% ESE student population please place a 1 in the following box: _____ \$ _____

NOTES:

- (a) District allocations multiplied by percentage from item 6A.
 - (b) District allocations multiplied by percentage from item 6B.
 - (d) Proceeds of 0.748 millage levy (s. 1011.71(3)(b), Florida Statutes) multiplied by percentage from item 6A.
 - (e) Consistent with Section 1006.21, Florida Statutes and DOE Student Transportation General Instructions. Numbers entered here will be multiplied by the district level transportation funding per rider. "All Riders" should include both basic and ESE Riders. "ESE Student Riders" should include only ESE Riders.
 - (f) Teacher Lead Program Allocation per Section 1012.71, Florida Statutes
 - (g) Funding based on student eligibility and meals provided, if participating in the National School Lunch Program.
 - (h) Consistent with Section 1002.33(20)(a), Florida Statutes, for charter schools with a population of 75% or more ESE students, the administrative fee shall be calculated based on unweighted full-time equivalent students.
 - (i) As provided in the 2013 General Appropriations Act, school districts are required to pay for instructional materials used for the instruction of public school high school students who are earning credit toward high school graduation under the dual enrollment program as provided in section 1011.62(l)(i), Florida Statutes.
 - (j) The Teacher Salary Allocation is provided pursuant to Specific Appropriation 87, Chapter 2013-40, Laws of Florida, and Section 26 of Chapter 2013-45, Laws of Florida.
- Administrative fees charged by the school district shall be calculated based upon 5 percent of available funds from the FEFP and categorical funding for which charter students may be eligible. For charter schools with a population of 251 or more students the difference in the fee calculation and the fee withheld may only be used for capital outlay purposes specified in Section 1013.62(2) F.S. To calculate the administrative fee to be withheld for schools with more than 250 students, divide the school population into 250. Multiply that fraction times the funds available, then times 5%.*
- For high performing charter schools, administrative fees charged by the school district shall be calculated based upon 2 percent of available funds from the FEFP and categorical funding for which charter students may be eligible. For charter schools with a population of 251 or more students the difference in the fee calculation and the fee withheld may only be used for capital outlay purposes specified in Section 1013.62(2) F.S. To calculate the administrative fee to be withheld for schools with more than 250 students, divide the school population into 250. Multiply that fraction times the funds available, then times 2 percent.*
- FEFP and categorical funding are recalculated during the year to reflect the revised number of full-time equivalent students reported during the survey periods designated by the Commissioner of Education.*
- Revenues flow to districts from state sources and from county tax collectors on various distribution schedules.*



Kimberly Ferree <ferreek@gcpsmail.com>

Gadsden County Fiscal Recovery Plan for 2013-14 and Notification to FDOE of drop in FB

1 message

Kimberly Ferree <ferreek@gcpsmail.com>

Wed, Dec 4, 2013 at 3:12 PM

To: "Hutchison, Janice" <Janice.Hutchison@fldoe.org>

Dear Janice,

Attached you will find the signed written notification to the Board and Commissioner of Education that the unassigned fund balance of the General Fund of the Gadsden County School District is projected to fall below 2 percent as well as the associated Fiscal Recovery Plan.

We are providing this notice pursuant to Section 1001.51, Florida Statutes. Please forward to the Commissioner. A hardcopy is being mailed directly to the Commissioner.

Thank you for your assistance with this matter. If you have any questions, please give me a call here at the school board 627-9651, extension 1222.

Sincerely,
Kim Ferree

2 attachments

**signed notification letter.pdf**

53K

**2013-14 Gadsden County District Schools Fiscal Recovery Plan.xls**

35K

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
<http://www.gcps.k12.fl.us>

December 3, 2013

School Board of Gadsden County
35 Martin Luther King, Jr. Blvd.
Quincy, FL 32351

Mrs. Pam Stewart, Commissioner
Florida Department of Education
325 West Gaines Street
Tallahassee, FL 32399-0400

To Whom It May Concern:

In accordance with Section 1011.051 Florida Statutes, this letter provides notification to the School Board of Gadsden County and the Commissioner of Education for the State of Florida that the unassigned fund balance of the General Fund of the Gadsden County School District is projected to fall below 2 percent of the projected General Fund revenues during the current fiscal year.

The District has historically experienced declining enrollment and is utilizing the projected June 30, 2013 unassigned fund balance in the General Fund to offset the reduction in revenue caused by continued student enrollment decline that was noted on the 2013-2014 FEFP – Final Conference Report dated April 29, 2013. However, this trend appears to be moving upward as of the count for the Unweighted Full Time Equivalent (UFTE) students for Survey Two, as of the November 15, 2013.

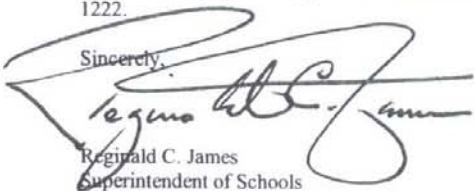
Notwithstanding the depletion of the fund balance, the District has taken steps and will continue to conduct its business to prevent the conditions itemized in Section 218.503 that describe the determination of a financial emergency.

The Plan to enable the Gadsden County School District to remain solvent consists of five (5) major parts:

- 1) The Superintendent and the School Board will continue, as on going, the "non-replacement" policy the Superintendent currently has in place, which requires that efforts be made to eliminate any position that becomes vacant.
- 2) As part of the Superintendent's non-replacement policy, the Superintendent will keep a hiring freeze in place. When a vacancy occurs in a position, including teaching and non-classroom instructional positions, with workloads below the standards established in the currently adopted Staffing Allocation Plan, the position should be consolidated, and the appropriate employee transferred to the position that must be filled. The position that becomes vacant due to consolidation will be eliminated.
- 3) The Superintendent will continue his initiative to identify opportunities to consolidate schools and programs which will result in both cost savings and instructional improvements in future periods. One such consolidation, which is currently approved and at the beginning of the merger phase, is the consolidation of Havana Elementary and Havana Middle school into a single high quality K-8 school.
- 4) Unless an expenditure is absolutely necessary, no expenditures will be authorized from the General Fund.
- 5) Other funding sources will be maximized to the fullest extent possible within legal and regulatory restrictions.

If you have any questions, please contact Kimberly S. Ferree, C.P.A., Assistant Superintendent for Business and Finance at 627-9651 Extension 1222.

Sincerely,


Reginald C. James
Superintendent of Schools

RCJ:ksf

AUDREY D. LEWIS
DISTRICT NO. 1
HAVANA, FL 32333

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

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

CHARLIE D. FROST
DISTRICT NO. 4
GRETNA, FL 32332
QUINCY, FL 32352

ROGER P. MILTON
DISTRICT NO. 5
QUINCY, FL 32353

FISCAL RECOVERY PLAN

DISTRICT: GADSDEN COUNTY SCHOOL DISTRICT

DATE: December 4, 2013

2013-14 budgeted general fund revenues (less FEFP charter school revenues, exclusive of the district's administrative fee)	39,862,754
2013-14 budgeted general fund assigned and unassigned fund balance prior to implementation of fiscal recovery plan	607,110
June 30, 2014 Budgeted Financial Condition Ratio	1.52%

Fiscal Recovery Strategies for 2013-14	Positions	Amount
<p>The district's initial budget assumed an overall reduction of 138 students who had been in the district the previous year. The assumption included increases in students attending the Crossroad Academy Charter School which had an initial projected enrollment of 369, however their actual enrollment is closer to around 350 students, resulting in a net of 19 of these students returning to the traditional public school. Additionally, the initial budget assumption indicated more students would select to be homeschooled, attend virtual school, attend private school or move away. The district's continued success in raising school grades has attracted an additional 115.63 of the former traditional public school students back to the district's public schools. Therefore, the school district will be keeping the Florida Education Finance Program (FEFP) revenue of \$925,748 associated with the 134.63 students who returned to the district's traditional school program, and reporting an additional 134.63 FTE in the October survey associated with these students. Since the school district has budgeted all needed teachers and classroom supplies, the school district does not expect to incur any additional costs in the General Fund associated with these students, who were initially expected to move from the traditional school district to the various other educational options as stated above.</p>	8	925,748
<p>The district has implemented their non-replacement policy of positions that became vacant since the beginning of the school year for 3 instructional and 5 noninstructional employees who have ceased their employment with the district since the beginning of the school year and were included in the district's initial budget assumption.</p>	8	250,000

Total Fiscal Impact	1,175,748
2013-14 budgeted general fund revenues (less FEFP charter school revenues, exclusive of the district's administrative fee)	40,788,502
2013-14 general fund assigned and unassigned fund balance after implementation of fiscal recovery plan	1,782,858
June 30, 2014 Projected Financial Condition Ratio	4.37%

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7d

DATE OF SCHOOL BOARD MEETING: December 17, 2013

TITLE OF AGENDA ITEMS: Crossroad Charter School's First Quarter Financial Statements

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested for receipt of the Crossroad Charter School's First Quarter Financial Statements and the Board's monitoring review of the Charter School's fiscal position as reflected on the presented quarterly report.

FUND SOURCE: not applicable

AMOUNT: not applicable

PREPARED BY: Kim Ferree

POSITION: Assistant Superintendent for Business Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered

CHAIRMANS'S SIGNATURE: page(s) numbered

Be sure that the Comptroller has signed the budget page.

CROSSROAD ACADEMY CHARTER SCHOOL

11/14/13

Balance Sheet

Cash Basis

As of September 30, 2013

Sep 30, 13

ASSETS**Current Assets****Checking/Savings**

1112 · New Facility - CD CCBG	263,107.45
1114 · Premier - Revenue Op Acct	
1115 · PK Academy - Restricted	1,503.60
1116 · Construction Account	16,065.28
1118 · PTO - Restricted	13,254.34
1119 · FBLA - Restricted	3,637.87
1120 · Classic Modeling - Restricted	2,359.95
1121 · Athletics Department	
1121-0 · Boys Basketball Team	1,738.83
1121-1 · Girls Basketball Team	1,901.97
1121-2 · Cheerleaders - Restricted	8,088.89
1121-3 · Track Teams	354.73
1121 · Athletics Department - Other	-1,504.21

Total 1121 · Athletics Department 10,580.21

1122 · Hospitality - Restricted 108.84

1123 · Inez M. Holt Library-Restricted 1,250.00

1114 · Premier - Revenue Op Acct - Other 814,375.88

Total 1114 · Premier - Revenue Op Acct 863,135.97

1125 · Premier Bank-Debt Service Acct

 1125-1 · Capital Outlay Restricted 11,922.21

 1125 · Premier Bank-Debt Service Acct -... 182,562.00

Total 1125 · Premier Bank-Debt Service A... 194,484.21

1126 · Premier Bank - Reserve Account 147,870.00

Total Checking/Savings 1,468,597.63

Other Current Assets

1133 · E-Rate Receivable 28,170.43

1142 · Due from CEDO 314.27

1144 · Due from Omega Villas 6,152.02

1145 · Due from VV 3,790.80

1146 · Due from TOA 5,615.66

1230 · Prepaid Insurance 35,697.29

Total Other Current Assets 79,740.47

Total Current Assets 1,548,338.10

CROSSROAD ACADEMY CHARTER SCHOOL

11/14/13

Balance Sheet

Cash Basis

As of September 30, 2013

Sep 30, 13

Fixed Assets	
1310 · Land	303,504.62
1330 · School and Improvements	3,723,531.30
1339 · Accumulated Depreciation	-717,797.39
1340 · Computers & Equipments	382,885.33
1341 · Furniture and Equipment	39,900.96
1350 · Automobile/van	12,837.00
1381 · Audio-visual Materials	20,613.97
Total Fixed Assets	3,765,475.79
TOTAL ASSETS	5,313,813.89
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2110 · Direct Deposit Liabilities	-3,865.00
2112 · Accrued Profit Sharing	50,000.00
2113 · Payroll Liabilities	769.56
2114 · Accrued Payroll	74,189.54
2115 · Unemployment Payable	2,776.87
2116 · Child Support	-753.20
2117 · Fica & Fed W/H	-85.12
2118 · Accrued Payroll Taxes	5,675.50
2200 · PK Academy	1,503.60
2201 · Parent Teach. Org. Account	13,254.34
2203 · FBLA (Royal Court)	
2203-1 · Beta Club/National Honor So...	283.20
2203 · FBLA (Royal Court) - Other	3,354.67
Total 2203 · FBLA (Royal Court)	3,637.87
2205 · Classic Modeling Company	2,359.95
2206 · Athletic Department	
2206-0 · Boys Basketball Team	1,738.83
2206-1 · Girls Basketball Team	1,901.97
2206-2 · CACS Cheerleaders	8,088.89
2206-3 · Track Teams	354.73
2206 · Athletic Department - Other	-1,504.21
Total 2206 · Athletic Department	10,580.21
2207 · Staff Hospitality	31.44
2208 · Inez M. Holt Library/Media Cent	1,250.00
2210 · Accrued Interest	56,607.27

CROSSROAD ACADEMY CHARTER SCHOOL
Balance Sheet
As of September 30, 2013

	Sep 30, 13
2230 · Gadsden Co School Payables	
2231 · GCSB/Student Breakfast/Lunch	20.00
Total 2230 · Gadsden Co School Payables	20.00
Total Other Current Liabilities	217,952.83
Total Current Liabilities	217,952.83
Long Term Liabilities	
2310 · RD Loan	2,086,509.39
Total Long Term Liabilities	2,086,509.39
Total Liabilities	2,304,462.22
Equity	
2760 · Retained Earnings	2,957,261.89
Net Income	52,089.78
Total Equity	3,009,351.67
TOTAL LIABILITIES & EQUITY	5,313,813.89

CROSSROAD ACADEMY CHARTER SCHOOL

Profit & Loss

July through September 2013

Jul - Sep 13

Income	
3310 · FEFP Program	558,731.00
3397 · Capital Outlay	34,692.00
3399 · Other Misc. State Revenue	4,810.08
3400 · Other Income/Employees	100.00
3440 · Other income/donations	614.00
3472 · PreK-Early Intervention Fees	
3472-1 · PK Supplemental Materials Fee	1,050.00
3472 · PreK-Early Intervention Fees - Other	12,611.97
Total 3472 · PreK-Early Intervention Fees	13,661.97
3482 · Uniform Income	694.48
3495 · Miscellaneous Sources	
3495-3 · Student Activity Fund	874.12
3495-6 · K-2 Field Trips	60.00
3495-7 · 3-6 Field Trips	359.00
3495-8 · 7-9 Field Trips	-90.00
Total 3495 · Miscellaneous Sources	1,203.12
Total Income	614,506.65
Gross Profit	614,506.65
Expense	
5100-12 · Basic Fte/Clstrm Teachr	154,292.10
5100-13 · Classroom Paraprofessi	10,841.68
5100-23 · EE' Group Insurance	22,968.40
5100-24 · Worker's Compensation	3,367.67
5100-25 · Unemployment Comp	419.46
5100-36 · Rental-Communications/Broadcast	1,500.00
5100-51 · Basic Fte/Supplies	5,159.72
5100-52 · Basic Fte/Textbooks	32,751.01
5100-53 · Basic Fte/Publications	1,011.30
5100-64 · Classroom Furnitur Fixt & Equip	
5100-642 NonCapitalized F F & E	22,264.40
Total 5100-64 · Classroom Furnitur Fixt & Equip	22,264.40
5500-00 · PK Expenses	
5500-15 · PK Classroom Personnel	27,779.18
5500-35 · PK Maintenance	1,200.00
5500-37 · Internet Services	359.70
5500-43 · Utilities	2,070.21
5500-51 · PK Supplies	5.46
5500-59 · Other PK Admin Expense	170.00
Total 5500-00 · PK Expenses	31,584.55

CROSSROAD ACADEMY CHARTER SCHOOL

11/14/13

Profit & Loss

Cash Basis

July through September 2013

	<u>Jul - Sep 13</u>
6100-13 · Staff Support Personnel	10,000.02
6190-31 · Testing Materials	32,349.51
6200-31 · Instructional Media	4,265.00
6200-35 · Copier Service Costs	546.00
6200-39 · Printing cost	389.13
6300-51 · Supplies/Curriculum	4,254.15
6300-62 · Capital Outlay-Audio Visual	3,995.00
7100-31 · Professional Services	7,925.00
7200-11 · Administration	16,666.65
7300-11 · Salary-School Principal	16,624.98
7300-16 · Administrative Support	
7300-1 · Salary - Receptionist	7,625.01
7300-2 · Office Manager	7,525.00
7300-4 · Instructional Support Personnel	34,500.02
Total 7300-16 · Administrative Support	49,650.03
7300-22 · FICA Contributions(Co)	25,917.28
7300-37 · Postage	9.87
7300-51 · Supplies	3,652.99
7300-52 · Publications	198.86
7300-73 · Membership Fees	1,977.00
7400-51 · Maintenance Supplies	1,153.99
7400-63 · Building & Fixed Equipment	3,075.00
7500-31 · Bookkeeping Services	0.00
7500-73 · Bank Charges/Operating Fees	16.85
7600 · Food Services	
7600-15 · Cafeteria Manager	2,781.24
7600-16 · Personnel	7,281.27
7600-51 · Supplies	261.20
7600-64 · Equipment	
700-642 Noncapitalized FFE	281.80
7600-64 · Equipment - Other	11,070.00
Total 7600-64 · Equipment	11,351.80
7600-65 · Vehicle	1,412.14
7600-73 · Dues and Fees	170.00
Total 7600 · Food Services	23,257.65
7790-12 · Employ/Fingerprint/Background	327.00
7900-16 · Janitorial/Custodial	6,687.50
7900-35 · Maintenance	2,955.85
7900-36 · Rental Equipment	138.00
7900-37 · Telephone/internet service	7,904.08
7900-39 · Other Facilities Svcs	2,274.60
7900-40 · Gargbage Collections	416.95
7900-43 · Elect/Energy Service	11,348.99
7900-51 · Janitorial/Maintenance Supplies	5,139.66
7900-68 · Remodeling & Renovations	17,647.13

11:46 AM
11/14/13
Cash Basis

CROSSROAD ACADEMY CHARTER SCHOOL
Profit & Loss
July through September 2013

	Jul - Sep 13
8100-35 · Repairs & Maintenance	7,910.00
8100-62 · Capitalized Computer	4,814.77
8100-64 · Noncap Furn/Equip	2,767.09
Total Expense	562,416.87
Net Income	52,089.78

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7e

DATE OF SCHOOL BOARD MEETING: December 17, 2013

TITLE OF AGENDA ITEMS: Crossroad Academy Audited Financial Reports 2012-2013

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

In accordance with Florida Statutes, charter schools are required to provide the Sponsor financial statements. The 2012-2013 audited Balance Sheet and Profit & Loss Statements for the Crossroad Academy Charter School are attached.

PREPARED BY: Kim Ferree

POSITION: Assistant Superintendent for Business Services

CROSSROAD ACADEMY CHARTER SCHOOL
(A DIVISION OF COMMUNITY AND
ECONOMIC DEVELOPMENT
ORGANIZATION OF GADSDEN COUNTY, INC.)
FINANCIAL STATEMENTS
JUNE 30, 2013

CROSSROAD ACADEMY CHARTER SCHOOL
(A DIVISION OF COMMUNITY AND ECONOMIC DEVELOPMENT
ORGANIZATION OF GADSDEN COUNTY, INC.)
JUNE 30, 2013

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Brooks, Harrison, & Cayer, LLC

Certified Public Accountants

INDEPENDENT AUDITORS' REPORT

To the Board of Directors,
Crossroad Academy Charter School:

Report on the Financial Statements

We have audited the accompanying special purpose financial statements of Crossroad Academy Charter School (a division of Community and Economic Development Organization of Gadsden County, Inc.), which comprise the statement of financial position as of June 30, 2013 and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers the internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we obtained is sufficient and appropriate to provide a basis for our audit opinion.

As discussed in Note 1(c) to the special purpose financial statements, the accompanying financial statements were prepared for the purpose of complying with Section 218.39, Florida Statutes, and Section 10.856(2), Rules of the Auditor General for Audits of Charter Schools and Similar Entities, and are intended to present the financial position and the changes in net assets and its cash flows of only that portion of the financial reporting entity of Community and Economic Development Organization of Gadsden County, Inc. that is attributable to the transactions of Crossroad Academy Charter School. These financial statements do not purport to, and do not, present fairly the financial position of Community and Economic Development Organization of Gadsden County, Inc. as of June 30, 2013 and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Opinion

In our opinion, the special purpose financial statements referred to above present fairly, in all material respects, the financial position of Crossroad Academy Charter School as of June 30, 2013 and the changes in net assets and its cash flows for the year then ended in conformity with the basis of accounting described in Note 1(c).

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 9, 2013, on our consideration of Crossroad Academy Charter School's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Crossroad Academy Charter School's internal control over financial reporting and compliance.

Brooks, Harrison & Cuyler

Tallahassee, Florida
September 9, 2013

**CROSSROAD ACADEMY CHARTER SCHOOL
(A DIVISION OF COMMUNITY AND ECONOMIC DEVELOPMENT
ORGANIZATION OF GADSDEN COUNTY, INC.)
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2013**

ASSETS

Current assets	
Cash and cash equivalents	\$ 795,444
Certificate of deposit	263,237
Due from Gadsden County School Board	87,933
Prepaid expenses	35,697
Total current assets	1,182,311
 Restricted assets	
Cash for capital outlay	27,987
Cash for PTO and student activities	31,803
Cash for debt service	147,870
Cash for reserve	147,870
Total restricted assets	355,530
 Property and equipment, net of accumulated depreciation of \$582,336	
	3,884,428
 Total Assets	 \$ 5,422,269

LIABILITIES AND NET ASSETS

Current liabilities	
Current portion of notes payable	\$ 59,193
Accounts payable and accrued expenses	179,138
Accrued interest	56,607
Total current liabilities	294,938
 Notes payable, less current portion	 2,027,316
 Net assets, unrestricted	 3,100,015
 Total Liabilities and Net Assets	 \$ 5,422,269

The accompanying notes to special purpose financial statements
are an integral part of this statement.

CROSSROAD ACADEMY CHARTER SCHOOL
(A DIVISION OF COMMUNITY AND ECONOMIC DEVELOPMENT
ORGANIZATION OF GADSDEN COUNTY, INC.)
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2013

Support and revenues	
Federal through state	\$ 133,570
Revenue from state sources	1,882,622
Revenue from local sources	168,529
Total support and revenues	<u>2,184,721</u>
Expenses	
Basic instruction	923,012
Other instruction	114,409
Pupil personnel services	41,533
Instructional media services	11,341
Instruction and curriculum development services	7,380
Instructional staff training	4,871
Board administration	66,830
General administration	82,029
School administration	329,061
Facilities acquisition and construction	5,028
Fiscal services	1,869
Food services	38,927
Pupil transportation services	48,600
Operation of plant	149,421
Maintenance of plant	159,691
Debt service	90,797
Total expenses	<u>2,074,799</u>
	 <u>109,922</u>
Increase in unrestricted net assets	 109,922
Net assets, unrestricted, beginning of year	 2,990,093
Net assets, unrestricted, end of year	 <u><u>\$ 3,100,015</u></u>

The accompanying notes to special purpose financial statements
are an integral part of this statement.

**CROSSROAD ACADEMY CHARTER SCHOOL
(A DIVISION OF COMMUNITY AND ECONOMIC DEVELOPMENT
ORGANIZATION OF GADSDEN COUNTY, INC.)
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2013**

Cash flows from operating activities	
Cash received from grantors, programs and other	\$ 2,171,131
Cash paid to suppliers and employees	(1,901,611)
Interest income	130
Interest paid	(91,090)
Net cash provided by operating activities	<u>178,560</u>
Cash flows from investing activities	
Purchases of property and equipment	(505,532)
Purchase of certificate of deposit	(130)
Net cash used in investing activities	<u>(505,662)</u>
Cash flows from financing activities	
Payments on long-term debt	(56,781)
Net decrease in cash and cash equivalents	<u>(383,883)</u>
Cash and cash equivalents, beginning of year	1,534,857
Cash and cash equivalents, end of year	<u>\$ 1,150,974</u>
Reconciliation of increase in unrestricted net assets to net cash provided by operating activities:	
Increase in unrestricted net assets	<u>\$ 109,922</u>
Adjustments to reconcile increase in unrestricted net assets to net cash provided by operating activities:	
Depreciation	135,461
Increase in prepaid expenses	(5,939)
Increase in due from Gadsden County School Board	(16,069)
Decrease in Pre-K receivable	2,609
Decrease in accounts payable and accrued expenses	(47,131)
Decrease in accrued interest	(293)
Total adjustments	<u>68,638</u>
Net cash provided by operating activities	<u>\$ 178,560</u>

The accompanying notes to special purpose financial statements
are an integral part of this statement.

CROSSROAD ACADEMY CHARTER SCHOOL
(A DIVISION OF COMMUNITY AND ECONOMIC DEVELOPMENT
ORGANIZATION OF GADSDEN COUNTY, INC.)
NOTES TO SPECIAL PURPOSE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2013

(1) **Summary of Significant Accounting Policies:**

The following is a summary of the more significant accounting policies and practices of Crossroad Academy Charter School ("the Organization") which affect significant elements of the accompanying financial statements:

- (a) **Purpose of Crossroad Academy Charter School**—Crossroad Academy Charter School was formed to provide a year round, alternative educational system to assist "at risk" students in preparing academically, socially, and culturally to be responsible participants in our society.
- (b) **Basis of Accounting**—The financial statements of the Organization have been prepared on the accrual basis of accounting, and accordingly, reflect all significant receivables, payables and other liabilities.
- (c) **Basis of Presentation**—The financial statements were prepared solely for the purpose of complying with Chapter 10.850, Rules of the Auditor General of the State of Florida, and are not intended to be a complete presentation of Community and Economic Development Organization of Gadsden County, Inc.. Financial statement presentation follows the recommendations of the Financial Accounting Codification, *Financial Statements of Not-for-Profit Organizations*. Accordingly, the Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.
- (d) **Property and Equipment**—Property and equipment acquired by the Organization is considered to be owned by the Organization. However, funding sources may maintain an equitable interest in the property purchased with grant monies as well as the right to determine the use of any proceeds from the sale of these assets. The Federal Government has a reversionary interest in those assets purchased with its funds which have cost of \$5,000 or more and an estimated useful life of at least one year. The State of Florida has a reversionary interest in those assets purchased with funds which have a cost of \$1,000 or more and an estimated useful life of at least one year.

Property and equipment with a value greater than \$1,000 and an estimated useful life of at least one year is recorded at cost when purchased. Depreciation is computed using the straight-line method over the estimated useful life of the assets, ranging from five to thirty nine years.
- (e) **Cash and Cash Equivalents**—For the purpose of reporting cash flows, cash and cash equivalents include cash on hand, amounts due from banks, and certificates of deposit with original maturities of less than ninety days.
- (f) **Use of Estimates**—The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

The accompanying notes to financial statements
are an integral part of this statement.

**CROSSROAD ACADEMY CHARTER SCHOOL
(A DIVISION OF COMMUNITY AND ECONOMIC DEVELOPMENT
ORGANIZATION OF GADSDEN COUNTY, INC.)
NOTES TO SPECIAL PURPOSE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2013**

(1) **Summary of Significant Accounting Policies:** (Continued)

- (g) **Income Taxes**—The Organization is generally exempt from income taxes under Section 501 (c)(3) of the Internal Revenue Code. Therefore, no provision for income taxes has been made in the accompanying financial statements.
- (h) **Advertising**—The Organization expenses advertising as incurred.
- (i) **Receivables**—Receivables are stated at the amount management expects to collect from balances outstanding at year-end. Based on management’s assessment of the credit history with those having outstanding balances and current relationships with them, it has concluded that realization losses on balances outstanding at year-end will be immaterial.

(2) **Concentrations of Credit Risk:**

- (a) **Demand Deposits with Bank**—The Organization maintains cash deposits with banks. The Organization has no policy requiring collateral to support its cash deposits, although accounts at each bank are insured by the Federal Deposit Insurance Corporation.
- (b) **Receivables**—The Organization’s receivables are for amounts due under contracts with the State of Florida and Federal and local government agencies. The Organization has no policy requiring collateral or other security to support its receivables.

(3) **Significant Funding Source:**

The Organization receives a substantial amount of its funding from the Gadsden County School Board. A significant reduction in the level of this funding, if this were to occur, could have an adverse effect on the Organization’s programs and activities.

(4) **Property and Equipment:**

Property and equipment consists of the following at June 30, 2013:

Land	\$ 303,505
Buildings and improvements	3,723,531
Computer equipment	386,990
Furniture and equipment	39,901
Vehicles	12,837
	4,466,764
Less: accumulated depreciation	582,336
	\$ 3,884,428

Depreciation expense for the year ended June 30, 2013 was \$135,461.

The accompanying notes to financial statements
are an integral part of this statement.

CROSSROAD ACADEMY CHARTER SCHOOL
(A DIVISION OF COMMUNITY AND ECONOMIC DEVELOPMENT
ORGANIZATION OF GADSDEN COUNTY, INC.)
NOTES TO SPECIAL PURPOSE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2013

(5) **Long-term Debt:**

Long-term debt consisted of the following at June 30, 2013:

4.25% note payable to USDA Rural Development, payable in \$ 2,086,509
annual payments of \$147,870 including interest, due on
December 4, 2034, collateralized by real property.

	2,086,509
Less: Current portion of long-term debt	59,193
Long-term debt, less current portion	\$ 2,027,316

At June 30, 2013, note payable maturities were as follows:

Year	
2014	\$ 59,193
2015	61,709
2016	64,332
2017	67,066
2018	69,916
Thereafter	1,764,293
Total	\$ 2,086,509

Under the Loan Agreement with Rural Development, the Organization is required to make monthly deposits of \$1,233 into a reserve account until the balance reaches \$147,870.

(7) **Profit Sharing Plan:**

The Organization offers a defined contribution pension plan set up under IRC401(a). The maximum contribution is 25% of eligible compensation. For the year ended June 30, 2013, the amount of retirement expense was \$50,000, or 5.33% of eligible compensation.

(8) **Risk Management:**

The Organization is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Organization carries commercial insurance.

The accompanying notes to financial statements
are an integral part of this statement.

**CROSSROAD ACADEMY CHARTER SCHOOL
(A DIVISION OF COMMUNITY AND ECONOMIC DEVELOPMENT
ORGANIZATION OF GADSDEN COUNTY, INC.)
NOTES TO SPECIAL PURPOSE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2013**

(9) **Subsequent Event:**

The Organization has evaluated events and transactions for potential recognition or disclosure in the financial statements through September 9, 2013, the date which the financial statements were available to be issued. No subsequent events have been recognized or disclosed.

The accompanying notes to financial statements
are an integral part of this statement.

- 9 -

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors,
Crossroad Academy Charter School

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Crossroad Academy Charter School, which comprise the statement of financial position as of June 30, 2013, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated September 9, 2013.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Crossroad Academy Charter School's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the effectiveness of Crossroad Academy Charter School's internal control. Accordingly, we do not express an opinion on the effectiveness of Crossroad Academy Charter School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Organization's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during the audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control that we consider to be a significant deficiencies, as described below. :

Finding 2013-01: Preparation of Financial Statements

A system of internal control over financial reporting should allow the Organization to prepare financial statements, including note disclosures in accordance with generally accepted accounting principles (GAAP). While auditors can assist with the preparation of financial statements and related footnotes, the financial statements are the responsibility of management. A control deficiency exists in instances where the Organization is not positioned to draft the financial statements and all required disclosures in accordance with generally accepted accounting principles. Presently, as is common to many organizations, management relies on the audit firm to draft the financial statements and related disclosures.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Crossroad Academy Charter School's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Crossroad Academy Charter School's Response to Findings

Crossroad Academy Charter School's response to the findings identified in our audit is described in the accompanying Corrective Action Plan. Crossroad Academy Charter School's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Brooks, Hansen & Cayer

Tallahassee, Florida
September 9, 2013

**INDEPENDENT AUDITORS' MANAGEMENT LETTER REQUIRED BY CHAPTER 10.850,
RULES OF THE AUDITOR GENERAL**

To the Board of Directors,
Crossroad Academy Charter School:

We have audited the special purpose financial statements of Crossroad Academy Charter School (a division of Community and Economic Development Organization of Gadsden County, Inc.) as of and for the year ended June 30, 2013, and have issued our report thereon dated September 9, 2013.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*. Disclosures in that report, which is dated September 9, 2013, should be considered in conjunction with this management letter.

Additionally, our audit was conducted in accordance with the provisions of Chapter 10.850, Rules of the Auditor General, which govern the conduct of charter school and similar entity audits performed in the State of Florida. This letter includes the following information, which is not included in the aforementioned auditor's reports or schedule:

Section 10.854 (1)(e)1., Rules of the Auditor General, requires that we determine as to whether or not corrective actions have been taken to address significant findings and recommendations made in the preceding annual financial audit report. Finding Preparation of Financial Statements found in the current year has been previously identified as a deficiency in the prior year as 12-01 Preparation of Financial Statements and the second preceding fiscal year as 11-01 Preparation of Financial Statements. The Organization's executive director prepares monthly financial statements and presents them to the board on a monthly basis; however, the Organization relies on the audit firm for disclosures and drafting of the annual audited financial statements. It would be cost prohibitive to engage another accounting firm to draft the financial statements and related disclosures in advance of the year end audit procedures.

Section 10.854 (1)(e)2., Rules of the Auditor General, requires a statement as to whether the Charter School has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and identification of the specific condition(s) met. In connection with our audit, we determined that the Crossroad Academy Charter School (a division of Community and Economic Development Organization of Gadsden County, Inc.) did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Section 10.854 (1)(e)3., Rules of the Auditor General, requires that we address in the management letter any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Section 10.854 (1)(e)4., Rules of the Auditor General, requires that we address violations of provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

Section 10.854 (1)(e)5., Rules of the Auditor General, requires the name or official title of the charter school. Crossroad Academy Charter School (a division of Community and Economic Development Organization of Gadsden County, Inc.) was formed August 6, 1998 by the Community and Economic Development Organization of Gadsden County, Inc.

Pursuant to Sections 10.854 (1)(e)6a and 10.855(11), Rules of the Auditor General, we applied financial condition assessment procedures. It is management's responsibility to monitor the Crossroad Academy Charter School's financial condition, and our financial condition assessment was based in part on representations made by management and the review of the financial information provided by same. The financial condition assessment was done as of June 30, 2013, and there were no deteriorating financial conditions required to be disclosed by the Rules of the Auditor General (Section 10.855(11)).

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the House of Representatives, the Florida Auditor General, Federal and other granting agencies, and applicable management and is not intended to be and should not be used by anyone other than these specified users.

Brooks, Harrison & Cayer

Tallahassee, Florida
September 9, 2013

Community & Economic Development Organization Of Gadsden County, Inc.

20 East Washington Street, Suite A ▪ Quincy, Florida 32351

Phone: (850) 627-7656

Fax: (850) 875-4231

September 9, 2013

Auditor General's Office
Claude Pepper Building, Room 412E
111 West Madison Street
Tallahassee, Florida 32399-1450

The Board of Directors for the Community & Economic Development Organization of Gadsden County, Inc. received the 2012-13 annual independent auditor's report and financial statements for Crossroad Academy Charter School (a subsidiary company) from Brooks, Harrison and Cayer, LLC, Certified Public Accountants on September 9, 2013. As part of this audit, the Organization received one financial statement finding. As a result of this finding, the Organization is responding with a corrective action plan.

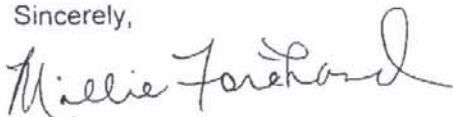
Finding13-01: Preparation of Financial Statements

A system of internal control over financial reporting should allow the Organization to prepare financial statements, including note disclosures in accordance with generally accepted accounting principles (GAAP). While auditors can assist with the preparation of financial statements and related footnotes, the financial statements are the responsibility of management. A control deficiency exists in instances where the Organization is not positioned to draft the financial statements and all required disclosures in accordance with generally accepted accounting principles. Presently, as is common to many organizations, management relies on the audit firm to draft the financial statements and related disclosures.

Response: With respect to Preparation of Financial Statements and Footnotes, while it has been the Organization's practice to have its Fiscal Administrator prepare monthly financial reports for the Board of Directors and financial reports in preparation for the annual audit, we have relied upon the audit firm to identify and draft the financial statements and related note disclosures. It would be cost prohibitive to engage another accounting firm to draft the financial statements and related disclosures in advance of the year end audit procedures, consequently, the Organization declines to do so at this time.

Please accept this letter from the Organization as completion of the requirements for addressing findings of the 2012-13 Audit.

Sincerely,



Millie Forehand,
Executive Director

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8a

DATE OF SCHOOL BOARD MEETING: December 17, 2013

TITLE OF AGENDA ITEMS: Internal Accounts 2013-14 Independent Auditor's Engagement Letter

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

Review and approve the 2013-14 Independent Auditor's Engagement Letter for the audit of the schools internal accounts for the 2013-14 fiscal year. The engagement would begin after July 15, 2014 and the services would not exceed \$27,000 as per the three year proposal - RFP Award that was approved by the Board on December 18, 2012.

FUND SOURCE: Purchase order will to be ordered July 1, 2014 and will be presented at the June 2014 Board meeting for approval.

AMOUNT: Not to exceed \$27,000

PREPARED BY: Kim Ferree

POSITION: Assistant Superintendent for Business Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMANS'S SIGNATURE: page(s) numbered _____

Be sure that the Comptroller has signed the budget page.

Ashmore & Ashmore, P.A.
Certified Public Accountants
109 South Main Street
Havana, Florida 32333
Voice (850) 539-5690
Fax (850) 539-5994

James R. Ashmore, CPA
Sharron L. Ashmore, CPA

November 18, 2014

To Mr. Reginald James, Superintendent
The School Board of Gadsden County
35 Martin Luther King, Jr. Blvd
Quincy, Florida 32351

We are pleased to confirm our understanding of the services we are to provide for the audit of the School Board of Gadsden County's General Operating Fund – Internal Accounts for the year ended June 30, 2014.

We will audit the General Operating Fund – Internal Accounts statements of cash receipts, disbursements and balance of the schools listed on Attachment I. A separate audit report will be issued for each school. A summary report audit report for all schools will also be issued.

Audit Objectives

The objective of our audit is the expression of an opinion about whether the Schools' financial statements are fairly presented, in all material respects, in conformity with the cash basis of accounting. Our audit will be conducted in accordance with U.S. generally accepted auditing standards, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. If our opinion on the financial statements is other than unqualified, we will discuss the reasons with management in advance. If, for any reason, we are unable to complete the audit or unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements

are free of material misstatement. Because an audit is designed to provide reasonable, but not absolute, assurance and because we will not perform a detailed examination of all transactions, there is a risk that material errors, fraud, or other illegal acts may exist and not be detected by us. In addition, an audit is not designed to detect immaterial errors, fraud, or other illegal acts or illegal acts that do not have a direct effect on the financial statements. However, we will inform you of any material errors and any fraud that comes to our attention. We will also inform you of any other illegal acts that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of cash in banks with the financial institutions. We may also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from the schools' management about the financial statements and related matters.

The schools' management is responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. We will advise them about appropriate accounting principles and their application and will assist in the preparation of their financial statements, but the responsibility for the financial statements remains with management. This responsibility includes establishment and maintenance of adequate records and effective internal controls over financial reporting, the selection and application of accounting principles, and the safeguarding of assets. The Schools' management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Management is responsible for identifying and ensuring that the schools comply with applicable laws and regulations.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the internal controls sufficient to plan the audit and to determine the nature, timing, and extent of auditing procedures to be performed. An audit is not designed to provide assurance on internal control or to identify reportable conditions, that is, significant deficiencies in the design or operation of internal control. However, during this audit, if we become aware of such reportable conditions, we will communicate them to you.

Other Services Included in this Engagement

We will also conduct an annual workshop for school bookkeepers to review audit requirements, recommend procedural changes, and answer questions regarding General Operating Fund – Internal Accounts.

We will provide telephone assistance to bookkeepers when issues surface requiring Auditor advice or assistance.

We shall visit each school once each year to provide on-site guidance to school personnel and ascertain progress toward improving compliance with Board policies, appropriate bookkeeping standards and practices, and the Florida Department of Education “Red Book” requirements.

Audit Administration, Fees, and Other

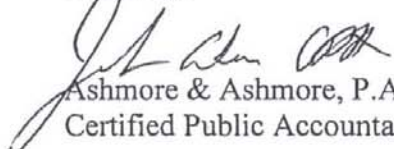
We expect to begin our audit on approximately July 15, 2014 and to issue our report no later than November 30, 2014. The audit completion date is dependent on our firm receiving all school records in final form for the year ended June 30, 2014 by August 1, 2014.

The fees for these services will not exceed \$ 27,500.00 for the audit. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

For your information, we have enclosed a copy of our most recent quality control review report, and our Privacy Policy Notification. By signing below you agree that you have read the Privacy Act Notification letter. You are also agreeing to allow fax transmittal communication with the School Board and the various schools to be audited listed on Attachment I, unless you notify us otherwise in writing.

We appreciate the opportunity to be of service to the School Board of Gadsden County, and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,


Ashmore & Ashmore, P.A.,
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of the School Board of Gadsden County.

Officer Signature: _____

Title: _____

Date: _____

Attachment I

School Board of Gadsden County
General Operating Fund – Internal Accounts
Fiscal Year Ended June 30, 2014

1. Carter-Parramore Academy
2. Chattahoochee Elementary School
3. East Gadsden High School
4. Gadsden Elementary Magnet School
5. Gadsden Technical Institute
6. George W. Munroe Elementary School
7. Greensboro Elementary School
8. Gretna Elementary School
9. Havana Elementary School
10. Havana Middle School
11. James A. Shanks Middle School
12. Stewart Street Elementary
13. St. John Elementary School
14. West Gadsden High School

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8b

DATE OF SCHOOL BOARD MEETING: 12/17/13

TITLE OF AGENDA ITEMS: Payment of Tallahassee Community College Invoices

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

PO 184807 and 184808 for Academic Enrichment Camps were canceled when the grant's period of availability expired. The balance of the TCC invoices were paid from other funding sources to liquidate the district's outstanding obligations to this important business partner.

FUND SOURCE: Other allowable funds such as general funds

AMOUNT: \$20,176.39

PREPARED BY: Kim Ferree

POSITION: Assistant Superintendent for Business and Finance



Reply: "ferreek@gcpsmail.com" <ferreek@gcpsmail.com>

FW: FW: TCC Invoices

2 messages

TERRY PENDLETON <PENDLETT@tcc.fl.edu>

Wed, Dec 4, 2013 at 8:50 AM

To: "ferreek@gcpsmail.com" <ferreek@gcpsmail.com>

Hi Kim,

Attached are the invoices that I sent Dana yesterday. Here is the invoice information: I would like the payment status for purchase order numbers #184808 and #184807. Our invoices, #195495 for \$10,806.63 and invoice #195496 \$10,359.76, less \$990, are still outstanding as of today.

Please let me know if you need anything else. I'll also look into any credits on our side.

Thank you,

195495	\$ 10,806.63
195496	\$ 9,369.76
	<hr/>
	20,176.39

Terry Pendleton

Tallahassee Community College

Contracts & Grants

Sr. Accounting Specialist

Admin. Bldg., Room 103

(850) 201-8514 - Direct Line

(850) 201-7970 - Office

(850) 201-8506 - Fax

10,806.63 +

9,369.76 +

20,176.39 =

From: TERRY PENDLETON

Sent: Tuesday, December 03, 2013 4:02 PM

To: 'Dana Martin'

Subject: RE: FW: TCC Invoices

See if these will work and let me know.

Thanks,

Terry

From: Dana Martin [mailto:kentd@gcpsmail.com]
Sent: Tuesday, December 03, 2013 3:59 PM
To: TERRY PENDLETON
Subject: Re: FW: TCC Invoices

I can't seem to get the attachments open. Can you send them in another format?

--

Mrs. Dana Martin
Gadsden County Schools
Federal Programs Administrative Assistant
35 Martin Luther King, Jr. Blvd.
Quincy, FL 32351
(850) 627-9651, ext. 1265
(850) 875-2983
kentd@gcpsmail.com
www.gcps.k12.fl.us

On Tue, Dec 3, 2013 at 3:46 PM, TERRY PENDLETON <PENDLETT@tcc.fl.edu> wrote:

Dana,

Here is the email with them attached from September 12, 2013.

Thanks,

Terry

From: VANESSA LAWRENCE
Sent: Thursday, September 12, 2013 4:27 PM
To: 'thomasjoa@gcps.mail.com'
Cc: TERRY PENDLETON
Subject: TCC Invoices

Please see attached.

Thanks.



2 attachments

 **GCSB Inv. 1.pdf**
1412K

 **GCSB Inv. 2.pdf**
547K

Kimberly Ferree <ferreek@gcpsmail.com>
To: TERRY PENDLETON <PENDLETT@tcc.fl.edu>

Wed, Dec 4, 2013 at 10:36 AM

Hi Terry,

Thanks for the information. Were you able to see if the District had any other credits in any other programs areas? The Board had previously approved these when the POs were issued. Since the District's grant file is closed and their availability of funds has expired, we will have to pay them from another source. I will try to get these out soon. Sorry for the inconvenience.

Kim

[Quoted text hidden]

TERRY PENDLETON <PENDLETT@tcc.fl.edu>
To: Kimberly Ferree <ferreek@gcpsmail.com>

Wed, Dec 4, 2013 at 10:47 AM

Hi Kim,

No, I do not see where there is a credit to GCPS. I'm on my way home, and will look into it some more tomorrow or Friday. Thank you for your assistance with the invoices.

Terry

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

Sent: Wednesday, December 04, 2013 10:36 AM

To: TERRY PENDLETON

Subject: Re: FW: FW: TCC Invoices

[Quoted text hidden]

Kimberly Ferree <ferreek@gcpsmail.com>
To: TERRY PENDLETON <PENDLETT@tcc.fl.edu>

Wed, Dec 4, 2013 at 12:07 PM

Thanks for checking.

[Quoted text hidden]

TERRY PENDLETON <PENDLETT@tcc.fl.edu>
To: "ferreek@gcpsmail.com" <ferreek@gcpsmail.com>

Wed, Dec 11, 2013 at 10:02 AM

FYI

From: TERRY PENDLETON
Sent: Wednesday, December 04, 2013 10:48 AM
To: 'Kimberly Ferree'
Subject: RE: FW: FW: TCC Invoices

[Quoted text hidden]



444 Appleyard Drive
Tallahassee Florida 32304-2895
850.201.6200 | www.tcc.fl.edu

444 Appleyard Drive
Tallahassee, FL 32304-2895
(850) 201-8514

INVOICE #195496

September 10, 2013

Mrs. Rose Raynak
Gadsden County School Board
35 Martin Luther King, JR. Blvd
Quincy, FL 32351

TCC Account #25304068
Period 6/1/13 – 6/30/13
PO #184808

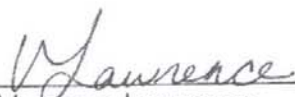
Salaries and Fringe Benefits	\$ 7,553.96
Other Services	\$ 1,864.00
Materials & Supplies	\$ 0.00
Indirect Cost @10%	\$ 941.80
Amount Due	\$ 10,359.76

<990 >

9,369.76

Please remit payment to:

Tallahassee Community College
Attn: Business Office
444 Appleyard Drive
Tallahassee, FL 32304-2895


Vanessa Lawrence
Contract & Grants Manager

9/10/13
Date

CATEGORY	BUDGET AMOUNT	EXPENDITURES THIS PERIOD	TOTAL EXPENDITURES TO DATE	BALANCE REMAINING
Salary & Fringe	\$7,543.00	\$7,553.96	\$7,553.96	(\$10.96)
Other Services	\$1,900.00	\$1,864.00	\$1,864.00	\$36.00
Materials & Supplies	\$1,200.00	\$0.00	\$0.00	\$1,200.00
Admin. Fees - 10%	\$1,064.00	\$941.80	\$941.80	\$122.20
TOTALS	\$11,707.00	\$10,359.76	\$10,359.76	\$1,347.24
PO #184808				
Jun-13				
Acct # 25304068				
Prepared By: T Pendleton			9/10/13	

25304068- -01 ACADEMIC SUCCESS IN STUDENTS START: 05/17/2013 END: 07/31/2013 BUDG MGR: ROGER P MILTON DEPT PAGE: 1

G/L CODE	DATE	POSTED	TY	NBR	LINE	REF NUM	NAME	VENDOR/DESCRIPTION	BUDGET	COMMITMENTS/ ENCUMBRANCES	ACTUAL	AVAILABLE
101-00-	OPENING							CASH IN DEPOSITORY(IES)	0.00	0.00	0.00	
20130627	PR		22		1220			AUTOMATIC ENTRY			5,299.74-	
20130628	AP		2138		86	201300002883		ASTRO TRAVEL & TOURS			1,864.00-	
101-00-	ENDING							CASH IN DEPOSITORY(IES)	0.00	0.00	7,163.74-	7,163.74-
ACCOUNT LEVEL TOTALS									0.00	0.00	7,163.74-	7,163.74-
225-00-	OPENING							ACCOUNTS PAYABLE	0.00	0.00	0.00	
20130628	AP		1922		2	201300002883		ASTRO TRAVEL & TOURS			1,850.00-	
20130628	AP		1923		2	201300002883		ASTRO TRAVEL & TOURS			14.00-	
20130628	AP		2138		87	201300002883		ASTRO TRAVEL & TOURS			1,864.00	
225-00-	ENDING							ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00
ACCOUNT LEVEL TOTALS									0.00	0.00	0.00	0.00
301-00-	OPENING							RESERVE FOR ENCUMBRANCES	0.00	0.00	0.00	
20130606	EN		557		3	201300002883		ASTRO TRAVEL & TOURS			1,864.00-	
20130628	EN		2504		3	201300002883		ASTRO TRAVEL & TOURS			1,950.00	
20130628	EN		2505		3	201300002883		ASTRO TRAVEL & TOURS			14.00	
301-00-	ENDING							RESERVE FOR ENCUMBRANCES	0.00	0.00	0.00	0.00
301-10-	OPENING							FUNDS RESERVED FOR ENCUMBRANCES	0.00	0.00	0.00	
20130605	CO		524		3	201300003827		ASTRO TRAVEL & TOURS			1,864.00-	
20130606	CO		668		3	201300003827		ASTRO TRAVEL & TOURS			1,864.00	
301-10-	ENDING							FUNDS RESERVED FOR ENCUMBRANCES	0.00	0.00	0.00	0.00
340-00-	BAL FWD							BUDGETED REVENUES	11,707.00	0.00	0.00	
350-00-	BAL FWD							BUDGETED PRSONNEL EXPENSES	7,543.00-	0.00	0.00	
350-10-	OPENING							BUDGETED PERSONNEL EXPENSES	0.00	0.00	0.00	
20130627	PR		22		1221			AUTOMATIC ENTRY			5,299.74	
350-10-	ENDING							BUDGETED PERSONNEL EXPENSES	0.00	0.00	5,299.74	5,299.74
360-00-	BAL FWD							BUDGETED CURRENT EXPENSES	4,164.00-	0.00	0.00	
360-10-	OPENING							BUDGETED CURRENT EXPENSES	0.00	0.00	0.00	
20130628	AP		1922		3	201300002883		ASTRO TRAVEL & TOURS			1,850.00	
20130628	AP		1923		3	201300002883		ASTRO TRAVEL & TOURS			14.00	
360-10-	ENDING							BUDGETED CURRENT EXPENSES	0.00	0.00	1,864.00	1,864.00
361-00-	OPENING							ENCUMBRANCES-CURRENT EXPENSES	0.00	0.00	0.00	
20130606	EN		557		2	201300002883		ASTRO TRAVEL & TOURS			1,864.00	
20130628	EN		2504		2	201300002883		ASTRO TRAVEL & TOURS			1,850.00-	
20130628	EN		2505		2	201300002883		ASTRO TRAVEL & TOURS			14.00-	
361-00-	ENDING							ENCUMBRANCES-CURRENT EXPENSES	0.00	0.00	0.00	0.00
361-10-	OPENING							ENCUMBRANCES CURRENT EXPENSES	0.00	0.00	0.00	

25304068-		-01 ACADEMIC SUCCESS IN STUDENTS		START: 05/17/2013 END: 07/31/2013		BUDG MGR: ROGER P MILTON		DEPT PAGE: 2	
G/L CODE	DATE	LINE	REF NUM	NAME	BUDGET	COMMITMENTS/ ENCUMBRANCES	ACTUAL	AVAILABLE	
POSTED	TY NBR			VENDOR/DESCRIPTION					
20130605	CO	524	2	201300003827		1,864.00			
20130606	CO	668	2	201300003827		1,864.00-			
361-10-	ENDING			ENCUMBRANCES CURRENT EXPENSES	0.00	0.00	0.00	0.00	
380-10-	OPENING			BUDGETED FUND BALANCES	0.00	0.00	0.00		
20130627	PR	22	1222	AUTOMATIC ENTRY			5,299.74-		
20130628	AP	1922	4	201300002883			1,850.00-		
20130628	AP	1923	4	201300002883			14.00-		
380-10-	ENDING			BUDGETED FUND BALANCES	0.00	0.00	7,163.74-	7,163.74-	
				ACCOUNT LEVEL TOTALS	0.00	0.00	0.00	0.00	
435-00-	BAL FWD			GRANT & CONTRACT FROM FED GOV	11,707.00-	0.00	0.00		
				ACCOUNT LEVEL TOTALS	11,707.00-	0.00	0.00	11,707.00-	
500-00-	BAL FWD			PERSONNEL EXPENSES CONTROL	7,543.00	0.00	0.00	2,243.26	
570-00-	OPENING			OTH PERSONAL SER-TECH,CLER,T&S	0.00	0.00	0.00		
20130627	PR	22	978				5,224.00		
570-00-	ENDING			OTH PERSONAL SER-TECH,CLER,T&S	0.00	0.00	5,224.00	POOLED: 50000	
591-00-	OPENING			SOCIAL SECURITY CONTRIBUTIONS	0.00	0.00	0.00		
20130627	PR	22	979				75.74		
591-00-	ENDING			SOCIAL SECURITY CONTRIBUTIONS	0.00	0.00	75.74	POOLED: 50000	
				ACCOUNT LEVEL TOTALS	7,543.00	0.00	5,299.74	2,243.26	
645-00-	OPENING			OTHER SERVICES	1,900.00	0.00	0.00	1,900.00	
20130605	CO	524	1	201300003827		1,864.00			
20130606	EN	557	1	201300002883		1,864.00			
20130606	CO	668	1	201300003827		1,864.00-			
20130628	EN	2504	1	201300002883		1,850.00-			
20130628	AP	1922	1	201300002883			1,850.00		
20130628	EN	2505	1	201300002883			14.00-		
20130628	AP	1923	1	201300002883			14.00		
645-00-	ENDING			OTHER SERVICES	1,900.00	0.00	1,864.00	36.00	
655-00-	BAL FWD			ED., OFFICE & DEPT. MAT. & SUP	1,200.00	0.00	0.00	1,200.00	
676-00-	BAL FWD			INDIRECT COST EXPENSE	1,064.00	0.00	0.00		
				ACCOUNT LEVEL TOTALS	4,164.00	0.00	1,864.00	2,300.00	
				GL CODE 5, 6, 7 TOTALS	11,707.00	0.00	7,163.74	4,543.26	
				ORG UNIT TOTALS	0.00	0.00	0.00	14,327.48-	

Pgm: PEY761B1 PROD

TALLAHASSEE COMMUNITY COLLEGE
PERSONNEL / PAYROLL SYSTEM
LABOR DISTRIBUTION REPORT

Date: 06/26/2013,12:50
Page: 180

ACCOUNT NUMBER: 25304068		01	RESPONSIBLE NAME:	
NAME	PID	SSN	57000	59100
BAILEY, ESSENCE	17662		1,056.00	15.31
BARRINGTON, MICHELE	15987		1,056.00	15.31
DALLAS, LYNDON	17665		1,056.00	15.31
GIBSON, DON	17679		1,000.00	14.50
PRIDE, TERRENCE	17678		1,056.00	15.31
ORG UNIT / QUAL 1 / LOC TOTAL			5299.74	

TALLAHASSEE COMMUNITY COLLEGE
 PERSONNEL / PAYROLL SYSTEM
 EMPLOYER COMPONENT REPORT FOR THE PERIOD 06/01/2013 THRU 06/28/2013

ORG UNIT: 25304068- -01

PID	NAME	GROSS	MEDICARE	SOCSEC	OTHER	TOTAL

JOB GROUP: HOURLY	- O.P.S. OR SUBSTITUTES					
17662	BAILEY, ESSENCE	1,056.00	15.31	0.00	0.00	1,071.31
15987	BARRINGTON, MICHELE	1,056.00	15.31	0.00	0.00	1,071.31
17665	DALLAS, LYNDON	1,056.00	15.31	0.00	0.00	1,071.31
17679	GIBSON, DON	1,000.00	14.50	0.00	0.00	1,014.50
17678	PRIDE, TERRENCE	1,056.00	15.31	0.00	0.00	1,071.31
JOB GROUP TOTALS		5,224.00	75.74	0.00	0.00	5,299.74
ORG UNIT TOTALS		5,224.00	75.74	0.00	0.00	5,299.74

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Normal View FIG014N1 ***** FINANCIAL SYSTEMS ***** FIG014M1
 Jul 2,13 - Posted General Ledger Transactions - 10:08 AM

Org Unit Qual1 Loc GLC Qual2
 Account Number...: 25304068- -01-10100-
 Period: 201306 Journal Type: AP Journal No: 2138 Line No: 86
 Description: 201300002883
 RECORD PAYMENT OF CHK
 Amount: 1,864.00-
 Payee ID: 400001439 1 Type: B ASTRO TRAVEL & TOURS INC
 Enc-Yr/Nbr-Ref#.: 2013-00002883 Inv Nbr...: 16369-6
 Com-Yr/Nbr-Ref#.: -
 C&C Receivable#.: -

Corr Voucher Per: Corr Voucher Type:
 Posted User Id .: FIN01 Posted Date: 06/28/2013 at 18:37:43
 NSF Override ...: N Fiscal Period ...: 201312
 Check Nbr: 00226349 Pay Date.: 06/28/2013
 Direct Command: _____

TCCBASE8026 8026 - Journal Detail 201306-25304068--01-10100--AP-21 displayed suc

help retrn quit Paybl Ref main Audit

Done Trusted sites | Protected Mode. Off 10:12 AM 7/2/2013

Integrow - Windo... Workforce Plus

CHECK DATE 06/28/2013

TALLAHASSEE COMMUNITY COLLEGE

CHECK NO. 226349

REF NUMBER	INVOICE NO.	DESCRIPTION	INVOICE AMOUNT
2013-00002883	16369-6	PURCHASE ORDER	1,864.00
Payee Type. 400001439 0004			CHECK AMOUNT \$1,864.00

ASTRO TRAVEL & TOURS INC
4876 WOODLANE CIRCLE
TALLAHASSEE, FL 32303-6808

INVOICE



Invoice: 16369-6

June 28, 2013

Astro Travel & Tours, Inc.
 4876 Woodlane Circle, Tallahassee, FL 32303
 Phone: 850-514-1793 | Fax: 850-514-0044
 www.astrotravel.com

Rgo Milton
 PO # 2013... 2883
 6/14/13

TO:

Sales Rep.	P.O. Number	Shlp Date	Shlp Vla	FOB	Terms
JWL	2013 00002883				June 28, 2013

Quantity	Description	Unit Price	Total
1	Motorcoach transportation to Orlando for quote #1073 FEID: 59-1300342 USDOT: 659912	\$1864	\$1864
			\$1864

Make all checks payable to Astro Travel & Tours, Inc.
 THANK YOU FOR YOUR BUSINESS!

25304068- -01 ACADEMIC SUCCESS IN STUDENTS START: 05/17/2013 END: 07/31/2013 BUDG MGR: ROGER P MILTON DEPT PAGE: 1

G/L CODE POSTED	DATE TY NBR	LINE	REF NUM	NAME VENDOR/DESCRIPTION	BUDGET	COMMITMENTS/ ENCUMBRANCES	ACTUAL	AVAILABLE
101-00-	OPENING			CASH IN DEPOSITORY (IES)	0.00	0.00	0.00	
20130730	PR	13	1222	AUTOMATIC ENTRY			2,254.22-	
101-00-	ENDING			CASH IN DEPOSITORY (IES)	0.00	0.00	9,417.96-	9,417.96-
ACCOUNT LEVEL TOTALS					0.00	0.00	9,417.96-	9,417.96-
311-00-	BAL FWD			FUND BALANCE-COLLEGE	0.00	0.00	7,163.74	
340-00-	OPENING			BUDGETED REVENUES	0.00	0.00	0.00	
20130710	BT	16	1601	AUTOMATIC ENTRY	11,707.00			
340-00-	ENDING			BUDGETED REVENUES	11,707.00	0.00	0.00	11,707.00
350-00-	OPENING			BUDGETED PRSONNEL EXPENSES	0.00	0.00	0.00	
20130710	BT	16	1602	AUTOMATIC ENTRY	2,243.26-			
350-00-	ENDING			BUDGETED PRSONNEL EXPENSES	2,243.26-	0.00	0.00	2,243.26-
350-10-	OPENING			BUDGETED PERSONNEL EXPENSES	0.00	0.00	0.00	
20130730	PR	13	1223	AUTOMATIC ENTRY			2,254.22	
350-10-	ENDING			BUDGETED PERSONNEL EXPENSES	0.00	0.00	2,254.22	2,254.22
360-00-	OPENING			BUDGETED CURRENT EXPENSES	0.00	0.00	0.00	
20130710	BT	16	1603	AUTOMATIC ENTRY	2,300.00-			
360-00-	ENDING			BUDGETED CURRENT EXPENSES	2,300.00-	0.00	0.00	2,300.00-
380-00-	OPENING			BUDGETED FUND BALANCE CHANGES	0.00	0.00	0.00	
20130710	BT	16	1604	AUTOMATIC ENTRY	7,163.74-			
380-00-	ENDING			BUDGETED FUND BALANCE CHANGES	7,163.74-	0.00	0.00	7,163.74-
380-10-	OPENING			BUDGETED FUND BALANCES	0.00	0.00	0.00	
20130730	PR	13	1224	AUTOMATIC ENTRY			2,254.22-	
380-10-	ENDING			BUDGETED FUND BALANCES	0.00	0.00	2,254.22-	2,254.22-
ACCOUNT LEVEL TOTALS					0.00	0.00	7,163.74	7,163.74
435-00-	OPENING			GRANT & CONTRACT FROM FED GOV	0.00	0.00	0.00	
20130710	BT	16	703	Year End Carry Forwa	11,707.00-			
435-00-	ENDING			GRANT & CONTRACT FROM FED GOV	11,707.00-	0.00	0.00	11,707.00-
ACCOUNT LEVEL TOTALS					11,707.00-	0.00	0.00	11,707.00-
500-00-	OPENING			PERSONNEL EXPENSES CONTROL	0.00	0.00	0.00	
20130710	BT	16	704	Year End Carry Forwa	2,243.26			
500-00-	ENDING			PERSONNEL EXPENSES CONTROL	2,243.26	0.00	0.00	10.96-
570-00-	OPENING			OTH PERSONAL SER-TECH, CLER, T&S	0.00	0.00	0.00	
20130730	PR	13	963				2,222.00	
570-00-	ENDING			OTH PERSONAL SER-TECH, CLER, T&S	0.00	0.00	2,222.00	

POOLED: 50000

25304068- -01 ACADEMIC SUCCESS IN STUDENTS START: 05/17/2013 END: 07/31/2013 BUDG MGR: ROGER P MILTON DEPT PAGE: 2

G/L CODE POSTED	DATE TY NBR	LINE REF NUM	NAME VENDOR/DESCRIPTION	BUDGET	COMMITMENTS/ ENCUMBRANCES	ACTUAL	AVAILABLE
591-00- 20130730	OPENING PR 13	964	SOCIAL SECURITY CONTRIBUTIONS	0.00	0.00	0.00	
591-00-	ENDING		SOCIAL SECURITY CONTRIBUTIONS	0.00	0.00	32.22	
ACCOUNT LEVEL TOTALS				2,243.26	0.00	32.22	POOLED: 50000
645-00- 20130710	OPENING BT 16	705	OTHER SERVICES	0.00	0.00	0.00	10.96-
645-00-	ENDING		OTHER SERVICES	36.00	0.00	0.00	0.00
Year End Carry Forwa				36.00	0.00	0.00	36.00 ✓
655-00- 20130710	OPENING BT 16	706	ED., OFFICE & DEPT. MAT. & SUP	0.00	0.00	0.00	0.00
655-00-	ENDING		ED., OFFICE & DEPT. MAT. & SUP	1,200.00	0.00	0.00	0.00
Year End Carry Forwa				1,200.00	0.00	0.00	1,200.00 ✓
676-00- 20130710	OPENING BT 16	707	INDIRECT COST EXPENSE	0.00	0.00	0.00	
676-00-	ENDING		INDIRECT COST EXPENSE	1,064.00	0.00	0.00	1,064.00
ACCOUNT LEVEL TOTALS				2,300.00	0.00	0.00	2,300.00
GL CODE 5, 6, 7 TOTALS				4,543.26	0.00	2,254.22	2,289.04
ORG UNIT TOTALS				7,163.74-	0.00	0.00	11,672.18-

Pgm: PEY761B1 PROD

TALLAHASSEE COMMUNITY COLLEGE
PERSONNEL / PAYROLL SYSTEM
LABOR DISTRIBUTION REPORT

Date: 07/29/2013,10:02
Page: 188

ACCOUNT NUMBER: 25304068		01	RESPONSIBLE NAME:	
NAME	PID	SSN	57000	59100
BAILEY, ESSENCE	17662		704.00	10.21
BARRINGTON, MICHELE	15987		814.00	11.80
DALLAS, LYNDON	17665		704.00	10.21
ORG UNIT / QUAL 1 / LOC TOTAL			2254.22	

Pgm: ITFPE025 PROD

TALLAHASSEE COMMUNITY COLLEGE
PERSONNEL / PAYROLL SYSTEM
EMPLOYER COMPONENT REPORT FOR THE PERIOD 07/01/2013 THRU 07/31/2013

Date: 07/29/2013, 09:51
Page: 88

ORG UNIT: 25304068- -01

PID	NAME	GROSS	MEDICARE	SOCSEC	OTHER	TOTAL
JOB GROUP: HOURLY - O.P.S. OR SUBSTITUTES						
17662	BAILEY, ESSENCE	704.00	10.21	0.00	0.00	714.21
15987	BARRINGTON, MICHELE	814.00	11.80	0.00	0.00	825.80
17665	DALLAS, LYNDON	704.00	10.21	0.00	0.00	714.21
JOB GROUP TOTALS		2,222.00	32.22	0.00	0.00	2,254.22
ORG UNIT TOTALS		2,222.00	32.22	0.00	0.00	2,254.22



444 Appleyard Drive
Tallahassee Florida 32304-2895
850.201.6200 | www.tcc.fl.edu

August 16, 2013

Mrs. Rose Raynak
Gadsden County School Board
35 Martin Luther King, JR. Blvd
Quincy, FL 32351

Re: TCC Account: 25304068⁸

Dear Ms. Raynak

Enclosed you will find Invoice # 195496 for the period of June 2013 through July 2013. If you should have any questions regarding this invoice, please feel free to contact me at (850) 201-8514 or via email pendlett@tcc.fl.edu.

Thank you.

Sincerely,

Terry Pendleton
Senior Accounting Specialist

Cc: File

TALLAHASSEE COMMUNITY COLLEGE
CASHIER'S OFFICE
444 APPLBYARD DRIVE
TALLAHASSEE, FL 32304

* Invoice Number: 000195496 *

PHONE NUMBER (850) 201-8415

Date of Bill.....: 08/20/2013
Full Payment Due On: 09/19/2013
Bill Printed on....: 08/20/2013

GADSDEN CTY SCHOOLS
ATTN: MELANIE KING
35 MARTIN LUTHER KING, JR. BLVD
QUINCY, FL 32351

Customer ID.....: 596000615

* Total Due: 10,359.76 *

REMITTANCE ADDRESS:
TALLAHASSEE COMMUNITY COLLEGE
CASHIER'S OFFICE
444 APPLBYARD DRIVE
TALLAHASSEE, FL 32304

Remittance Phone # (850) 201-8415

Student Information (Description)	Course or Other Fee Detail	Class Amount	Bill Amount
--------------------------------------	-------------------------------	--------------	-------------

Contract: 51 - JUNE & JULY 2013	Reference: PO #184808		
JUNE & JULY 2013			
\$10,359.76			
A/R FEDERAL C&G			10,359.76

Contract Total Due: 10,359.76

* Total Invoice Due: 10,359.76*

*** End of Bill ***

*** Customer Copy ***



444 Appleyard Drive
Tallahassee Florida 32304-2895
850.201.6200 | www.tcc.fl.edu

444 Appleyard Drive
Tallahassee, FL 32304-2895
(850) 201-8514

INVOICE # 195495

September 10, 2013

Mrs. Rose Raynak
Gadsden County School Board
35 Martin Luther King, JR. Blvd
Quincy, FL 32351

TCC Account #25304069
Period 6/1/13 – 6/30/13
PO #184807

Salaries and Fringe Benefits	\$ 7,174.05
Other Services	\$ 1,850.00
Materials & Supplies	\$ 800.16
Indirect Cost @10%	\$ 982.42
Amount Due	\$ 10,806.63

Please remit payment to:

Tallahassee Community College
Attn: Business Office
444 Appleyard Drive
Tallahassee, FL 32304-2895



Vanessa Lawrence
Contract & Grants Manager

9/10/13
Date

CATEGORY	BUDGET AMOUNT	EXPENDITURES THIS PERIOD	TOTAL EXPENDITURES TO DATE	BALANCE REMAINING
Salary & Fringe	\$7,543.00	\$7,174.05	\$7,174.05	\$368.95
Other Services	\$1,900.00	\$1,850.00	\$1,850.00	\$50.00
Materials & Supplies	\$1,200.00	\$800.16	\$800.16	\$399.84
Admin. Fees - 10%	\$1,064.00	\$982.42	\$982.42	\$81.58
TOTALS	\$11,707.00	\$10,806.63	\$10,806.63	\$900.37
Jun-13				
Acct # 25304069				
Prepared By: T Pendleton			9/10/13	

25304069- -01 ACADMIC ENRICH CAMP GR 6-8 START: 05/17/2013 END: 07/31/2013 BUDG MGR: ROGER P MILTON DEPT PAGE: 1

PR 3934.23

G/L CODE POSTED	DATE TY NBR	LINE REF NUM	NAME VENDOR/DESCRIPTION	BUDGET	COMMITMENTS/ ENCUMBRANCES	ACTUAL	AVAILABLE
101-00-	OPENING		CASH IN DEPOSITORY(IES)	0.00	0.00	0.00	
20130627	PR 22	1223	AUTOMATIC ENTRY			3,934.23-	
101-00-	ENDING		CASH IN DEPOSITORY(IES)	0.00	0.00	3,934.23-	3,934.23-
ACCOUNT LEVEL TOTALS				0.00	0.00	3,934.23-	3,934.23-
301-00-	OPENING		RESERVE FOR ENCUMBRANCES	0.00	0.00	0.00	
20130606	EN 570	3	201300002885 ASTRO TRAVEL & TOURS		0.00	0.00	
301-00-	ENDING		RESERVE FOR ENCUMBRANCES	0.00	1,850.00-	0.00	1,850.00-
301-10-	OPENING		FUNDS RESERVED FOR ENCUMBRANCES	0.00	0.00	0.00	
20130605	CO 525	3	201300003828 ASTRO TRAVEL & TOURS		0.00	0.00	
20130606	CO 670	3	201300003828 ASTRO TRAVEL & TOURS		1,850.00-	0.00	
301-10-	ENDING		FUNDS RESERVED FOR ENCUMBRANCES	0.00	1,850.00	0.00	0.00
340-00-	BAL FWD		BUDGETED REVENUES	11,707.00	0.00	0.00	
350-00-	BAL FWD		BUDGETED PRSONNEL EXPENSES	7,543.00-	0.00	0.00	
350-10-	OPENING		BUDGETED PERSONNEL EXPENSES	0.00	0.00	0.00	
20130627	PR 22	1224	AUTOMATIC ENTRY			3,934.23	
350-10-	ENDING		BUDGETED PERSONNEL EXPENSES	0.00	0.00	3,934.23	3,934.23
360-00-	BAL FWD		BUDGETED CURRENT EXPENSES	4,164.00-	0.00	0.00	
361-00-	OPENING		ENCUMBRANCES-CURRENT EXPENSES	0.00	0.00	0.00	
20130606	EN 570	2	201300002885 ASTRO TRAVEL & TOURS		0.00	0.00	
361-00-	ENDING		ENCUMBRANCES-CURRENT EXPENSES	0.00	1,850.00	0.00	1,850.00
361-10-	OPENING		ENCUMBRANCES CURRENT EXPENSES	0.00	0.00	0.00	
20130605	CO 525	2	201300003828 ASTRO TRAVEL & TOURS		0.00	0.00	
20130606	CO 670	2	201300003828 ASTRO TRAVEL & TOURS		1,850.00	0.00	
361-10-	ENDING		ENCUMBRANCES CURRENT EXPENSES	0.00	1,850.00-	0.00	0.00
380-10-	OPENING		BUDGETED FUND BALANCES	0.00	0.00	0.00	
20130627	PR 22	1225	AUTOMATIC ENTRY			3,934.23-	
380-10-	ENDING		BUDGETED FUND BALANCES	0.00	0.00	3,934.23-	3,934.23-
ACCOUNT LEVEL TOTALS				0.00	0.00	0.00	0.00
435-00-	BAL FWD		GRANT & CONTRACT FROM FED GOV	11,707.00-	0.00	0.00	
ACCOUNT LEVEL TOTALS				11,707.00-	0.00	0.00	11,707.00-
500-00-	BAL FWD		PERSONNEL EXPENSES CONTROL	7,543.00	0.00	0.00	3,608.77
570-00-	OPENING		OTH PERSONAL SER-TECH,CLER,T&S	0.00	0.00	0.00	
20130627	PR 22	980				3,878.00	

25304069- -01 ACADMIC ENRICH CAMP GR 6-8 START: 05/17/2013 END: 07/31/2013 BUDG MGR: ROGER P MILTON DEPT PAGE: 2

G/L CODE POSTED	DATE TY NBR	LINE	REF NUM	NAME VENDOR/DESCRIPTION	BUDGET	COMMITMENTS/ ENCUMBRANCES	ACTUAL	AVAILABLE
570-00-	ENDING	OTH		PERSONAL SER-TECH, CLER, T&S	0.00	0.00	3,878.00	POOLED: 50000
591-00-	OPENING	SOCIAL SECURITY CONTRIBUTIONS			0.00	0.00	0.00	
20130627	PR	22	981				56.23	
591-00-	ENDING	SOCIAL SECURITY CONTRIBUTIONS			0.00	0.00	56.23	POOLED: 50000
ACCOUNT LEVEL TOTALS					7,543.00	0.00	3,934.23	3,608.77
545-00-	OPENING	OTHER SERVICES			1,900.00	0.00	0.00	1,900.00
20130605	CO	525	1	201300003828 ASTRO TRAVEL & TOURS		1,850.00		
20130606	EN	570	1	201300002885 ASTRO TRAVEL & TOURS		1,850.00		
20130606	CO	670	1	201300003828 ASTRO TRAVEL & TOURS		1,850.00-		
645-00-	ENDING	OTHER SERVICES			1,900.00	1,850.00	0.00	50.00
655-00-	BAL FWD	ED., OFFICE & DEPT. MAT. & SUP			1,200.00	0.00	0.00	1,200.00
676-00-	BAL FWD	INDIRECT COST EXPENSE			1,064.00	0.00	0.00	
ACCOUNT LEVEL TOTALS					4,164.00	1,850.00	0.00	2,314.00
GL CODE 5, 6, 7 TOTALS					11,707.00	1,850.00	3,934.23	5,922.77
ORG UNIT TOTALS					0.00	1,850.00	0.00	9,718.46-

TALLAHASSEE COMMUNITY COLLEGE
 PGM: FIG073B2 LIB: TCCSTAGE

FINANCE SYSTEM
 DEPARTMENTAL LEDGER
 OUTSTANDING COMMITMENTS/ENCUMBRANCES

DATE: 06/30/2013.22:3
 PAGE: 2131

25304069- -01 ACADMIC ENRICH CAMP GR 6-8 START: 05/17/2013 END: 07/31/2013 BUDG MGR: ROGER P MILTON DEPT PAGE: 3

TYPE	NUMBER	PAYEE NAME	TYPE	REFERENCE NUMBER	TRN TYP	POSTED DATE	ORIGINAL	OUSTANDING
645-00-		OTHER SERVICES						
V	400001439	01 ASTRO TRAVEL & TOURS INC	PO	2013-00002885-001	E		1,850.00	1,850.00
TOTAL FOR 645-00-							1,850.00	

TALLAHASSEE COMMUNITY COLLEGE
PERSONNEL / PAYROLL SYSTEM
LABOR DISTRIBUTION REPORT

ACCOUNT NUMBER:	25304069	01	RESPONSIBLE NAME:	
NAME	PID	SSN	57000 <i>Salary</i>	59100 <i>SS</i>
DANIELS, YAKESIA	17666	1,056.00	15.31	
FITZGERALD, BRENDA	17668	520.00	7.54	
HEARNS, D'ANDRIA	17671	255.00	3.70	
JACKSON, LATERICA	17672	352.00	5.10	
JOHNSON, WILLIAM	17673	1,000.00	14.50	
MADRY, CECELIA	17055	440.00	6.38	
WARD, BILLIE	17674	255.00	3.70	
ORG UNIT / QUAL 1 / LOC TOTAL		3934.23		

ORG UNIT: 25304069- -01

PID	NAME	GROSS	MEDICARE	SOCSEC	OTHER	TOTAL
JOB GROUP: HOURLY - O.P.S. OR SUBSTITUTES						
17666	DANIELS, YAKESIA	1,056.00	15.31	0.00	0.00	1,071.31
17668	FITZGERALD, BRENDA	520.00	7.54	0.00	0.00	527.54
17671	HEARNS, D'ANDRIA	255.00	3.70	0.00	0.00	258.70
17672	JACKSON, LATERICA	352.00	5.10	0.00	0.00	357.10
17673	JOHNSON, WILLIAM	1,000.00	14.50	0.00	0.00	1,014.50
17055	MADRY, CECELIA	440.00	6.38	0.00	0.00	446.38
17674	WARD, BILLIE	255.00	3.70	0.00	0.00	258.70
JOB GROUP TOTALS		3,878.00	56.23	0.00	0.00	3,934.23
ORG UNIT TOTALS		3,878.00	56.23	0.00	0.00	3,934.23



444 Appleyard Drive
Tallahassee Florida 32304-2895
850.201.6200 | www.tcc.fl.edu

August 16, 2013

Mrs. Rose Raynak
Gadsden County School Board
35 Martin Luther King, JR. Blvd
Quincy, FL 32351

Re: **TCC Account: 25304069**

Dear Ms. Raynak:

Enclosed you will find Invoice # 195495 for the period of June 2013 through July 2013. If you should have any questions regarding this invoice, please feel free to contact me at (850) 201-8514 or via email pendlett@tcc.fl.edu.

Thank you.

Sincerely,

Terry Pendleton
Senior Accounting Specialist

Cc: File

TALLAHASSEE COMMUNITY COLLEGE
CASHIER'S OFFICE
444 APPELYARD DRIVE
TALLAHASSEE, FL 32304

PHONE NUMBER (850) 201-8415

GADSDEN CTY SCHOOLS
ATTN: MELANIE KING
35 MARTIN LUTHER KING, JR. BLVD
QUINCY, FL 32351

Page 1

* Invoice Number: 000195495 *

Date of Bill.....: 08/20/2013
Full Payment Due On: 09/19/2013
Bill Printed on....: 08/20/2013

Customer ID.....: 596000615

* Total Due: 10,806.63 *

REMITTANCE ADDRESS:
TALLAHASSEE COMMUNITY COLLEGE
CASHIER'S OFFICE
444 APPELYARD DRIVE
TALLAHASSEE, FL 32304

Remittance Phone # (850) 201-8415

Student Information (Description)	Course or Other Fee Detail	Bill Amount Class Amount
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Contract: 50 - JUNE & JULY 2013 Reference: PO #184807

JUNE & JULY 2013

\$10,806.63

A/R FEDERAL C&G

10,806.63

Contract Total Due: 10,806.63

* Total Invoice Due: 10,806.63*

*** End of Bill ***

*** Customer Copy ***

25304069- -01 ACADMIC ENRICH CAMP GR 6-8 START: 05/17/2013 END: 07/31/2013 BUDG MGR: ROGER P MILTON DEPT PAGE: 1

PR 3,239.82
 AP 2,650.46
 5,889.98

G/L CODE POSTED	DATE TY NBR	LINE REF NUM	NAME VENDOR/DESCRIPTION	BUDGET	COMMITMENTS/ ENCUMBRANCES	ACTUAL	AVAILABLE
101-00-	OPENING		CASH IN DEPOSITORY(IES)	0.00	0.00	0.00	
20130712	AP 222	75	201300002885 ASTRO TRAVEL & TOURS			1,850.00-	
20130715	AP 320	21	2014000040 BANK OF AMERICA - BA			800.16-	
20130730	PR 13	1225	AUTOMATIC ENTRY			3,239.82-	
101-00-	ENDING		CASH IN DEPOSITORY(IES)	0.00	0.00	9,824.21-	9,824.21-
ACCOUNT LEVEL TOTALS				0.00	0.00	9,824.21-	9,824.21-
225-00-	OPENING		ACCOUNTS PAYABLE	0.00	0.00	0.00	
20130711	AP 83	2	201300002885 ASTRO TRAVEL & TOURS			1,850.00-	
20130712	AP 222	76	201300002885 ASTRO TRAVEL & TOURS			1,850.00	
20130715	AP 318	20	2014000039 BANK OF AMERICA - BA			800.16-	
20130715	AP 320	10	2014000040 BANK OF AMERICA - BA			800.16	
225-00-	ENDING		ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00
228-04-	OPENING		PURCHASING CARD PAYABLES	0.00	0.00	0.00	
20130712	JE 86	2	PURCHASING CARD PAYM			128.68-	
20130712	JE 87	2	PURCHASING CARD PAYM			79.28-	
20130712	JE 88	2	PURCHASING CARD PAYM			92.91-	
20130715	JE 99	2	PURCHASING CARD PAYM			32.98-	
20130715	CO 836	10	2014000039 BANK OF AMERICA - BA		800.16		
20130715	AP 318	10	2014000039 BANK OF AMERICA - BA			800.16	
20130715	CO 839	10	2014000039 BANK OF AMERICA - BA				
228-04-	ENDING		PURCHASING CARD PAYABLES	0.00	800.16-	466.31	466.31
ACCOUNT LEVEL TOTALS				0.00	0.00	466.31	466.31
301-00-	OPENING		RESERVE FOR ENCUMBRANCES	0.00	0.00	0.00	
20130703	EN 2	1260	AUTOMATIC ENTRY			1,850.00-	
20130711	EN 85	3	201300002885 ASTRO TRAVEL & TOURS		1,850.00		
301-00-	ENDING		RESERVE FOR ENCUMBRANCES	0.00	0.00	0.00	0.00
301-10-	OPENING		FUNDS RESERVED FOR ENCUMBRANCES	0.00	0.00	0.00	
20130711	CO 470	3	2013A001609 PURCHASING CARD PAYM			466.31-	
20130711	CO 471	3	2014A000010 PURCHASING CARD PAYM			32.98-	
20130711	CO 472	3	2014A000019 PURCHASING CARD PAYM			128.68-	
20130711	CO 473	3	2014A000033 PURCHASING CARD PAYM			79.28-	
20130711	CO 474	3	2014A000051 PURCHASING CARD PAYM			92.91-	
20130712	CO 580	3	2014A000019 PURCHASING CARD PAYM			128.68	
20130712	CO 587	3	2014A000033 PURCHASING CARD PAYM			79.28	
20130712	CO 590	3	2014A000051 PURCHASING CARD PAYM			92.91	
20130715	CO 718	3	2014A000010 PURCHASING CARD PAYM			32.98	
301-10-	ENDING		FUNDS RESERVED FOR ENCUMBRANCES	0.00	466.31-	0.00	466.31-
311-00-	BAL FWD		FUND BALANCE-COLLEGE	0.00	0.00	3,934.23	
340-00-	OPENING		BUDGETED REVENUES	0.00	0.00	0.00	
20130710	BT 16	1605	AUTOMATIC ENTRY	11,707.00			

25304069- -01 ACADMIC ENRICH CAMP GR 6-8 START: 05/17/2013 END: 07/31/2013 BUDG MGR: ROGER P MILTON DEPT PAGE: 2

G/L CODE POSTED	DATE TY NBR	LINE REF NUM	NAME VENDOR/DESCRIPTION	BUDGET	COMMITMENTS/ ENCUMBRANCES	ACTUAL	AVAILABLE
340-00-	ENDING		BUDGETED REVENUES	11,707.00	0.00	0.00	11,707.00
350-00-	OPENING		BUDGETED PRSONNEL EXPENSES	0.00	0.00	0.00	
20130710	BT 16	1606	AUTOMATIC ENTRY	3,608.77-			
350-00-	ENDING		BUDGETED PRSONNEL EXPENSES	3,608.77-	0.00	0.00	3,608.77-
350-10-	OPENING		BUDGETED PERSONNEL EXPENSES	0.00	0.00	0.00	
20130730	PR 13	1226	AUTOMATIC ENTRY			3,239.82	
350-10-	ENDING		BUDGETED PERSONNEL EXPENSES	0.00	0.00	3,239.82	3,239.82
360-00-	OPENING		BUDGETED CURRENT EXPENSES	0.00	0.00	0.00	
20130703	BT 10	1260	AUTOMATIC ENTRY	1,850.00-			
20130710	BT 16	1607	AUTOMATIC ENTRY	2,314.00-			
360-00-	ENDING		BUDGETED CURRENT EXPENSES	4,164.00-	0.00	0.00	4,164.00-
360-10-	OPENING		BUDGETED CURRENT EXPENSES	0.00	0.00	0.00	
20130711	AP 83	3	201300002885 ASTRO TRAVEL & TOURS			1,850.00	
20130712	JE 86	3	PURCHASING CARD PAYM			128.68	
20130712	JE 87	3	PURCHASING CARD PAYM			79.28	
20130712	JE 88	3	PURCHASING CARD PAYM			92.91	
20130715	JE 99	3	PURCHASING CARD PAYM			32.98	
360-10-	ENDING		BUDGETED CURRENT EXPENSES	0.00	0.00	2,183.85	2,183.85
361-00-	OPENING		ENCUMBRANCES-CURRENT EXPENSES	0.00	0.00	0.00	
20130703	EN 2	1261	AUTOMATIC ENTRY		1,850.00		
20130711	EN 85	2	201300002885 ASTRO TRAVEL & TOURS		1,850.00-		
361-00-	ENDING		ENCUMBRANCES-CURRENT EXPENSES	0.00	0.00	0.00	0.00
361-10-	OPENING		ENCUMBRANCES CURRENT EXPENSES	0.00	0.00	0.00	
20130711	CO 470	2	2013A001609 PURCHASING CARD PAYM		466.31		
20130711	CO 471	2	2014A000010 PURCHASING CARD PAYM		32.98		
20130711	CO 472	2	2014A000019 PURCHASING CARD PAYM		128.68		
20130711	CO 473	2	2014A000033 PURCHASING CARD PAYM		79.28		
20130711	CO 474	2	2014A000051 PURCHASING CARD PAYM		92.91		
20130712	CO 580	2	2014A000019 PURCHASING CARD PAYM		128.68-		
20130712	CO 587	2	2014A000033 PURCHASING CARD PAYM		79.28-		
20130712	CO 590	2	2014A000051 PURCHASING CARD PAYM		92.91-		
20130715	CO 718	2	2014A000010 PURCHASING CARD PAYM		32.98-		
361-10-	ENDING		ENCUMBRANCES CURRENT EXPENSES	0.00	466.31	0.00	466.31
380-00-	OPENING		BUDGETED FUND BALANCE CHANGES	0.00	0.00	0.00	
20130703	BT 10	1261	AUTOMATIC ENTRY	1,850.00			
20130710	BT 16	1608	AUTOMATIC ENTRY	5,784.23-			
380-00-	ENDING		BUDGETED FUND BALANCE CHANGES	3,934.23-	0.00	0.00	3,934.23-
380-10-	OPENING		BUDGETED FUND BALANCES	0.00	0.00	0.00	
20130711	AP 83	4	201300002885 ASTRO TRAVEL & TOURS			1,850.00-	
20130712	JE 86	4	PURCHASING CARD PAYM			128.68-	

25304069- -01 ACADMIC ENRICH CAMP GR 6-8 START: 05/17/2013 END: 07/31/2013 BUDG MGR: ROGER P MILTON DEPT PAGE: 3

G/L CODE	DATE	TY	NBR	LINE	REF NUM	NAME	BUDGET	COMMITMENTS/ ENCUMBRANCES	ACTUAL	AVAILABLE
POSTED						VENDOR/DESCRIPTION				
20130712	JE		87		4	PURCHASING CARD PAYM			79.28-	
20130712	JE		88		4	PURCHASING CARD PAYM			92.91-	
20130715	JE		99		4	PURCHASING CARD PAYM			32.98-	
20130730	PR		13	1227		AUTOMATIC ENTRY			3,239.82-	
380-10-	ENDING					BUDGETED FUND BALANCES	0.00	0.00	5,423.67-	5,423.67-
ACCOUNT LEVEL TOTALS							0.00	0.00	3,934.23	3,934.23
435-00-	OPENING					GRANT & CONTRACT FROM FED GOV	0.00	0.00	0.00	
20130710	BT	16		708		Year End Carry Forwa	11,707.00-			
435-00-	ENDING					GRANT & CONTRACT FROM FED GOV	11,707.00-	0.00	0.00	11,707.00-
ACCOUNT LEVEL TOTALS							11,707.00-	0.00	0.00	11,707.00-
500-00-	OPENING					PERSONNEL EXPENSES CONTROL	0.00	0.00	0.00	0.00
20130710	BT	16		709		Year End Carry Forwa	3,608.77			
500-00-	ENDING					PERSONNEL EXPENSES CONTROL	3,608.77	0.00	0.00	368.95
570-00-	OPENING					OTH PERSONAL SER-TECH,CLER,T&S	0.00	0.00	0.00	
20130730	PR	13		965					3,193.50	
570-00-	ENDING					OTH PERSONAL SER-TECH,CLER,T&S	0.00	0.00	3,193.50	POOLED: 50000
591-00-	OPENING					SOCIAL SECURITY CONTRIBUTIONS	0.00	0.00	0.00	
20130730	PR	13		966					46.32	
591-00-	ENDING					SOCIAL SECURITY CONTRIBUTIONS	0.00	0.00	46.32	POOLED: 50000
ACCOUNT LEVEL TOTALS							3,608.77	0.00	3,239.82	368.95
645-00-	OPENING					OTHER SERVICES	0.00	0.00	0.00	0.00
20130703	EN	2		908	201300002885	ENCUMB ROLL 20130000		1,850.00		
20130703	BT	10		908	TP-AMEND	ENCUMB BUDGET 201300	1,850.00			
20130710	BT	16		710		Year End Carry Forwa	50.00			
20130711	AP	83		1	201300002885	ASTRO TRAVEL & TOURS			1,850.00	
20130711	EN	85		1	201300002885	ASTRO TRAVEL & TOURS		1,850.00-		
645-00-	ENDING					OTHER SERVICES	1,900.00	0.00	1,850.00	50.00
655-00-	OPENING					ED., OFFICE & DEPT. MAT. & SUP	0.00	0.00	0.00	0.00
20130710	BT	16		711		Year End Carry Forwa	1,200.00			
655-00-	ENDING					ED., OFFICE & DEPT. MAT. & SUP	1,200.00	0.00	0.00	399.84
655-01-	OPENING					EDUCATIONAL MATERIALS & SUPPLY	0.00	0.00	0.00	
20130711	CO	470		1	2013A001609	PURCHASING CARD PAYM		466.31		
20130711	CO	471		1	2014A000010	PURCHASING CARD PAYM		32.98		
20130711	CO	472		1	2014A000019	PURCHASING CARD PAYM		128.68		
20130711	CO	473		1	2014A000033	PURCHASING CARD PAYM		79.28		
20130711	CO	474		1	2014A000051	PURCHASING CARD PAYM		92.91		
20130712	CO	580		1	2014A000019	PURCHASING CARD PAYM		128.68-		
20130712	JE	86		1		PURCHASING CARD PAYM			128.68	

25304069- -01 ACADMIC ENRICH CAMP GR 6-8 START: 05/17/2013 END: 07/31/2013 BUDG MGR: ROGER P MILTON DEPT PAGE: 4

G/L CODE	DATE POSTED	TY	NBR	LINE	REF NUM	NAME VENDOR/DESCRIPTION	BUDGET	COMMITMENTS/ ENCUMBRANCES	ACTUAL	AVAILABLE
20130712	CO	587	1	2014A000033		PURCHASING CARD PAYM		79.28-		
20130712	JE	87	1			PURCHASING CARD PAYM			79.28	
20130712	JE	88	1			PURCHASING CARD PAYM			92.91	
20130712	CO	590	1	2014A000051		PURCHASING CARD PAYM		92.91-		
20130715	CO	718	1	2014A000010		PURCHASING CARD PAYM		32.98-		
20130715	JE	99	1			PURCHASING CARD PAYM			32.98	
655-01-	ENDING					EDUCATIONAL MATERIALS & SUPPLY	0.00	466.31	333.85	POOLED: 65500
676-00-	OPENING					INDIRECT COST EXPENSE	0.00	0.00	0.00	
20130710	BT	16		712		Year End Carry Forwa	1,064.00			
676-00-	ENDING					INDIRECT COST EXPENSE	1,064.00	0.00	0.00	1,064.00
						ACCOUNT LEVEL TOTALS	4,164.00	466.31	2,183.85	1,513.84
						GL CODE 5, 6, 7 TOTALS	7,772.77	466.31	5,423.67	1,882.79
						ORG UNIT TOTALS	3,934.23-	466.31	0.00	15,247.88-

TALLAHASSEE COMMUNITY COLLEGE
 PERSONNEL / PAYROLL SYSTEM
 LABOR DISTRIBUTION REPORT

ACCOUNT NUMBER: 25304069		01	RESPONSIBLE NAME:	
NAME	PID	SSN	57000	59100
DANIELS, YAKESIA	17666		506.00	7.34
FITZGERALD, BRENDA	17668		819.00	11.88
HEARNS, D'ANDRIA	17671		102.00	1.48
JACKSON, LATERICA	17672		539.00	7.82
MADRY, CECELIA	17055		1,100.00	15.95
WARD, BILLIE	17674		127.50	1.85
ORG UNIT / QUAL 1 / LOC TOTAL			3239.82	

TALLAHASSEE COMMUNITY COLLEGE
 PERSONNEL / PAYROLL SYSTEM
 EMPLOYER COMPONENT REPORT FOR THE PERIOD 07/01/2013 THRU 07/31/2013

ORG UNIT: 25304069- -01

PID	NAME	GROSS	MEDICARE	SOCSEC	OTHER	TOTAL
JOB GROUP: HOURLY - O.P.S. OR SUBSTITUTES						
17666	DANIELS, YAKESIA	506.00	7.34	0.00	0.00	513.34
17668	FITZGERALD, BRENDA	819.00	11.88	0.00	0.00	830.88
17671	HEARNS, D'ANDRIA	102.00	1.48	0.00	0.00	103.48
17672	JACKSON, LATERICA	539.00	7.82	0.00	0.00	546.82
17055	MADRY, CECELIA	1,100.00	15.95	0.00	0.00	1,115.95
17674	WARD, BILLIE	127.50	1.85	0.00	0.00	129.35
JOB GROUP TOTALS		3,193.50	46.32	0.00	0.00	3,239.82
ORG UNIT TOTALS		3,193.50	46.32	0.00	0.00	3,239.82

Normal View FIG014N1 ***** FINANCIAL SYSTEMS ***** FIG014M1
Aug 16, 13 - Posted General Ledger Transactions - 1:43 PM

Org Unit Qual1 Loc GLC Qual2
Account Number...: 25304069- -01-10100-
Period: 201307 Journal Type: AP Journal No: 222 Line No: 75
Description: 201300002885
RECORD PAYMENT OF CHK
Amount: 1,850.00-
Payee ID: 400001439 1 Type: B ASTRO TRAVEL & TOURS INC
Enc-Yr/Nbr-Ref.: 2013-00002885 Inv Nbr.: 16369-A
Com-Yr/Nbr-Ref.: -
C&C Receivablef.: -

Corr Voucher Per: Corr Voucher Type:
Posted User Id .: FIN01 Posted Date: 07/12/2013 at 00:18:28
NSF Override ...: N Fiscal Period ...: 201401

Check Nbr: 00226390 Pay Date.: 07/11/2013
Direct Command:

TCCBASE8026 8026 - Journal Detail 201307-25304069--01-10100--AP-22 displayed suc
[help](#) [retrn](#) [quit](#) [Paybl](#) [Ref](#) [main](#) [Audit](#)

TALLAHASSEE COMMUNITY COLLEGE

CHECK DATE 07/11/2013

CHECK NO. 226390

LINE NUMBER	INVOICE NO.	DESCRIPTION	INVOICE AMOUNT
2013-00002885	16369-A	PURCHASE ORDER	1,850.00
2013-00002916	16330	PURCHASE ORDER	650.00
2013-00002917	16329	PURCHASE ORDER	650.00
2013-00002926	16332	PURCHASE ORDER	650.00

Payee Type. 400001439 0004

ASTRO TRAVEL & TOURS INC
 4876 WOODLANE CIRCLE
 TALLAHASSEE, FL 32303-6808

CHECK AMOUNT \$3,800.00

INVOICE



Invoice: 16369-A

June 28, 2013

Astro Travel & Tours, Inc.
 4876 Woodlane Circle, Tallahassee, FL 32303
 Phone: 850-514-1793 | Fax: 850-514-0044
 www.astrotavel.com

R. J. Milton
 PO # 2013-2885
 6/14/13

TO:

Sales Rep.	P.O. Number	Ship Date	Ship Via	FOB	Terms
JWL	2013 00002885				June 28, 2013

Quantity	Description	Unit Price	Total
1	Motorcoach transportation to Orlando for quote #1073 FEID: 59-1300342 USDOT: 659912	\$1850	\$1850
			\$1850

Make all checks payable to Astro Travel & Tours, Inc.
 THANK YOU FOR YOUR BUSINESS!

Integrow - Windows Internet Explorer
 https://reg1.tcc.edu/c/enfu/np/np_page.asp?intgrge.jsp&app/np/np_page.asp?pend=21

File Edit View Favorites Tools Help
 Convert Select
 Favorites Integrow Page Safety Tools

Normal View FIG014N1 ***** FINANCIAL SYSTEMS ***** FIG014M1
 Aug 16, 13 - Posted General Ledger Transactions - 1:43 PM

Org Unit Quali Loc GLC Qual2
 Account Number..: 25304069- -01-10100-
 Period: 201307 Journal Type: AP Journal No: 320 Line No: 21
 Description: CASH ENTRY
 is COMPLETED for Disbursement Request
 Amount: 800.16-
 Payee ID: 400003638 7 Type: V BANK OF AMERICA
 Enc-Yr/Nbr-Ref#.: - Inv Nbr...: 2722 JUNE 2013
 Com-Yr/Nbr-Ref#.: 2014-000040
 C&C Receivable#.: -

Corr Voucher Per: Corr Voucher Type:
 Posted User Id .: BAHLV Posted Date: 07/15/2013 at 13:39:01
 NSF Override ...: Fiscal Period ...: 201401
 Check Nbr: 00226442 Pay Date.: 07/15/2013
 Direct Command: _____

TCCBASE8026 8026 - Journal Detail 201307-25304069--01-10100--AP-32 displayed suc
 help retrn quit Paybl main Audit

Done Trusted sites | Protected Mode Off 100% 3:48 PM 8/15/2013

PROCESSING BATCH: 13225-1 FOR DATE: 08/13/2013 FOR BANK: 04

BANK	EFT NUMBER	EFT ST	STATUS DATE	PAYMENT NUMBER	PAYMENT DATE	PAYMENT AMOUNT	PAY ST	PAYEE ID	PAYEE ADDR TYPE	SEQ	PAYEE NAME
04	000000000069435	PD	08/13/13	2014-00632517	08/13/13	60.00	PD	000001456	E		FRAZIER, RICHARD A
04	000000000069436	PD	08/13/13	2014-00632518	08/13/13	1,340.86	PD	000015328	E		BERMAN, GARETT M
04	000000000069437	PD	08/13/13	2014-00632519	08/13/13	351.36	PD	000015930	E		JOHNSON, ANN MARIE
04	000000000069438	PD	08/13/13	2014-00632520	08/13/13	9,478.49	PD	400000436	V	3	GRAINGER ✓
04	000000000069439	PD	08/13/13	2014-00632521	08/13/13	61,929.47	PD	400003638	V	7	BANK OF AMERICA ✓ *
04	000000000069440	PD	08/13/13	2014-00632522	08/13/13	4,692.28	PD	400005210	V	2	FOLLETT HIGHER EDUCATION GROUP ✓

*****	VENDOR PAYMENTS.....	3	FOR THE AMOUNT OF...:	76,100.24	*****
*****	EMPLOYEE-PAYMENTS.....	3	FOR THE AMOUNT OF...:	1,752.22	*****
*****	STUDENT PAYMENTS.....	0	FOR THE AMOUNT OF...:	0.00	*****
*****	CUSTOMER PAYMENTS.....	0	FOR THE AMOUNT OF...:	0.00	*****
*****	NON-EMPLOYEE PAYMENTS.....	0	FOR THE AMOUNT OF...:	0.00	*****
*****	TOTAL PAYMENTS ADDED....	6	GRAND TOTAL.....:	77,852.46	*****

*** END OF REPORT ***

TALLAHASSEE COMMUNITY COLLEGE

CHECK DATE 07/15/2013

CHECK NO. 226442

REF NUMBER	INVOICE NO	DESCRIPTION	INVOICE AMOUNT
2014-000039	2722 JUNE 2013	DISBURSEMENT REQUEST	30,887.09
2014-000040	2722 JUNE 2013	DISBURSEMENT REQUEST	923.58
Payee Type. 400003638 0007			CHECK AMOUNT
BANK OF AMERICA PO BOX 15731 WILMINGTON, DE 19886			31,810.67

2014
39 E, 40

ALLAHASSEE COMMUNITY COLLEGE
DISBURSEMENT REQUEST

This form is to be used for emergency or small purchases only. All other items/services should be obtained through the requisition/purchase order process.

Payee Type: (circle one) E - Employee V - Vendor S - Student

Payee ID: (provide one) Fed Tax ID 400003638 seq. 7 SSN _____

Payee Name & Address: Bank of America

P.O. Box 15731

Wilmington, DE 19886-5731

Pick Up Check: (Y/N) Request POC: _____

Separate Check: (Y/N) POC Phone #: _____

Specific Items/Services Purchased	GL Code	Cost
Account 10000000	22804	24,077.27
Account 21500025		1,725.00
Account 21500037		88.01
Account 23100174		296.28
Account 23100175		641.75
Account 23100176		1,887.06
Account 23110002		115.73
Account 25000001		889.83
Account 25003139		366.00
Account 25304069*		800.16*
Account 61250301		923.58
Total Cost:		\$ 31,810.67

30,887.09

****Attach all receipts or invoices to be reimbursed. Send to the Business Office after approval.****

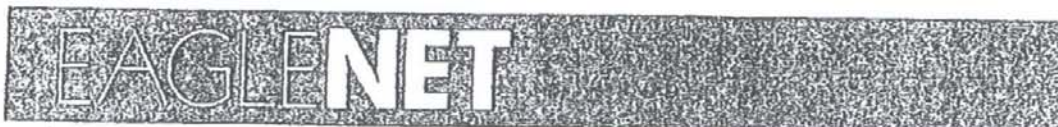
Dept Name: See Information Above Account #: See Above

Dept Name: _____ Account #: _____

Approved: _____ Date: _____
(Budget Manager)

Approved: Patricia Williams Date: 7/15/13
(Business Office)

Business Office Use: Check # _____ Check Date _____ Date Mailed _____



Home Integrow ▾ Personal ▾ Faculty / Advisors ▾ Staff ▾ Miscellaneous ▾ Logoff

Purchasing Card Reconciliation Report

Reconciliation Report for Milton, Roger : Card Number ****.****.****.8908

All Transactions for period 06/01/2013 thru 06/30/2013.

#	Status	Posting Date	Transaction Date	Status Date	Pay To Name	Order Total	Transaction Number	Committed Account Number	Posted GL Amount
1	PA	06/12/2013	06/11/2013	07/11/2013	Wal-Mart #0488	\$466.31	2013-A001609	25304069-01-65501-	\$466.31
WAL-MART #0488 - Purchase Academic Science&Math Summer Enrichment:Materials and supplies to be used exclusively for actively participating students of the science&math summer enrichment.									
2	PA	06/17/2013	06/15/2013	07/11/2013	Wal-Mart #1408	\$296.28	2014-A000006	23100174-01-65501-	\$296.28
WAL-MART #1408 - Purchase Tcc/Shanks-Jefferson 21st CCLC:Materials and supplies to be used exclusively for actively participating students of the Jefferson Middle/High 21st CCLC Summer Program.									
3	PA	06/18/2013	06/18/2013	07/12/2013	Office Depot #447	\$32.98	2014-A000010	25304069-01-65501-	\$32.98
OFFICE DEPOT #447 - Purchase Academic Science&Math Summer Enrichment:Materials and supplies to be used exclusively for actively participating students of the science&math summer enrichment.									
4	PA	06/19/2013	06/18/2013	07/11/2013	Wal-Mart #1408	\$503.75	2014-A000018	23100175-01-65501-	\$503.75
WAL-MART #1408 - Purchase TCC/Shanks-Jefferson 21st CCLC:Materials and supplies to be used exclusively for actively participating students of the Jefferson County Elementary Summer Camp.									
5	CM	06/19/2013	06/18/2013	07/12/2013	Wal-Mart #0488	\$128.68	2014-A000019	25304069-01-65501-	\$128.68
WAL-MART #0488 - Purchase Academic Science&Math Summer Enrichment:Materials and supplies to be used exclusively for actively participating students of the science&math summer enrichment.									
6	CM	06/24/2013	06/23/2013	07/12/2013	Wal-Mart #1408	\$79.28	2014-A000033	25304069-01-65501-	\$79.28
WAL-MART #1408 - Purchase Academic Science&Math Summer Enrichment:Materials and supplies to be used exclusively for actively participating students of the science&math summer enrichment.									
7	CM	06/27/2013	06/26/2013	07/12/2013	Wal-Mart #1408	\$138.00	2014-A000044	23100175-01-65501-	\$138.00
WAL-MART #1408 - Purchase TCC/Carter Parramore-Havana Middle: Materials and supplies to be used exclusively by actively participating students of the Carter Parramore Academy 21st CCLC Summer Camp.									
8	CM	06/28/2013	06/27/2013	07/12/2013	Hobbylobby.Com	\$92.91	2014-A000051	25304069-01-65501-	\$92.91
HOBBYLOBBY.COM - Purchase TCC/Gadsden Schools Academic Enrichment Science/Math Camp Grades 6-8Materials and Supplies to be used exclusively by actively participating students of the Science&Math Camp.									
TOTALS:				Transaction Count: 8		\$1738.19			\$1738.19

Certification

I hereby certify or affirm and declare that all purchases noted above were for official College business, made in accordance with applicable statutes, rules and College Directives, and that I have reviewed this Purchasing Card / Reconciliation Report, and it correctly reflects the Bank Statement and receipts enclosed.

SHARPER	072432886053	0.47 0
SHARPER	072432886053	0.47 0
NEON FOOD CD	005210016025 F	3.48 0
GV HRTN BEAR	007874237131 F	1.46 0
GV LINA BEAR	007874237126 I	1.48 0
SKITTLES	004000024872 F	1.98 0
SKITTLES	004000024872 F	1.98 0
GV VINEBAR	007874235197 F	0.78 0
COLOR PENCIL	007166204012	
6 AT 1 FOR	1.94	11.64 0
HARKERS	007166207722	
6 AT 1 FOR	2.47	14.82 0
GLITTER	076594021036	6.97 0
GLITTER	076594021036	6.97 0
EXPO LO KIT	007164180653	6.97 0
EXPO LO KIT	007164180653	6.97 0
EXPO LO KIT	007164180653	6.97 0
25PC BRSH ST	002899544249	4.97 0
25PC BRSH ST	002899544249	4.97 0
GV 9 PLATE	068113102536	3.97 0
CONST PAD	008400104519	1.82 0
CONST PAD	008400104519	1.82 0
CONST PAD	008400104519	1.82 0
JLLY RH	001070051851 F	2.98 0
240C CNSTRUC	007166279932	4.96 0
240C CNSTRUC	007166279932	4.96 0
240C CNSTRUC	007166279932	4.96 0
12 PRINTS	068492010601	3.97 0
JLLY RH	001070051851 F	2.98 0
GLUE STICK	002600000522	0.97 0
GLUE STICK	002600000522	0.97 0
TOWELS	007874209556	6.84 0
TAPE DISP	002120066104	3.97 0
5IN BLUNT SC	002033503767	1.88 0
HAGIC 6 PACK	005114131392	9.97 0
NOTEBOOK	002622977070	
7 AT 1 FOR	0.94	6.58 0
NOTEBOOK	002622977070K	
10 AT 1 FOR	0.94	9.40 0
PHASE 10	074677505454	5.54 0
PHASE 10	074677505454	5.54 0
DIXON PENCIL	007206712024	1.24 0
DIXON PENCIL	007206712024	1.24 0
DIXON PENCIL	007206712024	1.24 0
BICYCLE CARD	007385402018	2.97 0
BICYCLE CARD	007385402018	2.97 0
BONINES	004775451101	7.88 0
LAUNCHERS	065356958142	17.00 0
SHARPER	085649000057	0.97 0
SHARPER	085649000057	0.97 0
SHARPER	085649000057	0.97 0
SHARPER	085649000057	0.97 0
SHARPER	072432886053	0.47 0
TAPE DISP	002120066104	3.97 0
XACTO SHARP	002600053019	6.97 0
LAUNCHERS	065356958142	17.00 0
SUBTOTAL		466.31
TOTAL		466.31
VISA TEND		466.31

ACCOUNT # **** * 0908 S
 APPROVAL # 002600
 REF # 316200524114
 TRANS ID - 163162678070116
 VALIDATION - 5LHF
 PAYMENT SERVICE - E
 TERMINAL # 26004115

06/11/13 14:50:25

CHANGE DUE 0.00

ITEMS SOLD 203

TCH 3202 9249 0204 8128 1749 3



Ask a Pharmacy Sales Associate how you
 can save money on pet medications!
 06/11/13 14:50:25

CUSTOMER COPY

2013-ADD1609

OFFICE DEPOT STORE 447
3151 Capital Circle Ne
Tallahassee, FL 32308
(850) 298-4441

06/16/2013 13.2.1 4 43 PM
STR 447 REG5 TRN 5274 EMP 618283

SALE

Product ID	Description	Total
676579	PAPER, PREMIUM	
2 @ 16 49		32.98
	Business Solutions Prc	33.580
	You Pay	32.985
	Subtotal:	32.98
	Total:	32.98
	Visa 8908:	32.98 *

Tax Exemption Number: 28154325

Shop online at www.officedepot.com

WE WANT TO HEAR FROM YOU!

Participate in our online customer survey
and receive a coupon for \$10 off your
next qualifying purchase of \$50 or more on
office supplies, furniture and more.
(Excludes Technology. Limit 1 coupon per
household/business.)

Visit www.officedepot.com/feedback
and enter the survey code below.

Survey Code:

W3QR 3N3J RDAC



22VT9U5P4Y366EEEB

2014-A000010

Save money. Live better.

(850) 875 - 1661
MANAGER ANDREW HCHILLAK
1940 PAT THOMAS PKWY
QUINCY FL 32351

STH 0488 8PH	00003450	TEH 12 TRH 04163	
PUREX POWDER	002420009111		3.82 0
6V 9 PLATE	068113102536		3.97 0
6V 9 PLATE	068113102536		3.97 0
AB PNT SET	002899523917		3.97 0
AB PNT SET	002899523917		3.97 0
LG GLUESTICK	002600000562		2.94 0
PIN CUSHION	007287925113		1.77 0
ELHERSGLUECL	002600000305		1.77 0
PIN CUSHION	007287925113		1.77 0
FABRIC PAINT	001775426195		4.97 0
25PC BRUSH ST	002899544211		4.97 0
5IN BLUNT SC	002033503767		1.47 0
5IN BLUNT SC	002033503767		1.47 0
SCISSORS	007848409416		1.47 0
SCISSORS	007848409416		1.47 0
QUILT PINS	007287926453		6.97 0
UNV HCDL PK	003634631789		5.37 0
UNV HCDL PK	003634631789		5.37 0
DENIM THREAD	007365078133		1.67 0
THREAD	007365086609		2.16 0
THREAD	007365081946		1.00 0
DRIED WREATH	002625919340		1.50 0
DRIED WREATH	002625919340		1.50 0
BLUE STICK	002643854003		5.47 0
FLORAL TAPE	004650104523		0.97 0
8IN SCISSR	007848409451		8.97 0
SHARPS HOLES	007287927992		1.27 0
STEHWIRE	004650104531		0.97 0
STEHWIRE	004650104531		0.97 0
2-SIDE TAPE	007535312270		3.47 0
FLORAL PICK	004650104537		2.47 0
FLORAL TAPE	004650104523		0.97 0
FLORAL FOAM	004650193684		1.97 0
FLORAL FOAM	004650193684		1.97 0
FLORAL FOAM	004650193684		1.97 0
H6 FL/V6 1CF	003224734513		4.88 0
240C CNSTRUC	007166279932		4.96 0
TISSUE	061029033992		0.97 0
TISSUE	061029033991		0.97 0
TISSUE	000920025738		0.97 0
TISSUE 10SHT	061029035585		1.47 0
TISSUE	061029033994		0.97 0
TISSUE	061029033994		0.97 0
DAIN ORG	0037800042902		3.97 0
4IN CLAY POT	002950120110		0.78 0
4IN CLAY POT	002950120110		0.78 0
4IN CLAY POT	002950120110		0.78 0
4IN CLAY POT	002950120110		0.78 0
4IN CLAY POT	002950120110		0.78 0
4IN SAUCER	002950120210		0.78 0
4IN SAUCER	002950120210		0.78 0
4IN SAUCER	002950120210		0.78 0
4IN SAUCER	002950120210		0.78 0
4IN SAUCER	002950120210		0.78 0
SUBTOTAL		128.68	
TOTAL		128.68	
VISA TEND		128.68	▲

ACCOUNT # **** *
 APPROVAL # 028067
 REF # 316900193127
 TRANS ID - 003169752659501
 VALIDATION - BTM
 PAYMENT SERVICE - E
 TERMINAL # 33003319

06/18/13 16:54:37

2014-AD00019

Walmart

Save money. Live better.

(850) 574 - 3588
 MANAGER MICHAEL TAYLOR
 4400 W TENNESSEE ST
 TALLAHASSEE FL 32304

STN 1408	OPR 00000155	TE# 24	TR# 07005	
ART CRAFT	004517306539			3.97 0
300Z GX SANI	007278501882			3.97 0
300Z GX SANI	007278501882			3.97 0
300Z GX SANI	007278501882			3.97 0
300Z GX SANI	007278501882			3.97 0
300Z GX SANI	007278501882			3.97 0
300Z GX SANI	007278501882			3.97 0
300Z GX SANI	007278501882			3.97 0
300Z GX SANI	007278501882			3.97 0
300Z GX SANI	007278501882			3.97 0
300Z GX SANI	007278501882			3.97 0
300Z GX SANI	007278501882			3.97 0
300Z GX SANI	007278501882			3.97 0
300Z GX SANI	007278501882			3.97 0
300Z GX SANI	007278501882			3.97 0
300Z GX SANI	007278501882			3.97 0
12CT PENCILS	007166204012			
8 AT 1 FOR	0.97			7.76 0
12 CLRD PNCL	088492010404			0.50 0
12 CLRD PNCL	088492010404			0.50 0
12 CLRD PNCL	088492010404			0.50 0
12 CLRD PNCL	088492010404			0.50 0
CRAYONS	007166200024			
12 AT 1 FOR	0.50			6.00 0
	SUBTOTAL			79.28
	TOTAL			79.28
	VISA TEND			79.20

ACCOUNT # **** * 8908 S
 APPROVAL # 083490
 REF # 317400369509
 TRANS ID - 083174653836076
 VALIDATION - F40H
 PAYMENT SERVICE - E
 TERMINAL # 16001035

06/23/13 14:10:04

CHANGE DUE 0.00

ITEMS SOLD 40

TCH 2418 7919 7183 6398 4754



Ask a Pharmacy Sales Associate how you
 can save money on pet medications!
 06/23/13 14:10:05

CUSTOMER COPY

2014-A000033



www.hobbylobby.com/shop

7717 SW 44th Street
Oklahoma City, OK 73179
1-800-888-0321 Ext. 1275

Ship To: Roger Milton
216 N Adams
Quincy, FL USA 32351

Bill To: TALLAHASSEE COMMUNITY COLLEGE
Roger Milton
444 Appleyard Dr
Tallahassee, FL USA 32304

INVOICE
144237

Cart #: 43716
Date: 06/26/2013
Batch/Bin: 40427 / 0

Page 1

Item	Zn	Description	Order Qty	Ship Qty	Unit Price	Extended Price
404574	60	Master's Touch 12" x 24" Artist Canvas 5374	2	2	24.99	49.98
122325	25	Masterpiece Collection 16" x 20" Artist Canvas 5384 Pricing Reflects 40% Coupon For 1 Item. (1 @ 14.99 and 1 @ 24.99)	2	2	19.99	39.98

Method of Payment		Sub-Total	\$89.96
Paid With Credit Card \$92.91		Shipping	\$2.95
		TOTAL	\$92.91

Roger Milton
216 N Adams
Quincy, FL USA 32351

Shop Hobby Lobby
Internet Customer Service
7717 S.W. 44th Street
Oklahoma City, OK 73179



Roger Milton

BATCH / BIN
40427 / 0

2014-A 000051

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE
04/19/13

PURCHASE ORDER NO.
184807

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

CANCELLED AUG 2 1 2013

SAMS

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR VT00641000 TALL COMM COLL-CONTRACTS/GRNTS T C C-CONTRACTS & GRANTS 444 APPEYARD DRIVE TALLAHASSEE FL 323042895	SHIP TO THIS ADDRESS FED PRGMS-SCHOOL BOARD GADSDEN 35 MARTIN LUTHER KING JR BLVD QUINCY FL 32351
---	---

PRINCIPAL / SUPERVISOR <i>[Signature]</i>	COMPROLLER <i>[Signature]</i>	SUPERINTENDENT <i>[Signature]</i>
--	----------------------------------	--------------------------------------

QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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Board App'd: 5/28/13

ATTN: ROSE RAYNAK/DM

1		CONTRACT SVCS 6/3/13-6/30/13	11707.00	11707.00
---	--	------------------------------	----------	----------

WHAT: ACADEMIC ENRICHMENT CAMP FOR STUDENTS IN GRADE 6-8 DURING SUMMER SCHOOL. THE CAMP WILL FOCUS ON SCIENCE AND OTHER EDUCATIONAL EXPERIENCES THAT WILL PREPARE STUDENTS FOR ACADEMIC SUCCESS THROUGH HANDS ON, INQUIRY-BASED LEARNING EXPERIENCES.

WHEN: JUNE 3-30, 2013

PAY TERMS: NET 30

DATE RECEIVED _____ BY _____
DATE APPROVED _____ BY _____
7/11

TOTAL 11,707.00

- All correspondence/shipments must reflect the PO Number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

DISTRIBUTION TO BE COMPLETED BY ORIGINATOR						TOTAL	FINANCE DEPT USE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	AMOUNT	EXPENDITURE
420	5100	310	9001	4221236		11707.00	
	5100	310	0211	4221236	102	7,126.62	
	5100	310	0061	4221236	102	3,980.38	

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

04/19/13

PURCHASE ORDER NO.

184808

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351

PHONE (850) 627-9651

FAX (850) 627-2760

www.gcps.k12.fl.us

CANCELLED AUG 21 2013

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

CANCEL

VENDOR VT00841000		SHIP TO THIS ADDRESS	
TALL COMM COLL-CONTRACTS/GRNTS T C C-CONTRACTS & GRANTS 444 APPEYARD DRIVE TALLAHASSEE FL 323042895		FED PRGMS-SCHOOL BOARD GADSDEN 35 MARTIN LUTHER KING JR BLVD QUINCY FL 32351	

PRINCIPAL / SUPERVISOR <i>R. Raynak</i>	COMPTROLLER <i>Bonnie Abel</i>	SUPERINTENDENT <i>[Signature]</i>
--	-----------------------------------	--------------------------------------

QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
----------	-------------	-------------	------------	-------

Re App: 5/20/13 Ra.

ATTN: ROSE RAYNAK/DM

1	WHAT:	CONTRACT SVCS: 6/3/13-6/30/13 ACADEMIC ENRICHMENT CAMP FOR 5TH GRADE STUDENTS DURING THE SUMMER. THE CAMP WILL FOCUS ON SCIENCE AND OTHER EDUCATIONAL EXPERIENCES THAT WILL PREPARE STUDENTS FOR ACADEMIC SUCCESS THROUGH HANDS ON, INQUIRY-BASED LEARNING EXPERIENCES.	11707.00	11707.00
	WHEN:	JUNE 3-30, 2013		

PAY TERMS: NET 30

BY _____ TOTAL 11,707.00

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

DATE APPROVED BY
DATE APPROVED BY
DATE APPROVED BY

DISTRIBUTION TO BE COMPLETED BY ORIGINATOR						TOTAL	FINANCE DEPT USE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	AMOUNT	EXPENDITURE
420	5300	310	9001	4221230		11707.00	
	5100	310	0211	4221236	102	2726.62	238.13
	5100	310	006	4221236	102	3,480.38	
	510	310	0211	4222230	102	7487.81	

per Rose's memo

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8c

DATE OF SCHOOL BOARD MEETING: 12/17/13

TITLE OF AGENDA ITEMS: Letter of Intent to Participate in POWER Buying Group (PBG)

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

On 11/4/13 we signed a signed a letter of intent to continue participation in the PBG membership for the upcoming fiscal year.

FUND SOURCE: Food Service

AMOUNT: Potential future saving for the 2014-15 fiscal year

PREPARED BY: Kim Ferree

POSITION: Assistant Superintendent for Business and Finance



Working Together to
Feed Florida's
Children

Executive Director
Linda Wiley

Member Districts

Broward
Calhoun
Charlotte
Citrus
Collier
DeSoto
Flagler
Franklin
Gadsden
Glades
Hardee
Hendry
Hernando
Highlands
Indian River
Lake
Lee
Leon
Levy
Liberty
Marion
Martin
Monroe
Nassau
Okeechobee
Orange
Osceola
Pasco
St. Johns
St. Lucie
Sarasota
Sumter
The Villages
Volusia
Walton

The **P.O.W.E.R. Buying Group**

November 22, 2013

P.O.W.E.R. Buying Group Member,

As you know the P.O.W.E.R. Buying Group (PBG) is currently preparing for the new RFP that will serve PBG members through the next several years of product procurement. Your PBG leadership understands the RFP must provide accurate, current information in order to obtain the best possible fee and product pricing from bid respondents.

Each current PBG member is requested to respond to this letter of intent by close of business on December 2, 2013 to indicate intent to continue with the PBG for the 2014 – 2015 school year. This will allow accurate volume and logistics information that will be of value to bidders responding to the proposal.

Each Member understands the value of cooperative effort. USDA encourages school meal programs to participate in procurement co-ops. Benefits of maintaining PBG membership include:

- Assurance of compliance with all USDA and Florida procurement regulations
- Development of product specifications in accordance with the 2010 Healthy Hunger Free Kids Act, including preparation for the July 2014 meal pattern, dietary standards and "Smart Snack" guidelines
- Competitive pricing due to the combined volume of all members
- Assurance of high quality products that meet Members' menu needs.

Thank you for your participation as a member of the POWER Buying Group. Your continued support of the PBG Mission assures our group's success.

Note: PBG Members choosing to continue will be invoiced as usual this spring with payment due July 2014. Please complete the attached form with signatures and email to the PBG Executive Director by Monday, December 2nd.

Sincerely,

Roy Pistone
Chair
The P.O.W.E.R. Buying Group

Angela Torres
Chair-Elect
The P.O.W.E.R. Buying Group

Purchasing Organization With Educational Results

Chair – Roy Pistone, II; Chair-Elect – Angela Torres;
Treasurer—Allyn Graves, US Foodservice – Distributor – Craig Keppen, Eddie Hart, Dan Cooper
Port Orange Division Chair – Diane Santoro; South Florida Division Chair – Vonda Moonier;
Tampa Division Chair – Luanne Moon; Lakeland Division Chair – Nancy Blackwelder;
RFP Administration – Martin County School District



2013 - 2014 SY LETTER OF INTENT

**To participate in the P.O.W.E.R. Buying Group (PBG)
For the term of: July 1, 2014 – June 30, 2015**

School Nutrition Svcs
For the 2014 – 2015 school year the School Board of Gadsden Co. intends to:
District/Program Name

Please check the box with your District's/program intent for the 2014-2015 school year

- Yes, we intend to continue our PBG membership for the 2014 – 2015 school year.
- No, we do not intend to continue our PBG membership for the 2014 – 2015 school year.

Please complete this form, including signatures, and email to the PBG Executive Director, Linda Wiley at powerbuyinggroup@gmail.com by COB Monday, December 2, 2013.

<u>Kim Ferree</u>	Asnt Supt. for Business & Finance	11/04/2013
Administrative Authority Signature	Title	Date
<u>Paula Miltr</u>	Production Coor./	11/04/2013
Purchasing Authority Signature	<u>Shirley Aldrey</u> , A/P Purchasing	Date
<u>Paula Miltr</u>	Production Coor	11/04/2013
Child Nutrition Director Signature	Title	Date
_____	_____	_____
PBG Chair Signature	Title	Date

Questions or requests for additional information regarding any PBG information should be directed to powerbuyinggroup@gmail.com

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. _____

Date of School Board Meeting: July 27, 2010

TITLE OF AGENDA ITEM: MEMORANDUM OF UNDERSTANDING - ELDER CARE SERVICES FOSTER GRANDPARENT PROGRAM AND GADSDEN COUNTY SCHOOL BOARD

DIVISION: EXCEPTIONAL STUDENT EDUCATION

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

PURPOSE AND SUMMARY OF ITEM:

(Type and Double Space)

The Gadsden County School Board has an agreement with Elder Care


Services Foster Grandparent Program to maintain Fifty-six (56) Foster

Grandparent volunteers to work with ESE students with disabilities at

various school settings.

FUND SOURCE: IDEA - Federal Funded

AMOUNT: \$58,800.00 FOR TEN MONTHS (\$5,880.00 PER MONTH)

PREPARED BY: Wilma Jackson, Director 
POSITION: Exceptional Student Education

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

4 Number of ORIGINAL SIGNATURES NEEDED by preparer.

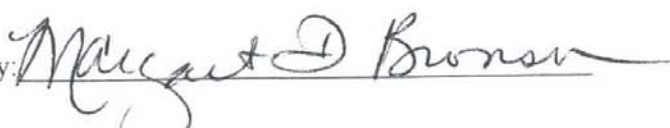
SUPERINTENDENT'S SIGNATURE: page(s) numbered 4

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the COMPTROLLER has signed the budget page.

This form is to be uplicated on light blue paper.

summary for
revised 0591

Proof read by: 

MEMORANDUM OF UNDERSTANDING

Elder Care Services, Inc., Foster Grandparent Program enters into this agreement with Gadsden County School Board (hereafter referred to as the Station) for the purpose of providing its Volunteers with meaningful service opportunities with clients of the Station. All services expected must conform to the regulations governing the National Foster Grandparent Program/Senior Companion Program as published in the Federal Register.

This agreement shall be in effect for a 3 year period beginning: August 1, 2010, unless otherwise requested.

Each party has designated the following persons to serve as liaison for their respective organizations and all formal communications shall be conducted with their knowledge.

Station Representative:	<u>Wilma Jackson</u>
Position Held:	<u>Executive Director</u>
Program Representative:	<u>Mary Milton</u>
Position Held:	<u>Volunteer Coordinator</u>

Section I

Elder Care Services, Inc., Foster Grandparent Program agrees to:

1. Designate a Program Coordinator to serve as liaison with the Station.
2. Recruit, interview and enroll volunteer(s) to maintain **FIFTY SIX (56)** volunteer position(s) at the Station. The volunteer(s) will provide services as directed by the Station to clients assigned to them by Station staff.
3. Provide 40 hours pre-service training and orientation to the volunteer(s) with assistance as needed from the Station. Provide orientation to volunteer station staff prior to placement of volunteers and at other times as needed.
4. Arrange or provide in-service training for volunteers at least once per month for four (4) hours with assistance as needed from the station.
5. Work with the Station supervisor of the volunteer(s) regarding the volunteers' interactions with clients according to criteria and procedures to be jointly agreed upon by the Station and the Program (Care Plan). It is understood that the Station has the authority to direct, schedule, instruct, and coordinate the activities of all volunteers assigned to it.
6. Provide initial background screening on the volunteers to include criminal background and name check by local law enforcement and FDLE, reference background check and employment if needed. Any other background checks desired by the station will be their responsibility. Any rechecks are also the responsibility of the stations.

7. Furnish adequate accident and liability insurance coverage as required by the Senior Service Corps guidelines.
8. Arrange physical examinations for all volunteers, initially prior to assignment, and annually thereafter.
9. In cooperation with the Program Advisory Council arrange, for appeal procedures to resolve problems arising between volunteers, the Station and/or the Program.
10. Retain full responsibility for the management and fiscal control of the project.
11. Insure a written Letter of Agreement is signed authorizing in-home service by the volunteer(s). Insure a plan specifying activities to be performed by the volunteer is current.
12. Provide the Station with a Statement of Service on a monthly basis.
13. Monitor travel site expense to insure that a limit of \$89 (@ 44.5 cents per mile) per volunteer per month, from home to the Station and between the duty sites is not exceeded. Amounts over the monthly limit will be billed on the monthly statement of service.
14. Establish a probationary period of three (3) months or 90 calendar days within which newly assigned volunteers shall be evaluated as to their performance. Acceptance of an assigned volunteer beyond this period shall constitute an agreement of satisfactory performance unless otherwise communicated in writing prior to the end of this probationary period.

SECTION II

Gadsden County School Board agrees to:

1. Designate Station Representative (above) to act as liaison with the Program.
2. Designate a person to supervise the day-to-day activities of the volunteer(s) and evaluate their performance. Assist in documenting performance problems of the volunteer and work with Program staff on determining and implementing corrective disciplinary procedures.
3. Inform the Program of the Station's acceptance of a volunteer at the end of the three (3) months probationary period. Further, the station should notify the Program of problems with the performance of any volunteer during the probationary period or at any time necessary for the satisfactory delivery of services to Station clients.
4. Direct and arrange schedules for the volunteer(s) that utilizes their skills and training.
5. Provide for adequate health and safety protection of volunteers. In consultation with the Program, make investigations and reports regarding accidents and injuries involving volunteers.
6. Assist the Program staff in responding to emergencies that may occur when volunteers are on duty.
7. Assist the Program in developing and implementing the necessary record keeping and communications systems required by both parties.

8. Collect and validate appropriate volunteer reports for submission to the Program, i.e., time sheets, travel vouchers, care plans, evaluations, etc.
9. Develop or utilize existing Care Plans with specific goals and objectives for services to each Station client.
10. Inform the Program in a timely fashion of problems that may develop between volunteers and Station staff or Station clients.
11. Allow the Program staff access to volunteer sites or client information as necessary in the conduct of the Program's monitoring responsibility, within the confidentiality restrictions imposed by the Station.
12. Facilitate each volunteer first visit when assigned to a new Station client.
13. Participate in training for Case Managers or other Station staff conducted or sponsored by the Program to improve the delivery of services to Station clients and to improve the communication and the relationship between the parties concerned.
14. Assist in recruitment, orientation instruction and other project related activities to enhance services to Station clients.
15. Have the right to request the Program to reassign the volunteer at any time.
16. Provide cash/in-kind contribution(s) in support of the Program:

<u>Budget Item</u>	<u>Amount</u>
1. <u>Volunteer Support</u>	<u>\$ 58,800.00 (\$5,880.00 per month)</u>

17. Ensure that Foster Grandparents serve in a volunteer capacity and verify that they will not displace paid or contracted employees.
18. Maintain programs and activities to which FGPs are assigned are accessible to persons with disabilities, limited English proficiency and provide reasonable accommodations to allow participation.
19. The volunteer station will not discriminate against FGPs on the basis of race, color, national origin, limited English proficiency, sex, age, political affiliation, religion, or disability.
20. The station verifies that it is a public agency, secular or faith-based non-profit organization, or Proprietary health care organization that accepts the responsibility for assignment and supervision of Foster Grandparents. Each volunteer station must be licensed or otherwise certified, when required, by the appropriate state or local government.

SECTION III

The Program and Station Mutually agree:

- 1. Termination at will.

This Agreement may be terminated by either party upon no less than thirty (30) days written notice with or without cause.

- 2. Termination because of lack of funds.

In the event funds to finance this Agreement become unavailable, either party may terminate the Agreement upon no less than twenty (20) days notice in writing to the other party.

- 3. It is understood that the volunteer assignments are not contingent upon a voluntary donation from the station or upon a prescribed amount of donation unless a signed interagency agreement or cost-sharing has been developed.

- 4. Re-negotiation or modification.

Modifications of provisions of this Agreement shall only be valid when they have been reduced to writing and duly signed. The parties agree to re-negotiate this Agreement if Federal and/or State revision of any applicable laws or regulations make changes in this agreement necessary.

- 5. Special Provisions:

NONE

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed by their undersigned officials as duly authorized.

ELDER CARE SERVICES, INC.
SENIOR VOLUNTEER PROGRAMS

BY: 

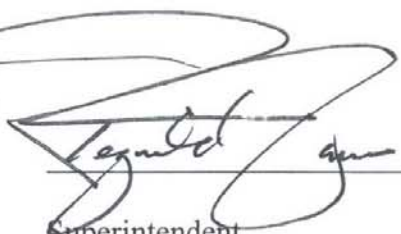
TITLE: President & CEO

ADDRESS: 2518 W. Tennessee St.

Tallahassee, FL 32304

DATE: 7/28/10

STATION

BY: 

TITLE: Superintendent

ADDRESS: 35 Martin Luther King, Jr., Blvd.

Quincy, FL 32351-1499

DATE: 7/28/10

Attachment I

Foster Grandparent assignments and activities must involve person-to-person supportive relationships with the children served. Each Foster Grandparent shall preferably, but not exclusively, be assigned to two children, one at a time, and not to groups of children. Individuals served by Foster Grandparents shall be children, primarily young children, with special or exceptional needs. With the exception of in-home assignments, each volunteer station should have a minimum of three Foster Grandparents assigned concurrently at each site unless a waiver is given.

Children Having Exceptional Needs are those who are developmentally disabled, such as those who are mentally retarded, autistic, have cerebral palsy or epilepsy; are visually handicapped, speech impaired, hearing impaired, disturbed or other significant health impairment. Existence of a child's exceptional need shall be verified by an appropriate professional, such as a physician, psychiatrist, psychologist, registered nurse or licensed practical nurse, speech therapist, or educator before a Foster Grandparent is assigned to the child.

Children With Special Needs include those who are abused or neglected; in need of foster care; status offenders; juvenile delinquents; runaway youth; certain teenage parents; and children in need of protective intervention in their homes. Existence of a child's special need shall be verified by an appropriate professional before a Foster Grandparent is assigned to the child.

Under some circumstances, Foster Grandparents may serve clients over the age of 21 years if that exceptional client has received FGP services prior to the age of 21.

RW Smith

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8e

Date of School Board Meeting: December 17, 2013

TITLE OF AGENDA ITEM: MEMORANDUM OF UNDERSTANDING - ELDER CARE SERVICES FOSTER GRANDPARENT PROGRAM AND GADSDEN COUNTY SCHOOL BOARD (HEAD START/PRE-K)

DIVISION: EXCEPTIONAL STUDENT EDUCATION

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

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

REMINDER:

This is multi year (2010-2013) agreement with the Gadsden County School Board and Elder Care Services Foster Grandparent Program for the third year to maintain FOUR (4) or more Foster Grandparent Volunteers to work with Pre-K ESE students with disabilities at various school settings.

FUND SOURCE: **IDEA - Federal Funded**

AMOUNT: **\$6,000.00 FOR TEN MONTHS (\$600.00 PER MONTH)**

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

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

___ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered ___

CHAIRMAN'S SIGNATURE: page(s) numbered ___

Be sure that the COMPTROLLER has signed the budget page.

This form is to be duplicated on light blue paper.

summary.for
revised 0591

Proof read by: *Keala R. Francis*

GADSDEN COUNTY SCHOOL BOARD
OFFICE OF THE SUPERINTENDENT
1000 W. GADSDEN AVENUE
GADSDEN, GA 39301
PHONE: 910.437.0100
FAX: 910.437.0101

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

PURCHASE ORDER NO.

09/20/13

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

185712

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR VE05750000	SHIP TO THIS ADDRESS
ELDER CARE SERVICES, INC 2518 WEST TENNESSEE ST TALLAHASSEE FL 32304	ESE-SCHOOL BOARD GADSDEN CO 35 MARTIN LUTHER KING JR BLVD QUINCY FL 32351

PRINCIPAL / SUPERVISOR <i>Sharon B. Thomas</i>	COMPTROLLER <i>Bonnie Abel</i>	SUPERINTENDENT <i>[Signature]</i>
---	-----------------------------------	--------------------------------------

QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
----------	-------------	-------------	------------	-------

SHARON THOMAS, DIRECTOR OF ESE

1	3RD/YR.	* 3 YR CONTRACT 8/2011 - 8/2014 BOARD APPROVAL: 8/23/2011 BLANKET ORDER: 9/2013 - 6/2014 PROGRAM FOR ELDER CARE FOSTER GRANDPARENT (4) VOLUNTEERS \$150.MONTH TO WORK WITH PRE-K STUDENTS WITH DISABILITERS AT VARIOUS SCHOOLS. CONTRACT, PROVISION FOR TERMINATION. ACCESS TO RECORDS AND RECORDS RENTION ON FILE. SIGNED IN ESE DIRECTORS OFFICE.	6000.00	6000.00
---	---------	--	---------	---------

PAY TERMS: NET 30

DATE RECEIVED BY TOTAL 6,000.00

- All correspondence/shippments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

DISTRIBUTION TO BE COMPLETED BY ORIGINATOR						TOTAL	6,000.00	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	AMOUNT		
420	5200	310	9001	4226740	111	6000.00		

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. _____

Date of School Board Meeting: July 27, 2010

TITLE OF AGENDA ITEM: MEMORANDUM OF UNDERSTANDING - ELDER CARE SERVICES FOSTER GRANDPARENT PROGRAM AND GADSDEN COUNTY SCHOOL BOARD (HEAD START/PRE-K)

DIVISION: EXCEPTIONAL STUDENT EDUCATION

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

PURPOSE AND SUMMARY OF ITEM:

(Type and Double Space)

The Gadsden County School Board has an agreement with Elder Care Services Foster Grandparent Program to maintain FOUR (4) or more Foster Grandparent Volunteers to work with Pre-K ESE students with disabilities at various school settings.

FUND SOURCE: **IDEA - Federal Funded**

AMOUNT: **\$7,200.00 FOR TWELVE MONTHS (\$600.00 PER MONTH)**

PREPARED BY: **Wilma Jackson, Director** *WJ*
POSITION: **Exceptional Student Education**

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

4 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 4

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the COMPTROLLER has signed the budget page.

This form is to be duplicated on light blue paper.

summary for
revised 0591

Proof read by:

Margaret D. Brunson

MEMORANDUM OF UNDERSTANDING

Elder Care Services, Inc., Foster Grandparent Program enters into this agreement with Gadsden County School Board/Head Start (hereafter referred to as the Station) for the purpose of providing its Volunteers with meaningful service opportunities with clients of the Station. All services expected must conform to the regulations governing the National Foster Grandparent Program/Senior Companion Program as published in the Federal Register.

This agreement shall be in effect for a 3 year period beginning: August 1, 2010, unless otherwise requested.

Each party has designated the following persons to serve as liaison for their respective organizations and all formal communications shall be conducted with their knowledge.

Station Representative:	<u>Carolyn Harden</u>
Position Held:	<u>Head Start/Pre-K Director</u>
Program Representative:	<u>Mary Milton</u>
Position Held:	<u>Volunteer Coordinator</u>

Section I

Elder Care Services, Inc., Foster Grandparent Program agrees to:

1. Designate a Program Coordinator to serve as liaison with the Station.
2. Recruit, interview and enroll volunteer(s) to maintain **FOUR (4)** volunteer position(s) at the Station. The volunteer(s) will provide services as directed by the Station to clients assigned to them by Station staff.
3. Provide 40 hours pre-service training and orientation to the volunteer(s) with assistance as needed from the Station. Provide orientation to volunteer station staff prior to placement of volunteers and at other times as needed.
4. Arrange or provide in-service training for volunteers at least once per month for four (4) hours with assistance as needed from the station.
5. Work with the Station supervisor of the volunteer(s) regarding the volunteers' interactions with clients according to criteria and procedures to be jointly agreed upon by the Station and the Program (Care Plan). It is understood that the Station has the authority to direct, schedule, instruct, and coordinate the activities of all volunteers assigned to it.
6. Provide initial background screening on the volunteers to include criminal background and name check by local law enforcement and FDLE, reference background check and employment if needed. Any other background checks desired by the station will be their responsibility. Any rechecks are also the responsibility of the stations.

7. Furnish adequate accident and liability insurance coverage as required by the Senior Service Corps guidelines.
8. Arrange physical examinations for all volunteers, initially prior to assignment, and annually thereafter.
9. In cooperation with the Program Advisory Council arrange, for appeal procedures to resolve problems arising between volunteers, the Station and/or the Program.
10. Retain full responsibility for the management and fiscal control of the project.
11. Insure a written Letter of Agreement is signed authorizing in-home service by the volunteer(s). Insure a plan specifying activities to be performed by the volunteer is current.
12. Provide the Station with a Statement of Service on a monthly basis.
13. Monitor travel site expense to insure that a limit of \$89 (@ 44.5 cents per mile) per volunteer per month, from home to the Station and between the duty sites is not exceeded. Amounts over the monthly limit will be billed on the monthly statement of service.
14. Establish a probationary period of three (3) months or 90 calendar days within which newly assigned volunteers shall be evaluated as to their performance. Acceptance of an assigned volunteer beyond this period shall constitute an agreement of satisfactory performance unless otherwise communicated in writing prior to the end of this probationary period.

SECTION II

Gadsden County School Board/Head Start agrees to:

1. Designate Station Representative (above) to act as liaison with the Program.
2. Designate a person to supervise the day-to-day activities of the volunteer(s) and evaluate their performance. Assist in documenting performance problems of the volunteer and work with Program staff on determining and implementing corrective disciplinary procedures.
3. Inform the Program of the Station's acceptance of a volunteer at the end of the three (3) months probationary period. Further, the station should notify the Program of problems with the performance of any volunteer during the probationary period or at any time necessary for the satisfactory delivery of services to Station clients.
4. Direct and arrange schedules for the volunteer(s) that utilizes their skills and training.
5. Provide for adequate health and safety protection of volunteers. In consultation with the Program, make investigations and reports regarding accidents and injuries involving volunteers.
6. Assist the Program staff in responding to emergencies that may occur when volunteers are on duty.
7. Assist the Program in developing and implementing the necessary record keeping and communications systems required by both parties.

- 8. Collect and validate appropriate volunteer reports for submission to the Program, i.e., time sheets, travel vouchers, care plans, evaluations, etc.
- 9. Develop or utilize existing Care Plans with specific goals and objectives for services to each Station client.
- 10. Inform the Program in a timely fashion of problems that may develop between volunteers and Station staff or Station clients.
- 11. Allow the Program staff access to volunteer sites or client information as necessary in the conduct of the Program's monitoring responsibility, within the confidentiality restrictions imposed by the Station.
- 12. Facilitate each volunteer first visit when assigned to a new Station client.
- 13. Participate in training for Case Managers or other Station staff conducted or sponsored by the Program to improve the delivery of services to Station clients and to improve the communication and the relationship between the parties concerned.
- 14. Assist in recruitment, orientation instruction and other project related activities to enhance services to Station clients.
- 15. Have the right to request the Program to reassign the volunteer at any time.
- 16. Provide cash/in-kind contribution(s) in support of the Program:

<u>Budget Item</u>	<u>Amount</u>
1. <u>Volunteer Support</u>	<u>\$6,000.00 (\$600.00 per month)</u>

- 17. Ensure that Foster Grandparents serve in a volunteer capacity and verify that they will not displace paid or contracted employees.
- 18. Maintain programs and activities to which FGPs are assigned are accessible to persons with disabilities, limited English proficiency and provide reasonable accommodations to allow participation.
- 19. The volunteer station will not discriminate against FGPs on the basis of race,color, national origin, limited English proficiency, sex, age, political affiliation, religion, or disability.
- 20. The station verifies that it is a public agency, secular or faith-based private non-profit organization, or proprietary health care organization that accepts the responsibility for assignment and supervision of Foster Grandparents. Each volunteer station must be licensed or otherwise certified, when required, by the appropriate state or local government.u

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SECTION III

The Program and Station Mutually agree:

- 1. Termination at will.

This Agreement may be terminated by either party upon no less than thirty (30) days written notice with or without cause.

- 2. Termination because of lack of funds.

In the event funds to finance this Agreement become unavailable, either party may terminate the Agreement upon no less than twenty (20) days notice in writing to the other party.

- 3. It is understood that the volunteer assignments are not contingent upon a voluntary donation from the station or upon a prescribed amount of donation unless a signed interagency agreement or cost-sharing has been developed.

- 4. Re-negotiation or modification.

Modifications of provisions of this Agreement shall only be valid when they have been reduced to writing and duly signed. The parties agree to re-negotiate this Agreement if Federal and/or State revision of any applicable laws or regulations make changes in this agreement necessary.

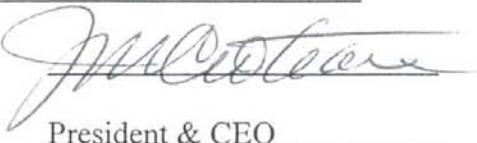
- 5. Special Provisions:

NONE

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed by their undersigned officials as duly authorized.

ELDER CARE SERVICES, INC.
SENIOR VOLUNTEER PROGRAMS

STATION

BY: 
TITLE: President & CEO

BY: 
TITLE: Superintendent

ADDRESS: 2518 W. Tennessee St.
Tallahassee, FL 32304

ADDRESS: 35 Martin Luther King, Jr., Blvd.
Quincy, FL 32351-1499

DATE: 7/15/10

DATE: 7/27/10

Attachment I

Foster Grandparent assignments and activities must involve person-to-person supportive relationships with the children served. Each Foster Grandparent shall preferably, but not exclusively, be assigned to two children, one at a time, and not to groups of children. Individuals served by Foster Grandparents shall be children, primarily young children, with special or exceptional needs. With the exception of in-home assignments, each volunteer station should have a minimum of three Foster Grandparents assigned concurrently at each site unless a waiver is given.

Children Having Exceptional Needs are those who are developmentally disabled, such as those who are mentally retarded, autistic, have cerebral palsy or epilepsy; are visually handicapped, speech impaired, hearing impaired, disturbed or other significant health impairment. Existence of a child's exceptional need shall be verified by an appropriate professional, such as a physician, psychiatrist, psychologist, registered nurse or licensed practical nurse, speech therapist, or educator before a Foster Grandparent is assigned to the child.

Children With Special Needs include those who are abused or neglected; in need of foster care; status offenders; juvenile delinquents; runaway youth; certain teenage parents; and children in need of protective intervention in their homes. Existence of a child's special need shall be verified by an appropriate professional before a Foster Grandparent is assigned to the child.

Under some circumstances, Foster Grandparents may serve clients over the age of 21 years if that exceptional client has received FGP services prior to the age of 21.

Rubmita

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8f

DATE OF SCHOOL BOARD MEETING: December 17, 2013

TITLE OF AGENDA ITEM: Approval of 2013-2015 GCCTA Contract.

DIVISION:

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

PURPOSE AND SUMMARY OF ITEM:

Approval is requested of the Collective Bargaining Contract for the 2013-2015 Gadsden County Classroom Teacher Association.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Rocky Pace

POSITION: Chief Negotiator

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

REVIEWED BY: _____

Collective Bargaining Agreement

Between

**The School Board of
Gadsden County**

and

**The Gadsden County
Classroom Teachers Association**

JULY 2013 – June 2015

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PREAMBLE

This Agreement, entered into this ____ day of _____ 2014~~3~~, by and between The School Board of Gadsden County, Florida, hereinafter called the "Board", and the Gadsden County Classroom Teachers Association, hereinafter called the "GCCTA", an affiliate of the Florida Teaching Profession and the National Education Association,

WITNESSETH:

That in consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I RECOGNITION

The Board hereby recognizes the GCCTA as the exclusive collective bargaining representative for the professional employees of The School Board of Gadsden County, Florida described as follows:

All full-time certificated instructional employees (as defined in applicable Florida Statutes, State Board of Education Regulations, and Policies, Rules and Regulations of The School Board of Gadsden County, Florida); PROVIDED, HOWEVER, that the Bargaining Unit shall not include any of the following: District Superintendent of Schools; Assistant District Superintendent of Schools; Directors, Coordinators, Supervisors; Visiting Teachers, Public Information Officers; Psychologists, Research Assistants; Occupational Specialists; Principals; Assistant Principals, R.O.T.C. personnel; Curriculum Assistants and Helping Teachers. The Bargaining Unit shall include Teachers, Peer Teachers, Librarian/Media Specialists, Behavior Specialists and Guidance Counselors.

Whenever used hereinafter, the term "teacher" shall mean any professional employee who is included in the foregoing appropriate unit.

ARTICLE II ASSOCIATION RIGHTS AND RESPONSIBILITIES

- A. The GCCTA shall be permitted use of school property, facilities and equipment in accordance with applicable provisions of Gadsden County School Board Policy.
- B. The GCCTA shall have the right to post notices of activities and matters of GCCTA concern on one bulletin board in a designated area mutually agreed upon by the president of the GCCTA and the site administrator at each school center. Only GCCTA notices authorized by the president of the GCCTA or the GCCTA building representative may be posted. Prior to the posting of each notice a copy will be given to the building principal, which shall be a prerequisite to such posting.
- C. The GCCTA shall have the right to use teacher mailboxes for official communications. Such distribution shall be in compliance with procedures agreed upon by the site administrator and GCCTA.

- D. The GCCTA Building Representative shall have the opportunity to make brief announcements to those who voluntarily remain at the end of the School Faculty meeting.
- E. Duly authorized representatives of the GCCTA shall be permitted to transact official GCCTA business on school property after making such arrangements with the building administrator provided such transaction of business does not interrupt, interfere with or disrupt school business, activities or operations, or violate any applicable law, policy, rule or regulations.
- F. The Board shall provide upon request by the GCCTA president and without charge a list of teachers including the following information: name, home address, classification, salary, step, grade level or subject area, degree, contract status, hire date, and work site name.
- G. Upon appropriate authorization by any teacher, the Board will directly deposit the teacher's entire salary into any official financial institution that provides a bank routing number. In addition, the Board will directly deposit a part or all of the teacher's salary into the Envision Credit Union.
- H. The Board shall deduct from the pay of each employee all current membership dues and uniform assessments of the GCCTA, provided that at the time of each such deduction there is in the possession of the Board a valid membership form for each such deduction, executed by the employee, in the form and according to the terms of the authorization. Such authorization shall continue year after year unless revoked by the employee. A membership form shall be provided by the GCCTA.
1. Any teacher may authorize dues deduction by presenting to the Board on or before September 1 of the applicable school year a signed membership form authorizing the Board to deduct from the teacher's salary an amount certified in writing by the GCCTA to the Board, on or before September 1 of the applicable school year, as being due to the GCCTA from each member thereof as membership dues for that school year, which amount shall be evenly divisible by twelve (12) dependent upon the number of checks the teacher elected to be paid per year; or, the teacher may make such authorization by presenting said membership form to the Board after September 1 and at any time during the applicable school year, in which case the total amount to be deducted shall be a fraction of the annual dues based on the number of checks still to be issued in that year, beginning with the first check issued at least fifteen (15) calendar days after the Board's receipt of the teacher's completed membership form. Sums so deducted from the teacher's remaining salary checks shall be as nearly equal in amount as practicable. Provided, however, that any teacher whose employment begins after September 1 of the applicable school year may apply for such dues deductions, if the appropriate completed authorization form is received by the Board not later than thirty (30) days after the beginning of the teacher's employment by the Board.

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

2. All dues deductions by the Board shall be made on a monthly basis, commencing with the September pay check or, subject to the provisions of subparagraph 1 immediately preceding this subparagraph, with the paycheck issued on the earliest practicable date. All such deductions shall be remitted to the Big Bend Service Unit.
3. By presenting to the Board a signed membership form specifying the amount to be deducted from his/her salary, an employee may authorize deduction by the Board of any uniform assessment levied on her/him by the GCCTA. Such deduction will be made by the Board from the first paycheck issued to the employee at least thirty (30) calendar days after the Superintendent's receipt of said authorization.
4. The authorization of each deduction for dues or uniform assessments for the GCCTA shall be in force during the term of this Collective Bargaining Agreement, except Authorization for dues deduction is revocable upon written request by the employee on the Employee Association Dues Revocation Form. The employee must first secure the written acknowledgement of GCCTA on the Form, signed and dated, and then submit the Form to the District Payroll Office. The revocation of the authorization for dues deduction will be effective no fewer than 30 calendar days from the date of the employee's submission of the completed Dues Revocation Form to the Payroll Office.
5. The District will provide GCCTA with up to one payroll deduction slot for the purpose of deducting premiums (after tax) for companies participating in the *NEA Member Benefits* programs sponsored by GCCTA and its state and national affiliates (*FEA & NEA*) All deductions shall be made on a twelve month basis using a mutually agreeable form to be provided by GCCTA and transmitted to the common remitter(s) selected by GCCTA or its affiliates for such purpose as a single check amount to each remitter each payroll period. GCCTA will hold the Board harmless for any claims arising out of the use of these payroll deduction slots. These deductions shall not be limited or restricted to any certain number of participants by the Board.
6. The GCCTA shall indemnify and save harmless the Board and its employees from any and all claims, demands, suits, judgments, awards and costs incurred in connection with any such claim, demand or suit resulting from any action taken or omitted by the Board or its employees for the purpose of complying with the provisions of this Article.
7. If at any time during the duration of this Agreement, the GCCTA violates the anti-strike provision of Florida Law, or if there is a refusal to perform the duties of employment by any member of the GCCTA, this Article shall immediately become void and inoperative during the terms of this Agreement.
8. Legislative Committee – A legislative committee comprised of five (5) members

appointed by the GCCTA President shall be allowed three (3) days during the Legislative Session to lobby for educational concerns benefiting the Gadsden County School District.

9. Florida Education Association Delegate Assembly – The Board agrees to grant two (2) days to each elected delegate to attend the Annual Delegate Assembly of the Florida Educational Association.
 10. President's Release Time – The President of the GCCTA or designee shall be granted ten (10) release days to conduct Association Business.
 11. Negotiations Committee. A list of members of the GCCTA Negotiations Committee shall be provided to the District's Chief Negotiator by February 1 of each year. Up to eight (7) members of such committee shall be provided temporary duty for negotiations that are scheduled during the school day.
- I. Paid leave for GCCTA Activities – Each year of this contract, representatives of the GCCTA may be granted up to a total of ten (10) days of paid leave to conduct GCCTA business provided the following conditions are met:
1. A teacher shall provide the site administrator with a leave request form for the paid leave a minimum of forty-eight (48) hours prior to such leave.
 2. The site administrator shall approve the request for paid leave unless he/she document in writing at least 24 hours in advance that the teacher's absence would significantly impede the operation of the work unit, under no circumstances shall leave be denied after the leave has been duly authorized and approved by the administrator.
 3. No more than two (2) teachers may be absent from any faculty on any day on such paid leave.
 4. No more than ten (10) teachers in the district may be absent on such paid leave on any day.
 5. Except for the president of the GCCTA, no teacher may be absent on paid leave for GCCTA activities for more than ten (10) days.
 6. The School Board, in conjunction with the GCCTA, shall be responsible for tracking the amount of paid leave taken for GCCTA activities.
- K. During the regular workday, the Executive Director of the Big Bend Service Unit of the Florida Education Association and/or the president of GCCTA may visit teachers at the site, provided the authorized representatives report their presence to the site administrator or his/her designee and they do not interfere with, nor disturb, normal site operations or cause the loss of instructional time. No authorized representative shall use this privilege except to conduct GCCTA business.

ARTICLE III GRIEVANCE PROCEDURE

- A. Definitions.
1. "Grievance" shall be defined as a dispute involving the interpretation, application, or violation of a provision(s) of this contract.
 2. "Grievant" shall mean any employee or group of employees who have filed a grievance.
 3. "Day" shall mean a district workday based on the calendar approved by the

- Board. The application of this provision shall not, however, result in the extension of a time period stated in this Article for more than ten (10) days.
4. Grievance Forms. Each grievance, request for review, and notice of arbitration must be submitted in writing on the appropriate grievance form and signed by the grievant(s). All grievance forms shall be dated when received. The grievance forms may be filed in person or by means of FAX, U.S. mail, or other recognized means of delivery.
- B. Informal Resolution. When employees have a problem or complaint, they should attempt to resolve it through discussions with their supervisor or other appropriate personnel. If the problem or complaint cannot be resolved in that manner, the grievance procedure is provided as a formal means for resolving the grievances of employees as defined below. An effort to resolve a problem or complaint under this provision does not waive the time limits for filing a grievance at Step 1 as provided in Section E.3, below.
- C. Resort to Other Procedures.
1. It is the intent of the parties to first provide a reasonable opportunity for resolution of a matter that constitutes a grievance through the grievance procedure. If prior to seeking resolution of a dispute by filing a grievance hereunder, or while a grievance is being processed, an employee formally initiates resolution of the matter in any other forum, whether administrative or judicial, the Board shall have no obligation to proceed further with the matter pursuant to this grievance procedure.
 2. As an exception of the provision in paragraph A above, a grievant may file an EEOC charge while the grievance is in process when such filing becomes necessary to meet federal filing deadlines pursuant to 42 U.S.C. s. 2000e et seq. Furthermore, an employee may seek resolution of a dispute through site or school procedures prior to filing a grievance and may request of the site administrator, an extension of the time limits for initial filing of the grievance for this purpose.
- D. Representative and Appearances
1. An employee shall choose at Step I and Step II whether to be represented by GCCTA or to represent him/herself. GCCTA shall not be required to process grievances for employees who are not members of the Association.
 2. The resolution of any grievance as defined herein shall not be inconsistent with the provisions of this contract, and the grievant shall have the opportunity to have GCCTA present at any meeting involving the grievant called to discuss such a resolution.
 3. Time spent by grievant's and GCCTA representatives investigating and processing grievances outside regular working hours shall not be counted as time worked.
- E. Formal Grievance Procedure.
1. If the parties are unable or unwilling to resolve a grievable concern or problem through the informal process described in Section A, 1 above, a formal grievance may be filed under this Section.
 2. Time Limits.
 - a. The time limits provided in the Article shall be observed, but may be

extended by written agreement of the parties. Whenever illness or other incapacity of a party necessary to hear the grievance prevents his/her presence at a grievance meeting, the time limits shall be extended, by mutual consent, to such time that the party can be present. In the event a grievance is filed after May 15 of any year and strict adherence to the time limits may result in hardship to any party, the Board shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.

- b. Upon failure of any administrator to provide a decision at any step, within the time limits provided in this Article, the grievant may proceed to the next step. Upon failure of the grievant to file at the next step within the time limits provided, the grievance shall be deemed to have been resolved by the decision at the prior step.
- c. Upon written agreement of the parties, any step in this procedure may be waived.
- d. A grievant may withdraw his/her grievance at any step but that same grievance may not be filed a second time unless it is of a continuous nature.

STEP I

A grievance shall be filed with the employee's site administrator within twenty (20) days following the occurrence of the alleged violation of the contract if the informal resolution process is used or ten (10) days if the informal resolution process is not used. The grievance shall state the facts giving rise to the alleged violation, the specific section(s) of the contract alleged to have been violated, the employee's contention with respect to these provisions, and the specific relief sought, and shall be signed by the grievant. Within twenty (20) days after receiving the grievance, the site administrator shall meet with the grievant and representative, if representation is being used, and communicate his/her decision in writing to the grievant and the grievant's representative or otherwise resolve the grievance.

STEP II

If the grievant is not satisfied with the decision at Step I, he/she may, within ten (10) days following receipt of the Step I decision or following the date on which the Step I decision was due if no decision is provided, file a request for review of the Step I decision with the Deputy Superintendent or his/her designee on the appropriate form. The Superintendent's designee shall, upon request, meet with the grievant and/or representative and may conduct whatever investigation is necessary to make a finding. Within twenty (20) days of the receipt of the grievance at Step II, the Superintendent's designee shall communicate his/her Step II written decision to the grievant and/or representative or otherwise resolve the grievance.

STEP III

If the aggrieved is not satisfied with the disposition at Step II he/she may, within ten (10) days after the answer at Step II, appeal in writing on the proper form the original grievance to the Superintendent. The Superintendent may conduct whatever investigation is necessary to make a

finding. Within twenty (20) days after the receipt of the grievance, the Superintendent shall notify the grievant as to his/her disposition of the grievance.

STEP IV

Mediation:

The parties may, by written agreement, submit a grievance to mediation to be conducted by the Federal Mediation and Conciliation Service (FMCS), prior to being submitted to arbitration. When the parties agree to mediate an issue, the time limits to file for arbitration shall automatically be extended for the period necessary to conclude the mediation process.

STEP V

Arbitration:

- a. If the grievance has not been satisfactorily resolved at Step III, GCCTA may, within ten (10) days following receipt of the Step III decision or following the date on which the Step III decision was due if no decision is provided, file an intent to submit the grievance to arbitration with the superintendent or his/her designee.
- b. A grievance filed at Step III on which no action has been taken by the grievant for twenty (20) days shall be deemed withdrawn and resolved in accordance with the decision issued at the prior step.
- c. Disclosure of Information. Neither the Board nor the grievant shall be permitted to assert in arbitration preceding any grounds or rely on any evidence that has not previously been disclosed to the other party.
- d. Selection of Arbitrator. The parties shall follow the American Arbitration Association procedure for selection of an arbitrator and shall conduct the arbitration under its rules and procedures except as modified by the provisions of this Contract. The arbitration shall be scheduled within sixty (60) days following selection of the arbitrator.
- e. Authority of the Arbitrator.
 1. The arbitrator shall have no power to alter, add to, or subtract from the terms of this contract. Arbitration shall be confined to the application and interpretation of this Contract and the precise issue(s) submitted for arbitration. The arbitrator shall refrain from issuing statements of opinion or conclusions not essential to the determination of the issues submitted.
 2. In rendering decisions, an arbitrator shall give due regard to the responsibilities of the Board and the Superintendent and their designees as provided in law and rule and shall so construe such responsibilities, except as they may be specifically conditioned by this Contract.
 3. The arbitrator's decision shall be final and binding on the parties as provided in Section 447.401, Florida Statutes, provided that either party may ask that an appropriate court vacate such a decision on one or more of the grounds stated in section 682.13, Florida Statutes.
 4. An arbitrator's award may be retroactive as the equities of a case may demand, but an award shall not be retroactive to a date earlier than sixty (60) days prior to the date the grievance was initially filed except for those provisions of State or federal law that may require an earlier date.

- f. Fees and Expenses. The losing party shall pay the fees and expenses of the arbitrator. A party desiring a transcript of the arbitration proceedings shall provide written notice to the other party at least five (5) days prior to the date of the arbitration and shall be responsible for scheduling a stenotype reporter to record the proceedings and for paying the appearance fee of the reporter and the cost of obtaining an original transcript. The party shall also provide a photocopy of the transcript to the other party upon written request and payment of reasonable copying expenses.

Processing.

- a. The site administrator shall refuse consideration of a grievance not filed or processed in accordance with this Article.
- b. If a grievance arises as the result of a condition that the immediate supervisor is without jurisdiction to resolve, the grievance shall be filed at Step II after discussing such filing with the Superintendent's designee.
- g. Precedent - No complaint informally resolved, or grievance resolved at either Steps I or II, shall constitute a precedent for any purpose unless agreed to in writing by the Board and GCCTA.
- h. Documents. The grievant or representative shall be provided, upon request and with reasonable copying charge, with a copy of any identifiable document relevant to the grievance. All written materials dealing with the processing of a grievance shall be filed separately from the grievant's personnel file except an arbitration decision or a settlement agreement that requires personnel action(s) that affects the grievant.
- i. Notwithstanding the expiration of this contract, any claim or grievance arising while it was in effect may be processed through the grievance procedure until resolution, provided it is timely filed.
- j. Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses, entitled to be present, to attend, and will be held, insofar as possible, after regular school hours, or during working time of personnel involved. When such hearings and conferences are held, at the option of the administration, during school working hours, all employees whose presence is required shall be excused, with pay, for that purpose.
- k. Adjustments of any grievance as described herein shall not be inconsistent with the provisions of this Agreement.

ARTICLE IV
TEACHING CONDITIONS

The parties agree that each teacher's normal work day shall cover a period of seven (7) hours and twenty (20) minutes; provided that, within the above limit, for each teacher in each school, the time for beginning and ending of that teacher's work day shall be determined by the Principal at his/her discretion, subject to change by the Superintendent, and provided further, that the duration of the teacher's work day shall be extended when the Principal requests the attendance of the teacher at a conference, group meeting, or other performance of professional responsibility. Regularly scheduled faculty meetings shall not extend the teacher's workday by more than forty-five (45) minutes unless agreed upon by majority vote of the teachers present. The vote must be initiated by a teacher. Each teacher's workweek may include as much as, but not more than, fifteen hundred (1500) minutes of direct student instructional time.

Teacher work schedules shall be determined by the site administrator. Efforts shall be made to give teachers the opportunity to have input into developing their work schedules. Consideration shall be given to the number of students, class composition and planning. The school administrator reserves the right to make the final decision.

Reasonable efforts shall be made to provide written notice of teaching assignments and schedules to the teachers upon the faculty meeting of the first day of preplanning. Assignments may be revised as needed, but not to go into effect less than one week (5 teacher workdays) after written notice. Teachers hired after preplanning shall receive teaching assignments and schedules on the first day of employment.

Planning/Preparation Time

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

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

Lunch Period

- A. Every effort shall be made to provide all teachers with a duty-free lunch period equal to the student lunch period including, but not limited to the teachers at any site may develop a plan to allow duty-free lunch using site-based decision-making. However, the final decision must remain with the site administrator. On planning days the lunch period shall be one (1) hour.
- B. The Principal of each school shall designate an area to be used for interfaculty conferences.
- C. Teachers shall report potentially unsafe facility conditions in the classroom or other school facility to their principal. The principal will investigate and make every effort to correct conditions that he/she determines to be hazardous or potentially dangerous. The principal shall reply to the concern in writing if the teacher's concern is communicated to the principal in writing.
- D. Private conference space in each school, in a classroom or other non-student-occupied area designated by the principal, shall be provided for necessary teacher conferences with parents and/or students. When a teacher needs to make a telephone call relating to school business during which confidential information will be discussed, the building administrator/designee will ensure the privacy of the call. Should a teacher find it necessary to make a long distance call, prior approval must be granted by the building administrator/designee.
- E. Observations of a teacher's class by persons other than school and/or district administrative/supervisory personnel, the Board or its designated committee or representative thereof, shall be allowed only after consent has been granted by the building principal or, in his absence, the person in charge at that time, and the teacher has

- been notified at least 24 hours in advance. The requirement that the teacher be notified at least 24 hours in advance may be waived by the teacher.
- F. A joint study committee will be formed to review site based decision-making models to include, but not limited to, issues such as duty schedules, teacher assignments, contact time, disruptions of classrooms, and dissemination of professional interest announcements. Membership on this committee shall consist of three (3) members appointed by the GCCTA and three (3) members appointed by the Superintendent. GESPA will be invited to participate. The committee shall devise its own internal working procedure. The committee shall be advisory in nature and shall submit its recommendations to the Superintendent.
- G. Compensatory time may be granted if the following provisions are met:
1. Compensatory time may be earned only for duties assigned specifically by the building administrator beyond the contractual teaching day as required or essential to the stated objectives of a course or program.
 2. Compensatory time shall not be earned for activities associated with recognized supplement positions (coaching, cheerleading, etc.), or for faculty meetings, PTO meetings, school open houses, or parent-teacher conferences.
 3. Compensatory time shall only be used on planning days, including pre and post planning days, and at the end of the regular school day after student hours, or at such other times during the regular work day that would not require the payment of a substitute. Compensatory time shall not be used during scheduled in-service training activities.
 4. Compensatory time shall be earned or taken only with the advanced approval of the building level administration as evidenced by completion of the Gadsden District Compensatory Time Approval Form.
 5. No monetary reimbursement shall be awarded for compensatory time.
 6. At the end of the teacher contract year or upon the resignation of the teacher, whichever comes first, all unused compensatory time will expire.
 7. The nature of teacher assignments beyond the normal work day, for which compensatory time will be granted, shall be determined by the site administrator in cooperation with the site-based decision-making teams. Assignments may be revised as needed.
- H. Teachers shall not be required to search students, but shall be required to report suspicious circumstances to the building administrator immediately.
- I. Teachers will be expected to exercise reasonable control, under the direction of the site administrator, of textbooks, supplies or equipment assigned to them.
- J. Within a given site, the administration shall make a reasonable effort to balance the load between teachers teaching identical courses.
- K. Teachers will be provided with supplies, textbooks, and teaching materials as deemed necessary by the site administrator to teach the courses assigned. Teachers shall not be required to purchase supplies, textbooks, materials or equipment from their personal funds.
- L. The Board agrees to make available in each school word processing and reproduction/duplicating capabilities to aid teachers in their preparation of instructional materials. Audio-visual equipment shall be made available in each school for classroom use.
- M. The Superintendent will establish a committee comprised of five (5) teachers, appointed by GCCTA, and five (5) administrators who will work as collegial parties to resolve

issues that cannot be resolved by any other means prior to the filing of a formal grievance. Either party may formally, in writing, request the Superintendent or Deputy Superintendent to convene the committee to resolve the conflict within ten (10) working days of the date of the request. The Superintendent will appoint the administrators based upon the nature of the issue and/or problem.

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

ARTICLE V LEAVE

Teachers who will be absent from work shall notify the site administrator or her/his designee no later than one (1) hour and thirty (30) minutes prior to the beginning of the teacher's work day, giving notification of their pending absence. Teachers shall not be responsible for securing substitutes.

A. Sick Leave

Each teacher employed on a full-time basis who is unable to perform her/his duties because of her/his own illness, or because of illness or death of her/his father, mother, brother, sister, husband, wife, child or other close relative, or member of her/his own household, and who consequently has to be absent from her/his work, shall for such necessary absence be entitled to four (4) days of sick leave as of the first day of employment of each contract year, and shall thereafter earn one day of sick leave for each month of employment, which shall be credited to the employee at the end of that month, and which shall not be used prior to the time it is earned and credited to that employee; PROVIDED, that the employee shall be entitled to earn no more than one day of sick leave times the number of months of employment during the year of employment; and PROVIDED, FURTHER, that such leave shall be taken only when necessary because of sickness as herein prescribed. Such sick leave shall be cumulative from year to year, without limitation on the number of days of sick leave that may accrue to any employee; and PROVIDED, FURTHER, that at least one-half of such cumulative leave must be established within this school district. In case of reasonable doubt as to the validity of any sick leave claim, the Superintendent may require a supporting certificate of illness from a licensed physician.

A teacher may transfer their earned sick leave to a spouse, child, parent, sibling or any designated person who is also a district employee to use her/his sick leave that has accrued to the authorizing employee, provided that the recipient has depleted all of his or her sick leave. Donated sick leave shall have no terminal pay value to the recipient.

B. Personal Leave

Personal leave up to a maximum of six (6) days per fiscal year, with compensation, may be granted by the Superintendent, provided that the use of such leave shall be charged to the individual's currently accrued sick leave, and provided further that such personal leave shall be noncumulative.

C. Illness-In-Line-Of-Duty-Leave

Any teacher shall be entitled to illness-in-line-of-duty-leave when he/she has to be absent from her/his duties because of illness from any contagious or infectious disease contracted therein. Illness-in-line-of-duty-leave is intended to deal with the illnesses normally known as childhood diseases; such as mumps, measles, and chicken pox. This leave does not include normal adult illnesses such as colds and influenza. Any teacher requesting such leave shall provide proof, when so requested, that illness was contracted while discharging her/his duties as such employee. Such leave may be authorized for a total of not over ten (10) days during any school year, subject to the provisions of 1012.63 (1)

Where the amount of compensation payable under the provisions of the education code, for injuries, accidents or other disabilities which would entitle the employee to compensation under the provisions of the Florida Workers' Compensation Law, exceeds the amounts payable under the compensation law, payments shall be made, as provided in the education code, for the difference between the amount paid under the Workers' Compensation Law and the amount due under the provisions of the education code.

D. Professional Leave

Professional leave, with compensation, when approved by the Superintendent, may be granted by the School Board for voluntary leave of any member of the instructional staff for the individual's professional benefit or advancement. Such leave shall be for a maximum of three (3) days for each year's service in this school district, and may be cumulative to a maximum of twelve (12) days. Professional leave for teachers may be granted during post-school and pre-school periods for attendance at summer sessions of colleges and universities provided that suitable arrangements for performance of the individual's duties are made with the Superintendent.

Leave of absence for one semester or for one year, for professional study or travel, and without compensation, when approved by the Superintendent, may be granted by the School Board.

E. Temporary Duty

1. "Leave-in-Line-of-Duty" is authorized for members of the instructional staff who are assigned by the Superintendent to be temporarily absent from their regular duties and places of employment for the purpose of performing other educational services. Employees performing such assigned temporary duties shall not be considered to be on leave.
2. Any GCCTA member who is an elected voting delegate to the Annual Florida Education Association Representative Assembly shall be assigned temporary duty for the purpose of attending this meeting. Names of voting delegates shall be submitted to the Deputy Superintendent or his designee annually by the GCCTA president in order to secure leave for this purpose.

F. Leave for Jury Duty and/or Court Processes

For court appearances or duty performed, pursuant to court process, by a teacher during school work hours, the teacher shall receive from the Board full pay, allowances and/or reimbursements as follows:

1. When summoned to appear as a juror, or as a witness (except as a character witness) in any civil or criminal action in which the employee is neither plaintiff nor defendant: full pay, without allowances or reimbursements, with the employee retaining any payments or fees from the court or other third parties for such appearance; but,
2. When summoned to appear as a defendant or as a witness in any action arising out of and in the course of her/his employment by the Board: full pay, allowances and/or reimbursements as though on "leave in line of duty", with any payments or fees received from the court or other third parties for such appearances to be endorsed to the Board.

In all of the above circumstances, when, prior to 11 a.m., the employee is dismissed or excused by the court, the employee shall promptly return to work that day.

G. Military Leave

Military leave shall be granted as required by law or Florida State Board of Education Rules, and may be granted as thereby permitted.

Military Caregiver and Qualifying Contingency Leave. An employee who is a caregiver of a relative who suffers serious injury or illness during active military duty, or has a qualifying exigency as a result of a family member being on active duty in the National Guard or Reserves in support of a contingency operation, may qualify for a category of FMLA leave as described in District Policy.

H. Parental Leave

Any teacher or her/his spouse may be granted leave without pay, not to exceed one year in duration, incident to the birth or adoption of a child.

The application for such leave must be accompanied by a licensed physician's certificate attesting to the pregnancy of the applicant or the spouse of the applicant, the probable term thereof and the recommended period of confinement, or, in the case of adoption, by satisfactory evidence of the date custody of the child shall be delivered to the applicant.

Upon the filing of an application for parental leave, the teacher and the principal shall, subject to the approval of the Superintendent and the Board, mutually determine the commencement date for such leave, based on evaluation of the capacity of the prospective mother to discharge her teaching duties and/or the expected date of birth of the child or receipt of custody of the child to be adopted, as the case may be, and the leave shall continue for the remainder of the school year unless otherwise requested by the teacher and approved by the Board. No person on parental leave shall engage in remunerative employment with any other school board.

Family Medical Leave - Employees requesting unpaid leave for serious personal or family illness are entitled to continue Board contributions to insurance programs as provided for in the Family Medical Leave Act. Employees wishing to receive this benefit must identify their leave request as a "Family Medical Leave" prior to taking the leave and submit a completed "Certification of Physician" form with their leave request. Employees who do not return to work with the District shall be required to repay the Board contributions made during their unpaid leave.

A. Eligibility:

All full-time employees covered by this agreement who have worked for the Board at least twelve (12) months preceding the start of leave may be entitled to a total of twelve (12) work weeks of unpaid leave during any twelve (12) month period when leave is taken for one or more of the following circumstances:

1. The birth of a son or daughter of an employee and to care for the child.
2. The placement of a son or daughter with an employee for adoption or foster care.
3. To care for the spouse, son, daughter or parent of an employee, if the family member has a serious health condition.
4. The employee is unable to perform the functions of the position because of the employee's own serious health condition.

- I. A teacher who is absent from the workplace for three (3) or more consecutive days, without authorized leave, shall be considered to have abandoned her/his position and resigned from the district.

ARTICLE VI
TEACHER ASSESSMENT

Preamble:

The parties wish anyone who reads this language to understand that we agree to the following terms only with great reluctance and with the realization that what we are agreeing to will in all probability hinder the educational process. We are compelled to negotiate this language by state law and do so only to comply with those requirements.

The following contract language will be subject to re-openers and review within one year from its full implementation upon request by either party. Gadsden County Teacher Evaluation Model (GCTEM) will be made up of two components; the score for Instructional Practices and the score on the State of Florida's value added tables of student learning growth or other student learning growth data approved by the State and specified below. The percentage of which each will contribute to a teacher's total evaluation is specified below. Each teacher will receive an overall rating of Highly Effective, Effective, Needs Improvement (referred to as Developing in the case

of teachers in their first three years of employment), or Unsatisfactory based upon the total number of points accrued on the two measures.

Definitions:

State assessments: Any standardized state approved assessment for a given subject.

District assessments: A standardized district created and/or approved assessment for a given subject across the district in a given subject area.

Value added state model: Formula developed by the state to measure student-learning growth.

Learning targets: Locally agreed upon goal for measurement of student progress

Three years of data: Current year plus two immediately preceding years

GCTEM: Teacher Evaluation System, the term for the overall evaluation of a Gadsden County teacher.

Unsatisfactory Performance: Two consecutive Unsatisfactory annual GCTEM evaluations, two Unsatisfactory annual GCTEM evaluations within a three year period, or three consecutive annual GCTEM evaluations of Needs Improvement or a combination of Needs Improvement and Unsatisfactory.

Performance Improvement Process (PIP): A process afforded to teachers to support performance concerns as identified in GCTEM.

90-day Performance Probation: The statutory 90-day process for which unsuccessful completion could lead to non-renewal of an annual contract or termination of a professional services or continuing contract under the following conditions: Receives two consecutive annual performance evaluation ratings of unsatisfactory, two annual performance evaluation ratings of unsatisfactory within a three year period, or three consecutive annual performance evaluation ratings of needs improvement and unsatisfactory. During this 90-day period the district will offer assistance to the teacher

Independent Second Opinion: An evaluation undertaken by a neutral third party administrator selected by the Parties. Any independent evaluator should be free from any influence from either party to this Agreement and should engage in no ex parte communications with any of the parties prior to rendering his/her decision. The evaluation form will include the following ratings: Highly Effective, Effective, Needs Improvement (Developing in the case of teachers in their first three years of service), or Unsatisfactory. Should the independent evaluator not confirm the principal's evaluation, a second independent evaluator will be utilized. The evaluation is sustained if the teacher receives two or more "Unsatisfactory" ratings by the majority of the evaluators.

General Rules:

- 1.) When a teacher's data source is other than state assessments for the specific students taught by the teacher in the tested subject area, effort will be made to associate the teacher's actual students' test results to their evaluation to the greatest extent possible.
- 2.) State assessments will be substituted for district assessments or learning targets as they become available.
- 3.) The parties agree to proportion the effects of the instructional practices rubric and the value added measure in such a manner that makes it impossible for someone scoring an Effective or Highly Effective in one measure to be scored as Unsatisfactory on the total evaluation measure.
- 4.) No transfer or layoff decisions will be made solely on the basis of student learning gain data until all appropriate subject area assessments have been implemented.
- 5.) Any teacher placed on the 90-day performance probation described herein which could lead to his or her non-renewal or termination may request the superintendent or his or her designee to review his or her class list for the coming year for equity of the teaching assignment.
- 6.) Teachers on a PIP at the time this language is ratified will continue to be evaluated and receive assistance on the basis of those procedures in effect at the time they were placed on the PIP.
- 7.) Teachers being placed on a PIP at the beginning of the 2011-12 school year will follow the process described herein.

A. Gadsden County Induction Program (GCIP)

1. All first year Category 1 teachers or teachers possessing a temporary, one-year contract will be assigned a GCIP Mentor and complete the 180-day GCIP.
2. Re-hired Gadsden teachers who have more than five years of service with the School Board of Gadsden County and who have worked for the district within the past three years will be exempt from requirements of the GCIP program.
3. any teacher who changes school, grade level or content area in the second year of employment may be designated as a Year 2 GCIP (Y2 GCIP), and be afforded a GCIP Mentor for the 90-day GCIP.

B. Gadsden County Teacher Evaluation Model (GCTEM)

All teachers will be evaluated with the GCTEM, described herein. All the appropriate observation and evaluation forms appear in The Gadsden County Teacher Evaluation Model Manual (hereinafter known as "the model").

Data collected during the Teachscape/PDA Classroom Walk-Through observation process may not be used as part of a teacher's formal evaluation process. If during the course of walking through the campus an administrator observes behavior that causes concern, the administrator will remain in the classroom for a minimum of ten minutes to conduct an informal observation.

1. Category 1 Teachers, First Year Teachers

- a. All probationary contract teachers will be considered to be in Category 1 of the GCTEM.
- b. Prior to the first observation, the teacher shall be familiarized with GCTEM.
- c. The approved observation and evaluation form(s) for Level Category 1 teachers will be in "the manual"
- d. With the exception of those teachers terminated during their probationary contracts, all Category 1 teachers must be evaluated twice yearly.
- e. During the first 20 work days from a teacher's hire date, excluding pre-service days or holidays, the administrator will observe the teacher using the Observation (Short Form).
- f. If performance concerns exist following the Observation Form, the administrator will use the FEAP Summative Observation to determine if action is warranted.
- g. During the probationary contract year, the employee may be dismissed without cause or may resign from the contractual position without breach of contract.
- h. If in the opinion of the principal, performance concerns exist that could cause a teacher to be dismissed during the probationary contract year, informal assistance will be provided to that teacher via an Internal Assistance Plan (IAP) prior to such a determination. The IAP will be initiated with a letter from the principal scheduling a meeting to discuss concerns. The Union will receive a copy of the notification letter with an invitation to participate and represent the teacher at the IAP meeting. The Professional Development Director will receive a copy of the IAP notification letter. The principal will share concerns and determine school-based staff to provide support for the teacher. This process will continue until such time as a final 97-day determination is made but no less than four weeks from the inception of the IAP process.
- i. The teacher who has been supported on an IAP for a minimum of four weeks, may be released from the IAP, terminated during the probationary year, or be placed on a Performance Improvement Plan (PIP) for a minimum of 2 months prior to the final Evaluation.
- j. Criteria for initiating a PIP:

- A score of Unsatisfactory or Developing.
- k. Outcome of the Mid-Year Evaluation:
- Initiate IAP if a score is Unsatisfactory or Developing.
 - Continue PIP if overall score is Unsatisfactory or Developing.
 - Discontinue PIP if the overall score is Effective or Highly Effective.
- l. Outcome of the Final Evaluation
1. A Category 1 teacher who receives assistance through an IAP and/or PIP and receives an Unsatisfactory or a Developing will be non-renewed.
 2. A Category 1 teacher who receives an Effective or Highly Effective, score on PRIDE will become a Category 2 teacher.

2. Category 2, Annual Contract (AC) Teachers

- a. All annual contract teachers will be considered to be in Category 2 of the GCTEM.
 - b. Prior to the first observation, the teacher shall be familiarized with the GCTEM.
 - d. Category 2, teachers will be evaluated annually on GCTEM.
 - e. If concerns exist following the Observation (Short Form), the administrator will use the FEAP Summative Observation to determine if action is warranted.
 - g. If an administrator has documented performance concerns regarding a Category 2, teacher, that teacher will be afforded assistance through the PIP process for a minimum of four months prior to GCTEM.
- h. Criteria for initiating a PIP:
1. A score of Developing/Needs Improvement or Unsatisfactory.
 - 1 A teacher receiving a second GCTEM evaluation of Developing/Needs Improvement initiates a 90-day performance probation.
 - 2 A teacher receiving a GCTEM evaluation of Unsatisfactory initiates a 90-day performance probation.
 - 3 Any Category 2 teacher, previously placed on a PIP for a minimum of four months and who experiences performance difficulties based on the Short Form, (completed during the first 20 days, working with students) and FEAP, will be placed on a PIP. The teacher will be evaluated in November. If the evaluation is unsatisfactory, the 90-day performance probation will commence. At the end of the 90-days, the principal will evaluate the teacher. If found unsatisfactory, the teacher will be afforded the independent second opinion. The teacher will have

his or her teacher contract held in abeyance until the student growth portion is completed on the GCTEM.

- i. The teacher will have the opportunity to give input into the interventions specified in his or her PIP. Teachers refusing assistance will be evaluated by the building principal with no right to a second opinion. A teacher's decision to refuse a PIP may not be rescinded until the following school year.
- k. Outcome of the GCTEM Final Evaluation:
 1. A teacher receiving an Effective or Highly Effective score on the GCTEM will have his or her contract renewed.
 2. A teacher receiving a first GCTEM evaluation of Developing/Needs Improvement score on the GCTEM will have his or her contract renewed.
 3. A teacher who has completed the "90-day performance probation" and receives an Effective or Highly Effective score on the observation form will have his or her contract renewed.
 4. A teacher who has completed the "90-day performance probation" and receives an unsatisfactory observation will continue in the PIP process. On the spring observation, if the teacher receives a developing/needs improvement or unsatisfactory he or she will be afforded an independent second opinion. The teacher will have his or her teacher contract held in abeyance until the student growth portion is completed and a GCTEM final evaluation is determined.
 5. Any Category 2 teacher, repeating the PIP process, who is found unsatisfactory, will have his or her teacher contract held in abeyance until the student growth portion is completed on the GCTEM.

3. Category 3, PSC and CC Teachers

All Category 3 Teachers

- a. Any Continuing Contract (CC) or Professional Service Contract (PSC) teacher will be considered to be a Category 3 teacher.
 - b. Any teacher who holds a continuing contract may, but is not required to, exchange such continuing contract for a professional service contract in the same district.
 - c. Prior to the Observation (Long Form), the teacher will be familiarized with the Evaluation instruments, forms and procedures.
 - d. Each PSC or CC teacher will receive one performance evaluation yearly unless performance concerns are noted in which case the following procedures will apply:
2. Category 3, Year 1 Teacher Performance Concerns

- a. If concerns regarding the performance of a Category 3 teacher exist, the administrator will use the approved observation instrument (Short Form).
- b. If concerns exist following the Observation (Short Form), the administrator will use the FEAP Summative Observation to determine if action is warranted.
- c. If an administrator has documented performance concerns on the Observation (Short Form), regarding a Level 3 teacher, that teacher will be afforded assistance for a minimum of four months prior to the Final Evaluation through the PIP process.
- d. Criteria for initiating a PIP:
 1. A score of Developing/Needs Improvement or Unsatisfactory
 2. A teacher receiving a second GCTEM evaluation of Developing/Needs Improvement initiates a 90-day performance probation.
 3. A teacher receiving a GCTEM evaluation of Unsatisfactory initiates a 90-day performance probation.
 4. Any Category 3 teacher, previously placed on a PIP for a minimum of four months and who experiences performance difficulties based on the Short Form, (completed during the first 20 days, working with students) and FEAP, will be placed on a PIP. The teacher will be evaluated in November. If the evaluation is unsatisfactory, the 90-day performance probation will commence. At the end of the 90-days, the principal will evaluate the teacher on the appropriate form. If found unsatisfactory, the teacher will be afforded the independent second opinion. The teacher will have his or her teacher contract held in abeyance until the student growth portion is completed on the GCTEM.
- e. Outcome of GCTEM Evaluation:
 1. A teacher receiving a Developing/Needs Improvement, Effective or Highly Effective score on the GCTEM will have his or her contract renewed.
 2. A teacher receiving a second GCTEM evaluation of Developing/Needs Improvement initiates a 90-day performance probation.
 3. A teacher receiving a GCTEM evaluation of Unsatisfactory initiates a 90-day performance probation.
 4. A teacher who has completed the "90-day performance probation" and receives an Effective or Highly Effective score on the GCTEM will have his or her contract renewed.
 5. A teacher who has completed the "90-day performance probation" and receives an Unsatisfactory will continue in the PIP process. On the spring evaluation, if the teacher receives a developing/needs improvement or unsatisfactory he or she will

be afforded an independent second opinion. The teacher will have his or her teacher contract held in abeyance until the student growth portion is completed and a GCTEM final evaluation is determined.

6. Conclude the PIP if the teacher receives a score in the higher range of Developing, Effective or Highly Effective range.

All such evaluation(s) will be completed at least two weeks prior to the last day of student attendance. The second opinion evaluator will use the revised Final Evaluation, based on the principal's revised Final Evaluation of documented PIP competencies.

- f. An employee notified of unsatisfactory performance may request an opportunity to be considered for a transfer to another appropriate position, with a different supervising administrator, for the subsequent year of employment.
- d. Any proposed termination due to failure to successfully complete a NEAT/Performance Probation process will be subject to the grievance and arbitration process as defined in Article III of this Agreement and/or a hearing held by the Department of Administrative Hearing (DOAH).
- e. All procedures outlined in this section are subject to the grievance and arbitration process, as described elsewhere in the Agreement.

C. Value Added/ Student Learning Gain Data

Methodology:

The percentage and composition of the student data component of each teacher's evaluation is expressed below:

1. Classroom teacher, majority of students take FCAT in subject area taught by teacher

The teacher's evaluation will be based 50% on Instructional Practices, 50% on the state's value added data based upon their students' state assessment (e.g., FCAT) scores. When three years of this data is not available for each teacher, the proportions will alter to 60% on Instructional Practices and 40% value added data.

2. Classroom teacher, majority of students take FCAT but in other subject area than that taught by teacher

The teacher's evaluation will be based 50% on Instructional Practices, 50% on student gains on a district-wide standardized test or statewide assessment when available. When three years of data is not available for each teacher, the proportions will alter to 60% on Instructional Practices and 40% student gains data. If not using a statewide assessment, the measure to be employed at each grade level and subject area must be agreed to by the parties. If a district-wide standardized test or statewide assessment does not exist, teachers in this group will be evaluated as in Number 3, below.

3. Classroom teacher, majority of students do not take FCAT

The teacher's evaluation will be based 50% on Instructional Practices, 50% on student gains on a set of measureable learning targets agreed to in advance between the teacher and principal. When three years of data is not available for each teacher, the proportions will alter to 60% on Instructional Practices and 40% measureable learning targets. A list of acceptable measureable learning targets to be employed at each grade level and subject area must be agreed to by the parties.

4. Non-classroom teacher, assigned to specific school(s)

The teacher's evaluation will be based on 70% on Instructional Practices and 30% on the state's value added data of FCAT scores for those students attending the specific schools to which the non-classroom teacher is assigned. When three years of data is not available for each teacher, the proportions will alter to 80% on Instructional Practices and 20% value added data.

5. Non-classroom teacher, not assigned to specific school(s)

The teacher's evaluation will be based on 70% on Instructional Practices and 30% on the state's value added data of FCAT scores for the students in the district as a whole. When three years of data is not available for each teacher, the proportions will alter to 80% on Instructional Practices and 20% value added data.

- D. During pre-school planning, or within the first ten days of reporting to the work site for active employment, each teacher shall be given a copy of the GCTEM Manual. This distribution shall be followed by an explanation, demonstration and discussion of the assessment process. A copy of all current teacher assessment forms shall be available upon request or on the district's website.
- E. For the purposes of teacher assessment, the principal will make at least one (1) scheduled observational visit to the teacher's classroom. The principal may make as many unscheduled visits or as many additional scheduled visits as he/she sees fit, and his/her assessment may be based on any information which may be available to him/her at the time the assessment is made.
- F. Within ten (10) school days after each such scheduled visit, the principal shall have a conference with the teacher, at which time the teacher shall receive a copy of the completed assessment form. Upon approval by the Superintendent the 10-school day time limit may be extended for extenuating circumstances or by mutual consent of the parties.
- G. Each completed assessment form for the teacher and all copies of it shall be dated and signed by the principal and the teacher, with the teacher receiving one copy. The teacher's signature indicates only that he/she has read the completed form, and not necessarily that he/she agrees with the assessment.

- H. In the event that the teacher disagrees with the written assessment of her/his performance, she/he may write her/his objections on the assessment report or attach them to the report to be placed in her/his personnel file. A teacher shall not be requested nor required to sign a blank or incomplete evaluation form.
- I. In order to assure quality teaching and learning and a fair, equitable and impartial evaluation of teacher performance the parties agree to form an appeals committee comprised of two members of the GCCTA appointed by the GCCTA president and two from the administration appointed by the Superintendent, neither party shall have any influence on the appointment of the members of the other party. The following procedures shall be followed:
1. It is the intent of the parties that the procedures listed below in the appeals process shall serve as the alternative to Steps I and II of the grievance procedure.
 2. If the employee desires, he/she has the right to request representation or represent himself/herself, but under no circumstances will GCCTA be required to represent a non-member.
 3. An employee may not be represented by an attorney or a rival union in an appeal.
 4. The site administrator or the Superintendent's designee and the union president will make every effort to obtain informal resolution of the dispute within 30 (thirty) days of the employee's evaluation. If unresolved the alleged dispute shall move to the formal appeals process.
 5. Issues appealed to the committee shall be addressed expeditiously by the committee keeping in mind the statutory time frames and shall meet and render a decision within 10 school days..
 6. The representatives of the committee shall communicate their findings in writing to the Superintendent and the union president as well as the affected employee(s) and the site administrator.
 7. Disputes not resolved at the committee level will then follow the prescribed procedures in Article III, beginning at Step III.
- J. The teacher, upon written request, shall have the right to review and reproduce the contents of the personnel file, being accompanied by a representative of the GCCTA, if desired, and in the presence of the administrator responsible for the safekeeping of such file.
- K. The personnel file of each teacher shall be open to inspection only by the School Board, the Superintendent, the principal, the teacher, and such other persons as the teacher or the Superintendent may authorize in writing, unless otherwise provided by law.
- L. The School Board shall have the right to reprimand, suspend, demote or discharge its employees for just cause. Just Cause shall be defined to mean:
1. The Board or its designees made an effort to discover if, in fact, the employee did violate or disobey a rule or order of management or did commit any of the acts referred to by Section 1012.33, Florida Statutes, prior to taking official action.
 2. The Board or its designees conducted a fair and objective investigation of the facts.
 3. The Board applied its rule and penalties uniformly and without discrimination to all employees.

4. The employee was given an opportunity to present his/her side prior to official action being taken.
5. The Board's rule or order that the employee is alleged to have violated was not arbitrary, capricious or discriminatory.
6. The Board gave the employee forewarning of the consequences or possible consequences if the employee did not obey the rule or order.
7. When determining the degree of discipline, consideration will be given to the employee's service record and the nature of the offense.

ARTICLE VII
VACANCY AND PROMOTION, TRANSFER AND REASSIGNMENT
AND
REDUCTION IN FORCE

- A. The provisions of this Article shall not apply in such manner that would prohibit the Board from complying with applicable court orders.
- B. Vacancy and Promotion
Notice of all openings for promotion and instructional vacancies shall be posted as necessary by the Superintendent or his designee for five (5) teacher work days during the regular school year or five (5) administrator work days during the summer, as the case may be, prior to the filling of the vacancy, in the district administration building and shall be transmitted to the building principal of each school, who shall post the notice in that school. Such postings shall include the kind of certificate necessary, and information concerning the securing and deadline for filing of the application. A copy of all vacancies shall be sent to the President of GCCTA by the district mail courier at least three days prior to the posting of said positions. A signature will be secured to validate delivery.
- C. Transfer and Reassignment
The Board and the GCCTA recognize that the transfer of employees shall be the responsibility of the Board upon recommendation of the Superintendent. Any teacher who desires a change in grade and/or subject assignment in the following year or who desires to transfer to another school in the following year shall file, using a form furnished by the Superintendent, a written request to that effect in duplicate, one copy to be filed with the principal and one copy filed with the Superintendent. Such request shall be considered for the following school year and shall remain active only until the beginning of the school year following the school year in which filed.

Assignment of new teachers to positions in the school district shall be made after active requests for reassignment or transfer to such positions have been reviewed.

In making transfers, the Board will first review requests of volunteers. Lists of available positions in other schools shall be posted in each school.

No assignment of teachers to a specific position in the school district shall be made until all pending requests for reassignment or transfer to that position have been given due consideration. With all other factors being equal, District seniority shall be the deciding factor in assignments for voluntary transfers.

Teachers who have requested transfers or reassignments shall be notified in writing of the administration's action on said transfer or reassignment as soon as possible or immediately following the filling of a requested position.

D. Reduction in Personnel/Layoffs

In the event the School Board determines that the number of teachers must be reduced, written notice shall be provided to the GCCTA. For the purpose of this article, the non-renewal of an annual contract teacher at the end of his/her contract shall not be deemed a reduction in personnel. The following procedures shall be controlling:

1. Pursuant to Florida Statute Section 1012.33(5), within the program areas, subject areas in elementary schools, or other positions in which the reduction shall take place, the order of layoff of employees within the affected positions shall be as follows: The employee with the lowest performance evaluations shall be the first to be released; the employee with the next lowest performance evaluations shall be the second to be released; and reductions shall continue in like manner until the needed number of reductions has occurred.
2. In the event that two (2) or more employees have equal ratings on performance evaluations, the following additional criteria shall be used to determine the order in which reductions shall proceed:
 - a. Employees not holding certificates in the area in which they are teaching. This provision shall not apply to employees who have been teaching out of field during all or a portion of the two (2) school years prior to layoff.
 - b. Employees having the least amount of service in the Gadsden County School District; however District service prior to a hiatus of more than two (2) years in District employment shall not count as service for this purpose.
 - c. Employees with the lowest level of educational degree.
 - d. Employees with the least amount of service outside the District.

E. Involuntary Transfers

Involuntary transfers may occur due to staff reduction in a department and/or grade level within a school or the closing of an existing facility. The Board shall notify the Union within ten (10) days after the determination that involuntary transfers must occur.

Teachers transferred under this provision (Reduction in Personnel) shall not be again subject to involuntary transfers for a period of one (1) year unless extenuating circumstances exist which shall include, but not be limited to, funding, reduction in student population, and cancellation of programs. Should a position become available at the same school from which a teacher was involuntarily transferred due to a staff reduction, the teacher shall have the opportunity to request to return to such school, subject to all of the following conditions:

- a. The same or similar position needs to be filled no later than the end of the school year following the school year of the transfer.
- b. The position is in the same area of assignment from which the teacher was transferred.
- c. The teacher is certified for the position.

d. The teacher is qualified for the position in the judgment of the Superintendent.

In cases in which more than one teacher has been involuntarily transferred from the same area of assignment, at the same school, and meet the above conditions, the teacher with the most seniority shall first be given the option to return.

The order of layoff of members of the bargaining unit shall be teachers having the least amount of teaching experience in the Gadsden County School System.

G. Recall

The School Board shall determine the positions in which recall will be made and the number of teachers to be recalled.

Teachers shall be recalled in the inverse order of layoff.

Notification of recall shall be made by certified mail to the address of record. Within ten (10) calendar days of receipt of the letter of recall, the teacher shall notify the District Personnel Office in writing whether he/she will accept reemployment. Failure to respond to the letter of recall within the required time automatically terminates the employee's right of recall.

H. Performance Issues/ Failing Schools

Before recommending an involuntary transfer based upon any performance problems, the Superintendent or his designee shall give notice of the performance problem(s) and time to address and respond to the concerns, and unless extenuating circumstances exist, the instructional bargaining unit member will be offered assistance and time to address and resolve the concerns. In addition, the following procedures shall apply:

a. Instructional bargaining unit members affected by recommendations for such an involuntary transfer which have been proposed for the upcoming year will be notified on or before May 1, unless extenuating circumstances exist.

b. A conference will be held, if requested by the instructional bargaining unit members, between the instructional bargaining unit member and the Superintendent and/or his/her designee to discuss the reasons for recommending a transfer, and to allow the instructional bargaining unit members the opportunity to present his/her side of the matter and his/her position regarding being transferred. Any instructional bargaining unit member attending a conference will have the right of Union representation upon the instructional bargaining unit member's request. A written report of the conference with an instructional bargaining unit member concerning a recommended transfer will be given to the instructional bargaining unit member within ten (10) working days of the conference.

c. The instructional bargaining unit members will receive written notice of the recommendation of the Superintendent of a transfer and will have the opportunity to appear at the School Board meeting at which the transfer will be presented for approval. Instructional bargaining unit members affected by involuntary transfer shall be notified in writing on or before July 1 unless extenuating circumstances exist which shall include, but not be limited to, absence of student performance data, school grades, funding, and reduction in programs.

Instructional bargaining unit members who are involuntarily transferred due to their assigned school being deemed as a failing school shall:

- a. be given written notice of their transfer with reason specific to their teaching or students' performance evaluation.
- b. be notified of their transferred assignment by July 1 unless extenuating circumstances exist which shall include, but not be limited to, absence of student performance data, school grades, funding, and reduction in programs.

ARTICLE VIII
TEACHER AUTHORITY AND PROTECTION

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

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

- B. Teachers shall not be required to perform tasks that would endanger their health or safety. In an emergency, teachers shall take necessary action to provide for the safety of themselves and their students and, as soon as possible, advise the site administrator of the situation.
- C. When a principal notifies a teacher that a written reprimand is to be filed in the personnel file of the teacher as a result of an action by a teacher, the teacher shall have the right to have present, upon request, a representative of the GCCTA at a conference between the principal and the teacher prior to the filing of said written reprimand.
- D. Materials relating to work performance, discipline, suspension, or dismissal must be reduced to writing and signed by a person competent to know the facts or make the judgment. No such materials may be placed in a teacher's personnel file that the teacher has not had the opportunity to see. A copy of the materials to be added to a teacher's personnel file shall be provided to the teacher either by certified mail return receipt requested or by personal delivery. A teacher shall sign any reviewed material. However, such signing does not indicate agreement but rather that the teacher has seen the material. In the event a teacher does not review and sign such material within two (2) working days after notification of the existence of such material, the material shall be filed in the personnel file. Upon request, a teacher, or any person designated in writing by the teacher, shall be permitted to examine the personnel file of such teacher. The teacher shall be permitted conveniently to reproduce any materials in the file, at a cost no greater than the fees prescribed in F.S. 119.07(1).
- E. The district is committed to a policy of "zero tolerance" on matters of student misbehavior, acts of violence or threatened acts of violence, and assault and battery on

school personnel. It is recognized that it is the teacher's responsibility to pursue the prosecution of perpetrators of such acts as defined by Board policy.

ARTICLE IX
GENERAL EMPLOYMENT PRACTICES

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

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

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

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

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

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

F. Teachers Voluntary Sick Leave Bank

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

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

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

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

5. Participation - Participation in the Sick Leave Bank is voluntary.
6. Utilization of Days -- Use of days from the Bank will be subject to the following conditions:
 - a. The claim must be based on a personal and catastrophic illness, injury, or accident.
 - b. Prior to eligibility, a teacher must exhaust all accumulated sick leave and other types of leave granted by the Board related to the accident, illness, or injury.
 - c. A teacher may not utilize more than sixty (60) days from the Bank without reapplication to the Committee for a further draw on the Bank. Such reapplication will be subject to all conditions that would apply to an original application.
 - d. The salary of a teacher participating in the Sick Leave Bank will be reduced by any benefits drawn from Worker's Compensation.
 - e. A teacher otherwise eligible for full disability retirement will not continue to utilize the Sick Leave Bank.
7. Abuse - Allegations of abuse of the Sick Leave Bank will be investigated by the Committee, which will submit a report of its investigation to the Board and the Association including a recommendation for appropriate action, if any. The School Board will consider the report and recommendation prior to taking such action on the matter as it deems proper.

H. The Association and the employer will work collaboratively to comply with any Federal or State law that has adverse impact on any bargaining unit member. A committee consisting of three members appointed by the bargaining unit and three members appointed by the Superintendent shall be established to work collaboratively to develop a district wide plan to develop implementation and guideline procedures relating to any federal or state law. This committee shall convene and shall report its findings to the School Board at a Board meeting. The committee shall be advisory in nature and devise its own internal working procedure. Shall the committee not convene and make its recommendations as required, the Board shall proceed as it deems appropriate in contractual matters that are mandatory subjects of bargaining in accordance with Florida Statute 447.

ARTICLE X HOLIDAYS

The Bargaining Unit shall be granted up to six (6) paid holidays. Said holidays shall be those days designated as holidays by the Board, and shall include all such holidays granted at any time during the school year. Teachers who are under contract for less than 196 days shall be paid for the holidays which occur during their contract period.

ARTICLE XI INSURANCE

A. Board shall provide for each employee, without cost to him/her, group term life and

dental insurance. The Board will contribute for each employee no less than seventy-five percent (75%) for Capital Health Plan Insurance monthly to be applied toward payment of the single rate premium for Hospital-Medical-Surgical insurance.

- B. The Board during the life of this Agreement may at its sole option increase or decrease any and/or all of the benefits provided under this plan notifying the GCCTA of any such increase(s) or decrease(s) at least thirty (30) days in advance.
- C. An insurance committee consisting of 3 members appointed by each bargaining unit and 3 members appointed by the Superintendent shall be established to investigate insurance alternatives and make recommendations to the Board and their respective members. This committee shall convene in January of each year and shall report its findings to each party prior to the regularly scheduled March Board meeting. The committee shall be advisory in nature and devise its own internal working procedure. Should the committee not convene and make recommendations as required, the Board shall proceed, as it deems appropriate in matters relating to its insurance provisions.

ARTICLE XII PROFESSIONAL COMPENSATION

The basic salaries of teachers covered by this Agreement shall be set forth in Appendix A of this Agreement, which is based on increases for each degree earned and each completed year of teaching experience. Instructional personnel who are rated needs improvement/developing, effective or highly effective will receive increases each year beginning with the first payroll check of the year as reflected in the currently adopted salary schedule. Supplemental salaries will be set forth in Appendix B and D.

For each teacher who enters a written contract in this district who was not employed in this district as of June 30, 2001, for the purpose of pay, the district will recognize and accept each year of full time school teaching service earned in the state of Florida or outside the state and for which the employee received a satisfactory performance evaluation. It shall be the responsibility of the teacher to provide the district personnel office with verification of such experience and proof of satisfactory performance.

In order for credit for any such experience gained in any given school year to be so allowed, the same must be based on employment and efficient service in the same school system or institution of higher education for more than one half (½) of the duty days in that year. PROVIDED, HOWEVER, that each vocational teacher or other teacher qualifying for certification on the basis of nonacademic preparation may substitute for professional educational employment experience as above described, and subject to all applicable conditions hereinbefore set out, duly verified successful full-time paid work experience in the specific vocational field covered by her/his teaching certificate. In the computation of such work experience, any amount of such work experience totaling more than six (6) months and occurring within the same twelve-month period shall be counted as one year.

Reemployment after retirement- All retirees who remain unemployed for the appropriate time as defined by law and are reemployed with the school board will be placed on the salary schedule at the beginning years of experience of their appropriate degree level. Retirees will have the ability

to move through normal step progressions for each year of service. Retirees who return to service with the school board will remain on annual contract status until their relationship with the district is severed.

For the 2013-2014 school year only, the following criteria will be used to disseminate the funds designated by the State of Florida as teacher raises. This procedure will become null and void on June 30, 2014.

1. Those employees eligible to receive the teacher raise money are those employees defined in Article II of the GCCTA contract as included in the union as well as school based administrators.
2. To be eligible to receive the teacher raise money, the employees must have been credited with serving a full year as defined in the Florida Statutes for the 2012-2013 school year and be rehired for the 2013-2014 school year on or before September 1, 2013.
3. The date certain for finalizing the list of eligible employees shall be September 1, 2013. Anyone in the eligible employment classes hired after that date will not be eligible to receive this money.
4. The current salary schedule will be used as a placement schedule for new hires that are hired after September 1, 2013.
5. A revised salary schedule will be developed for those receiving this money that will reflect the adjusted salary designations based on applying the money given by the state for teacher raises.
6. It is understood that once the number of eligible employees is confirmed required benefits will be deducted and the remainder of the allocation will be divided among eligible employees equally.

ARTICLE XIII MISCELLANEOUS

A. This agreement shall constitute the full and complete understandings and commitments between both parties and may be altered, changed, added to, deleted from or modified only through the voluntary mutual consent of the parties in written and signed amendment to this Agreement; provided, however, that nothing contained in this Agreement shall be construed to obligate either party to negotiate or bargain collectively with respect to any subject or matter whatever.

B. Should any provision of this Agreement be declared illegal by a court of competent jurisdiction, said provision shall be automatically deleted to the extent that it violated the law but the remaining provisions shall remain in full force and effect for the duration of this Agreement, if not affected by the deleted provision.

ARTICLE XIV TERMINAL PAY

A. All payments made pursuant to this Article shall be subject to law and rules and regulations of the Florida State Board of Education.

B. Terminal pay for accumulated sick leave will, except as hereinafter otherwise indicated, be provided to all full-time teachers at resignation without retirement, at normal retirement, when the teacher elects to participate in the Deferred Retirement Option Program (DROP), or to the beneficiary if such service is terminated by death. The sick leave days used in calculating the amount of such terminal pay shall not include any such days earned otherwise than in full-time service of this School District. Such terminal pay shall not exceed an amount determined as follows:

1. For the individual herself/himself, upon separation from such service by resignation without retirement, PROVIDED that he/she must then have been in the full-time creditable service of this School District for at least twenty (20) years: the daily rate of pay of the individual at that time multiplied by one hundred (100) percent times the number of days of accumulated sick leave.
2. For the individual herself/himself, upon normal retirement, or DROP enrollment PROVIDED that he/she must then have been in the full-time creditable service of this School District for at least ten (10) creditable years, a sum determined by multiplying the individual's then current average daily rate of pay by her/his number of days accumulated sick leave, times a percentage figure depending on her/his number of years of such service, as hereinafter indicated:
 - After the 10th year.....50%
 - After the 11th year.....50%
 - After the 12th year.....50%
 - After the 13th year.....65%
 - After the 14th year.....70%
 - After the 15th year.....75%
 - After the 16th year.....80%
 - After the 17th year.....85%
 - After the 18th year.....90%
 - After the 19th year.....95%
 - After the 20th year.....100%
3. For the beneficiary, upon the death of the individual in the service of this School District, a sum determined by multiplying the decedent's then current average daily rate of pay by her/his number of days of accumulated sick leave, times a percentage figure depending on her/his number of years of such service, as hereinafter indicated:
 - During the first 3 years.....35%
 - During the next 3 years.....40%
 - During the next 3 years.....45%
 - During the next 3 years.....50%
 - During the 13th year.....60%
 - During the 14th year.....65%
 - During the 15th year.....70%
 - During the 16th year.....75%
 - During the 17th year.....80%
 - During the 18th year.....85%
 - During the 19th year.....90%
 - During the 20th year.....95%
 - During and after the 21st year.....100%

Such terminal pay, when paid upon registration without retirement, or upon normal retirement, shall be paid only where the individual's resignation or retirement is concurrent in time with her/his separation from the full-time service of this School District, unless the teacher is participating in DROP, and then only if he/she is resigning or retiring under favorable circumstances, and not, for example, if the individual is being or has been dismissed by the Board, or if proceedings for such dismissal are pending. Further, such payment shall not be made if, within three (3) calendar years preceding the individual's separation from the full-time service of this School District, the individual has or shall have been convicted, under the laws of the United States of America or any State thereof, of a felony. The plea of guilty in any court, of the decision of guilty by any court, or the forfeiture of a bond in any court of law, or the written acknowledgment of having so committed any such offense, duly witnessed and made to the Superintendent or his duly appointed representative or the School Board, shall, for the purpose of this Article, have the same effect as that of a conviction of the offense.

A teacher who participates in DROP will receive pay for accumulated sick leave as indicated above. The rate of pay for such leave shall be based upon the salary rate of the teacher at the time DROP begins. Such leave shall be paid in annual installments during each of the years of DROP participation. The initial payment will be made during the first month of DROP, with subsequent payments made during the retirement anniversary months. Leave accrued during DROP will be included in the final payment and will be paid at the salary rate of the retiring teacher upon separation from service according to provisions outlined applicable Florida Statutes.

A teacher who begins participation in DROP, but elects to cancel DROP shall, within six (6) months of the DROP cancellation, repay the Gadsden County School Board all sick leave pay previously received as a part of DROP. Such sick leave time when repaid, will be returned to the account of the teacher as if there had been no DROP participation.

- C. "Normal retirement", as used in this Article, shall mean retirement as defined in subsection 231.40(2), Florida Statutes, 1979.
- D. Terminal pay for accumulated sick leave paid to any person pursuant to this Article shall totally replace and be in lieu of any and all payments to which the recipient might otherwise be entitled pursuant to any rule or other provision by the Board relating to terminal pay for accumulated sick leave.

TERM OF AGREEMENT

Subject to applicable law, rules and regulations, this Agreement shall become effective when approved and ratified by the Board and the Bargaining Unit and signed by the parties, and shall continue in effect through June 30, 2015.

This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date last aforesaid.

Should any provision of this Agreement be declared illegal by a court of competent jurisdiction or legislative action, said provision shall be automatically deleted to the extent that it violated the law but the remaining provisions shall remain in full force and effect for the duration of this Agreement, if not affected by the deleted provision.

After ratification of this multiyear contract, that parties agree that once in each calendar year of this Agreement, the GCCTA may, upon written request made to the Board, reopen Appendix A, B, and C and each party, may, at its sole option, upon written request made to the other party, reopen two (2) articles other than Appendix A, B, and C specifying such other articles so to be reopened.

Gadsden County Classroom
Teachers Association

The School Board of Gadsden
County, Florida

By: _____
GCCTA President

By: _____
Chairperson

Date: _____

Date: _____

By: _____
Big Bend Executive Director

By: _____
Superintendent of Schools

Date: _____

Date: _____

By: _____
GCCTA Negotiations Chair

By: _____
District Negotiator

Date: _____

Date: _____

**INSTRUCTIONAL
Appendix A**

2013-2014

STEP	BACHELORS/ VOCATIONAL	MASTERS	SPECIALIST IN EDUCATION	PHD
00	30,910	32,178	32,729	33,391
01	31,145	32,413	32,964	33,625
02	31,380	32,648	33,199	33,860
03	31,615	32,883	33,434	34,095
04	31,853	33,121	33,672	34,333
05	32,092	33,360	33,911	34,572
06	32,335	33,602	34,153	34,814
07	32,576	33,844	34,395	35,056
08	32,946	34,212	34,764	35,425
09	33,312	34,579	35,130	35,791
10	33,751	35,018	35,569	36,230
11	34,186	35,454	36,005	36,666
12	34,623	35,891	36,442	37,104
13	35,189	36,457	37,008	37,669
14	35,817	37,084	37,635	38,296
15	36,447	37,713	38,265	38,926
16	37,078	38,346	38,897	39,558
17	37,713	38,981	39,532	40,194
18	38,349	39,616	40,167	40,828
19	38,987	40,254	40,806	41,467
20	39,627	40,894	41,445	42,106
21	40,260	41,528	42,079	42,740
22	40,916	42,183	42,734	43,395
23	41,686	42,953	43,504	44,165
24	42,464	43,732	44,283	44,944
25	43,547	44,814	45,365	46,027
26	46,208	47,475	48,026	48,687

**APPENDIX B
SUPPLEMENTAL PAY SCHEDULE 2013-2014**

POSITION	ACTIVITY	% of B-0	09-10
Athletic Director	Senior High	5%	\$1,546
	Middle	4%	\$1,236
Head Coach	Football-Sr. High	10%	\$3,091
	Football-Middle	9%	\$2,782
	Basketball-Sr. High	9%	\$2,782
	Basketball-Middle	6%	\$1,855
	Baseball-Sr. High	6%	\$1,855
	Baseball-Middle School	4%	\$1,236
	Softball-Sr. High	6%	\$1,855
	Softball-Middle	4%	\$1,236
	Volleyball-Sr. High	6%	\$1,855
	Volleyball-Middle	4%	\$1,236
	Track & Field-Sr. High	6%	\$1,855
	Cross Country	6%	\$1,855
	Weightlifting-Sr. High	4%	\$1,236
	Wrestling-Sr. High	4%	\$1,236
	Track & Field-Middle	4%	\$1,236
	Golf	4%	\$1,236
	Tennis	4%	\$1,236
Soccer	6%	\$1,855	
Assistant Coaches	Football-Sr. High	7%	\$2,164
	Football-Middle	6%	\$1,855
	Basketball-Sr. High	6%	\$1,855
	Volleyball-Sr. High	4%	\$1,236
	Baseball-Sr. High	4%	\$1,236
	Softball-Sr. High	4%	\$1,236
	Track-Sr. High	4%	\$1,236
	Other Positions	Band Director-Sr. High	6%
	If Choral also, add	4%	\$1,236
	Choral Director-Sr. High	5%	\$1,546
	Band Director-Middle	5%	\$1,546
	If Choral also, add	3%	\$927
	Choral Director-Middle	4%	\$1,236
	Band Director-Elementary	3%	\$927
	Band Assistant	4%	\$1,236
	Majorette Sponsor, Sr. High	5%	\$1,236
	Varsity Cheerleader Sponsor-Sr. High	5%	\$1,546
	Jr. Varsity Cheerleader Sponsor-Sr.	4%	\$1,236
	Cheerleader Sponsor-Middle	4%	\$1,236
	Special Olympics Coordinator	4%	\$1,236
	Newspaper Sponsor-Sr. High/Middle	3%	\$927
	Yearbook Sponsor-Sr. High/Middle	3%	\$927
	Student Council Sponsor-Sr. High	3%	\$927
	Student Council Sponsor-Middle	3%	\$927

Appendix C

TEACHER PAY CALENDAR

Teachers on ten (10) months contract will be paid in twelve equal payments. Payments will begin in September and end in June. Payments will be made on the 10th day of each month or the last working day before the 10th day of each month, except that the final two (2) installments will be issued on June 30. During any remaining years of this agreement, the School Board will determine the uniform pay date, based on the school calendar. No payment will be made for services prior to those services being performed, nor prior to all leave forms being received in the finance office.

TEACHER PAY CALENDAR FOR 2013-2014

September	10, 2013	February	10, 2014
October	10, 2013	March	10, 2014
November	8, 2013	April	10, 2014
December	10, 2013	May	9, 2014
January	10, 2014	June	30, 2014

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

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

Salaries

All eligible teachers hired prior to September 1, 2013 and reemployed for the 2013-2014 school year, and who received a teacher evaluation rating of effective or higher, will receive a salary adjustment of One Thousand Nine Hundred Dollars (\$1,900.00). Eligible teachers who receive a teacher evaluation rating of "needs improvement/developing" shall receive a **one time bonus** of Five Hundred Dollars (\$500.00).

Should any provision of this Agreement be declared as an unfunded mandate from the Florida Legislature and that the state fails to provide funding for salary increases in a manner similar to and as intended in the Teacher Allocation fund from the 2013 Legislative Session, the District and bargaining unit members of GCCTA will be held harmless. In conjunction with such implementation of the Teacher Allocation fund, both parties mutually agree to commence negotiations immediately to develop a new salary structure for the 2014-2015 school year in compliance with state law and based on available funds.

Contract Language

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

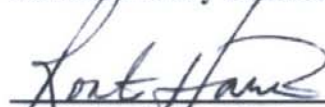
Article II	Article IV
Article V	Article XII
Term of Agreement	

This Memorandum of Agreement shall expire June 30, 2015.


Gadsden County School District


Gadsden County Classroom Teachers Association


Roger Milton, Chairperson 11/25/13
Date


Ronte Harris, President 11/25/13
Date


Reginald James, Superintendent 11/25/13
Date


Arnitta Grice-Walker, Chief Negotiator 11/26/13
Date


Rocky Pace 11/25/13
Date


Michael Monroe, Director BBSU 11/25/13
Date


Paul Burdette, Regional Specialist FEA 11/25/13
Date

R. W. Smith

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10a

DATE OF SCHOOL BOARD MEETING: December 17, 2013

TITLE OF AGENDA ITEM: Fire and Safety Inspections of Educational Facilities

DIVISION: Facilities

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

PURPOSE AND SUMMARY OF ITEM: For Board approval of Fire and Safety inspections district wide as per Florida School Law 1013.12. Inspection services will be performed by A G & B Safety Inspectors of Jasper, FL and are scheduled to be completed in January 2014.

*District will piggyback contract held by vendor with PAEC.

FUND SOURCE: 110

AMOUNT: \$11,303.87

PREPARED BY: Wayne Shepard *W.S.*

POSITION: Director of Facilities

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered

CHAIRMAN'S SIGNATURE: page(s) numbered

Be sure that the COMPTROLLER has signed the budget page.

This form is to be duplicated on light blue paper.

Contract Summary

Contractor AG & B Safety Inspectors

Contractor Address 588 Nw. Harris Lake Dr., Lake City, FL 32055

Contractee Panhandle Area Educational Consortium, through its District of Record, the Washington County School Board

Contractee Address 753 West Boulevard, Chipley, Florida 32428

Begin Date July 1, 2013 **End Date** June 30, 2014

Amount of Contract .008 per sq. ft. plus \$25/per report for district safety report. \$15.00 per report Online Report.

Payment Schedule upon submission of invoice after each inspection.

Contractor Terms of Service

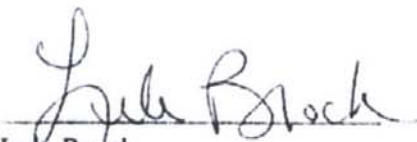
1. Conduct a comprehensive safety inspection, State Requirements of Educational Facilitates - (SREF) for schools as a service to the PAEC-Risk Management Program and PAEC member districts.
2. Cooperate with PAEC in completing paperwork necessary for completion of the Fire & Safety Inspection Forms.
3. Enter a summary report of violations on the state fire marshal website for each facility inspected, which will be charged as a report.
4. Contractor is responsible for all travel and periderm incurred by the grantee during this contract period.
5. The contractor as defined by the Attorney General Opinion No. 062-120, will perform all services and furnish all labor at the Payee/Grantee's risk assuming full responsibility for completion of the services stipulated.


Contractee Terms of Service

1. Provide payment to the contractor in a timely manner at the rate of .008 per sq. ft. and \$25.00 per report, district safety reports, \$15.00 for online reports.

Participating Districts Calhoun, Franklin, Gulf, Holmes, Jackson, Jefferson, Liberty, Madison, Wakulla, Walton, Washington

PAEC Project Name(s) RM/PC/Surplus

Program Coordinator 
Lele Brock

Executive Director 
Patrick L. McDaniel

RMAC : May 15, 2013
PAEC BOD: May 16, 2013
WCSB Date: June 10, 2013

Division of State Fire Marshal

BUREAU OF FIRE STANDARDS AND TRAINING

Hereby Awards this

FIRESAFETY INSPECTOR I Certificate of Compliance

to

RONALD E. HOBBS

Expires the 31st Day of March, 2016

By virtue of full compliance with the fire inspection training requirements
Prescribed in Section 633.081, F.S. and by the Rules and Regulations of the
Florida Division of State Fire Marshal.



State Fire Marshal



Bureau Chief



Director

AG & B SAFETY INSPECTORS

National and State Certified
Fire Safety Inspectors

Ronald Hobbs,
President

588 NW Harris Lake Dr
Lake City, Florida 32055

Phone: (386) 397-5191
Email:
agbsafety@windstream.net

TAX ID # 20-3246881 PROPOSAL Gadsden County Schools

December 4, 2013

Gadsden County Schools
Attn: Mrs. Mary Rutten
Office Manager
35 Martin Luther King, Jr. Blvd.
Quincy, Florida 32351

Re: Risk Management/Property Casualty
Fire and Safety Inspections for Gadsden County

Fire and Safety Inspection Services for Gadsden County facilities, (completed in January 2014) 1,332,984 square feet x .008	\$ 10,663.87
Safety Reports for Educational Facilities Gadsden County (16 reports)	\$ 400.00
Safety Reports entered on State Fire Marshal Site (16 reports)	\$ 240.00

TOTAL AMOUNT DUE

\$ 11,303.87

____ Ronald Hobbs ____
Ronald Hobbs, Inspector No. 174939

NOTE ADDRESS CHANGE

Gadsden County School Facilities 2012-2013

District	Name of Facility	Square Footage	Date of inspection	Name of Inspector	Date Entered fire marshal
Gadsden	George W. Munroe Elementary School	87,796	1/7/2013	Chris Cooksey	1/13/2014
Gadsden	James A. Shanks Middle School	130,289	1/7/2013	Chris Cooksey	1/13/2014
Gadsden	M D Walker Administrative Center	62,375	1/7/2013	Ronald Hobbs	1/13/2014
Gadsden	Transportation Center	17,530	1/7/2013	Ronald Hobbs	1/13/2014
Gadsden	Gadsden Technical Institute	50,927	1/7/2013	Ronald Hobbs	1/13/2014
Gadsden	Stewart Street Elementary School	75,894	1/7/2013	Ronald Hobbs	1/13/2014
Gadsden	Carter-Parramore Alternative School	103,546	1/7/2013	Chris Cooksey	1/13/2014
Gadsden	Chattahoochee Elementary School	58,722	1/8/2013	Ronald Hobbs	1/14/2014
Gadsden	Gretna Elementary School	52,575	1/8/2013	Ronald Hobbs	1/14/2014
Gadsden	Saint Johns Elementary School	49,597	1/8/2013	Ronald Hobbs	1/14/2014
Gadsden	Gadsden Elementary Magnet School	54,989	1/8/2013	Ronald Hobbs	1/14/2014
Gadsden	West Gadsden High School	116,980	1/8/2013	Chris Cooksey	1/14/2014
Gadsden	Greensboro Elementary School	78,526	1/8/2013	Chris Cooksey	1/14/2014
Gadsden	Havana Elementary School	78,093	1/9/2013	Ronald Hobbs	1/15/2014
Gadsden	Havana Middle School	103,489	1/9/2013	Ronald Hobbs	1/15/2014
Gadsden	East Gadsden High School	211,656	1/9/2013	Chris Cooksey	1/14/2014
	TOTAL FOOTAGE	1,332,984			
	16 centers (Reports)				

R. Smith

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10b

DATE OF SCHOOL BOARD MEETING: December 17, 2013

TITLE OF AGENDA ITEM: Inspections for Havana Middle School Project

DIVISION: Facilities

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

PURPOSE AND SUMMARY OF ITEM: For School Board Approval to add inspection fee services to scope of work for Clemons, Rutherford, & Associates, Inc. (cost \$32,312.00) (see backup). This cost was presented in budget cost to board on November 25, 2013 workshop.

FUND SOURCE: Capital Outlay

AMOUNT: \$32,312.00

PREPARED BY: Wayne Shepard

POSITION: Director of Facilities

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the COMPTROLLER has signed the budget page.

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CLEMONS, RUTHERFORD & ASSOCIATES, INC.
 ARCHITECTS ♦ PLANNERS ♦ INTERIOR DESIGNERS ♦ CONSTRUCTION MANAGERS

2027 Thomasville Road ♦ Tallahassee, Florida 32308 ♦ (850) 385.6153 ♦ fax: (850) 386.8420

November 7, 2013

Mr. Wayne Shepard
 Facilities Planning
 Gadsden County Schools

**RE: Havana MS Addition
 Add Service Fee Proposal
 Plans Review and Inspections**

Dear Mr. Shepard:

Thank you for utilizing Clemons, Rutherford & Associates for your architectural and engineering needs. We are pleased to offer the following proposal for your review and consideration. As discussed previously, the decision was made to hire independent plans reviewers and construction inspectors. This scope and expense is not currently covered in our agreement so we are asking to amend our agreement accordingly. The scope of work shall include the following:

Scope:

- FBC Plans review for Permitting
- FBC Permitting fee
- Inspection of construction for compliance with FBC, 62 trips budgeted
- Life Safety plans review
- Life Safety construction inspection for compliance with FFPC, 75% and 100% inspections

Fees:

FBC review and inspections, Not to Exceed:	\$28,172.00
Life Safety review and inspections, Not to Exceed:	\$ 4,140.00
Total Not to Exceed Amount:	\$32,312.00

Please note that the general contractor greatly controls the number of inspections requested and required. The fees provided are based on an estimated quantity based on experience but in no way guarantees the total number of inspections or the final fee. We will encourage the general contractor to plan for the greatest efficiency to help enable the final fee to be below the budgeted fee provided.

If you need any additional information concerning this proposal, please do not hesitate to contact me.

Sincerely,

James H. Lewis
 Production Manager / Architect

Authorization By:

Signature _____

Title _____

Date _____



Wayne Shepard < shepardw@gcpsmail.com>

inspections and permitting proposal

4 messages

James Lewis < jlewis@clemons-rutherford.com>

Thu, Nov 7, 2013 at 8:23 AM

To: "Wayne Shepard (shepardw@mail.gcps.k12.fl.us)" <shepardw@mail.gcps.k12.fl.us>

Wayne,

Attached is the proposal for plans review, permitting and inspections. I believe it falls within the range mentioned by Greg several weeks ago. If you have any questions please do not hesitate to call.

Thanks,

Production Manager/Architect

LEED AP, BD+C

Clemons, Rutherford & Assoc., Inc.

2027 Thomasville Road

Tallahassee, FL 32327

<mailto:jlewis@clemons-rutherford.com>

Work: 904-533-1272

Mobile: 904-533-1272

Inspections Proposal.pdf
57K

Wayne Shepard < shepardw@gcpsmail.com>

Thu, Nov 7, 2013 at 9:33 AM

To: James Lewis <jlewis@clemons-rutherford.com>

James

What company or person will be doing the inspections

[quoted text hidden]

James Lewis < jlewis@clemons-rutherford.com>

Thu, Nov 7, 2013 at 9:43 AM

To: Wayne Shepard <shepardw@gcpsmail.com>

Building Code Administrative Services for FBC work

Fire Prevention Specialists for Life safety work

From: Wayne Shepard [mailto:]
Sent: Thursday, November 07, 2013 9:34 AM
To: James Lewis
Subject: Re: inspections and permitting proposal

[Quoted text hidden]

Wayne Shepard <shepardw@gcpsmail.com>
To: James Lewis <jlewis@clemons-rutherford.com>

Thu, Nov 7, 2013 at 10:00 AM

Thanks

[Quoted text hidden]