

AGENDA

REGULAR SCHOOL BOARD MEETING

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

March 24, 2026

6:00 P.M.

THIS MEETING IS OPEN TO THE PUBLIC

1. CALL TO ORDER
2. OPENING PRAYER
3. PLEDGE OF ALLEGIANCE
4. RECOGNITIONS
5. CITIZEN COMMENTS AND CONCERNS

ITEMS FOR CONSENT

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

- a. February 24, 2026, 4:30 p.m. – School Board Financial Workshop
- b. February 24, 2026, 6:00 p.m. - Regular School Board Meeting

ACTION REQUESTED: The Superintendent recommends approval.

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

- a. Personnel 2025 – 2026 – **SEE PAGE #4**
- b. Personnel 2026 – 2027 – **SEE PAGE #6**

ACTION REQUESTED: The Superintendent recommends approval.

8. BUDGET AND FINANCIAL TRANSACTIONS

- a. ESE 348 Revised Pages – **SEE PAGE #7**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

9. AGREEMENTS/CONTRACT/PROJECT APPLICATIONS

a. Contract Extension - **SEE PAGE #10**

Fund Source: General Fund

Amount: \$29,250.00

ACTION REQUESTED: The Superintendent recommends approval.

b. Gadsden Educational Staff Professional Association Agreement 2024 – 2027 School Years Collective Bargaining Agreement – **SEE PAGE #15**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

10. SCHOOL FACILITY/PROPERTY

a. FEMA Projects - **SEE PAGE #60**

Fund Source: Hurricane Michael Insurance / General Fund

Amount: See Attachment

ACTION REQUESTED: The Superintendent recommends approval.

b. Request to Discard Property – **SEE PAGE #62**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

c. B & T Fencing – **SEE PAGE #65**

Fund Source: General Funds

Amount: \$16,107.38

ACTION REQUESTED: The Superintendent recommends approval.

d. Threshold Inspection Services – **SEE PAGE #68**

Fund Source: PECO Funds

Amount: \$65,000.00

ACTION REQUESTED: The Superintendent recommends approval.

e. Brooks Building Solution Proposal – **SEE PAGE #76**

Fund Source: General Funds

Amount: \$19,397.40

ACTION REQUESTED: The Superintendent recommends approval.

f. Appraisal and Sale of District Properties – **SEE PAGE #83**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

11. EDUCATIONAL ISSUES

- a. George W. Munroe Elementary School Out-of-State Field Trip Request – **SEE PAGE #87**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

ITEMS FOR DISCUSSION

12. EDUCATIONAL ITEMS BY THE SUPERINTENDENT

13. SCHOOL BOARD REQUESTS AND CONCERNS

14. ADJOURNMENT



THE GADSDEN COUNTY SCHOOL DISTRICT

Educating Every Student Today, Making Gadsden Stronger Tomorrow

Elijah Key, Superintendent of Schools

35 Martin Luther King, Jr. Blvd Quincy, Florida 32351

Main: (850) 627-9651 or Fax: (850) 627-2760

www.GadsdenSchools.org

March 24, 2026

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 7A Instructional and Non-Instructional Personnel 2025-2026

Item 7B Instructional and Non-Instructional Personnel 2026-2027

The following reflects the total number of full-time employees in this school district for the 2025-2026 school term, as of March 24, 2026.

<u>Description Per DOE Classification</u>	<u>DOE Object#</u>	<u>#Employees March 2026</u>
Classroom Teachers and Other Certified	120 & 130	297.00
Administrators	110	56.00
Non-Instructional	150, 160, & 170	351.00
		<u>704.00</u>
Part Time Instructional		2.00
Part Time Non-Instructional		3.00
Total		<u>5.00</u>
100% Grant Funded		164.00
Split Grant Funded		25.00
Total Grant Funded of 704 Employees		<u>189.00</u>

Sincerely,

Elijah Key, Jr.
Superintendent of Schools

Cathy S. Johnson
DISTRICT NO. 1
Havana, FL 32333
Midway, FL 32343

Steve Scott
DISTRICT NO. 2
Quincy, FL 32351
Havana, FL 32333

Leroy McMillan.
DISTRICT NO. 3
Chattahoochee, FL 323324
Greensboro, FL 32330

Charlie D. Frost
DISTRICT NO. 4
Gretna, FL 32332
Quincy, FL 32352

Stacey Hannigon
DISTRICT NO. 5
Quincy, FL 32351
Midway, FL 32343

AGENDA ITEM 7A INSTRUCTIONAL AND NON-INSTRUCTIONAL 2025/2026

INSTRUCTIONAL

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Merricks, Christian	GCHS	Teacher	03/04/2026
Robinson, Natasia	District/ESE	School Social Worker	03/03/2026

NON INSTRUCTIONAL

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Altamirano, Robert	GBES	Educational Paraprofessional	02/23/2026
Cloud, Aaron	CES	Custodial Assistant	02/11/2026
McCall, Barbara	GWM	Custodian	03/02/2026
Phillips, James	Transportation	Vehicle Mechanic Foreman	03/02/2026
Quinteros, Amanda	GWM	Educational Paraprofessional	03/02/2026

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

LEAVE

<u>Name</u>	<u>Location/Position</u>	<u>Beginning Date</u>	<u>End Date</u>
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RESIGNATION

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Gray, John	CPA	Teacher	02/24/2026
Harden, Victoria	HMS	Teacher	03/13/2026
Morley, Keith	WGMS	TOSA	02/26/2026
Phillips, James*	Transportation	Mechanic II	02/27/2026
Rowan, Megan	GBES	Teacher	03/27/2026

*Resigned to accept another position within the District

TRANSFERS

<u>Name</u>	<u>Location/Position Transferring From</u>	<u>Location/Position Transferring To</u>	<u>Effective Date</u>
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DROP RETIREMENT

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
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RETIREMENT

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
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TERMINATION

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
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OUT OF FIELD

<u>Name</u>	<u>Location</u>	<u>Area Out of Field</u>	<u>Effective Date</u>
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SUBSTITUTES

<u>Teacher</u>	<u>Custodian</u>	<u>Bus Driver</u>
Brown, Frances	McCall, Barbara	Angela Canty
Franklin, Stone		
Johnson, Jamiracle		

AGENDA ITEM 7B INSTRUCTIONAL AND NON-INSTRUCTIONAL 2026/2027

INSTRUCTIONAL

PROFESSIONAL STATUS (PS)

Bryant, Antionette
Denington, William
Harris, Ronte
Wright, Jo Lynda

NON-INSTRUCTIONAL

PERMANENT (NP)

Educational Paraprofessionals

Bouie, Veronica
Bush, Thahaya
Childress, Melinda
Fields, Sandra
McSwain, Cassandra
Thompson, Felicia
Tsigbey, Jennifer
Wright, Shandra

Jackson, Patricia
Lanier, Tron
Maynor, Charlie
McNealy, Nathaniel

ESE Self Help Assistant

Jessie, Cassandra

Bus Attendants

Brown, Latoya
Jackson, Sharon
Scott, Hope
Wilson-Mitchell, Renesia

Custodians

Betsey, Antwan
Jones, Marshall
Lee, Willie
Oliver, Clifford
Robinson, Lamar
Seymore, David
Wimbush, Rondal

Transportation

Rodriguez, Carlos

Maintenance

McCall, Isaac
Pride, Michael
Yon, Dennis

Custodial Assistants

Alexander, Estelle
Favors, John
Hobbs, Carolyn
Woods, Terell

School Food Service Workers

Mitchell, Jennifer
Reglin, Earnestine
Williams, Pamela

Bus Drivers

Akery, Jennifer
Austin, Tony
Bostick, Amos
Christian, Wanzella
Coster, Linda
Goldwire, Lalisa
Holloman, Sharon

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO: 8a

DATE OF SCHOOL BOARD MEETING: 3/24/2026

TITLE OF AGENDA ITEM: ESE 348 – Revised pages

DIVISION: Business & Finance

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

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

The following pages were revised as the result of completing the ESE 145. The changes do not negatively impact the fund balance.

Page 18 – Nonvoted Capital Improvements, Net Changes in Fund Balances – from \$1,284,448.19 to \$1,284,448.04. Total Fund Balances from \$2,624,744.92 to \$2,624,744.77.

Page 23 – Govenmental Activities, Total, Liability for Compensated Absences – from \$4,009,218.51 to \$4,009,218.54. Govenmental Activities, Total, Net Pension Liability – from \$30,256,976.00 to \$29,656,976.00. Total Long-Term Liabilities – from \$36,111,374.62 to \$35,511,374.65.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Marleni Bruner

POSITION: Director of Finance

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 _____

OTHER FINANCING SOURCES (USES) and CHANGES IN FUND BALANCE	Account Number	Capital Outlay Bond Issues (COBI) 310	Special Act Bonds 320	Sections 1011.14 and 1011.15, F.S., Loans 330	Public Education Capital Outlay (PECO) 340	District Bonds 350	Capital Outlay and Debt Service Program (CO&DS) 360	Nonvoted Capital Improvement Section 1011.71(2), F.S. 370	Voted Capital Improvement Fund 380	Other Capital Projects 390	ARRA Economic Stimulus Capital Projects 399	Totals
Issuance of Bonds	3710											0.00
Premium on Sale of Bonds	3791											0.00
Discount on Sale of Bonds (Function 9299)	891											0.00
Proceeds of Lease-Purchase Agreements	3750											0.00
Premium on Lease-Purchase Agreements	3793											0.00
Discount on Lease-Purchase Agreements (Function 9299)	893											0.00
Loans	3720											0.00
Sale of Capital Assets	3730											0.00
Loss Recoveries	3740											0.00
Proceeds of Forward Supply Contract	3760											0.00
Proceeds from Special Facility Construction Account	3770				24,354.00							24,354.00
Transfers In:												
From General Fund	3610											0.00
From Debt Service Funds	3620											0.00
From Special Revenue Funds	3640											0.00
Interfund	3650											0.00
From Permanent Funds	3660											0.00
From Internal Service Funds	3670											0.00
From Enterprise Funds	3690											0.00
Total Transfers In	3600	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfers Out: (Function 9700)												
To General Fund	910				(316,223.00)			(2,604,288.58)				(2,920,511.58)
To Debt Service Funds	920											0.00
To Special Revenue Funds	940											0.00
Interfund	950											0.00
To Permanent Funds	960											0.00
To Internal Service Funds	970											0.00
To Enterprise Funds	990											0.00
Total Transfers Out	9700	0.00	0.00	0.00	(316,223.00)	0.00	0.00	(2,604,288.58)	0.00	0.00	0.00	(2,920,511.58)
Total Other Financing Sources (Uses)		0.00	0.00	0.00	(316,223.00)	0.00	0.00	(2,604,288.58)	0.00	0.00	0.00	(2,896,157.58)
Net Change in Fund Balances		0.00	0.00	0.00	0.00	0.00	373,705.91	1,340,296.73	0.00	(32,577.60)	0.00	1,681,425.04
Fund Balance, July 1, 2024	2800				0.00		1,244,439.58	1,284,448.04		5,617,637.13		8,146,524.75
Adjustments to Fund Balances	2891											0.00
Ending Fund Balance:												
Non-spendable Fund Balance	2710											0.00
Restricted Fund Balance	2720						1,618,145.49	2,624,744.77		5,585,059.53		9,827,949.79
Committed Fund Balance	2730											0.00
Assigned Fund Balance	2740											0.00
Unassigned Fund Balance	2750											0.00
Total Fund Balances, June 30, 2025	2700	0.00	0.00	0.00	0.00	0.00	1,618,145.49	2,624,744.77	0.00	5,585,059.53	0.00	9,827,949.79

DISTRICT SCHOOL BOARD OF GADSDEN COUNTY
 SCHEDULE OF LONG-TERM LIABILITIES
 June 30, 2025

Exhibit K-12
 FDOE Page 23
 Fund 601

	Account Number	Governmental Activities Total Balance [1] June 30, 2025	Business-Type Activities Total Balance [1] June 30, 2025	Total	Governmental Activities - Debt Principal Payments 2024-25	Governmental Activities - Principal Due Within One Year 2025-26	Governmental Activities - Debt Interest Payments 2024-25	Governmental Activities - Interest Due Within One Year 2025-26
Notes Payable	2310			0.00				
Obligations Under Leases and SBITA	2315			0.00				
Bonds Payable								
SBE/COBI Bonds Payable	2321			0.00				
District Bonds Payable	2322	660,734.11		660,734.11	175,368.77	181,168.04	31,595.96	20,198.58
Special Act Bonds Payable	2323			0.00				
Motor Vehicle License Revenue Bonds Payable	2324			0.00				
Sales Surtax Bonds Payable	2326			0.00				
Total Bonds Payable	2320	660,734.11	0.00	660,734.11	175,368.77	181,168.04	31,595.96	20,198.58
Liability for Compensated Absences	2330	4,009,218.54		4,009,218.54				
Lease-Purchase Agreements Payable								
Certificates of Participation (COPS) Payable	2341			0.00				
Qualified Zone Academy Bonds (QZAB) Payable	2342			0.00				
Qualified School Construction Bonds (QSCB) Payable	2343			0.00				
Build America Bonds (BAB) Payable	2344			0.00				
Other Lease-Purchase Agreements Payable	2349			0.00				
Total Lease-Purchase Agreements Payable	2340	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Estimated Liability for Long-Term Claims	2350			0.00				
Net Other Postemployment Benefits Obligation	2360	1,184,446.00		1,184,446.00				
Net Pension Liability	2365	29,656,976.00		29,656,976.00				
Estimated PECO Advance Payable	2370			0.00				
Other Long-Term Liabilities	2380			0.00				
Derivative Instrument	2390			0.00				
Total Long-term Liabilities		35,511,374.65	0.00	35,511,374.65	175,368.77	181,168.04	31,595.96	20,198.58

[1] Report carrying amount of total liability due within one year and due after one year on June 30, 2025, including discounts and premiums.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO: 9a

DATE OF SCHOOL BOARD MEETING: 3/24/2026

TITLE OF AGENDA ITEM: Contract Extension

DIVISION: Business & Finance

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

PURPOSE AND SUMMARY OF ITEM:

(Type and Double Space)

The contract for Sneads Consulting has exhausted available hours due to extensive edits needed to clean up financial records, respond to the Auditor General for the Operational and Financial audit, and provide training for the Assistant Director of Finance. This agenda item requests the extension of the contract by adding 234 hours at a maximum cost of \$29,250. This is calculated at 6 hours per day for 3 days per week for 13 weeks. Billing will still occur monthly based on actual hours used. Total contract maximum would be \$104,250.

FUND SOURCE: General Fund

AMOUNT: \$29,250

PREPARED BY: Marleni Bruner

POSITION: Director of Finance

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

FISCAL SERVICES AGREEMENT BETWEEN KATHY SNEADS FINANCIAL CONSULTING SERVICES and SCHOOL DISTRICT OF GADSDEN COUNTY, FL

THIS **Agreement for Services** (“Agreement”) is made and entered into by and between **Kathy Sneads Financial Consulting Services** (“Contractor”), a financial consulting service having principal office in Sneads, Florida, and the **School Board of Gadsden County, FL** (“Gadsden”), having principal offices in Quincy, Florida.

WHEREAS, Gadsden desires to enter into an Agreement with the Contractor for the provision of specific financial and accounting services;

WHEREAS, Contractor has decided to enter into this Contract in accordance with the terms and conditions as provided herein; and

NOW, THEREFORE, in consideration of the mutual representations and covenants contained herein, the parties agree as follows:

1. RECITALS

The recitals are true and correct and are incorporated herein by reference.

2. SCOPE OF WORK

A. Contractor will provide consulting and accounting services to Gadsden at its principal place of business located in Quincy, FL with travel costs considered in the hourly rate.

B. Services will be identified and agreed upon by Gadsden and Contractor on a case-by-case basis for each engagement or project prior to the services being performed.

C. Assignments shall be directed by the Director of Finance, or their designee as arranged with the Contractor prior to the commencement of work.

D. Services may include but are not limited to the following:

- 1) Assistance with the preparation of financial statements.
- 2) Assistance with the completion of bank and other account reconciliations.
- 3) Assistance with meeting FLDOE deadline requirements.
- 4) Assistance with Skyward data input.
- 5) Assistance with balancing financial records.
- 6) Assistance with the development of indirect cost plans.
- 7) Assistance with Federal projects fiscal monitoring and closeout.
- 8) Assistance with generating the required Board financial reports.
- 9) Staff training related to provided services.
- 10) Assistance with the development of policies and procedures related to provided services.

E. Each engagement or project shall include an estimated range of hours necessary to perform the engagement, not to exceed the maximum hours of this agreement. Should there be an unusual circumstance that would require an expanded scope of work of the engagement or project; Contractor will discuss this and reach agreement with Gadsden

Management before doing the additional work.

3. SCOPE LIMITATION

Unless otherwise agreed to in a separate engagement, Contractor will not audit or review the financial information and will not issue any form of assurance on it.

These engagements and projects cannot be expected to disclose misstatements that may exist, including those caused by fraud or error, or to identify or disclose any wrongdoing with the entity or noncompliance with laws and regulations; however, Contractor will inform Gadsden of any material errors and/or irregularities, material fraud or illegal acts that come to Contractor's attention unless they are clearly inconsequential.

In addition, Contractor has no responsibility to identify and communicate significant deficiencies or material weaknesses in internal control as part of these engagements.

4. PAYMENT

The Contractor will be paid at the rate of \$125.00/hour not to exceed \$75,000.00 per twelve months for services outlined herein. The Contractor will submit monthly or bi-weekly invoices detailing the hours and services provided. Invoices should be submitted by Mondays at 12:00 PM Eastern to be processed timely.

5. INDEMNITY

Each party shall indemnify, defend, protect, hold harmless, and release the other, its officers, agents, and employees, from and against any and all claims, loss, proceedings, damages, causes of action, liability, costs, or expense (including attorneys' fees and witness costs) arising from or in connection with, or caused by any act, omission, or negligence of such indemnifying party.

Notwithstanding anything else herein to the contrary, Gadsden does not waive the protections of sovereign immunity and/or Section 768.28, Florida Statutes and obligation to indemnify shall not be construed to exceed the waiver of sovereign immunity contained in Section 768.28, Florida Statutes.

6. STANDARD TERMS AND CONDITIONS

A. Bills for fees or other compensation for services or expenses shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof.

B. Travel expenses will not be included as part of this agreement.

C. Gadsden may unilaterally cancel this Agreement if Contractor refuses to allow access by members of the public to all documents, papers, letters and materials made or received in conjunction with the Agreement that are subject to chapter 119, F.S., and are not exempt from public inspection by section 119.071, F.S., or by other provisions of general or special law.

7. TERM AND TERMINATION

Term. This Agreement shall be in effect from the date it is executed by all parties and shall terminate on June 30, 2026. This Agreement may be renewed upon written agreement of both parties.

Termination. Either party may terminate this agreement upon written notice to the other party, 30 days in advance of the termination date. Upon termination, all records in possession of Contractor must be returned to Gadsden. Contractor may retain copies.

8. APPLICABLE LAW

This Agreement shall be interpreted and construed in accordance with the laws of the State of Florida. Venue for purposes of any action brought hereunder shall lie in Gadsden County, Florida.

9. MISCELLANEOUS

- Notice and Service. All notices or requests, including communications and statements that are required or permitted under the terms of this Agreement, shall be in writing and shall be sent by recognized commercial overnight courier, or mailed by United States registered or certified mail or facsimile. Notices shall be effective upon receipt.

Notices shall be sent to the parties at the following addresses: For School Board of Gadsden County, FL:

Elijah Key, Superintendent of School
District of Gadsden County, FL
35 Martin Luther King Blvd
Quincy, FL 32351
Email: keye@gcpsmail.com
Phone: (850) 627-9651

For Contractor:

Kathy Sneads
Consulting Services
2384 Curlee
Sneads, FL 32460
Email: sneadsk@earthlink.net
Phone: (850) 209-7698

- Captions. All indices, titles, subject headings, section titles, and similar items contained in this Agreement are provided for the purpose of reference and convenience only and are not intended to be inclusive, definitive or to affect the meaning, content, or scope of this Agreement.
- Binding Agreement; Assignments. Neither party shall assign this Agreement or any of the rights hereunder, or assign or delegate any of the obligations hereunder, without the prior written consent of the other.
- No Exclusive Remedy. Except as set forth herein, all remedies, rights, and obligations contained in this Agreement shall be cumulative, and none of them shall limit or preclude any remedy or right available under this Agreement or at law or in equity.
- Severability. In the event any provision of this Agreement (or portion thereof) is determined by a court of competent jurisdiction to be invalid, illegal, or otherwise

unenforceable, such provision shall be deemed to have been deleted from this Agreement, while the remainder of this Agreement shall remain in full force and effect according to its terms.

- Miscellaneous. Gadsden and Contractor waive the application of the principle of contract construction, under which ambiguities are construed against a contract's drafter, and agree that this Agreement is their joint product.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized officers to execute and deliver this Agreement as of the day and year below stated.

**School Board of Gadsden County,
FL**

Kathy Sneads Financial Consulting

By: _____
Authorizing Signature

By: _____
Authorizing Signature

Name: Elijah Key, Jr.
Authorizing Agent

Name: Kathy Sneads
Authorizing Agent

Title: Superintendent of Schools

Title: Financial Consultant

Date: _____

Date: _____

By: _____
Authorizing Signature

Name: _____
Authorizing Agent

Title: School Board Chair

Date: _____

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 9b

DATE OF SCHOOL BOARD MEETING: March 24, 2026

TITLE OF AGENDA ITEM: Gadsden Educational Staff Professional Association Agreement 2024-2027 School Years Collective Bargaining Agreement

DIVISION: Human Resource Department

X


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

PURPOSE AND SUMMARY OF ITEM:

The Gadsden County School Board Bargaining Team and the Gadsden County Educational Staff Professional Association are seeking board approval of the 2024 – 2027 Collective Bargaining Agreement.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Dr. Sonya. Jackson 

POSITION: Director of Human Resources/Chief Negotiator

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

5 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 35

CHAIRMAN'S SIGNATURE: page(s) numbered 35

REVIEWED BY:  _____

COLLECTIVE BARGAINING

BETWEEN

**The School Board of
Gadsden County**

AND

**Gadsden Educational Staff
Professional Association
(GESPA)**

**Contract
2024-2027 School
Years**



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ARTICLE I RECOGNITION

- A. The Board hereby recognizes GESPA (Gadsden Educational Staff Professional Association) as the exclusive collective bargaining representative for a unit of non-instructional employees of The School Board of Gadsden County, Florida, described as follows:
1. **INCLUDED:** All full-time and regular part-time non-instructional employees of the Gadsden County School District in the following positions: Maintenance Worker, Custodian, Custodial Assistant, Food Service Worker, Bus Driver, Bus Attendant, Educational Paraprofessional, Assistant Secretary, Clerical Worker, District Receptionist, Warehouse Supervisor's Secretary, Assistant Food Service Manager, and District Secretaries not designated as confidential.
 2. **EXCLUDED:** Director of Transportation, Director of Facilities, Supervisor of School Food Service, Food Service Manager, Vehicle Service Supervisor, District Finance Account Clerk, Administrative Assistants, Warehouse Supervisor, Office Managers, District Executive Secretaries to Superintendent, Deputy Superintendent, Assistant Superintendents, Directors of Instruction, Coordinators of Instructional Materials, School Food Service and Personnel, and all other full-time and regular part-time District employees not listed as included in the bargaining unit.
- B. Whenever used herein, the term "employee" shall mean any employee who is included in the foregoing appropriate unit.

ARTICLE II
NEGOTIATION PROCEDURE

- A. In negotiating this Agreement, neither party shall have control over the selection of the representatives of the other party. However, the number of representatives per team shall not exceed five (5). Throughout negotiations, the chief negotiators shall sign all tentative agreements. There shall be six (6) signed copies of the final agreement. Four (4) copies shall be retained by the Board, and two (2) copies shall be retained by the Union.
- B. Following the tentative agreement of the contract, the Board agrees to print a maximum of three (3) draft copies per work site for GESPA to distribute to its bargaining unit members for the purpose of ratification. The cost of printing shall be at the expense of the Board.
- C. Negotiation sessions not involving third-party neutrals shall begin at a mutually agreed upon time. When it is necessary for a negotiation session to take place during normal working hours, only the members of the bargaining team shall be granted leave-in-line-of-duty. Such leave may include time for travel from the member's work site to the session site.
- D. Primary access to this Contract shall be through an electronic version that shall be available on the District and Association websites. A limited number of copies shall be printed at the expense of the Board within sixty (60) days after the ratification for new employees and for administrative purposes. The Board also shall furnish ten (10) copies to GESPA for its use.

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 limit 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 to the provisions of paragraph A., above, a grievant may file an Equal Employment Opportunity Commission (EEOC) charge while the grievance is in progress 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. Representation and Appearances.
1. An employee shall choose at Step I and Step II whether to be represented by GESPA or to represent themselves. GESPA 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 GESPA present at any meeting involving the grievant called to discuss such a resolution.
 3. Time spent by the grievant and GESPA 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.
 - i. The time limits provided in this 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 their 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 for 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.
- ii. 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 by the grievance shall be deemed to have been resolved by the decision at the prior step.
- iii. Upon written agreement of the parties, any step in this procedure may be waived.
- iv. A grievant may withdraw their grievance at any step, but that same grievance may not be filed a second time unless it is of a continuous nature.

STEP I

- 3. 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 their decision in writing to the grievant and the grievant's representative or otherwise resolve the grievance.

STEP II

- 4. 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 Superintendent's 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 their Step II written decision to the grievant and/or representative or otherwise resolve the grievance.

STEP III

- 5. If the aggrieved is not satisfied with the disposition at Step II they 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 the disposition of their grievance.

STEP IV

- 6. Mediation. The parties may, by written agreement, submit a grievance to mediation 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

- 7. Arbitration
 - i. If the grievance has not been satisfactorily resolved at Step III, GESPA 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 their designee.
 - ii. 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.
 - iii. Disclosure of Information. Neither the Board nor the grievant shall be permitted to assert in an arbitration proceeding any grounds or rely on any evidence that has not previously been disclosed to the other party.
 - iv. Selection of Arbitrator. The parties shall follow the American Arbitration Association (AAA)

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.

- v. Authority of the Arbitrator.
 - a. 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.
 - b. 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.
 - c. 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.
 - d. 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 of the grievance was initially filed except for those provisions of State or federal law that may require an earlier date.
- vi. 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.
- 8. Processing.
 - i. The site administrator shall refuse consideration of a grievance not filed or processed in accordance with this Article.
 - ii. 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.
- 9. Precedent - No complaint informally resolved, or grievance resolved at either Step I or II, shall constitute a precedent for any purpose unless agreed to in writing by the Board and GESPA.
- F. Documents. The grievant or representative shall be provided, upon request and with a 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 affect the grievant.
- G. 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.
- H. 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 the working time of the personnel involved. When such hearings and conferences are held, at the option of the administration, during school-work hours, all employees whose presence is required shall be excused, with pay, for that purpose.
- I. Adjustment of any grievance as described herein shall not be inconsistent with the provisions of this Agreement.

ARTICLE IV
ASSOCIATION RIGHTS AND RESPONSIBILITIES

- A. Use of facilities
GESPA and its representative shall have the right to use the Board's work sites and equipment in accordance with the applicable provisions of Gadsden County School Board Policy 9.30 entitled Use of Facilities. When fees are required, they will be assessed to GESPA for payment based on the fee schedule recommended by the Superintendent and approved by the School Board of Gadsden County.
- B. Communication with Employees
1. Bulletin Boards. GESPA shall have the right to post notifications of activities and matters of GESPA concern on a designated bulletin board at each work site. The designated bulletin board will be established by mutual agreement of the site administrator and the president of GESPA.
 2. GESPA shall have the right to use any intra-school communications system, the inter-school mail and e-mail systems (based on server availability), and the mailbox distribution system. Distribution of materials shall be in compliance with procedures agreed upon by the site administrator and GESPA and the rules and policies of the Board. These communication systems shall not be used to transmit or display materials if the content of which relates to election campaigns for public office. In the event that the Board must collect postage for GESPA's use of the district inter-mail system, GESPA will be responsible for the payment of all such postage and cooperatively work out procedures for such payment.
- C. Information Provided to GESPA
1. Reports Provided to GESPA: The board shall provide GESPA without charge, during the weeks of September 1st and February 1st of each year a list of employees including the following information: name, classification, pay grade, hourly rate of pay, work site, home address, work phone number, and district hire date.
 2. GESPA Access to District Policies and Rules: GESPA shall have access to District policies and rules and Board agendas and shall be notified of changes of such policies and rules when site administrators and other District Administrators are notified of such changes and at least five (5) days prior to the implementation, if feasible. The site administrator shall provide the site representative with one (1) copy of any district policy or rule requested by the site representative.
- D. Upon appropriate authorization by any employee, the board will directly deposit the employee's monthly salary into any official financial institution that provides a bank routing number.
- E. The Board also agrees to furnish to the union in response to reasonable requests all available information concerning names, addresses, seniority and experience credit of all bargaining unit members; compensation paid thereto; agencies, minutes, and reports of all open Board meetings; census and membership data; and such other information as will assist the Union in developing intelligent, accurate, informed and constructive programs or proposals on behalf of employees together with information which the Union may require to process any grievance or complaint.
1. Effective July 1, 2023, payroll deduction for Union dues was suspended pursuant to state law. All dues-deduction provisions of this agreement removed by this action shall remain removed for the duration of legislative prohibition. If the statutory prohibition is repealed, GESPA and Gadsden County School Board will negotiate any necessary contract language to reenact provisions previously repealed by the end of the academic year in which the repeal occurs.
 2. The Board will provide GESPA with two payroll deduction slots for the purpose of deducting premiums (after tax) for companies participating in the benefits programs sponsored by GESPA through the NEA Member Benefits Program. [These payroll deduction slots shall not be used for dues, assessments, lobbying, political action, or any purpose other than providing benefits as stated above directly to the individual employee authorizing the deduction.](#) All deductions shall be made on a twelve-month basis using a mutually agreeable form to be provided by GESPA and transmitted to the common remitter selected by GESPA or its affiliates for such purpose as a single check amount to the remitter for each payroll period.

GESPA 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.

- F. Representatives of the Board and GESPA will meet upon the written request of either party during the term of the contract at a time convenient for both parties for the purpose of reviewing the administration of this contract and to resolve problems that may arise. These meetings are not intended to bypass the negotiations or grievance procedures.
- G. In Line of Duty-for GESPA Activities
 - 1. Work Responsibilities and In Line of Duty for the GESPA President.
 - i. It is the joint responsibility of the President, GESPA, and the District to limit the impact of the President's responsibilities and accompanying In-Line-of Duty on the President's work site through the following measures:
 - a. Work interruptions for GESPA business shall be minimized through the use of E- mail, voice mail, answering machine, call forwarding, where available.
 - b. GESPA shall make available to the District a list of site Association representatives with whom employees may conduct GESPA business during the workday. The parties shall strive to limit the time during the President's hours used to conduct GESPA business. Not more than fifteen (15) minutes of the President's normal working hours will be used to conduct GESPA business, in addition to lunch or break time which the President may use for this purpose. If the President has reason to expect that pending issues will require additional work time, the President shall request one or more hours of In-Line-of Duty leave for such purposes.
 - 2. The GESPA President or designee shall be provided up to twenty (20) days of In-Line-of Duty each fiscal year to conduct GESPA business or carry out GESPA activities.
- H. The Board may grant employees leave-in-line-of-duty each fiscal year as described below to carry out GESPA activities.
 - 1. Legislative Committee. A legislative committee comprised of five (5) members appointed by the GESPA President shall be allowed three (3) days during the Legislative Session to lobby for educational concerns benefiting the Gadsden County School District.
 - 2. 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.
 - 3. Summer Leadership Training. Up to six (6) members of the GESPA Executive Board shall be granted up to a total of eighteen (18) days to attend Summer Leadership Training programs.
 - 4. Collective Bargaining Committee. A list of members of the GESPA bargaining committee shall be provided to the Board's negotiator by April 1 of each year. Such members shall be provided In-Line of Duty for negotiations under the provisions of Article II, Section C of the Contract.
 - 5. Other GESPA Activities. Authorized GESPA representatives may request In-Line-of Duty to meet with employees at their work site for up to two hours to address GESPA business, provided the authorized representatives report their presence to the work site administrator or their designee and meet in a non-work area during the employee's duty-free time.
 - 6. GESPA Committee Representation. The GESPA President may appoint a GESPA representative(s) to any committee(s) appointed by the School Board that has an effect, long- term or short-term, on its membership. These shall include but not be limited to budget, compensation, sick leave bank, capital outlay, and staffing. Membership on committee(s) is advisory in nature, unless stated otherwise by the Board.
- I. Paid leave for GESPA Activities - Each year of this contract, representatives of the GESPA may be granted up to a total often (10) days of paid leave to conduct GESPA business provided the following conditions are met:
 - 1. An employee 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 they document in writing at

least twenty-four (24) hours in advance so that the employee's absence would significantly impede the operation of the work unit, and under no circumstances shall the leave be denied after the leave has been duly authorized and approved by the administrator,

3. No more than two (2) employees may be absent from any faculty on any day on such paid leave.
 4. No more than ten (10) employees in the district may be absent on such paid leave on any day.
 5. Except for the president of the GESPA, no employee may be absent on paid leave for GESPA activities for more than ten (10) days.
 6. The School Board, in conjunction with the GESPA, shall be responsible for tracking the amount of paid leave taken for GESPA activities.
- J. During the regular workday, the Executive Director of Big Bend Service Unit or the staff of the Florida Education Association and/or the president of GESPA may visit bargaining unit employees at the site, provided the authorized representatives report their presence to the site administrator or their 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 GESPA business.

ARTICLE V
EMPLOYEE RIGHTS, PROTECTION AND RESPONSIBILITIES

- A. Pursuant to the Florida Public Employees - Collective Bargaining Act, as amended, *Florida Statutes 447.01* et seq., the Board hereby agrees that every employee shall have the right to freely join and participate in any employee organization of their own choosing and to negotiate collectively, through a certified bargaining agent, with their public employer in the determination of the wages, hours, terms and conditions of their employment, and to engage in concerted activities not prohibited by law and/or school board policy, for the purpose of collective bargaining. While the Board understands and agrees that it will not interfere with, restrain, or coerce employees in the exercise of any rights conferred by *Florida Statute 447* or encourage or discourage membership in any employee organization, or refuse to bargain collectively, fail to bargain in good faith, or take action against any employee because they have filed charges or given testimony under *Florida Statute 447*, the Board reserves the right to communicate with its employees as it deems necessary and appropriate.
- B. The employee, upon written request, shall have the right to review and reproduce the contents of the personnel file, being accompanied by a representative of the GESPA, if desired, and in the presence of the administrator responsible for the safekeeping of such file.
- C. Unless otherwise provided by Florida Statute 1012.31, the personnel file of each employee shall be open to inspection only by the School Board, the Superintendent, the supervisor, the employee and such other person(s) the employee or the Superintendent may authorize in writing.
- D. No derogatory material shall be placed in an employee's personnel file that the employee has not had the opportunity to see. An employee shall sign any reviewed material. However, such signing does not indicate agreement but rather that the employee has seen the material. In the event an employee does not review and sign such material within five (5) working days after notification of the existence of such material, the material shall be filed in the personnel file.
- E. Any case of assault on an employee shall be promptly reported to the principal or their designated representative. The Board agrees to advise the employee of their rights and obligations with respect to such assault and shall render all reasonable assistance to the employee in connection with the handling of the incident with law enforcement and judicial authorities.
 - 1. All employees are entitled to a safe place to work. When an unsafe condition exists where continued work could result in injury to the employee or other employees, the unsafe condition shall be reported immediately to the supervisor. The supervisor shall take whatever action necessary to correct the condition. Should correction not occur to remedy the condition, the employee shall report the condition to the Superintendent/designee. This does not waive the right of an employee to grieve.
 - 2. Employees hired to assist with students with special behavioral problems will be made aware of the personal risk. The involvement of law enforcement will be at the discretion of the building administrator.
- F. The School Board shall have the right to take disciplinary action against its employees for just cause. Just cause shall be defined to mean:
 - 1. Prior to taking official action, the board or its designee made an effort to determine if the employee violated or disobeyed a rule or order of management.
 - 2. The Board or its designees conducted an investigation to determine the facts.
 - 3. The Board applied its rule and penalties uniformly and without discrimination against all employees.
 - 4. The employee was given an opportunity to present their 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.
- G. Each 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 their child(ren) in the school of choice,

subject to Gadsden County School Board Policy 5.20 entitled Student Assignment. In no instance will the child(ren) interfere with the performance of the employees' assigned duties.

- H. Nothing contained within this Contract shall be construed to deny or restrict any employee's rights that they may have under Florida School Laws or other applicable State or Federal laws or regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.
- I. The employee shall be entitled to full rights of citizenship, and no religious or political activities of any employee or lack thereof, shall be grounds for any discipline or discrimination with respect to the employment of such employees. The private and personal life of any employee is not within the appropriate concern or attention of the Board unless it interferes with the performance of their prescribed duties.-
- J. The Board agrees that it will in no way discriminate against any employee covered by this Contract because of their race, creed, religion, color, national origin or ancestry, age, sex, marital status, sexual orientation, physical characteristics, or disability.
- K. The Board will repair or reimburse employees for the current value of any clothing or other personal property damaged or destroyed as a result of battery upon the employee suffered in the course of their assigned duties, unless such loss is covered by insurance or reimbursement obtained from other sources. Written requests for reimbursement may be submitted to the employee's immediate supervisor. Such requests shall be governed by procedures developed by the Board.
- L. Each work site shall, when feasible, notify employees of emergency phone calls immediately upon their receipt, and make reasonable efforts to place other phone messages in an employee's mailbox within thirty (30) minutes of their receipt.
- M. The Board shall include in the District Master Plan for Staff Development components for non-instructional employees designed to improve the competencies of employees. A staff development committee shall be established consisting of representatives of each class of employees. The committee shall elect its own chairperson and shall consider the inservice needs of all non-instructional employees and make recommendations to the Professional Development Coordinator for inclusion in the Master Staff Development Plan.

ARTICLE VI LEAVE

Each employee must, for any absence from their work, secure official permission in advance, and no action purporting to grant leave retroactively shall be recognized. Leave for sickness or other emergency which were verbally approved in advance may be deemed to have been granted in advance if the employee makes to their principal or other immediate supervisor, at the earliest practicable time on the first day that they return to work after such absence, a proper written report and explanation of the absence.

A. Sick Leave

1. Each member of the non-instructional staff employed on a full-time basis shall be credited with four (4) days of sick leave at the end of the first month of employment and shall thereafter be credited with one additional day of sick leave at the end of each month of service.
2. Sick leave may be taken by any non-instructional employee who is unable to perform their duties as such because of their own illness, or because of the illness or death of their father, mother, brother, sister, husband, wife, child or other close relative, or member of their own household, and who consequently has to be absent from their work.
3. Sick leave may not be used prior to the time it is earned and credited to the employee.
4. The employee shall be entitled to earn no more than one day of sick leave times the number of months of employment during each year of employment.
5. Sick leave shall be taken only when necessary because of sickness as herein prescribed.
6. A member of the non-instructional staff may transfer sick leave earned as an employee with another Florida school district.
7. Sick leave shall be cumulative from year to year, without limitation on the number of days of sick leave that may accrue to an employee: and provided, further, that at least one-half of such cumulative leave must be earned with this school district.
8. 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.
9. Sick Leave Transfer. An employee may transfer earned sick leave to a spouse, sister, brother, parent, child or any designated person who is employed by the District under the provisions of District Policy and related procedures.

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 non-cumulative.

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

Any full-time employee shall be entitled to illness-in-line-of-duty leave when they have to be absent from their duties because of illness from any contagious or infectious disease contracted therein. Any employee requesting such leave shall provide proof, when requested, that illness was contracted while discharging their duties as such employee. Such leave may be authorized for a total of not over ten (10) days during any fiscal year, subject to the provisions of Section 1012.63, F.S. Where the amount of compensation payable hereunder for injuries, accidents or other disabilities which would entitle the employee to compensation under the provisions of the Florida Worker's Compensation Law, exceeds the amounts payable under said compensation law, payments hereunder shall be made for the difference between the amount paid under said Florida Workers' Compensation Law and the amount otherwise due under the provisions of this section.

D. In-Line-Of Duty

1. Any person who is sponsoring or participating in a school-sponsored activity.
2. Any person who is sent to an out-of-county meeting by the Superintendent or another authorized county official, to represent the Gadsden County School District; and
3. Any person who is loaned to another county for special assignment such as evaluations and plant surveys.

4. Any GESPA member, who is an elected voting delegate to the Annual Florida Educational Association (FEA) Delegate Assembly, shall be assigned In-Line-of Duty for the purpose of attending this meeting. Names of voting delegates shall be submitted to the Deputy Superintendent or their designee annually by the GESPA president in order to secure leave for this purpose.

E. Leave for Jury Duty and/or Court Processes

For court appearances or duty performed, pursuant to the court process, by an employee during schoolwork hours, the employee 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 received 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 their 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.

F. 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 who 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 category of FMLA leave as described in District Policy.

G. Parental Leave

Any employee or their 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 employee 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 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 employee and approved by the Board.

H. Outside Employment

Employees who are on Board approved leave of absence shall not accept employment elsewhere unless written approval is granted in advance by the Superintendent of Schools. Acceptance of other employment without such approval shall cancel the leave and may subject the employee to disciplinary action.

I. Vacation Leave: Lump sum payment for accrued vacation leave.

1. All personnel employed full-time on a twelve-month basis will be allowed in each fiscal year vacation leave which may be taken at any time during the year as approved by the Superintendent; and in amounts as follows:

- i. During the first ten (10) years of the employee's full-time service for this School District, twelve (12) days per fiscal year. Such vacation leave may be cumulative up to a maximum of twenty (20) days.
 - ii. During and after the eleventh (11th) year of the employee's full-time service for this School District, eighteen (18) days per fiscal year. Such vacation leave, taken together with vacation leave accumulated in previous years, may be cumulative up to a maximum as defined by Florida Statutes.
2. Subject to law and applicable rules and regulations, a lump-sum payment for any accrued vacation leave will be made to each employee upon termination of employment or upon retirement, or to the employee's beneficiary if service is terminated by death. The amount of such lump-sum payment will be computed by multiplying the daily rate of pay of the employee at the time of such termination, retirement, or death by the number of accrued vacation leave days which the employee has at that time, up to a maximum as defined by Florida Statute. In such computation, accrued vacation leave days may be counted whether earned before or after the effective date of this rule.

J. Abandonment of Position

Except in case of extreme emergency (sudden incapacitation, sudden illness, or accident which prevents prior approval for absence), if an UNREPORTED ABSENCE is for three (3) consecutive workdays, the School Board, upon the recommendation of the School Administrator and Superintendent, may consider the employee to have abandoned the position and resigned from the School District.

K. Employees Voluntary Sick Leave Bank

1. Membership - Any full-time employee, 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 employee is defined as a person employed in a non-instructional position designated by the School Board as full-time. A participating employee 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 for persons desiring to continue participation, with a maximum contribution of two (2) days per year. An exception to the two (2) day maximum shall be considered in the case where a participating employee is suffering a medical hardship. In this case, employees may contribute additional days over the maximum amount. A day is defined as the number of hours of work per day shown in the GESPA 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) employees, two (2) members appointed by the Superintendent and the following ex-officio members: GESPA President and one (1) School Board member. The Committee shall determine how many days, if any, an employee 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:
 - i. provision of standard forms for participating in or withdrawal from the Bank by an employee.
 - ii. provision for medical documentation of need.
 - iii. provision for monitoring the eligibility of an employee.
 - iv. provision for monitoring of days in the Bank and determination of when a replenishing of the Bank may be needed.
 - v. provision for investigation of possible abuse of the Bank.
 - vi. and 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 the 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:
 - i. The claim must be based on a personal and catastrophic illness, injury, or accident.
 - ii. Prior to eligibility, an employee must exhaust all accumulated sick leave and other types of leave granted by the Board related to the accident, illness, or injury.
 - iii. An employee may not utilize more than sixty (60) days from the Bank without reapplication to the Committee for a further draw on the Bank. Such reapplications will be subject to all conditions that would apply to an original application.
 - iv. The salary of an employee participating in the Sick Leave Bank will be reduced by any benefits drawn from Worker's Compensation.
 - v. An employee 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.

L. Unpaid Leave

Personal leave is that leave granted for non-work-related reasons and does not entitle an employee to pay except as is provided in Article IV.

M. Policies and Procedures Governing Unpaid Leave

1. Unpaid Leave of Ten (10) Days or Less. The immediate supervisor and Superintendent must approve a request for personal leave often (10) days or less before it is taken.
2. Unpaid Leave of More Than Ten (10) Days.
 - i. An unpaid leave of absence for more than ten (10) days may be granted at the discretion of the School Board, upon the affirmative recommendation of the Superintendent, provided that a qualified replacement is available. Except under compelling circumstances, such leave shall not be granted to probationary employees.
 - ii. Application for such leave must be made at least thirty (30) days prior to its commencement and shall include information regarding the purpose and length of the leave. In the interest of continuity in the instructional program, such leaves shall normally be taken in semester increments.
 - iii. Leave granted under this section shall be limited to two (2) years within a five-year (5) period with the following exception:

An employee who wishes to serve in a public office may request an exception to the two (2) year unpaid leave limitation in accordance with the provisions of this section.
 - iv. Reasons for such leave shall include personal health problems, including rehabilitation and regeneration. Employees may accept gainful employment during such leave to include, but not be limited to, Peace Corps, religious reasons, VISTA, and work with other government agencies.
 - v. An employee granted a leave under this section shall notify the site administrator in writing of their intent to return or seek additional leave as follows:
 - a. For leaves granted for the first semester, thirty (30) workdays prior to the end of the semester; or
 - b. For leaves granted for the second semester or one school year, no later than March 1.
3. Benefits During Unpaid Leave
 - i. Any employee granted a leave of absence as provided in this article shall be given the opportunity, unless otherwise provided, to continue insurance coverage in existing District programs during the leave, provided the entire premiums (Board and employee contribution) for such insurance programs shall be paid by the employee on a monthly basis in advance of the month due.
 - ii. To the extent permitted by the Florida Retirement System, employees shall be given the opportunity to continue retirement programs, provided the employee pays the full cost of such programs. Forms are available from the Florida Retirement System for the employee to purchase such leave time.
4. Family Medical Leave - Employees requesting unpaid leave for serious personal or family illness are

entitled to continued 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.

i. 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:

- a. The birth of a son or daughter of an employee and to care for the child.
- b. The placement of a son or daughter with an employee for adoption or foster care.
- c. To care for the spouse, son, daughter or parent of an employee, if the family member has a serious health condition.
- d. The employee is unable to perform the functions of the position because of the educational support personnel's own serious health condition.

N. Bereavement Leave

1. A full-time employee may apply for up to three (3) days of paid bereavement leave in the event of a death in their immediate family to make funeral arrangements or to attend the funeral.
 - a. "Immediate" family is defined as a spouse, parent, grandparent, sibling, or child.
 - b. An employee may apply for a maximum of three (3) days paid bereavement leave per fiscal year.
2. Bereavement leave days are not cumulative.
3. Employees will not be paid bereavement for days not scheduled to work.
4. Employees are required to attach a copy of the obituary or other verifying documents to their leave request.

ARTICLE VII PERFORMANCE APPRAISAL

The parties recognize that the evaluation of the performance of all employees is the responsibility of the administration. The evaluation process is designed to assess and communicate performance effectiveness, to aid in improving performance of assigned duties, and if necessary, to develop a performance improvement plan to assist in addressing deficiencies for the employee whose performance is not satisfactory. The process is not to be used as a vindictive measure.

- A. An annual performance assessment shall be made of each employee by their immediate supervisor or the superintendent's designee. The period covered by the annual evaluation shall coincide with an employee's school year/fiscal year contract.
- B. Within two (2) weeks after the beginning of employment, or as soon thereafter as practicable, each employee shall be given a copy of the non-instructional assessment criteria or the appropriate form to be used. This distribution shall be followed by an explanation and discussion of the assessment process.
- C. The supervisor shall schedule a meeting with the employee to discuss the Annual Performance Assessment no later than fifteen (15) days after the completion of the evaluation period or by June 30, whichever is earlier. Each completed assessment form for the employee and all copies of it shall be dated and signed by the immediate supervisor and the employee, with the employee receiving one copy. The employee's signature indicates only that they have read the completed form, and not necessarily that they agree with the assessment. The employee may attach any written comments to any written assessment within ten (10) days of the assessment review meeting.
- D. If the assessment indicates that the employee is not performing in a satisfactory manner, the immediate supervisor or the superintendent's designee shall provide assistance to the employee in correcting the areas of poor performance within a reasonable prescribed period of time.
- E. The process of performance assessments of each employee shall continue throughout the duration of their employment, with each assessment subject to amendment whenever such an amendment shall, in the opinion of the assessor, be justified, and may be based on any information that is available to them at the time the assessment is made.
- F. A "Needs Improvement" or "Unsatisfactory" Evaluations.
 - 1. "Needs Improvement" Evaluation.
 - i. An employee who receives an overall "Needs Improvement" evaluation shall be provided with a Professional Development Assistance Form within ten (10) days of such receipt that contains at least the following information:
 - a. a description of the performance that needs to be improved.
 - b. the performance improvement desired.
 - c. assistance to be provided to the employee including supervisory feedback, training, etc.
 - d. length of time within which to achieve the improvement; and
 - e. possible consequences for failure to improve performance.
 - ii. An employee, excluding employees within their first ninety-seven (97) days of employment, shall be provided with a total of at least sixty (60) days or until the end of their work year whichever comes first, within which to improve performance to a "Satisfactory" level. The employee's performance shall be reevaluated within ten (10) days of the conclusion of the performance period.
 - iii. Annual salary increases shall not be withheld based on a "Needs Improvement" evaluation.
 - 2. "Unsatisfactory" Evaluation.
 - i. An employee who receives an overall "Unsatisfactory" evaluation shall be provided a Professional Development Assistance Form within ten (10) days of such receipt that contains at least the following information:
 - a. a description of the unsatisfactory performance.
 - b. the performance improvement desired.
 - c. assistance to be provided to the employee including supervisory feedback, training, etc. and
 - d. length of time within which to achieve the improvement; and possible consequences for failure to improve performance.
 - ii. An employee shall be provided a total of at least forty (40) days, or until the end of their work

year whichever comes first, within which to improve performance to a "Satisfactory" or "Needs Improvement" level. The employee's performance shall be reevaluated within ten (10) days of the conclusion of the performance period.

- a. If, at the end of such period, an employee's performance continues to be evaluated as "Unsatisfactory", the supervisor may provide the employee with up to an additional forty (40) days to improve to "Satisfactory" or "Needs Improvement" level or may proceed to terminate the employee's appointment.
 - b. If, at the end of such period, an employee's performance is evaluated as "Needs Improvement", the supervisor will continue to evaluate the employee under the procedures in F.1. above.
3. An employee whose performance is evaluated as "Unsatisfactory" shall not receive a salary increase during the period that the evaluation is in effect. If an employee's evaluation improves to "Satisfactory" or "Needs Improvement" during a period of no more than forty (40) days after the effective date of a salary increase, the employee shall be provided the salary increase on a prorated basis from the date of the evaluation.

ARTICLE VIII
TRANSFER, REASSIGNMENT, LAYOFF, AND RECALL

TRANSFER AND REASSIGNMENT

1. Definitions
 - A. Reassignments - A reassignment is the movement of an employee from one position to another at the same work site.
 - B. Transfer - A transfer is the movement of an employee from one work site to another.
 - C. Seniority - Seniority is defined as the total number of years the employee has been continuously employed by the Gadsden County School Board.
 - D. Qualifications. No employee shall be required to re-qualify for a position when seeking a transfer or reassignment to a position of equal qualifications.
2. Voluntary reassignment will be accomplished in the following manner:
 - A. Employees desiring reassignment may submit a written request to the facility manager during the vacancy period as posted.
 - B. All employees submitting the written request for reassignment within the worksite where a vacancy exists will be interviewed first.
 - C. The worksite manager will take the voluntary reassignment request for the position(s) available, and make a final determination among the candidates based on the following:
 1. Qualifications,
 2. Length of service in the district,
 3. Preferences of those requesting voluntary reassignment and,
 4. An interview.
 - D. Employees who are reassigned shall retain all experience credit for the purpose of their hourly wage rates and benefits as provided by this contract.
3. Voluntary transfers will be accomplished in the following manner:
 - A. Employees desiring voluntary transfer will submit a copy of a transfer form to the employee's immediate supervisor, and the district personnel office, during the vacancy period as posted.
 - B. All employees submitting transfer forms shall be interviewed following those employees who submitted reassignment forms.
 - C. The worksite manager will take the voluntary transfer list and the list of positions available, making final determination based on the following:
 1. Qualifications,
 2. Length of service in the district,
 3. Preferences of the voluntary transfers and,
 4. An interview.
 - D. Employees who are voluntarily transferred shall retain all experience credit for the purpose of their hourly wage rates, and benefits as provided by this contract.
 - E. Paraprofessionals who are employed in a Title I program and fall under the guidelines of ESEA will be given priority to interview for vacancies at other work sites rather than meet additional requirements placed on Title I employees.
4. When involuntary transfer(s) to a school or department is necessary, the following procedure shall be followed:
 - A. The Superintendent shall determine the areas of reduction in specific departments.
 - B. Volunteers shall first be considered. Volunteers shall be transferred provided there is a school or program that is entitled to an employee with the volunteer qualifications and the volunteer is approved by the receiving facility manager.
 - C. When there are not enough volunteers, involuntary transfers may be made. An involuntary transfer list shall be made based on the length of service in the district with the lowest in length of service being transferred first.
 - D. A list of positions with the necessary qualifications to fill each position will be made from all schools or

- departments needing additional employees. The said list will be made available to all who are being transferred involuntarily.
- E. Involuntary transfers will indicate their preference of the available positions.
 - F. The Superintendent will take the involuntary transfer list and the list of positions available, making assignments based on the following:
 - 1. Qualifications,
 - 2. Length of service in the district,
 - 3. Preferences of the involuntary transfers and,
 - 4. An interview.
 - G. In the event that no position exists for which the involuntary transfer is qualified, the employee will be placed on layoff according to Article VIII.
 - H. Employees who are involuntarily transferred shall retain all experience credit for the purpose of their hourly wage rates and benefits as provided by this contract.
- 5. A volunteer is qualified if:
 - A. They are currently employed in a position with the same job classification; or
 - B. They meet the same requirements as specified in the job description.
 - 6. A hiring freeze shall be in effect within that category while the involuntary transfer process is in progress.
 - 7. Reduction in Personnel

In the event the School Board determines that the number of employees must be reduced, written notice shall be provided to GESPA. For the purpose of this article, the non-renewal of an annual status employee at the end of their contract shall not be deemed a reduction in personnel. The following procedures shall control:

LAYOFFS

- 1. The School Board shall determine the departments, programs, areas, schools, work locations, and/or classifications in which the reductions or layoffs of employees shall take place.
- 2. Before laying off permanent status employees, the School Board will place permanent status employees in positions within the same job classification held by annual status employees.
- 3. The order of layoff of members of the bargaining unit shall be employees having the least amount of experience in the Gadsden County School District within the affected job classifications.

RECALL

- 1. The School Board shall determine the positions in which the recall will be made and the number of employees to be recalled.
- 2. Employees shall be recalled in the inverse order of layoff.
- 3. It shall be the responsibility of the employee to keep the Board informed of a current mailing address where a letter of recall can be sent. Letters of recall will be mailed by certified mail to the employee at the last address provided to the Board. Failure to respond to the letter of recall within ten (10) days after receipt will be considered a resignation and the employee shall have no further right to recall.
- 4. If the employee has not been recalled within twelve (12) months, the layoff shall be considered permanent.

**ARTICLE IX
GENERAL EMPLOYMENT PRACTICES**

- A. Notice of all openings and vacancies shall be posted by the Superintendent or his designee for five (5) workdays prior to the filling of the vacancy in the district administration building and shall be transmitted to all work-site supervisors, who shall post the notice at the site. A copy of all vacancies shall be emailed or sent to the GESPA President prior to the five-day posting notifying GESPA of all vacancies.
- B. For consideration of an appointment for a summer employment position, an employee must file with the Superintendent on or before May 1 of each year, a written application on a form to be furnished by the Superintendent. In making assignments of employees to summer positions, the Board will take into consideration relevant factors including but not limited to continuous employment by the Board.
- C. A person employed to fill a full-time position shall be appointed to that position on probationary status for a period of six (6) months. A probationary employee is entitled to all benefits provided to a regular employee including the right to become or not to become a member of the union.
- D. Employees may be dismissed from a position in which they hold probationary status at any time without the necessity for the showing of cause.
- E. For the first three years of employment, non-instructional personnel can be non-renewed at the end of a contractual year without specifying cause. After three (3) consecutive years of active employment and a recommendation for the fourth year, non-instructional personnel shall be classified as permanent employees.
- F. A permanent status person promoted within a job class shall serve in the higher classification on probationary status for three (3) months. The employee shall retain permanent status in the lower classification unless dismissed for cause for other than unsatisfactory performance. A permanent status person who voluntarily transfers to another job class shall serve in the new position on probationary status for three (3) months after which they will be granted permanent status.
- G. A permanent employee's status shall continue from year to year unless the Superintendent terminates the employee for just cause or the Superintendent reduces the number of employees on a district-wide basis for financial reasons.
- H. 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.
- I. Employees under contract who admit they have an alcohol and/or drug problem, or who test positive, will be required to complete a substance abuse rehabilitation program at an authorized rehabilitation center. Accrued sick leave, vacation, short-term disability benefits, and leave-of-absence may be used for the period of time the employee is in rehabilitation. The School Board, with the cooperation of the employee, will make a one-time attempt to rehabilitate the employee prior to any job action being taken.
- J. For each classification, job descriptions will be developed, and job incumbents will be provided the opportunity to have input into their job descriptions when developed and/or revised. Employees have the right to have their job descriptions reviewed by their manager/director. Job descriptions shall be distributed to all current non-instructional employees for the position to which they are assigned. The description shall include as a minimum:
 - 1. Job title and Description,
 - 2. Minimum skills and qualifications required,
 - 3. A specific statement of required tasks and responsibilities. Any evaluations of non-instructional employees' work performance shall be based solely upon said job descriptions and in accordance with Article VII - Performance Appraisal.

ARTICLE X EMPLOYEE DISCIPLINE AND PERSONNEL FILES

Provisions of this article shall not pertain to probationary employees.

- A. The Superintendent, acting through their designees, may discipline employees for just cause. *Just Cause* shall be defined as:
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 or violated any provision of the Department of Education Code of Ethics, prior to taking official action or,
 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 against all employees.
 4. The employee was given an opportunity to present their 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.
- B. Representation at Investigatory Discussion. When an employee is requested to appear before a site administrator/supervisor for the purpose of discussing matters that could be expected to lead to discipline or dismissal, the employee is entitled to have a representative present, upon request. An employee shall be notified at least forty-eight (48) hours in advance of such meetings unless the seriousness of the matter dictates a shorter period of twenty-four (24) hours advance notice and shall be advised of their right to have representation at the meeting. This provision shall not apply to meetings related to the employee assessment process described in Article 7 except for meetings that may be held to discuss a Professional Development Assistance Form related to an overall "Unsatisfactory" or "Needs Improvement" evaluation under Section C.
- C. Disciplinary Procedures. Suspension without Pay and Dismissal. When disciplinary action in the form of suspension without pay or dismissal is proposed, an employee shall be provided the procedural safeguards described below. These procedures include providing the employee with a "Predetermination Notice" (Section C. 1.), an opportunity for a "Predetermination Conference" (Section C. 2.), and a "Notice of Recommended Final Action" (Section C. 3.)
1. Predetermination Notice: Form and Delivery.
 - a. The employee shall be provided a written "Predetermination Notice" of the proposed action by personal delivery or certified mail, return receipt requested, at least ten (10) days prior to the date the action is to be taken. An employee may be suspended temporarily with pay; however, without such prior notice, until a decision is rendered and effective in the evidentiary hearing described in Section D, below.
 - b. The "Predetermination Notice" shall be signed by the site administrator/supervisor who is authorized by the Superintendent to discipline employees and shall include the following contents:
 - i. The disciplinary action proposed and its effective date.
 - ii. The specific charges or reasons for the action, including identification of any documents and witnesses on which the charges are then known to be based.
 - iii. A statement advising the employee that they may, within five (5) days of receipt of the "Notice," submit a request in writing on a form enclosed with the "Notice" for a "Predetermination Conference" in order to make an oral or written statement, or both, to the Superintendent's designee to refute or explain the charges made against the employee. The "Notice" shall state that the failure of the employee to submit the written form requesting a "Conference" within five (5) days constitutes a waiver of their rights to such "Conference" and that in the absence of a response, the proposed disciplinary action shall become effective as proposed in the

"Notice."

- iv. The "Notice" shall give the name and address of the person with whom the request for a "Predetermination Conference" shall be filed. The "Notice" shall advise the employee that the "Conference" will be held prior to the proposed effective date of the action, at a time and place determined by the Superintendent's designee, normally during regular business hours.
 - v. A statement that the Superintendent and the Board are sincere in their desire to reduce the risk of error in taking disciplinary action against the employee and to avoid wrongful damage to the employee's reputation by untrue or erroneous charges, and therefore, the Superintendent and the Board are sincerely interested in receiving and considering the employee's response.
 - vi. A statement advising the employee of their right to representation at the "Predetermination Conference."
2. Predetermination Conference.
 - a. The "Conference" shall be conducted by the Superintendent's designee who shall recommend action to the Board concerning the employee.
 - b. The "Conference" shall be set on at least five (5) days' notice, and accommodation shall be made to ensure it is conducted at a time and in a manner mutually agreed upon by both parties.
 - c. The person conducting the "Conference" shall convene the "Conference" at the time and place set and shall identify himself, the employee, and all other participants, and explain that the purpose of the "Conference" is to hear all sides of the charges so as to protect the employee from erroneous or arbitrary adverse action.
 - d. The "Conference" shall be formal. Its purpose shall be to discuss the basis of the proposed action and to reach a recommendation for final action. The Rules of Evidence shall not apply. The employee and the Board may bring a qualified representative to assist or advise them.
 - e. In order to promote an atmosphere conducive to free and open discussion of the charges and proposed disciplinary action, the parties may not cross-examine unwilling persons - managers or employees. The Superintendent's designee is responsible, however, for gathering information relevant to their decision and may, therefore, question anyone present in order to gather such information. In this regard, the Superintendent's designee shall ask questions of a party or witness, as requested by either party, in an area that is relevant to the decision.
 - f. The employee shall be permitted to submit relevant information personally and by witness, orally and in writing, with the privilege being reserved by the Superintendent's designee to give that information such weight, as they deem proper.
 - g. At the conclusion of the "Conference," the Superintendent's designee shall inform the employee when he/she will recommend whether to uphold the proposed disciplinary action.
 3. Notice of Final Action.
 - a. The Superintendent or designee shall notify the employee of their decision in writing by personal delivery or by certified mail, return receipt requested. If the decision is to uphold the proposed discipline, the "Notice of Recommended Final Action" must be provided to the employee at least five (5) days prior to the date the discipline is to be effective.
 - b. The "Notice of Recommended Final Action" shall specify the facts relied upon by the Superintendent's designee in reaching their decision, and shall refer to the policies, rules, laws or other legal basis on which the action is premised. The "Notice" shall endeavor to place the employee on actual notice of the decision-maker's rationale.
 - c. The "Notice of Recommended Final Action" shall also describe the employee's right to have the decision reviewed through an evidentiary hearing (see Section D, below). If the employee does not request an evidentiary hearing, the recommended final action will become Final Action when acted upon by the School Board. The Board or its designee will issue a Notice of Final Action within five (5) working days of Board action.
 4. Period between Notice of Final Action and Effective Date of Action
During the period between the issuance of the "Notice of Final Action" and the effective date of any disciplinary action, the employee shall be expected to perform their usual duties without disrupting

fellow employees or other persons, or the employer's activities. If it is deemed highly desirable or necessary that the employee does not continue to perform the same duties in the same location during this period, the Superintendent or designee may temporarily assign the employee to other duties. Alternatively, an employee may be suspended with pay, as provided in Section C, 1.a.

5. No Reprisal. An employee who participates in these disciplinary procedures shall not be subjected to reprisal, interference, or coercion as a result of such participation.

D. Post-Determination Hearing.

1. A permanent employee who is suspended without pay or dismissed and who has participated in a "Predetermination Conference" and received a "Notice of Final Action" as described in Section C, 2 and 3., above, shall be entitled to a *de novo* evidentiary hearing in accordance with the procedures outlined in the Florida Administrative Procedures Act, Chapter 120, Florida Statutes. An employee must elect in writing to proceed with such a hearing within fourteen (14) days of receipt of a "Notice of Final Action" (see Section C. 3. c, above).
2. An employee who prevails in a post-determination hearing shall be entitled to back pay, less mitigating earnings; legal interest; other equitable relief, including correction of personnel records; and reasonable attorney fees and costs. The amount of any monetary award for back pay, interest, and attorney fees shall be determined by the Board, in the exercise of its discretion, based upon the evidence submitted.

- E. Public Reprimand, An administrator shall not reprimand an employee in the presence of the employee's colleagues, teachers (other than the supervising teachers), or in the presence of students or the parents of such students. When reprimand or criticism is deemed necessary, it shall be made with discretion and out of public view and hearing.

F. Personnel Files.

1. An employee shall have the right to review the contents of all records of the Board pertaining to the employee originating after initial employment and to have a representative of GESPA accompany them in such review. Other examination of an employee's file shall be limited to qualified supervisory personnel, except that GESPA representatives, with an employee's permission, may review such files when necessary for contract administration purposes or to provide the employee representation in other administrative or legal proceedings. Each file shall contain a record indicating who has reviewed it, the date reviewed, and the reason for such a review.
2. Material relating to work performance or other matters that may be cause for discipline originating after initial employment must be reduced to writing within forty-five (45) days, exclusive of the summer vacation period, of the school system administration becoming aware of the facts reflected in the material before being placed in an employee's personnel file. The employee shall be given an opportunity to review and sign the material. The employee's signature shall acknowledge that the employee has reviewed the material but shall not be interpreted to indicate their agreement with its contents. Complaints against the employee shall be put in writing with names of complainants, administrative action taken, and remedy clearly stated. The employee may respond in writing to any material, including complaints, which response shall be attached to the file copy of the material in question.
3. All recommendations shall be based solely on the contents of the employee's personnel file.

ARTICLE XI
Benefits and Insurance

- A. The Board shall provide for each employee, without cost to them, group term life and dental insurance. The Board will contribute for each employee no less than seventy-five (75) percent 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 GESPA of any such increase(s) or decrease(s) at least thirty (30) days in advance.
- C. An insurance committee consisting of three (3) members appointed by each bargaining unit and three (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.

ARTICLES XII HOURS AND WORKING CONDITIONS

Annually, a committee consisting of three (3) members appointed by GESPA and three (3) members appointed by the Superintendent shall be established to review working conditions and make recommendations as needed. The committee shall be advisory in nature and shall devise its own internal working procedure. The committee shall convene in October and shall report its findings to the chief negotiators before December 31 each year.

- A. Compensatory Time. Compensatory time shall be granted when the following provisions are met.
1. Earning of Compensatory Time.
 - a. Pursuant to the provisions of the Fair Labor Standards Act and pertinent Code of Federal Regulations (CFR) provisions, the Board may choose to offer compensatory time, at a rate of one and one-half hours for each overtime hour worked, in lieu of overtime compensation, for time spent by employees engaging in duties beyond the normal contractual day causing them to work beyond their normal work week (40 hours).
 - b. Compensatory time is not actually accrued and available for use until the end of the work week during which the additional hours were performed. Further, while long-term additional duties beyond the normal work weeks may be pre-approved by a supervisor and/or a representative of the Superintendent for administrative convenience, compensatory time for carrying out such long-term, extra duties only accrue and become usable on a weekly basis at the end of each work week in which the employee carries out the extra duties extending beyond the normal work week.
 - c. Federal law applicable to this bargaining unit's members presently authorized the accrual of compensatory time up to two hundred forty (240) hours; however, the District supervisors shall make every reasonable effort to limit the number of accrued compensatory time hours to forty (40) hours. Notwithstanding the intention of the parties to manage and restrict compensatory time hours in this manner, employees must either be allowed to continue to accrue compensatory time beyond 40 hours up to the maximum allowable number of two hundred forty (240), or be paid overtime wages at one and one-half times their normal pay rate whenever their supervisors ask or expect them to take additional duties that cause them to have an accrued balance of more than two hundred forty (240) hours of compensatory time, the District must pay appropriate overtime wage compensation for all compensatory hours accrued beyond two hundred forty (240).
 - d. The nature and extent of employee assignments beyond the normal workday for which compensatory time will be granted shall be determined by the site administrator consistent with the provisions of this Contract.
 - e. Compensatory time accrual shall apply to activities, such as faculty meetings, bus duty beyond the normal workday, parent-teacher organization meetings, school open houses and other extra, school-related activities that require employees to carry out additional duties beyond their normal workday/work weeks.
 2. Use of Compensatory Time.
 - a. Consistent with the parties' stated goal of restricting the accrual of compensatory time to a maximum of forty (40) hours, site administrators shall approve all reasonable employee compensatory time leave requests unless doing so would demonstrably create an unavoidable burden upon the function of the site administrator's operation.
 - b. The District may, at its discretion, substitute the payment of overtime wages, at a rate of no less than one and one-half times the employee's normal hourly rate, for accrued compensatory time.
 - c. Accrued compensatory time shall remain available for the employee's future use and cannot be forfeited or otherwise determined to have lapsed.
 - d. Within the first thirty (30) days of the employee contract year, each site administrator shall provide to employees at the site a copy of the plan for implementing compensatory time at that site that is consistent with the provisions of this section.
 - e. Upon an employee's termination, resignation, retirement, or separation from employment for any reason, accrued compensatory time shall be converted to overtime wages and paid to the employee at a rate of not less than one and one-half times the regular rate of compensation.

3. Compensation

The pay table will be adopted for all current employees and new hires who will be placed on the table corresponding to their years of experience and position.

- B. An employee shall be given written notice of their employment status for the forthcoming school year/fiscal year no later than the final day of the employee's school year/fiscal year contract. In the event changes in an employee's appointment are proposed, the employee affected shall be notified promptly in writing. The employer reserves the right to adjust hours of work to meet program needs.

- C. Work Break and Lunch Period.
 1. Work Break. Employees shall be granted one fifteen (15) minute break near the middle of each four (4) consecutive hour work period. Unused work breaks shall not be accumulated nor shall work breaks be scheduled at the beginning or end of a work shift.
 2. Lunch Period. An unpaid duty-free lunch period of at least thirty (30) minutes shall be provided for any employee scheduled to work more than four (4) consecutive hours.

- D. School Food Service.
 1. One lunch is provided for school food service employees for one hundred and eighty (180) school days. One breakfast is provided for school food service employees who work in the breakfast program.
 2. The School Board will provide three uniforms for all cafeteria employees.-Appropriate shoes with non-skid soles are required.

- E. Transportation Employees
 1. Definitions:
 - i. **"Driving time"** is the time necessary to drive a school bus from a central storage location or residence to the first student pick-up of the route and from the last drop-off to the appropriate parking location.
 - ii. **"Related duties"** is any duty assigned or required that does not fall under the definition of driving time.
 - iii. **"Reposition"** is the movement of a bus driver from one route to another during the school year or during rerouting in the summer months.
 - iv. **"Medically complex children"** are children who are health-impaired that have a physical condition that is chronic in nature. In the context of pupil transportation, "medically complex children" must be documented by an Individual Education Plan (IEP) and the bus services should include a bus attendant.
 2. Bus drivers shall work for six (6) hours per day, which includes cleaning time and related duties (morning and evening). No additional hour is paid for driving a bus serving Exceptional Student Education (ESE) students.
 3. Bus attendants shall work five (5) hours per day.
 4. Lead bus drivers shall work six (6) hours per day. Lead bus drivers shall be available during those six (6) hours to drive as needed. The salary will be paid in accordance with the Bus Driver salary schedule plus ten (10) percent.
 5. Bus Drivers are required to have eight (8) hours of training to be paid at fifteen dollars (\$15.00) per hour.
 6. Bus Attendants are required to train in accordance with their job description and will be paid fifteen dollars (\$15.00) per/hour.
 7. Field Trip Procedures:
 - a. Employees may be employed in addition to their regular duties to drive school buses for field trips and other extracurricular activities, providing they hold the proper license. Regular bus drivers will be paid at a rate of fifteen dollars (\$15.00) per hour.
 - b. Bus drivers wishing to drive for field trips and other extracurricular activities may be considered by

completing a request to be placed on a list for field trips or other extracurricular activities. Bus drivers who request that their names be placed on such a list will be selected to drive in order of seniority. Each driver on the list will be offered an opportunity to drive for field trips or extracurricular activities before repeat drivers are offered additional trips.

- c. There will be two (2) documented attempts over a period of two (2) days to contact a driver. If an answering machine is contacted, a message will be left to call the Transportation office. In the event of less than two days' notice of a field trip is given, management will use the first available driver according to the seniority list. Drivers who cannot be contacted because of the short notice will not lose their regular rotation.

In the event of a short notice (two hours prior to the trip), the next eligible driver may reject without losing their position on the roster. Except in cases of emergency, in the event a bus driver fails to show for a scheduled field trip, they shall forfeit their position on that field trip roster for one rotation. Operators who fail to report on assigned trips or who regularly reject trips without legitimate reasons shall be counseled concerning whether they wish to remain on the list. Continuation of either practice shall cause an operator to be deleted from the list. In addition, they will not be allowed to make up the trip they failed to show for.

- d. Management has the right to pass over drivers who would earn overtime if assigned a field trip at that time. Drivers who are passed over will not lose their regular rotation.
 - e. All trips assigned for the previous month will be posted in the Transportation Department by the tenth of the month. Postings will show persons assigned, hours, dates and number of trips taken.
 - f. When a driver's turn for a field trip occurs during regular working hours, a substitute must be placed on that route. If the regular driver is out past midnight, the substitute is to return for the A.M. route. The driver is to report for the P.M. route.
 - g. Trips are to be issued by geographic area unless otherwise requested.
 - i. Work in the geographic area.
 - ii. Work district-wide.
8. Transportation positions available for summer employment for bus drivers shall be filled as follows:
- a. Available positions shall be posted at each work site as soon as practical prior to the beginning of summer for bus drivers.
 - b. Applicants from within the school system shall be afforded the first opportunity to apply for the available positions.
 - c. Seniority among current employees shall be the determining criteria for the filling of the available positions. If a driver is assigned a position and a grant position later becomes available a driver may apply in writing for the posted grant position.
 - d. Management reserves the right to assign drivers the routes involving medically complex children without regard to seniority. Criteria for selection of such drivers shall be experience transporting medically complex children and/or special training relating to providing services to medically complex children.
9. Repositioning of drivers:
- a. Employees desiring a reposition may submit a written request to the Director of Transportation when an open route becomes available.
 - b. The Director of Transportation will make a determination of the repositioning of drivers based on qualifications and the length of service to the district as a bus driver.

G Maintenance, Mechanics, and Custodial/Janitorial On-Call and Call Back Procedure

- 1. Definitions:
 - a. After-Hours - For this document, on-call and after-hours are synonymous and interchangeable.
 - b. On-Call - The status of an employee who has agreed to be available for a specified time after normal business hours.
 - c. On-Call Hours - The time outside of normal business hours. The following schedules are current but are subject to change. Schedule changes would not require further Board action for on-call.
- 2. Schedules:

a. Maintenance Schedule

Normal Schedule 7:30 a.m. to 4:00 p.m. Monday through Friday.

Summer Schedule 7:00 a.m. to 4:00 p.m. Monday through Thursday.

On-Call Workweek - An on-call work week starts at 7:30 a.m. Monday and lasts until 7:30 a.m. the following Monday.

b. Transportation Mechanics Schedule – Normal Schedule:

5:30 a.m. - 2:30 p.m.

7:00 a.m. - 4:00 p.m.

8:00 a.m. - 5:00 p.m.

Summer Schedule- 7:00 a.m. - 5:00 p.m. 4-day workweek

After hours- wrecker calls and after 5 p.m. service calls as assigned by the shop supervisor

c. Custodial Schedule

Custodial On-call schedule is optional at the discretion of the principal at each school. Schedules may vary based on normal working hours for each custodian.

Call-Back - Call-back is when an employee has been dispatched back to work after normal business hours.

On-Call Obligation:

An on-call employee is not required to remain on site but is required to be available and in fit condition for duty. Fit condition shall include refraining from the use of alcohol and/or other substances which may impair the employees' ability to drive and perform required duties while on-call.

In the event an on-call person falls sick during their appointed time, they shall immediately notify their supervisor so duties can be assigned to another employee.

If supplied, on-call employees are required to wear their district-issued cell phone. When contacted, the on-call employee is required to respond within twenty (20) minutes and when called back to work, should be on site within ninety (90) minutes. On-call employees shall ensure they can be reached when called.

3. On-Call and Call-Back Pay:

- a. There are one hundred sixty-eight (168) hours per week. Subtract the normal forty (40) hour work week and it leaves one hundred twenty-eight (128) on-call hours. On-call pay shall be calculated at one (\$1.00) dollar per hour.
- b. When called back to work after hours, an on-call employee shall receive their normal hourly pay rate while on the job. This is in addition to the (\$1.00) dollar per hour rate. There shall be a two (2) hour minimum for call-back.
- c. The on-call employee shall be responsible for logging and submitting call-back time. Travel time is not calculated as time worked.
- d. Overtime or compensatory time shall only be accrued on hours worked over forty (40) per week. On-call hours are not counted as hours worked. On-call rate is added to the employee's normal hourly rate when calculating overtime.

ARTICLE XIII TERMINAL PAY

- A. All payments made pursuant to this Article shall be subject to the law, 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 employees at resignation without retirement, at normal retirement, 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, upon separation from such service by resignation without retirement, PROVIDED that they 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 they, upon normal retirement, PROVIDED that they 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 their number of days of accumulated sick leave, times a percentage figure depending on their 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 their number of days of accumulated sick leave, times a percentage figure depending on their 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 resignation without retirement, or upon normal retirement, shall be paid only where the individual's resignation or retirement is concurrent in time with their separation from the full-time service of this School District, except those employees enrolled in DROP, and then only if they are 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, or 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 their 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.

- C. "Normal retirement," is defined as having ten (10) years of creditable service and age sixty (62); or thirty (30) years of creditable service regardless of age (this can include credit for up to four (4) years of military service). For those employees who elect to participate in DROP, compensation will be disbursed according to School Board Policy.
- D. Terminal pay for accumulated sick leave paid to any person pursuant to this Article XIII shall 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.

ARTICLE XIV PROFESSIONAL COMPENSATION

Salaries shall be paid to the employee on a monthly basis.

- A. The pay table (Appendix A) will be adopted for all current employees and new hires who will be placed on the table corresponding to their years of experience and position.
- B. Salaries shall be paid to the employee on a monthly basis.
- C. Each employee shall receive a single paycheck each month.
 - 1. Each paycheck will have a single line for each of the following:
 - i. Regular contract hours pay
 - ii. Additional hours pay
 - iii. Overtime pay
 - iv. Com Time earned and total comp time available
 - v. Available sick time
 - 2. Every paycheck shall be direct deposited, unless there are extenuating circumstances for a physical check to be issued (e.g. banking institution issues, district discretion for special recognition, etc.).
- D. In accordance with Federal and State laws, employees shall be be paid for actual hours worked (e.g. bus routes may vary substantially, drivers and bus aides must be paid for the actual hours worked).
- E. Classroom Coverage.
 - 1. An employee may be placed in charge of a classroom under the following circumstances:
 - 2. An employee may be assigned to a classroom for up to two hours when the unanticipated absence of a certified teacher requires such classroom coverage. If an employee is assigned to provide such coverage for more than two hours during a day, the site administrator shall compensate the employee for the total hours worked during the day in this capacity under the provisions of paragraph two (2) below. In circumstances of unanticipated absence that extend beyond two hours, site administrators shall, consistent with other staffing needs, assign one employee to provide coverage during the entire period rather than two or more employees at various times throughout the day. Site administrators shall, where possible, assign for this purpose only those employees who have indicated an interest in receiving such assignments.
 - 3. When a teacher notifies a site administrator that they are sick, going to be on personal leave, or on In-Line-of Duty leave, an employee may be assigned as a substitute teacher. Administrators shall, consistent with other staffing needs, assign one employee to provide coverage during the entire period of absence rather than two or more employees at various times throughout the period. Site administrators shall, where possible, assign for this purpose only those employees who have indicated an interest in receiving such assignments. If the employee is assigned to provide such coverage for more than two hours during a day, the employee will be paid one and one-half times their regular hourly rate-of-pay or at the current substitute teacher rate, whichever is greater, for the total time worked as a substitute, including any time worked during the day in the status described in paragraph 1 above.
- F. Automobile Allowance: An employee covered by this Contract who uses their automobile for School Board business shall be compensated for such travel at the current rate established by the Board. Such mileage reimbursement shall not include routine travel to or from the employee's home and an assigned work location. In order to receive mileage reimbursement, the employee must complete the proper forms and have the proper authorization as provided in Board policy.
- G. Employees who are required to be on call District-wide and carry an emergency phone that significantly restricts their freedom of movement and may necessitate their returning to the work site may use their assigned county vehicle to travel between their home and regular work site as well as to travel to the site of any emergency during the days that they are assigned such district-wide on-call assignment.
- H. Employees who are required to participate in Staff Development outside their regular workday will be compensated at their hourly rate of pay, including overtime, where applicable.
- I. Employment after retirement - Beginning July 1, 2008, all retirees who remain unemployed for the appropriate time as defined by law and are reemployed with the School Board to appropriate positions as defined by Section 121.09 (9)(b)(3) of Florida Statutes will be placed on the salary schedule at Step 0 for their appropriate job assignment. 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.

J. Professional Compensation

1. Each employee shall receive a single paycheck each month.
 - a. Each paycheck will have a single line for each of the following:
 - i. Regular contract hours pay.
 - ii. Additional hours pay.
 - iii. Overtime pay.
 - iv. Comp Time earned and total com time available.
 - v. Available sick time.
 - b. Every paycheck shall be direct deposited, unless there are extenuating circumstances for a physical check to be issued (e.g. banking institution issues, district discretion for special recognition, etc.).
2. In accordance with Federal and State laws, employees shall be paid for actual hours worked (e.g. bus routes may vary substantially; drivers and bus aides must be paid for the actual hours worked).

**ARTICLE XV
AMENDMENT AND DURATION**

A. Entire Agreement.

1. The parties acknowledge that during the negotiations resulting in this Contract, each had the unlimited right and opportunity to make demands and proposals with respect to any and all subjects or matters not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties after exercise of that right and opportunity are set forth in this Contract. This Contract constitutes the entire agreement between the parties and concludes collective bargaining for its team, subject only to a mutual agreement by the parties to modify the Contract. Such changes shall be reduced to writing, ratified and signed by the parties, and shall become an amendment to this Contract.
2. The Board and GESPA each voluntarily and unqualifiedly waive the right, and each agree that the other shall not be obligated, to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Contract, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Contract. As an exception to this provision, the parties will enter into negotiations that are necessary to address changes in terms and conditions of employment mandated by State or federal legislation.

B. If a provision of this Contract is declared illegal or invalid by a court of competent jurisdiction, or rendered invalid by reason of subsequently enacted legislation, such action shall not invalidate the remaining provisions. In the event of such an occurrence, the parties to enter into immediate negotiations for the purpose of arriving at a mutually satisfactory replacement for the part declared illegal or invalid.

C. This Contract shall be effective on the date of its ratification by both parties and shall remain in full force and effect through June 30, 2027. New provisions shall be effective on the date of ratification unless a provision provides otherwise by its terms.

**For the Gadsden Educational Staff
Professional Association (GESPA)**

For The School Board of Gadsden County

GESPA President

School Board Chair

Date

Date

Big Bend Executive Director

Superintendent of Schools

Date

Date

Chief Negotiator

Date

**APPENDIX A
NON-INSTRUCTIONAL SALARY SCHEDULE DISTRICT/SCHOOL LEVEL**

	PARAPROFESSIONALS I (HS Diploma) 10-month		PARAPROFESSIONAL II (AA/AS Degree) 10-month		PARAPROFESSIONAL III (BA/BS Degree) 10-month		CUSTODIAL ASSISTANT 11-month	
	PG 1	1432.50	PG 2	1432.50	PG 3	1432.50	PG 4	1712.00
STEP	RATE	SALARY	RATE	SALARY	RATE	SALARY	RATE	SALARY
0	\$15.05	\$21,559.13	\$15.55	\$22,275.38	\$16.55	\$23,707.88	\$15.00	\$25,680.00
1	\$15.10	\$21,630.75	\$15.60	\$22,347.00	\$16.60	\$23,779.50	\$15.05	\$25,765.60
2	\$15.15	\$21,702.38	\$15.65	\$22,418.63	\$16.65	\$23,851.13	\$15.10	\$25,851.20
3	\$15.20	\$21,774.00	\$15.70	\$22,490.25	\$16.70	\$23,922.75	\$15.15	\$25,936.80
4	\$15.25	\$21,845.63	\$15.75	\$22,561.88	\$16.75	\$23,994.38	\$15.20	\$26,022.40
5	\$15.30	\$21,917.25	\$15.80	\$22,633.50	\$16.80	\$24,066.00	\$15.25	\$26,108.00
6	\$15.35	\$21,988.88	\$15.85	\$22,705.13	\$16.85	\$24,137.63	\$15.30	\$26,193.60
7	\$15.40	\$22,060.50	\$15.90	\$22,776.75	\$16.90	\$24,209.25	\$15.35	\$26,279.20
8	\$15.45	\$22,132.13	\$15.95	\$22,848.38	\$16.95	\$24,280.88	\$15.40	\$26,364.80
9	\$15.50	\$22,203.75	\$16.00	\$22,920.00	\$17.00	\$24,352.50	\$15.45	\$26,450.40
10	\$15.55	\$22,275.38	\$16.05	\$22,991.63	\$17.05	\$24,424.13	\$15.50	\$26,536.00
11	\$15.60	\$22,347.00	\$16.10	\$23,063.25	\$17.10	\$24,495.75	\$15.55	\$26,621.60
12	\$15.65	\$22,418.63	\$16.15	\$23,134.88	\$17.15	\$24,567.38	\$15.60	\$26,707.20
13	\$15.70	\$22,490.25	\$16.20	\$23,206.50	\$17.20	\$24,639.00	\$15.65	\$26,792.80
14	\$15.75	\$22,561.88	\$16.25	\$23,278.13	\$17.25	\$24,710.63	\$15.70	\$26,878.40
15	\$15.80	\$22,633.50	\$16.30	\$23,349.75	\$17.30	\$24,782.25	\$15.75	\$26,964.00
16	\$15.85	\$22,705.13	\$16.35	\$23,421.38	\$17.35	\$24,853.88	\$15.80	\$27,049.60
17	\$15.90	\$22,776.75	\$16.40	\$23,493.00	\$17.40	\$24,925.50	\$15.85	\$27,135.20
18	\$15.95	\$22,848.38	\$16.45	\$23,564.63	\$17.45	\$24,997.13	\$15.90	\$27,220.80
19	\$16.00	\$22,920.00	\$16.50	\$23,636.25	\$17.50	\$25,068.75	\$15.95	\$27,306.40
20	\$16.05	\$22,991.63	\$16.55	\$23,707.88	\$17.55	\$25,140.38	\$16.00	\$27,392.00
21	\$16.10	\$23,063.25	\$16.60	\$23,779.50	\$17.60	\$25,212.00	\$16.05	\$27,477.60
22	\$16.15	\$23,134.88	\$16.65	\$23,851.13	\$17.65	\$25,283.63	\$16.10	\$27,563.20
23	\$16.20	\$23,206.50	\$16.70	\$23,922.75	\$17.70	\$25,355.25	\$16.15	\$27,648.80
24	\$16.25	\$23,278.13	\$16.75	\$23,994.38	\$17.75	\$25,426.88	\$16.20	\$27,734.40
25	\$16.30	\$23,349.75	\$16.80	\$24,066.00	\$17.80	\$25,498.50	\$16.25	\$27,820.00
26	\$16.35	\$23,421.38	\$16.85	\$24,137.63	\$17.85	\$25,570.13	\$16.30	\$27,905.60
27	\$16.40	\$23,493.00	\$16.90	\$24,209.25	\$17.90	\$25,641.75	\$16.35	\$27,991.20
28	\$16.45	\$23,564.63	\$16.95	\$24,280.88	\$17.95	\$25,713.38	\$16.40	\$28,076.80
29	\$16.50	\$23,636.25	\$17.00	\$24,352.50	\$18.00	\$25,785.00	\$16.45	\$28,162.40
30	\$16.55	\$23,707.88	\$17.05	\$24,424.13	\$18.05	\$25,856.63	\$16.50	\$28,248.00

	LEAD CUSTODIAN 12-month		RECEPTIONIST Non-Confidential 12-month		SECRETARY I Non-Confidential (HS Diploma, 3 yrs Exp., 40 wpm) 11/12-month 11-month		SECRETARY II Non-Confidential (HS Diploma, 4 yrs Exp. 45 wpm) 11/12-month	
	PG 16	1920.00	PG 9	1920.00	PG 10	1712.00	PG 11	1712.00
STEP	RATE	SALARY	RATE	SALARY	RATE	SALARY	RATE	SALARY
0	\$16.55	\$31,776.00	\$16.00	\$30,720.00	\$16.00	\$27,392.00	\$16.50	\$28,248.00
1	\$16.60	\$31,872.00	\$16.05	\$30,816.00	\$16.05	\$27,477.60	\$16.55	\$28,333.60
2	\$16.65	\$31,968.00	\$16.10	\$30,912.00	\$16.10	\$27,563.20	\$16.60	\$28,419.20
3	\$16.70	\$32,064.00	\$16.15	\$31,008.00	\$16.15	\$27,648.80	\$16.65	\$28,504.80
4	\$16.75	\$32,160.00	\$16.20	\$31,104.00	\$16.20	\$27,734.40	\$16.70	\$28,590.40
5	\$16.80	\$32,256.00	\$16.25	\$31,200.00	\$16.25	\$27,820.00	\$16.75	\$28,676.00
6	\$16.85	\$32,352.00	\$16.30	\$31,296.00	\$16.30	\$27,905.60	\$16.80	\$28,761.60
7	\$16.90	\$32,448.00	\$16.35	\$31,392.00	\$16.35	\$27,991.20	\$16.85	\$28,847.20
8	\$16.95	\$32,544.00	\$16.40	\$31,488.00	\$16.40	\$28,076.80	\$16.90	\$28,932.80
9	\$17.00	\$32,640.00	\$16.45	\$31,584.00	\$16.45	\$28,162.40	\$16.95	\$29,018.40
10	\$17.05	\$32,736.00	\$16.50	\$31,680.00	\$16.50	\$28,248.00	\$17.00	\$29,104.00
11	\$17.10	\$32,832.00	\$16.55	\$31,776.00	\$16.55	\$28,333.60	\$17.05	\$29,189.60
12	\$17.15	\$32,928.00	\$16.60	\$31,872.00	\$16.60	\$28,419.20	\$17.10	\$29,275.20
13	\$17.20	\$33,024.00	\$16.65	\$31,968.00	\$16.65	\$28,504.80	\$17.15	\$29,360.80
14	\$17.25	\$33,120.00	\$16.70	\$32,064.00	\$16.70	\$28,590.40	\$17.20	\$29,446.40
15	\$17.30	\$33,216.00	\$16.75	\$32,160.00	\$16.75	\$28,676.00	\$17.25	\$29,532.00
16	\$17.35	\$33,312.00	\$16.80	\$32,256.00	\$16.80	\$28,761.60	\$17.30	\$29,617.60
17	\$17.40	\$33,408.00	\$16.85	\$32,352.00	\$16.85	\$28,847.20	\$17.35	\$29,703.20
18	\$17.45	\$33,504.00	\$16.90	\$32,448.00	\$16.90	\$28,932.80	\$17.40	\$29,788.80
19	\$17.50	\$33,600.00	\$16.95	\$32,544.00	\$16.95	\$29,018.40	\$17.45	\$29,874.40
20	\$17.55	\$33,696.00	\$17.00	\$32,640.00	\$17.00	\$29,104.00	\$17.50	\$29,960.00
21	\$17.60	\$33,792.00	\$17.05	\$32,736.00	\$17.05	\$29,189.60	\$17.55	\$30,045.60
22	\$17.65	\$33,888.00	\$17.10	\$32,832.00	\$17.10	\$29,275.20	\$17.60	\$30,131.20
23	\$17.70	\$33,984.00	\$17.15	\$32,928.00	\$17.15	\$29,360.80	\$17.65	\$30,216.80
24	\$17.75	\$34,080.00	\$17.20	\$33,024.00	\$17.20	\$29,446.40	\$17.70	\$30,302.40
25	\$17.80	\$34,176.00	\$17.25	\$33,120.00	\$17.25	\$29,532.00	\$17.75	\$30,388.00
26	\$17.85	\$34,272.00	\$17.30	\$33,216.00	\$17.30	\$29,617.60	\$17.80	\$30,473.60
27	\$17.90	\$34,368.00	\$17.35	\$33,312.00	\$17.35	\$29,703.20	\$17.85	\$30,559.20
28	\$17.95	\$34,464.00	\$17.40	\$33,408.00	\$17.40	\$29,788.80	\$17.90	\$30,644.80
29	\$18.00	\$34,560.00	\$17.45	\$33,504.00	\$17.45	\$29,874.40	\$17.95	\$30,730.40
30	\$18.05	\$34,656.00	\$17.50	\$33,600.00	\$17.50	\$29,960.00	\$18.00	\$30,816.00

	FOOD SERVICE WORKER 10-month		ASSISTANT CAFETERIA MANAGER 11-month		BUS ATTENDANT 10-month		BUS DRIVER 10-month	
	PG 7	1372.50	PG 8	1372.50	PG 18	900.00	PG 6	1080.00
STEP	RATE	SALARY	RATE	SALARY	RATE	SALARY	RATE	SALARY
0	\$15.00	\$20,587.50	\$16.50	\$22,646.25	\$15.00	\$13,500.00	\$18.25	\$19,710.00
1	\$15.05	\$20,656.13	\$16.55	\$22,714.88	\$15.05	\$13,545.00	\$18.45	\$19,926.00
2	\$15.10	\$20,724.75	\$16.60	\$22,783.50	\$15.10	\$13,590.00	\$18.65	\$20,142.00
3	\$15.15	\$20,793.38	\$16.65	\$22,852.13	\$15.15	\$13,635.00	\$18.85	\$20,358.00
4	\$15.20	\$20,862.00	\$16.70	\$22,920.75	\$15.20	\$13,680.00	\$19.05	\$20,574.00
5	\$15.25	\$20,930.63	\$16.75	\$22,989.38	\$15.25	\$13,725.00	\$19.25	\$20,790.00
6	\$15.30	\$20,999.25	\$16.80	\$23,058.00	\$15.30	\$13,770.00	\$19.45	\$21,006.00
7	\$15.35	\$21,067.88	\$16.85	\$23,126.63	\$15.35	\$13,815.00	\$19.65	\$21,222.00
8	\$15.40	\$21,136.50	\$16.90	\$23,195.25	\$15.40	\$13,860.00	\$19.85	\$21,438.00
9	\$15.45	\$21,205.13	\$16.95	\$23,263.88	\$15.45	\$13,905.00	\$20.05	\$21,654.00
10	\$15.50	\$21,273.75	\$17.00	\$23,332.50	\$15.50	\$13,950.00	\$20.25	\$21,870.00
11	\$15.55	\$21,342.38	\$17.05	\$23,401.13	\$15.55	\$13,995.00	\$20.45	\$22,086.00
12	\$15.60	\$21,411.00	\$17.10	\$23,469.75	\$15.60	\$14,040.00	\$20.65	\$22,302.00
13	\$15.65	\$21,479.63	\$17.15	\$23,538.38	\$15.65	\$14,085.00	\$20.85	\$22,518.00
14	\$15.70	\$21,548.25	\$17.20	\$23,607.00	\$15.70	\$14,130.00	\$21.05	\$22,734.00
15	\$15.75	\$21,616.88	\$17.25	\$23,675.63	\$15.75	\$14,175.00	\$21.25	\$22,950.00
16	\$15.80	\$21,685.50	\$17.30	\$23,744.25	\$15.80	\$14,220.00	\$21.45	\$23,166.00
17	\$15.85	\$21,754.13	\$17.35	\$23,812.88	\$15.85	\$14,265.00	\$21.65	\$23,382.00
18	\$15.90	\$21,822.75	\$17.40	\$23,881.50	\$15.90	\$14,310.00	\$21.85	\$23,598.00
19	\$15.95	\$21,891.38	\$17.45	\$23,950.13	\$15.95	\$14,355.00	\$22.05	\$23,814.00
20	\$16.00	\$21,960.00	\$17.50	\$24,018.75	\$16.00	\$14,400.00	\$22.25	\$24,030.00
21	\$16.05	\$22,028.63	\$17.55	\$24,087.38	\$16.05	\$14,445.00	\$22.45	\$24,246.00
22	\$16.10	\$22,097.25	\$17.60	\$24,156.00	\$16.10	\$14,490.00	\$22.65	\$24,462.00
23	\$16.15	\$22,165.88	\$17.65	\$24,224.63	\$16.15	\$14,535.00	\$22.85	\$24,678.00
24	\$16.20	\$22,234.50	\$17.70	\$24,293.25	\$16.20	\$14,580.00	\$23.05	\$24,894.00
25	\$16.25	\$22,303.13	\$17.75	\$24,361.88	\$16.25	\$14,625.00	\$23.25	\$25,110.00
26	\$16.30	\$22,371.75	\$17.80	\$24,430.50	\$16.30	\$14,670.00	\$23.45	\$25,326.00
27	\$16.35	\$22,440.38	\$17.85	\$24,499.13	\$16.35	\$14,715.00	\$23.65	\$25,542.00
28	\$16.40	\$22,509.00	\$17.90	\$24,567.75	\$16.40	\$14,760.00	\$23.85	\$25,758.00
29	\$16.45	\$22,577.63	\$17.95	\$24,636.38	\$16.45	\$14,805.00	\$24.05	\$25,974.00
30	\$16.50	\$22,646.25	\$18.00	\$24,705.00	\$16.50	\$14,850.00	\$24.25	\$26,190.00

	LEAD BUS DRIVER 10-month		VEHICLE MECHANIC I 12-month		VEHICLE MECHANIC II & 12-month PARTS WORKER		LEAD VEHICLE MECHANIC 12-month	
	PG 17	1080.00	PG 12	1920.00	PG 13	1920.00	PG 14	1920.00
STEP	RATE	SALARY	RATE	SALARY	RATE	SALARY	RATE	SALARY
0	\$20.08	\$21,681.00	\$16.00	\$30,720.00	\$17.00	\$32,640.00	\$18.00	\$34,560.00
1	\$20.30	\$21,918.60	\$16.05	\$30,816.00	\$17.05	\$32,736.00	\$18.05	\$34,656.00
2	\$20.52	\$22,156.20	\$16.10	\$30,912.00	\$17.10	\$32,832.00	\$18.10	\$34,752.00
3	\$20.74	\$22,393.80	\$16.15	\$31,008.00	\$17.15	\$32,928.00	\$18.15	\$34,848.00
4	\$20.96	\$22,631.40	\$16.20	\$31,104.00	\$17.20	\$33,024.00	\$18.20	\$34,944.00
5	\$21.18	\$22,869.00	\$16.25	\$31,200.00	\$17.25	\$33,120.00	\$18.25	\$35,040.00
6	\$21.40	\$23,106.60	\$16.30	\$31,296.00	\$17.30	\$33,216.00	\$18.30	\$35,136.00
7	\$21.62	\$23,344.20	\$16.35	\$31,392.00	\$17.35	\$33,312.00	\$18.35	\$35,232.00
8	\$21.84	\$23,581.80	\$16.40	\$31,488.00	\$17.40	\$33,408.00	\$18.40	\$35,328.00
9	\$22.06	\$23,819.40	\$16.45	\$31,584.00	\$17.45	\$33,504.00	\$18.45	\$35,424.00
10	\$22.28	\$24,057.00	\$16.50	\$31,680.00	\$17.50	\$33,600.00	\$18.50	\$35,520.00
11	\$22.50	\$24,294.60	\$16.55	\$31,776.00	\$17.55	\$33,696.00	\$18.55	\$35,616.00
12	\$22.72	\$24,532.20	\$16.60	\$31,872.00	\$17.60	\$33,792.00	\$18.60	\$35,712.00
13	\$22.94	\$24,769.80	\$16.65	\$31,968.00	\$17.65	\$33,888.00	\$18.65	\$35,808.00
14	\$23.16	\$25,007.40	\$16.70	\$32,064.00	\$17.70	\$33,984.00	\$18.70	\$35,904.00
15	\$23.38	\$25,245.00	\$16.75	\$32,160.00	\$17.75	\$34,080.00	\$18.75	\$36,000.00
16	\$23.60	\$25,482.60	\$16.80	\$32,256.00	\$17.80	\$34,176.00	\$18.80	\$36,096.00
17	\$23.82	\$25,720.20	\$16.85	\$32,352.00	\$17.85	\$34,272.00	\$18.85	\$36,192.00
18	\$24.04	\$25,957.80	\$16.90	\$32,448.00	\$17.90	\$34,368.00	\$18.90	\$36,288.00
19	\$24.26	\$26,195.40	\$16.95	\$32,544.00	\$17.95	\$34,464.00	\$18.95	\$36,384.00
20	\$24.48	\$26,433.00	\$17.00	\$32,640.00	\$18.00	\$34,560.00	\$19.00	\$36,480.00
21	\$24.70	\$26,670.60	\$17.05	\$32,736.00	\$18.05	\$34,656.00	\$19.05	\$36,576.00
22	\$24.92	\$26,908.20	\$17.10	\$32,832.00	\$18.10	\$34,752.00	\$19.10	\$36,672.00
23	\$25.14	\$27,145.80	\$17.15	\$32,928.00	\$18.15	\$34,848.00	\$19.15	\$36,768.00
24	\$25.36	\$27,383.40	\$17.20	\$33,024.00	\$18.20	\$34,944.00	\$19.20	\$36,864.00
25	\$25.58	\$27,621.00	\$17.25	\$33,120.00	\$18.25	\$35,040.00	\$19.25	\$36,960.00
26	\$25.80	\$27,858.60	\$17.30	\$33,216.00	\$18.30	\$35,136.00	\$19.30	\$37,056.00
27	\$26.02	\$28,096.20	\$17.35	\$33,312.00	\$18.35	\$35,232.00	\$19.35	\$37,152.00
28	\$26.24	\$28,333.80	\$17.40	\$33,408.00	\$18.40	\$35,328.00	\$19.40	\$37,248.00
29	\$26.46	\$28,571.40	\$17.45	\$33,504.00	\$18.45	\$35,424.00	\$19.45	\$37,344.00
30	\$26.68	\$28,809.00	\$17.50	\$33,600.00	\$18.50	\$35,520.00	\$19.50	\$37,440.00

STEP	GROUNDSKEEPER 12-month		HEAD GROUNDSKEEPER & WAREHOUSE WORKER/DRIVER 12-month		IT TECHNICIANS & MAINTENANCE WORKER ¹ 12-month		LEAD MAINTENANCE WORKER ² 12-month	
	PG 5 RATE	1920.00 SALARY	PG 12 RATE	1920.00 SALARY	PG 14 RATE	1920.00 SALARY	PG 15 RATE	1920.00 SALARY
0	\$15.00	\$28,800.00	\$15.50	\$29,760.00	\$17.00	\$32,640.00	\$29.15	\$55,968.00
1	\$15.05	\$28,896.00	\$15.55	\$29,856.00	\$17.05	\$32,736.00	\$29.20	\$56,064.00
2	\$15.10	\$28,992.00	\$15.60	\$29,952.00	\$17.10	\$32,832.00	\$29.25	\$56,160.00
3	\$15.15	\$29,088.00	\$15.65	\$30,048.00	\$17.15	\$32,928.00	\$29.30	\$56,256.00
4	\$15.20	\$29,184.00	\$15.70	\$30,144.00	\$17.20	\$33,024.00	\$29.35	\$56,352.00
5	\$15.25	\$29,280.00	\$15.75	\$30,240.00	\$17.25	\$33,120.00	\$29.40	\$56,448.00
6	\$15.30	\$29,376.00	\$15.80	\$30,336.00	\$17.30	\$33,216.00	\$29.45	\$56,544.00
7	\$15.35	\$29,472.00	\$15.85	\$30,432.00	\$17.35	\$33,312.00	\$29.50	\$56,640.00
8	\$15.40	\$29,568.00	\$15.90	\$30,528.00	\$17.40	\$33,408.00	\$29.55	\$56,736.00
9	\$15.45	\$29,664.00	\$15.95	\$30,624.00	\$17.45	\$33,504.00	\$29.60	\$56,832.00
10	\$15.50	\$29,760.00	\$16.00	\$30,720.00	\$17.50	\$33,600.00	\$29.65	\$56,928.00
11	\$15.55	\$29,856.00	\$16.05	\$30,816.00	\$17.55	\$33,696.00	\$29.70	\$57,024.00
12	\$15.60	\$29,952.00	\$16.10	\$30,912.00	\$17.60	\$33,792.00	\$29.75	\$57,120.00
13	\$15.65	\$30,048.00	\$16.15	\$31,008.00	\$17.65	\$33,888.00	\$29.80	\$57,216.00
14	\$15.70	\$30,144.00	\$16.20	\$31,104.00	\$17.70	\$33,984.00	\$29.85	\$57,312.00
15	\$15.75	\$30,240.00	\$16.25	\$31,200.00	\$17.75	\$34,080.00	\$29.90	\$57,408.00
16	\$15.80	\$30,336.00	\$16.30	\$31,296.00	\$17.80	\$34,176.00	\$29.95	\$57,504.00
17	\$15.85	\$30,432.00	\$16.35	\$31,392.00	\$17.85	\$34,272.00	\$30.00	\$57,600.00
18	\$15.90	\$30,528.00	\$16.40	\$31,488.00	\$17.90	\$34,368.00	\$30.05	\$57,696.00
19	\$15.95	\$30,624.00	\$16.45	\$31,584.00	\$17.95	\$34,464.00	\$30.10	\$57,792.00
20	\$16.00	\$30,720.00	\$16.50	\$31,680.00	\$18.00	\$34,560.00	\$30.15	\$57,888.00
21	\$16.05	\$30,816.00	\$16.55	\$31,776.00	\$18.05	\$34,656.00	\$30.20	\$57,984.00
22	\$16.10	\$30,912.00	\$16.60	\$31,872.00	\$18.10	\$34,752.00	\$30.25	\$58,080.00
23	\$16.15	\$31,008.00	\$16.65	\$31,968.00	\$18.15	\$34,848.00	\$30.30	\$58,176.00
24	\$16.20	\$31,104.00	\$16.70	\$32,064.00	\$18.20	\$34,944.00	\$30.35	\$58,272.00
25	\$16.25	\$31,200.00	\$16.75	\$32,160.00	\$18.25	\$35,040.00	\$30.40	\$58,368.00
26	\$16.30	\$31,296.00	\$16.80	\$32,256.00	\$18.30	\$35,136.00	\$30.45	\$58,464.00
27	\$16.35	\$31,392.00	\$16.85	\$32,352.00	\$18.35	\$35,232.00	\$30.50	\$58,560.00
28	\$16.40	\$31,488.00	\$16.90	\$32,448.00	\$18.40	\$35,328.00	\$30.55	\$58,656.00
29	\$16.45	\$31,584.00	\$16.95	\$32,544.00	\$18.45	\$35,424.00	\$30.60	\$58,752.00
30	\$16.50	\$31,680.00	\$17.00	\$32,640.00	\$18.50	\$35,520.00	\$30.65	\$58,848.00

**APPENDIX A-1- GUIDE TO POSITIONS
FOR APPENDIX A
NON-INSTRUCTIONAL SALARY SCHEDULE: DISTRICT/SCHOOL LEVEL**

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

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

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

Cafeteria workers and assistant managers who were certified by the Florida School Food Service Association during the prior school year shall be paid one hundred fifty (150.00) dollars bonus in August of the new school year, provided they are reemployed and included on the current membership roster of the Florida School Food Service Association. Lunch is provided for school food service employees for one hundred eighty (180) school days. One (1) breakfast is provided for school food service employees who work in the breakfast program.

Non-instructional Personnel will receive their step increases based upon completed years of experience and one classification, as verified by the District, each year beginning July 1, as reflected in the salary schedule in Appendix A.

The Superintendent may recommend that a new employee be credited with a maximum of five (5) years of previous experience, based upon the individual's job training and/or knowledge of the position for which employed. The Superintendent may recommend that an employee be placed in a lower step than to which they might normally be placed or held at the salary paid for the previous year, based upon limited experience and/or failure to perform their duties in a satisfactory manner.

APPENDIX B
PROFESSIONAL DEVELOPMENT

Support Staff Professional Development Incentive

- A. An employee is eligible to receive a one-time Support Staff Professional Development Incentive of five hundred (500.00) dollars upon satisfaction with the following conditions:
 - a. Is currently serving in a full-time position in the GESPA bargaining unit and has permanent status.
 - b. Has received a "Meets Expectation" evaluation or higher for the most recent evaluation period.
 - c. Submits the required documentation of completion of each non-required job-related training to their immediate Supervisor or their designee, who inputs the course/training and the completed credits into a district database within sixty (60) days; and
 - d. Notify the district office when the full seventy-five (75) hours have been completed.
 - i. It is the individual employee's responsibility to keep copies of all documentation of completed training.
 - ii. All training must be job-related and approved by the employee's supervisor.
- B. Support Staff Professional Development Incentives are limited to one every two (2) years and no more than four (4) in the employee's career with the district.
- C. Any professional development earned in excess of the seventy-five (75) hours may be carried forward to count toward the next two (2) year period.
- D. Credit will be granted for the following activities:
 - a. Personal enrichment to enhance the understanding of a work assignment or prepare an employee for advancement.
 - b. Any training provided by a state agency or a worksite that is not required training for a position to remain valid or continuing education required for a specific position.
 - c. Professional development offered by GESPA, FEA, NEA (National Education Association), and AFT (American Federation of Teachers) through online training that relates to non-instructional employee positions.
- E. Credit will not be granted for the following:
 - a. Special assignments for which an employee receives compensation.
 - b. Coursework required to renew a professional credential for the purpose of continuing current employment.

GCSB – 2025-2026
Bargaining Session #2
Counter Proposal
3-2-2026

Effective July 1, 2023, payroll deduction for Union dues was suspended pursuant to state law. All dues-deduction provisions of this agreement removed by this action shall remain removed for the duration of legislative prohibition. If the statutory prohibition is repealed, GESPA and Gadsden County School Board will negotiate any necessary contract language to reenact provisions previously repealed by the end of the academic year in which the repeal occurs.

The Board will provide GESPA with two payroll deduction slots for the purpose of deducting premiums (after tax) for companies participating in the benefits programs sponsored by GESPA through the NEA Member Benefits Program. These payroll deduction slots shall not be used for dues, assessments, lobbying, political action, or any purpose other than providing benefits as stated above directly to the individual employee authorizing the deduction. All deductions shall be made on a twelve-month basis using a mutually agreeable form to be provided by GESPA and transmitted to the common remitter selected by GESPA or its affiliates for such purpose as a single check amount to the remitter for each payroll period. GESPA 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.

T.A. Sonya Jackson 3/2/2026

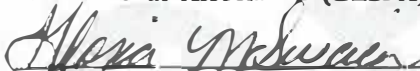
Matt [unclear] 3/2/26

Alexia McSwain 3/2/2026

**ARTICLE XV
AMENDMENT AND DURATION**

- A. Entire Agreement.
1. The parties acknowledge that during the negotiations resulting in this Contract, each had the unlimited right and opportunity to make demands and proposals with respect to any and all subjects or matters not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties after exercise of that right and opportunity are set forth in this Contract. This Contract constitutes the entire agreement between the parties and concludes collective bargaining for its **term**, subject only to a mutual agreement by the parties to modify the Contract. Such changes shall be reduced to writing, ratified and signed by the parties, and shall become an amendment to this Contract.
 2. The Board and GESPA each voluntarily and unqualifiedly waive the right, and each agree that the other shall not be obligated, to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Contract, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Contract. As an exception to this provision, the parties will enter into negotiations that are necessary to address changes in terms and conditions of employment mandated by State or federal legislation.
- B. If a provision of this Contract is declared illegal or invalid by a court of competent jurisdiction, or rendered invalid by reason of subsequently enacted legislation, such action shall not invalidate the remaining provisions. In the event of such an occurrence, the parties to enter into immediate negotiations for the purpose of arriving at a mutually satisfactory replacement for the part declared illegal or invalid.
- C. This Contract shall be effective on the date of its ratification by both parties and shall remain in full force and effect through June 30, 2027. New provisions shall be effective on the date of ratification unless a provision provides otherwise by its terms.

**For the Gadsden Educational Staff
Professional Association (GESPA)**



GESPA President

3/2/2026

Date



Big Bend Executive Director

3/2/26

Date


For The School Board of Gadsden County

School Board Chair

Date

Superintendent of Schools

Date



Chief Negotiator

3/2/2026

Date

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO: 10a _____

DATE OF SCHOOL BOARD MEETING: 3/24/2026

TITLE OF AGENDA ITEM: FEMA Projects

DIVISION: Business & Finance

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

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

This agenda item requests the approval of the following actions related to Hurricane Michael FEMA Projects.

FUND SOURCE: Hurricane Michael Insurance / General Fund

AMOUNT: See Attachment

PREPARED BY: Marleni Bruner 

POSITION: Director of Finance

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 _____

PLACE HOLDER

- Hurricane Michael FEMA Project Summary sheet
- Detail of FEMA projects and supporting documentation regarding options for Board approval.
 - Documents provided by consultant, Rostan, based on recommendations from the Florida Department of Emergency Management (FDEM) that were received on March 12, 2026, following the Board Workshop held on Tuesday, March 10, 2026.
 - Items will be subject to change based on FEMA approvals or changes to Federal Government priorities.
- Hurricane Insurance Funding Reconciliation

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO: 10b

DATE OF SCHOOL BOARD MEETING: 3/24/2026

TITLE OF AGENDA ITEM: Request to Discard Property

DIVISION: Business & Finance

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

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

In accordance with Sections 274.04 and 274.06, Florida Statutes, Board approval is required to discard property. This agenda item requests the deletion Thomas Bus 09-40, VIN # 4UZABRDT5ACAR7721, plus applicable depreciation from the Motor Vehicle Capital Assets. The wheelchair lift does not work, and parts can no longer be obtained. The age of the bus also reduces the ability to find parts for bus repairs.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY:  Marlen Bruner / Matthew Bryant

POSITION: Director of Finance / Director of Transportation

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 _____

Unit Type	Class	Check	Check Item	Description
Value	Code	Date	Number	Code
104543.00	5	11/18/2009	72184	BUS

Current

Value

0.00

Site	Build	Floor	Room	Tag	Departme
Code	Code			Number	Number
9003		1		00037649	

Date Place

11/18/2009

Last Inv

Date

Serial

Number

4UZABRDT5ACAR7721

Fixed Asset Count: 1

*** Total Field Width exceeded the Report Width. Report contains truncated data. ***

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

**GADSDEN COUNTY SCHOOL DISTRICT CAPITAL ASSET INVENTORY LIST FOR:
TRANSFER-(T), DISCARDED-(D), SURPLUS-(SU), LOST-(L), STOLEN-(S), OR ADD-(A) PROPERTY**

SCHOOL OR LOCATION NAME: Transportation CENTER CODE #: 9003

TRANSFER FROM: _____

TRANSFER TO: _____

DESCRIPTION	MODEL #	SERIAL #	\$ COST	REQST DATE	TAG #	RM #	STATUS (T,D,SU,L,S,A)
1. School Bus with wheelchair lift	Thomas	4UZABRDT5ACAR7721	\$104,543	3/10/2026	37649	Transportation	D
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							

PERSON CONDUCTING INVENTORY: Thomas Hinson DATE: 3/12/2026

PRINCIPAL/DIRECTOR/COORDINATOR SIGNATURE:  DATE: 3/12/26

DISCARDED PROPERTY: Please remove and attach the white and/or green property tag(s) to a sheet of paper and forward it to me along with this form. The description, model, serial, request date, room, condition, and tag information MUST be completed before submitting form. After submitting the completed form, the Inventory Specialist will contact the Maintenance Department to remove the discarded property.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10c

DATE OF SCHOOL BOARD MEETING: March 24, 2026

TITLE OF AGENDA ITEM: B&T Fencing

DIVISION: Facilities

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

PURPOSE AND SUMMARY OF ITEM: This request is for the School Board to approve and issue payment to B&T Fencing, Inc. TLH in the amount of \$16,107.38 for demolition and disposal of existing fence and the supply and installation of a 6' tall Black Chain Link fence for Carter Parramore Academy (Butterfly Nest). An open work order (#35085, dated December 16, 2025) was issued to address the need to replace this fencing. The current fencing has deteriorated and no longer adequately meets the security and safety requirements. Replacing the existing fence will enhance student and staff safety by restoring a secure boundary around the campus.

FUND SOURCE: General Funds

AMOUNT: \$16,107.38

PREPARED BY: Brenton Hudson *BEH*

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

REVIEWED BY: *[Signature]*



B & T Fencing, Inc. TLH
 5159 Woodlane Circle
 Tallahassee, FL 32303
 P (850) 942-1003 F (850) 504-0705
 info@bandtfencing.com
 www.bandtfencing.com

Quote

Quote ID: QT2025-16275
 Quote Date: 9/26/2025
 Expiration Date: 10/26/2025

Billing Address Gadsden County School District
 805 South Stewart Street
 Quincy, FL 32351-4419

Shipping / Location

Carter Paramore Academy
 631 South Stewart Street
 Quincy, FL 32351-3843

Point of Contact Brad Arnold
 Phone: (850) 443-6219
 Email: arnoldb@gcpsmail.com

Sales Consultant

Dan Conrad
 (850) 556-3355
 dconrad@bandtfencing.com

Description

~~Demo/Disposal of existing chain link fence.~~
 Supply/Installation of 6' high commercial grade chain link - BLK with vision screen.

Product	Total
Demolition and Disposal of Existing Fence	1,541.87
<i>Demo/disposal of existing chain link fence around playground.</i>	
Supply and Install of 6' Tall Black Chain Link Fence Commercial	13,734.48
<i>6' high BLK commercial grade chain link fence installed around playground.</i>	
<i>**Utilities locates at install site will need to be done by GCSD prior to install.**</i>	
<i>1 - 4' wide walk gate located on the back fence line at corner of building.</i>	
<i>1 - 8' wide single swing gate located on left-side fence line under canopy.</i>	
<i>1 - 10' wide double drive swing gate located on right-side fence line.</i>	
Add on for Flange Mount - BLK	106.90
<i>Flange mount for latch post on 8' wide single swing gate.</i>	
Supply/Installation Of Vision Screen 5'8"H x 50'L 85% Black 4 Side Hem Grommets 24" OC (50' Roll)	724.14
<i>200' of BLK vision screen to be installed on front and right-side fence lines.</i>	

Summary

Pieces	509
Subtotal	16,107.38
Total	16,107.38

Brenton E. Hudson
 Signature
 Brenton E. Hudson Director of Facilities
 Print Name & Title
 3/9/26
 Date

Terms & Conditions

TARIFF NOTICE – IMPORTANT PRICING INFORMATION:

All quoted prices are based on current material, labor, and transportation costs at the time of this estimate. Due to ongoing fluctuations in the supply chain and fuel markets, final invoicing may reflect a price adjustment should there be significant cost increases prior to project scheduling or delivery.

We make every effort to honor quoted prices; however, in the event of a tariff, surcharge, or supplier-driven increase, we reserve the right to adjust the contract total accordingly.

Customers will be notified of any changes prior to installation, and no additional work will proceed without written approval.

PAYMENT TO BE MADE AS FOLLOWS: 50% deposit due at acceptance of quote. Materials will only be ordered after signed quote, signed terms and



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Tallahassee, FL 32303
P (850) 942-1003 F (850) 504-0705
info@bandtfencing.com
www.bandtfencing.com

Quote

Quote ID: QT2025-16275
Quote Date: 9/26/2025
Expiration Date: 10/26/2025

conditions and deposit are received. For larger projects, B&T Fencing, Inc. reserves the right to establish a payment draw schedule (progress invoices). Customer agrees to pay B&T Fencing, Inc. immediately upon completion of installation full balance of amount due. Methods of payment accepted: Visa, MasterCard, American Express, Discover, check and cash. A 3% transaction fee will be applied to all credit/debit card transactions.

FINANCE CHARGES: Finance charges will be applied to past due invoices. Customer agrees to pay these finance charges at a daily rate of 0.0493% (18% annually).

FLORIDA LIEN LAW: Under Florida's laws, those who work on your property or provide materials and are not paid have a right to enforce their claim for payment against your property. This claim is known as a construction lien. If your contractor fails to pay subcontractors or material suppliers or neglects to make other legally required payments, the people who are owed money may look to your property for payment, even if you have paid your contractor in full. B&T Fencing, Inc. reserves the right to lien Customer's property if payment is not received. Learn more about the Construction Lien Law, Chapter 713, Part I, Florida Statutes.

ATTORNEYS' FEES AND COSTS: In the event of any dispute, enforcement action, or other action arising out of or related to this agreement or the work, the prevailing party shall be entitled to recover its attorneys' fees and costs.

CANCELLATION: Any cancellation requests must be made in writing. To offset some of the costs incurred during the various phases of processing this order, 50% of the contracted amount, in addition to any direct costs such as special materials and services will be charged against the Customer's deposit.

SCHEDULING: Any representation by B&T Fencing, Inc. regarding the installation date is for the Customer's convenience and is only an approximation. The installation schedule changes daily due to circumstances within and beyond our control including, but not limited to: weather, permits, progress on prior schedule.

LAYOUT: The Customer is responsible to indicate to the representative/crew the proper location for the fence and will provide B&T Fencing, Inc. with an accurate survey of the property. The Customer is solely responsible for location of the fence and knowledge of all property boundary lines. It is preferable that the Customer is onsite the morning of installation.

WOOD FENCE DISCLAIMER: Wood fences carry a manufacturer warranty against rotting, decay and infestation. This does not include labor. All lumber used is pressure-treated pine, unless otherwise stated. Pressure-treating does not protect wood from the effects of weather/sun exposure. Because wood is a naturally occurring material, this warranty does not extend to checking, cracking, warping, or discoloration. These are common and normal events for wood. We recommend that all wood be sealed.

UNDERGROUND UTILITIES: Before beginning work on your project, B&T Fencing, Inc. will call Sunshine 811 to have your underground utilities located. Sunshine 811 will notify member utility companies that we are planning to dig, and they mark the approximate location of underground lines, pipes and cables in your yard or construction site. Occasionally, unseen or unknown underground lines are hit and damaged (sprinkler lines are especially vulnerable). If this happens, the Customer is responsible for the repairs and costs because these lines cannot be seen and are unknown.

DIGGING: B&T Fencing, Inc.'s quote is based on normal ground conditions. If difficult digging is encountered during installation, B&T Fencing, Inc. will be entitled to a price increase to cover the cost of any equipment rental or extra labor, if any.

HOA RESTRICTIONS: The property to be fenced may have deed and/or Homeowner's Association restrictions or city or county planning and zoning restrictions. It is the sole responsibility of the Customer to look into this before contracting with B&T Fencing, Inc.

The crew will need room in order to produce quality work. The Customer agrees to have two feet on both sides of the proposed fence lines clear of obstructions, i.e. trees, bushes, debris, etc. If the fence lines are not cleared when the crew arrives, the crew may clear the fence lines and the Customer agrees to pay \$45.00 per man hour for this service. This will keep the crew working and unnecessary additional trip charges. This does not apply if clearing is included in your estimate.

TRIP CHARGE: This contract anticipates that once work has started, B&T Fencing, Inc. will be allowed to complete the entire scope of work without any interruptions or stoppage by the Customer. Any interruptions or stoppages will result in additional trip charges which Customer agrees to pay. B&T Fencing, Inc.'s trips charges are as follows: ½ day minimum charge of \$500.00; full day charge of \$1000.00.

WARRANTIES: We guarantee our workmanship and materials for one year from the installation date*. Workmanship is defined as the quality of work produced by an installer. Please contact our office for more information on manufacturer's product warranties. Our warranty will cover any faulty workmanship or defective products associated with the construction of the improvements, excluding normal wear and tear. We guarantee the proper function of gates and gate hardware, with proper use, within the first year. This includes sagging of gates, defects in the hardware and proper hardware function. *Wood systems and gate operator systems carry a 90-day warranty.

WARRANTY EXCLUSIONS: It is important to remember that a fence is an outdoor structure in which the environment can be very harsh. Our materials will change with exposure to the elements, this includes aging (weathering), discoloration or fading and dimensional changes (shrinkage or swelling). All lumber used is pressure-treated pine, unless otherwise stated. Pressure-treating does not protect wood from the effects of weather/sun exposure. Because wood is a naturally occurring material, we cannot warranty against warping, cracking, splitting, aging (weathering), discoloration and/or fading or dimensional change (shrinkage or swelling). We recommend that all wood be sealed. Other items excluded in our warranty include damage that is caused by vandalism, vehicle damage, climbing, storm or tree damage, swinging on gates or other misuse of gates or gate hardware. Gates that are left opened can slam shut causing latches to break or bend and hinges to come out of alignment. Gate hardware is meant to work properly under controlled conditions, this does not include forceful opening or shutting by an individual.

All measurements shown on the quote are approximate. The actual measurements of the fence may vary.

All materials will be specified on the quote and all workmanship will be to ASTM specifications.

Any and all excess materials remain the property of B&T Fencing, Inc. If B&T Fencing, Inc. is contracted to remove and haul away existing fence, then those materials also become B&T Fencing, Inc.'s property.

Any Customer requested changes or deviations from the estimated specifications or the quantities involving extra costs will be an extra charge over and above the Estimate-Contract.

By signing below, I acknowledge that I agree to these terms conditions set forth herein. I attest that this e-signature is my legally binding signature and that my e-signature is the legal equivalent of my physical signature. I hereby fully bind myself (and if I'm signing as an agent on behalf of any person or entity, I am binding such person or entity) to this agreement.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10d

DATE OF SCHOOL BOARD MEETING: March 24, 2026

TITLE OF AGENDA ITEM: Threshold Inspection Services

DIVISION: Facilities

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

PURPOSE AND SUMMARY OF ITEM: This request is for the School Board to approve the proposal and payment to Pennoni for Structural Threshold Inspection Services for the New K-8 School. The inspections are in accordance with the requirements of Florida Statutes 553.79, ensuring that buildings are constructed in compliance with the approved plans, specifications, and applicable building codes. The structural threshold inspection program is intended to protect public safety.

FUND SOURCE: PECO Funds

AMOUNT: \$65,000.00

PREPARED BY: Brenton Hudson *BEH*

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

REVIEWED BY: *SM*



October 22, 2025

FCGRP25013

Erika Hagan, AIA (Principal)
Fitzgerald Collaborative Group
850 S. Gadsden Street – Suite 140
Tallahassee, FL 32301

**RE: PROPOSAL FOR PROFESSIONAL STRUCTURAL THRESHOLD INSPECTION SERVICES
GADSDEN K-8 THRESHOLD INSPECTIONS
1400 W KING STREET
QUINCY, FL 32351**

Dear Erika:

Pennoni is pleased to present this proposal for structural threshold inspection services for the above referenced project to Fitzgerald Collaborative Group, LLC. ("CLIENT").

PROJECT DESCRIPTION/BACKGROUND

The structure is a combination 1-story and 2-story new school campus with steel roof bar joists, composite steel 2nd floor framing, load bearing masonry walls, cast-in-place concrete columns and beams, and spread footings with slab-on-grade. Also included is the renovation of the existing Shanks Gym and the 1-story addition on the southside of the existing gym.

The anticipated schedule for structural threshold inspections as provided by Allstate is assumed to be approximately 52-weeks.

Special (threshold) inspections are to be conducted for the structural elements. This proposal is based on the threshold inspection plan provided by Pennoni.

SCOPE OF SERVICES

Our scope of structural engineering services includes the following:

1. Conduct special threshold inspections in accordance with FL Statutes 553.79 by licensed Special Inspector (SI) or authorized representative.
2. Attend pre-construction meeting.
3. The periodic site visits are to observe the structural elements are in conformance with the construction documents per the threshold inspection plan.
4. Provide signed/sealed field report following each site visit.
5. Provide signed/sealed final certification letter upon completion of the structure.

ASSUMPTIONS, INFORMATION REQUIRED and ADDITIONAL SERVICES

1. Except as noted above, this proposal does not include provisions for any construction meetings at your office,

- instead it is assumed that all construction meetings will be accomplished at the site as part of a site inspection.
2. Pennoni shall not, during site visits or as a result of observations of the Contractor's work in progress, supervise, direct or have control over the Contractor's work, nor shall Pennoni have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by the Contractor, for safety precautions and programs related to the work of the Contractor or for any failure of the Contractor to comply with laws, rules, regulations, ordinances, codes or orders applicable to the Contractor furnishing and performing their work.
 3. If additional services become necessary during the term of the project, Pennoni will provide a separate scope of services and fee proposal to address the required services. Additional services must be authorized by the Client in writing and in advance of proceeding with the work.
 4. Additional services can include, but are not necessarily limited to, the following items:
 - a. Inspections conducted at steel fabricator's shop to inspect structural components.
 - b. Meetings with government agencies, permit filing or application fees.
 - c. Construction Engineering or Engineering to support Contractor's Means and Methods: Excavation bracing, temporary bracing of the structure during construction, review of Contractor's requests to study possible revisions and/or changes to drawings during the construction phase, or design/ review related to contractor's construction related equipment, e.g., cranes, hoists, dump truck or concrete truckloads, etc.
 - d. Services associated with the review of Change Order requests or monthly progress payment requests from the contractor.
 - e. Construction cost, or other similar related estimates or engineering opinion of the same.
 - f. Review and determination of fire-resistance requirements.
 - g. Services resulting from revisions due to the enactment or revision of codes, laws, or regulations.
 5. The following services will not be provided by Pennoni:
 - a. Inspection of building components not shown on the structural drawings.
 - b. Life safety and OSHA compliance.
 - c. Review of contractor pay requests.
 - d. Full time inspections (not required by the Structural Inspection Plan).
 - e. Design, construction documents, construction administration services (provided under a separate contract with Pennoni).
 - f. Attendance at regularly scheduled meetings.
 - g. Inspection of shoring/reshoring (by contractor's delegated engineer).
 - h. Inspection of glazing and architectural finishes.
 - i. Material testing.
 6. Concerning the general contractor (GC):

- a. The GC’s contractual and statutory obligations are not relieved by any action of the SI.
- b. The SI is not a quality control entity for the GC.
- c. The GC shall maintain a shoring/reshoring delegated engineer to submit signed/sealed drawings and shall inspect all shoring and reshoring.
- d. The GC shall provide access to all structural elements that require inspection including lifts, scaffolding, ladders, etc. to inspect structural elements.

ESTIMATED FEE

The fee is based on an estimated number of 80 inspections over approximately 52 weeks plus administration time. The General Contractor primarily controls the amount and duration of inspections. The actual number of inspections can vary based on the General Contractor’s practices, schedules, inclement weather, or material/labor supplies.

Estimated Special Threshold Inspection Fee. **\$65,000**

***Fee Limitations:** The fee is based on an estimate as the general contractor primarily controls the amount and duration of inspections. The actual number of inspections can vary based on the general contractor’s practices and schedules. There are other possible factors that can vary the number of inspections including weather events and material supply. Additional inspection services in excess of the estimate above will be billed at a rate of **\$765** per inspection.

BILLING AND PAYMENT

An invoice for professional services completed will be presented for payment on a monthly basis. Payment is due upon receipt. The Client acknowledges that the method of billing and payment has been discussed in detail, that the terms agreed upon can only be changed by a written addendum agreed to by both parties, and that work may be stopped until payment is made in accordance with the agreement.

TERMS AND CONDITIONS

Pennoni Associates Inc. General Terms and Conditions (Form LE01FL 01/2018) are attached hereto and are a part of this agreement. The Client indicates by the execution of this proposal that they have reviewed and understand the General Terms and Conditions.

PURSUANT TO §558.0035, FLORIDA STATUTES, AN INDIVIDUAL EMPLOYEE OR AGENT OF PENNONI ASSOCIATES INC. CANNOT BE HELD INDIVIDUALLY LIABLE FOR DAMAGES RESULTING FROM NEGLIGENCE OCCURRING WITHIN THE COURSE AND SCOPE OF THIS PROFESSIONAL SERVICES CONTRACT OR THE PERFORMANCE OF PROFESSIONAL SERVICES HEREUNDER, BY SIGNING THIS AGREEMENT, YOU HAVE ACCEPTED THIS LIMITATION OF LIABILITY.

This proposal is based on the scope as described by you and the clarifications noted above. If the proposed scope as described should change, Pennoni reserves the right to renegotiate the fee for services.

We appreciate the opportunity to submit this proposal and look forward to working with you.

Sincerely,

PENNONI ASSOCIATES INC.



Justin Duncan, PE, FRSE
Associate Vice President

Please indicate your acceptance of this proposal by signing and returning a copy as our authorization to proceed. In signing this proposal, the Client authorizes Pennoni to complete the professional services outlined in this proposal.

Accepted By:

Brenton E. Hudson 3/9/26
(Authorized Representative of the Client) (Date)

Brenton E. Hudson Facility Director
(Print Name & Title)



PENNONI ASSOCIATES INC. GENERAL TERMS & CONDITIONS

1. Unless withdrawn sooner, proposals are valid for thirty (30) days.
2. The technical and pricing information in proposals is the confidential and proprietary property of Pennoni Associates Inc. ("Pennoni") or any Pennoni subsidiary or affiliate. Client agrees not to use or to disclose to third parties any technical or pricing information without Pennoni's written consent.
3. The agreement created by the Client's acceptance of a proposal and these Terms & Conditions is hereinafter referred to as the "Agreement." If a proposal is submitted to Client and Client fails to return a signed copy of the proposal but knowingly allows Pennoni to proceed with the services, then Client shall be deemed to have accepted the terms of the proposal and these General Terms & Conditions. If there is a conflict or inconsistency between any express term or condition in the proposal and these General Terms & Conditions, then the proposal shall take precedence. The proposal and these General Terms & Conditions constitute the entire Agreement, and supersede any previous agreement or understanding.
4. Payment is due upon receipt of invoices as submitted. If Client chooses to make any payment via major credit card, Client agrees to pay a 3% surcharge or 1.03 times the total amount invoiced. Client agrees to pay interest at the rate of 1½ percent per month on invoices that are more than 30 days past due. If an invoice is 30 or more days past due, then Pennoni may suspend services and refuse to release work on this Agreement or any other agreement between Client and Pennoni until Client has paid all amounts due. Unless Pennoni receives written notice of Client's dispute of an invoice within 30 days of the invoice date, the invoice will be presumed correct. If payment is not made in accordance with the Agreement, then Client agrees to pay reasonable costs and attorney's fees incurred by Pennoni to collect payment.
5. All drawings, sketches, specifications and other documents ("Documents") in any form, including electronic, prepared by Pennoni are instruments of Pennoni's services, and as such are and shall remain Pennoni's property. Upon payment in accordance with the Agreement, Client shall have the right to use and reproduce the Documents solely for the purposes of constructing, remediating, using or maintaining the project contemplated by the Agreement ("Project"). The Documents are prepared for use on this Project only, and are not appropriate for use on other projects, any additions or alterations of the Project, or completion of the Project by others. Client shall not use the Documents in violation of this paragraph without Pennoni's express written consent; and such use is at the Client's sole risk. Client agrees to indemnify, defend and hold harmless Pennoni from any claims, damages, losses, liabilities and expenses arising from such prohibited use.
6. The proposed fees and schedule constitute Pennoni's best estimate of the charges and time required to complete the Project. As the Project progresses, facts uncovered may dictate revisions in scope, schedule or fee. The hourly rate schedule for services provided on a time and material basis will be subject to increases annually.
7. Fee and schedule commitments will be subject to change for delays caused by Client's failure to provide specified facilities or information, or for delays caused by third parties, unpredictable occurrences or force majeure.
8. Where the method of payment is based on time and materials, Client agrees that the following will apply: The minimum time segment for charging work is one-quarter hour, except the minimum time segment for charging of field survey work is four (4) hours. Client reimbursable expenses include travel and living expenses of personnel when away from the home office on business connected with the Project; subcontractor and subconsultant costs; identifiable communications, mailing and reproduction costs; identifiable drafting and stenographic supplies; and expendable materials and supplies purchased specifically for the Project. A ten (10) percent administrative and handling charge will be added to client reimbursable expenses.
9. Client's termination of this Agreement will not be effective unless Client gives Pennoni seven (7) days prior written notice with accompanying reasons and details, and affords Pennoni an opportunity to respond. Where the method of payment is "Lump Sum," Client agrees that the final invoice will be based on services performed to the effective date of cancellation, plus an equitable adjustment to provide for costs Pennoni incurred for commitments made prior to cancellation. Where the method of payment is time and materials, Client agrees that the final invoice will include all services and direct expenses up to the effective date of cancellation plus an equitable adjustment to provide for costs Pennoni incurred for commitments made prior to cancellation.
10. Pennoni will maintain at its own expense Workman's Compensation insurance, Commercial General Liability insurance, and Professional Liability insurance.
11. Neither the Client nor Pennoni shall assign this Agreement without the written consent of the other.

12. Pennoni does not represent or warrant that any permit or approval will be issued by any governmental or regulatory body. Pennoni will endeavor to prepare applications for such permit or approval in conformance with applicable requirements; but, in view of the complexity of and the frequent changes in applicable rules and regulations and interpretations by the authorities, Pennoni cannot guarantee that any such application will be considered complete or will conform to all applicable requirements.
13. Pennoni will perform its work in accordance with generally accepted professional standards. THERE ARE NO OTHER WARRANTIES, EXPRESSED OR IMPLIED. This Agreement is solely for the benefit of the Client and its successors. There is no third-party beneficiary of this Agreement.
14. CLIENT AND PENNONI HAVE CONSIDERED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, AS WELL AS PENNONI'S TOTAL FEE FOR SERVICES. CLIENT AGREES THAT, TO THE FULLEST EXTENT PERMITTED BY LAW, PENNONI'S TOTAL AGGREGATE LIABILITY (INCLUDING THE LIABILITY OF ITS OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, SUBCONTRACTORS AND CONSULTANTS) TO THE CLIENT (AND ANYONE CLAIMING BY, THROUGH OR UNDER THE CLIENT) FOR ANY AND ALL INJURIES, CLAIMS, LOSSES, EXPENSES OR DAMAGES ARISING OUT OF THIS AGREEMENT FROM ANY CAUSE OR CAUSES IS LIMITED TO THE TOTAL FEE RECEIVED BY PENNONI UNDER THIS AGREEMENT OR \$50,000, WHICHEVER IS GREATER. SUCH CAUSES INCLUDE, BUT ARE NOT LIMITED TO, PENNONI'S NEGLIGENCE, ERRORS, OMISSIONS, STRICT LIABILITY, OR BREACH OF CONTRACT OR WARRANTY.

IN THE EVENT THE CLIENT IS UNABLE TO ACCEPT THE ABOVE LIMITATION OF LIABILITY, PENNONI AGREES TO INCREASE THE LIMITATION TO \$1,000,000 UPON ITS RECEIPT, PRIOR TO PERFORMING ANY SERVICES, OF CLIENT'S WRITTEN AGREEMENT TO PAY AN ADDITIONAL SUM OF NOT LESS THAN 10% OF THE TOTAL FEE UNDER THIS AGREEMENT OR \$1,000, WHICHEVER IS GREATER.

15. Client shall make no claim against Pennoni unless the Client first provides a written certification, executed by an independent design professional, specifying those acts or omissions which the independent design professional contends is a violation of generally accepted professional standards and upon which the claim will be premised. The independent design professional must be licensed to practice in the state where the Project is located and in the discipline related to the claim. Client agrees that the independent design professional's certification is a condition precedent to the Client's right to institute any judicial proceeding.
16. If required under the scope of services, Pennoni shall visit the Project site to become generally familiar with the progress and quality of the work for which Pennoni prepared contract documents, and Pennoni shall not make exhaustive or continuous onsite inspections. Pennoni's services do not include supervision or direction of the contractor's work. Observation by Pennoni field representatives shall not excuse the contractor for defects or omissions in its work. Pennoni shall not control construction means, methods, techniques, sequences, or procedures, and the contractor is solely responsible for all work on the Project, including safety of all persons and property.
17. If Client does not retain Pennoni to render construction phase services, then Client waives any claim it may have against Pennoni and agrees to indemnify, defend, and hold harmless Pennoni from any loss or liability, including attorneys fees and other defense costs, arising out of or related to the interpretation of Pennoni's plans and specifications, the review of shop drawings, the evaluation of contractor's request for change orders, or the failure to detect and correct obvious errors or omissions in Pennoni's plans and specifications.
18. Unless and until a court determines that Pennoni's preparation or approval of maps, drawings, opinions, reports, surveys, change orders, designs, specifications and/or Pennoni's giving or failure to give instructions is the primary cause of any damage, claim, loss or expenses, Client shall indemnify, defend and hold harmless Pennoni and its officers, employees and consultants from and against all damages, claims, losses or expenses, including reasonable attorneys fees and other costs of defense, arising out of this Agreement. In the event the Client is required to defend Pennoni under this paragraph, Pennoni shall have the right to select its attorneys.
19. Client agrees to pay reasonable expert witness fees if Pennoni or any of its employees is subpoenaed to testify as a fact or opinion witness in any court proceeding, arbitration, or mediation to which the Client is a party.
20. Unless otherwise provided in this proposal, Pennoni shall have no responsibility for the discovery, presence, handling, removal, or disposal of hazardous materials or underground structures at the Project site.
21. Client and Pennoni waive consequential damages arising out of this Agreement.
22. This Agreement shall be governed by the laws of the State of Florida.
23. Both Pennoni and Client agree to waive the right to subrogation for covered losses and each shall obtain similar waivers from Owner, subcontractors, property and casualty insurers, and any other party involved in this Project.



March 3, 2026

William "Bill" Standley
Leon County Schools Code Enforcement and Compliance
2757 West Pensacola Street
Tallahassee, FL 32304

RE: THRESHOLD INSPECTION

Gadsden K8 New School
1400 W. King Street
Quincy, FL 32351
PAI PROJECT No. DAGAT22001

Subject: Self Certification Letter - Special Inspection

Dear Mr. Standley:

As required by Florida Statutes, Section 61G15-35, this letter will certify that the undersigned Registered Professional Engineer / Special Inspector is qualified and competent to perform structural inspections on threshold buildings. This letter and the enclosed Certification of Registration represents my self-certification of my qualifications.

Authorized Representatives:

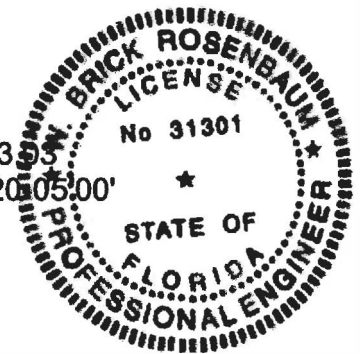
Justin Duncan, PE, FRSE	Professional Engineer
Jeffrey Kvamme, PE	Professional Engineer
Alexander Fiore	Engineer
Mohammed Hossain	Engineer

Regards,

Brick Rosenbaum, P.E., S.I.
Senior Engineer
FL P.E. 31301
FL S.I. 2071

William B Rosenbaum

2026.03.03 16:43:20 -05:00'



Cc. – Allstate Construction – Chris Marshall
DAG Architects – Brian Jakubiszak
Fitzgerald Collaborative Group, LLC – Erika Hagan

Encl. – Professional Engineer / Special Inspector Certificate

This item has been digitally signed and sealed by W. Brick Rosenbaum PE on the date adjacent to the seal. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10e
DATE OF SCHOOL BOARD MEETING: March 24, 2026
TITLE OF AGENDA ITEM: Brooks Building Solutions Proposal
DIVISION: Facilities

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

PURPOSE AND SUMMARY OF ITEM: This request is for the School Board approval of the proposal and payment to Brooks Building Solutions in the amount of \$19,397.40 for Gadsden County High School to cover the demolition of the existing equipment and the installation of a new chilled water coil and actuators. This will maintain proper HVAC system performance and ensure reliable climate control within the facility. The current components have reached the end of their service life and require removal and replacement.

FUND SOURCE: General Funds

AMOUNT: \$19,397.40

PREPARED BY: Brenton Hudson *BEH*

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

REVIEWED BY: *SM*



Brooks Building Solutions
4501 Beverly Ave, Jacksonville, FL
32210
(904) 642-5303

Mar 10, 2026
Quote # Q-1141

Contact

Gadsden High School
Gadsden County School Board
850-627-9888
27001 Blue Star Hwy, Havana, FL 32333

Created By
Eric Parks

We propose to furnish the following equipment and services for the above-referenced project. Brooks Building Solutions (BBS) may invoice 50% of the project amount for material purchase and mobilization. Brooks Building Solutions standard TERMS AND CONDITIONS apply to this proposal and price quotation.

MAU-4-2 Replacement Coil

Scope of Work:

- Check in with the customer.
- Get access to MAU 4-2 Unit.
- Make sure all the chill water valves are isolated.
- Demo the failed MAU 4-2 chill water coil.
- Demo the failed Belimo actuators for MAU 3-1, 3-2, and 8-1.
- Install a new matching chill water coil.
- Install the (3) new matching Belimo actuators.
- Open the chill water valves and check for any leaks.
- Power up the (3) Belimo actuators and check for proper operation.
- Clean up work area and check out with the customer.

This proposal does not include:

- Anything not specifically listed above
- Any overtime or weekend work

Clarifications:

- Job to be completed during regular hours 7:30-4:00 Monday to Friday unless specified otherwise
- Pricing is subject to parts availability and all items being done concurrently

Price: **\$19,896.69**

- This proposal is only valid for Thirty (30) days from the date of issue.
- Full freight is allowed, and all applicable taxes are included.
- For payments made by credit card, a 3.2% fee will be added to the total price above (per transaction)

TERMS AND CONDITIONS

Brooks Building Solutions

Gadsden County Administrative Bldg

Eric Parks

Eric parks

Date: 01/23/2026

Brenton E. Hudson

Brenton E. Hudson

Date: 3/9/26

BROOKS BUILDING SOLUTIONS TERMS AND CONDITIONS

Revised: January 01, 2025

THESE TERMS AND CONDITIONS ARE SUBJECT TO CHANGE FROM TIME TO TIME, WITHOUT NOTICE, IN THE SOLE DISCRETION OF BROOKS BUILDING SOLUTIONS, INC. ("BBS" OR "WE", "US", "OUR"). CHANGES AND AMENDMENTS TO THESE TERMS AND CONDITIONS WILL BE POSTED TO OUR WEBSITE (<https://brookssolutions.net/about/terms-and-conditions/>). YOU WILL RECEIVE NO OTHER NOTICE OF CHANGES OR AMENDMENTS TO THESE TERMS AND CONDITIONS. These Terms and Conditions posted on our website shall govern and take precedence over any other version of Terms and Conditions that may be included in any other Agreement (as defined below).

General

1. **Application.** These Terms and Conditions ("Terms") apply to any sale of equipment, materials, parts, or supplies ("Goods") and/or services ("Services") sold and furnished by BBS (together, the "Goods and Services") and covered by any BBS proposal, purchase order, invoice, service agreement and/or other agreement (which, when combined with these Terms and any other documents incorporated by reference, will constitute the "Agreement"). As used herein, the term "Customer" refers to any party who enters into an Agreement with BBS by which BBS agrees to sell or furnish Goods and Services to such party and acceptance of these Terms is an express condition of such a sale.
2. **Payment and Taxes.** Payment of any invoice issued by BBS in connection with this Agreement shall be due upon receipt. BBS reserves the right to require cash payment or other alternative method of payment prior to completion of work if BBS determines, in its sole discretion, that the Customer's financial condition at any time justifies such payment. BBS reserves the right to suspend or terminate the Services anytime payments have not been paid in accordance with this Agreement. In addition to the contract price, the Customer shall pay BBS any applicable taxes or government charges which may be required in connection with the service or material furnished under this Agreement. Payments not received within thirty (30) days of the date due, BBS shall accrue interest at the rate of 1.5% per month until paid.
3. **Customer's Covenants and Obligations.** Customer covenants and agrees, at all times during the term hereof, to:
 - (a) Provide a safe work environment.
 - (b) Permit access to Customer's site, and use of building services including but not limited to water, elevators, receiving dock facilities, electrical service and local telephone service.
 - (c) Keep areas adjacent to Goods free of extraneous material, move any stock, fixtures, walls, or partitions that may be necessary to perform the specified Service.
 - (d) Promptly notify BBS of any unusual operating conditions.
 - (e) Upon mutual agreement of a timely schedule, allow BBS to stop and start equipment as necessary to perform Service.
 - (f) Provide the daily, routine, equipment operation (if not part of this Agreement) including availability of routine Equipment log readings.
 - (g) Operate the equipment properly and in accordance with instructions; and
 - (h) Assume responsibility and pay extra for all services and material required for repair or replacement due to electrical power failure, low voltage, power surges, burned out main or branch fuses, or low water pressure or water damage.
 - (i) Perform and documents its performance of the weekly and monthly tasks listed in Table 65 above.
4. **Hazardous Materials.** BBS is not responsible for the identification, detection, abatement, encapsulating or removal of asbestos, mold, or products or materials containing asbestos, mold, or similar hazardous substances. In the event that BBS encounters any asbestos, mold product or any hazardous material in the course of performing its work, BBS may suspend its work and remove its employees from the project site until such product or material, and any hazards connected with it, are abated. BBS shall receive an extension of time to complete its work and compensation for delays encountered as a result of such hazardous materials.
5. **BBS Devices.** During the Term and in combination with certain services, BBS may elect to install, attach to Customer equipment, or provide portable devices (hardware and/or software) (each a "BBS Device") that shall remain the sole property of BBS. No BBS Device installed or attached to real property shall become a fixture thereof. Customer shall not acquire any right, title or interest in or to a BBS Device.
6. **Force Majeure.** Neither party shall have any liability hereunder for delays caused occasioned by a Force Majeure. As used herein, "Force Majeure" shall mean an event, casualty, occurrence, condition, or circumstance of any kind or nature reasonably beyond the control of either party, having a direct, material adverse effect on a party's ability to perform any of its obligations under this Agreement, in full or in part and which, with the exercise of due care, such party could not reasonably have been expected to avoid, including, without limitation, compliance in good faith with any applicable domestic or foreign government regulation or order whether or not it proves to be invalid, acts of God, acts or omissions of any governmental authority, war, blockage, insurrection, riot, sabotage, terrorist activity, fire, explosion, flood, nuclear emergency, epidemic, landslide, earthquake, or similar cataclysmic occurrence, hurricane, or tornado.
7. **Termination.**
 - (a) **Early Termination by Customer.** Customer shall have the right to terminate this Agreement upon a breach of BBS' obligations hereunder which is not cured within thirty (30) days following written notice and opportunity to cure.
 - (b) **Early Termination by BBS.** BBS shall have the right to terminate this Agreement upon any breach of Customer's obligations hereunder that is not cured within thirty (30) days following written notice and opportunity to cure. BBS shall have the right to immediately terminate this Agreement upon the commencement of any voluntary or involuntary proceedings in bankruptcy or receivership by or against Customer, or in the event Customer shall become insolvent, make a general assignment for the benefit of creditors, or shall fail to pay its debts as and when they become due.
 - (c) **Effect of Termination or Expiration.** Upon early termination or expiration of this Agreement, BBS shall be given immediate access to Customer locations to disconnect and remove any BBS personal proprietary property or devices as well as remove all BBS owned parts, tools and personal property. Additionally, Customer agrees to pay BBS for all costs incurred by BBS in connection with this Agreement through the effective date of termination.
8. **Non-Solicitation.** Customer shall not, for whatever reason, directly or indirectly, whether for its or his own account or for the account of any other person or entity: (i) employ or engage any employee of BBS (each a "BBS Employee"), solicit for employment or engagement a BBS Employee, or encourage a BBS Employee to leave his or her employment or engagement at BBS; or (ii) in any way interfere with the relationship between BBS and any BBS Employee working at BBS. Should Customer employ or engage any BBS Employee, Customer shall pay to BBS liquidated damages of two (2) times the annual salary of such BBS Employee. The parties agree that in the event a BBS Employee is employed or engaged by a Customer, BBS will suffer damages which are difficult to ascertain and that such amount is a reasonable estimate of BBS' damages and is not a penalty.
9. **LIMITATION OF LIABILITY.** UNDER NO CIRCUMSTANCES AND UNDER NO LEGAL THEORY, TORT, CONTRACT, OR OTHERWISE, SHALL BBS, ITS SUBSIDIARIES, AFFILIATED ENTITIES, OFFICERS, EMPLOYEES, AGENTS, OR ITS SUPPLIERS (EITHER JOINTLY OR SEVERALLY) BE LIABLE TO COMPANY OR ANY OTHER PERSON, FOR ANY INDIRECT, SPECIAL, INCIDENTAL, EXEMPLARY, PUNITIVE, CONSEQUENTIAL DAMAGES OR OTHER LOSS OF ANY CHARACTER, RELATING TO THE SERVICES PROVIDED HEREUNDER, THIS AGREEMENT OR ACTIVITIES RELATING

Page 3 of 5

Corporate: 4501 Beverly Avenue | Jacksonville, FL 32210 | 904.642.5303 | BrooksSolutions.net

Jacksonville | Longwood | Sunrise | Tallahassee

FL: CA 0058729 HVAC EQUIPMENT | BUILDING AUTOMATION | ENERGY SOLUTIONS | SERVICE | PARTS GA: CN 209606

THERE TO EVEN IF BBS SHALL HAVE BEEN INFORMED OF THE POSSIBILITY OF SUCH DAMAGES. THE LIMIT OF THE AGGREGATE LIABILITY OF BBS FOR DIRECT DAMAGES SHALL NOT EXCEED THE CONSIDERATION PAID BY CUSTOMER FOR THE GOODS AND/OR SERVICES, SUBJECT TO BBS' RIGHT OF REMOVAL AND RETURN OF EQUIPMENT PROVIDED UNDER THIS AGREEMENT TO BBS. THESE LIMITATIONS SHALL APPLY NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY. IF ANY APPLICABLE AUTHORITY HOLDS ANY PORTION OF THIS SECTION TO BE UNENFORCEABLE THEN BBS' LIABILITY WILL BE LIMITED TO THE FULLEST POSSIBLE EXTENT PERMITTED BY APPLICABLE LAW.

10. **Claims.** Any claim arising from the performance or non-performance of this Agreement, whether based upon contract, negligence, and strict liability or otherwise, shall be brought pursuant to Section 11, within one (1) year from the date the claim arose.
11. **Disputes.** Any controversy or claim (each a "Dispute") arising out of or relating to this Agreement, or the breach thereof, which cannot be settled by good faith negotiation between the parties hereto, shall be settled in accordance with the following:
 - (a) **Mediation.** The parties shall endeavor to settle the Dispute by mediation in accordance with the then current mediation rules of the American Arbitration Association ("AAA"). The mediation process shall be initiated by a party giving a Notice of Request for Mediation ("Request") to the other party, specifying the scope of the requested mediation. If the parties are unable to agree upon a mediator within ten (10) days of the date of the Request, then they shall request AAA to appoint a mediator, and the parties hereby agree to such mediator's service. The mediator's compensation and expenses shall be advanced equally by the parties. The place of mediation shall be Jacksonville, Florida, at any location as the mediator directs, having due regard for the convenience of the parties and of the mediator. All applicable statutes of limitation shall be tolled during the existence of any AAA mediation under this Section 11(a).
 - (b) **Arbitration.** If the Dispute has not been resolved pursuant to Section 11(a) within ninety (90) days of the commencement of such procedure (this period may be extended by mutual agreement), which commencement is a condition precedent to the initiation of proceedings under this Section 11(b), or if either party will not continue with said procedure, then the Dispute, including the arbitrability of the Dispute or any issue, shall be settled by binding arbitration in accordance with then current Construction Industry Arbitration Rules of AAA by a sole arbitrator appointed by the parties, or if the parties cannot agree upon an arbitrator, by an arbitrator appointed by AAA. The arbitrator shall have experience in the construction industry and shall have served previously as an adjudicator of business disputes. Pending final award, arbitrator compensation and expenses shall be advanced equally by all parties. The arbitration shall be governed by the United States Arbitration Act, to the exclusion of any provisions of State law inconsistent therewith or that would produce a different result. The place of arbitration shall be Jacksonville, Florida, at any location as the arbitrator directs, having due regard for the convenience of the parties, of witnesses and of the arbitrator. The arbitrator shall determine the rights and obligations of the parties according to the substantive laws of the State of Florida, excluding conflict of law principles, and shall give effect to applicable statutes of limitation. The arbitrator may consolidate arbitrations involving common questions of law or fact. The arbitrator may make any order to protect a party or person from annoyance, embarrassment, oppression or undue burden or expense that justice requires. The arbitrator may make final, interim, interlocutory, and partial awards, and may grant any remedy or relief that the arbitrator deems just and equitable and within the scope of the agreement of the parties, including but not limited to specific performance and the awarding of attorneys' fees and costs to the prevailing party. The arbitrator is not empowered to award damages in excess of liquidated or actual damages, whichever is applicable, nor is the arbitrator empowered to award punitive or consequential damages. Judgment on the award rendered by the arbitrator may be entered by any court having jurisdiction.
12. **Entire Agreement.** This Agreement (including the documents referred to herein) constitutes the entire agreement between the parties and supersedes any prior understandings, agreements, or representations by or between the parties, written or oral, with respect to the subject matter hereof.
13. **Succession and Assignment.** This Agreement shall be binding upon and inure to the benefit of the parties named herein and their respective successors and permitted assigns. Customer may not assign either this Agreement or any of its rights, interests, or obligations hereunder without the prior written approval of BBS.

Service (Mechanical, Controls, Electrical) and Repairs

These Service and Repairs Terms ("Services Terms") incorporate in their entirety by this reference Sections 1 through 13 above and include the following:

14. **Working Hours.** All Services, including major repairs, will be performed between 8 a.m. to 5 p.m. Monday through Friday unless otherwise agreed. Services performed outside of the foregoing hours shall be billed at the Overtime Rate or Holiday Rate, as applicable. As used herein, the "Overtime Rate" shall mean one and one-half (1 1/2) times the standard rate. The "Holiday Rate" shall mean two (2) times the standard rate and shall apply to all Services performed at any time on a federal holiday.
15. **Response Time.** BBS will use commercially reasonable efforts to respond to all calls within a four (4) hour time period.
16. **Additional Service.** Additional services or parts requested by Customer will be provided upon receipt of Customer's written authorization and invoiced at BBS' prevailing labor rate for the service area, plus mileage and consumables. In the event BBS is required to make any repairs, replacements, or emergency calls occasioned by improper operation or misuse of the Goods or any cause beyond BBS' control, including but not limited to thermostat setting, air balancing or equipment resetting, Customer shall reimburse BBS for all expenses incurred in making such repairs, replacements, or emergency calls.
17. **Repair or Replacement.** Notwithstanding any warranty provisions, BBS shall not be responsible for repair or replacement of any heating, ventilation, and air conditioning ("HVAC") or energy management and control systems ("EMCS") equipment that is damaged by any disaster or weather catastrophes (i.e., floods, tornados, hurricanes, etc.), vandalism, acts of God, other contractors, maintenance personnel, tenants, or any other party. BBS shall not be required to perform tests, install any items of equipment or make modifications that may be recommended or directed by insurance companies, government, state, municipal or other authorities. However, in the event any such recommendations occur, BBS, at its option, may submit a proposal to the Customer for performance of such work. BBS shall not be required to repair or replace equipment that has not been properly maintained.
18. **Equipment Condition and Recommended Service.** Upon any scheduled operating and/or stop inspection should BBS determine the need for repairs or replacement, BBS will provide the Customer in writing an "Equipment Condition" report, in addition to this Agreement, which includes recommendations for corrections and the price for repairs. In the event BBS recommends certain Services or repairs, and the Customer does not elect to have such Services properly performed in a timely fashion, BBS shall not be responsible for any resulting Equipment or control failures, operability and any long-term damage that may result. BBS at its option will either continue to maintain equipment and/or controls to the best of its ability, without any responsibility, or remove such Equipment from this Agreement, adjusting the price accordingly.

Controls, Electrical and Service Projects

These Construction Terms ("Construction Terms") incorporate in their entirety by this reference Sections 1 through 13 above and include the following:

19. **The Work.** BBS will supervise, perform and direct construction services in connection with a separate written construction agreement executed by BBS and Customer (the "Work"). The Work will be performed using BBS's best efforts, skill and attention. BBS shall be solely responsible for and have control over construction means, methods, techniques, sequences and procedures and for coordinating all portions of the Work under this Agreement in accordance with best industry practices, unless

the Agreement provides other specific instructions concerning these matters. BBS shall perform the Work in a good and workmanlike manner consistent with best industry standards in full compliance with all applicable governmental laws, codes and regulations, and shall prosecute such Work through to completion with reasonable due diligence and continuity.

20. **Provision and Payment.** Unless otherwise provided, BBS shall provide and pay for labor, materials, equipment, tools, construction equipment and machinery, transportation, and other facilities and services necessary for the proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.
21. **Warranty and Indemnification.**
- a. For a period of ninety (90) days from the date of final approval of the Work (the "Warranty Period"), BBS warrants to Customer that materials and equipment furnished under this Agreement will be of good quality and new unless otherwise required or permitted by the Agreement, that the Work will be free from defects not inherent in the quality required or permitted, and that the Work will conform with the requirements of the Agreement. BBS's warranty excludes remedy for damage or defect caused by abuse, modifications not executed by BBS, improper or insufficient maintenance, improper operation, or normal wear and tear under normal usage. BBS does not warrant any appliances or the heating and air conditioning equipment. The customer agrees to rely solely on the warranty of the respective manufacturers of such equipment.
 - b. For a period of one (1) year from the date of final approval of the Work (the "Warranty Period"), BBS warrants to Customer that materials and equipment furnished under this Agreement will be of good quality and new unless otherwise required or permitted by the Agreement, that the Work will be free from defects not inherent in the quality required or permitted, and that the Work will conform with the requirements of the Agreement. BBS's warranty excludes remedy for damage or defect caused by abuse, modifications not executed by BBS, improper or insufficient maintenance, improper operation, or normal wear and tear under normal usage. BBS does not warrant any appliances or the heating and air conditioning equipment. The customer agrees to rely solely on the warranty of the respective manufacturers of such equipment. THERE ARE NO OTHER WARRANTIES EXPRESS OR IMPLIED EXCEPT AS SPECIFICALLY PROVIDED IN THIS SECTION.
 - c. **Sole Express Warranty.** BBS warrants that the Goods conform to BBS' proposal and any specifications directly incorporated into the Agreement. Parts sold by BBS are new and warranted against defects in material and workmanship in accordance with the terms and conditions of the Original Equipment Manufacturer ("OEM") warranty.
 - d. **Exclusive Remedy.** In the event of a defect in material or BBS' workmanship, BBS' sole obligation is to repair or provide replacement parts for the Goods, at its option. All parts to be shipped F.O.B. point of manufacture. Removal and reinstallation expenses for replacement parts are the responsibility of the Customer and will be billed at BBS' then prevailing labor rates. Repair or replacement does not alter or extend limits on liability and warranty established at sale. If BBS fails to repair or replace, BBS' liability shall not exceed the contract price of the specific defective Goods. It is agreed that there is no failure of essential purpose of this warranty so long as BBS is willing to repair or replace defective Goods.
 - e. To any extent Customer fails to fulfill its maintenance obligations described in Paragraph 3(i), Customer understands that such failure voids this Warranty and constitutes a waiver of all Warranty Claims. Moreover, Customer agrees to release BBS from all claims that result as a consequence of Customer's failure to fulfill its maintenance obligations and agrees, to the fullest extent permitted by law, defend and indemnify BBS, its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from Customer's failure to maintain, provided that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of BBS.
22. **Fees and Taxes.** Unless otherwise provided, BBS shall pay all sales, consumer, use, and other similar taxes that have been legally enacted when bids are received or negotiations concluded, whether or not yet effective or merely scheduled to go into effect and shall secure and pay for the permits and governmental fees, licenses and inspections necessary for proper execution and completion of the Work.
23. **Condition of Site.** BBS shall keep the work site and surrounding area free from accumulation of waste materials or rubbish caused by operations under this Agreement. At completion of the Work, BBS shall remove from and about the work site waste materials, rubbish, BBS's tools, construction equipment, machinery and surplus materials.
24. **Access and Instructions.** BBS shall provide Customer access to the Work in preparation and progress wherever located. BBS shall comply with all reasonable instructions and requirements of the Customer provided same are not inconsistent with this Agreement.

Equipment and Parts

These Parts Terms ("Parts Terms") incorporate in their entirety by this reference Sections 1 through 13 above and include the following specific provisions:

25. **Condition of Goods.** Customer represents and warrants to BBS that the Goods are in proper working condition upon execution of the Agreement. BBS may inspect the Goods within sixty (60) days of the effective date of the Agreement (unless such inspection cannot be performed due to seasonal or other conditions, in which case BBS shall have sixty (60) days from the first date on which such inspection is able to be performed) and inform Customer in writing of any malfunctions or defects in the Goods. BBS shall make recommendations and assist the Customer in restoring the Goods to proper operating condition, however, Customer shall be solely responsible for all costs associated with such restoration.
26. **Suitability.** Before using any Goods, Customer shall determine the suitability of such Goods for Customer's intended use. Customer shall assume all risk and liability whatsoever resulting from the use of the Goods.



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



FBPE
FLORIDA BOARD OF
PROFESSIONAL ENGINEERS

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

SPECIAL INSPECTOR NUMBER: 2071

ROSENBAUM, WILLIAM BRICK III

1705 S. GADSDEN STREET
STE 100
TALLAHASSEE FL 32301-5505

LICENSE NUMBER: PE31301

EXPIRATION DATE: FEBRUARY 28, 2027

Always verify licenses online at MyFloridaLicense.com



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SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. ___10f_____

DATE OF SCHOOL BOARD MEETING: March 24, 2026

TITLE OF AGENDA ITEM: Appraisal and Sale of District Properties

DIVISION: Support Services


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

PURPOSE AND SUMMARY OF ITEM:

District Leadership is requesting Board approval to have appraised district properties, which have the potential for sale, and to post the appraised properties for sale on behalf of the Gadsden County School Board. This request comes with the understanding that no School Board property may be sold without Board approval.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Dr. Sylvia R. Jackson 

POSITION: Assistant Superintendent for Support Services

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT’S SIGNATURE: page(s) numbered _____

CHAIRMAN’S SIGNATURE: page(s) numbered _____

REVIEWED BY: _____



Gadsden County, FL



Overview



Legend

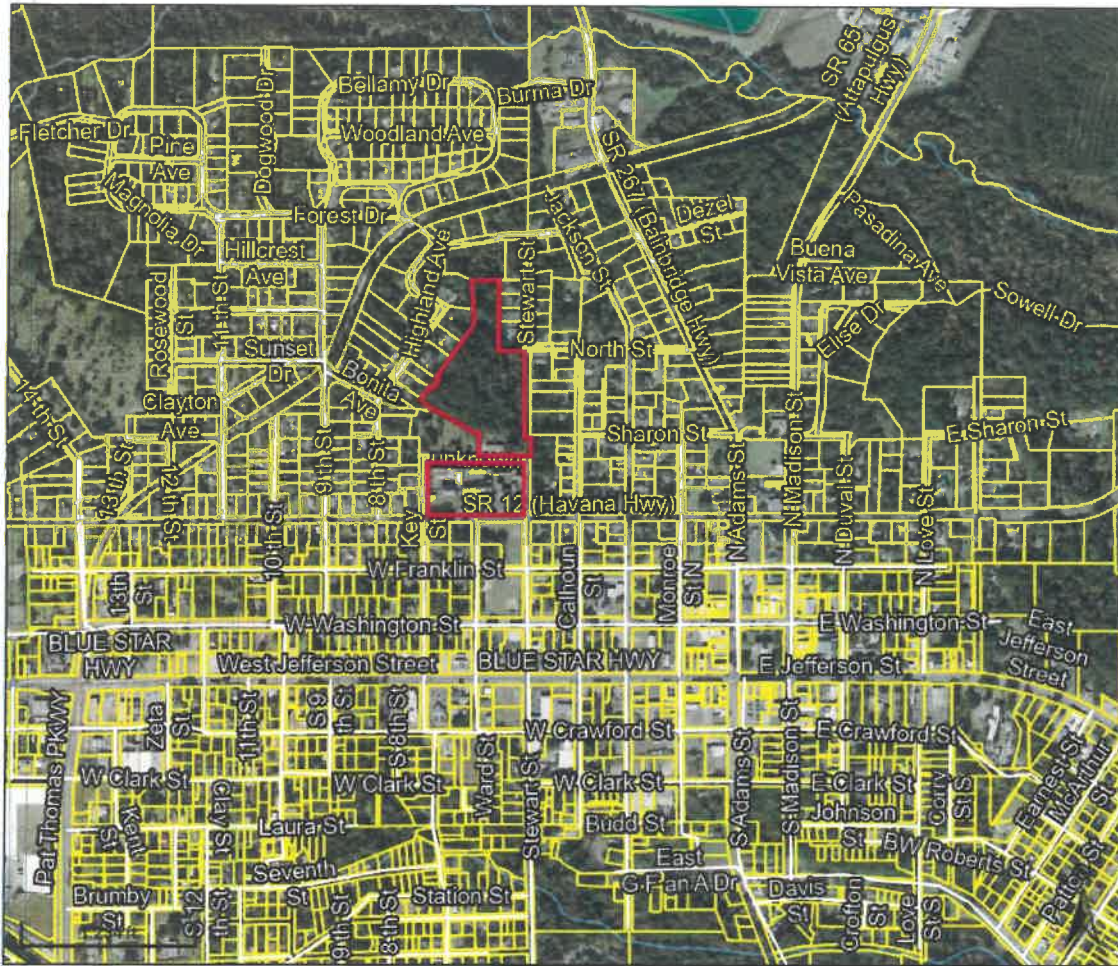
- Parcels
- Roads (Local)
- Roads (Major)
- Streams and Rivers (Large)

Parcel ID	3-28-2N-5W-0000-00213-0000	Alternate ID	24036	Owner Address	GREENSBORO CHAPTER FFA % L DEESE VOCATIONAL ADVISOR OF GREENSBORO, FL 32330	Improvement Value		Just Market Value	\$44,000
Sec/Twp/Rng	28/2N/5W	Class	CLUBS/LODGES/HALLS (7700)			Land Value	\$44,000	Value	
Property Address	TELOGIA CREEK RD QUINCY	Acreage	20.0			Land Ag Value		Total Assessed Value	\$44,000
						Ag Market Value		Exempt Value	
								Taxable Value	

District COUNTY
Brief Tax Description OR 40, P. 563 S1/2 OF NE1/4 OF
 (Note: Not to be used on legal documents)

Date created: 10/15/2025
 Last Data Uploaded: 10/14/2025 5:54:29 PM





Overview



Legend

- Parcels
- Roads (Local)
- Roads (Major)
- Streams and Rivers (Large)

<p>Parcel ID 3-12-2N-4W-0000-00111-0300</p> <p>Sec/Twp/Rng 12/2N/4W</p> <p>Property Address 500 W KING ST QUINCY</p>	<p>Alternate ID 19999</p> <p>Class PUBLIC SCHOOLS (8300)</p> <p>Acreage 15.88737</p>	<p>Owner Address SCHOOL BOARD OF GADSDEN COUNTY 35 MARTIN LUTHER KING BLVD QUINCY, FL 32351</p>	<p>Improvement Value \$493,796</p> <p>Land Value \$95,250</p> <p>Land Ag Value</p> <p>Ag Market Value</p>	<p>Just Market Value \$589,046</p> <p>Total Assessed Value \$589,046</p> <p>Exempt Value</p> <p>Taxable Value</p>
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District QUINCY

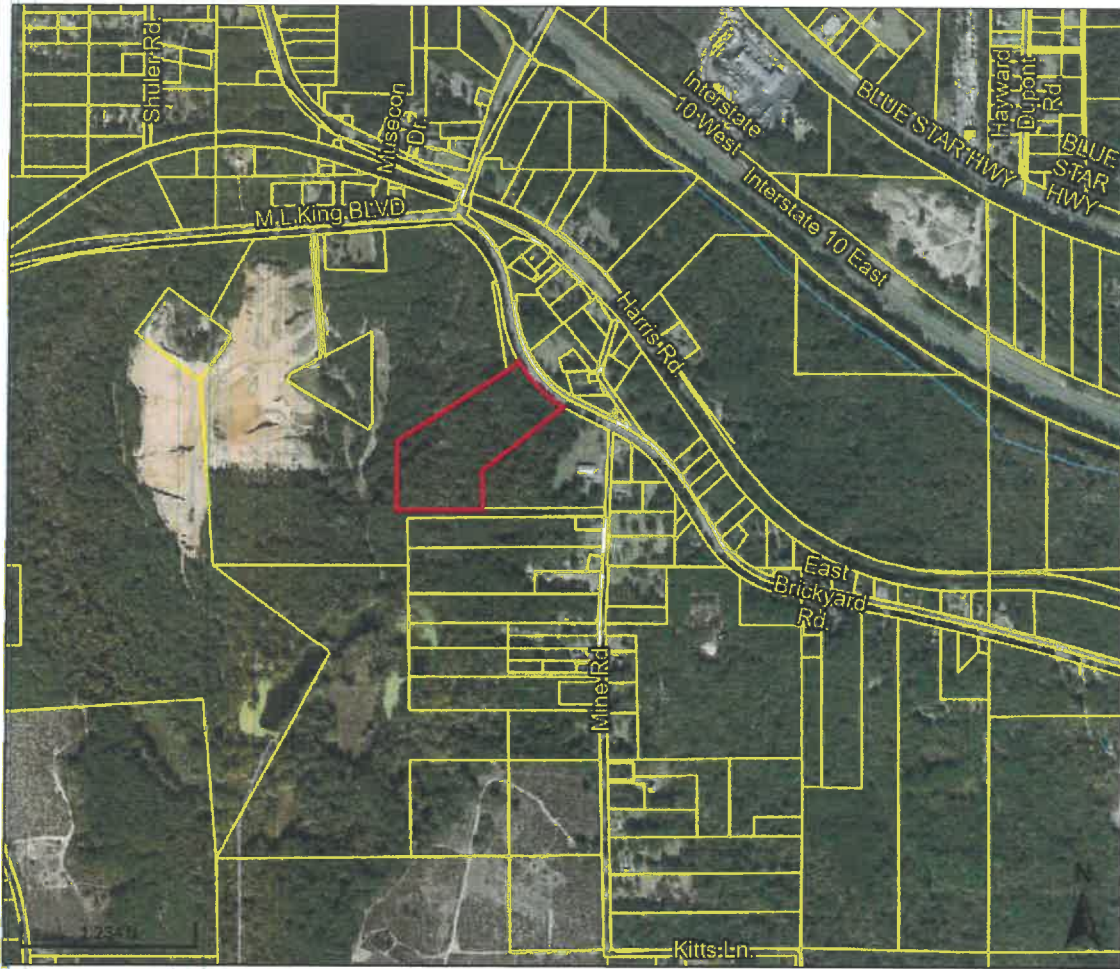
Brief BEGIN AT NEC OF SECT. 12-2-4 R

Tax Description (Note: Not to be used on legal documents)

Date created: 10/15/2025
 Last Data Uploaded: 10/14/2025 5:54:29 PM



Gadsden County, FL



Overview



Legend

- Parcels
- Roads (Local)
- Roads (Major)
- Streams and Rivers (Large)

Parcel ID	4-08-1N-2W-0000-00300-0300	Alternate ID	26339	Owner Address	SCHOOL BOARD OF GADSDEN COUNTY 35 MARTIN LUTHER KING BLVD QUINCY, FL 32351	Improvement Value		Just Market Value	\$90,000
Sec/Twp/Rng	8/1N/2W	Class	PUBLIC SCHOOLS (8300)			Land Value	\$90,000	Value	
Property Address	MINE RD MIDWAY	Acreage	15.0			Land Ag Value		Total Assessed Value	\$90,000
						Ag Market Value		Exempt Value	
								Taxable Value	

District MIDWAY
Brief Tax Description COMMENCE AT THE SEC OF SW 1/4
 (Note: Not to be used on legal documents)

Date created: 10/15/2025
 Last Data Uploaded: 10/14/2025 5:54:29 PM



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 11a

DATE OF SCHOOL BOARD MEETING: March 24, 2026

TITLE OF AGENDA ITEM: George W. Munroe Elementary School Out-of-State Field Trip

DIVISION: Academic Services

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

PURPOSE AND SUMMARY OF ITEM:

According to School Board Policy 2340 (Field and Other District-Sponsored Trips), all out-of-state field trips must be approved by the School Board. George W. Munroe Elementary School 2nd Grade class is requesting approval for an out-of-state field trip to Wild Adventures in Valdosta, Georgia.

Please see attached documentation.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Lisa Robinson

POSITION: Assistant Superintendent, Academic Services PreK-12

INSTRUCTIONS TO BE COMPLETED BY PREPARER

___1___ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 1

CHAIRMAN'S SIGNATURE: page(s) numbered _____

AD



FIELD TRIP REQUEST

FORM MUST BE RECEIVED IN DISTRICT OFFICE 2 WEEKS PRIOR TO TRIP

DATE OF REQUEST: 3/10/26	SCHOOL: George W Munroe Elementary School	CONTACT FOR FIELD TRIP: Tylisa Chapman-Thomas
--	---	---

DATE OF TRIP: 5/14/26	WHO IS ATTENDING: (grade/organization) 2nd
-------------------------------------	--

LOCATION: Wild Adventures 3766 Old Clyattville Rd. Valdosta, GA 31601	TRAVELING BY: <input type="checkbox"/> School Bus/District Vehicle <input checked="" type="checkbox"/> Charter Bus
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PURPOSE:
To celebrate the end of the year with a field trip.

FUNDING source of this field trip: Please mark and "X" in the appropriate box

Students	X	Fundraiser		School/District Budget	
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SCHOOL BUS –Required items for approval: <ol style="list-style-type: none"> Principal's signature Complete list of participants and chaperones Signed Permission Form for each participant. Complete final itinerary Documentation showing correlation of the Florida Standards or benchmark to the field trip request 	CHARTER BUS-Required items for approval: <ol style="list-style-type: none"> Principal's signature Complete list of participants and chaperones Signed Permission Form for each participant. Complete final itinerary Copy of charter bus contract with signatures Proof of Insurance showing either district or school as insured
--	--

Tylisa Chapman-Thomas

 Signature of Person Requesting Trip

Mermaine Kuskland

 Approval of Principal (Signature required)

____ APPROVED	____ DENIED
_____ Superintendent/Designee	_____ Date

**George W. Munroe Elementary School
1830 W. King Street
Quincy, FL 32351**

ITINERARY

**WILD ADVENTURES
3766 Old Clyattville Rd.
Valdosta, GA 31601**

**May 14, 2026
2nd grade department**

TIMES	ACTIVITY
9:00-9:30 am	Load bus
9:30am	DEPARTURE FROM George W. Munroe School
11:00 am	Arrive at Wild Adventures Park
11:00 am-4:00 pm	Enjoying the park
4:00-4:30 pm	Preparing to depart and Loading buses.
4:30 pm	Leaving the park
6:00 pm	Arrive at GWM

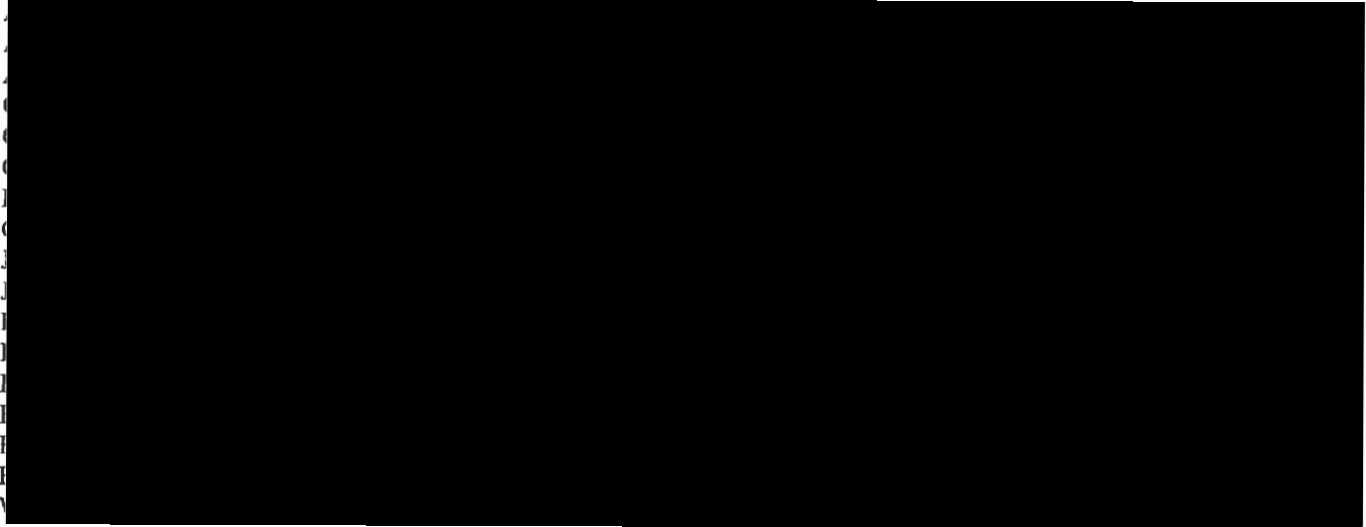
Class List
Kacyn Black
0041 - George W. Munroe Elementary School

BAS SKLS READ K-2 (5010020-200B) 01 - Room: 04109 0008
Jan 12, 2026

17 Students
Last, First M

Student ID

Grade



Class List
Tylisha Chapman-Thomas
0041 - George W. Munroe Elementary School

BAS SKLS READ K-2 (5010020-200F) 01 - Room: 04103 0004
Jan 12, 2026

15 Students
Last, First M

Student ID

Grade



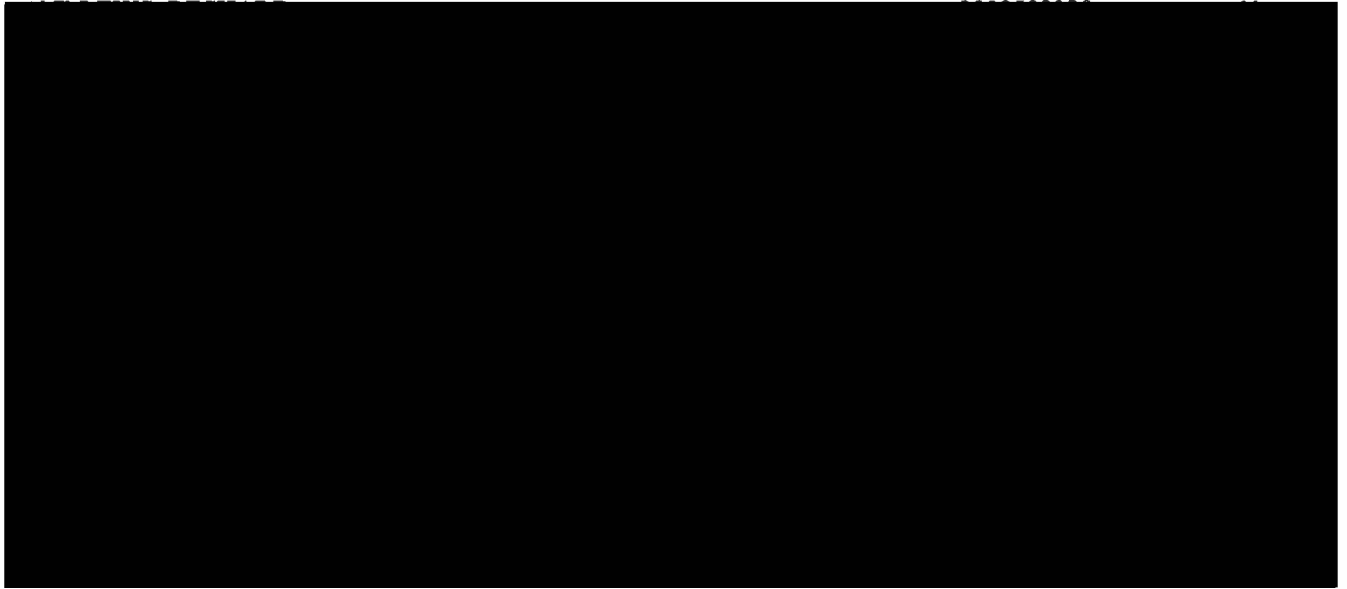
Class List
Brandon Hill
0041 - George W. Munroe Elementary School

BAS SKLS READ K-2 (5010020-200E) 01 - Room: 04109 0009
Jan 12, 2026

19 Students
Last, First M

Student ID

Grade



Class List *W. Johnson*

BAS SKLS READ K-2 (5010020-200D) 01 - Room: 04109 0005

0041 - George W. Munroe Elementary School

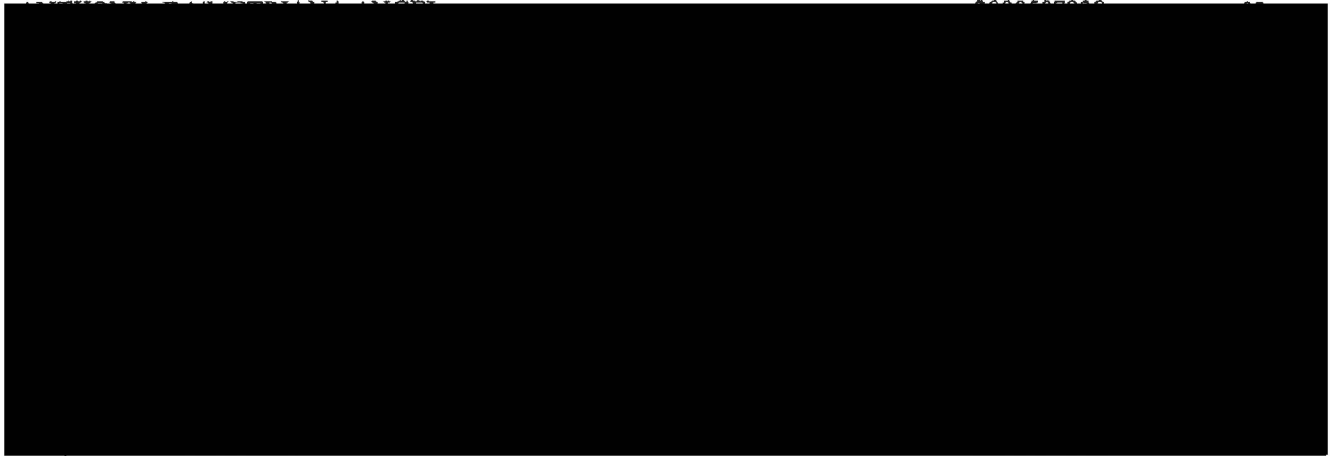
Jan 12, 2026

15 Students

Last, First M

Student ID

Grade



Class List *H. Jones*

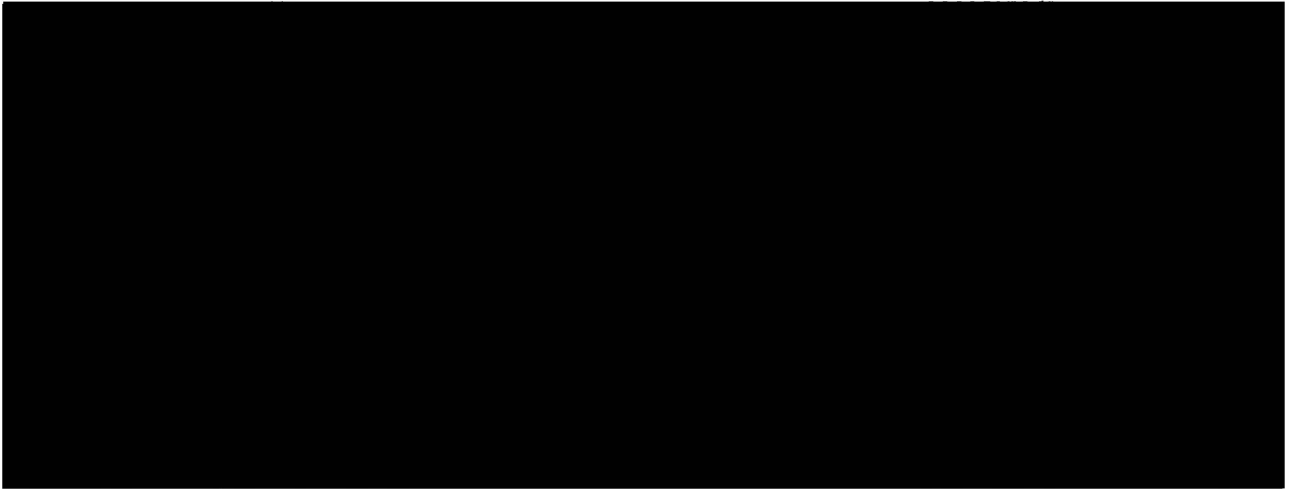
0041 - George W. Munroe Elementary School

BAS SKLS READ K-2 (5010020-200C) 01 - Room: 04109 0006
Jan 12, 2026

16 Students
Last, First M

Student ID

Grade



Class List
Kadian Watson
0041 - George W. Munroe Elementary School

BAS SKLS READ K-2 (5010020-200A) 01 - Room: 04109 0007
Jan 12, 2026

14 Students

Last, First M

Student ID

Grade

Last, First M	Student ID	Grade
[REDACTED]	2000508820	00
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

Customer Information

George Munroe Elementary School
 Tylisa Chapman-Thomas
 chapman-thomast@gcpsmail.com
 (850) 875-8800

Submit To

Legacy Coaches LLC
 5169 Village Way
 Hahira, GA 31632
 legacybuscharters@gmail.com

PAYMENT TERMS

🕒 Complete by 3/23/26 to reserve your vehicles.

Trip 1	\$1,750.00
Quote Total	\$1,750.00
Trip 1 Due Now	\$437.50
Trip 1 Due 4/14/26	\$1,312.50
Total Due Now	\$437.50

Trip 1

Round Trip	56 ⁹	1 Charter Bus	1	1 day
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1	Quincy Historic District, 1830 W King St, Quincy, FL 32351, USA	Pickup → Depart Thu, 5/14/26 8:45am EDT → 9:30am EDT
2	Wild Adventures 3766 Old Clyattville Rd, Valdosta, GA 31601, USA	Dropoff Thu, 5/14/26 11:16am EDT
3	Wild Adventures 3766 Old Clyattville Rd, Valdosta, GA 31601, USA	Pickup → Depart Thu, 5/14/26 5:15pm EDT → 6:00pm EDT
4	Quincy Historic District, 1830 W King St, Quincy, FL 32351, USA	Dropoff Thu, 5/14/26 7:48pm EDT

Trip Contact Tylisa Chapman-Thomas, (850) 875-8800	Trip Total	\$1,750.00
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PAYMENT TERMS

📌 Complete by 3/23/26 to reserve your vehicles.

Trip 1	\$1,750.00
Quote Total	\$1,750.00
Trip 1 Due Now	\$437.50
Trip 1 Due 4/14/26	\$1,312.50
Total Due Now	\$437.50

Payment Policy

* All overnight trips require the group to provide a room for the driver.

* No gratuities are ever asked for or expected. However if you would like to put one in the price, we can include that for you.

A 25% deposit is required at time of booking to reserve the vehicle. Balances are due 30 days prior to departure. If a trip cancels inside the 30 time frame, deposits are not refundable. Inside 60 days, 50% of the deposit is refundable. Outside of the 60 days, 100% of the deposit is refundable.

CARD - 3.0% processing fee

Card Number

Expiration CVC

Name on Card

Street Address

State ZIP

Bank - 1.0% processing fee

Account Holder Name

Account Number

Routing Number

Checking Savings


Payment instructions will be shared separately.

OTHER PAYMENT METHODS

CHECK - 0.0% processing fee

Payment instructions will be shared separately.

By signing below, you agree to the above terms and approve payment


 Signature

Tylisa Chapman-Thomms
 Print Name

3-10-26
 Date

