#### **AGENDA**

## REGULAR SCHOOL BOARD MEETING

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

July 28, 2015

Immediately Following Tentative Budget Hearing at 6:00 P.M.

## THIS MEETING IS OPEN TO THE PUBLIC

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

## ITEMS FOR CONSENT

- 5. REVIEW OF MINUTES **SEE ATTACHMENT** 
  - a. June 17, 2015, 4:00 p.m. Special School Board Meeting
  - b. June 23, 2015, 4:30 p.m. School Board Workshop
  - c. June 23, 2015, 6:00 p.m. Regular School Board Meeting
  - d. June 30, 2015, 4:00 p.m. Special School Board Meeting

- 6. PERSONNEL MATTERS (resignations, retirements, recommendations, leaves of absence, terminations of services, volunteers, and job descriptions) **SEE PAGE #6** 
  - a. Personnel 2014 2015
    - ACTION REQUESTED: The Superintendent recommends approval.
  - b. Personnel 2015 2016
    - ACTION REQUESTED: The Superintendent recommends approval.

## 7. AGREEMENT/CONTRACT/PROJECT APPLICATIONS

a. TSA Consulting Group, Inc. Contract Extension – SEE PAGE #9

Fund Source: Payroll funding source for each employee

Amount: Immaterial

ACTION REQUESTED: The Superintendent recommends approval.

b. PAEC Gateway Finance and Payroll Resolution and Contract **SEE PAGE #11** 

Fund Source: General Funds Amount: \$21,019.12

ACTION REQUESTED: The Superintendent recommends approval.

c. Small School District Council Consortium - SEE PAGE #14

Fund Source: General Funds Amount: \$2,850.00

ACTION REQUESTED: The Superintendent recommends approval.

d. Various Food Service Commodities Purchase Orders – **SEE PAGE #16** 

Fund Source: Food Service Fund 410

Amount: \$68,000.00

ACTION REQUESTED: The Superintendent recommends approval.

e. The School Board of Gadsden County, Contract with Independent Contractor Chad Carlisle – **SEE PAGE #20** 

Fund Source: General Fund

Amount: Annual Total Cost \$28,800, prorated at \$2400 monthly

ACTION REQUESTED: The Superintendent recommends approval.

f. Contract with Soliant Health– SEE PAGE #25

Fund Source: FEFP

Amount: \$59.00 per hour

ACTION REQUESTED: The Superintendent recommends approval.

g. Edgenuity - **SEE PAGE #32** 

Fund Source: Instructional Materials

Amount: \$74,500.00

ACTION REQUESTED: The Superintendent recommends approval.

h. Approval of Agreement with Lamier Technical Services – **SEE PAGE #35** 

Fund Source: Title I Amount: \$50,000.00

i. GPS Monitoring Services with First Communications, Inc. - SEE PAGE #40

Fund Source: 110

Amount: \$19,890.00

ACTION REQUESTED: The Superintendent recommends approval.

j. Contract Between Gadsden County School Board and K12 Florida, LLC **SEE PAGE #49** 

Fund Source: N/A Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

k. Agreement Between the School Board of Gadsden County, FL, Capital Health Plan, Inc., World Class Schools of Leon County, Inc., and Titus Sports Academy, L.L.C. – **SEE PAGE #56** 

Fund Source: N/A Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

1. 2015 – 2016 Dual Enrollment Articulation Agreement – **SEE PAGE #69** 

Fund Source: N/A Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

m. AmeriCorps Gadsden Reads – **SEE PAGE #86** 

Fund Source: Volunteer Florida and the School Board of Gadsden County Amount: \$320,874 from Volunteer Florida and \$105,543 from the School Board of Gadsden County

ACTION REQUESTED: The Superintendent recommends approval.

n. Gadsden County School Board Head Start 2015 – 2016 Refunding Application and Program Improvement Plan – **SEE PAGE #120** 

Fund Source: Head Start Amount: \$2,585,789

ACTION REQUESTED: The Superintendent recommends approval.

- 8. STUDENT MATTERS **SEE ATTACHMENTS** 
  - a. Student Transfers –See back-up material

## 9. SCHOOL FACILITY/PROPERTY

a. Continue Grounds Maintenance Agreement with Mike Bryant Lawn Care for the Max D. Walker Building Complex – **SEE PAGE #192** 

Fund Source: 110

Amount: \$6,500.00

ACTION REQUESTED: The Superintendent recommends approval.

b. Continue Grounds Maintenance Agreement with Mark's Lawn Maintenance – East Gadsden High School & West Gadsden High School – **SEE PAGE #194** 

Fund Source: 110

Amount: \$1,965.00 per month – EGHS

\$1,965.00 per month – WGHS

ACTION REQUESTED: The Superintendent recommends approval.

c. Continue Agreement of Full Service HVAC/Refrigeration Maintenance & Repair Contract for West Gadsden High School – **SEE PAGE #196** 

Fund Source: 110

Amount: \$59,756.00

ACTION REQUESTED: The Superintendent recommends approval.

d. Continue Agreement of Full Service HVAC/Refrigeration Maintenance & Repair Contract for East Gadsden High School – **SEE PAGE #200** 

Fund Source: 110

Amount: \$76,924.00

ACTION REQUESTED: The Superintendent recommends approval.

e. Continue Contracts with Sonitrol/Redwire – **SEE PAGE #204** 

Fund Source: 379

Amount: \$50,652.72 – Sonitrol

\$4.595.16 – Redwire

ACTION REQUESTED: The Superintendent recommends approval.

f. Continue Agreement with Professional Pest Management, Inc. of Pest and Weed Control for Athletic Field's District-Wide - **SEE PAGE #206** 

Fund Source: 110

Amount: \$19,519.50

ACTION REQUESTED: The Superintendent recommends approval.

g. Continue Agreement with McCall Service for Pest Control – District-Wide SEE PAGE #209

Fund Source: 110

Amount: \$22,000.00

h. Annual Maintenance of Fire Extinguishers – District-Wide **SEE PAGE #212** 

Fund Source: 110

Amount: \$4,440.35

ACTION REQUESTED: The Superintendent recommends approval.

i. Continue Agreement with Empire Gas of Donaldsonville for L.P. Gas Purchases – **SEE PAGE #216** 

Fund Source: 110

Amount: \$36,000.00

ACTION REQUESTED: The Superintendent recommends approval.

j. Solid Waste Collection Agreement Between Gadsden County School and Waste Pro of Florida, Inc. – **SEE PAGE #219** 

Fund Source: 110

Amount: \$109,033.20

ACTION REQUESTED: The Superintendent recommends approval.

k. Licensure Agreement Between Gadsden County School and School Dude SEE PAGE #227

Fund Source: 110

Amount: \$7,300.00

ACTION REQUESTED: The Superintendent recommends approval.

- 10. EDUCATIONAL/MISCELLANEOUS
  - a. Medical Physicals 2015 2016 **SEE PAGE #232**

Fund Source: 110 Fund Amount: \$7,000.00

ACTION REQUESTED: The Superintendent recommends approval.

## ITEMS FOR DISCUSSION

- 11. CONSIDERATION, PROPOSAL, AND/OR ADOPTION OF ADMINISTRATIVE RULES AND RELATED MATTERS
  - a. Approval of School Board Policies 4111 (Designation of a New Position), number 4600 (Job Descriptions) **SEE PAGE #236**

Fund Source: N/A Amount: N/A

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

# The School Board of Gadsden County

Reginald C. James



"Building A Brighter Future"

SUPERINTENDENT OF SCHOOLS

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

July 28, 2015

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

Dear School Board Members:

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

Item 6A Instructional and Non-Instructional Personnel 2014-2015
Item 6B Instructional and Non-Instructional Personnel 2015-2016

The following reflects the total number of full-time employees in this school district for the 2015-2016 school term, as of July 28, 2015.

Description Per DOE Classification	Object#	July 2015
Classroom Teachers and Other Certified	120 & 130	401.00
Administrators	110	42.00
Non-Instructional	150, 160, & 170	377.00
		820.00

DOE

Reginald C. James

Sincerely,

Superintendent of Schools

Audrey Lewis DISTRICT NO. 1 Havana, FL 32333 Midway, FL 32343 Steve Scott DISTRICT NO. 2 Quincy, FL 32351 Havana, FL 32333 Isaac Simmons, Jr.
DISTRICT NO. 3
Chattahoochee, FL 323324
Greensboro, FL 32330

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

#Employees

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

## AGENDA ITEM 6B, INSTRUCTIONAL AND NON INSTRUCTIONAL 2014/2015

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

### RESIGNATION

Name	Location	Position	<b>Effective Date</b>
Gibson, Shirley	SJES	<b>Education Paraprofessional</b>	06/15/2015
Hall, Nicole	SSES	Teacher	06/30/2015
Hogan, Elliott	EGHS	Teacher	06/29/2015
McClurkin, Willie	EGHS	Teacher	06/30/2015
Minzie, Candace	CES	Teacher	06/30/2015
Oliver, Eddie	JASMS	Teacher	06/29/2015
Randolph, Niara	GRES	Teacher	06/22/2015
Simmons, Shaia	District	Coordination, Information Services	06/30/2015
Snowden, Dylan	GWM	Teacher	06/08/2015

## <u>AGENDA ITEM 6B, INSTRUCTIONAL AND NON INSTRUCTIONAL 2015/2016</u> REQUESTS FOR LEAVE, RESIGNATION, TRANSFERS, RETIREMENTS, TERMINATIONS OF EMPLOYMENT:

### **LEAVE**

Name	Location/Position	Beginning	Ending
Malone, Frankie	WGHS/Office Manager	07/01/2015	09/18/2015

## RESIGNATION

Name	Location	Position	<b>Effective Date</b>
Anderson, Robert	GCA	Education Paraprofessional	07/13/2015
Baker, Sherita	SJES	Teacher	07/09/2015
Bryant, Samathlyn	HES	Teacher	07/01/2015
Daniels, Andrea	SJES	Teacher	07/09/2015
McNelson, Georgette	SJES	Teacher	07/07/2015
Reynolds, Trenisha	JASMS	Teacher	07/09/2015
Simpkins, Alonzetta	HES	Teacher	07/08/2015
Smith, Mis'Shaylanqa	HES	Teacher	07/07/2015
Williams, Parish	EGHS	Assistant Principal	07/13/2015
Williams, Tammy*	GWM	Teacher	07/13/2015

<sup>\*</sup>Resigned to accept another position within the district

Location/Position	Location/Position	
Transferring From	Transferring To	Effective Date
JASMS/Teacher	WGHS/Teacher	08/10/2015
CES/Teacher	GBES/Teacher	08/10/2015
EGHS/Teacher	HMS/Teacher	08/10/2015
EGHS/Teacher	GCA/Teacher	08/10/2015
EGHS/Guidance Counselor	GRES/Guidance Counselor	08/10/2015
GEMS/Office Manager	ESE/Computer Specialist II	07/15/2015
WGHS/Teacher	EGHS/Teacher	08/10/2015
HES/Teacher	GRES/GBES	08/10/2015
HES/SFS Worker	WGHS/SFS Worker	08/13/2015
SJES/Teacher .	HMS/Teacher	08/10/2015
JASMS/Teacher	GRES/Teacher	08/10/2015
GRES/Ed. Paraprofessional	SSES/Ed. Paraprofessional	08/10/2015
WGHS/Custodial Assistant	EGHS/Custodial Assistant	08/03/2015
GEMS/SFS Manager	JASMS/SFS Manager	08/12/2015
CES/Teacher	GWM/Teacher	08/10/2015
	Transferring From  JASMS/Teacher CES/Teacher EGHS/Teacher EGHS/Guidance Counselor GEMS/Office Manager WGHS/Teacher HES/Teacher HES/SFS Worker SJES/Teacher JASMS/Teacher GRES/Ed. Paraprofessional WGHS/Custodial Assistant GEMS/SFS Manager	Transferring From JASMS/Teacher UGHS/Teacher CES/Teacher EGHS/Teacher EGHS/Teacher EGHS/Guidance Counselor GEMS/Office Manager WGHS/Teacher EGHS/Teacher EGHS/Teacher EGHS/Teacher EGHS/Guidance Counselor GEMS/Office Manager WGHS/Teacher EGHS/Teacher HES/Teacher HES/Teacher GRES/GBES HES/SFS Worker WGHS/SFS Worker SJES/Teacher JASMS/Teacher GRES/Ed. Paraprofessional WGHS/Custodial Assistant GEMS/SFS Manager  Transferring To WGHS/Teacher GRES/Teacher GRES/Gacher GRES/Guidance Counselor GRES/Guidance Counselor GRES/Guidance Counselor GRES/Guidance Counselor GRES/GBES WGHS/Teacher GRES/GBES HES/SFS Worker SJES/Teacher GRES/Ed. Paraprofessional WGHS/Custodial Assistant GEMS/SFS Manager

<sup>\*</sup>Transfer was listed incorrectly as GRES in June 30, 2015 Board letter

## INSTRUCTIONAL

Annual	Location	Position	<b>Effective Date</b>
Akers, Bridget	EGHS	Teacher	08/10/2015
Allen, Raymond	CPA	Teacher	08/10/2015
Ancion, Josemane	GRES	Teacher	08/10/2015
Chavez, Paulette	GWM	Teacher	08/10/2015
Jackson, Tameshia	SSES	Teacher	08/10/2015
James, Tricia **	GRES	Teacher	08/10/2015
Rhodes, Stephanie	CES	Teacher	08/10/2015
Richards, Ashley	GWM	Teacher	08/10/2015
Williams, Ronnie	CPA	Teacher	08/10/2015

## NON-INSTRUCTIONAL

Name	Location	Position	<b>Effective Date</b>
Ford, Nedra	GWM	Education Paraprofessional	08/10/2015
Frison, Lauren	JASMS	Office Manager	07/21/2015
Williams, Tammy	ESE	Program Specialist	07/13/2015

## AGENDA ITEM 6B, INSTRUCTIONAL AND NON INSTRUCTIONAL PERSONNEL 2014/2015

### Professional

Griffin-Rittman, Benita

#### Annual

Black, O'Hara

Harrell, Sherita

Halderman, Michelle

Hall, Delwyn

Narcisse, Jean

Potter, Bridget

Rora, Dominique

Tshabe, Crystal

### **District Personnel**

## Administration

Jones, Pamela

### **District Personnel**

## Permanent

Riggins, Larissa\*

## Non-Instructional

Annual Status

## Ed. Paraprofessional

Rush, Geraldine

York, Jocelin

## SFS Worker

Lewis, Louise

## Non-Instructional

## Permanent Status

Bouie, Veronica\*

## Custodial Asst.

Winbush, Latoya

<sup>\*</sup>Correction: on June 30, 2015 board letter as both NP and NA

<sup>\*\*</sup>on June 30, 2015 board as HMS

## SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA
AGENDA ITEM NO
DATE OF SCHOOL BOARD MEETING: July 28, 2015
TITLE OF AGENDA ITEMS: TSA Consulting Group, Inc contract extension
DIVISION: Finance Department
PURPOSE AND SUMMARY OF ITEMS: To extend the contract for the 403(b)/457(b) Plan Administration Services Contract through June 30, 2016. Net increase of .03 cents per eligible employee.
FUND SOURCE: Payroll funding source for each employee.
AMOUNT: immaterial
PREPARED BY: Kim Ferree
POSITION: Assistant Superintendent for Business Services
INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER
Number of ORIGINAL SIGNATURES NEEDED by preparer.
SUPERINTENDENT'S SIGNATURE: page(s) numbered
CHAIRMANS'S SIGNATURE: page(s) numbered Be sure that the Comptroller has signed the budget page.



June 22, 2015

Gadsden County Schools Attn: Kim Ferreek, Director of Finance 35 Martin Luther King Jr. Blvd. Quincy, FL 32351

RE: 403(b)/457(b) Plan Administration Services Contract

Dear Kim.

Please be advised that this notice serves to officially extend your contract through 6/30/2016, per the mutual agreement provisions of the contract. This renewal reflects a rate increase from \$5.73 to \$5.76 per eligible employee, and a new employee count of 903, per the demographic file received from the district. Please indicate your acceptance by signing below and returning to us promptly to the following address:

TSA Consulting Group, Inc. Attn: Contracts PO Box 2799 Fort Walton Beach, FL 32549-2799

If additional information is desired or if you have any questions regarding the extension, please email our Business Team at <a href="mailto:admin@tsacg.com">admin@tsacg.com</a> or contact them via phone at ext. 1131.

Sincerely,

Janet Williamson

Senior VP, Chief Finance Officer

Janet Williamsen

15 YACHT CLUB DRIVE NE | FT WALTON EEACH, FLORIDA 32548 | TOLL-FREE 888 777 5827 | TSACG.COM

## SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA
AGENDA ITEM NO
DATE OF SCHOOL BOARD MEETING: July 28, 2015
TITLE OF AGENDA ITEMS: PAEC Gateway Finance and Payroll Resolution and Contract
DIVISION: Finance Department
PURPOSE AND SUMMARY OF ITEMS: To approve the Resolution and Contract for the District's participation in the Gateway Educational Computing Consultants and Project for the 2015-16 fiscal year.
FUND SOURCE: General Funds
AMOUNT: \$21,019.12
PREPARED BY: Kim Ferree
POSITION: Assistant Superintendent for Business Services
INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER
Number of ORIGINAL SIGNATURES NEEDED by preparer.
SUPERINTENDENT'S SIGNATURE: page(s) numbered
CHAIRMANS'S SIGNATURE: page(s) numbered Be sure that the Comptroller has signed the budget page.



# GATEWAY EDUCATIONAL COMPUTING CONSULTANTS PROJECT RESOLUTION AND CONTRACT FOR DISTRICT PARTICIPATION

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

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

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

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

- I. SERVICES TO DISTRICTS. The general services to be provided by Gateway are:
  - A. Contracting for software updates, maintenance, and technical assistance.
  - B. Application of software updates implemented at Northwest Regional Data Center.
  - C. Training of district personnel with regard to:
    - 1. Initial and continuing implementation of system
    - 2. Operational changes required by software updates
    - 3. Operational changes per requirements of the Florida Department of Education.
  - D. On-site and telephone consultation to provide technical assistance and problem correction.
  - E. Technical assistance in the maintenance of disk and tape files to provide long-term records
  - F. Technical assistance in the operation of data processing equipment necessary to operate the system.
  - G. Maintenance of disk packs required for software libraries and online user files.
  - H. Technical assistance in providing required automated data tapes to DOE.
  - Maintenance of system job control language (JCL) required for the execution of software and changes
    necessary to the execution of district or institution level jobs within the application of the system.
  - J. Technical assistance in support of district processes at outside organizations and/or companies where the data being used originates from within the Gateway system. In order to provide this assistance, the districts authorize Gateway to have access to the data stored on such outside systems.
  - K. Other services recommended by the extended PAEC Board of Directors for the Gateway Educational Computing Consultants Project and approved by the fiscal agent.
- II. DISTRICT FINANCIAL PARTICIPATION. The DISTRICT SCHOOL BOARD, will pay for services received through participation in the Gateway Project. All assessments will be based on actual costs incurred, prorated among participating school districts on the base plus unweighted FTE basis. This contribution shall be the total obligation of each school district unless additional assessments are required by PAEC Extended Board of Directors' action. Payment must be made by the participating district and received by the fiscal agent by August 15.
- III. TERMS OF AGREEMENT. The term of this agreement with the Gateway/PAEC Project shall commence as of July 1, 2015 and shall end on June 30, 2016. Each school district entering into the Gateway/PAEC Project shall do so effective July 1, 2015 unless specified to the contrary.
- IV. TERMINATION OF AGREEMENT. Any participant may withdraw from this agreement by written notification to the PAEC Executive Director one year prior to withdrawal.

GATEWAY EDUCATIONAL COMPUTING CONSULTANTS RESOLUTION AND CONTRACT FOR DISTRICT PARTICIPATION Page 2 of 2

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

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

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

For the above described services, THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA, agrees to pay THE SCHOOL BOARD OF WASHINTON COUNTY, FLORIDA, Fiscal Agent and District of Record for THE GATEWAY EDUCATIONAL COMPUTING CONSORTIUM PROJECT, the sum of \$21,019.12, payable upon completion of this resolution.

APPROVED:	Gadsden School District on this	
Milton Brown, Board Chairman School Board of Washington County	Audrey Lewis, Board Chairman School Board of Gadsden County	
Date:	Date:	
Superintendent Herbert J. Taylor School Board of Washington County Date:	Reginald James, Superintendent School Board of Gadsden County Date:	
Lele Sobey, Interim Executive Director Panhandle Area Educational Consortium  Date:		
BOD date: May 14, 2015		

WCSB date: June 8, 2015

## SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA
AGENDA ITEM NO7c
DATE OF SCHOOL BOARD MEETING: July 28, 2015
TITLE OF AGENDA ITEMS: Small School District Council Consortium
DIVISION: Finance Department
PURPOSE AND SUMMARY OF ITEMS: To approval membership for the 2015-16 fiscal year and pay annual dues.
FUND SOURCE: General Funds
AMOUNT: \$2,850
PREPARED BY: Kim Ferree
POSITION: Assistant Superintendent for Business Services
INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER
Number of ORIGINAL SIGNATURES NEEDED by preparer.
SUPERINTENDENT'S SIGNATURE: page(s) numbered
CHAIRMANS'S SIGNATURE: page(s) numbered  Be sure that the Comptroller has signed the budget page.

# RESOLUTION AFFIRMING PARTICIPATION IN THE SMALL SCHOOL DISTRICT COUNCIL CONSORTIUM

WHEREAS, the County School Board believes there is a need to have educational information, interpretation, and consultation on issues relating to small and rural communities that is not independently available, and
WHEREAS, the cost of providing such services independently for the School Board would make the cost prohibitive, and
WHEREAS, the needed services are provided through the Small School District Council Consortium, and
WHEREAS, the <u>Gadsden</u> County School District has participated in the consortium in previous years by official action of the Board and payment of the annual fee,
<b>NOW THEREFORE BE IT RESOLVED</b> that the <u>Gadsden</u> County School Board authorizes the participation in the Small School District Council Consortium for fiscal year 2015-2016 and as such agrees to pay \$2,850.00 to the designated Fiscal Agent upon invoice for participation fees.
BE IT FURTHER RESOLVED that this resolution shall authorize the County School District participation in the SSDCC in future years contingent upon the approval of the SSDCC Annual Invoice for Participation Fees as part of a regularly scheduled School Board meeting.
<b>BE IT FURTHER RESOLVED</b> that the SSDCC Fiscal Agent shall be the contracting agent for the employment and payment of consulting services and associated program costs.
Adopted by the <u>Gadsden</u> County School Board in Regular Session at <u>Quincy</u> , Florida on the <u>28</u> th day of <u>July</u> , 2015.
BY:
Chairperson, Gadsden County School Board
ATTEST:
Superintendent, Gadsden County School District

## **SUMMARY SHEET**

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA
AGENDA ITEM NO7d
DATE OF SCHOOL BOARD MEETING: July 28, 2015
TITLE OF AGENDA ITEMS: Various Food Service Commodities Purchase Orders
DIVISION: Finance Department
PURPOSE AND SUMMARY OF ITEMS: To approve the below listed Purchase Orders for Food Service Commodities needed to operate the food service program.
PO 187900 \$48,000 - Power Buying Group Contract which assures the lowest prices are being obtained. (Contract was previously approved at the March 24, 2015 Regular Board Meeting)
PO 187901 \$20,000 – Borden Dairy (piggybacks off the Calhoun County School Board Bid for 2015-16 for fixed prices for summer school milk.
PO 187918 \$200,000 – Fresh Fruits, Vegetables, Eggs, etc. – We are expecting an inflationary increase in the poultry/eggs commodities because of the bird flu which as caused a shortage of these items.
FUND SOURCE: Food Service fund 410
AMOUNT: \$68,000
PREPARED BY: Kim Ferree
POSITION: Assistant Superintendent for Business Services
INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER
Number of ORIGINAL SIGNATURES NEEDED by preparer.
SUPERINTENDENT'S SIGNATURE: page(s) numbered
CHAIRMANS'S SIGNATURE: page(s) numbered  Be sure that the Comptroller has signed the budget page.

ATE

1-01-15

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

187900

PURCHASE ORDER NO.

www.qcps.k12.fl.us

L SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

ENDOR F U024250000

U S FOODS - PORT ORANGE DIV. 5425 S WILLIAMSON BLVD PORT ORANGE, FL 32124

## SHIP TO THIS ADDRESS

SCHOOL FOOD Service-Gadsden County 203-A MARTIN LUTHER KING JR. BLVD. QUINCY, FL 32351

RINCIPAL / SUPERVISOR

COMPTROLLER

SUPERINTENDENT

JANTITY PRODUCT NO.

DESCRIPTION

UNIT PRICE

TOTAL

SFS BLANKET ORDER 2015-16 SUMMER SCHOOL

PER:

POWER BUYING GROUP CONTRACT 2015-2016 SY

03/24/2015 (8a) APVD:

> Piggyback Martin County (PBG) RFP5001-01-2006 Same List of Schools/Last year New School Calendar attached

Back Door delivery: July 1 -- July 30, 2015

48,000.00

48,000.00

Y TERMS: NET 30

TOTAL

48,000.00

correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above. If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the RRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is d after one year.

tice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor ees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or subntee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden unty. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

UND	BUTION TO BI FUNCTION	OBJECT	CENTER	IGINATOR PROJECT	TOTAL PROGRAM	48,000.00	FINANCE DEPT USE
410	7600	570	0141	0704	TROGRAM	AMOUNT	EXPENDITURE
410	7600	510	0141	0704		10,000.00	
410	7600	570	0211	0712		2,000.00	
410	7600	510	0211	0712		10,000.00	
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410	7600	570	0071	0709		10,000.00	1
410	7600	510	0071	0709		2,000.00	
				3			

## THE SCHOOL BOARD OF GADSDEN COUNTY

PURCHASE ORDER NO.

01-15

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

187901

www.gcps.k12.fl.us

SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

ENDOR FB1100000000

3ORDEN DAIRY OD ALABAMA (Dothan) ?. O. BOX 933707

ATLANTA, GA 311933

## SHIP TO THIS ADDRESS

SCHOOL FOOD SERVICE-GADSDEN CO. 35 MARTIN LUTHER KING JR. BLVD. Quincy FL 32351

INCIPAL / S	SUPERVISOR	COMPTROLLER	SUPERINTENDE	NT	
Paula	milta	Kim Lence			
ANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL	
	SFS FLU	JID MILK BID - SUMMER SCHOOL	L		
Apvd:	( )	Ď			
		un County School Board Bid 2 F Bid, LOA to piggyback off-			
	See Attached Copy of	f Bid, LOA to piggyback off-			
		F Bid, LOA to piggyback off- FREE .2397			
	See Attached Copy of 1/2pt UNFLAVO FAT F	F Bid, LOA to piggyback off- FREE .2397 Fat 1% .2397			
	See Attached Copy of 1/2pt UNFLAVO FAT F 1/2pt UNFLAVO Low F	FREE .2397 Fat 1% .2397 EE .2397			
additi	See Attached Copy of 1/2pt UNFLAVO FAT F 1/2pt UNFLAVO Low F 1/2pt CHOCO-FAT FRE	FREE .2397 Fat 1% .2397 EE .2397			
additi	See Attached Copy of  1/2pt UNFLAVO FAT F  1/2pt UNFLAVO Low F  1/2pt CHOCO-FAT FRE  1/2pt STRAWBERRY FA	FREE .2397 Fat 1% .2397 EE .2397			

TOTAL

20,000.00

(

Y TERMS: NET 30

correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above. If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the RRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is

tice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor ees to comply with Title 34 Section 80.36 Code of Federal Regulations, Termination for cause and for convenience by the grantee or subntee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden unty. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

ISTRI	BUTION TO BE	E COMPLE	TED BY OR	IGINATOR	TOTAL	20,000.00	FINANCE DEPT USE
UND	<b>FUNCTION</b>	<b>OBJECT</b>	CENTER	<b>PROJECT</b>	<b>PROGRAM</b>	AMOUNT	EXPENDITURE
10	7600	570	0141	0704		5,000.00	
10	7600	570	0211	0712		5,000.00	
10	7600	570	0201	0713		5,000.00	
10	7600	570	0071	0709		5,000.00	
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			-				

DATE 07/01/15

## THE SCHOOL BOARD OF GADSDEN COUNTY

PURCHASE ORDER NO.

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351 PHONE (850) 627-9651 FAX (850) 627-2760 187918

www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR F C07010000
CHAPMAN BRUIJN PRODUCE, INC.
DBA CHAPMAN PRODUCE
3436 WEEMS ROAD
TALLAHASSEE FL 32317

NOTE:

MARKET PRICES FOR FFV & EGGS.

SHIP TO THIS ADDRESS

SCHOOL FOOD SVC\_GADSDEN COUNTY 203-A MARTIN LUTHER KING JR. BLVD. QUINCY FL 32351

PRINCIPAL / S	SUPERVISOR	COMPTROLLER	SUPERINTENDE	NT
QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
SAM BD APVD: _	FRESH FRUITS, VEC AS ORDERED BY SCH POLICY: GCSB 632 REQUIRED BY THE 1	ORDER FOR 2015-2016 SY  GETABLES & EGGS AS NEEDED-WEEKL HOOLS. CO Exception CBR PG6(J) PURCHASE HOARD'S FOOD SERVICE PROGRAM AND WHICH ARE EXEMPT -F.A.C.6-7-04	ES FOR FOOD PRODUCTS, D OTHER ANCILLARY	

MONDAY MORNINGS CHAPMAN PRODUCE WILL FAX A COMPLETE LIST OF

PAY TERMS: NET 30

TOTAL \$200,000.00

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.

 If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.

3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

	BUTION TO BI			IGINATOR	TOTA	L 200,000.00	FINANCE DEPT USE
FUND	FUNCTION	OBJECT	CENTER	<b>PROJECT</b>	PROGRAM	AMOUNT	EXPENDITURE
410	7600	570					
-							
				7			

## SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7e

DATE OF SCHOOL BOARD MEETING: July 28, 2015

TITLE OF AGENDA ITEM: The School Board of Gadsden County, Contract with

Independent Contractor Chad Carlisle

**DIVISION: Gadsden County Parent Services** 

PURPOSE AND SUMMARY OF ITEM:

The purpose of this contract is to provide Public Relation services for the Gadsden County School District. It is important that the Gadsden County School District market the positive things happen on a consistent basis. The cost for this contract is a 60% less than what the District has paid for Public Relation in past history.

FUNDING SOURCE: General Fund

AMOUNT:

Annual total cost \$28,800, prorated at \$2400 monthly

PREPARED BY:

Sherrie Taylor

POSITION:

Coordinator of Schools

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: YES

CHAIRMAN'S SIGNATURE: YES

This form is to be duplicated on light blue paper.

## **Gadsden County School District**

## Contract with Independent Contractor

## **Public Relation Services**

## 2015- 2016 Fiscal Year

Carlisle Media, LLC ("Contract") is entered into as of this 28<sup>th</sup> day of July by and between The Gadsden County School Board, a Florida corporation organized and existing under the law of the State of Florida, with its principal place of business at 35 Martin Luther King Jr. Blvd., City of Quincy, County of Gadsden, State of Florida, herein referred to as a the Board, and Chad Carlisle of Tallahassee, State of Florida herein referred to as contractor.

- The Board is in the business of providing educational other services to the students enrolled in its institutions or programs, and in the conduct of such business, desires to have the following services, as a contractor, to be performed by Chad Carlisle, Contractor.
- Chad Carlisle agrees to perform services for the Board under the terms and conditions set forth in this contract and in this listed manner.

### RESPONSIBILITY OF CONTRACTOR

The Public Relation Services Department will be responsible for preparing and supervising the production of publicity brochures, handouts, direct mail leaflets, promotional videos, photographs, films and multimedia programs; fostering community relations through events such as open house, parent expos, PTA, and PTO and writing and/or producing presentations, press releases, articles, leaflets, 'in-house' journals, reports, publicity brochures, information for web sites and promotional videos and training employees in the importance of public relations.

## STATUS OF THE CONTRACTOR

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

## **DESIGNATED WORK AREA**

The School Board will provide adequate space, materials and time for the contractor to carry out goals and objectives outlined for the Public Relation Services. It is understood that these services will be rendered in the Gadsden County Schools, State of Florida, or other locations approved by the Board.

### TIME ALLOTMENT FOR AGREED DUTIES

The Contractor will provide services for 30 hours a week. The contractor will contribute 5% of allotted time to assist with Parent Services and other associate activities of Gadsden County School District.

#### PAYMENT ARRANGMENT

The School Board will pay Chad Carlisle for all work performed by contractor, on completion of the same, at the rate of \$2400 per month. A monthly time and effort log itemizing all services will be submitted each time a payment is due.

#### PAYMENT OF TAXES AND ASSESSMENTS

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

#### CONFIDENTIALITY

Inasmuch as the contractor will acquire or have access to information which is highly confidential, it is expected that contractor will not disclose such

information unless such disclosure is required by law by the ethical guidelines/statues of the Florida Board and with approval of the Superintendent.

## **DURATION AND TERMINATION**

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

#### **AMENDMENTS**

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

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

Chad Carlisle	Date
Sherrie Taylor	Date
Coordinator of Schools	
THE SCHOOL BOARD OF GADSDEN COU	NTY, FLORIDA
BY:	
ATTEST:	
Reginald C. James, Superintend	

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

In Smiter

## SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA AGENDA ITEM NO. 7f DATE OF SCHOOL BOARD MEETING: July 28, 2015 TITLE OF AGENDA ITEM: CONTRACT WITH SOLIANT HEALTH DIVISION: EXCEPTIONAL STUDENT EDUCATION NO This is a CONTINUATION of a current project, grant, etc. PURPOSE AND SUMMARY OF ITEM: (Type and Double Space) Soliant Health will make available up to two Speech Language Pathologists to provide Speech and Language services to elementary, middle and high schools. These services will replace vacant Speech/Language positions. SOURCE: AMOUNT: \$59.00 per hour PREPARED BY: Sharon B. Thomas **POSITION: Director of Exceptional Student Education** INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER 2 Number of ORIGINAL SIGNATURES NEEDED by preparer. SUPERINTENDENT'S SIGNATURE: page(s) numbered 4 CHAIRMAN'S SIGNATURE: page(s) numbered SCHOOL BOARD ATTORNEY: page(s) numbered This form is to be duplicated on light blue paper.

ans



Soliant Health, Inc., a Georgia corporation (hereafter refer	red to as "Soliant"),and
	whose location is
(Client Name)	
(Street Address)	(City, State, Zip)
(horoefter referred to as "Client")	(5.5), 5.5.5, 25)

(hereafter referred to as "Client")

enter into this non-exclusive Client Services Agreement for the purpose of referring and placing Healthcare Professionals ("HCPs") with Client. This Agreement shall govern the overall terms of the relationship, while a separate Assignment Confirmation (Addendum A) for each placement will outline specifics as to bill rates, personnel, and assignment lengths.

- 1. Scope of Services. Soliant, a licensed staffing agency in the business of providing supplemental staffing to the public and private education sector and not a healthcare provider, will use its commercially reasonable efforts to provide HCPs for assignment with Client. Soliant will be responsible for payment of each HCP's wages and applicable payroll taxes, deductions, and insurance, including workers compensation, general liability and professional liability coverage for the benefit of the HCPs. If a HCP is unable to complete the specified assignment, Soliant will use its commercially reasonable efforts to find a replacement in a timely manner.
- 2. Independent Contractor. The parties hereto specify and intend that the relationship of each to the other is that of an independent contractor, that each HCP shall be an employee of Soliant and that no qualified HCP shall at any time be an employee of Client, unless the parties shall otherwise agree in writing. Soliant agrees to provide and maintain all payroll services for any qualified HCP placed with Client, to maintain payroll records and to withhold and remit all payroll taxes and social security payments. Soliant does not ordinarily use subcontractors in providing services. Should the need to use a separate staffing firm or independent contractor arise, Soliant will notify Client in advance of the assignment in order to receive approval of this arrangement.
- 3. Insurance. Soliant will maintain Worker's Compensation and Employer Liability insurance in accordance with state regulations. General Liability insurance will be maintained at a minimum level of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate. Excess liability insurance will be maintained at a minimum level of five million dollars (\$5,000,000) per occurrence/aggregate. Professional Liability insurance will be maintained at a minimum level of one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) aggregate.
- 4. Competency. Soliant will conduct comprehensive pre-employment screening to provide licensed HCPs who meet applicable professional standards. Soliant will endeavor to present only HCPs who are qualified for Client's open position(s) on job requirements established by Client either verbally or in writing. While Soliant will make every effort to prescreen job candidates based on these requirements, Client acknowledges the candidate assignment decision is ultimately the responsibility of the Client. To this end, Soliant will make available to Client all appropriate HCP records that Soliant may permissibly disclose and will facilitate an interview between Client and HCP in order to assist Client in the hiring decision. Soliant will do its due diligence to ascertain the professional and applicable Department of Education licensing and certification requirements for the HCP discipline placed with Client, however, it is ultimately the responsibility of the Client to approve the HCP's licensure and certifications as acceptable.
- 5. On-Site Responsibility. Client is responsible for providing all orientation, support, facilities, training, direction, and means for the HCP to complete the assignment. Client acknowledges that Soliant is not providing nursing or healthcare services, but rather is providing candidate identification and placement services. As such, Client is responsible for the HCP's adherence to the applicable standard of practice and acknowledges that Soliant is not responsible for the HCP's on-site performance given that Soliant does not have the capacity to provide direct, on-site supervision of daily activity. Client acknowledges that any deviation of the Client's policies and procedures as orientated to Soliant's HCP should be reported in writing and directly to Soliant immediately so that Soliant may be provided an opportunity to offer correction and/or counseling of unacceptable practices by HCP. Client warrants that its facilities and operations will comply at all times with all federal, state and local safety and health laws, regulations and standards, including OSHA standards, and that Client will be responsible for providing all safety training and equipment, and for each HCP's compliance with health and safety requirements, including those instituted by Client.
- 6. Employment of HCPs. Client agrees that it will not directly or indirectly, personally or through an agent or agency, contract with or employ any HCP introduced or referred by Soliant for a period of one year after the latest date of introduction, referral, placement, or end of the contract assignment. If Client or its affiliate enters into such a relationship or refers HCP to a third party for employment, Client agrees to pay an amount equal to \$18,500 or thirty-five (35) percent (whichever is greater) of the HCP's first year's annual salary, including any signing bonus, as agreed upon at the time of hiring. Payment is due and payable to Soliant upon start date.



- 7. Equal Opportunity. It is the policy of Soliant to provide equal opportunity to all HCPs for employment. Soliant and Client will screen based on merit only. All HCPs will be free from discrimination due to race, religion, color, sex, national origin, age, or disability.
- 8. Payment Terms. Client will pay Soliant based on the service charges specified in the Assignment Confirmation included as an addendum to this Agreement. All hours worked over forty (40) hours in a one-week work period will be billed at one and one-half times the regular bill rate. It is Client's responsibility to notify Soliant if pre-approval is required for any or all overtime hours prior to any such hours being worked. Payment is due upon receipt of invoice.
- 9. Default Charges. Invoices shall be considered Past Due fifteen (15) days from date of invoice and begin to incur the applicable default charge of one and one-half percent (1 1/2%) per month based on unpaid balances (annual percentage rate of eighteen percent (18%)) or the maximum legal interest rate, whichever is lower. Client agrees to pay all necessary collection costs of amounts past due, including reasonable attorney's fees and costs. Soliant reserves the right, at its option, to discontinue any extension of credit.

Client Name:	
Billing Address:	
City, State, Zip:	
Attention:	
Telephone:	
	Billing Address: City, State, Zip: Attention:

- 10. Limitation of Liability. NEITHER PARTY SHALL BE LIABLE TO THE OTHER WHATSOEVER FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, EXEMPLARY OR PUNITIVE DAMAGES, INCLUDING ANY DAMAGES ON ACCOUNT OF LOST PROFITS, LOST DATA, LOSS OF USE OF DATA, OR LOST OPPORTUNITY, WHETHER OR NOT PLACED ON NOTICE OF ANY SUCH ALLEGED DAMAGES AND REGARDLESS OF THE FORM OF ACTION IN WHICH SUCH DAMAGES MAY BE SOUGHT. THE FEES AND BILLINGS DUE UNDER THIS AGREEMENT ARE NOT CONSIDERED SPECIAL DAMAGES OR LOST PROFITS AND SHALL NOT BE LIMITED BY THESE PROVISIONS.
- 11. Administrative Responsibilities. Client shall be responsible for orienting HCP to Client's policies and procedures regarding the submission of any requisite paperwork which must be tendered for reimbursement by funding entities such as Medicare, Medicaid, or health insurance. Such paperwork may include, but is not limited to, patient care plans, comprehensive patient histories, individual education plans, or Client specific program plans. During the contracted assignment, should HCP fail to submit paperwork as required per Client's policies and procedures, Client must notify Soliant in writing within three (3) business days of alleged failure. Failure to notify Soliant within the three (3) day period shall negate any Client claim to withhold payment due to paperwork non-compliance by HCP. Within three (3) business days following the conclusion of a contracted assignment, Client shall conduct a final review to determine whether the completion of additional paperwork is needed from the HCP. Failure to notify Soliant prior to the fourth (4<sup>th</sup>) day after conclusion of the assignment will negate any Client claim to withhold payment due to paperwork non-compliance by HCP.
- 12. Incident and Error Tracking. Client will report to Soliant any performance issues, incidents, errors and other events related to the care and services provided by Soliant employees. Soliant will document reported incidents in employee's personnel file and track all such events for quality assurance purposes. All supporting documentation is required within seventy-two (72) hours of the occurrence.
- 13. Reporting of Work-Related Injuries. Client will maintain a safe working environment and provide all appropriate personal protective equipment as deemed appropriate for unit to which Soliant Health's HCP has been assigned. Client ensures compliance with all applicable OSHA or state Department of Labor obligations to include general training on the reporting of work-place injuries, incidents, and occupational exposure to bloodborne pathogens occurring at Client facility. Records of such occurrences must be maintained by the Client and accessible to Soliant Health within guidelines set forth by governing entities. In the event of work-place injury, incident or exposure, each affected HCP will contact their immediate Client-appointed supervisor and report to the applicable treating department as per Client protocol. HCP shall also report work-place injury, incident or exposure to Soliant Health concurrently with Client. If Client's reporting requirements change during the term of this Agreement, Client is responsible for written notification of such information to both Soliant Health and Soliant Health's HCP.
- 14. Termination with Cause. Immediately upon occurrence, Client has the obligation to report each deviation from the accepted standard of practice, policies and procedures as orientated to HCP, behavior, and or any incident that would be considered adverse to the overall operation of Client. Client may request that Soliant facilitate the immediate removal of HCP due to any of the issues preceding with written and/or verbal notice. The Client, however, may not immediately terminate an HCP unless Soliant has been notified prior to final incident or unless a single incident warrants immediate



dismissal prior to Soliant's notification. All supporting documentation specifying the reasons and facts of the termination is required within forty-eight (48) hours of termination. If the Client does not report such deviation(s) and subsequently terminates HCP or if Client does not provide required documentation following a termination within the required timeframe, Client will be assessed as liquidated damages and not as a penalty, an amount equal to one (1) week of billing. The parties agree that Soliant's HCPs are an integral part of its operation and a resource that may have been developed over a number of years. Any delay or absence of a written and verbal notice could result in lost revenue or other consequences not foreseen at this time and therefore the liquidated damages are not unreasonable to the probable loss to be suffered by Soliant in the event of your breach of this provision. Client will be responsible for all professional fees (and expenses if applicable) up to the point of termination. Termination with cause must be documented prior to termination in accordance with the Incident and Error Tracking procedures set forth in paragraph 11 of this agreement. Soliant shall have five (5) business days to refill the position in the event of termination with cause. Should Soliant identify a suitable HCP, Client agrees to original terms or extended terms of the terminated HCPs assignment.

- 15. Termination without Cause. Client may cancel an assignment with sixty (60) days written notice. Client is responsible for all charges and fees prior to cancellation date and through the 60-day period of notice. In the event Client is unable to provide sixty (60) days notice of termination, Client will be billed for sixty (60) days at the agreed upon regular bill rate and minimum hours. In the event of termination without cause, Client will be responsible for any housing and travel costs actually incurred by Soliant as a result of such cancellation.
- 16. Guaranteed Minimum Hours. Client agrees to provide HCP the guaranteed number of work hours per week specified in the attached Assignment Confirmation Addendum A. Cancellation of prescheduled workdays or reduction in work hours by Client will be billed reflecting the guaranteed minimum work hours. Minimum work hours shall be reduced to reflect scheduled school closings for holidays and planning days.
- 17. Unscheduled Facility Closure Policy. Soliant will incur fixed expenses over the entire course of an HCP's contract assignment with Client related to the HCP's housing and per diem costs. The parties agree that in the event of an unforeseen or unexpected interruption in an HCP's assignment resulting from an unscheduled closure, complete or partial, of Client's facilities due to natural or manmade disasters, such as, and without limiting the generality of the foregoing, fire, storms, flooding, earthquake, labor unrest, riots, and/or acts of terrorism or war (each an "Unscheduled Closure"), Client will be invoiced and shall pay for each such affected HCP's services at the reduced rate of \$100/day for each day that the HCP(s) is unable to work by virtue of such Unscheduled Closure.
- 18. Multiple Locations. If client requires HCP to travel to and perform services at more than one location, Client will compensate Soliant for travel time between facilities at the regular hourly bill rate and for mileage up to the current acceptable IRS reimbursement rate.
- 19. Issue Resolution. In the event Client encounters an issue that is not satisfactorily resolved by its Soliant representative, Client should escalate the issue to the appropriate Soliant manager by calling 800-849-5502. Please ask for your account representative's manager.
- 20. Indemnification. Each party will indemnify, defend and hold harmless the other against third party claims arising from breaches of the parties' respective obligations under this Agreement.
- 21. Confidentiality. Each party acknowledges that as a result of this Agreement, they will learn confidential information of the other party. Confidential information is defined as that information which is private to each party but is shared by one to the other party as required to accomplish this Agreement and includes bill rates, fees for permanent placements and terms and conditions of this Agreement.. It is agreed that neither party will disclose any confidential information of the other party to any person or entity. Neither will it permit any person nor entity to use said confidential information. The only exceptions will be: (a) Information shared to the appropriate individuals within the respective organizations as necessary to execute this Agreement, (b) disclosures as required by law. Confidential Information of Soliant Health shall include, but is not limited to, any and all unpublished information owned or controlled by Soliant Health and/or its employees, that relates to the clinical, technical, marketing, business or financial operations of Soliant Health and which is not generally disclosed to the public including but not limited to employee information, technical data, policies, financial data and information to include contract terms and provisions, billing rates, permanent placement fees whether disclosed orally, in writing or by inspection. If the receiving party shall attempt to use or dispose of any of the Confidential Information, or any duplication or modification thereof, in any manner contrary to the terms of the foregoing, the disclosing party shall have the right, in addition to such other remedies which may be available to it, to obtain an injunctive relief enjoining such acts or attempts as a court of competent jurisdiction may grant, it being acknowledged that legal remedies are inadequate.
- 22. Family Education Rights and Privacy Act. Soliant shall comply with all laws, rules and regulations pursuant to the Family Educational Rights and Privacy Act, 20 USC 1232g ("FERPA") and acknowledges that certain information about the Client's students is contained in records maintained by Soliant and the HCP and that this information can be confidential by reason of FERPA and related Client policies. Both parties agree to protect these records in accordance with FERPA and Client policy. To the extent permitted by law, nothing contained herein shall be construed as precluding either party



from releasing such information to the other so that each can perform its respective responsibilities. As it applies, HCPs assigned to Client will execute a FERPA Statement of Understanding outlining appropriate guidelines.

- 23. Survival. The parties' obligations under this Agreement which by their nature continue beyond termination, cancellation or expiration of this Agreement, shall survive termination, cancellation or expiration of this Agreement.
- 24. Governing Law. This Agreement shall be governed by the laws of the state of Florida.
- 25. Entire Agreement. This Agreement represents the entire agreement between the parties and supersedes any prior understandings or agreements whether written or oral between the parties respecting the subject matter herein. This Agreement may only be amended in a writing specifically referencing this provision and executed by both parties. This Agreement shall inure to the benefit of and shall be binding upon the parties hereto and their respective heirs, personal representatives, successors and assigns, subject to the limitations contained herein. The unenforceability, invalidity or illegality of any provision of this Agreement shall not render any other provision unenforceable, invalid or illegal and shall be subject to reformation to the extent possible to best express the original intent of the parties. This Agreement and attached Assignment Confirmation contain terms that may only be altered when agreed upon in writing by both parties.

This Agreement and attached Assignment Confirmation contain terms that may only be altered when agreed upon in writing by both parties. (Please return all pages of this Client Services Agreement)

	SOLIANT HEALTH, INC	
Client Name		
Client Representative Signature	Soliant Representative Signature	
Print Name	Print Name	
Title	Title	

## CLIENT REQUIRED DOCUMENTS CHECKLIST



Standard Credentialing Package	Optional Credentialing
As part of our Standard Credentialing Package, Soliant will provide the following prior to the start of a contracted assignment.	If your district requires any additional credentialing items above what is contained in the Standard Credentialing Package, please indicate below. If neadditional items are noted, the Standard Credentialing Package will be provided.
PROFESSIONAL: Current CV / Resume Current Skills Checklist, if applicable References	
Professional License, as applicable Professional Certification, as applicable License and/or Certification Verification	
EDUCATION:  CDC Guidelines for School Professionals FERPA Guidelines HIPAA Regulations	
BACKGROUND: Criminal Background Check GSA Exclusion Search HHS/OIG Search Sexual Offender Search	
HEDICAL: Hepatitis B Vaccination / Declination form MMR Declination Physical Examination Waiver 10-Panel Drug Screen	
Credentialing Documents will be held on file at Soliant and unles	s specifically requested, will not be forwarded to Client.



**ASSIGNMENT DETAILS** 

## **CLIENT ASSIGNMENT CONFIRMATION**

This Client Assignment Confirmation is entered into on the date first signed below and supplements the Client Services Agreement between Soliant Health, Inc and their Client, Gadsden County Schools

Healthcare Professional named below has been placed with Client and Client will pay Soliant Health for hours worked by HCP according to the terms outlined below:

Healthcare Professional (HCP):	Tricia E	Blackburn		Position:
Assignment Start Date:			Assignme	ment End Date:
Bill Rate per Hour: Miscellaneous:	\$	Minimum Hours:		Guaranteed hours per day when school is in sessio
DESIGNATED APPROVERS Dis	trict Personnel d <u>Title</u>	designated by Client to ap	prove Timeshe <u>Phone</u>	eets. <i>If not applicable, respond with N/A.</i> <u>Email Address</u>
School 1:				mplete. If not applicable, respond with N/A.
School 2: Location:				
School 3: Location:				
Please note: Sales tax will be added to Client agrees that it will after the latest date of in	not directly or ind atroduction, referr	ral, or completion of the assig	h another agent gnment.	ax exempt entity.  t or agency, contract with or employ HCP for a period of one with the Client, the Client will be responsible for all expenses incurr
Client Signature			Soliant Health,	n, Inc. Signature
Client Printed Name			Soliant Health	n, Inc. Printed Name
Client Title			Soliant Health	n, Inc. Title

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## SUMMARY SHEET

## RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO	7/g		
DATE OF SCHOOL BOA	RD MEETING: July 28, 2015		
TITLE OF AGENDA ITE	M: Edgenuity		
DIVISION: Curriculum a	and Instruction (K12)		
This is a CONTINUA	TION of a current project, grant, etc.		
PURPOSE AND SUMMA	RY OF ITEM:		
provide access to distance le proposed item is a purchase provided via an FLDOE app technology-based learning fi opportunities for remediation preparation. The Edgenuity qualified teachers with intera course test prep engage stud- based presentations, online of expected to span three years, students and assist us in our	FS1002.45) mandates that Local Education Agencies (LEAs arning and on-line coursework to all enrolled students (K-12 order and contractual agreement for such services, which wis roved vendor—Edgenuity. Edgenuity is a forerunner in the eld offering a plethora of educational pathways, including a or credit recovery, advanced and upper level coursework, a courseware is aligned to state standards and combines highlactive digital content. The multimedia-rich courses and endents in the learning process through animations, simulations content, vocabulary and exploration activities. This partnersh will allow the district to expand course offerings to our secunission of building a brighter future by creating a learning udents for the demands of tomorrow's career-fields.	2). The fill be and test y-of-, video-nip,	
FUND SOURCE:	Instructional Materials		
AMOUNT:	\$74,500.00		
PREPARED BY:	Dionne Mathews Nelloms		
POSITION:	Curriculum and Instruction, Supervisor	20	_
INTERNAL IN	STRUCTIONS TO BE COMPLETED BY PREPARER	2015 JL	97
Number of ORIGINA	AL SIGNATURES NEEDED by preparer.	1	
SUPERINTENDENT'S SIG	SNATURE: page(s) numbered	220	
CHAIRMAN'S SIGNATUR	RE: page(s) numbered	œ	
REVIEWED BY:		55	200



# Price Quote for Services GADSDEN COUNTY SCHOOL

Edgenuity Inc. 8860 E. Chaparral Road Suite 100 Scottsdale AZ 85250 480-423-0118

Date

5/4/2015

Quote #

15612

Vendor #

Software Version	Account Executive	Payment Schedule	
Version 4.5	Greg Guy		
Pricing Expires	Contract Start Date	Contract End Date	
5/29/2015	7/1/2015	6/30/2018	

Quantity	Description	Amount
1	Virtual Classroom and Web Administrator Site Licenses, Unlimited Usage for 79 Courses Including All Versions, 4 WL's and All VT's (Test Prep).	100,000.00
	Discount	-27,000.00
1	MA_Virtual Media Appliance (One-Time Cost)	1,500.00
	1	1 Virtual Classroom and Web Administrator Site Licenses, Unlimited Usage for 79 Courses Including All Versions, 4 WL's and All VT's (Test Prep).

Please send signed quote back to me along with PO for first year @ \$74,500. 2nd payment of \$73,000 will be due by June 30th of 2016 & 3rd payment of \$73,000 by June 30th of 2017. (Total is \$220,500)

Total

\$74,500.00

This quote is made subject to Edgenuity Inc. Standard Terms and Conditions of Purchase and License ("Terms and Conditions"). The Terms and Conditions are available in their entirety at: http://www.edgenuity.com/Edgenuity-standard-terms-and-conditions-of-sale.pdf and are incorporated herein by this reference.

If this Quote includes any Sophia® Learning Inc. courses for purchase, the following language applies to any such purchase [and this language is also found in the above linked Terms and Conditions): "Use of any Sophia course is prohibited for all students under the age of 13 years."

District Contact		
Signature		
Print Name		
Title		
Date		

Edgenuity Inc. Representative

D. Greg Guy, Ed.S. greg.guy@edgenuity.com 850 445-5617

Not valid unless accompanied by a purchase order. Please specify a shipping address if applicable.

## THE SCHOOL BOARD OF GADSDEN COUNTY

DATE 07-01-2015

## PURCHASE ORDER NO.

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351 PHONE (850) 627-9651 FAX (850) 627-2760 187907

www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR VE01610000

EDGENUITY, INC. 8860 E CHAPARRAL ROAD SUITE 100

SCOTTSDALE, AZ 85250

SHIP TO THIS ADDRESS

GADSDEN COUNTY SCHOOLS
35 MARTIN LUTHER KING JR. BLVD.
QUINCY, FL 32351

PRINCIPAL / S	SUPERVISOR	COMPTROLLER	SUPERINTEN	ny wish
Malign	W. Thele	Bim Line	jeginala U. yan	new
QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
Some Ma	It-S NEllom	5		
1	. 01	DISTRICT LICENSES FOR VIRTUAL	100,600.00	100,000.00
		CLASSROOM & WEB ADMINISTRATOR,		
		UNLIMITED USAGE FOR 79 COURSES		
1		DISCOUNT	-27,000.00	-27,000.00
1		MEDIA APPLIANCE-ONE TIME FEE	1,500.00	1,500.00
	QUOTE:	15612		

TOTAL:

74,500.00

PAY TERMS: NET 30

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.

 I If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.

3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

DISTRI	BUTION TO BE FUNCTION	E COMPLE OBJECT	TED BY OR CENTER	IGINATOR PROJECT	TOTAL: PROGRAM	74,500.00 AMOUNT	FINANCE DEPT USE EXPENDITURE
110	5100	310	7001	1104740		74,500.00	

## SUMMARY SHEET

Moniter

## RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO	711			
DATE OF SCHOOL B	OARD MEETING: July 28, 2015			
TITLE OF AGENDA I	<b>TEM</b> : Approval of Agreement with Lamier Technical Services			
DIVISION:				
This is a CONTIN	NUATION of a current project, grant, etc.			
PURPOSE AND SUM	MARY OF ITEM:			
Contractor will provide prof	essional computer technology services for Dell, Lenovo, and MAC/Apple			
Products, including but not	limited to: iPads, iPods, laptops, e-Readers, e-Books, Lenovo, Kindle-like			
products, etc. at Title I school	ols. Contract will include, but is not limited to: technical services with hardware			
and software installation, im	naging and configuration of new computers, and migration to AD. The contractor			
shall receive assignments from	om the Director of Media and Technology to ensure maintenance and imaging of			
all district-owned Dell and I	MAC products are being made ready for classroom/office use to support the digital			
operations of Title I schools				
FUND SOURCE:	Title I			
AMOUNT:	\$50,000.00			
PREPARED BY:	REPARED BY: Rose Raynak			
POSITION:	Director of Federal Programs			
INTERNAL	INSTRUCTIONS TO BE COMPLETED BY PREPARER			
Number of ORIG	SINAL SIGNATURES NEEDED by preparer.			
	SIGNATURE: page(s) numbered TURE: page(s) numbered			
	This form is to be duplicated on light blue paper.			
REVIEWED BY:				

Page 35 of 243

## School Board of Gadsden County, Florida CONTRACTUAL AGREEMENT Fiscal Years: 2015-2016

This contractual AGREEMENT is made between the <u>School Board of Gadsden County, Florida</u>, a school district, referred to as the "RECIPIENT", organized and existing under the laws of the State of Florida, with its principal place of business at 35 Martin Luther King., Jr. Blvd, City of Quincy, County of Gadsden, State of Florida, herein referred to as the Board, (also referred to as the District) and <u>Eric Rodriguez, DBA Lamier Technical Services</u> a for-profit CONTRACTOR organized and existing with its principal place of operations at <u>9950 Hosford Hwy. Quincy, Florida 32351</u>, herein referred to as "CONTRACTOR". The CONTRACTOR is a provider of services to meet the needs of a federal award, not a sub-recipient of the RECIPIENT. The contractual AGREEMENT will establish uniform administrative requirements for the CONTRACTOR and RECIPIENT.

NOW, THEREFORE, the parties agree as follows:

ARTICLE 1. ENGAGEMENT OF THE CONTRACTOR

The RECIPIENT agrees to engage the CONTRACTOR and the CONTRACTOR agrees to perform the functions as outlined in the Scope of Services below. The CONTRACTOR understands and agrees that all services are to be secured and implemented solely by the CONTRACTOR and no subcontractor will be assigned as a CONTRACTOR without the prior written consent of the RECIPIENT.

The RECIPIENT and CONTRACTOR understand and agree that this AGREEMENT is valid only if approved and funds awarded for the same by the Florida Department of Education for Title I, Part A Basic.

ARTICLE 2. SCOPE OF SERVICES

The CONTRACTOR has agreed to provide the RECIPIENT with professional computer technology services for Dell and MAC/Apple Products, including but not limited to: computer stations, tablets, laptops, and other digital devices for classrooms in Title I schools. Contract will include, but is not limited to: technical services with hardware and software installation, imaging and configuration of new computers, and migration to AD. The CONTRACTOR shall receive assignments from the Directors of Federal Programs and Media and Technology to ensure maintenance and imaging of all district-owned Dell and MAC products are being made ready for classroom and administrative use to support the digital operations of the Title I project. The CONTRACTOR must maintain a time and effort sheet that can be used to verify time spent working on digital equipment either on or offsite for the Gadsden County Title I schools. The CONTRACTOR agrees to meet with any district personnel requested by RECIPIENT to ensure that work is responsive to district needs.

The CONTRACTOR shall use his best professional knowledge to make sure the evaluation report includes all the data necessary to make future decisions and that data supports recommendations in the report.

The CONTRACTOR agrees that all data relating to RECIPIENT'S business affairs and other information identified as confidential by RECIPIENT remain confidential information of the RECIPIENT. Any other information identified as confidential by CONTRACTOR, is confidential information of CONTRACTOR. Each party shall use confidential information of the other party which is disclosed to it only for the purposes of this contract and shall not disclose such

confidential information to any third party, without the other party's prior written consent, other than to each other's employees on a need-to-know basis.

ARTICLE 3. DURATION OF AGREEMENT

This AGREEMENT shall begin on July 1, 2015 and end on June 30, 2016 contingent upon the approval by school board and contingent upon approval and funding by the Florida Department of Education. The contract may be renewed annually by written agreement between the CONTRACTOR and the RECIPIENT based on Superintendent, School Board, and supervisor approval; satisfactory performance; and available funding,

### ARTICLE 4. DEFINITIONS

Term Definition

Advance Means a payment made by Treasury check or other appropriate payment

mechanism to a CONTRACTOR or CONTRACTOR upon its request either before outlays are made by the CONTRACTOR or through the use of

predetermined payment schedules.

Award Means financial assistance that provides support or stimulation to accomplish

a public purpose.

CONTRACTOR Means the legal entity to which a sub-award is made and which is

accountable to the RECIPIENT for the use of the funds provided.

Date of Means the date on which all work under an award or sub-award is completed or the date on the award document, or any supplement or amendment

thereto, on which Federal sponsorship ends.

Project costs Means all allowable costs, as established in the applicable Federal cost

principles, incurred by a RECIPIENT and the value of the contributions made by third parties in accomplishing the objectives of the award during the project

period.

Capital

Project period Means the period established in the award document during which Federal

sponsorship begins and ends.

RECIPIENT Means an organization receiving financial assistance directly from the

Department of Education to carry out a project or program. The term includes public and private institutions of higher education, public and private hospitals and other quasi-public and private non-profit organizations such as, but not limited to, community action agencies, research institutes, educational

associations, and health centers.

Renewal Means a continuation of the contract on an annual basis for up to three years

based on continued satisfactory performance, approval of immediate supervisor, approval of senior district leadership and school board, and

contingent upon available funding

Sub-award Means an award of financial assistance in the form of money, or property in

lieu of money, made under an award by a RECIPIENT to an eligible CONTRACTOR or by a CONTRACTOR to a lower tier CONTRACTOR. The term includes financial assistance when provided by any legal agreement, even if the agreement is called a contract, but does not include procurement of goods and services nor does it include any form of assistance which is excluded from the definition of "award". The CONTRACTOR is not a sub-

recipient of federal dollars.

Termination Means the cancellation of award, in whole or in part, under an agreement at

any time prior to the date of completion.

Working Means a procedure whereby funds are advanced to the RECIPIENT to cover

its estimated disbursement needs for a given initial period.

ARTICLE 5. PAYMENT

This is a professional services contract not to exceed the amount of \$50,000 (fifty thousand dollars) for responsibilities as outlined in this contract. In consideration for the work performed by CONTRACTOR, the RECIPIENT shall pay the CONTRACTOR at \$50.00 (fifty) dollars per hour up to the limit of \$50,000 in support of the period that the invoices cover. The CONTRACTOR will submit time and effort logs to the Director of Media and Technology to document services provided. In full and complete compensation for all services provided by CONTRACTOR under this AGREEMENT, the RECIPIENT shall pay to Lamier Technical Services the total amount of no more than \$50,000 for services rendered as described under the Scope of Services. Checks will be made payable to Lamier Technical Services and will be sent to the agency office.

(b). The CONTRACTOR shall not pledge the RECIPIENT'S credit or make the RECIPIENT a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of

indebtedness.

(c). The total cost of the AGREEMENT is no more than \$50,000.

ARTICLE 6. PUBLIC RECORDS

Where applicable, documents prepared pursuant to this AGREEMENT may be subject to Florida's Public Records Law. Refusal of the CONTRACTOR to allow public access to such records shall constitute grounds for cancellation of this AGREEMENT.

ARTICLE 7. TERMINATION OF AGREEMENT

The parties hereto contemplate this contract to run for the designated time period cited above subject to review as required by law. Any party wishing to terminate this contract prior to its expiration date shall provide the other party with no more than thirty (30) days written notice specifying the effective termination date. Upon termination, the district shall be responsible for payment of all costs incurred by CONTRACTOR in the performance of the AGREEMENT prior to termination. Upon termination, all finished or unfinished documents and other material related to these services shall become the property of the RECIPIENT.

ARTICLE 8. AMENDMENTS

Any changes must be mutually agreed upon in writing by the Director of Media and Technology, the Director of Federal Programs, the Deputy Superintendent, and the designee from Lamier Technical Services. Written amendments will be incorporated into this AGREEMENT.

ARTICLE 9. PERSONNEL and LEVEL 2 CLEARANCE

Pursuant to Florida Statutes 1012.465 Background screening requirement for certain non-instructional school district employees and contractors – non-instructional school district employees or contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet level 2 screening requirements as described in s. 1012.32 F.S. Contractual personnel shall include any vendor, individual or entity under contract with the school board. The CONTRACTOR agrees to comply with all requirements of the Jessica Lunsford Act as described in this article. The CONTRACTOR will work cooperatively with all district employees.

ARTICLE 10. NONDISCRIMINATION AND COMPLIANCE

During the performance of this contract, the CONTRACTOR agrees to work in an environment free from all forms of discrimination. The CONTRACTOR shall comply with all federal, state and local laws and ordinances applicable to the work and shall not discriminate on the grounds of race, color, religion, gender, national origin, disability, marital status, sexual orientation, veteran status, or age in the performance of work.

ARTICLE 11. ADMINISTRATION OF AGREEMENT

(a) The CONTRACTOR'S contract administrator and contact is Mr. Eric Rodriguez, DBA

Lamier Technical Services and/or his designee.

(b) The RECIPIENT'S contract administrators and contacts are Dr. Sheantika Wiggins, Director of Media and Technology and Ms. Rose Raynak, Director of Federal Programs and/or their designees.

c) All written and verbal approvals must be obtained from the parties' contract administrator

or their designees.

(d) This contract shall be governed by and construed under the laws of the State of Florida.

### ARTICLE 12. AGREEMENT AS INCLUDING ENTIRE AGREEMENT

This instrument, including any attachments, embodies the entire AGREEMENT of the parties. There are no other provisions, terms, conditions, or obligations. This AGREEMENT supersedes all previous oral or written communications, prior negotiations, offers, representations or agreements on this subject made by either party, their agents, or employees.

**CONFLICT OF INTEREST:** For the duration of this AGREEMENT, the CONTRACTOR pledges that he does not have any conflict of interest. He is not a party to any oral or written contract or understanding or legal or regulatory obligation that will in any way limit or conflict with his ability to fulfill the terms of the AGREEMENT.

ARTICLE 13. DISPUTES, CONFLICTS, and ENFORCEMENT

It is mutually agreed and understood that this contract shall be governed by the laws of the State of Florida, both as to interpretation and to performance, and that any action at law, suit in equity, or judicial proceeding for the enforcement of this contract, or any provision thereof, shall be instituted and maintained in any court of competent jurisdiction in Gadsden County, Florida. Any action by a party for enforcement of this AGREEMENT shall be maintained in Gadsden County. Pending final determination of any dispute hereunder, the CONTRACTOR shall proceed diligently with the performance of this contract. This contract shall be construed and interpreted solely in accordance with the laws of the State of Florida without giving effect to the conflicts of laws or provisions thereof. Conflicts of law contained in any part of this contract shall not warrant the entire contract as voided.

IN WITNESS WHEREOF, the School Board of Gadsden County, Florida and Mr. Eric Rodriguez, DBA Lamier Technical Services have executed this AGREEMENT.

ghts.	7/9/15
Mr. Eric Rodriguez, DBA Lamier Technical Services	Date /
Mr. Reginald C. James Superintendent of Schools	Date
Ms. Audrey Lewis Chairman, Gadsden County School Board	Date

Momit

# SUMMARY SHEET

RECOMMENDAT	ION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA	
AGENDA ITEM N	<b>O.</b> 7i	
DATE OF SCHOO	L BOARD MEETING: July 28, 2015	
TITLE OF AGEND	OA ITEM: GPS Monitoring Services with First Communications, Inc.	
DIVISION: Trans	eportation	
XThis is a C	CONTINUATION of a current project, grant, etc.	
monitoring services	UMMARY OF ITEM: For School Board approval to continue G s with First Communications, Inc. of Tallahassee, FL., for the 2015-20 ve (65) separate units mounted on school buses are monitored at a r	016
FUND SOURCE:	110	
AMOUNT:	\$19,890.00	
PREPARED BY:	Gerald Gay del	
POSITION:	Director of Transportation	
INTERN	AL INSTRUCTIONS TO BE COMPLETED BY PREPARER	
Number of C	ORIGINAL SIGNATURES NEEDED by preparer.	
SUPERINTENDEN	T'S SIGNATURE: page(s) numbered	S
CHAIRMAN'S SIG	SNATURE: page(s) numbered	UPER

Be sure that the COMPTROLLER has signed the budget page.

### INVOICE

Telephone #: 850-576-7113

Bill To: GADSDEN CO SCHOOL BOARD 35 MARTIN LUTHER KING JR BLVD QUINCY FL 32351 Ship To: Phone #: 850-627-9651 GADSDEN CO SCHOOL BOARD 35 MARTIN LUTHER KING JR BLVD QUINCY FL 32351

354590 10	ORDER# DATE CUST.# CUSTOMER P.O. # TERMS 000065422 10136 GPS UNITS NET 30 DA 06/05/15 6/30/16	SALESPERSON YS H10
QUANTITY U/N	M ITEM/DESCRIPTION DISC UNIT PRICE	AMOUNT
	Contract#: 10136NWC	
	NWC FEES HEAVY DUTY GPS UNIT	306.00
	Equipment ID Serial No H3500 3500897835 NWC FEES	306.00
	HEAVY DUTY GPS UNIT Equipment ID Serial No H3500 3500897842 NWC FEES	306.00
	HEAVY DUTY GPS UNIT Equipment ID Serial No H3500 3500897897	
	NWC FEES HEAVY DUTY GPS UNIT Equipment ID Serial No	306.00
	H3500 3500897934 NWC FEES HEAVY DUTY GPS UNIT	306.00
	Equipment ID Serial No H3500 3500898023 NWC FEES	306.00
	HEAVY DUTY GPS UNIT Equipment ID Serial No H3500 3502162610	
	NWC FEES HEAVY DUTY GPS UNIT	306.00
	H3500 3502163433 NWC FEES	306.00
	HEAVY DUTY GPS UNIT Equipment ID Serial No H3500 3502163549 (Continued on Page 2)	

INVOICE

Telephone #: 850-576-7113

Bill To: GADSDEN CO SCHOOL BOARD 35 MARTIN LUTHER KING JR BLVD QUINCY FL 32351 Ship To: Phone #: 850-627-9651 GADSDEN CO SCHOOL BOARD 35 MARTIN LUTHER KING JR BLVD QUINCY FL 32351

INVOICE# DATE ORDER# DATE CUST.# CUSTOMER P.O. # TERMS SALESPERSON 354590 1000065422 10136 GPS UNITS NET 30 DAYS H10 06/08/15 06/05/15

For: 07/01/15 - 06/30/16

YTITMAU	U/M ITEM/DESCRIPTION	DISC UNIT PRICE	CUUOMA
	(Page 2)		
	NWC FEES		306.0
	HEAVY DUTY GPS UNIT		
	Equipment ID Serial No		
	H3500 3502164577		
	NWC FEES		306.0
	HEAVY DUTY GPS UNIT		
	Equipment ID Serial No		
	H3500 3502164904		
	NWC FEES		306.
	HEAVY DUTY GPS UNIT		
	Equipment ID Serial No		
	H3500 3502164911		
	NWC FEES		306.
	HEAVY DUTY GPS UNIT		
	Equipment ID Serial No		
	H3500 3502164942		-20020021
	NWC FEES		306.
	HEAVY DUTY GPS UNIT		
	Equipment ID Serial No		
	H3500 3502165017		226
	NWC FEES		306.
	HEAVY DUTY GPS UNIT		
	Equipment ID Serial No		
	H3500 3502165048		200
	NWC FEES		306.
	HEAVY DUTY GPS UNIT		
	Equipment ID Serial No H3500 3502165215		
	NWC FEES		306.
	5500 GPS SERIES		300.
	Equipment ID Serial No 5000020485		
	NWC FEES		306.
	5500 GPS SERIES		500.
	(Continued on Page 3)		

### INVOICE

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Bill To: GADSDEN CO SCHOOL BOARD 35 MARTIN LUTHER KING JR BLVD QUINCY FL 32351 Ship To: Phone #: 850-627-9651 GADSDEN CO SCHOOL BOARD 35 MARTIN LUTHER KING JR BLVD

QUINCY FL 32351

INVOICE# DATE ORDER# DATE CUST.# CUSTOMER P.O. # TERMS SALESPERSON 354590 1000065422 10136 GPS UNITS NET 30 DAYS H10 06/08/15 06/05/15

For: 07/01/15 - 06/30/16

QUANTITY U/M ITEM/DESCRIPTION DISC UNIT PRICE AMOUNT

1	ITEM/DESCRIPTION	1	DISC	UNIT	PRICE	AMOUNT
	Equipment ID 5500N	3) Serial No 5000029969				
	NWC FEES 5500 GPS SERIES					306.00
	Equipment ID 5500N	Serial No 5000030002				
	NWC FEES	3000030002				306.00
	5500 GPS SERIES Equipment ID	Serial No				
	5500N NWC FEES	5000030088				306.00
	5500 GPS SERIES					300.00
	Equipment ID 5500N	Serial No 5000030385				
	NWC FEES 5500 GPS SERIES					306.00
	Equipment ID					
	5500N NWC FEES	5000030446				306.00
	5500 GPS SERIES Equipment ID					
	5500N NWC FEES	5000030637				306.00
	5500 GPS SERIES					300.00
	Equipment ID 5500N	Serial No 5000030699				
	NWC FEES 5500 GPS SERIES					306.00
	Equipment ID	Serial No				
	5500N NWC FEES	5000030705				306.00
	5500 GPS SERIES Equipment ID	Serial No				
	5500N (Continued on Pa	5000030828				
	(Concinued on Pa	490 4/				

### INVOICE

Telephone #: 850-576-7113

Bill To: GADSDEN CO SCHOOL BOARD 35 MARTIN LUTHER KING JR BLVD QUINCY FL 32351 Ship To: Phone #: 850-627-9651 GADSDEN CO SCHOOL BOARD 35 MARTIN LUTHER KING JR BLVD QUINCY FL 32351

		10136	GPS UNI	R P.O. #	NET 30	DAYS	
QUANTITY U/	M ITEM/DESCRIPTION						
	(Page NWC FEES 5500 GPS SERIES						306.00
	Equipment ID 5500N NWC FEES 5500 GPS SERIES	500003	1009				306.00
	Equipment ID 5500N NWC FEES	Serial 500003	No 1047				306.00
	5500 GPS SERIES Equipment ID 5500N NWC FEES 5500 GPS SERIES	Serial 500003	No 1139				306.00
	Equipment ID 5500N NWC FEES	Serial 500003	No 1184				306.00
	5500 GPS SERIES Equipment ID 5500N NWC FEES	Serial 500003					306.00
	5500 GPS SERIES Equipment ID 5500N NWC FEES	Serial 500003					306.00
	5500 GPS SERIES Equipment ID 5500N NWC FEES	Serial 500003					306.00
	5500 GPS SERIES Equipment ID 5500N NWC FEES 5500 GPS SERIES	Serial 500003					306.00
	(Continued on P		5)				

### INVOICE

Telephone #: 850-576-7113

Bill To: GADSDEN CO SCHOOL BOARD 35 MARTIN LUTHER KING JR BLVD QUINCY FL 32351

Ship To: Phone #: 850-627-9651 GADSDEN CO SCHOOL BOARD 35 MARTIN LUTHER KING JR BLVD QUINCY FL 32351

INVOICE# DATE ORDER# DATE CUST.# CUSTOMER P.O. # TERMS SALESPERSON 354590 1000065422 10136 GPS INITS NET 30 DAYS H10

354590	1000065422 15 06/05/15	10136 GPS	UNITS	NET 30 DAYS	5 H10
For: 07/01/15 -					
QUANTITY	U/M ITEM/DESCRIPTION		DISC UN	NIT PRICE	AMOUNT
		5)			
	Equipment ID 5500N	Serial No 5000031870			
	NWC FEES 5500 GPS SERIES				306.00
	Equipment ID 5500N	Serial No 5000031894			
	NWC FEES 5500 GPS SERIES				306.00
	Equipment ID 5500N	Serial No 5000031993			
	NWC FEES 5500 GPS SERIES				306.00
	Equipment ID 5500N				
	NWC FEES 5500 GPS SERIES				306.00
	Equipment ID 5500N				
	NWC FEES 5500 GPS SERIES				306.00
	Equipment ID	Serial No			
	5500N NWC FEES 5500 GPS SERIES	5000035540			306.00
	Equipment ID 5500N				
	NWC FEES 5500 GPS SERIES				306.00
	Equipment ID 5500N				
	NWC FEES 5500 GPS SERIES				306.00
	Equipment ID 5500N (Continued on Page 1)	Serial No 5000058396			

### INVOICE

Telephone #: 850-576-7113

Bill To: GADSDEN CO SCHOOL BOARD 35 MARTIN LUTHER KING JR BLVD QUINCY FL 32351 Ship To: Phone #: 850-627-9651 GADSDEN CO SCHOOL BOARD 35 MARTIN LUTHER KING JR BLVD QUINCY FL 32351

354590	08/15 06/05/15	CUSTOMER P.O. # TERM GPS UNITS NET	
QUANTITY	U/M ITEM/DESCRIPTION	DISC UNIT PRI	CE AMOUNT
	(Page 6) NWC FEES 5500 GPS SERIES		306.00
	Equipment ID Serial 5500N 500009 NWC FEES 5500 GPS SERIES		306.00
	Equipment ID Serial 5500N 500009 NWC FEES 5500 GPS SERIES		306.00
	Equipment ID Serial 5500N 500009 NWC FEES 5500 GPS SERIES	59256	306.00
	Equipment ID Serial 5500N 500009 NWC FEES 5500 GPS SERIES		306.00
	Equipment ID Serial 5500N 500000  NWC FEES 5500 GPS SERIES		306.00
	Equipment ID Serial 5500N 500000  NWC FEES 5500 GPS SERIES		306.00
	Equipment ID Serial 5500N 500000  NWC FEES 5500 GPS SERIES		306.00
	Equipment ID Seria 5500N 50000  NWC FEES 5500 GPS SERIES		306.00
		7)	

INVOICE

Telephone #: 850-576-7113

Bill To: GADSDEN CO SCHOOL BOARD 35 MARTIN LUTHER KING JR BLVD QUINCY FL 32351

Ship To: Phone #: 850-627-9651 GADSDEN CO SCHOOL BOARD 35 MARTIN LUTHER KING JR BLVD QUINCY FL 32351

INVOICE# DATE ORDER# DATE CUST.# CUSTOMER P.O. # TERMS SALESPERSON 354590 1000065422 10136 GPS UNITS NET 30 DAYS H10 06/08/15 06/05/15
For: 07/01/15 - 06/30/16

QUANTITY	U/M ITEM/DESCRIPTION		DISC UNIT PRICE	AMOUNT
	(Page 7)			
	Equipment ID Se:	rial No		
		00063710		12/2/2 12/12/2
	NWC FEES			306.00
	5500 GPS SERIES Equipment ID Se:	rial No		
		00064007		
	NWC FEES			306.00
	5500 GPS SERIES			
		rial No		
	5500N 500 NWC FEES	00064144		306.00
	5500 GPS SERIES			300.00
	Equipment ID Se:	rial No		
	5500N 500	00064274		
	NWC FEES			306.00
	5500 GPS SERIES	oial Na		
		rial No 00064595		
	NWC FEES	0004333		306.00
	5500 GPS SERIES			
	Equipment ID Se:			
		00064663		206.00
	NWC FEES 5500 GPS SERIES			306.00
		rial No		
		00064700		
	NWC FEES			306.00
	5500 GPS SERIES			
	1 1	rial No		
	5500N 500 NWC FEES	00064786		306.00
	5500 GPS SERIES			300.00
		rial No		
	5500N 50	00064854		
	(Continued on Page	8)		

INVOICE

Telephone #: 850-576-7113

Bill To: GADSDEN CO SCHOOL BOARD 35 MARTIN LUTHER KING JR BLVD QUINCY FL 32351

Ship To: Phone #: 850-627-9651 GADSDEN CO SCHOOL BOARD 35 MARTIN LUTHER KING JR BLVD QUINCY FL 32351

21-11-11

INVOICE# DATE ORDER# DATE CUST.# CUSTOMER P.O. # TERMS SALESPERSON 354590 1000065422 10136 GPS UNITS NET 30 DAYS H10 06/08/15 06/05/15

For: 07/01/15 - 06/30/16

YTITMAUQ	U/M	ITEM/DESCRIPTION	N	DI	SC UNIT	PRICE	AMOUNT
		NWC FEES	8)				306.00
		5500 GPS SERIES Equipment ID 5500N	Serial No 5000065080				
		NWC FEES 5500 GPS SERIES					306.0
		Equipment ID 5500N NWC FEES	Serial No 5000065202				306.0
		5500 GPS SERIES Equipment ID					300.00
		5500N NWC FEES 5500 GPS SERIES	5000065240				306.00
		Equipment ID 5500N	Serial No 5000065301				
		NWC FEES 5500 GPS SERIES Equipment ID	Serial No				306.00
		5500N NWC FEES	5000065349				306.00
		5500 GPS SERIES Equipment ID 5500N	Serial No 5000743032				
		Subtotal Total Due On 07/					19,890.00

Remit To: P.O. Box 2234, Tallahassee, FL 32316

# SUMMARY SHEET

# RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO	- 7j
DATE OF SCHOOL	BOARD MEETING: July 28, 2015
TITLE OF AGENDA	A ITEM: Contract between Gadsden County School Board and K12
Florida LLC.	
DIVISION:	
This is a CONT	TINUATION of a current project, grant, etc.
PURPOSE AND SU	MMARY OF ITEM:
Request approval of th	ne 2015-2016 contract for Florida Virtual Courses.
FUND SOURCE:	N/A
AMOUNT:	N/A
PREPARED BY:	Rosalyn W. Smith
POSITION:	Deputy Superintendent
INTERN	AL INSTRUCTIONS TO BE COMPLETED BY PREPARER
	IGINAL SIGNATURES NEEDED by preparer.
2 STALL OF FRANCISCO TO COMPANY AND STALL OF FRANCISCO TO STALL OF THE	'S SIGNATURE: page(s) numbered
	ATURE: page(s) numbered
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This Online Educational Products and Services Order (this "Order"), dated as of July 1, 2015 (the "Order Effective Date"), is between GADSDEN, 35 MARTIN LUTHER KING JR BLVD, QUINCY, FL, 32351 ("Customer") and K12 Florida LLC ("K12"), 2300 Corporate Park Drive Herndon, VA 20171. This Order incorporates and is in all respects subject to the K12 Online Educational Products and Services Agreement Terms (the "Terms") that is published at http://www.getfueled.com/online-educational-products-services-agreement-terms on the date that this Order bears the signatures of both Customer and K12. All capitalized terms that are not defined in this Order will have the meanings assigned to those terms in the Terms. I am authorized by Customer to enter into this Order for the products, services and licenses indicated herein, at the prices set forth below and pursuant to the Terms.

Accepted by Custon	ner	
-	(Signature)	(Date)
	(Print Name)	(Title)
Accepted by K12:		
	(Signature)	(Date)
	(Print Name)	(Title)

- 1. Period: July 1, 2015 through June 30, 2016 and is not eligible for a renewal period.
- 2. Territory: GADSDEN, FL
- For the Services and/or Products provided under this Order, Customer shall pay to FuelEd and/or its Affiliates the following Fees:

Product	Product Description	Sales Price
Student Desktop Computer	Desktop computers for students.	\$525.00
FTS Comprehensive 9-12 Student License (6 Courses, Instruction)	9-12 FTS Comprehensive Program with FuelEd teachers for 6 courses per student.	\$4,295.00
FTS Comprehensive K-8 Student License (6 Courses, Instruction)	K-8 FTS Comprehensive Program with FuelEd teachers for 6 courses per student.	\$4,295.00
K12 K-8 Online Course Enrollment License (Content, Hosting)	License for a single student in a K12 Standard K-8 year course. Includes content and hosting.	\$340.00
K12 K-8 Online Course Enrollment License (Content, Hosting, Instruction)	License for a single student in a K12 Standard K-8 year course. Includes content, hosting and instruction.	\$590.00

4.Description of Educational Products. Customer will be provided the Educational Products specified in this order.

K12 Courses: for student taking 1 to 3 courses, including, but not limited to, summer program enrollments.

### Courses:

An enrollment portal into which Customer will enroll its students in the Territory into available K12 courses including Language Arts/English, Math, Science, History, Art, Music, available World Languages and, for grades 9 to 12, electives. Customer is responsible for determining the proper placement of students in appropriate courses. Within two (2) weeks following FuelEd's receipt of a completed account set-up form from Customer, FuelEd will provide access for Customer to enroll its students.

A Learning Management System (LMS) or "FuelEd Hosting Services" for the delivery of FuelEd courses and access to a synchronous collaboration tool and system generated reports on academic performance, attendance and progress.

<u>FuelEd Full-time School Comprehensive Program for Students Taking 4 to 6 courses</u> The full-time FuelEd program consists of three components: 1) courses, 2) materials and 3) educational tools and services.

### Courses:

An enrollment portal into which Customer will enroll its students in the Territory into available courses provided by our content partner K12®, including Language Arts/English, Math, Science, History, Art, Music, available World Languages and, for grades 9 to 12, electives. Each full-time student concurrently enrolls in four to six courses. Customer is responsible for determining the proper placement of students in appropriate courses. Within two (2) weeks following FuelEd's receipt of a completed account set-up form from Customer, FuelEd will provide access for Customer to enroll its students.

A Learning Management System (LMS) or "FuelEd Hosting Services" for the delivery of K12 courses and access to a synchronous collaboration tool and system generated reports on academic performance, attendance and progress.

### **Educational Tools and Services:**

FuelEd will provide a variety of educational tools and services, depending on the individual needs of the Customer. Such tools and services may include, but are not limited to program launch and operational support, an online parent/mentor information session, learning management and technical support on FuelEd products and services. FuelEd will also provide supervision and implementation of year-end system rollovers.

Additional tools to assist teachers may include, but are not limited to, supplemental tests and study assistance, diagnostic tests, FuelEd's Strategies for Success, access to an online community, an orientation course package, a teacher hotline and support website ("Service Station"), access to a counseling system for high school students, a school messenger telephony service with automated alerts and a tool to assist identification of plagiarism.

### Materials:

Instructional text or e-books, supplies and teaching tools (collectively, "Materials") for K-8 students. Materials for Customer's teachers and High School students are ordered separately. A complete list of required materials may be accessed at http://www.getfueled.com/required-materials. FuelEd will reclaim durable Materials by informing Customer and/or its students which Materials need to be returned and providing pre-paid return shipping labels. FuelEd Materials are intended solely for the use of the teachers and the students enrolled in FuelEd courses to whom FuelEd provides the Materials. Customer shall not transfer or resell the Materials to any other person. If a replacement component is required or a durable Material is not returned, the Customer will be invoiced for the

component or Materials (plus shipping, if applicable). Customer will provide FuelEd with reasonable assistance in obtaining durable Materials from students and their parents.

### 5.Description of Services.

<u>Instructional Services:</u> Customer will be provided licensed teachers for instruction to enrolled students for selected courses.

### 6.Billing Terms.

<u>K12 Course Terms:</u> Special course material fee applies to lab sciences, advanced placement and technology courses. A complete list of required materials may be accessed at <a href="http://www.getfueled.com/required-materials">http://www.getfueled.com/required-materials</a>

<u>FuelEd Full-time School Comprehensive Program</u>: FuelEd will invoice Customer for the components of the program as follows: (a) courses and educational tools and services will be billed equally over ten months; (b) materials will be invoiced upon shipment.

Materials costs are refunded 100% if the student is withdrawn within 10 days of order placement, or 50% if the student is withdrawn between the 11th and 30th day. There is no refund or credit on materials for withdraws occurring after 30 days. Fees will not be charged for a student for any month following notice to Fueled of the student's withdrawal from the course. No other refunds, credits or cancellations are allowed.

# FLORIDA AMENDMENT TO THE ONLINE EDUCATIONAL PRODUCTS AND SERVICES ORDER

This Amendment is entered into between Customer and K12, 2300 Corporate Park Drive, Herndon, VA 20171 as of the date on which it bears the authorized signatures of both parties and is intended to amend only the terms and conditions of the Online Educational Products and Services Order ("Order") and the K12 Online Educational Products and Services Agreement Terms (the "Terms") that are incorporated into said Order.

The following Florida Virtual Instruction Program Requirements §1002.45 shall be added to the K12 Online Educational Products and Services Agreement Terms (the "Terms"). In the event of a conflict between the Amendment and the Order or Terms, this Amendment shall control.

- 1. K12 shall comply with all statutory requirements of § 1002.45 F. S.
- K12 represents that to the best of its knowledge, all curriculum provided complies in all material respects to the Florida Next Generation Sunshine State Standards for Each grade level and subject. Detailed course, and unit descriptions for grades K-8 are available at <a href="http://www.k12.com/courses/k-8-courses">http://www.k12.com/courses/k-8-courses</a> and for high school at <a href="http://aventalearning.com/state-standards/florida">http://aventalearning.com/state-standards/florida</a>

All courses include detailed assessments to ensure student mastery of Florida requirements. Details about the assessments are available from the Florida Department of Education in the K12 Florida LLC provider application.

- 3. In the event K12 provides products and services to students in grades 9 through 12, as required by § 1003.428, s. §1003.429, or s. §1003.43 K12 shall provide a method for determining that a student has satisfied graduate requirements for an applicable course. K12 provides a percentage grade to the customer and the customer can use these percentage grades within their own system. K12 does not assign letter grades. Schools can make the determination regarding how best to use the information supplied.
- **4.** TEACHER RATIOS: K<sup>12</sup> takes into account the needs of the individual students, families, schools and teachers in assigning teacher loads. Student-teacher ratios will vary program to program. An average ratio for grades K-3 full-time is 65:1, grades K-3 part-time (0.5 teacher) is 30:1, 4<sup>th</sup>-8<sup>th</sup> grade full-time is 65:1, 4<sup>th</sup>-8<sup>th</sup> grade part-time (0.5 teacher) is 30:1. In high school grades 9<sup>th</sup>-12<sup>th</sup> core courses with full-time teachers have an average ratio of 200:1. Part-time teacher ratios for 9<sup>th</sup>-12<sup>th</sup> grade core courses are broken down as follows: 0.75 part-time teachers have a 150:1 ratio, 0.5 part-time teachers have a 100:1 ratio, and 0.25 part-time teachers have a 50:1 ratio. 9<sup>th</sup>-12<sup>th</sup> grade elective courses with full-time teacher ratios are 250:1.
- 5. Method for resolving conflicts among parties:

**DISPUTE RESOLUTION:** The parties agree that they will use their best efforts to settle any and all disputes arising out of, under or in connection with this Agreement, including without limitation the validity, interpretation, performance and breach hereof, prior to initiating any legal

proceeding, whether judicial or administrative in nature. The efforts shall be primarily between the Executive Vice President of Operations for K12 and the Superintendent of the Customer or their respective designees. The laws of the State of Florida, without regard to its conflict of laws provisions, will govern all disputes arising out of or related to this Agreement, including the validity, enforceability or construction thereof. Each party submits to the jurisdiction of the state and federal courts located in the State of Florida for purposes of any action, suit or proceeding arising out of or related to this Agreement and agrees not to plead or claim that any action, suit or proceeding arising out of or related to this Agreement that is brought in such courts has been brought in an inconvenient forum.

### 6. Authorized reasons for termination of contract:

**NOTICE OF NON-RENEWAL:** The period of this Agreement is as specified in the Order ("Period"). Following the Subscription Period, this Agreement will automatically extend for successive additional Subscription Periods of one (1) year (each such period a "Renewal Period"), unless (a) either party provides the other with written notice of non-renewal at least six (6) months before the expiration of the then-current Subscription Period or Renewal Period (as applicable); (b) the Agreement is sooner terminated under the section labeled Termination; or (c) the Customer (as defined in the Order) provides K12 with written notice of non-renewal as set forth under the section of these K12 Online Educational Products and Services Agreement Terms labeled Price And Payment.

**TERMINATION FOR CAUSE:** Either party may terminate this Agreement at any time with ninety (90) days' prior written notice to the other party for cause. Termination for cause may be used if a party breaches any material term or fails to fulfill any representation, warranty, or material condition, term, provision or obligation contained in this Agreement and fails to cure within thirty (30) days of such notice from the terminating party. Upon termination, the non-breaching party shall be entitled to seek any remedies to which it shall be entitled at law or in equity. If any change in applicable law that is enacted after the date hereof could reasonably be expected to have a material adverse effect on the ability of any party to carry out its obligations under this Agreement, such party, upon written notice to the other party may request renegotiation of this Agreement. Such renegotiation shall be undertaken in good faith. If the parties are unable to renegotiate and agree upon revised terms within 120 days of such notice of renegotiation, then this Agreement shall be terminated effective at the end of the school year in which such notice was given. Termination of this Agreement does not relieve Customer of any obligations for payments outstanding to K12 as of the date of termination and does not relieve either party of any obligations that continue upon termination.

**TERMINATION DUE TO ANNUAL FEE INCREASE:** K12 reserves the right to change the prices set forth in any Order no more often than once per Renewal Period (if any). K12 will provide written notice of any price increase to Customer at least ninety (90) days' prior to the start of the Renewal Period (if any) for which it would be applicable. Customer may, in its sole discretion, terminate the Agreement within thirty (30) days of such notice. Such termination will be effective at the end of the then-current Period or Renewal Period (if any).

7. As required by Florida statute, K12 shall be responsible for all debts for the Customer's virtual instruction program that arise out of K12's performance of this contract if the contract is not renewed or is terminated. This does not excuse the Customer from paying any obligations

incurred resulting from its obligations under this contract or from the payment of any debts incurred under this contract for termination, unless such termination is as provided for under the clause titled Termination for Cause.

8. The Section of the Terms labeled **Price and Payment** is revised to read:

PRICE AND PAYMENT: The prices and billing terms for the products, services, and licenses will be as set forth in this Amendment. Invoices shall be submitted to Customer by K12 and full payment of such invoices shall be due by Customer no more than forty five (45) days from the date of an invoice. If full payment is not timely received, K12, in its sole discretion, may cease the provision of any or all products, services and licenses. Customer agrees to pay interest at one percent (1%) per month on any unpaid balance from 30 days after the due date in accordance with the Local Governmental Prompt Payment Act, Fla. St. Chapter 218. If Customer wishes to dispute any charge invoiced to Customer by K12 or its Affiliates, Customer must submit a good faith claim regarding the Disputed Amount, in a format clearly delineated to coincide with the format of the disputed invoice and with documentation as may reasonably be required by K12 and its Affiliates to support the claim no later than ninety (90) days after the date of the invoice.. K12 will provide written notice of any price increase to Customer at least ninety (90) days' prior to the start of the Renewal Period (if any) for which it would be applicable. Customer may, in its sole discretion, terminate the Agreement within thirty (30) days of such notice. Such termination will be effective at the end of the then-current Period or Renewal Period (if any).

9. All other terms, conditions and provisions of the Order and Terms remain in full force and effect.

For K12:	
	(signature)
	(title)
	(date)
For Customer:	
	(signature)
	(title)
	(date)

## SUMMARY SHEET

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# RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO	7k
DATE OF SCHOOL BOA	RD MEETING: July 28, 2015
TITLE OF AGENDA ITE	M: Agreement Between the School Board of Gadsden County, FL, Capital Health
Plan, Inc., World Class Schools of	Leon County, Inc., and Titus Sports Academy, L.L.C.
DIVISION:	
This is a CONTINUA	TION of a current project, grant, etc.
PURPOSE AND SUMMAI	RY OF ITEM:
This agreement among Gadsd	en School District, Capital Health Plan, World Class Schools of Leon County, and
Titus Sports Academy will provide	e the following:
Sports training and physic	cal fitness programs to students and staff; and
• Enhance health, fitness, a	nd self-confidence through physical activity
In exchange for the ability to	access SBGC property for the implementation of the CHP Champions program,
WCS and Titus expressly undertal	te to indemnify, defend with competent counsel, and hold harmless SBGC against
any and all liability, loss, damag	ge, claims, suits, judgments, costs, fees or damages, including court costs and
attorney's fees, exclusively arising	out of the implementation and operation of the CHP Champions program.
FUND SOURCE:	N/A
AMOUNT:	N/A
PREPARED BY:	Rosalyn W. Smith
POSITION:	Deputy Superintendent
INTE	RNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER
2 Number of ORIGINAL SIGNATU	RES NEEDED by preparer.
SUPERINTENDENT'S SIGNATURE: pagCHAIRMAN'S SIGNATURE: page(s) nu	
REVIEWED BY:	

### AGREEMENT BETWEEN

THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA, CAPITAL HEALTH PLAN, INC., WORLD CLASS SCHOOLS OF LEON COUNTY, INC., and TITUS SPORTS ACADEMY, L.L.C

This Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_\_, 2015, by and between the School Board of Gadsden County, Florida; Capital Health Plan, Inc., a Florida Corporation, not for profit; World Class Schools of Leon County, Inc., a Florida Corporation, not for profit, and a unit of the Greater Tallahassee Chamber of Commerce; and Titus Sports Academy, LLC. The School Board of Gadsden County, Florida, Capital Health Plan, Inc., World Class Schools of Leon County, Inc., and Titus Sports Academy, LLC are collectively referred to as "the Parties." The term "Party" shall be the singular of "Parties."

### Recitals

WHEREAS, the School Board of Gadsden County, Florida ("SBGC") is the governing body of the Gadsden County School District ("District"); and

WHEREAS, Capital Health Plan ("CHP") is a Florida Corporation, not for profit and a federally qualified non-profit health maintenance organization created to provide comprehensive and coordinated medical care in Calhoun, Franklin, Gadsden, Jefferson, Leon, Liberty and Wakulla counties; and

WHEREAS, World Class Schools of Leon County, Inc., is a Florida Corporation, not for profit, and a unit of the Greater Tallahassee Chamber of Commerce ("WCS"), created to involve business and civic leaders in the attainment of the highest levels of academic achievement in the District; and

WHEREAS, Titus Sports Academy, LLC ("Titus"), provides sports training in the Tallahassee, Leon County area and throughout the State of Florida; and

WHEREAS, CHP and Titus have partnered together to offer a physical fitness and exercise program to students and staff in the District and surrounding counties, hereinafter known as the CHP Champions program; and

WHEREAS, CHP and Titus have engaged WCS to implement the CHP Champions program, whereby funds provided by CHP to WCS will be utilized to implement the CHP Champions program through the services of Titus; and

WHEREAS, the CHP Champions program is designed to help participants improve their health, fitness, and self-confidence through physical activity and

play for 45 minutes twice weekly, and additionally focuses on self esteem building through mastery of physical skills and positive coaching techniques; and

WHEREAS, over the past seven years of its existence, the CHP Champions program has expanded its operations both within Leon County and the surrounding three-county area ("Big Bend area"); and

WHEREAS, the Parties desire to enter into a contractual relationship reflecting the Parties' respective responsibilities regarding the implementation and operation of the *CHP Champions* program in the District for the 2015-2016 school year which starts July 1, 2015 and ends June 30, 2016, which start and end dates for implementation of the program are to be agreed upon by Titus and WCS, after consultation with SBGC.

NOW, THEREFORE, in consideration of the promises and mutual agreements contained herein, SBGC, CHP, WCS, and Titus do hereby mutually agree to the following terms and conditions below:

### Purpose

- 1.1 The purpose of this Agreement is to define the roles, relationships and responsibilities of the Parties as each relate to the *CHP Champions* program, which is operated and implemented exclusively by WCS and Titus.
- 1.2 The CHP Champions program will provide before, during, and after-school fitness and exercise programs for SBGC students and may also provide before and after-school fitness and exercise programs for employees. All programs, with the exception of the during-school student programs, shall be voluntary for participants.

# 2. SBGC Rights and Responsibilities

- 2.1 SBGC will permit Titus to use its school sites as the location for the provision of the *CHP Champions* program, provided that Titus adheres to all applicable state statutes, state rules and board policies regarding the use of school facilities.
- 2.2 SBGC will assist in making the *CHP Champions* program available to District students in accordance with the terms set forth by the school site administrators.

- 2.3 SBGC will maintain a copy of each executed release obtained by Titus for each District student enrolled in the *CHP Champions* program.
- 2.4 Level II background screenings will be performed on all Titus staff involved in the CHP Champions program, in accordance with Leon County School policy 2.021 and applicable state law, upon payment of the required fee. Titus shall ensure that all employees, contractors or assignees submit to Level II background checks, as set forth in section 5.6, below.
- 2.5 SBGC will review all manuals, program rules and guidelines, safety protocols and forms related to the *CHP Champions* program.
- 2.6 SBGC will prepare and require compliance with a District security and operations manual for the *CHP Champions* program, which manual shall provide guidelines on maintaining safe and secure school sites, use and/or non-use of school recreational equipment, etc., which will be available during the CHP CHAMPIONS Coach Certification.
- 2.7 SBGC agrees that SBGC personnel paid by Titus through the official Titus payroll system to assist with the CHP Champions program, whether hourly, salaried or by stipend are considered Titus employees for any duties required to perform the above referenced assistance. Therefore, incidents involving said employees and arising from these duties that may constitute grounds for a worker's compensation claim, an unemployment compensation claim, or which may be subject of a wage and hour determination, shall be covered exclusively by Titus pursuant to employees acting within the scope, responsibility and duty of employment. In the event a governmental entity (other than SBGC), court, or administrative panel make a determination under any state or federal law that SBGC is, singularly or jointly, the employer for these employees, Titus will indemnify, hold harmless and/or defend SBGC.

# 3. CHP Responsibilities.

3.1 CHP shall provide funds to WCS for the implementation of the *CHP Champions* program in accordance with the approved budget and including an administration fee of \$30,000 payable from CHP to WCS at the rate of \$2,500 per month. CHP will work in coordination with WCS and Titus in developing and maintaining an annual budget for the program. Any changes to the budget after approval must be

agreed upon in writing by CHP, Titus and WCS.

3.2 CHP shall ensure that all student records and/or personal health information disclosed to and/or used by it, in accordance with a properly executed release, is not improperly disclosed to any third party in violation of SBGC policy, or state or federal law, and shall protect such student information in accordance with section 8 of this Agreement.

### 4. WCS Responsibilities.

- 4.1 WCS shall act as the fiscal agent and contract manager for CHP, and shall utilize the funds provided to it by CHP to support and fund the operations of the *CHP Champions* program in accordance with this Agreement. This will include, but not limited to, the following:
  - a. Developing and maintaining an annual budget for the CHP Champions program in coordination with CHP and Titus; any changes to the budget after approval must be agreed upon in writing by CHP, Titus and WCS.
  - Disbursing CHP funds necessary to administer the CHP Champions program in accordance with this agreement and the annual budget;
  - Providing monthly financial statements, which detail all receipts and expenditures, to the Chief Financial Officer of CHP;
  - d. Providing quarterly financial reports, in a format agreed upon by WCS and SBGC, to the CHP Champions Advisory Committee; Ensuring that SBGC and the principal of each school in which the CHP Champions program is being administered are involved in student recruitment and scheduling;
  - Ensuring that Titus documents successful completion of Level II background screening requirements by each staff member prior to contact with SBGC students;
  - f. Ensuring that Titus maintain Commercial General Liability insurance, as set forth in section 5.8 of this Agreement, and that Titus provides the following proof of insurance coverage to WCS and SBGC: 1) a copy of the current certificate of insurance with SBGC listed as a named insured; and 2) documentation of payment (which shall consist of a statement of the cost of an annual premium from the insurance company, and either a cancelled check, credit card statement, or letter from the

insurance company documenting proof of annual payment) for

the current policy period;

- Ensuring that Titus maintain workers compensation/employers g. liability insurance, as set forth in section 5.9 of this Agreement, and that Titus provides the following proof of insurance coverage to WCS and SBGC: 1) a copy of the current certificate of SBGC listed as a named insured; and 2) insurance with documentation of payment (which shall consist of a statement of the cost of an annual premium from the insurance company, and either a cancelled check, credit card statement, or letter from the insurance company documenting proof of annual payment) for the current policy period; Ties to maturity date of policy Titus agrees that SBGC personnel paid by Titus through the official Titus payroll system to assist with the CHP Champions program, whether hourly, salaried or by stipend are considered Titus employees for any duties required to perform the above referenced assistance. Therefore, incidents arising from these duties that might constitute grounds for a Worker's Compensation claim would be covered under the Worker's Compensation policy provided by Titus and referenced in section 5.9. pursuant to employees acting within scope, responsibility and duty of employment.
- WCS shall disburse the designated funds it receives from CHP as necessary to support and fund the goals and related outcomes of the CHP Champions program.
- WCS shall ensure that all student information disclosed to and/or used by it, in accordance with a properly executed release, is not improperly disclosed to any third party in violation of SBGC policy, or state or federal law, and shall protect such student information in accordance with section 8 of this Agreement.
- WCS shall coordinate CHP Champions Advisory Committee 4.4 meetings. In addition, WCS may also assist in preparing an annual report.
- WCS shall provide any assistance reasonably requested by Titus in 4.5 the implementation and operation of the CHP Champions program.

#### 5. Titus Responsibilities.

- 5.1 Titus shall develop, monitor and oversee the programs and the operations of *CHP Champions* including compliance with the standards and the goals developed by Titus and CHP for the *CHP Champions* program.
- 5.2 Titus shall develop all program materials, student materials, and procurement of program equipment, coaches' uniforms, "CHP Champions" t-shirts, rewards and incentives.
- 5.3 Titus shall develop and enforce the program standards, inclusive of assurance that each on-site coach representing Titus is meeting its minimum requirements as described in the attachment entitled "Requirements and Expectations for Champions Coaches."
  - a. Ensuring that Titus will provide adequate training and day-today supervision of all staff, to include appropriate safety standards set forth by SBGC policy.
  - Ensuring that Titus complies with all District safety and operations protocols.
- 5.4 Titus shall provide the staff and all programs necessary to implement and operate the *CHP Champions* program. In this regard, Titus shall have the sole discretion to recruit, select, hire and fire the staff, the coaches, any volunteers, or any other persons working in the *CHP Champions* program as Titus deems necessary to implement the *CHP Champions* program.
- 5.5 Titus shall select, train, and assign the staff, Coaches, volunteers, or other persons that may be required to work in the *CHP Champions* program.
- 5.6 Titus shall ensure that all employees, contractors or assignees submit to Sexual Predator and Level II background checks in accordance with state law and Leon County School Policy 2.021.
- 5.7 Titus shall take all precautions necessary for the safety of and prevention of injury to persons, including *CHP Champions* program participants, Titus employees, and third persons, and for the prevention of damage to SBGC property.
- 5.8 Titus shall maintain during the term of this Agreement, and any and all subsequent terms, Commercial General Liability insurance covering Titus and the *CHP Champions* program for bodily injury, personal injury, and property damage, including, but not limited to, coverage for operations, products, independent contractors, and liability contractually assumed, using the latest

occurrence form edition Commercial General Liability Coverage Form (ISO Form CG1), as filed for use in the State of Florida by the Insurance Services Office. The insurance shall be in the minimal amount of \$1 million per occurrence/\$3 million annual aggregate and shall clearly list SBGC as Additional Insured on the policy certificate. Titus shall provide the following proof of insurance coverage to WCS and SBGC: 1) a copy of the current certificate of insurance with SBGC listed as a named insured; and 2) documentation of payment (which shall consist of a statement of the cost of an annual premium from the insurance company, and either a cancelled check, credit card statement, or letter from the insurance company documenting proof of annual payment). Titus shall not permit this insurance to lapse for any reason during the term of this Agreement and any subsequent terms. Any lapse in insurance coverage will be grounds for immediate termination of this Agreement, as set forth in section 10.2 of this Agreement. Titus shall provide written notice to WCS and SBGC within 24 hours of being made aware of the existence of any third-party claim, demand, or action giving rise to a claim.

Titus shall maintain workers compensation/employers liability 5.9 insurance covering Titus, the CHP Champions program, and to the extent its subcontractors and sub-subcontractors are not insured, which would be covered by the latest edition of the Standard Workers' Compensation Policy, as filed for use in Florida by the National Council on Compensation Insurance, without restrictive endorsements. Titus shall ensure that this coverage complies with both the Florida Workers' Compensation Act and the Federal Employer's Liability Act. Subject to the restrictions found on the Standard Workers' Compensation Policy, there shall be no maximum limit on the amount of coverage for those customarily insured under Part One of the Standard Workers' Compensation Policy. The minimum amount of coverage for those customarily insured under Part Two of the Standard Workers' Compensation Policy shall be: EL Each Accident: \$500,000; EL Disease Policy Limit: \$500,000; EL Disease-Each Employee: \$500,000. Titus shall provide the following proof of insurance coverage to WCS and SBGC: 1) a copy of the current certificate of insurance with SBGC listed as a named insured; and 2) documentation of payment (which shall consist of a statement of the cost of an annual premium from the insurance company, and either a cancelled check, credit card statement, or letter from the insurance company documenting proof of annual payment). Titus shall not permit this insurance to lapse for any reason during the term of this Agreement and any subsequent terms. Any lapse in workers compensation/employers liability insurance coverage will be grounds for immediate termination of this Agreement, as set forth in section 10.2 of this Agreement. Titus shall provide

written notice to WCS and SBGC within 24 hours of being made aware of the existence of any third-party claim, demand, or action giving rise to a claim.

5.10 SBGC agrees that SBGC personnel paid by Titus through the official Titus payroll system to assist with the CHP Champions program, whether hourly, salaried or by stipend are considered Titus employees for any duties required to perform the above referenced assistance. Therefore, incidents involving said employees and arising from these duties that may constitute grounds for a worker's compensation claim, an unemployment compensation claim, or which may be subject of a wage and hour claim or determination, shall be covered exclusively by Titus pursuant to employees acting within the scope, responsibility and duty of employment. In the event a governmental entity (other than SBGC), court, or administrative panel make a determination under any state or federal law that SBGC is, singularly or jointly, the employer for these employees, Titus will indemnify, hold harmless and/or defend SBGC.

### 6. Compensation.

6.1 Compensation shall be paid by WCS to Titus in accordance with the approved budget for the *CHP Champions* program.

# 7. <u>Protection of Proprietary and Confidential Information of Titus.</u>

- 7.1 The Parties acknowledge that during the performance of this Agreement and during the implementation and operation of the *CHP Champions* program, it may be necessary for Titus to disclose certain trade secrets, concepts, programs, intellectual property or other confidential and proprietary information (collectively referred to as "Information") that has been developed by Titus.
- 7.2 To the extent that any Party gains knowledge of the confidential or proprietary Information of Titus, the Parties shall not disclose to non-partner third parties any such Information except upon express, written permission of Titus.

# 8. Protection of Student Information.

The Parties acknowledge that, by virtue of entering into this Agreement, Titus and WCS may have access to certain participant information, including

health information. Titus and WCS agree that neither party will at any time, either during or subsequent to the term of this Agreement, disclose to any non-partner third party, except where permitted or required by law or where such disclosure is expressly approved by the student's parent in writing, any participant information, and Titus and WCS shall comply with all Federal and State laws and regulations regarding the protection of such participant information.

### Term of the Agreement.

This Agreement shall commence on the date signed ("Effective Date") and shall end on June 30, 2016, unless earlier terminated pursuant to paragraph 10. This Agreement may be extended or renewed, upon written approval of the parties.

## 10. <u>Termination of Agreement.</u>

- 10.1 This Agreement or any extension thereof may be terminated with or without cause, by any Party at any time, by giving a 60-day written notice to the other parties. Said notice shall be delivered by certified mail or in person. In the event this Agreement is terminated, the participants of the CHP Champions program shall be afforded a 30-day written notice. All costs incurred in the provision of the written notice to the participants shall be borne by the terminating party.
- 10.2 This Agreement or any extension thereof may be immediately terminated upon the provision of written notice by certified mail by any Party for the failure of Titus to maintain appropriate liability and workers' compensation insurance coverages in accordance with sections 5.8 and 5.9 of this Agreement.
- 10.3 In the event of termination pursuant to section 10.1, neither party is relieved of their respective performance obligations for the 60 day notice period. All parties are responsible to provide their respective services or payments for such services for all periods up to and including until the final expiration date of the notice period in section 10.1 above.

# 11. Indemnification.

11.1 In exchange for the ability to access SBGC property for the implementation of the CHP Champions program, WCS and Titus expressly undertake to indemnify, defend with competent counsel, and hold harmless SBGC against any and all liability, loss, damage, claims, suits, judgments, costs, fees or

damages, including court costs and attorney's fees, exclusively arising out of the implementation and operation of the CHP Champions program, including, but not limited to:

- Disciplinary action or the termination of any individual involved in the CHP Champions program that is exclusively related to activities arising within the scope of the CHP Champions program;
- Debts accrued by WCS or Titus in connection with or arising out of the CHP Champions program and/or nonpayment of the same;
- Any material breach of this Agreement or violation of law;
- Personal injury, property damage, or violations of civil rights that may arise out of, or by reason of the CHP Champions program and/or its employees, agents, and representatives while performing their duties within the scope of the CHP Champions program;
- Any labor and employment related actions brought under state or federal law, as set forth in sections 2.7 and 5.10, above.
- 11.2 In addition to the express acknowledgment set forth in section 11.1 of this Agreement, Titus expressly undertakes to indemnify, defend with competent counsel, and hold harmless SBGC against any and all liability, loss, damage, claims, suits, judgments, costs, fees or damages, including court costs and attorney's fees, arising out of the negligence of any individuals involved in the implementation of the *CHP Champions* program, including employees, contractors, subcontractors, or other agents, in connection with and arising out of their services within the scope of this Agreement.
- 11.3 WCS or Titus shall provide written notice to SBGC in within 24 hours of being made aware of the existence of any third-party claim, demand, or action giving rise to a claim for indemnification under this provision.
- 11.4 Should it become necessary for SBGC to incur any costs and/or expenses, from the Effective Date of this Agreement forward whether directly or indirectly, including, but not by way of limitation, attorney's fees, investigator's fees, collection fees, or court costs, in connection with any claim or demand for which indemnification is provided by this Agreement, or in connection with any attempt to recover losses incurred on such claims or demands, or in connection

with the enforcement of this Agreement or any portion of it, WCS and Titus or their respective insurance carriers agree to pay SBGC, upon the provision of reasonable notice by SBGC, such reasonable fees and/or costs for which expenditure is made or liability incurred by SBGC.

- 11.5 WCS and Titus's indemnity obligations under this Agreement shall survive the expiration or termination of this Agreement and shall continue until the later of: a) five years after termination of this Agreement, or b) the final termination of all pending or threatened actions, suits, proceedings or investigations to which SBGC may be subject by virtue of this Agreement.
- 11.6 Nothing in this indemnification section waives or modifies the limitations of liability in section 768.28, F.S., which limits are hereby deemed applicable to this Agreement.

### 12. Other Terms and Conditions.

- 12.1 <u>Renegotiation or Modifications</u>. Modifications of the terms and conditions of this Agreement shall only be valid when they have been reduced to writing and duly signed by the parties. The Parties agree to renegotiate this Agreement if any material changes to the *CHP Champions* program are made that adversely affect any party to this Agreement.
- 12.2 <u>Severability.</u> If any provision of this Agreement or the application thereof is held to be invalid for any reason, such invalidity shall not affect the validity of other provisions or applications thereof, which can be given effect without the invalid provision or application. To this end, the provisions of this Agreement are declared to be severable.
- 12.3 **Assignment.** Titus may assign its rights and delegate its duties pursuant to this Agreement to any wholly owned subsidiaries of Titus that it deems necessary in order to implement and operate the *CHP Champions* program.
- 12.4 <u>Controlling Law.</u> The construction, interpretation, and performance of this Agreement and all transactions under it shall be governed by the laws of the State of Florida and the parties expressly submit to its jurisdiction.
- 12.5 <u>Authority.</u> Each party represents and warrants to the other party that it has all requisite authority and power to enter into and perform its obligations pursuant to the provisions of this Agreement.

12.6 <u>Integration.</u> This Agreement constitutes the entire Agreement of the Parties with respect to the implementation and operation of the *CHP Champions* program in Gadsden County.

IN WITNESS WHEREOF, the Parties have entered into this Agreement as of the date referenced above.

Florida	Capital Health Plan
By: Reginald James	By: John Hogan
Its: Superintendent	Its: President
World Class Schools, Inc., Greater Tallahassee Chamber of Commerce	Titus Sports Academy, LLC
By:	By:
Sue Dick	Adam Faurot
Its: President	Its: President

Busnita

# SUMMARY SHEET

# RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO.	71
DATE OF SCHOOL B	BOARD MEETING: July 28, 2015
TITLE OF AGENDA	ITEM: 2015-2016 Dual Enrollment Articulation Agreement
DIVISION:	
This is a CONTIN	NUATION of a current project, grant, etc.
PURPOSE AND SUM	MARY OF ITEM:
Approval of the 2015-20	016 Dual Enrollment Articulation Agreement is requested.
FUND SOURCE:	N/A
AMOUNT:	N/A
PREPARED BY:	Rosalyn W. Smith
POSITION:	Deputy Superintendent
INTERNAI	L INSTRUCTIONS TO BE COMPLETED BY PREPARER
	GINAL SIGNATURES NEEDED by preparer.
SUPERINTENDENT'S	SIGNATURE: page(s) numbered
CHAIRMAN'S SIGNA	TURE: page(s) numbered
REVIEWED BY:	

# 2015 - 2016 Dual Enrollment Articulation Agreement

# Gadsden County Schools and Tallahassee Community College

### Introduction

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee Community College, hereinafter referred to as TCC, and the District School Board of Gadsden County, hereinafter referred to as the School Board. The term of this agreement shall commence upon signing and shall end July 31, 2016.

The local Articulation Committee shall consist of the following: Committee members from the School Board will be appointed by the Superintendent of the School Board or designee. Committee members from TCC will be appointed by the President of TCC or designee.

Either party may cancel this Agreement upon thirty (30) days written notice should the other party fail substantially to perform in accord with its terms through no fault of the party initiating the termination. This Agreement may be amended only by written communication signed by the Superintendent of the District School Board of Gadsden County and the President of Tallahassee Community College.

# I. A ratification or modification of all existing articulation agreements

This agreement replaces any existing agreement with TCC and the School Board regarding the Dual Enrollment Articulation Agreement.

# II. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program

It is the responsibility of the high schools in the district to inform students of the availability of the dual enrollment program requirements and currently offered courses through educational planning and guidance process. Each high school will advertise dual enrollment through a variety of methods. High school personnel will direct students to meet with their high school guidance counselors if they are interested in learning more about participation in dual enrollment. High school guidance counselors will review with the student criteria for participation in the dual enrollment program. Information will also be available to students and parents on TCC's Dual Enrollment website.

It is the responsibility of the high schools to notify parents about the option for their child to participate in dual enrollment courses through a variety of means.

# III. A delineation of courses and programs available to students eligible to participate in dual enrollment

Section 1007.271(1), Florida Statutes, establishes that "the dual enrollment program is the enrollment of an eligible secondary student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree". A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student. Physical education skills courses and college preparatory instruction are not eligible for dual enrollment.

Students enrolled as dual enrollment, early admission, or career dual enrollment shall be exempt from the payment of registration, tuition, and laboratory fees. Students enrolled as dual enrollment, early admission, and career dual enrollment, will be eligible to participate in both high school and college activities as appropriate including graduation and other extracurricular activities. Participation in all college activities must be approved by the Vice President for Student Affairs.

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at <a href="http://www.fldoe.org/articulation/pdf/DEList.pdf">http://www.fldoe.org/articulation/pdf/DEList.pdf</a>. Eligible courses may be taken in any format that TCC offers them unless otherwise specified in the Agreement.

College courses are offered on the main campus, high school campuses, and through distance learning.

### Early Admission Dual Enrollment

Early Admission shall be a form of dual enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis (minimum of 12 credit hours and maximum of 15 credit hours) in courses that are creditable toward the high school diploma and the associate or baccalaureate degree. Early admitted students will be exempt from the payment of registration, tuition, and laboratory fees. Both the high school and TCC must approve Early Admission for a high school student each semester.

### Career Dual Enrollment

Career dual enrollment is a curricular option of elective credits toward earning the high school diploma and completing a career-preparatory certificate program (PSAV). Career dual enrollment is not intended to enable students to take isolated courses unrelated to a program. The School Board will inform all students of the options available and the eligibility criteria.

For 2015-2016, the Corrections program is the only option available for career dual enrollment through TCC.

## CAREER DUAL ENROLLMENT PROGRAM INFORMATION

Program start date: August 24, 2015 Program end date: May 23, 2016 Class time: 11:30 am to 2:30 pm

Class days: Monday, Tuesday, Wednesday, Thursday, Friday

Class location: FPSI

## Student eligibility requirements:

· Passing score on Criminal Justice Basic Abilities Test

2.0 high school unweighted grade point average

 Must be 18 by January 31, 2016 (to ensure that students take the high liability courses under dual enrollment)

Florida Class E Driver's License (not a Class E Learner)

Must attend and complete TCC's career assessment/advising workshops (The purpose
of the workshops are to determine the interest in obtaining a career as a correctional
officer. The workshops will take place in April during the student's junior year.)

### Documents due to Doris Pleas (TCC's dual enrollment coordinator) by May 29, 2015

- Completed TCC online application (submit online)
- High School Transcript
- Permission to register form
- TCC Career Assessment/Advising Certificate of Completion

# Documents due to Andrea Blalock by August 1, 2015

- Completed FPSI application
- Copy of Birth Certificate
- · Copy of Social Security Card
- Copy of Florida Class E Driver's License (not a Class E Learner)
- Seven year driving history (if available)
- Level 2 background check (obtain a list of vendors form Andrea Blalock)
- Signed permission form

\*Interviews will take place August 11 through August 14. Students will be fitted for uniforms after successfully completing their interview.

Program Costs	Responsible for Payment	Due Date of Payment
Tuition: \$978.60 per student (based on \$2.33 per clock hour for 420 hours) (no tuition charge for state exam review – 40 hours)	Gadsden County School Board	8/28/2015
Fees (Materials and Supplies): \$655 per student	Gadsden County School Board	8/28/2015
Uniform: \$480 per student	Student	8/11/2015
CJBAT: \$35 per student	Student	At time of test
Level 2 Background Check: \$50 to \$80 per student	Student	At time of background check
State Exam: \$100 to \$150 per student	Student	At time of test registration

Approved By:		Date
	Dr. Sylvia R. Jackson, CTE Director	

# IV. A description of the process by which students and their parents exercise options to participate in the dual enrollment program

#### **Application Process for New Students**

Step 1: Complete TCC online application. Click here to access application instructions.

Step 2: Meet with high school guidance counselor to discuss testing options.

Step 3: Complete the Permission to Register Form with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form. Click here to access the form.

Step 4: Schedule a meeting with the TCC Dual Enrollment Advisor by emailing your request to <a href="mailto:dualenrollment@tcc.fl.edu.">dualenrollment@tcc.fl.edu.</a>

Step 5: Submit the following documents prior to or during your meeting with the TCC Dual Enrollment Advisor. Documents can be emailed to <a href="mailto:dualenrollment@tcc.fl.edu">dualenrollment@tcc.fl.edu</a> or you

can bring them to your meeting:

- Copy of test scores
- Permission to register form
- High school transcript (please use the FASTER system)

Step 6: During your meeting with the TCC Dual Enrollment Advisor, you will be registered for your TCC courses that are listed on your Permission to Register Form. The TCC Dual Enrollment Advisor is the only person allowed to register you for your courses.

**Application Process for Early Admission Students** 

- Step 1: Complete TCC online application. Click here to access application instructions.
- Step 2: Meet with high school guidance counselor to discuss testing options.
- Step 3: Complete the Permission to Register Form with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form. Click here to access the form.
- Step 4: Complete the Permission for Early Admission Form with your guidance counselor. Click here to access the form.
- Step 5: Schedule a meeting with the TCC Dual Enrollment Advisor by emailing your request to <a href="mailto:dualenrollment@tcc.fl.edu">dualenrollment@tcc.fl.edu</a>
- Step 6: Submit the following documents prior to or during your meeting with the TCC Dual Enrollment Advisor. Documents can be emailed to <a href="mailto:dualenrollment@tcc.fl.edu">dualenrollment@tcc.fl.edu</a> or you can bring them to your meeting:
  - · Copy of test scores
  - Permission to register form
  - Permission for early admission form
  - High school transcript (please use the FASTER system)

Step 7: During your meeting with the TCC Dual Enrollment Advisor, you will be registered for your TCC courses that are listed on your Permission to Register Form. The TCC Dual Enrollment Advisor is the only person allowed to register you for your courses.

## Withdrawing from classes and Schedule Changes

Dual enrollment students must comply with the drop/add and withdrawal policies and deadlines published by TCC.

To withdraw, add, or drop from a course(s), students must provide a written request from the high school guidance counselor verifying that the student has permission to withdraw, add, or drop before the withdrawal deadline. The request must be submitted to TCC's Dual Enrollment Advisor before the withdrawal deadline. Click here for the Dual Enrollment Withdrawal Form.

To change a student's schedule, the guidance counselor must submit a written request to TCC's Dual Enrollment Advisor before the deadline which is published on TCC's Dual Enrollment Website. Click here for the Course Adjustment Form.

#### Summer Enrollment

Students are allowed to enroll in summer courses during summer B session. Enrollment in sessions A and C are not allowed.

Graduating high school seniors will not be eligible to participate in dual enrollment during the summer. They will be categorized as degree seeking college students and will have to pay for summer courses.

#### **Maximum Course Loads**

Dual enrolled students are allowed a maximum of 11 credit hours each semester. All college courses taken must count towards high school credit.

Early admission students are allowed a minimum of 12 credit hours and maximum of 15 credit hours each semester. All college courses taken must count towards high school credit. Special permission is required each semester for the early admission program.

## **Testing for Dual Enrollment Eligibility**

Students will use the P.E.R.T., SAT, ACT, and FCAT 2.0 Reading scores to test for dual enrollment eligibility.

Placement testing before 10/22/2013:

P.E.R.T.		
Reading	104	
Writing	99	ENC 1101
Mathematics	113-122	MAT 1033
Mathematics	123	MAC 1105, STA 2023, MGF 1106, MGF 1107
SAT-I, The C	ollege Board	
Verbal	440	ENC 1101
Mathematics	440-549	MAT 1033
Mathematics	550	MAC 1105, STA 2023, MGF 1106, MGF 1107
Enhanced AC	T, America	n College Testing Program
Reading	18	ENGLISH
English	17	ENC 1101
Mathematics	19-20	MAT 1033
Mathematics	21	MAC 1105, STA 2023, MGF 1106, MGF 1107

Grade 10 F	CAT 2.0 Re	ading
Reading	262	ENC 1101

Placement testing on or after 10/22/2013:

P.E.R.T.			
Reading	106		
Writing	103	ENC 1101	
Mathematics	114-122	MAT 1033	
Mathematics	123	MAC 1105, STA 2023, MGF 1106, MGF 1107	
SAT-I, The C	ollege Boar		
Verbal	440	ENC 1101	
Mathematics	440-549	MAT 1033	
Mathematics	550	MAC 1105, STA 2023, MGF 1106, MGF 1107	
Enhanced AC	T, America	n College Testing Program	
Reading	19	1. 在公开区内24000000000000000000000000000000000000	
English	17	ENC 1101	
Mathematics	19-20	MAT 1033	
Mathematics	21	MAC 1105, STA 2023, MGF 1106, MGF 1107	
Grade 10 FC	T 2.0 Read		
Reading	262	ENC 1101	

Students must provide official score reports to TCC for ACT, SAT, and/or FCAT 2.0 Reading before being registered for courses. Scores must be less than two years old.

High schools must provide P.E.R.T. official score reports and P.E.R.T. test history if students plan to use high school P.E.R.T. scores.

It is the high schools' responsibility to provide P.E.R.T. for dual enrollment eligibility. TCC will work with the high schools and assist with P.E.R.T. testing for special circumstances.

## V. A list of any additional initial student eligibility requirements for participation in the dual enrollment program

The statutory eligibility requirements for academic dual enrollment include: 3.0 unweighted high school GPA and demonstrated readiness for college coursework through scores on a common placement test (as established in State Board of Education Rule 6A-

10.0315).

TCC defines readiness for college-level coursework as placement into college-level Mathematics <u>and</u> English <u>and</u> Reading.

Students who wish to enroll in dual enrollment prior to completing the 10<sup>th</sup> grade FCAT or Florida State Standardized Assessment will be required to place into college-level Mathematics <u>and</u> English <u>and</u> Reading in order to be eligible for the dual enrollment program. There are no exceptions to this rule.

Students who wish to enroll in dual enrollment after taking the 10<sup>th</sup> grade FCAT or Florida State Standardized Assessment and have appropriate scores (see *Table 1*) on the English and Reading areas and do not have appropriate scores on the math portion of the college placement test will only be allowed to accumulate 12 college credit hours until the math portion of the test is passed. Students must be enrolled in the high school math college readiness course during the accumulation of the 12 college credit hours or have successfully completed the high school math college readiness course which will be verified through the high school transcript. There are no exceptions to this rule. Students must place into ENC 1101 with their test scores to be eligible to participate in the dual enrollment program.

Students who will graduate from high school prior to completion of the postsecondary course may not register for the course through dual enrollment.

Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. Procedure is outlined in TCC's Student Handbook.

#### Continued Enrollment for Academic Dual Enrollment

Students must maintain a minimum 3.0 unweighted cumulative high school grade point average. Continued eligibility for college credit dual enrollment requires the maintenance of a 3.0 unweighted high school GPA.

Additionally, the TCC GPA will be reviewed each semester and students must maintain a 2.5 TCC GPA at the time of review as well as a successful completion rate of 75% (C or better). Students will be given a one semester grace period if the TCC GPA is below 2.5 or completion is below 75%. High school students are only allowed one grace period.

#### Early Admission Eligibility

Students who wish to participate in early admission must be a high school senior and have an unweighted high school GPA of 3.5 or higher. Additionally, students must have a TCC GPA of 3.0 or higher.

#### Continued Enrollment for Early Admission

Students must maintain a minimum 3.5 unweighted cumulative high school GPA and a TCC GPA of 3.0.

## VI. High School Credit Earned for the passage of Dual Enrollment Courses

College courses as specified in the Florida Department of Education Articulation
Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School
Subject Area Equivalency List are eligible for dual enrollment. This list is available at
<a href="http://www.fldoe.org/articulation/pdf/DEList.pdf">http://www.fldoe.org/articulation/pdf/DEList.pdf</a>. Eligible courses may be taken in any
format that TCC offers them unless otherwise specified in the Agreement.
Other courses in the Statewide Course Numbering System, with the exception of remedial
courses and physical education skills courses, can be used for dual enrollment credit and
count toward high school graduation, including electives provided these courses are
specified in this agreement.

Courses Not Specified on the List – Courses that are not listed in the Dual Enrollment Course – High School Subject Area Equivalency List that are taken through dual enrollment must be identified in the Dual Enrollment Articulation Agreement along with the number of high school credits to be awarded either as an elective or subject area credit.

## Courses not listed on the Dual Enrollment Course – High School Subject Area Equivalency List

For 2015-2016, all courses are listed on the Dual Enrollment Course – High School Subject Area Equivalency List

# VII. A description of the process for informing students and their parents of college-level course expectations

Dual enrollment courses meet the curricular expectations and are at the same depth and rigor of non-dual enrollment postsecondary instruction, including dual enrollment courses offered on the high school campus. Students should understand that dual enrollment courses are college courses and the amount of work necessary to succeed may be much greater than in high school courses. In addition, dual enrollment courses become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA.

It is the responsibility of the high schools in the district to inform the students and parents about the college-level expectations. TCC will inform students and parents of college-level course expectations through a dual enrollment orientation. TCC will also inform students and parents of college-level course expectations through the use of the course syllabus which is given to each student in each college-level course at the beginning of each

semester.

# VIII. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis

Section 1007.271(3), F.S., allows exceptions to the required GPA on an individual student basis if both parties agree.

## Exceptions to High School Grade Point Averages Terms:

Upon recommendation by the principal or designee, a student with an unweighted GPA of 2.75-2.99 may enroll for a maximum of 6 hours of dual enrollment courses provided that the student has shown evidence of ability to do advanced level work through successful completion of Advanced Placement, Honors, or other advanced courses or supplemental work and provided that the student is in a high school college preparatory program in high school. Continuation of dual enrollment will require satisfactory progress in all college dual enrollment courses as defined in Section V of this agreement and successful completion of all high school courses with grades no lower than "B". Documentation must be provided to TCC's Dean for Curriculum.

Exceptions related to serious illness or other extenuating circumstances will be reviewed on a case by case basis and must be approved by both the principal and TCC's Dean for Curriculum.

TCC will provide a form to the high school that must be completed, signed, and returned to TCC before the student will be allowed to continue in the program. A rationale for the exception must be stated on the form.

TCC will not make exceptions to the required TCC grade point average. Students will be given a one semester grace period during which a review will take place to determine continued eligibility. The grace period can only be used once during the student's high school matriculation.

## IX. Registration Procedures for Dual Enrollment

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course reference numbers as well as 2<sup>nd</sup> options. The completed registration form will be given to TCC's Dual Enrollment Advisor who will register the student for courses that are available at the time the form is received.

2015-2016 Deadlines for High Schools:

Due Date Activity		Responsible Party
April 20, 2015	Registration for Summer and Fall 2015 opens	
May 29, 2015	Last Day for students to submit all paperwork and test scores for enrollment in Summer 2015 B session	High school
June 30, 2015	Deadline for TCC to receive transcripts for students registered for summer and fall courses. Transcripts not received by 06/30/2014 will result in students being dropped from classes. The students will not be added later.	High school
August 14, 2015	Last Day for students to submit all paperwork and test scores for enrollment in Fall 2015 semester. This includes registration for courses on the high school campus.	
August 24, 2015	TCC First Day of Class	
August 28, 2015	Last Day to Change Schedules or drop students (use course adjustment form)	High school
November 2, 2015	Last Day to Withdraw a student (use withdrawal form)	
November 13, 2015 Deadline to make changes to course offerings at the high school for Spring 2016. Deadline to identify instructors.		High school
December 4, 2015	TCC Last Day of Class	
December 11, 2015	Deadline for students to submit paperwork for Spring 2016 (applications, test scores, permission to register forms)	
December 14, 2015	Deadline to submit grades to TCC	High school
December 18, 2015	TCC Transcripts will be delivered to high schools	TCC
January 6, 2016	TCC First Day of Class	
January 8, 2016	Last Day to Change Schedules or drop students (use course adjustment form)	High school
January 31, 2016	Last Day to submit updated transcripts to TCC for currently enrolled students. Transcripts not received by 01/31/2016 will result in students being dropped from classes. The students will not be added later.	High school

March 2, 2016	Deadline to Submit "Course Request for Dual Enrollment" Form for 2016-2017.	High school
March 25, 2016	Last Day to Withdraw a student	High school
April 22, 2016	TCC Last Day of Class	
May 2, 2016	Deadline to submit grades to TCC	High school
May 8, 2016	TCC transcripts will be delivered to high schools	TCC

# X. Exceptions, if any, to Professional Rules and Guidelines for Instructors teaching Dual Enrollment Courses

There are no exceptions.

## XI. Exceptions, if any, to Rules and Guidelines stated in the student handbook which Apply to Faculty Members.

Dual enrollment courses are college courses both in content and outcomes. Dual enrollment instructors must meet the teaching credentials established by the Southern Association of Colleges and Schools (SACS). Section 1007.271(5)(a), F.S., governs dual enrollment faculty. These provisions were taken from the *Dual Enrollment Statement of Standards*, which was codified in State Board of Education Rule 6A 14.064, FAC.

Faculty who wish to teach college credit courses that are offered on the high school campuses must complete a <u>TCC application</u> and all other procedures required by TCC's Human Resources and Academic Divisions. Applicants must be recommended for hire by the appropriate Academic Dean/Director. Faculty must also adhere to the following guidelines (Florida Statutes, 1007.271 (5a):

Meet the qualifications required by TCC as identified in the TCC Faculty Credentials Manual. The qualifications apply to all faculty members regardless of the location of instruction. TCC requires compliance with these qualifications. Click here to access TCC's Faculty Credentials Manual.

- 1. Provide TCC with an official copy of the postsecondary transcript.
- Provide a copy of the current syllabus for each course taught to the discipline chair or department chair of the postsecondary institution before the start of each term. The content of each syllabus must meet the same standards required for all college-level courses offered at TCC and must be approved by the

appropriate TCC academic division.

- Adhere to the professional rules, guidelines, and expectations stated in TCC's adjunct faculty handbook.
- 4. Adhere to the rules, guidelines, and expectations (which apply to faculty members) that are stated in TCC's student handbook.

Dual enrollment courses taught on the high school campus must meet the same competencies required for courses taught on the TCC campus. To ensure equivalent rigor with courses taught at TCC, the high school instructor will provide a comprehensive, cumulative end-of-course assessment or a series of assessments of all expected learning outcomes to the appropriate Dean or designee. The completed and scored assessments must be returned to TCC and held for one year (Florida Statutes, 1007.271 (6a)).

It is the responsibility of the high school dual enrollment specialist to notify TCC's Dean for Curriculum of all courses that the high school is requesting to offer. Each high school must complete the appropriate form for each course that the high school plans to offer. Based on need and faculty availability, TCC will decide what courses can be offered on the high school campus.

It is the responsibility of each instructor to check their online class rosters every day to ensure that the appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify the high school dual enrollment contact person. The high school dual enrollment contact person should notify TCC's dual enrollment coordinator.

Advanced Placement (AP) students who do not take or pass the AP examination are not permitted to earn postsecondary credit for the AP course via dual enrollment. Per Section 1007.272, Florida Statutes, no student will be allowed duplicate credit based on enrollment in a joint AP/dual enrollment course. Dual enrollment courses taught on a high school campus may not be combined with any non-college credit high school course, per Section 1007.271 (6d), Florida Statutes.

Dual enrolled students taking courses on the high school campus must submit the same documentation as the students taking courses on TCC's main campus.

## XII. Responsibilities of the School Board Regarding Determination of Student Eligibility before Dual Enrollment Participation and Monitoring of Student Performance while Participating in Dual Enrollment

The School Board is responsible for determining if the student is eligible to be tested for the dual enrollment program. Students who have a 3.0 unweighted high school grade point average and who have an interest in participating in dual enrollment should be referred to their high school guidance counselors to discuss the eligibility requirements for the program.

The high school is responsible for making sure that all students who plan to participate in dual enrollment have completed an online TCC application.

The high school is responsible for advising students relative to insuring that they meet the requirements for high school graduation. The high school is also responsible for advising students about Bright Futures.

It is TCC's responsibility to monitor student performance in TCC's dual enrollment courses. The School Board and TCC should exchange student transcripts in order to make sure that students are eligible to continue in the dual enrollment program.

TCC is responsible for assigning grades for dual enrollment courses. The School Board is prohibited from changing any grade (once assigned by the college) when posting it to the high school transcript.

# XIII. Responsibilities of the Florida College System Institution Regarding Transmission of Student Grades in Dual Enrollment Courses to the School Board

TCC will transmit student transcripts to the district office at the end of each semester.

## XIV. Responsibilities for Funding that Delineates Costs Incurred by the School Board and TCC

Dual enrollment students shall be exempt from paying registration, matriculation, and laboratory fees.

#### Textbook Costs & ADA Accommodation Costs

Textbooks will be provided to students by the School Board. Textbooks purchased by the School Board shall remain the property of the School Board as specified in Section 1007.271 (17), F.S. TCC will continue its efforts to reduce the cost of textbooks and materials to the School Board. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on TCC's campus will be covered by TCC. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on the high school campus will be covered by the School Board.

#### Standard Tuition Rate

According to the 1007.271, F.S., the School Board is required to pay the standard tuition rate per credit hour to TCC for instruction taking place on the college campus for dual enrolled students. The approved standard tuition for FY 2015-2016 is \$71.98. The rate will be charged for courses taking place on TCC's main campus, TCC's educational centers, and distance learning courses. The School Board is also required to pay the

standard tuition rate per credit hour to TCC for dual enrolled home education students who are registered with the School Board.

TCC will not charge tuition to the School Board for Summer 2016 dual enrollment students. TCC also will not limit dual enrollment participation based upon capacity, F.S. 1007.271(4) in any term.

TCC will use the fees collected to enhance the dual enrollment program. TCC will promote dual enrollment participation, increase capacity, and enrich the quality of services associated with the dual enrollment program. The School Board's payment of tuition to TCC will increase the number of counselors available to the dual enrollment program in order to recruit more dual enrollment students and to help prepare students for transition to college, to counsel students in meta-majors and programs of study, and to track and provide feedback to students on their progress. TCC will also provide high school faculty and counselor training for dual enrollment.

#### Instructional Costs

It is the responsibility of the School Board to provide full instructional costs for dual enrollment occurring on the high school site. For instruction occurring on the high school sites by college faculty, the School Board must reimburse TCC for the costs associated with the proportion of salary and benefits.

TCC cannot guarantee the availability of instructors for dual enrollment classes offered at the high school. Schools can assist TCC by recommending qualified School Board instructors for consideration for teaching dual enrollment courses offered at the high school.

TCC regularly uses high school faculty to teach both dual enrollment and regular TCC courses and incorporates training, mentoring, and assessment of these faculty into its regular adjunct program. Therefore, TCC's costs associated with instruction occurring on the high school site by TCC approved high school faculty who are paid by the School Board will be considered a normal part of TCC's obligation to its faculty for training and mentoring; no costs will be assessed.

#### Invoicing for Financial Obligations

TCC will invoice the School Board for financial obligations within 10 business days of TCC's Census date which is normally the 5<sup>th</sup> day of class each semester.

## XV. Responsibilities for Student Transportation

It is the student's responsibility to provide his or her own transportation.

IN WITNESS WHEREOF, the School Board of Gadsden County, Florida and The District Board of Trustees, Tallahassee Community College, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.271, F.S., Dual Enrollment Articulation Agreements.

6-16-15 Date	Chair, The District Board of Trustees, Tallahassee Community College, Florida	
C/16/15 Date	President, Tallahassee Community College	
Date	Chair, Gadsden County School Board	
Date	Superintendent, Gadsden County School District	

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## SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA
AGENDA ITEM NO. 7m
DATE OF SCHOOL BOARD MEETING: July 28, 2015
TITLE OF AGENDA ITEM: AmeriCorps Gadsden Reads
DIVISION: Elementary Education
X This is a CONTINUATION of a current project, grant, etc.
PURPOSE AND SUMMARY OF ITEM: This grant provides 26 AmeriCorps
Members who will served 300 students who are reading below grade level in
7 elementary schools and 2 middle schools.
FUND SOURCE: Volunteer Florida and the School Board of Gadsden County.
AMOUNT: \$320,874 from Volunteer Florida and \$105,543 from the School Board of
Gadsden County.
PREPARED BY: Bea Hopkins
POSITION: Program Director
INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER
Number of ORIGINAL SIGNATURES NEEDED by preparer.
SUPERINTENDENT'S SIGNATURE: page(s) numbered

015 JUN 23 AM II:

OFFICE OF ASSISTANT SUPERINTENDENT

REVIEWED BY:

## **PART I - FACE SHEET**

APPLICATION FOR FE Modified Standard Form 424 (Rev.02/07 to co			TYPE OF SUBMISS     Application X None		
2a. DATE SUBMITTED TO CORPORATION  3. DATE RECEIVED BY STATE:  FOR NATIONAL AND COMMUNITY  SERVICE (CNCS):  10-JUN-15			STATE APPLICATION IDENTIFIER: 15AC172847		
2b. APPLICATION ID: 15AC172847	4. DATE RECEIVED BY FEDERAL	AGENCY:	FEDERAL IDENTIFIER:		
5. APPLICATION INFORMATION					
LEGAL NAME: The School Board of Gadsden County  DUNS NUMBER: 152811279		PERSON TO BE area codes):			
ADDRESS (give street address, city, state, zip code and county): 35 Martin Luther King Jr. Blvd. Qunicy FL 32351 - 4411 County: Gadsden		NAME: Bea Hopkins  TELEPHONE NUMBER:  FAX NUMBER:  INTERNET E-MAIL ADDRESS:			
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 596000615		7. TYPE OF AP 7a. Local Gove 7b. Local Educ	ernment - Municipal		
8. TYPE OF APPLICATION (Check appropriate box).  NEW  X NEW/PREVIOUS GRANTEE  CONTINUATION  AMENDMENT  If Amendment, enter appropriate letter(s) in box(es):  A. AUGMENTATION  B. BUDGET REVISION  C. NO COST EXTENSION  D. OTHER (specify below):					
			9. NAME OF FEDERAL AGENCY:  Corporation for National and Community Service		
10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 94.006 10b. TITLE: AmeriCorps State		11.a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: AmeriCorps Gadsden Reads  11.b. CNCS PROGRAM INITIATIVE (IF ANY):			
<ol> <li>AREAS AFFECTED BY PROJECT (List Cities Chattahoochee, Greensboro, Gretna, Have</li> </ol>					
13. PROPOSED PROJECT: START DATE: 04	B/01/15 END DATE: 07/31/16	14. CONGRESSIONAL DISTRICT OF: a.Applicant FL 02 b.Program FL 02			
15. ESTIMATED FUNDING: Year #: 1		(0.000)		EW BY STATE EXECUTIVE	
a. FEDERAL b. APPLICANT	\$ 320,874.00 \$ 328,419.00	ORDER 12372 PROCESS?  YES, THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR			
c. STATE	\$ 0.00	DAT	EW ON:		
d. LOCAL	\$ 0.00		GRAM IS NOT COVERED	DBY E.O. 12372	
e. OTHER	\$ 0.00				
f. PROGRAM INCOME	\$ 0.00		17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?  ☐ YES if "Yes," attach an explanation.  ☐ NO		
g. TOTAL  18. TO THE BEST OF MY KNOWLEDGE AND DULY AUTHORIZED BY THE GOVERNING BO	\$ 649,293.00 BELIEF, ALL DATA IN THIS APPLICAT DDY OF THE APPLICANT AND THE AP	TON/PREAPPLICATIO	N ARE TRUE AND CORR	ECT, THE DOCUMENT HAS BEEN	
IS AWARDED.  a. TYPED NAME OF AUTHORIZED REPRESEN  Bea B. Hopkins	TATIVE b. TITLE	Daram	Director	c. TELEPHONE NUMBER: (850) 627-9409	
d. SIGNATURE OF AUTHORIZED REPRESENT		-0.0411		e. DATE SIGNED: 06/10/15	

# AmeriCorps Gadsden Reads The School Board of Gadsden County

Application ID: 15 A C172847			Budget	Dates:	
Application ID: 15AC172847		Total Amt	CNCS Share	Grantee Share	
Section I. Program Operating Costs					
A. Personnel Expenses		56,915	6,855	50,060	
B. Personnel Fringe Benefits		16,857	1,664	15,193	
C. Travel					
Staff Travel		1,481	1,481	0	
Travel to CNCS-Sponsored Meetings		0	0	0	0
Member Travel		2,132	2,132	0	
	Total	\$3,613	\$3,613	\$0	
D. Equipment					
E. Supplies		4,394	4,394	0	
F. Contractual and Consultant Services					
G. Training					
Staff Training		2,550	200	2,350	
Member Training		4,395	650	3,745	
nonzor maning	Total	\$6,945	\$850	\$6,095	
H. Evaluation		1,000	1,000	0	
I. Other Program Operating Costs		224,544	7,763	216,781	
Section I. Subtotal		\$314,268	\$26,139	\$288,129	
20 22 22 2		V011,200	8%	92%	
Section I Percentage			070	<b>32</b> 70	
Section II. Member Costs					
A. Living Allowance		000 400	000 400	0	
Full Time (1700 hrs)		263,130 19,218	263,130 10,570	8,648	
1-Year Half Time (900 hours)		19,218	10,570	0,048	
Reduced Half Time (675 hrs)		1,808	904	904	
Quarter Time (450 hrs) Minimum Time (300 hrs)		0	0	0	
2-Year Half Time (2nd Year)		0	0	0	
2-Year Half Time (1st Year)		0	0	0	
A THE STATE OF THE	Total	\$284,156	\$274,604	\$9,552	
B. Member Support Costs					
FICA for Members		21,738	0	21,738	
Worker's Compensation		1,364	1,364	0	
Health Care		12,000	3,000	9,000	
	Total	\$35,102	\$4,364	\$30,738	
Section II. Subtotal		\$319,258	\$278,968	\$40,290	
Section II. Percentages			87%	13%	
Section III. Administrative/Indirect Costs					
A. Corporation Fixed Percentage					
Corporation Fixed Amount		9,460	9,460	0	
Commission Fixed Amount		6,307	6,307	0	
	Total	\$15,767	\$15,767	\$0	
B. Federally Approved Indirect Cost Rate					
Section III. Subtotal		\$15,767	\$15,767	\$0	
Section III Percentage			100%	0%	
Section I + III. Funding Percentages			13%	87%	
Budget Totals		\$649,293	\$320,874	\$328,419	
Budget Total Percentage			49%	51%	
Required Match		9.0	50%		

Form 424A

Modified SF-424A (4/88 and 12/97)

# AmeriCorps Gadsden Reads The School Board of Gadsden County

Total MSYs		23.03	
Cost/MSY		\$13,933	
Budget Totals	Total Amt \$0	CNCS Share \$0	Grantee Share \$0
Budget Total Percentage		0%	0%
Required Match		50%	
# of years Receiving CNCS Funds		13	
Total MSYs		23.03	

## Budget Narrative: AmeriCorps Gadsden Reads for The School Board of Gadsden County

## Section I. Program Operating Costs

## A. Personnel Expenses

Position/Title -Qty -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount
Program Director: - 1 person(s) at 48003 each x 100 % usage	6,855	41,148	48,003
Site Supervisor: - 1 person(s) at 8912 each x 100 % usage	0	8,912	8,912
CATEGORY Totals	6,855	50,060	56,915

## **B. Personnel Fringe Benefits**

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Staff Benefits: 7.65% FICA, 6.95% Retirement, Workman Comp 48%, Health 379.62 and 289 x12 (2FTE). Dental and life 12x12.74 and 12x8.20. Total salaries (56,915)	1,664	15,193	16,857
CATEGORY Totals	1,664	15,193	16,857

## C. Travel

## Staff Travel

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Travel to CNCS-Sponsored Meetings:	0	0	0
2 Volunteer Florida Trainings: 2 staff x2 nights @ \$80 per night, 1rental car x3 days @ \$35 per day,2 staff x 2 days@\$36 a day per diem, Toll fees RT 2x\$4, and Gas RT \$58.	635	0	635
Staff travel to volunteer Florida, school sites, and trainings.: .445x 1900 miles. Chattahoochee, Greensboro, Gretna, Havana, and St. John schools.	846	0	846
CATEGORY Totals	1,481	0	1,481

## **Member Travel**

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Members travel to member meetings and team buildings events,: Chatt: 2x38 mi x.445x10 mo, Gres:2x24 mi x.445x10 mo, Gret: 2x12 mi x.445x10 mo, Hav Elem, 2x24 mi x.445x10 mo, Hav M 2x25 mi x .445 x 10 mo, St John, 2x12 mi x.445x10 mo,	1,203	0	1,203
Summer school travel: Chatt: 38 mi x 4 days x 6 wk x.445. Greensboro: 24 mi x 4 days x 6 wk x .445. Havana: 25 mi x 4 days x6 wk x.445.	929	0	929
CATEGORY Totals	2,132	0	2,132

## D. Equipment

Item/Purpose -Qty -Unit Cost	CNCS Share	Grantee Share	Total Amount
CATEGORY Totals	0	0	0

## E. Supplies

Item -Calculation	CNCS Share	Grantee Share	Total Amount
Consumer supplies for staff and members.: Basic office supplies ink, folders, pens, staples, notebooks, labels, ink, and printing .paper. (12x290.33).	3,484	0	3,484
Member Gears: 2@12.00 Shirts, 3.00 pins, 5.00 hats, 3.00 bags for 26 members 26*35	910	0	910
CATEGORY Totals	4,394	0	4,394

## F. Contractual and Consultant Services

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
CATEGORY Totals	0	0	0

## G. Training

## **Staff Training**

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
Staff Trainings: Staff Development, Common Core, and Administrator/Technology Training @ 750. (3x 750) Daily Rate of 750	200	2,350	2,550
CATEGORY Totals	200	2,350	2,550

## **Member Training**

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
Member Training: CPR for 26 members @ \$25 per member. 7 trainings @ 535: IReady, Common Core, Diversity, Citizenship, disability, Hiv Awareness, and Disaster Management Daily Rate of 25	650	3,745	4,395
CATEGORY Totals	650	3,745	4,395

## H. Evaluation

Purpose -Calculation -Daily Rate	CNCS Share	Grantee Share	Total Amount
Volunteer Florida Statewide Evaluation: - Daily Rate of 1000	1,000	0	1,000
CATEGORY Totals	1,000	0	1,000

## I. Other Program Operating Costs

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
Phone bill: Phone bill expense estimated at \$100 per month x 12 months based on historial average	1,200	0	1,200
52 Classroom Spaces: 962 sq. ft. @ 1.15 per sq.ft. 1106.30 x 52 based on historial averages.	0	57,528	57,528
Copier Lease: \$100 per month for 12 months	1,200	0	1,200
In Kind - Teachers salaries and benefits: Teachers salaries and benefits @5% 95,271.16 and 21,912.37=117,184.	0	117,184	117,184
In-Kind Principles salaries: Salaries :535,811 x.05=26,790.55	0	26,791	26,791
Staff office space: 962 sq. ft. @1.15 per sq. ft. x12 months.	0	13,276	13,276
26 Background Checks for members.: 26 x 77	0	2,002	2,002
Training, Program Evaluation, Natl Day of Service:: Onsite training, evaluation, PD Meeting (s), Natl Day of Service, National Conference	5,363	0	5,363
CATEGORY Totals	7,763	216,781	224,544
SECTION Totals	26,139	288,129	314,268
PERCENTAGE	8%	92%	

## Section II. Member Costs

## A. Living Allowance

Item -# Mbrs w/ Allow -Allowance Rate -# Mbrs w/o Allow	CNCS Share	Grantee Share	Total Amount
Full Time (1700 hrs): 21 Member(s) at a rate of 12530 each Members W/O allowance 0	263,130	0	263,130
1-Year Half Time (900 hours): 3 Member(s) at a rate of 6406 each Members W/O allowance 0	10,570	8,648	19,218
2-Year Half Time (1st Year): Member(s) at a rate of each Members W/O allowance	0	0	0
2-Year Half Time (2nd Year): Member(s) at a rate of each Members W/O allowance	0	0	0
Reduced Half Time (675 hrs): Member(s) at a rate of each Members W/O allowance	0	0	0
Quarter Time (450 hrs): 2 Member(s) at a rate of 904 each Members W/O allowance 0	904	904	1,808
Minimum Time (300 hrs): Member(s) at a rate of each Members W/O allowance	0	0	0
CATEGORY Totals	274,604	9,552	284,156

## **B. Member Support Costs**

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount
FICA for Members: 7.65% x \$284,156	0	21,738	21,738
Worker's Compensation: .48% x \$284,156	1,364	0	1,364
Health Care: 10x100x12 CNCS 25% and Grantee 75%	3,000 9,000		12,000
CATEGORY Totals	4,364	30,738	35,102
SECTION Totals	278,968	40,290	319,258
PERCENTAGE	87%	13%	

## Section III. Administrative/Indirect Costs

## A. Corporation Fixed Percentage

Item -Calculation	CNCS Share	Grantee Share	Total Amount
Corporation Fixed Amount: 20,776+278,968x.0526x.60	9,460	0	9,460
Commission Fixed Amount: 20,776+278,968x.0526x.40	0526x.40 6,307 0		6,307
CATEGORY Totals	15,767	0	15,767

## B. Federally Approved Indirect Cost Rate

Calculation -Cost Type -Rate -Rate Claimed -Cost Basis	CNCS Share	Grantee Share	Total Amount
CATEGORY Totals	0	0	0
SECTION Totals	15,767	0	15,767
PERCENTAGE	100%	0%	

649,293	328,419	320,874	BUDGET Totals
	51%	49%	PERCENTAGE
		23.03	Total MSYs
		13,933	Cost/MSY

## **Source of Funds**

Section	Match Description	Amount	Туре	Source
Source of Funds	Gadsden County School Board provides a cash match of \$105,543 and in-kind match of \$222,876	328,419	Cash	State/Local
Total Source of Funds		328,419		100/0015

https://egrants.cns.gov/espan/main/report.jsp?sid=YvB1VLTFCL3WxGQ2... 6/22/2015

#### **Executive Summary**

AmeriCorps Gadsden Reads is a mentoring-based reading program that is offered to Gadsden County students in grades K-3. The program is requesting 26 members and 125 volunteers that will provide one-on-one tutoring services to 300 students (K-3) performing below grade level in reading. Gadsden Reads will focus on Corporation National and Community Service (CNCS) Focus Area Education. The AmeriCorps members and volunteers will serve students in classrooms at Chattahoochee, George Munroe, Greensboro, Gretna, Havana Elem, St. John, and Stewart Street during the school day and in afterschool programs at designated community sites.

The grant cycle begins on August 1, 2015 and ends on July 31, 2016. The expected outcomes of the project are as follows: 1) At least 60% of the 300 students will improve their academic performance in reading as measured by the iReady Diagnostic Test. 2) 125 volunteers will be recruited by the AmeriCorps Gadsden Reads and VISTA members who will collectively serve 625 hours as measured by the district database. The requested amount (\$315,511) will be matched with \$329,266 from The School Board of Gadsden County in both cash and in-kind.

#### Rationale and Approach/Program Design

Gadsden County is a rural county with a history rooted in tobacco and tomato farming. It is located in northern Florida, approximately 25 miles from Tallahassee, the state capitol. According to the 2013 census, Gadsden's population is 46,194, of which 57% of the residents are African-American, 10% Hispanic, 33% White and 3% Other (http://quickfacts.census.gov/qfd/states/12/2014.html). The Department of Education reports that only 77.2% of Gadsden County adults have at least a high school diploma, compared to a state-wide average of 86.1%. Only 14%, compared to the state-wide average of 26%, have a college degree. Currently, the county's overall graduation rate is 64.2%, far behind the state average of 76.1% (http://www.aecf.org). Gadsden is ranked among the ten poorest counties in Florida, with 26.5 % of its residents living below poverty level. Kids Count Data show that 79% of public students in Gadsden County are eligible to receive free or reduced lunch, compared to a state-wide average of only 45%. The number of families falling below the poverty line has drastically increased this past year.

As bleak as the picture is in the county at large, it is even bleaker in the public school system. While the county is 36% white, the public schools are only 3.9% white. The county population is 56% black, the public schools are 78.7% black. The majority of this shift in demographics occurred during the troubled period of desegregation in the late 1970s and early 1980s. The large number of new

private schools established in the county at that time instituted a tradition of resegregation that has persisted until the present.

With students as top priority, Florida chose a replacement for the FCAT. Florida is new assessment tool (FSA) Florida Standard Assessment. The new assessment will measure each child's progress and achievement on the (FSA), which were developed with an unprecedented amount of public input (www.fldoe.org/eduaccsummit.asp). Gadsden County continues to lag behind the rest of the state. In 2014, only 40% of Gadsden County third-graders scored at level three or higher on the FCAT (www.fldoe.org). Currently, Gadsden has 3 (A) schools where AmeriCorps members serve. The Gadsden School District has an overall grade of "D". Currently, there are two low preforming schools in the District.

AmeriCorps Gadsden Reads Helps to Meet District Reading Needs:

Dr. Joe Torgenson, the Director of Florida Center for Reading Research and one of the state's top experts on Reading Education, has shown that children of poverty generally achieve at lower levels than children of middle and upper classes (www.fcrr.org). To address this harsh reality, Gadsden School Superintendent Reginald James has identified major goals for the school district's Strategic Plan. The majority of these goals directly are related to engaging the community and schools in a concerted effort to increase the reading ability of Gadsden County's Public Schools. These goals include (1) ensure the 70% or more students will demonstrate proficient reading with a score level 3 or higher on the (FSA) and (2) 85% or more parents and community members will be engaged in their child's academic success and school activities. (www, gcps.k12.fl.us). AmeriCorps Gadsden Reads is one of the primary resources used by the school board to achieve these goals. For 18 years, AmeriCorps Gadsden Reads AmeriCorps members have been vital to increasing the reading scores for students preforming low in reading. Due to budget constraints, many of the District&s schools do not have paraprofessionals in classroom to work with children one on one. The past 4 years, AmeriCorps members and AmeriCorps VISTA have recruited 375 plus local volunteers who contributed 1875 plus hours of one-on-one tutoring for students reading below grade level.

Theory of Change and Logic Model:

The Gadsden County School Board proposes that 26 AmeriCorps members and 125 volunteers to be engaged in providing 30 minutes a day or 2 hours a week of individualized tutoring to at least 300 of the most challenged students who are reading below grade level. Members and volunteers will provide reading intervention to students in the areas that show weaknesses as identified by the iReady

Diagnostic Assessment in an effort to help students master the skills they are having problems with. The iReady assessment will identify students reading below, on, and above grade level each assessment period. The aim is to raise at least 60% of these students to grade level reading proficiency on the Florida Standard Assessment (FSA). The full-time members will be assigned 12 to 14 students each. Three part-time members will be assigned 6 to 8 students. Volunteers will be assigned to the same classrooms as members and will serve the same students. Two quarter-time members (dual enrolled high school seniors) will providing tutoring in the 21st Century after school program. AmeriCorps Gadsden Read and volunteers will provide tutoring to students at the following Title I schools for the entire program year: Chattahoochee, George Monroe, Greensboro, Gretna, Havana, Stewart Street, and St. John Elementary for 8 months.

AmeriCorps Gadsden Reads resources have help to increase and improve students reading levels at all 7 schools. For instance, Chattahoochee and Stewart Street received an ¿A¿ last year, but they now face the threat of new budget cuts and fewer resources this year, which will make it difficult for them to assure continuity of progress.

At the outset of the program year, a signed agreement is obtained from the principal of each selected school obligating the school to meet the standards of the program. In each school, the district reading teacher trains AmeriCorps members how to successfully use of the Common Core Reading Invention kits in each classroom. The teacher identify the students who are reading below grade level. AmeriCorps members and volunteers provide reading intervention to 300 students in grades K-3 (30 minute sessions) 4 days a week for 8 months on the following reading skills: (1) Foundation Skills, Phonological Awareness, Phonics, High Frequency Words, Vocabulary Comprehension Informational Text, and Comprehension Literacy Text.

A typical school day for a member is as follows: AmeriCorps members report to their service site at 8:00 a.m. and begin their schedule of providing tutoring to students. AmeriCorps members serve in the school 4 days a week until 4:00 p.m. From 4:00 to 6:00 pm Monday to Thursday, they are assigned to either an after-school program or a community-based literacy program. Friday is are reserved for trainings and team meetings to discuss upcoming events, program policy, member hours, and teambuilding. Students selected for the program are individually assessed by the school reading specialist using the iReady assessment to determine eligibility. Once accepted into the program, the student begins to receive one-on-one tutoring during the school day and after school hours.

AmeriCorps members follow the guidelines of the iReady Common Core Interventions Reading (ELA) English Language Arts for grades K-3. All members are trained by certified reading teachers to ensure

that that members understand how to use the Common Core Reading Intervention kit when tutoring students. The iReady program is evidence-based practices drawn from a wealth of books articles, and journals. The program is built for the Common Core State Standard Initiative.

(www.ReadyCommonCore.com/research). The program is designed to help students master the Common Core Standards. 1. Compare and contrast two or more versions of the same story. 2.

Distinguish their own point of view from that of an author of a text. 3. Compare and contrast a first hand and second hand accounts of the same event. 4. Explain the relationship or interaction between two or more events. 5. Trace and evaluate the argument and specific claims in a text. 6) .Analyze the interactions between individuals, events, and ideas in a text. 7) Analyze in detail the structure of a specific paragraph in a text. The Education Research of America (www.erionline.com) has steadfastly structured its curriculum for nearly five decades on the strongest lessons research could offer. This program has been approved to successful in helping struggling readers.

Over the past year, based on student performance reports a significantly higher percentage of students achieving proficiency on the I-Ready in the district. Results from the iReady assessments this year shows that 61% of students served by the program has already showed some academic improvement in reading.

During after-school hours, AmeriCorps members are assigned to ¿21st Century After-School Programs. This program helps students and their families continue to learn new skills and discover new abilities. AmeriCorps members serve selected students in small groups and offer homework help, educational games, computer-based learning activities, and the like. AmeriCorps members also provided tutoring during the summer at the Summer Reading Camps run by the school districts.

Volunteer Recruitment: will continue to be a major focus of the AmeriCorps Gadsden Reads program. Our goal is for most of the local volunteers to commit to mentoring and tutoring a selected student for an entire year. The issue of consistency of volunteers is an ongoing problem. Often, great excitement and response is created by various volunteer initiatives, there is little follow-up and commitment, however, this is why it is so important that AmeriCorps Gadsden Reads continue joint efforts to let the community know that our students need them. Every effort is made to provide a structured opportunity for them to get and stay involved. Many volunteers commit to specific students only after having participated in a short-term volunteer project. AmeriCorps Gadsden Reads is one of very few programs in the county that has the capacity to organize a variety of meaning projects of

that type. Our goal is to empower local organizations to continue service projects to meet the needs of the students and sustain a very important component of volunteerism that has benefited the county tremendously. Our priority is to coordinate efforts that will continue to engage more local citizens in long-term mentoring relationships with our students. AmeriCorps members recruit volunteers by attending parent reading nights, PTO meetings at all elementary schools, community outreach efforts with the local newspaper, and the school district is new faith-based initiatives. Volunteers can opt to commit to mentor/tutor a student for the year, help a teacher inside the classroom, or support a community service event. These volunteers serve alongside AmeriCorps members in classrooms. Another source of community volunteers is local faith-based organizations. The Superintendent has issued a call to action for all faith-based leaders in the Gadsden Community. AmeriCorps Gadsden Reads has been involved in the first few meetings to urge faith-based organizations to help build our schools. Several faith-based organizations have adopted a particular school of their own. Volunteer service hours are tracked by the District Volunteer Coordinator, who compiles a district wide report and shares with the Program Director. The Program Director utilizes the district-wide lists to track and report on the number of community volunteers and the hours served.

#### **Evidence Base**

2013-2014 Teacher Survey: 48 of 52 teachers indicated on the survey that they were satisfied with the AmeriCorps membersd performance in the classrooms. Members were a great asset to the classrooms and are outstanding motivators for students with low self-esteem, and most important students showed academic improvement in reading.

2013-2014 Community Partner Surveys: five end of year surveys indicated that AmeriCorps Gadsden Reads works well as a team and are very active in the community and a group who are trustworthy, dependable, and most of all member provided quality services with no charge. Two partners stated that the AmeriCorps program gears helps to identified members and also let organizations know who they can called when volunteers are needed.

2013-2014 Disability Surveys: Two disability community partners feel that AmeriCorps

Gadsden Reads members save them many dollars and depends greatly upon the services AmeriCorps

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members offer. AmeriCorps members perform several activities with children and adults with disabilities during the program year. Overall, the survey indicated that the disability partners appreciated the compassion members had for students and adults.

In 2012-2013: A Research Study was performed at Farmington Elementary School in Culpeper, Va. This is a Title I school, 495 k-5 students, had a very diverse student population, and 92% of students were eligible for free or reduced lunch. The school had failed to meet the Virginia Standards of Learning (SOL) in reading and was identified by the state as in need of remediation. After one year of using i-Ready Assessment and Instruction the results from iReady Quick Success Facts showed the following: (1) 75%-88% passed rate of Tier 2 students after none passed last year (2) 72% increase in students at or above grade level in reading, (3) 75% increase in students at or above grade level in math. (http://www.iready-research)

Notice of Priority:

AmeriCorps Gadsden Reads and volunteers are engaged with students academic performance in reading. Students who are reading below grade level are tutored 4 times a week (2) hours. The overall goal is to help all students become proficient in reading.

2015-2016 Performance Measures: Education

AmeriCorps members will provide 30 minutes of individualized tutoring, 4 times a week to 320 K-3 students who have been identified as reading below grade level by the district reading teacher.

At least 60% (192) K-3 students are expected to show academic growth.

AmeriCorps members will recruit 125 volunteers who will provide tutoring to 320 student reading below grade level.

125 Volunteers will collectively serve 625 hours to students reading below grade level.

Member Experience:

To ensure compliance with CNCS Tutoring Standards, all AmeriCorps members, must complete iReady and /Common Core trainings and other school district tutoring and reading trainings. AmeriCorps members must demonstrate that they have adequate skills in reading and writing through the interview process and complete all skill development trainings. AmeriCorps members must have some background in serving children, and they must have at least a high school diploma. Many AmeriCorps members have some college experience as well as community service experience. Monthly meetings and team building events are held to support and recognize AmeriCorps members for their service. The district recognizes volunteers twice annually and each school holds its own Volunteer Appreciation Week. The AmeriCorps members are included in these recognition events. During holiday breaks, the staff also supports AmeriCorps members in organizing their own teambuilding activities. Some teambuilding events have been led by skilled professionals like counselors or a local college professors. AmeriCorps members do presentations during community events, school board meetings, other civic activities, telling their AmeriCorps stories and how services how changed their lives. Also, during these events members talk about the benefits of being a member and how rewarding it is to give back to the community that you live by volunteering and making a difference. February of this year AmeriCorps Gadsden Reads members were recognized by the Gadsden County Commissioners and presented a Plaque for the services the program provided in the community.

Weekly team meetings can also include thoughtful reflections. AmeriCorps members can read their journals aloud, share the success of a particular student, or just listen. The meetings are often the focus of rich dialogue about the community. Some meetings have special themes like Team Member of the Month and Citizenship Day. AmeriCorps members also receive leadership and college success training. All teambuilding activities are intended to build life-time volunteerism and help each member achieve personal goals in life. Members say that teambuilding is one of the most inspiring parts of their service.

The AmeriCorps Gadsden Reads staff work together to identify and recruit the most qualified AmeriCorps members. To help ensure a diverse corps, we advertise AmeriCorps openings are advertised in a variety of venues: newspaper ads, Workforce Development Center, the CNCS National Recruiting System, radio ads, and recruitment announcements in many local community stores. The most powerful vehicle for recruitment in this small rural area is still word of mouth. Most of our AmeriCorps members find out about us by hearing about the experiences of other AmeriCorps members in the community. The program staff also hosts recruitment parties in which potential

AmeriCorps members attend and network with staff and former AmeriCorps members. During these events, AmeriCorps alumni share their service experiences and the program director provides an overview of AmeriCorps Gadsden Reads accomplishments and expectations.

Member applications are scored on clarity, experience with children, educational levels, and previous work history. All candidates are required to have some history of volunteerism. Applicants must also submit a one-page essay explaining why they want to serve in this program. The essays are reviewed on the basis of grammar, sentence structure, and content; the writer is expected to demonstrate a sincere willingness to serve and a sense of responsibility to the community. A follow-up interview process involves the whole staff and includes a face-to-face interview. The final step of the process is reference and background checks.

The AmeriCorps Gadsden Reads Member Training Plan has two major components: Pre-service training and Life after AmeriCorps training. AmeriCorps pre-service training includes school district and reading specialists training on tutoring and the Common Reading Intervention Resources. During the first month, AmeriCorps members participate in an initial orientation that includes an overview of the history of AmeriCorps; a review of member contracts (including grievance procedures and prohibited activities); and a review of the guidelines for program attendance, expectations of schools, and teambuilding exercises. Throughout the year, AmeriCorps members are provided trainings on tutoring, teambuilding, diversity, citizenship, CPR, disability, HIV, inclusion, and emergency management. Life after AmeriCorps for Gadsden includes leadership training, college readiness courses, and goal setting.

Members can utilize the trainings they received while serving in AmeriCorps to help build their employability skills and become future employers with values, work experience, and effective highly qualified individuals that the work force is seeking.

The AmeriCorps Member Training Timeline is as follows: August: AmeriCorps Member Orientation (conducted by AmeriCorps Program Staff): Overview of AmeriCorps and National Service History AmeriCorps Program Expectation and Rules & Prohibited Activities AmeriCorps Member Contract -- Overview of each section that Includes the grievance procedures A look at National Service -- Everyday Heroes Movie and discussion. Teambuilding Activity -- Getting to Know Each other. August-September-: Journey Reading Strategies and iReady/Common Core (conducted by Reading

Specialists.

October: CPR/First Aid and Citizenship December: HIV Awareness January & March: Citizenship, Leadership College Success, Disability Awareness and Sensitivity.

April & May: Resume Writing, Computer Training, Career Planning. Each member is provided the support, encouragement, and guidance they need for a successful year of service. On a daily basis,

AmeriCorps members are supervised and guided by a principal, and classroom teachers at their assigned school site. The Gadsden Reads program staff work closely with their sites to ensure a productive service environment for all AmeriCorps members.

Commitment to AmeriCorps Identification:

Gadsden County School Board is always looking for highly trained and effective teachers and other school related employees. The Gadsden County School District has hired over 20 previous AmeriCorps members as teachers or other school related employees. A few years ago the Rookie Teacher of the Year was an AmeriCorps Alumni.

AmeriCorps Gadsden Reads Members contribute freely to the community. For example, they engage in 9/11, Veterans Day, AmeriCorps Week, Farm Share and MLK Day. Throughout the year, AmeriCorps members engage in various events: Ability 1st Ramps, Volunteer Florida 20th Anniversary Volunteer Appreciation, Parent EXPO night, picnics, and other community morale building activities to promote literacy and school involvement. AmeriCorps members love to turn out in their distinctive AmeriCorps t-shirts and take part in service projects. All Gadsden members are required to wear the AmeriCorps gear when serving in schools or community events.

Adherence to AmeriCorps Provision on Prohibited Activities: School staff and AmeriCorps members are trained each year on the specific role expected of each member, the purpose of the program, and a clear description of all prohibited activities. AmeriCorps members are trained during their first week of orientation, and school staff is trained each year as a part of completing the partnership agreement process. The program director also conducts regular visits to each site. The demand for AmeriCorps members is great and the need is everywhere. Therefore, school staff is careful to follow all of the guidelines set forth by the program. They are aggressive in ensuring that

the program stays at their school. AmeriCorps members are required to wear AmeriCorps service gear every day and carry their AmeriCorps Member Handbook that contains all program rules and guidelines with them.

Most AmeriCorps Gadsden Reads members come from the same community they serve. Many of them are already college students and have a passion to become educators or work with children in other career areas. Children in Gadsden County are especially responsive to the AmeriCorps members because they are considered role models. AmeriCorps members often familiar with families and friends of the children they tutor, so they can bring this knowledge of traditions and values into the learning environment. The compassion that develop between the AmeriCorps members and the children bind everyone involved into a close knit community of learning. One member told the program director &I love tutoring students, helping teachers with interventions and creating different strategies to better help students with fluency, AmeriCorps has become a of part of my life and stamped its brand on my heart&.

#### **Organizational Capability**

Gadsden County School District mission is ¿Building a Brighter Future as we prepare Students for Success in Life¿. The district consists of 8 elementary, 2 middle, 2 high schools and 1 alternative school. The School Board has a fiscal management office that successfully manages state, federal, and local revenue of \$64 million each year and is audited annually by the state.

The Gadsden County School District has a sound track record in managing federal dollars and programs. Gadsden Reads is directed by Ms. Bea Hopkins who was born and raised in Gadsden County. She has a Bachelor's Degree in elementary education and has served as the Program Director consecutively for 15 years. She was previously the program coordinator for 3 years before taking over the program as director. She has been serving AmeriCorps Gadsden Reads since 1997. The Program Director provides each school with a site contract that includes the AmeriCorps rules and regulations and the prohibited activities the contract requires a signature and date. The classroom teachers and principals contribute 5% of their time supervising AmeriCorps members. Gadsden School District value the services the program gives to schools and community for this cause, it has made the AmeriCorps Grant preference when it comes to funding.

In addition, the School District's Superintendent of Finance serves as supervisor of the AmeriCorps Program Director and also provides the fiscal oversight for the grant. The district for the past 18 years has set aside General Funds for the program. Last years, CNCS provided 48% funding for the grant while the Gadsden School District provided 52% funding. Gadsden

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County School Board is matching at 51% this year. The School Board approves the annual grant application and provides general oversight of the county's strategic plan. As stated earlier, the AmeriCorps program is an integral part of the school board's strategic plan to increase student academic performance and engage the community in long-term support of local schools.

The Program Director oversees the day to day operation of the program and managed all financial aspects of the program. The District provides the Program Director with a Finance Book that includes Cost Dimensions, Purchase Orders, credit Card, contracted Service, Travel, Payroll, Inventory, Inkind, and Miscellaneous. In addition, the program had a site visit from Volunteer Florida Finance Department in March there was no major findings, but some recommendations that would benefit the program. Also, the State Auditors visit the district at least 2 times a year AmeriCorps Gadsden Reads is including. The program has performed satisfactory and has a record of compliance and responsiveness.

Organizational Background and staffing:

AmeriCorps Gadsden Reads has been tutoring children in Gadsden County School for a total of 18 years. It originally began in only one school and now has expanded its services to a total of 7 schools in the county. Its mission is to increase reading gains in selected students in Gadsden County while developing a team of volunteers who can sustain the activities once AmeriCorps Gadsden Reads funding has ended. Since its inception AmeriCorps Gadsden Reads has consistently met its performance goals for every year that it has served Gadsden County. Furthermore, it has demonstrated compliance with all conditions and terms required by CNCS and Volunteer Florida. AmeriCorps Gadsden Reads represents only a small percentage of the overall Gadsden County School budget of \$64 million. All funding decisions for Gadsden County Schools are made by the Gadsden County School Board and supervised by the county Superintendent. The School Board of Gadsden County has provided all or most of the cash match funding every year and provides oversight of the program. Ms. Bea Hopkins, the AmeriCorps Gadsden program director, is the primary contact person and Ms. Kimberly Ferree, the District Assistant Superintendent of Finance, is the secondary contact person.

Securing cash match dollars: The Gadsden County School Board has always successfully provided the match (both in-kind and non-federal) for the program. The last three years, the Gadsden County School board has provided more than \$ 995,000 cash and in-kind match.

In-Kind Match and Community Stakeholder Support: The AmeriCorps Gadsden Reads program has a list of community partners that provide support to the program. There are no major corporations in

Gadsden County, but there are a few businesses that work with our organization. These partnerships have remained consistent in the amount of their in-kind donations. AmeriCorps Gadsden Reads will work to increase in-kind contributions over the next three years of the program.

The following is a list of community partners of AmeriCorps Gadsden Reads and their contributions: 21st Century after School Program: For the past seven years, 21st CC has provided supervision and support to AmeriCorps members who serve in their after school program.

Florida Department of Education: For the past nine years, DOE has provided books for the Community Basket of Books program.

Allen Sports: For the past 13 year, Allen Sports has provided discounted AmeriCorps Gadsden Reads service gears.

Workforce Plus: For the past 8 years, Workforce has provided AmeriCorps members with Employability Skills and Banking and member recruitment assistance

#### Sustainability Plan:

The potential for sustainability is evident in the school board institutionalization of tutoring services. Because AmeriCorps Gadsden proved the effectiveness of trained community volunteers and helped to bring about the improvement of Chattahoochee and Havana Middle schools. Last year both schools improved their grades from ¿C¿ to ¿A¿, AmeriCorps members served at both schools. AmeriCorps Gadsden Reads current action plan for sustainability involves nurturing existing partnerships and continuing to work jointly with the Districtes Volunteer Coordinator to recruit and manage community volunteers. Our goal at the end of three years is to have 375 community volunteers who will serve 1950 hours as a mentors and reading tutors to selected students for an entire year. AmeriCorps Gadsden Reads has a sustainability team comprised of the District Volunteer Coordinator, Faith-based partners, and volunteers from various organizations such as: MAD (Making A Difference), VFW (Veteran of Foreign Wars). One of our primary responsibilities is to ensure that AmeriCorps members deliver quality service in a properly structured school environment that meets state and federal policies governing AmeriCorps. Once the schools are selected, the AmeriCorps program director meets with school staff to ensure they understand and agree to adhere to AmeriCorps Provisions, including member prohibited activities, through a signed partnership agreement. The Gadsden Reads program director surprise visits to school sites at least monthly to determine that schools are complying with AmeriCorps agreements. School sites are made aware through meetings and signed agreements that violation of AmeriCorps provisions will result in

AmeriCorps members being placed at other schools and tutoring services for their students discontinued.

AmeriCorps Gadsden Reads relies on the expertise of teachers and school reading specialists to help implement and improve an individualized tutoring strategy. The AmeriCorps Program Director also works closely with and seeks advice regularly from two other programs, AmeriCorps Polk Reads and AmeriCorps Tallahassee. Volunteer Florida, the state's service commission, supports programs through a program consultant who provides regular monitoring and technical assistance to the program in all areas. The AmeriCorps Program Director also attends all Program Director Trainings hosted by Volunteer Florida.

The program expects to have 100% enrollment and retention rate each year for members. Last year, AmeriCorps Gadsden had 100% recruitment and 84.6% retention. For the past three years, AmeriCorps Gadsden Reads has had at least 84% of its AmeriCorps members exit with a full or partial educational award. The key impediments to retention occur when AmeriCorps members relocate or take employment prior to completing their year-long service commitment, so we strive to recruit only those AmeriCorps members who demonstrate through the application process that they are committed to the full year. The program has developed a plan that requires all potential members to volunteer 10 hours before becoming an AmeriCorps member. Potential members? hours are tracked by the AmeriCorps Program Director. This year, we have filled all slots and retained at least 89% or more of the members. AmeriCorps Gadsden Reads has consistently demonstrated positive feedback from members when they complete their exit survey at the end of their term in exit surveys to strengthen the program for the following year.

Results of Performance Measures for current grantees'.

AmeriCorps Gadsden Reads met or exceeded each performance measure for the last 3 years. Members and volunteers provided individualized or small group tutoring to more than 840 students reading below grade level in grades K-3. The students were tutored 30 minutes a day 4 times a week for 8 months. Each year 60% or more of the 840 showed academic growth in reading. The program recruited more than 375 volunteers who contributed over 1875 hours to students who were reading below grade level in grades K-3, in 7 elementary schools in the district. The program had some challenges with recruitment of volunteers, but the district has developed a partnership with faith-based organizations that assist with recruitment and other services needed in schools. The program has not encountered any out of compliance, but a few other issues that Volunteer Florida made some

recommendations and the Gadsden County School Board immediately corrected the issues and the problem was solved.

#### Cost Effectiveness and Budget Adequacy

Cost Effectiveness and Budget Adequacy:

Despite the financial difficulties of the Gadsden County School District this year, AmeriCorps Gadsden Reads will still be able to provide service for a full school year (including after-school) of for less than \$1,000 per child. AmeriCorps Gadsden Reads is requesting from CNCS a total of \$315,511 and Gadsden County School Board will provide \$329,266. This budget is adequate to successfully operate the program. The Gadsden County School Board cash match for this grant has increased more than 10,000. The Gadsden County School District provides trainings for staff and members. In addition to the trainings, the district provides the program with Background Checks, reading resources, telephone and internet services, office space, and classroom spaces. With this funding much can be accomplished. The Superintendent of Finance meets often with the Program Director to discuss ways that the district can find monies or resources to support the AmeriCorps Program. Our major impact is that students are continuing to improve their abilities in Reading. Due to the economic hardship currently faced by the Gadsden School District, AmeriCorps Gadsden Reads will be one of few programs supported by school district funds that can help supplement a student's classroom learning. The AmeriCorps program director works collaboratively with all the federal programs to ensure that service opportunities are maximized. The director meets quarterly with other federal directors, nonpublic schools and parents to share opportunities, inform participants, and plan for future services.

#### **Evaluation Summary or Plan**

**Evaluation Plan:** 

AmeriCorps Gadsden Reads will continue to participate in the statewide evaluation program. \$1000 will be allocated in the budget for this effort. As part of this evaluation, online surveys will be filled out twice per year and AmeriCorps Gadsden Reads will assure participation by its community partners.

Amendment Justification

NA

**Clarification Summary** 

NA

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## **Continuation Changes**

NA

Grant Characteristics
AmeriCorps Member Population - Communities of Color
x AmeriCorps Member Population - Low-income Individuals
AmeriCorps Member Population - Native Americans
AmeriCorps Member Population - New Americans
AmeriCorps Member Population - Older Americans
AmeriCorps Member Population - People with Disabilities
AmeriCorps Member Population - Rural Residents
AmeriCorps Member Population - Veterans, Active Military, or their Families
AmeriCorps Member Population - economically disadvantaged young adults/opportunity youth
AmeriCorps Member Population - None of the above
Geographic Focus - Rural
Geographic Focus - Urban
Encore Program
Community Based Organizations
Geographic Focus - Rural and Urban
Faith Based Organizations
21st CSC
Professional Corps
Governor/Mayor Initiative
SIG/Priority School
Other Initiative

# Performance Measures

MSYs by Focus Area



Table1: MSYs by Focus Areas

Focus Area	% MSYs
Education	100%

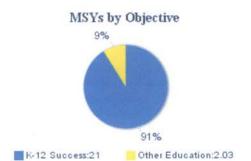


Table2: MSYs by Objectives

Objectives	%MSYs
K-12 Success	91%
Other Education	9%

# % of MSY NPM VS Applicant VS Not in ANY

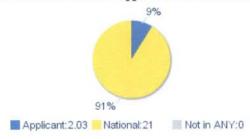


Table3: %MSYs by NPM vs.Applicant vs. Not in ANY

	NPM	Applicant	Not in ANY
% MSYs	91%	9%	0%

Table4: No of MSY and Members by Objective

Objectives	No of MSYs	No of Members
K-12 Success	21.00	23
Other Education	2.03	23
Total	23.03	46

Primary Focus Area:

Education

**Primary Intervention:** 

Tutoring-One on One

Secondary Focus Area:

Education

Secondary Intervention:

Other

Performance Measure: **Tutoring students** 

No of No of 21.00 23 **Focus** K-12 Success Objective: Education Members: MSY's: Area:

#### **Problem Statement:**

Gadsden County Schools are a D district based on performance of students on average. 60% of students do not make adequate yearly progress.

#### Selected Interventions:

Tutoring-One on One Tutoring-Small Group

#### Describe Interventions:

AmeriCorps members and volunteer will provide individualized tutoring to students who have been identified as reading below grade level 30 minutes a day 4 times a week. The students will remain in the program the school year for at least 123 sessions.

Improvement will be measured by iReady Diagnostic AssessmentT. 60% of students are expected to read on or above grade level.

#### ED2 Output:

(PRIORITY) ED2: Number of students completing a CNCS-supported education program

Students Target:

Attendance Log Measured By:

The attendance logs will track student participation at tutoring sessions. Described Instrument:

Completion will be defined as a minimum of 8 months of tutoring. Members will record all sessions completed with students served. Monthly attendance will be entered into a spreadsheet to monitor student tutoring activities and ensure that

students meet the 8th month goal.

## ED1 Output:

Target:

ED1: Number of students who start in a CNCS-supported education program.

Students

Activity Log Measured By:

300

180

The program utilize a student roster to track the students who start the program. **Described Instrument:** 

Schools identify the students who will be served by AmeriCorps Members. These students will be entered into the roster once selected to receive

interventions.

ED5 Outcome:

Target:

(PRIORITY) ED5: Number of students with improved academic performance in literacy and/or math

Standardized Pre₩Post Test Measured By:

Students

iReady diagnostic Assessment will track student improvement in literacy in **Described Instrument:** 

grades K-3. The reports will be completed three times a year (pre/mid/post).

Performance Measure: Volunteer Recruitment

Focus Education Objective: Other Education No of 2.03 No of 23 MSY's: Members:

### **Problem Statement:**

Identified students are struggling to make adequate yearly progress in reading. Additional support beyond the classroom teacher is needed to ensure gains in literacy.

#### Selected Interventions:

Provide individualized or small group tutoring

#### **Describe Interventions:**

125 volunteers will be recruited to complete 625 hours working in collaboration with members tutoring identified students. Volunteers will work alongside members to tutor identified students an average of 4 days per week, 30 minutes each day for 8 months.

#### OUTPT25561 Output:

125 volunteers will be recruited, District Volunteer Database will use to captures volunteers.

Target: 125 Volunteers

Measured By: Other

Described Instrument: The school districts volunteer database will be utilized to capture number of

volunteers and number of hours served.

#### OUTCM25562 Outcome:

625

Target:

625 hours will be completed by 125 volunteers, district database will be used to capture hours.

Measured By: Other

Described Instrument: Volunteer Roster

Hours

# **Program Information**

#### **General Information**

\*My organization has previously received an AmeriCorps State and National Grant. Organizations that have been a host site for AmeriCorps members but never had a direct grant relationship with either a State Commission or CNCS should answer "No."

No

\*Opt in to the National Service Registry. Applicants wishing to make information from their application available to potential private sector funders can opt in during the application process by selecting "Yes."

Yes

# 2015 AmeriCorps Funding Priorities

\*Check any priority area(s) that apply to the proposed program. In order to receive priority consideration, applicants must demonstrate that the priority area is a significant part of the program focus, high quality program design, and outcomes.

Education

#### **Populations Served**

\*Check the appropriate box(es) to identify the populations the proposed program will serve. If you do not plan to serve any of the listed populations, select "None of the above."

Disadvantaged youth (K-12)

# **Grant Characteristics**

\*Check any grant characteristic(s) that apply to the proposed program.

None of the above grant characteristics

# **Demographics**

Local, State, and Federal Government Match	328319
Private Match	0
Total Match Dollars	328319
Other Revenue	0
Number of episodic volunteers generated by AmeriCorps members	125
Number of ongoing volunteers generated by AmeriCorps members	50
AmeriCorps members will wear AmeriCorps logo every day.	26
AmeriCorps members will create and deliver elevator speeches	26
The AmeriCorps logo will be proudly displayed on the front page of the organization's website.	
Percentage of MSY who are opportunity youth	0
Number reported in O15 who are opportunity youth	0
Number reported in O17 who are opportunity youth	0

# **Required Documents**

# **Document Name**

Evaluation

Labor Union Concurrence

# <u>Status</u>

Already on File at CNCS

Not Applicable

# Logic Model

Problem	Inputs	Activities	Outputs	Short-Term Outcomes	Mid-Term Outcomes	Long-Term Outcomes
The community problem that the program activities (interventions) are designed to address.	Resources that are necessary to deliver the program activities (interventions), including the number of locations/sites and number/type of AmeriCorps members.	The core activities that define the intervention or program model that members will implement or deliver, including duration, dosage and target population.	Direct products from program activities.	Changes in knowledge, skills, attitudes and opinions. These outcomes, if applicable to the program design, will almost always be measurable during the grant year.	Changes in behavior or action. Depending on program design, these outcomes may or may not be measurable during the grant year.	Changes in condition or status in life. Depending on program design, these outcomes may or may not be measurable during the grant year. Some programs, such as environmental or capacity-building programs, may measure changes in condition over a period as short as one year.
Gadsden County schools is a 'D' district. Only 40% of students pass the annual FCAT Test.	21 Full-time, 3 Half-time, and 2 Quarter-time AmeriCorps members and volunteers will provide tutoring to students at 7 schools in the Gadsden County School District.	AmeriCorps members and volunteers will use the Common Core Reading Invention Kit 30 minutes, 4 days a week for 8 months tutoring students who have been with identified by the district reading below grade level.	ED1: 300 students will receive literacy tutoring services. ED5: 280 students will complete the program.	The Reading Attitude Survey will completed mid year by students to see if students find reading to be enjoyable and are reading at least 30 minutes a day.	ED5: 180 student who completed the program will improve their performance in reading.	iReady Diagnostic Assessment will track students improvement in literacy in gradesK-3. The reports will be completed 3 times a year.

# **ASSURANCES AND CERTIFICATIONS**

**ASSURANCE SIGNATURE:** 

NOTE: Sign this form and include in the application.

SIGNATURE: Bea Hopkins

By signing this assurances page, you certify that you agree to perform all actions and support all intentions in the Assurances section.

**Organization Name:** 

THE SCHOOL BOARD OF GADSDEN COUNTY

**Program Name:** 

AMERICORPS GADSDEN READS

Name and Title of Authorized Representative: REGINALD C JAMES, SUPERINTENDENT

Signature:

Date: JUNE 24 2015

CERTIFICATION SIGNATURE: NOTE: Sign this form and include in the application.

SIGNATURE: Bea Hopkins

By signing this certification page, you certify that you agree to perform all actions and support all intentions in the Certification sections of this application. The three Certifications are:

Certification: Debarment, Suspension and Other Responsibility Matters

Certification: Drug-Free Workplace Certification: Lobbying Activities

**Organization Name:** 

THE SCHOOL BOARD OF GADSDEN COUNTY

**Program Name:** 

AMERICORPS GADSDEN READS

Name and Title of Authorized Representative: REGINALD C JAMES, SUPERINTENDENT

Signature:

Date: JUNE

INF. 24/ 201

#### CERTIFICATIONS

#### Certification - Debarment, Suspension, and Other Responsibility Matters

This certification is required by the government-wide regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 180, Section 180.335, What information must I provide before entering into a covered transaction with a Federal agency?

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor its principals:

- · Is presently excluded or disqualified;
- Has been convicted within the preceding three years of any of the offenses listed in § 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;
- Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission or any of the offenses listed in § 180.800(a); or
- Has had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

#### Certification - Drug Free Workplace

This certification is required by the Corporation's regulations implementing sections 5150-5160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690), 45 CFR Part 2545, Subpart B. The regulations require certification by grantees, prior to award, that they will make a good faith effort, on a continuing basis, to maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification may be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 45 CFR Part 2542, Subparts G and H).

As the duly authorized representative of the grantee, I certify, to the best of my knowledge and belief, that the grantee will provide a drug-free workplace by:

- A. Publishing a drug-free workplace statement that:
  - Notifies employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace;
  - b. Specifies the actions that the grantee will take against employees for violating that prohibition; and
  - c. Informs employees that, as a condition of employment under any award, each employee will abide by the terms of the statement and notify the grantee in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace within five days of the conviction;
- Requiring that a copy of the statement described in paragraph (A) be given to each employee who will be engaged in the performance of any Federal award;
- C. Establishing a drug-free awareness program to inform employees about:
  - The dangers of drug abuse in the workplace;
  - The grantee's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - The penalties that the grantee may impose upon them for drug abuse violations occurring in the workplace;
- D. Providing us, as well as any other Federal agency on whose award the convicted employee was working, with written notification within 10 calendar days of learning that an employee has been convicted of a drug violation in the workplace;
- E. Taking one of the following actions within 30 calendar days of learning that an employee has been convicted of a drug violation in the workplace:
  - Taking appropriate personnel action against the employee, up to and including termination; or
  - Requiring that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program
    approved for these purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- F. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A) through (E).

Certification - Lobbying Activities

As required by Section 1352, Title 31 of the U.S. Code, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

- No federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for
  influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of
  Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of
  any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement;
- If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or
  attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of
  Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or
  cooperative agreement, the applicant will submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in
  accordance with its instructions;
- The applicant will require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients will certify and disclose accordingly.

#### Erroneous certification or assurance

The assurances and certifications are material representations of fact upon which we rely in determining whether to enter into this transaction. If we later determine that you knowingly submitted an erroneous certification or assurance, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

#### Notice of error in certification or assurance

You must provide immediate written notice to us if at any time you learn that a certification or assurance was erroneous when submitted or has become erroneous because of changed circumstances.

#### Definitions

The terms "debarment", "suspension", "excluded", "disqualified", "ineligible", "participant", "person", "principal", "proposal", and "voluntarily excluded" as used in this document have the meanings set out in 2 CFR Part 180, subpart I, "Definitions." A transaction shall be considered a "covered transaction" if it meets the definition in 2 CFR part 180 subpart B, "Covered Transactions."

Assurance requirement for subgrant agreements

You agree by submitting this proposal that if we approve your application you shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by us.

Assurance inclusion in subgrant agreements

You agree by submitting this proposal that you will obtain an assurance from prospective participants in all lower tier covered transactions and in all solicitations for lower tier covered transactions that the participants are not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction.

Assurance of subgrant principals

You may rely upon an assurance of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless you know that the assurance is erroneous. You may decide the method and frequency by which you determine the eligibility of your principals. You may, but are not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

Non-assurance in subgrant agreements

If you knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, we may terminate this transaction for cause or default.

Prudent person standard

Nothing contained in the aforementioned may be construed to require establishment of a system of records in order to render in good faith the assurances and certifications required. Your knowledge and information is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

Certification - Grant Review Process (State Commissions Only)

I certify that in conducting our review process, we have ensured compliance with the National and Community Service Act of 1990, the Corporation's peer review requirements, and all state laws and conflict of interest rules.

#### **ASSURANCES**

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant:

- Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
- Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any
  authorized representative, access to and the right to examine all records, books, papers, or documents related to the award;
  and will establish a proper accounting system in accordance with generally accepted accounting standards or agency
  directives.
- Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the
  appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686). which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
- Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities
  of employees whose principal employment activities are funded in whole or in part with Federal funds.
- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-77), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction sub-agreements.
- Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection
  Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to
  purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or
  potential components of the national wild and scenic rivers system.

Rubnita

# **SUMMARY SHEET**

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA	1	
AGENDA ITEM NO. 7n		
DATE OF SCHOOL BOARD MEETING: July 28, 2015		
TITLE OF AGENDA ITEM: Gadsden County School Board Head Start 2015-		
2016 Refunding Application and Program Improvement Plan		
DIVISION: Head Start		
X This is a CONTINUATION of a current project, grant, etc.		
PURPOSE AND SUMMARY OF ITEM:		
Gadsden County School Board's Head Start Program 2015-2016 Refunding Application	1	
and Program Improvement Plan.		
	2015	
FUND SOURCE: Head Start	II JUL	S
<b>AMOUNT:</b> \$2,585,789	9	
PREPARED BY: Carolyn Harden	PM 4	NUMBER
POSITION: Head Start/Prekindergarten Program Director	h: 07	
INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER		
1 Number of ORIGINAL SIGNATURES NEEDED by preparer.		
SUPERINTENDENT'S SIGNATURE: page(s) numbered		
This form is to be duplicated on light blue paper.		
REVIEWED BY:Carolyn Harden, Director/Cathy Austin, Administrative		
Assistant		

# GADSDEN COUNTY SCHOOL BOARD HEAD START/PREKINDERGARTEN PROGRAM

# **Head Start Refunding Application and Program Improvement Plan**

# **School Board Approval**

# 2015-2016

The Gadsden County School Board met and	approved the 2015-2016 Head Start Refunding Application
and Program Improvement Plan on the	
Audrey Lewis, Board Chairperson	Date

# Gadsden County School District (04CH4687) Head Start Program 2015-2016 Employee Compensation Cap Assurance Statement

"We have reviewed the requirement of the new Head Start Act, Section 653, that limits the compensation of Head Start staff. We certify that Head Start funds will not be used to pay any part of the compensation of any individual employed by a Head Start agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule (currently \$181,500). Furthermore, our agency does not employ any individuals whose pay exceeds the aforementioned salary cap."

SIGNATURE:	
TITLE:	Board Chairperson
DATE:	

# GADSDEN COUNTY SCHOOL BOARD HEAD START/PREKINDERGARTEN PROGRAM

# **Head Start Refunding Application and Program Improvement Plan**

# **Policy Council Approval**

# 2015-2016

The Gadsden County Schools Head Start/Pre-k Pol	licy Council met and approved the 2015-2016 Head
Start Refunding Application and Program Improve	ment Plan on theday of July, 2015.
Latoria Riggins, Policy Council Chairperson	Date

# U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES COMPENDIUM OF REQUIRED CERTIFICATIONS AND ASSURANCES

# SF 424B ASSURANCES - NON-CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

- 1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
- 2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- 3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- 4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- 5. Will comply with the intergovernmental Personnel Act of 1970 (42 U.S.C. 4278-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM=s Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- 6. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the bases of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to non-discrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to non-discrimination on the bases of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of the alcohol and drug abuse patient records; (h) Title VII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (I) any other non-discrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other non-discrimination statute(s) which may apply to the application.
- 7. Will comply, or has already complies, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

- 8. Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- 9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction subagreements.
- 10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- 11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205)
- 12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- 13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
- 14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- 15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- 16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead based paint in the construction or rehabilitation of residence structures.
- 17. Will cause to be performed the required financial and compliance audits in accordance with the single Audit Act of 1984.
- 18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

# DRUG-FREE WORKPLACE REQUIREMENTS GRANTEES OTHER THAN INDIVIDUALS

By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.

This certification is required by regulations implementing the Drug-Free Workplace Act of 1988, 45 CFR, Part 76, Subpart F. The regulations published in the January 31, 1989 Federal Register, require certification by grantees that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when HHS determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment.

Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

Workplace identifications must include the actual address of buildings (or parts of building) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g. all vehicles of a mass transit authority of State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).

If the workplace identified to HHS changes during the performance of the grant, the grantee shall inform the agency of the change(s), it previously identified the workplaces in question (see above).

Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 USC 812) and as further defined by regulations (21 CFR, 1308.11 through 1308.15). "Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal of State criminal drug statutes; "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing use, or possession of any controlled substance; "Employee" means the employee of a grantee directly engaged in the performance of work under a grant including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact of involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

The grantee certifies that it will provide a drug-free workplace by:

- Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- b) Establishing a drug-free awareness program to inform employees about:
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, employee assistance programs; and

- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- d) Notifying the employee in the statement required by paragraph (a) that as a condition of employment under the grant, the employee will:
  - (1) Abide by the terms of the statement; and
  - (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- e) Notifying the agency in writing within ten days after receiving notice under subparagraph (d)(2), from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- f) Taking one of the following actions within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
  - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
- g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a) through (f).

# CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal program either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable Federal funds in medicare of medicaid; or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing this certification, the offeror/contractor (for acquisitions) or applicant/grantee (for grants) certifies that the submitting organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The submitting organization agrees that it will require that the language of this certification be included in any subawards which subrecipients shall certify accordingly.

# CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTIONS

By signing and submitting this proposal, the applicant, defined as the primary participant in accordance with 45 CFR Part 76 certifies to the best of his or her knowledge and believe that it and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transaction by any Federal Department or agency;
- (b) have not within a 3-year period preceding this proposal been convicted or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction: violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;
- (c) are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
- (d) have not within a 3-year period preceding this application/proposal had one or more public transaction (Federal, State or local) terminated for cause or default.

The inability of a person to provide the certification required above will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The Department of Health and Human Services' (HHS) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

The prospective primary participant agrees that by submitting this proposal, it will include the clause entitled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided below without modification in all lower tier covered transactions.

# CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS (TO BE SUPPLIED TO LOWER TIER PARTICIPANTS)

By signing and submitting this lower tier proposal, the prospective lower tier participant, as defined in 45 CFR, Part 76, certifies to the best of its knowledge and belief that it and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (b) where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal.

The prospective lower tier participant further agrees by submitting this proposal that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

# CERTIFICATION REGARDING LOBBYING FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

The undersigned certifies to the best of his or her knowledge and belief, that:

- (1) No Federal appropriate funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee or an agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty or not less than \$10,000 and not more than \$100,000 for each such failure.

by agree to the above certifications and assurances.	
Signature of Certifying Official	Date
School Board Chairman	



Pam Stewart

Commissioner of Education

State Board of Education

Gary Chartrand, Chair
John R. Padget, Vice Chair
Members
John A. Colón
Marva Johnson
Rebecca Fishman Lipsey
Michael Olenick
Andy Tuck

February 20, 2015

Ms. Kimberly S. Ferree Gadsden County School District 35 Martin Luther King Blvd. Quincy, Florida 32351

Your indirect cost proposal for fiscal year 2015-2016 has been reviewed and the restricted rate of 4.18% and unrestricted rate of 21.63% is approved with an effective date of July 1, 2015 through June 30, 2016.

If you have any questions please call Don Crumbliss at (850) 245-9214.

Sincerely,

Matt Kirkland

Matt Kirkland Chief Comptroller, Bureau of the Comptroller

# DISTRICT SCHOOL BOARD OF GADSDEN COUNTY CERTIFICATION AND REQUEST FOR AUTHORIZED INDIRECT COST RATE PLAN A

I certify that the information contained herein has been prepared in accordance with the instructions issued by the State of Florida Department of Education, conforms with the criteria in 2 CFR 200, and is correct to the best of my knowledge and belief. No costs other than those incurred by this agency have been included in the indirect cost rate application. The same costs that have been treated as indirect costs have not been and will not be claimed as direct costs, and similar types of costs have been accorded consistent treatment. All expenditures detailed on the application form have been made, and records supporting them have been maintained and are available for audit.

We hereby apply for the following indirect cost rate:

Federal Programs - Restricted with Carry Forward 4.18	Federal Programs - Unrestricted with Carry Forward 21
certify that all data on this form are referenced to the District in, ESE 145, and other pertinent financial records, for Fiscal Year ing and Reporting for Florida Schools, and that all General Fund	Superintendent's Annual Financial Report to the Florida Commiss or 2013-2014, in conformance with the manual, Financial and Programmed Revenue Funds expenditures have been used.
Signature of District Superintendent	Hintierly S. Gerree Signature of Finance Officer
Date Signed	2/16/15 Daté Signed
posal has been accepted and the following rate approved:	
Federal Programs - Restricted with Carry Forward 4.18	Federal Programs - Unrestricted with Carry Forward
tes become effective July 1, 2015, and remain in effect until Ju	une 30, 2016, and will apply to all eligible federally assisted program
m-VAT	2/23/15

# GADSDEN COUNTY HEAD START

# 2015-16 REFUNDING APPLICATION

# Section I. Program Design and Approach to Service Delivery

(Sub-Section A)
Long Range Goals, Objectives and Program Impacts

Gadsden County is a sparsely populated rural area. According to the Florida Legislature's Office of Economic and Demographic Research, Gadsden County's population consists of approximately 45,124 residents. It is located in the Big Bend region of northwest Florida, approximately 25 miles from Tallahassee, Florida, the state Capitol. Gadsden County is mostly agricultural in nature, and its population is centered around six communities, with the largest being the county seat of Quincy. The other communities include Greensboro, Chattahoochee, Gretna, Havana, and Midway. Many of Gadsden County's residents live in remote areas where services are either inaccessible or hard to reach, due to location and transportation barriers.

Gadsden County remains the only county in Florida where the majority of its residents are African American. The Hispanic population, however, is one of the fastest growing populations in Florida. During the 2010 census, the Hispanic population exceeded the percentage of African Americans in the state of Florida. The Hispanic population in Gadsden County is growing, due to a reliance on migrant workers to harvest crops in the area. For the past several years, the Greensboro community has had the largest population of Hispanics in the Gadsden County area, but many Hispanics have moved into the larger city of Ouincy.

Poverty is one of the most important correlates to poor (maternal and child) health and educational outcomes. Gadsden County's poverty rate is 27.5%, compared to 17% statewide. The calculated number of children birth to five living in households in the county at or below the Federal Poverty level was 31.1%. Other statistics gathered from the most recent Community Assessment indicate the following:

- 27.5% of Gadsden County residents live in poverty.
- Gadsden County has a population of 5,420 children between ages birth to five.
- Over 46% of the children ages birth to five are receiving Medicaid.
- In 2014, the unemployment rate in Gadsden County was 7.2%, exceeding both the state and national average.
- The High School graduation rate in Gadsden County for the 2013-14 school year was 56%.

The findings of the Community Assessment were used to aid in determining the program's philosophy, short-range, and long-range program objectives.

The following Mission Statement and Goals are descriptive of the philosophy and short-range and long-range objectives for the Gadsden County Head Start Program. Staff, parents, and Policy Council members cooperatively developed the statements.

## **Mission Statement**

The mission of the Gadsden County Head Start/Pre-k Program is to ensure that all children participating in the Gadsden County Head Start/Pre-k Program enter school emotionally, physically, socially, and intellectually ready to learn; fully recognizing the crucial role of the parents as the child's primary teacher.

### **Overall Goal**

As educators, our goal is to support and assist parents in their role as their child's primary teacher by providing a safe and supportive environment, with ongoing opportunities for active learning through which children may develop self-confidence, initiative, curiosity, and resourcefulness that will serve them well in school and later in life. This goal helps to improve school readiness and promote long term success (as outlined in the Head Start Roadmap to Excellence).

The goals of the Gadsden County Head Start/Pre-K Program are developed through a process of Self-Assessment and review of the Community Assessment. This process included parents, staff, Board Members, and Policy Council members. Objectives for achieving these goals are incorporated into the Program Plans.

# A. Program Goals, Approach, and Action Steps:

\*Additions/Revisions to Long Range Goals, Short Term Objectives, and Expected Outcomes:

(1) Child Development

Goal A: (ATTAINED)

By the end of the 2014-15 school term, 90% or more of the Head Start/Pre-K students will demonstrate at least one year's growth on all domains of the LAP-3 assessment. Schools will annually demonstrate progress towards meeting this goal.

Goal B: (ATTAINED)

By the beginning of the 2014-15 school year, 85% or more of the students assessed will demonstrate proficiency on all areas of the kindergarten readiness assessment. Schools will annually demonstrate progress towards meeting this goal.

# Action Steps for Goals A and B:

# Reading:

- Use of the Developmental Learning Measures (DLM) curriculum and the Imagine It curriculum aided at increasing children's oral language development, alphabet knowledge, print awareness and phonological awareness.
- Use a variety of assessments (LAP-3, Voluntary Prekindergarten (VPK) Assessment, Individual Student Assessment) to guide instruction and measure student progress.
- Use a wide range of reading materials (ex. ABCMouse.com, Reading EGGS), representing diverse cultures, genres, ability levels, and interests.
- Use re-telling of story events, prediction, and connection to real life to encourage comprehensive skills.
- Increase phonemic awareness activities and introduce kindergarten site words.

#### Mathematics:

- Ensure that the curriculum encourages touching, manipulating and examining objects
  children find around them and then moving them from the concrete experiences to
  representing knowledge symbolically using mathematical language.
- Modify instruction to accommodate individual student needs/learning styles.
- Provide training, support, and monitoring of teachers to ensure that all student data are analyzed and individualized instruction is provided.
- Integrate mathematics instruction and mathematical language of instruction into other areas
  of the curriculum.
- Implement materials from Go Math Curriculum.

#### Science:

- Provide training to teachers to ensure that the objectives and goals set forth in the science curriculum are met.
- Use an approach to science that gives children many opportunities for systematic observation and hands-on investigation of both the living and material world, and takes them from describing and explaining to making predictions based on observations.
- Choose science activities and topics that relate to student interest, experience, and culture.

- Integrate science instruction and science language of instruction into other areas of the curriculum.
- Provide materials and resources to encourage scientific exploration and observation.

# Writing:

- Provide activities that enhance both hand/eye coordination and small muscle control of the hand and fingers.
- Teach writing techniques, which include the proper way to hold a writing instrument and the
  designs and strokes that will eventually be used to form letters.
- Focus on the relationship between oral language and print.
- Encourage children's purposeful writing in all aspects of the curriculum-for example, language experiences, stories, journal writing/dictation, encouraging writing during dramatic play, etc.
- Analyze student writing to diagnose strengths and weaknesses and adjust instruction accordingly, using individualized instruction, small groups, etc.

# Results (Goals A, B):

\*Lap-3 Results reflect progress over time

# **Domains**

\*Percentages represent number of students on or above skill level

# Physical Development and Health:

Beginning of 2014-15 School Term: 68.49% Middle of 2014-15 School Term: 83.66% End of 2014-15 School Term: 90.80%

### Social and Emotional Development:

Beginning of 2014-15 School Term: 77.59% Middle of 2014-15 School Term: 89.46% End of 2014-15 School Term: 94.13%

## Approaches to Learning:

Beginning of 2014-15 School Term: 63.32% Middle of 2014-15 School Term: 79.34% End of 2014-15 School Term: 89.21%

# Logic and Reasoning:

Beginning of 2014-15 School Term: 51.78% Middle of 2014-15 School Term: 72.03% End of 2014-15 School Term: 84.42%

# Language Development:

Beginning of 2014-15 School Term: 48.11% Middle of 2014-15 School Term: 66.96% End of 2014-15 School Term: 80.42%

# Literacy Knowledge and Skills:

Beginning of 2014-15 School Term: 43.29% Middle of 2014-15 School Term: 63.28% End of 2014-15 School Term: 78.15%

# Mathematics Knowledge and Skills:

Beginning of 2014-15 School Term: 38.90% Middle of 2014-15 School Term: 61.26% End of 2014-15 School Term: 78.40%

# Science Knowledge and Skills:

Beginning of 2014-15 School Term: 43.17% Middle of 2014-15 School Term: 67.25% End of 2014-15 School Term: 81.83%

### Creative Arts Expression:

Beginning of 2014-15 School Term: 58.10% Middle of 2014-15 School Term: 78.26% End of 2014-15 School Term: 89.35%

# Social Studies Knowledge and Skills:

Beginning of 2014-15 School Term: 50.51%

Middle of 2014-15 School Term: 67.43% End of 2014-15 School Term: 80.57%

In order to incorporate the new assessment tool (Teaching Strategies GOLD), goals A and B are being replaced with the following goals:

#### Goal A:

By the end of the 2017-18 school term, 95% or more of the Head Start/Pre-K students will demonstrate at least one year's growth on all objectives of the Teaching Strategies GOLD Assessment. Schools will annually demonstrate progress towards meeting this goal.

### Goal B:

By the end of the 2017-18 school term, 90% or more of the students assessed will demonstrate proficiency on all areas of the Kindergarten Readiness Assessment. Schools will annually demonstrate progress towards meeting this goal.

Action Steps for Goals A and B:

#### Reading:

- Use the Developmental Learning Measures (DLM) curriculum aided at increasing children's oral language development, alphabet knowledge, print awareness and phonological awareness.
- Use a variety of assessments (Teaching Strategies GOLD, VPK Assessment, Individual Student Assessment) to guide instruction and measure student progress.
- Use a wide range of reading materials (ex. ABCMouse.com, Reading EGGS), representing diverse cultures, genres, ability levels, and interests.
- Use re-telling of story events, prediction, and connection to real life to encourage comprehensive skills.
- Increase phonemic awareness activities and introduce kindergarten site words.

#### Mathematics:

- Ensure that the curriculum encourages touching, manipulating and examining objects
  children find around them and then moving them from the concrete experiences to
  representing knowledge symbolically using mathematical language.
- Modify instruction to accommodate individual student needs/learning styles.
- Provide training, support, and monitoring of teachers to ensure that all student data are analyzed and individualized instruction is provided.
- Integrate mathematics instruction and mathematical language of instruction into other areas
  of the curriculum.
- · Implement materials from Go Math Curriculum.

### Science:

- Provide training to teachers to ensure that the objectives and goals set forth in the science curriculum are met.
- Use an approach to science that gives children many opportunities for systematic observation and hands-on investigation of both the living and material world, and takes them from describing and explaining to making predictions based on observations.
- Choose science activities and topics that relate to student interest, experience, and culture.
- Integrate science instruction and science language of instruction into other areas of the curriculum.
- Provide materials and resources to encourage scientific exploration and observation.

# Writing:

- Provide activities that enhance both hand/eye coordination and small muscle control of the hand and fingers.
- Teach writing techniques, which include the proper way to hold a writing instrument and the designs and strokes that will eventually be used to form letters.
- Focus on the relationship between oral language and print.
- Encourage children's purposeful writing in all aspects of the curriculum-for example, language experiences, stories, journal writing/dictation, encouraging writing during dramatic play, etc.
- Analyze student writing to diagnose strengths and weaknesses and adjust instruction accordingly, using individualized instruction, small groups, etc.
- (2) Family and Community Engagement

Goal A: (WORKING TOWARDS ATTAINMENT)

By the end of the 2014-15 school term, at least 90% of Head Start/Pre-K parents will be actively involved with, and participate in activities related to their child's everyday learning (at home, school, and in their communities).

Goal B: (ATTAINED)

By the end of the 2014-15 school term, 100% of Head Start/Pre-K parents will receive information and education on family preservation issues, including domestic violence, money management, stress management, child abuse, and HIV/AIDS awareness.

# Action Steps for Goals A and B:

- Develop partnerships and collaborate with local agencies (Refuge House, Extension Office, Health Department and local Mental Health Agency)
- Recruit and encourage participation of fathers and other significant males in the child's life.
- Expand family education opportunities through family literacy, ESOL, and GED programs.
- Provide frequent, ongoing communication in English and other appropriate languages through school and home.
- Provide parent support at the school level through the Parent Involvement Coordinator.
- Involve parents in meaningful decision-making designed to improve students' learning (e.g., Center Committee, Policy Council, School Advisory Council)
- Support parent advocacy activities (e.g., lobbying, public relations, parenting programs).
- · Conduct a minimum of two home visits per year.
- Collaborate with local health department to ensure that adequate information is provided to parents on HIV and sexually transmitted diseases.
- Serve on local boards (e.g., Whole Child Project, Early Head Start Policy Council).
- Provide training on family preservation issues such as domestic violence, HIV/AIDS awareness, stress management, and money management.
- Provide parents with educational materials such as resource flyers, Parent Orientation Handbook and Community Resource Directory.
- Communicate with school site administrators on a regular basis.

# Results (Goals A, B):

Based on training records, agendas, parent surveys, community partner collaborations, and home visits, the goals outlined under Family and Community Engagement are being attained.

Additions/Revisions to Family and Community Engagement Goals:

### Goal A:

By the end of the 2017-18 school term, at least 90% of Head Start/Pre-K parents will be actively involved with, and participate in activities related to their child's everyday learning (at home, school, and in their communities).

#### Goal B:

By the end of the 2017-18 school term, at least 85% of family goals will be attained, based on ChildPlus Family Outcomes Data.

# Action Steps for Goals A and B:

- Develop partnership with Workforce Development Agency
- Train Family Services Staff on data collecting and reporting
- Train staff on how to assist families in ensuring growth on Family Outcomes
- Recruit and encourage participation of fathers and other significant males in the child's life.
- Expand family education opportunities through family literacy, ESOL, and GED programs.
- Provide frequent, ongoing communication in English and other appropriate languages through school and home.
- Provide parent support at the school level through the Parent Involvement Coordinator.
- Involve parents in meaningful decision-making designed to improve students' learning (e.g., Center Committee, Policy Council, School Advisory Council)
- Support parent advocacy activities (e.g., lobbying, public relations, parenting programs).
- Conduct a minimum of two home visits per year.
- Collaborate with local health department to ensure that adequate information is provided to parents on HIV and sexually transmitted diseases.
- Serve on local boards (e.g., Whole Child Project, Early Head Start Policy Council).
- Provide training on family preservation issues such as domestic violence, HIV/AIDS awareness, stress management, and money management.
- Provide parents with educational materials such as resource flyers, Parent Orientation Handbook and Community Resource Directory.
- Communicate with school site administrators on a regular basis.
- Develop partnerships and collaborate with local agencies (Refuge House, Extension Office, Health Department and local Mental Health Agency)
- (3) Succession Planning (WORKING TOWARDS ATTAINMENT)

## Goal A:

By the end of the 2014-15 school term, the Head Start Program will have a seamless system in place to ensure that the Program continues to operate effectively when critical positions are vacated.

# Action Steps for Goal A:

- Develop a Succession Planning Committee, to work towards development and annual review of a Succession Plan.
- Identify critical positions within the Head Start Program.
- Understand the skills of every employee, and evaluate employee performance vs. employee
  potential.
- Recruit/train employees to fill each key role within the organization.
- Ensure that staff are on board who are ready to immediately step into positions with a virtually seamless transition.
- Reassess and revise the Succession Plan annually.

# Results (Goal A):

A Succession Planning Committee is currently working to ensure that an effective Succession Plan is in place. This goal will continue to be focused on during the upcoming school year, and has been revised as follows:

Additions/Revisions to Succession Planning Goal:

#### Goal A:

By the end of the 2017-18 school term, the Head Start Program will have a seamless system in place to ensure that the Program continues to operate effectively when critical positions are vacated.

Action Steps for Goal A:

- Succession Planning Committee will continue working towards development and annual review of a Succession Plan.
- Identify critical positions within the Head Start Program.
- Understand the skills of every employee, and evaluate employee performance vs. employee
  potential.
- Recruit/train employees to fill each key role within the organization.
- Ensure that staff are on board who are ready to immediately step into positions with a virtually seamless transition.
- Reassess and revise the Succession Plan annually.

# B. Benefits (of Goals)

- Increased emphasis on child development, Teaching Strategies GOLD objectives, and the
  educational level of Head Start children will ensure that all students, before entering
  Kindergarten, master the knowledge and skills needed to be successful at the
  Kindergarten level, and ultimately, will ensure that they have the skills necessary to
  successfully progress to upper grades.
- 2. Emphasis on family and community engagement will ensure that parents play an active role in the decisions that are made regarding their children, and participate in the decision-making process in their community. It will also ensure that community partners are actively working with the Head Start/Pre-K program to enhance services and meet the needs of the children and families in the Head Start/Pre-K program, thereby leading to success later in life. Emphasis on family and community engagement will also ensure that parents' educational opportunities are expanded to allow them to actively advocate for their children, and to grow as individuals, becoming more productive in their communities and more successful in life.
- Increased emphasis on Succession Planning will ensure that the Head Start Program continues to operate effectively and seamlessly when individuals occupying critical

positions depart. It will also ensure that employees are recruited and/or trained to fill each key role within the organization.

# Progress in achieving intended Family/Health Services

Parent/family services are an integral part of the Gadsden County Head Start Program, as well as the overall Gadsden County School system. The Family Services Coordinator works closely with families by encouraging participation on the Policy Council, Center Committees, urging parents to attend workshops, and urging them to become active in local government by attending city and county commission meetings, as well as local school board meetings. The Family Services Coordinator also provides regular trainings and information to parents in such areas as nutrition, child behavior, transition, budgeting, along with any others trainings that parents have expressed an interest in.

The Family Services Coordinator also encourages active participation of fathers in the Head Start Program. Men Assuring Children's Success (MACS) is a Male Involvement Component within the parent services program that solicits and encourages the participation of significant father figures in the lives of children enrolled in the program. MACS provides trainings for father figures, organizes father-child activities, and provides other services aimed at getting fathers involved. Parent services staff are also employed with the School Board to encourage all parents to participate in the activities related to the overall school system.

The Head Start Family Services Coordinator, and the Family Services Staff also work with families by working with them to develop and implement Family Partnership Agreements which outline goals, timetables, and strategies for achieving the goals that the families might have. Family Services Staff are assigned to each school so that all parents have access to these services. Family Services Staff also work with local community agencies in an effort to access all available services that a family might need, as well as to collaborate in an effort to increase/improve resources for the benefit of the entire community. Partnership Agreements are also made between these agencies and the Head Start Program. These agreements further identify the role that each plays in assuring that needed resources and services are accessed.

In addition to working with community agencies, the Head Start Program provides each parent with a training handbook which includes educational information in the areas of child development, nutrition, health, safety, mental health, budgeting, school attendance, well-child care, etc. It also contains a listing of local community resources.

The Head Start Health Services Coordinator and Family Services staff work closely with area providers to access health services, and to address the needs of the families in the Head Start program. Comprehensive health services are provided to all Head Start children, and are closely monitored to ensure that there are no gaps in the provision of these services. Health services include health screenings and follow-up, mental health services, dental exams and treatment, linkage to healthcare providers, monitoring, parent contacts, parent and staff education and trainings, and collaboration with agency providers (ex: Gadsden County Health Department, Gadsden WIC Program, local dental providers, local physicians, Gadsden Extension Office, mental health providers).

# Program Strengths for the Gadsden County Schools Head Start Program

- The Triennial Program Review, held in December 2011, found all service areas in compliance in carrying out the Head Start requirements
- The Environmental Health and Safety Monitoring Event found all areas in compliance in carrying out the Head Start requirements
- Strong support from School Board Superintendent and Board Members
- School System Support (ESE services for children with disabilities, Maintenance Department, Transportation Department, and Food Services Department)
- Re-opening of the local hospital in Gadsden County
- Continued Implementation of curriculum (DLM and Imagine It)
- Participation in the State Department of Education's Fresh Fruit and Vegetables Program (which provides snacks to children)
- Child Plus Database being utilized by all staff (Record-keeping, Program Monitoring, Reports)
- Transportation system traveling from Quincy to Tallahassee (Gadsden Express)
- Head Start is very visible in the community, with the main office located in the center of Gadsden County
- Active Policy Council and Male Involvement participation (monthly meetings, parent representatives from all centers, family engagement activities, trainings, etc)
- Head Start Staff continuing to pursue educational goals
- · Conversational Spanish Classes offered on an as-need basis
- School Health Clinics located at school sites
- CLASS system used to monitor Education Component
- Reliable CLASS observers on staff
- · Certified CLASS trainer on staff
- Head Start Fiscal Liaison located in School Board Finance Office
- Resource teachers serve as mentor teachers in the classroom
- Participation in county-wide monthly Transition Meetings
- Three major universities in neighboring county
- Relationship with the Early Learning Coalition of the Big Bend
- Bilingual Staff
- Head Start children participate in State Voluntary Prekindergarten Program
- Strong communication between staff and families (home visits, parent conferences, training opportunities)
- Director works closely with District Comptroller and Fiscal staff

(Sub-Section B) Service Delivery

#### Local Services to Children Birth to Five

The Gadsden County School Board continues to be the Grantee for the Gadsden County Head Start Program. The program continues to be funded to serve 259 children, and has 7 school sites across the county, as well as two community-based sites. Most of the children enrolled in the Head Start Program receive a 6½ hour/day program for 180 days/year. The Gadsden County School Board also serves Pre-k children in the Title 1 Program, the State Voluntary Pre-kindergarten Program, and the Exceptional Student Education Program (ESE Program). There are no changes to the detailed plan to provide child development services for Head Start eligible children and families. Children and families will continue to receive comprehensive services in the areas of health, nutrition, mental health, disability services, education, and parent involvement services. Transportation continues to be provided for the school-based programs, and parents must still provide transportation for children receiving services in the full day program.

The Florida State University (FSU) Center for Prevention and Early Intervention Program continues to provide Early Head Start services for Gadsden County.

Each year, both the Early Head Start and Head Start programs enroll and provide services to children with special needs. In 2014-15, 34 children in Head Start (over 10%) were children with special needs. The Head Start Program works closely with the Exceptional Student Education Department to assure the most appropriate placement for children with disabilities.

Gadsden County's state-funded Voluntary Pre-kindergarten Program (VPK) continues to make Pre-kindergarten services available to all age eligible four-year-old children. The VPK program will enable Head Start to serve 18 additional children during the 2015-16 school term.

Other local integral and critical services continue to be provided by such agencies as the Gadsden County Early Learning Coalition, the Early Steps Early Intervention Program, Healthy Start, Healthy Families Gadsden, Child Find, and the local TCC House.

#### Service and Recruitment Area

There are no changes to the service and recruitment areas for the 2015-16 school term. The recruitment area of the Gadsden County Head Start Program continues to encompass all of Gadsden County, Florida. The Community Assessment reveals poverty areas throughout the entire county. Therefore, recruitment efforts are essentially the same throughout the county. Open registration is held in all areas of the county.

The Gadsden County School District continues to provide preschool services through four different funding sources: Head Start, Title 1, Exceptional Student Education, and the state's Voluntary Prekindergarten Program. There are no changes to the Head Start/Pre-k eligibility priority criteria checklist.

#### Funded enrollment levels

There are no proposed changes to the funded enrollment levels for the Head Start Program. The program continues to be funded to serve 259 children, and has 7 school sites across the county, as well as two community-based sites. Most of the children enrolled in the Head Start Program receive a 6 ½ hour/day program for 180 days/year.

### Program Options

The Gadsden County Head Start Program continues to be a center-based option serving three and four year old children. The program operates at five elementary schools, one Magnet School (Pre-k-8<sup>th</sup> grade), and two community sites (Midway and Quincy). There are no proposed changes to program options.

### Location of Facilities

School locations are: George W. Munroe, Stewart Street, Gretna, St. John, Chattahoochee, and Havana Magnet School (Pre-k-8<sup>th</sup> grade), as well as Midway and Quincy full day sites.

# Updates on Barriers to Parent Participation

Transportation continues to be a factor impacting parents as it relates to attending meetings, volunteering, etc. The Head Start Program continues to work with parents on overcoming this barrier. Parent meetings are held, whenever possible, nearby, at the child's home school, and staff work with parents on assuring that they have a reliable means of transportation to and from these events. Due to limited transportation, parents are often unaware in advance of local events and activities impacting their child's educational experience. As a result, "Parent Link" has been implemented as an immediate means of communicating with all Head Start parents. This is a secure communication tool that sends mass messages to parents via phone calls or text messages. The Head Start Program coordinates Parent Link services through the Gadsden County School Board. This tool enables staff to inform and remind parents well in advance of meetings, school activities, upcoming educational events, etc., thereby improving parent participation. In addition to transportation issues, parent participation is impacted by a lack of fathers in the home. The Head Start Program continues to have a strong Male Involvement Program, which encourages the participation of significant male figures in the family's home (fathers, uncles, grandfathers, etc). Through planned activities such as T-ball games, Donuts for Dads, Male Involvement Meetings, and other coordinated events, the Head Start Program is impacting the lives of children by recruiting father figures to become Male Involvement members and active participants at school and in the classroom.

# Progress in Addressing Delivery of Health Services

The Head Start Health Services Coordinator and Head Start Staff continue to work closely with area providers to address the needs of the children and families in the Head Start program. Health services include health screenings and follow-up, mental health services, linkage to healthcare providers, monitoring, parent contacts, parent and staff education and trainings, and collaboration with agency providers (school clinics, dental providers, mental health providers, etc). There continues to be many health challenges in Gadsden County, which makes continuous collaboration efforts between the Head Start Program and area providers critical. Gadsden County has been designated as a medically under-served area by the federal government, with health-care shortages in primary care, dental care, and mental health care. Although private medical providers in the area work closely with the Head Start Program, The Gadsden County Health Department plays a very integral role in service delivery. It works with Head Start to provide such comprehensive services as prenatal care, Medicaid EPSDT, health education, WIC, school physicals, immunizations, and well child check-ups. As a result of service limitations in the county, critical health screenings (such as lead testing and hemoglobin testing) would not be possible without the additional collaboration of various community agencies, such as Healthy Start, the WIC Program, Early Head Start, the Cooperative Extension Agency, etc. In order to assure continued collaboration, many of these agency providers continue to give direction and guidance through their service on the Health Services Advisory Committee.

Although the Gadsden County Health Department's Dental Clinic has provided services to children and families over the past several years, it has recently closed. Through collaborative efforts within the community, however, the Jessie Furlow Medical Center in Quincy, and the Neighborhood Health Services Center in Havana will be available to provide much needed dental services in the area. A private local dental provider has also partnered with Head Start to provide dental services to 3 and 4 year old children entering into, and enrolled in the program.

Gadsden County's local hospital continues to allow local families access to urgent medical care and hospitalization within their county.

Obesity still presents significant health risks in Gadsden County, however the rate of obesity among Pre-k children has declined. This may be due in part to collaborative efforts between Head Start and other agencies within the county which work together to combat obesity. Head Start works closely with the WIC office, the Health Department, and the Gadsden County Cooperative Extension Office in an effort to assure that families receive nutrition education and monitoring.

Immunization rates for Gadsden County are high, which indicate a strong working relationship between the Head Start program, families, and community health providers. 2014-15 data indicated that 100% of children were up-to-date on immunizations. For Gadsden County's public and private schools, 98% were immunized at kindergarten entry. These were among the highest immunization rates in the state of Florida.

# Transition Plan Updates/Coordination

The Gadsden County Head Start's Transition Plan is reviewed and updated annually to assure that transition needs of the families it serves are met. Steps are taken to assure that there is a smooth transition into and out of the Head Start Program. Prior to transitioning into the program, Head Start coordinates with Early Head Start to assure placement of Early Head Start children into the program. Head Start also recruits children/families by using flyers, newspaper ads, agency collaboration, etc. Head Start provides parents with information explaining the Head Start/Pre-k Program, its services, benefits, and the many ways parents can become involved in their child's educational experience. Parents are assisted throughout the registration process by working with them to secure all documents needed for enrollment. As children prepare for outgoing transition into Kindergarten or other educational programs, Head Start conducts parent meetings to discuss transition issues. School representatives are invited to attend and talk with parents about what to expect in their child's new environment. Opportunities are provided for parents and children to visit their child's new classroom, and to meet their child's new teacher. All pertinent school records are also forwarded to receiving schools/teachers, and Head Start and Kindergarten teachers are allowed opportunities to spend time together to share information on children being transitioned into Kindergarten.

These procedures are routinely reviewed with the Health Advisory Committee and program staff to assure that transitions are seamless, and that the needs of the families are met.

# Special Needs Services Updates

It is the goal of the Gadsden County Head Start Program to assure that provisions are made to meet the diverse needs of children with disabilities (both educationally and socially) The Head Start Disability Plan is reviewed and updated annually to assure that this goal is maintained. An outreach and recruitment process is maintained to ensure a minimum enrollment of 10% diagnosed children with disabilities. Training is provided to staff, parents, and volunteers on disability services and available resources. In addition to the services that are currently being provided, the Head Start Program will be providing additional training to teaching teams on the use of appropriate teaching strategies for children with special needs. This will aid in assuring that the diverse needs of children are met.

The Head Start Program continues to work with all children and families with special needs, including those who are homeless, dual language learners, and families who are involved in all aspects of the child welfare system. The Head Start Program has strengthened its partnership with the Gadsden County School's Homeless Coalition, whose mission is to ensure that homeless children have full and equal opportunities to succeed at receiving a quality education, and that families are provided opportunities that will enable them to find safe and permanent housing. In addition to partnering with the Coalition, the Head Start Program works closely with all parents to access available resources, and receive training and education necessary to improve the lives

of themselves and their children. This includes assuring the availability of interpreters for dual language learners, providing Spanish classes to Head Start Staff, and assuring that Spanish speaking staff are available to work with the growing Hispanic population in the community.

# (Sub-Section C) Approach to School Readiness

The Gadsden County School District's Head Start Program chose to adopt the following five developmental domains on which to base its School Readiness Plan:

Physical Development
Approaches to Learning
Social and Emotional Development
Language, Communication, and Emergent Literacy
Cognitive Development and General Knowledge

\*The LAP-3 Assessment and the VPK Assessment were used during the 2014-15 school term.

The CLASS (Classroom Assessment Scoring System) was also used.

This is an observational protocol based on years of educational and developmental research demonstrating that daily interactions between teachers and student are central to students' academic and social development. It provides a reliable and valid assessment of three broad domains of effective teacher-student interactions. The CLASS scoring is completed at the dimensional level using a 7-point scale, with the low range being a score of 1-2, the middle range being 3-5, and the high range being 6-7.

The Head Start Program will be using the Teaching Strategies GOLD Assessment, beginning with the 2015-16 school term, however, the VPK Assessment will continue being used in order to meet the state required funding mandates.

The CLASS will also continue to be used to assess teacher-student interactions.

\*2014-15 Lap-3 Results reflect progress over time

#### **Domains**

\*Percentages represent number of students on or above skill level

Physical Development and Health:

Beginning of 2014-15 School Term: 68.49% Middle of 2014-15 School Term: 83.66% End of 2014-15 School Term: 90.80%

#### Social and Emotional Development:

Beginning of 2014-15 School Term: 77.59% Middle of 2014-15 School Term: 89.46% End of 2014-15 School Term: 94.13%

#### Approaches to Learning:

Beginning of 2014-15 School Term: 63.32% Middle of 2014-15 School Term: 79.34% End of 2014-15 School Term: 89.21%

#### Logic and Reasoning:

Beginning of 2014-15 School Term: 51.78% Middle of 2014-15 School Term: 72.03% End of 2014-15 School Term: 84.42%

#### Language Development:

Beginning of 2014-15 School Term: 48.11% Middle of 2014-15 School Term: 66.96% End of 2014-15 School Term: 80.42%

#### Literacy Knowledge and Skills:

Beginning of 2014-15 School Term: 43.29% Middle of 2014-15 School Term: 63.28% End of 2014-15 School Term: 78.15%

#### Mathematics Knowledge and Skills:

Beginning of 2014-15 School Term: 38.90% Middle of 2014-15 School Term: 61.26% End of 2014-15 School Term: 78.40%

#### Science Knowledge and Skills:

Beginning of 2014-15 School Term: 43.17% Middle of 2014-15 School Term: 67.25% End of 2014-15 School Term: 81.83%

#### Creative Arts Expression:

Beginning of 2014-15 School Term: 58.10% Middle of 2014-15 School Term: 78.26% End of 2014-15 School Term: 89.35%

### Social Studies Knowledge and Skills:

Beginning of 2014-15 School Term: 50.51% Middle of 2014-15 School Term: 67.43% End of 2014-15 School Term: 80.57%

#### VPK Assessment Result Averages for Assessment 3 (2014-15)

\*Percentages show students that are likely to score "Ready" for Kindergarten on the Florida Kindergarten Readiness Screener.

Print Knowledge---92.54%

Oral Language/Vocabulary---69.84%

Mathematics---89.45%

#### **CLASS Observation Results (Averages)**

\* The CLASS scoring is completed at the dimensional level using a 7-point scale, with the low range being a score of 1-2, the middle range being 3-5, and the high range being 6-7.

Emotional Support 2014-15---6.15

Classroom Organization 2014-15---6.09

Instructional Support 2014-15---3.88

The results of the CLASS Assessments led to the development of Action Plans with classroom teachers. The Action Plans are monitored weekly to assure that the recommendations resulting from the CLASS Assessments are being implemented. Training/instructional support is also being provided to address these issues. Additional training is being provided through the Department of Children and Families (DCF) website, and the Panhandle Educational Area Consortium (PEAC). MMCI Training (Making the Most of Classroom Interactions) will also be provided to teachers. The Head Start Program has also collaborated with the Early Learning Coalition, which provided CLASS Assessments during the 2014-15 school term. The 2015-16 Program Improvement Plan and Training Plan also reflect additional trainings/strategies which will be implemented to assure school readiness growth. These include individualized teacher trainings, Teaching Strategies GOLD and VPK Assessment trainings, DLM Curriculum training, as well as trainings in these areas with District Staff and the Governing Board.

(Sub-Section D)
Parent, Family and Community Engagement (PFCE)

The Gadsden County Head Start Program continues to work with, and build relationship with families in order to support family well-being and ongoing learning and development for both parents and children. Many of the goals outlined in the Family Engagement Framework focus on ensuring that staff members have the tools necessary to meet the needs of the families that they serve. This includes assuring that they have appropriate training, supervision, and manageable caseloads. The 2015-16 T/TA Plan outlines trainings that staff members will receive in the areas of data collection and reporting, as well as training geared towards how to assist families in ensuring growth with family outcomes, as outlined in the Family Engagement Plan.

Other goals that are being met within the Family Engagement Plan focus on effective and seamless transition from Head Start to other educational programs. Head Start has strengthened the transition process by working closer with Kindergarten teachers, school Principals, and others involved in the child's transition process. This collaborative effort has provided all families of transitioning children with information, training, and connections to future early care and educational setting, thereby helping facilitate the transition process for parents and children.

The Family Engagement Plan also focuses on working with parents to support their parenting, careers, and life goals. This is being addressed by encouraging parents to attend Head Start

conferences and workshops, linking them with local educational providers and career counselors, and maintaining connections through Parent Link, a phone network designed to keep parents informed of relevant educational opportunities. Parents are also being provided detailed information related to their child's educational program by meeting with them and reviewing the goals outlined in the School Readiness Plan at the beginning of each school term. These meetings, along with numerous meetings throughout the school term address goals outlined in the Framework as they relate to families as lifelong educators.

# Current Data on Family Progress that Supports Individual Children's School Readiness

Goal A: By the end of the 2014-15 school term, at least 80% of Head Start/Pre-K parents were actively involved with, and participated in activities related to their child's everyday learning (at home, school, and in their communities).

\*Family Outcomes ChildPlus reports were used to analyze gains between Mid-year and end-of-year data.

#### Goal B:

By the end of the 2014-15 school term, 100% of Head Start/Pre-K parents *received* information and education on family preservation issues, including domestic violence, money management, stress management, child abuse, and HIV/AIDS awareness.

#### Action Steps for Goals A and B:

- Develop partnerships and collaborate with local agencies (Refuge House, Extension Office, Health Department and local Mental Health Agency)
- Recruit and encourage participation of fathers and other significant males in the child's life.
- · Expand family education opportunities through family literacy, ESOL, and GED programs.
- Provide frequent, ongoing communication in English and other appropriate languages through school and home.
- Provide parent support at the school level through the Parent Involvement Coordinator.
- Involve parents in meaningful decision-making designed to improve students' learning (e.g., Center Committee, Policy Council, School Advisory Council)
- Support parent advocacy activities (e.g., lobbying, public relations, parenting programs).
- Conduct a minimum of two home visits per year.
- Collaborate with local health department to ensure that adequate information is provided to parents on HIV and sexually transmitted diseases.
- Serve on local boards (e.g., Whole Child Project, Early Head Start Policy Council).
- Provide training on family preservation issues such as domestic violence, HIV/AIDS awareness, stress management, and money management.
- Provide parents with educational materials such as resource flyers, Parent Orientation Handbook and Community Resource Directory.
- Communicate with school site administrators on a regular basis.

# (Sub-Section E) Governance, Organizational and Management Structures, and Ongoing Oversight

There are currently no changes to the roles and responsibilities of the School Board or Policy Council.

- \*Organizational Chart (Attached)
- \*Staff Qualifications Updates (N/A)
- \*Self-Assessment (Attached)
- \*Program Improvement Plan (Attached)
- \*Training and Technical Assistance Plan (Attached)

# HEAD START REFUNDING APPLICATION 2015-2016 BUDGET NARRATIVE PA-22

# A. Personnel

# Children Health and Developmental Services

Program Management

Position	Annual Salary	Salary ACF Share	% Time Worked ACF Grant	# of Days Worked
(1) Health/Nutrition Mental Health	\$49,504	\$49,504	100%	214 days
(1) Education/Disability Coordinator	\$44,578	\$37,891	85%	214 days
(5) Resource Teachers	\$172,402	\$71,565	85%	196 Days

Classroom Staff

(15) Teachers	\$519,456	\$488,546	100%	196 days	
(16) Teacher Assistants	\$282,178	\$243,977	100%	196 days	

Other Staff

(1) Program Assistant	\$24,900	\$24,900	100%	214 days

# Family and Community Partnerships

Program Management

(1) Family Services \$48,820 \$41,497 100% 219 days
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Other Staff

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(5) Program			1 120	(1) @ 214 days
Assistants	\$136,594	\$136,594	100%	(1) @ 240 days (3) @ 196 days

# Program Design and Management

Head Start Director

Head Start Director	\$63,828	\$31,914	100%	240 days
Account Clerk	\$29,274	\$29,274	100%	240 days

Clerical Staff

1,000					
(1) Secretary		1 TO COMPANY 2 - COMP	Lance State of		
(1) Receptionist	\$61,800	\$52,530	85%	240 days	

Other Personnel

3 Bus Monitor	\$21,450	\$21,450	100%	180 days
Maintenance	\$18,131	\$18,131	100%	196 days

# TOTAL PERSONNEL: \$1,247,773

# B. Fringe Benefits

Item	Amount
.0765 Social Security	\$95,455
.0737 Retirement	\$90,588
Health/Dental/Life	\$156,937

TOTAL FRINGE BENEFITS: \$342,980 TOTAL= SALARIES & FRINGE = \$1,590,753

# C. Travel

No. of Trips	Destination	Length of Stay	Purpose	Staff Positions	Cost
1	Orlando	4 days	Florida Head Start Annual Conference	All Staff Hotel - \$2,100 Per Diem - \$650 Car Rental - \$200	\$2,950
1	Orlando	3 days	Florida Association of Young Children	6 Staff Hotel Costs: \$1,800.00 Per Diem: \$450.00 Car Rental: \$150.00	\$2,400
1	Atlanta, GA	5 days	Region IV Head Start Annual Conference	Management Team Policy Council Hotel Costs: \$1,800.00 Per Diem: \$600.00 Car Rental: \$250.00	\$2,650
1	Atlanta, GA	5 days	Region IV Head Start Leadership Conference	Director Management Team and Fiscal Staff Hotel - \$1,800 Per Diem - \$600.00 Car Rental: \$250.00	\$2,650
1	Tampa, FL	4 days	One Goal Summer Conference	2 - Staff Male Involvement/Policy Council Hotel Costs: \$1,500.00 Per Diem: \$\$450.00 Car Rental: \$200.00	\$2,150
1	ТВА	4 days	Region IV Parent Conf.	Staff Parents Hotel Costs: \$1,800.00 Per Diem: \$450.00 Car Rental: \$200.00	\$2,450

# D. Supplies

Type	Cost
Office Supplies (Paper, Pens, Pencils, Copier Maintenance)	\$32,000
Classroom Supplies (books, software, cleaning supplies and curriculum)	\$29,000
Food Service Supplies	\$6,500

# TOTAL SUPPLIES: \$67,500

# E. Contractual

Name of Organization	Purpose/Scope of Work	Period	Cost	
Dentists	Dental Services	12/01/15 – 11/30/16	\$3,000	
Speech Pathologist	Speech Therapy	12/01/15- 11/30/16	\$9,000	
Food Service	Adult Meals, Snacks Registered Dietician	12/01/15-11/30/16	\$12,000	
Contractor	Classroom/Playground Maintenance, Food Delivery	12/01/15-11/30/16	\$36,000	
TBD	Technology (Installation and Updates, Staff and Parent Information	12/01/15-11/30/16	\$25,000	
TBD	Interpretation Services	12/01/15-11/30/16	\$11,000	
Florida Head Start Association	Agency Dues	12/01/15-11/30/16	\$1,295	
TBD	Consultant: Program Compliance	12/01/15-11/30/16	\$29,000	
Bryant Landscaping	Lawn Maintenance for Midway, QA3, Stewart Street, Gretna and Havana	12/01/15-11/30/16	\$15,000	

# TOTAL CONTRACTUAL: \$141,295

# F. Other Expenses

Gas/Diesel	Building Maintenance Repairs	Phone	Local Travel (home visits, local meetings and events, travel to centers)	Substitutes	Parent Services – Supplies, (including food) Travel and Training (center Committees, policy Council and male involvement	Printing (activity calendars, parent handbook, resource flyers, program brochures and program forms (Registration Ads)	Other (Field Trips for the children)	Training and Staff Development Tuition, books, fees and supplies
\$6,000	\$13,500	\$4,200	\$20,400	\$28,282	\$11,600	\$15,440	\$14,400	\$18,000
Utilities	Garbage						, ,	
\$6,500	\$2,500							

# **TOTAL OTHER EXPENSES: \$140,822**

H. Indirect Cost

2,068,631 x 4.18

TOTAL INDIRECT COST - \$86,469

TOTAL ALL CHARGES PA 22 (PROGRAM OPERATION) - \$2,042,089

TOTAL PA 20 (TRAINING/TECHNICAL ASSISTANCE) - \$26,542

TOTAL BUDGET - \$2,068,631

#### **Non-Federal Share**

#### In-Kind Matching Funds 2015-2016

# In-Kind Provided by the Gadsden County School Board

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Program Design and Management:

Salaries/Benefits

School Site Administrators \$64,271.00

School Site Data Entry \$9,114.00

School Site Clerical Support \$11,771.00

School Site Custodial Services \$10,967.00

Total Personnel: \$96,123.00

#### Contractual:

Travel

Children's Transportation \$65,930

Total Travel \$65,930

#### Other Expenses:

Volunteers

1500 hours @ \$7.50 per hour \$11,250

Total Other Expenses \$11,250

TOTAL IN-KIND FROM GADSDEN COUNTY SCHOOL BOARD

\$173,303

STATE IN-KIND FUNDS

Voluntary Prekindergarten (VPK)

Personnel:

Program Design and Management

Salaries/Benefits

**Head Start Director** 

\$40,575

**Children Services:** 

Reimbursement for Head Start Children

160 Children @ \$2,230 per child

\$356,800 @ 80% = \$303,280

**Total State Funds** 

\$343,855

TOTAL NON-FEDERAL SHARE (IN-KIND) MATCHING FUNDS

\$517,158

# **Gadsden County School Board**

2015-16

Head Start/Pre-K Program Improvement Plan

# Head Start/Pre-K Program Improvement Plan 2015-16

Children Services (Child Health, Safety, Nutrition & Mental Health Services)

#### Strengths:

- Fresh Fruit and Vegetable Snack Program implemented at all Head Start sites
- · New Dental Provider has partnered with Head Start
- · Playground area and equipment well maintained
- · School Nursing staff available to all school sites
- · Head Start and Early Head Start Health Coordinators work closely together
- Strong Community Partnerships and collaboration (i.e. WIC, School Health Personnel, Health Department)
- New innovative vision screening tool being utilized by Head Start Program
- · Strong, active Health Advisory Committee
- Mental Health Provider is very accessible to parents and staff
- Local Medical Providers are sensitive to the needs of the Head Start children and families

#### **Areas Needing Improvement:**

- Parents' awareness of, and implementation of strategies to combat childhood obesity
- · Parents' awareness of effective ways to manage challenging behaviors
- Availability of additional Mental Health Providers to address classroom behavioral issues

### Areas Needing Immediate Improvement:

N/A

#### **Corrective Actions:**

• Train parents on effective ways to combat childhood obesity (i.e., proper eating habits, exercise, menu planning)

# Time Line:

			July 2016		

• Train parents on appropriate ways to manage challenging behaviors in the home

#### Time Line:

	Mar. 2016				

 Secure contract with additional Mental Health Providers to manage classroom behaviors

#### Time Line:

				Sept. 2016	

# Persons Responsible:

- Health Coordinator
- · Head Start Director

# **Children Services** (Education and Disability Services)

#### Strengths:

- · Classroom materials and equipment to support curriculum
- Curriculum supports differentiated instruction with ideas for enrichment, additional support, children with special needs and DLLS
- Majority of Resource Teachers are CLASS certified and in classrooms on a weekly basis
- One Resource Teacher is a certified CLASS trainer
- ELC conducts CLASS Observations at least once per year
- Training availability and accessibility
- Child Assessment Instrument (LAP-3) with Red-e-Learner database and Florida VPK Assessment with Bright Beginnings database
- Services for children with disabilities provided through school district
- Cooperation between different component areas

#### **Areas Needing Improvement:**

- Parent and staff awareness of the goals included in the Program's School Readiness Plan
- Parent involvement
- Knowledge of parents and staff as to the importance of social skills training
- Effective teacher interaction and use of appropriate instructional strategies to meet the needs of all children
- Training and support for teachers new to Head Start/Pre-K
- Knowledge by District staff as to the importance of CLASS in Head Start Classrooms

#### **Areas Needing Immediate Improvement:**

N/A

#### **Corrective Actions:**

 Distribute and explain School Readiness Plan at Parent Orientation and Pre-Service Training (English and Spanish)

#### Time Line:

		Apr. 2016				

• Use Parent Link to inform parents of events/trainings

#### Time Line:

		Apr. 2016				

• Train parents and staff on the importance of social skills education

#### Time Line:

				Aug. 2016		

 Provide individualized teacher training based on the results of CLASS observations, and data from Teaching Strategies GOLD and VPK assessments

#### Time Line:

	1	Apr. 2016		 _		

Train teachers on the DLM Curriculum and the Teaching Strategies GOLD assessment

#### Time Line:

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· Train staff on the importance of physical activity in early education

# Time Line:

				Sept. 2016	

• Distribute CLASS scores by school to District Administrators and Principals

# Time Line:

			July 2016		
		2	 		

# Persons Responsible:

- Education Coordinator
- Resource Teachers
- Head Start Director
- Family Services Coordinator
- Health Coordinator

# Family and Community Engagement (ERSEA, Family Engagement, and Community Engagement)

#### Strengths:

- Positive relationship with community partners
- Funded enrollment maintained throughout school year
- · Family Services staff maintain a good rapport with parents
- · Head Start has a strong presence in the community
- Strong partnership with Early Head Start and ESE Program
- Documentation of family income is maintained on each enrolled child along with signed income statement
- Strong Policy Council/Parent Committee Groups
- Mental Health Consultant available to assist teaching staff and parents
- Background checks completed on all parents/guardians volunteering with the program

#### **Areas Needing Improvement:**

- Additional training for Family Services staff in family outcomes and data reporting
- Stronger collaboration between Head Start and Workforce Center
- More parent involvement at the school/classroom level

#### **Areas Needing Immediate Improvement:**

N/A

#### **Corrective Actions:**

 Provide Family Services Staff with more training to ensure growth with Family Outcomes.

#### Time Line:

Dec. 2015	Jan. 2016	Feb. 2016	Mar. 2016	Apr. 2016	May 2016	June 2016	July 2016	Aug. 2016	Sept. 2016	Oct. 2016	Nov. 2016

Provide Family Services Staff with more training on Data Reporting.

#### Time Line:

Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept. 2016	Oct.	Nov.
2015	2016	2016	2016	2016	2016	2016	2016	2016		2016	2016

 Invite Workforce Center to have a representative serving on Policy Council and School Advisory Council.

#### Time Line:

Dec. 2015	Jan. 2016	Peb. 2016	Mar. 2016	Apr. 2016	May 2016	June 2016	July 2016	Aug. 2016	Sept. 2016	Oct. 2016	Nov. 2016

Teachers will invite parents to participate in daily classroom activities.

#### Time Line:

Dec. 2015						

# Persons Responsible:

- · Family Services Coordinator
- · Family Services Staff
- · Head Start Director

# Program Design & Management (Financial Management, Planning and Operations, Governance, Human Resources)

#### Strengths:

- School Board Grantee and Board Members meet qualifications established in the Head Start Act
- Director, along with program staff, receive monthly budget status reports
- Director works closely with Fiscal Assistant and Assistant Superintendent of Business and Finance to monitor Head Start budget
- No audit findings from Office of Head Start Triennial Review (December 2011)
- No audit findings from Environmental Health and Safety Monitoring Event
- · No audit findings from annual audit conducted by Auditor General's office
- Computerized record-keeping system
- Staff Qualifications
- Team approach used to ensure Program Standards are followed
- · Accurate and timely financial reports to Regional Office
- · Bilingual staff members
- Community Assessment, Self-Assessment, School Readiness Plan, and Family Engagement Plan are used for program planning
- Monthly Management Team Meetings
- Monthly Staff Meetings
- · Monthly District Leadership Team Meetings

# **Areas Needing Improvement:**

- Succession Planning
- Analyzing and using data to support program goals to include School Readiness and Family Outcomes
- Governing Board, Policy Council, and Staff training on 5 year Grant requirements and other regulations

# Areas Needing Immediate Improvement:

N/A

### **Corrective Actions:**

 Head Start Director and Program Staff will continue working on Succession Planning

#### Time Line:

Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept. 2016	Oct.	Nov.
2015	2016	2016	2016	2016	2016	2016	2016	2016		2016	2016

 Governing Board, Policy Council, and Staff will be trained on analyzing and using data to support program goals to include School Readiness and Family Outcomes

#### Time Line:

Dec. 2015	Jan. 2016	Feb. 2016	Mar. 2016	Apr. 2016	May 2016	June 2016	July 2016	Aug. 2016	Sept. 2016	Oct. 2016	Nov. 2016

 Governing Board, Policy Council, and Staff will be trained on Five Year Grant Requirements and other regulations

#### Time Line:

Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept. 2016	Oct.	Nov.
2015	2016	2016	2016	2016	2016	2016	2016	2016		2016	2016

# Persons Responsible:

Program Director

### Gadsden County School Board Head Start Program

#### Grant # 04CH4687

Funding Year: 2015-16

#### T/TA Plan Narrative

In accordance with the expressed expectations of the Region IV Office of the Administration for Children and Families, we certify that by submitting the attached T/TA Plan, we have engaged the services of our assigned Program Specialist, Elvira Brockington. We have given our Program Specialist access to all appropriate documents necessary to undergo both a systems thinking and systems approach to the design and delivery of T/TA services that will enhance services to children and families as we continue to move our program progressively forward.

#### Preparation

The initial process leading up to the development of the 2015-16 Training and Technical Assistance Plan began in the Spring of 2015. The Gadsden County Head Start Program's T/TA Plan was developed with the assistance of the Head Start Management Team, the Head Start/Pre-K Program Director, and the Policy Council. In order to assist in the development of this plan, several program documents were identified and reviewed. Extensive timelines were set to allow adequate time to meet and accomplish this goal. The Head Start Program Director and Managers reviewed all documents, and each Manager compiled an in-depth list of needs identified in their specific component areas. These documents included, (but were not limited to) a review of the Self-Assessment, Community Assessment, Program Improvement Plan, Classroom Assessment Scoring System (CLASS), Family Engagement Plan, PIR data, Auditor General's Report, Strategic Plan and the School Readiness Plan.

After reviewing such documents as the Community Assessment, Self-Assessment, Program Improvement Plan, Child Outcome Data, Family Engagement Plan, and School Readiness Plan, the team identified program strengths, areas of need in the Head Start Program and within the community, and prioritized goals. This came as a result of completing the Initial Program Profile, prioritizing needs, and completing the Appreciative Inquiry. For example, the poverty level and educational level in Gadsden County were identified as critical areas of concern in the Community Assessment. These were also identified as areas of concern when reviewing the PIR data and when conducting the Self-Assessment. As a result, the need to work closely with such agencies as the local Workforce Center was identified and addressed in the Program Improvement Plan. The Training Plan also addressed the need to assist staff in working more effectively with parents and other agencies in order to ensure growth with Family

Outcomes. Last year's T/TA Plan was also reviewed to address any unmet or ongoing training needs, and to identify any trainings that needed to be incorporated into the current Plan. Upon doing this, it was noted that childhood obesity and limited education in the area of proper nutritional habits continue to be both a local and national health concern. The ongoing need to educate parents on healthy eating habits and the importance of exercise was identified during the Self-Assessment process, and obesity related health conditions were also identified during the most recent Community Assessment. Although this issue was addressed in the 2014-15 Training Plan, a continuation of training and education in this area is still needed. Therefore, it was subsequently included in the 2015-16 Program Improvement Plan and Training Plan, and has been revised to incorporate the importance of training teachers on the critical role that exercise plays in overall child health and well-being.

The Head Start Roadmap to Excellence was also reviewed to identify educational goals and training needs. It further assisted in promoting a seamless high quality system to assure that children in the Head Start program are both successful in school and prepared for kindergarten.

Based on the documentation used to determine the training needs of the program, the Management Team and the Head Start/Pre-K Director prioritized goals. These identified goals, outcomes, and strategies will impact such systems as communication, record-keeping, monitoring, program governance, ERSEA, finance, etc., and will thereby enhance overall services to children and families. The total estimated cost for the Training Plan is \$26,542.

#### Shared Governance

The Program Improvement Plan was provided to all Policy Council members for review at the July 18, 2015 meeting. At this meeting, the Council members were informed of the steps leading to the development of the Program Improvement Plan. They were informed that the Plan was developed using the Self- Assessment, Community Assessment, School Readiness Plan, Parent/Staff surveys, PIR, and the Auditor General's Report. After reviewing the Plan, it was approved and noted that any training needs would be addressed in the Training Plan, which would also include all required Head Start and State Trainings.

The final Refunding	Application, including the Training Plan was approved	by the Policy
Council on	The Board's approval was given on	

#### **Participants**

# **Title**

Executive Director (if applicable)
Head Start Director
Program Specialist
Fiscal Manager
Education Manager/Coordinator
Health Manager/Coordinator
Disabilities Manager/Coordinator
Family & Community Partnerships
Policy Council Chairperson
Head Start Parent
Head Start Community Rep.

#### Name

N/A
Carolyn Harden
Elvira Brockington
Kim Ferree
Gloria McPherson
Linda Turral
Gloria McPherson
Mary Williams
Latoria Riggins
Alexander Powell
Michele Hogue
Michele Bryant

#### Part 1: Identified T/TA Goals

# T/TA Goal: (From IPP and AI process): Improve Overall Child Health/Mental Health

Expected Outcomes (Short-Term &/or Long-Term)	Indicators	Documentation/Frequency of Measurement
Parents and staff will gain a better awareness of the factors impacting the overall child health/mental health and well-being, as well as gain awareness of ways to impact positive outcomes.	Parent implementation of healthier eating habits BMI results within normal range Appropriate child behaviors in the home and at school	Child Plus Data Reports (Health/Mental Health) Child Health Records(Growth Charts/Mental Health Records) Home Visit Reports Workshop Agendas/Sign-In Sheets PIR Reports Classroom Observation Reports

	T/TA Strategies Events/Activities (include size & scope)		T/TA Resource Target Audience or HS Mgt. System		Responsible Manager	Timeline	Estimated Cost	
	strategy, event, or activity							
a.	Train parents on effective ways to combat childhood obesity (newsletters, handouts, trainings, etc.)	a.	Health Coord./ Consultant	a.	Parents	a. Health Coord.	a. Dec.'15- June'16& Aug'16- Nov'16	a. \$675
b. c.	Train parents on appropriate ways to manage challenging behaviors in the home.  Train staff on importance of physical activity in early education.	b. c.	Health Coord./ Consultant Health	b.	Parents	b. Health Coord.	b. Dec'15- June'16& Aug'16- Nov'16	b. \$1,800
-			Coord/ Ed. Coord.	c.	Staff	c. Health Coord./ Ed. Coord.	c. Dec'15- June'16& Aug'16- Nov'16	CU-

#### Part 1: Identified T/TA Goals

T/TA Goal: (From IPP and AI process): Improve Teacher Effectiveness and Ensure Student Success in the Classroom

Expected Outcomes (Short-Term &/or Long-Term)	Indicators	Documentation/Frequency of Measurement
Teachers will be equipped with the skills/techniques needed to ensure student success in the classroom.	Attainment of School Readiness goals. Appropriate classroom behavioral/educational techniques. Appropriate implementation of Curriculum. Accurate administration of assessment tools. Classroom safety measures.	Classroom Observation Reports Monitoring Reports Assessment Data Staff meeting agendas/minutes Training agendas Teacher Reports Individualized training reports

	T/TA Strategies Events/Activities (include size & scope)	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
	ach strategy, event, or activity	a. Ed. Coord./				
a.	Train teachers on Developmental Learning Measures (DLM) Curriculum, and Teaching Strategies GOLD Assessment	Resource Teachers/ Consultant	a. New Teaching Teams	a. Ed. Coord. b. Ed. Coord./	a. Dec.'15- June'16& Aug'16-	a. \$3,160
b.	Train parents and staff on goals outlined in the School Readiness Plan (Parent Orientation and Pre-service Training)	b. Ed. Coord/	b. Parents/Teaching Teams	FSvcs Coord	Nov'16 b. Aug' 16	b0-
c.	Provide individualized teacher training based on results of CLASS observations, and data from Teaching strategies GOLD and VPK Assessment	c. Ed. Coord/ Res.Teachers/ Consultant	c. Teaching Teams	c. Ed. Coord. Res. Teachers	c . Dec.'15-	c0-
a			u u	d. Ed. Coord. Fsvc. Coord	June'16& Aug'16-	
d.	Train parents and staff on importance of social skills education	d.Fsvc. Coord. Ed. Coord./ Consultant	d. Parents/Staff		Nov'16 d. July'16- Aug'16	d. \$200

#### Part 1: Identified T/TA Goals

# T/TA Goal: (From IPP and AI process): Improve Parent and Family Engagement

Expected Outcomes (Short-Term &/or Long-Term)	Indicators	Documentation/Frequency of Measurement
Family Services Staff will have the techniques necessary to assist parents in attaining their goals, and improving the lives of themselves and their children.	Parent attainment of FPA Goals  Accurate Recordkeeping  Enrollment in higher education courses  Positive Parent Outcomes  Attainment of Family Engagement Plan Goals	Child Plus Reports Home visit Records Family Services Monitoring Reports Workshop agendas/sign-in sheets Parent Involvement Reports Classroom Volunteer Reports PIR Reports Family Services meetings/agendas

T/TA Strategies Events/Activities (include size & scope)	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
a. Train staff on how to assist families in ensuring growth with Family Outcomes	a.Consultant	a. Family Svcs. Staff	a. Family Svc Coord.	a. Dec'15	a.\$3,500
b. Train staff on data collecting and reporting	b. Family Svcs Coord./ Consultant	b. Family Sves. Staff	b. Family Svc Coord.	b. Dec'15- June'16& Aug' 16- Nov'16	b0-
Paut 1. Page 2					

#### Part 1: Identified T/TA Goals

# T/TA Goal: (From IPP and AI process): Improve Head Start Compliance with Required State and Federal Regulations

Expected Outcomes (Short-Term &/or Long-Term)	Indicators	Documentation/Frequency of Measurement
Governing Board, Policy Council, and Head Start Staff will have a greater awareness of new and existing Head Start mandates.	Increased awareness of data as it relates to School Readiness Goals. Increased collaboration between Head Start, Governing Board, and Policy Council. Compliance with Super Circular Requirements. Accurate Fiscal Reports. Head Start Program compliance with mandates and standards.	School Board Minutes/Agendas Training Agendas/Sign-in Sheets Fiscal Reports Head Start Monitoring Reports Policy Council Minutes Head Start Director Reports

T/TA Strategies Events/Activities (include size & scope)	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Estimated Cost
List each strategy, event, or activity					
a. Train Governing Board, Policy Council, and Head Start staff on analyzing and using data to support program goals to include School Readiness and Family Outcomes	a. H.S. Director/ Consultant	a. G. Board /Policy Council/ H.S. Staff	a. H.S. Director	a. Aug'16- Sept'16	a. \$2900
b. Train Governing Board, Policy Council, and Head Start staff on 5 year grant requirements and other regulations	b.H.S. Director/ Consultant	b. G. Board /Policy Council/ H.S. Staff	b. H.S. Director	b Aug'16- Sept'16	b0-
			5-		

Part 2: Required HS Training

Required Training (including size & scope)	T/TA Resource	Target Audience	Expected Outcomes	Responsible Manager	Timeline	Estimated Cost
Head Start Act Section 640(a)(3)(B)(ii) Developing skills in working with children with non-English language background and children with disabilities, as appropriate	ESOL Coordinator/ Education Coordinator Teachers	Teachers Parapro- fessionals	Teaching staff will provide appropriate experiences for children with non-English language backgrounds and children with disabilities	Education Coordinator	Dec'15- Nov.'16	\$1,500
N-30-356-1-30(B)(2) 45 CFR 1304.52(k)(3)(i) Identification and reporting of child abuse and neglect including methods for identifying and reporting child abuse and neglect that comply with applicable State and local laws using, so far as possible, a helpful rather than a punitive attitude toward abusing or neglecting parents and other caretakers	Consultant/ Family Services Coordinator	All Staff	Cases of child abuse and/or neglect will be identified and reported	Family Services Coordinator	Aug '16	-0-
45 CFR 1304.41(c)(1)(iv) 45 CFR 1304.52(k)(3)(ii) Transition training for Early Head Start or Head Start staff and school or other child development staff	Education Coordinator, Consultant	Director, Manage- ment Staff, Teaching Teams	Children and families will successfully transition into and out of the Head Start program	Transition Coordinator	April '16	\$350.00
45 CF1304.52(k)(1) Orientation for new staff, consultants and volunteers	Director, Education Coordinator, Resource Teachers, Consultant	New Staff	All new staff, consultants, and volunteers will receive an orientation which includes the goals and underlying philosophy of Early Head Start and/or Head Start and the ways in which they are implemented by the program	Director	Dec'15- Nov.'16	-0-

45 CFR 1306.23(a) Pre and in-service training opportunities designed to improve the ability of staff and volunteers to deliver services required by Head Start regulations and policies	Director, Manage- ment Staff, Resource Teachers/ Consultant	All Staff	Program staff and volunteers will acquire or increase the knowledge and skills they need to fulfill their job responsibilities. This training will be directed toward improving the ability of staff and volunteers to deliver services required by Head Start regulations and policies	Director	Aug. '16	\$4200.00
45 CFR 1306.23(b) Training about the underlying goals of Head Start and the program options being implemented	Director, Manage- ment Staff, Resource Teachers	All Staff Parents	Staff and volunteers will increase knowledge about the underlying goals of Head Start and the program options being implemented	Director	Aug.'16	-0-
45 CFR 1310.17(b)(1) Operate the vehicle in a safe and efficient manner	Transporta- tion Director	Bus Drivers, Monitors, Program Assistants	Transportation services provided to children will be completed safely and efficiently, without incidents of injury to persons or damage to property	Transportation Director	Aug. '16	\$425.00
45 CFR 1310.17 (b)(2) Safely run a fixed route and perform specialized driving maneuvers	Transporta- tion Director	Bus Drivers	Drivers will complete assigned routes and driving maneuvers safely, without incidents of injury to persons or damage to property.	Transporta- tion Director	Aug. '16	-0-
45 CFR 1310.17(b)(3) Administer basic first aid	Transporta- tion Director	Bus Drivers, Monitors, Program Assistants	Staff and volunteers will obtain knowledge and skill in administering first aid to injured students and staff.	Transporta- tion Director	Aug. '16	-0-
45 CFR 1310.17(b)(4) Handle emergency situations	Transporta- tion Director	Bus Drivers, Monitors	Staff and volunteers will obtain knowledge and skill in following appropriate procedures to handle emergency situations.	Transportation Director	Aug. '16	-0-

Operate special equipment	Transporta- tion Director	Bus Drivers/ Monitors	Staff and volunteers will obtain knowledge and skill in operating special equipment.	Transporta- tion Director	Aug. '16	-0-
Conduct maintenance and safety checks	Transporta- tion Director	Bus Drivers/ Monitors	Staff and volunteers will obtain knowledge and skill in conducting maintenance and safety checks to ensure a safe environment.	Transporta- tion Director	Aug. '16	-0-
Meet applicable driver training requirements of	Transporta- tion Director	Bus Drivers	Drivers will obtain knowledge and skills related to requirements for state licensure in which they operate.	Transporta- tion Director	Aug. '16	-0-
(Parent) How to be the primary teacher for their children and full partners in the education of their children	Teacher/ Resource Teacher/ Family Svc. Coordinator	Parents	Parents will obtain knowledge and skills in guiding their child's education.	Family Svc. Coordinator	April '16	-0-
abuse and neglect	Teachers/ Family Services Coord./ Consultant	Parents	Parents will obtain knowledge and skills needed to prevent abuse and neglect.	Family Svc. Coordinator	Dec. '16	-0-
Preparation for parents to exercise their rights and responsibilities concerning the education of their children in the school setting	Teacher/ Family Svc.Coord. /Consultant	Parents	Parents will obtain knowledge of their rights and responsibilities concerning the education of their children in the school setting. Parents will develop skill in exercising their rights as parents in the school setting.	Family Svc. Coordinator /Transition Coordinator	April '16	\$800.00

45 CFR 1310.21(a) If the agency provides transportation, training that includes vehicle and pedestrian safety	Community Organiza- tions	Parents	Parents and children will demonstrate knowledge and skill in vehicular safety methods and pedestrian safety methods.	Family Svc. Coordinator	Aug. '16	-0-
45 CFR 1304.23 Family assistance with nutrition	Teachers/ Family Svcs /Nutrition Coordinator	Parents	Families will receive information on resources to assist with nutrition needs. Families will receive instruction on proper nutrition and meal planning.	Family Svc Coord./ Nutrition Coordinator	Aug. '16	-0-
45 CFR 1304.40(e)(3) Opportunities to enhance parenting skills, knowledge and understanding of the educational and developmental needs and activities of their children	Teachers, Family Svcs./ Education Coordinator	Parents	Parents will obtain knowledge in proper methods of parenting; develop an understanding of their child's educational and developmental needs; and develop skill in selecting appropriate educational and developmental activities for their children.	Education Coordinator	Aug.'16	-0-
45 CFR 1304.24(a) Parent education of mental health issues	Consultant/ Mental Health Coordinator	Parents	Parents will obtain knowledge of mental health issues in children, including characteristics/signs to watch for.	Mental Health Coordinator	Dec. '15	\$250.00

Part 2: Page 4

Part 3: Required State Training

Required Training (including size & scope)	T/TA Resource	Target Audience	Expected Outcomes	Responsible Manager	Timeline	Estimated Cost
List of Required trainings from state regulations						
CDA Training/60 Hrs. College Credits	Tallahassee Community College	Paraprofessional	Paraprofessionals will gain knowledge and skills in the area of child development and children behaviors.	Education Coordinator	Aug. '16 Sept. '16	\$6,207.00
Bus Driver/Monitor Training	Transportation Director	Family Services Staff/Monitors	Safe and dependable transportation for Head Start children, staff and parents.	Director	Aug. '16	\$575.00
Blood Borne Pathogen	Health Department	All Staff	To minimize the risk of transmission of HIV, Hepatitis B, and other blood borne pathogens to staff, volunteers, and children.	Health Coordinator	Aug. '16	-0-
					8	

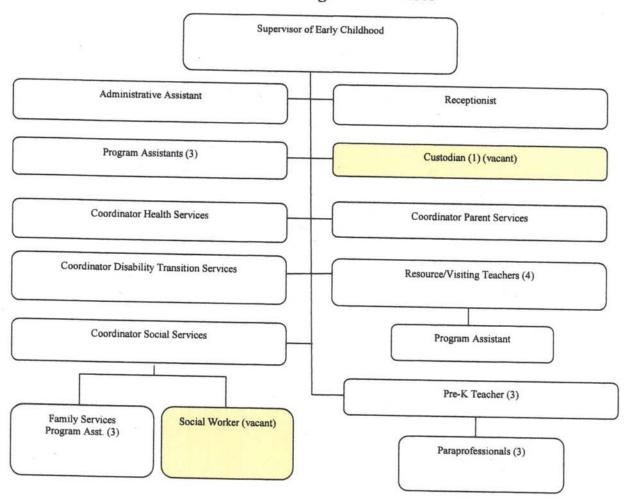
Part 3: Page 1

## To be completed by Head Start/Pre-K Office Staff

### HEAD START/PREKINDERGARTEN PLACEMENT CRITERIA

CHILD'S NA	AME:				
Head Start (Inc	come Eligible)	(20)			
Title I/VPK eligible (4 yr. old by Sept. 1st)					
Working Paren	nt	(5)			
Single Parent		(1)			
Teenage Paren	t (at time of 1st child's Birth)	(1)			
Medicaid (mus	et be documented)	(1)			
Over 5 Childre	n in Immediate Family	(2)			
3 Children Und	der Age 4	(2)			
Parent/Guardia	n Didn't Finish High School	(1)			
Age of Child:	Turns 5 Between 9/2 - 12/31	(5)	-		
	Turns 5 Between 1/1 - 4/15	(2)			
	Turns 4 Between 9/2 - 12/31	(5)			
	Turns 4 Between 1/1 - 4/15	(2)			
Agency Referr	al (referral form required)	(3)			
Child Has No l	Parent/Legal Guardian	(2)			
LEP Student (I	Limited English Proficiency)	(1)			
			an Receives SSI vices Child		
Transitioning I	From Early Head Start (EHS)	_			
TOTAL POIN	TTS EARNED:				
Qualifies for T	Title I/VPK (4 yr. old) 5 or below)	HS_	Over Income		
Date:	Date: Staff Initials:				

## **Pre-Kindergarten Services**



## **Head Start Center Information for 2015-2016**

Name of Centers	Current License	Accreditation	Condition	Meets ADA Regulations
Chattahoochee Elementary	N/A	SACS Accredited	Good	Yes
Gretna Elementary	N/A	SACS Accredited	Good	Yes
George W. Munroe Elementary	N/A	SACS Accredited	Good	Yes
Stewart Street Elementary	N/A	SACS Accredited	Good	Yes
St. John Elementary	N/A	SACS Accredited	Good	Yes
Havana Magnet	N/A	SACS Accredited	Good	Yes
Midway Head Start Center	N/A	SACS Accredited	Good	Yes
Quincy Area 3's Center	N/A	SACS Accredited	Good	Yes

## **Hours of Operation:**

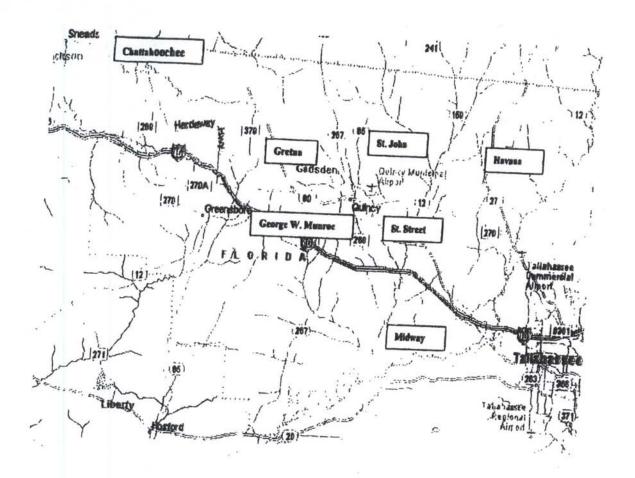
School Sites:

8:30 a.m. - 3:00 p.m.

Midway Head Start Center: 8:00 a.m. - 3:00 p.m.

Quincy Area 3's Center:

7:30 a.m. - 4:30 p.m.



# GADSDEN COUNTY, FLORIDA

## GADSDEN COUNTY SCHOOL BOARD HEAD START/PREKINDERGARTEN PROGRAM

## **Head Start Refunding Application and Program Improvement Plan**

### **School Board Approval**

#### 2015-2016

The Gadsden County School Board met and and Program Improvement Plan on the	approved the 2015-2016 Head Start Refunding Applicated ay of July, 2015.	atior
Audrey Lewis, Board Chairperson	Date	

# Gadsden County School District (04CH4687) Head Start Program 2015-2016 Employee Compensation Cap Assurance Statement

"We have reviewed the requirement of the new Head Start Act, Section 653, that limits the compensation of Head Start staff. We certify that Head Start funds will not be used to pay any part of the compensation of any individual employed by a Head Start agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule (currently \$181,500). Furthermore, our agency does not employ any individuals whose pay exceeds the aforementioned salary cap."

SIGNATURE:	100	_
TITLE:	Board Chairperson	
DATE:		

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## SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 9a
Date of School Board Meeting: July 28, 2015
TITLE OF AGENDA ITEM: Continue Grounds Maintenance Agreement with Mike
Bryant Lawn Care for the Max D. Walker Building complex
DIVISION: Department of Facilities (Example: Secondary Education, Property Records, etc.)
This is a CONTINUATION of a current project, grant, etc.
PURPOSE AND SUMMARY OF ITEM: For School Board Approval to continue grounds
maintenance agreement with Mike Bryant Lawn Care for the fiscal year of 2015-2016.
Service will be provided bi-weekly July 1, 2015 through June 30, 2016 at a rate of \$250.00
per service.
FUND SOURCE: 110
AMOUNT: \$6,500.00
PREPARED BY: Wayne Shepard
POSITION: Director of Facilities
POSITION: Director of Facilities
INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER
Number of ORIGINAL SIGNATURES NEEDED by preparer.
SUPERINTENDENT'S SIGNATURE: page(s) numbered
CHAIRMAN'S SIGNATURE: page(s) numbered
Be sure that the COMPTROLLER has signed the budget page.

## The School Board of Gadsden County



Reginald C. James SUPERINTENDENT OF SCHOOLS

"Building A Brighter Future"

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

June 30, 2015

Mike Bryant Lawn Care Mike Bryant 149 Ranch Road Quincy, FL 32351

Dear Mr. Bryant:

In preparation for the upcoming fiscal year, we are contacting you in reference to the Grounds Maintenance at the Max D. Walker Building, 35 Martin Luther King Jr. Blvd., Quincy, FL. We would like to extend the agreement through the 2015-2016 fiscal year.

I agree to extend our services at the same price and schedule as the original agreement starting July 1, 2015 through June 30, 2016

I do not wish to extend this agreement past June 30, 2015

Please indicate your response and return to my office no later than July 7, 2015.

Sigrature

Date

Grounds maintenance is bi-weekly, year round, at a per service rate of \$250.00. In addition, if you choose to extend our service agreement, please provide the School Board Department of Facilities updated forms and exemptions (i.e. proof of insurance, exemption from workman's compensation coverage).

Sincerely,

Wayne Shepard Director of Facilities

RWS/arb

Documents.BidsFY15-16.LawnMaintenance.MDWBldg.ExtensionLetter.20150630

Audrey Lewis DISTRICT NO. 1

Judge B. Helms, Jr. DISTIRCT NO. 2 QUINCY, FL 32351 HAVANA, FL 32333 ISAAC SIMMONS, JR.
DISTRICT NO. 3
CHATTACHOOCHEE, FL 32324
GREENSBORO, FL 32330

Charlie D. Frost DISTRICT NO. 4 GREENSBORO, FL 32330 QUINCY, FL 32352 ROGER P. MILTON DISTRICT NO. 5 QUINCY, FL 32351

Rusmita

## **SUMMARY SHEET**

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 9b
Date of School Board Meeting: July 28, 2015
TITLE OF AGENDA ITEM: Continue Grounds Maintenance Agreement with
Mark's Lawn Maintenance - East Gadsden High School & West Gadsden High School
Athletic Fields
DIVISION: Department of Facilities (Example: Secondary Education, Property Records, etc.)
This is a CONTINUATION of a current project, grant, etc.
PURPOSE AND SUMMARY OF ITEM: For School Board Approval to continue the
Grounds Maintenance of the Athletic Fields at EGHS & WGHS with Mark's Lawn
Maintenance, Inc. for the fiscal year of 2015-2016.
FUND SOURCE: 110
AMOUNT: \$1,965.00 per month – EGHS \$1,965.00 per month – WGHS
PREPARED BY: Wayne Shepard
POSITION: Director of Facilities
INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER
Number of ORIGINAL SIGNATURES NEEDED by preparer.
SUPERINTENDENT'S SIGNATURE: page(s) numbered
CHAIRMAN'S SIGNATURE: page(s) numbered
Be sure that the COMPTROLLER has signed the budget page.

## The School Board of Gadsden County



"Building A Brighter Future"

Reginald C. James SUPERINTENDENT OF SCHOOLS

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

June 30, 2015

Mark's Lawn Maintenance, Inc. PO Box 180306 Tallahassee, FL 32318

Dear Mr. Langston:

In preparation for the upcoming fiscal year, we are contacting you in reference to Bid #1415-01, Grounds Maintenance – East Gadsden High School & West Gadsden High School Athletic Fields.

As per page 2, item "C" of the ITB, we would like to extend this agreement through the 2015-2016 fiscal year. Please give us your response and return this letter to my office no later than July 1, 2015.

I agree to extend our services at the same price and schedule as the original agreement starting July 1, 2015 through June 30, 2016

\_\_\_ I do not wish to extend this agreement past June 30, 2015

Signature

Date

Please review the specifications and terms of your original agreement and if you choose to extend our service agreement, please provide the School Board Department of Facilities updated forms and exemptions (i.e. proof of insurance, exemption from workman's compensation coverage).

Sincerely,

Wayne Shepard Director of Facilities

RWS/arb

Audrey Lewis DISTRICT NO. 1 HAVANA, FL 32333 Judge B. Helms, Jr. DISTIRCT NO. 2 QUINCY, FL 32351

ISAAC SIMMONS, JR. DISTRICT NO, 3 CHATTACHOOCHEE, FL 22324 Charlie D. Frost DISTRICT NO. FL 32330 SHS.WGHSAllellicFinide 20150630 ROGER P. MILTON DISTRICT NO. 5 QUINCY, FL 32351

6-30-2015

BOARD MEETS FOURTH TUESDAY OF EACH MONTH EQUAL OPPORTUNITY EMPLOYER

Rusmiter

## SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

GENDA ITEM NO7c
Date of School Board Meeting: July 28, 2015
TTLE OF AGENDA ITEM: Continue agreement of Full Service
IVAC/Refrigeration Maintenance & Repair Contract for West Gadsden High School
DIVISION: Department of Facilities  Example: Secondary Education, Property Records, etc.)
This is a CONTINUATION of a current project, grant, etc.
URPOSE AND SUMMARY OF ITEM: For School Board Approval to continue
greement of Bid #1415-02 Full Service HVAC/Refrigeration Maintenance & Repair with
Brooks Air Systems, Inc. Contract will include all maintenance parts and labor.
FUND SOURCE: 110
PREPARED BY: Wayne Shepard
PREPARED BY: /U/·// Wayne Shepard
POSITION: Director of Facilities
INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER
Number of ORIGINAL SIGNATURES NEEDED by preparer.
SUPERINTENDENT'S SIGNATURE: page(s) numbered
CHAIRMAN'S SIGNATURE: page(s) numbered
Be sure that the COMPTROLLER has signed the budget page.

## The School Board of Gadsden County



"Building A Brighter Future"

Reginald C. James SUPERINTENDENT OF SCHOOLS

> 35 MARTIN LUTHEH KING, JR. BLVD. QUINCY, FLORIDA 32351 TEL: (850) 627-9651 FAX: (850) 627-2760 www.gcps.k12.flus

June 22, 2015

Brooks Air Systems, Inc. 11196 St. Johns Industrial Parkway South Jacksonville, FL 32246

To Whom It May Concern:

In preparation for the upcoming fiscal year, we are contacting you in reference to bid #1415-02, Full Service HVAC/Refrigeration Maintenance & Repair Contract(s) for West Gadsden High School.

As per section 3.0, Term of the agreement, we would like to extend this agreement through the 2015-2016 fiscal year. Please give us your response and return this letter to my office no later than June 25, 2015.

I agree to extend our services at the same price (9.0 Cost/Rates) and schedule as the original agreement starting July 1, 2015 through June 30, 2016

J do not wish to extend this agreement past June 30, 2015

Signature

Date

Please review the specifications and terms of your original agreement and if you choose to extend our service agreement, please provide the School Board Department of Facilities updated forms and exemptions (i.e. proof of insurance, exemption from workman's compensation coverage).

Sincerely,

Wayne Shepard Director of Facilities

RWS/arb

Documents. BidsFY15-16.FullServiceHVAC-RefrigerationMeInternance&Repair. ExtensionLetter, WGHS.20150615

Audrey Lewis DISTRICT NO. 1 Judge B. Holma, Jr. DISTIRCT NO. 2 QUINCY, FL 32351 HAVANA, FL 32333 IBAAC SIMMONS, JR.
DISTRICT NO. 3
CHATTACHOOCHEE, FL 3232
GREENSBORO, FL 32330

Charlie D. Frost DISTRICT NO. 4 GREENSBORO, FL 32330 QUINCY, FL 32352 ROGER P. MILTON DISTRICT NO. 8 QUINCY, FL 32361

BOARD MEETS FOURTH TUESDAY OF EACH MONTH

#### Agreement Between School Board of Gadsden County And Brooks Air Systems

Pursuant to Florida Statute 112.313(7) and OWNER Board rule #7.71(9) "Full or Part-time employees of the Board shall not contract for additional service to the Board as consultants". Contractor attests no Owner employees are also employees of Contractor.

#### 2.0 WITNESS:

Whereas "Owner" has fourteen (14) campuses in Gadsden County; and whereas "OWNER" issued a Request for Proposal # 14-15-02 School Board is soliciting a firm to provide ongoing Full Service HVAC/Refrigeration Maintenance and Repair at West Gadsden High School for the existing McQuay Chillers and Air Handlers with attached Danfoss Graham variable frequency drives (VFD) which has an Alerton Technologies Inc. control system and whereas "CONTRACTOR" submitted a written formal Request for Proposal #14-15-02 on May 14, 2014 and whereas "OWNER" evaluation committee has reviewed submissions(s) received and recommends for this agreement "CONTRACTOR" as a top ranked proposer and now therefore, for and in consideration of the mutual covenants, agreements, and condition herein, and in "OWNERS" Request for Proposal# 14-15-02 and "CONTRACTORS" proposal which is attached and incorporated by reference, it is mutually agreed by and between the parties as follows:

#### 3.0 TERM:

#### Term/Termination:

- This agreement is for an initial term commencing on July 1, 2014 and will expire at the end of the day on June 30, 2015.
- The Owner shall have the option to be extended for one (1) additional term of one (1) year up to a total of three years. Extension of this agreement is subject to mutual agreement, continued need, satisfactory performance, same terms and conditions. Continuation of this agreement beyond any fiscal year end (i.e. June 30<sup>th</sup>) is subject to State of Florida continued adequate appropriation to "OWNER", by the State of Florida Legislature, and School Board approval of extension. In the event that the agreement(s), resulting from the award of this RFP shall terminate or be likely to terminate prior to the making of an award for a new agreement for the identified service; the School Board may notify Contractor(s) in writing at least sixty (60) calendar days prior to the expiration date of the agreement, and with the written consent of the Contractor(s),

RFP #14-15-02 FULL SERVICE HVAC/REFRIGERATION MAINTENANCE & REPAIR West Gadsden High

#### 8.0 TIME FRAME/RESPONSE TIME: 4 hours or sooner.

As defined in "OWNER" RFP # 14-15-03 and "CONTRACTORS" proposal #14-15-02 the following not to exceed schedule:

"CONTRACTORS" management approach to the response plan procedures offers the optimum combination of key elements in the successful delivery of timely performance through use of experienced qualified personnel, extensive quality control program, adequate resources, material availability, and advanced scheduling. "CONTRACTOR" has developed the management systems, expertise, and human resources necessary to minimize delays due to subcontractor and material availability; meet defined schedules; manage increased workloads; and stay on schedule for multiple task order contacts.

#### 9.0 COST/RATES (as defined below)

The costs shall remain fixed and unchanged for the initial period ending June 30, 2015 and for the optional (1) one year renewal July 1, 2015 – June 30, 2016.

## MATERIAL SUPPLIES AND EQUIPMENT - OWNERS SALES TAX EXEMPTION:

Contractor shall include in solicitations of subcontractor bids in accordance with RFP# 14-15-02 Attachment F herein regarding sales tax exemption where bidders would include in their bid all administrative costs including sales tax. Contractor from time to time would recommend to the School Board that it purchase raw materials/equipment directly on an OWNER Purchase Order (PO) net of State of Florida sales tax by submitting a tax agreement signed by the subcontractor and complete manual Requisition for tax saving direct purchases (refer to RFP #14-15-03 to Exhibit "B" of Attachment F). The School Board would in turn, would do a deductive change order to Contractor PO equal to the value of the raw materials plus the sales tax saved.

- a. In all cases the parties will attempt to identify materials of significant cost that can be purchased without the payment of sales tax. Significant cost is defined for these purposes as an amount of materials or equipment in excess of \$3,000.00 per Purchase Order. The parties agree to use their best efforts to identify these items prior to signing of a particular delivery order.
- b. If an item has been identified as suitable for tax exempt purchase prior to the signing of the delivery order, the procedure shall be as follows:
  - Owner shall purchase the item directly using its own purchase order after the Contractor has completed and signed the requisition/tax agreement(s) as per Exhibit A and Exhibit B of Attachment F of RFP 14-15-02
- c. In those cases, the items identified shall be purchased so as to comply with Florida law regarding tax exempt purchases.
- d. If an item has not been identified for tax exempt purchase prior to the signing of the delivery order, then the procedure shall be as follows:
  - Contractor may designate an item as suitable for tax exempt purchase.

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## SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOAL	RD AGE	NDA
AGENDA ITEM NO7d		
Date of School Board Meeting: July 28, 2015		
TITLE OF AGENDA ITEM: Continue agreement of	Full	Service
HVAC/Refrigeration Maintenance & Repair Contract for East Gadsden	High Sch	iool
DIVISION: <u>Department of Facilities</u> (Example: Secondary Education, Property Records, etc.)		
This is a CONTINUATION of a current project, grant, etc.		
PURPOSE AND SUMMARY OF ITEM: For School Board Approx	val to	continue
agreement of Bid #1415-03 Full Service HVAC/Refrigeration Maintenan	ice & Re	epair with
Brooks Air Systems, Inc. Contract will include all maintenance parts and	labor.	
FUND SOURCE: 110		
AMOUNT: \$76,924.00		
PREPARED BY: No. Wayne Shepard		
POSITION: Director of Facilities		
INTERNAL INSTRUCTIONS TO BE COMPLETED BY PRE	PARER	
Number of ORIGINAL SIGNATURES NEEDED by preparer.		
SUPERINTENDENT'S SIGNATURE: page(s) numbered		
CHAIRMAN'S SIGNATURE: page(s) numbered		
Be sure that the COMPTROLLER has signed the budget page.		2

## The School Board of Gadsden County



"Building A Brighter Future"

Reginald C. James SUPERINTENDENT OF SCHOOLS

> 35 MARTIN LUTHEH KING, JR. BLVD. QUINCY, FLORIDA 32351 TEL: (850) 627-9651 FAX: (950) 627-2760 www.gcps.k12.fl.us

June 22, 2015

Brooks Air Systems, Inc. 11196 St. Johns Industrial Parkway South Jacksonville, FL 32246

To Whom it May Concern:

In preparation for the upcoming fiscal year, we are contacting you in reference to bid #1415-03, Full Service HVAC/Refrigeration Maintenance & Repair Contract(s) for East Gadsden High School.

As per section 3.0, Term of the agreement, we would like to extend this agreement through the 2015-2016 fiscal year. Please give us your response and return this letter to my office no later than June 25, 2015.

I agree to extend our services at the same price (Section 9.0 Rates) and schedule as the original agreement starting July 1, 2015 through June 30, 2016

I do not wish to extend this agreement past June 30, 2015

6/25/15

Please review the specifications and torms of your original agreement and if you choose to extend our service agreement, please provide the School Board Department of Facilities updated forms and exemptions (i.e. proof of insurance, exemption from workman's compensation coverage).

Sincerely.

Wayne Shepard **Director of Facilities** 

No ryce Shepe

RWS/arb

Documents Bids FY15-16, Full Service HVAC-Refrigeration Maintenance & Repair, Extension Letter, FGHS 20150615

BOARD MEETS FOURTH TUESDAY OF EACH MONTH EQUAL OPPORTUNITY EMPI OYFR

#### Agreement Between School Board of Gadsden County And Brooks Air Systems

1.0 This Request for Proposal agreement #14-15-03 hereinafter referred to as "Agreement", is made this <u>lst</u> day of <u>July</u> 2014, by and between School Board of Gadsden County with its principle address at 35 Martin Luther King Jr., Blvd. Quincy, FL 32351, A political subdivision of the State of Florida, hereinafter referred to "Owner" and Brooks Air Systems with its principle address at 11196 St. Johns Industrial Parkway, S. Jacksonville, FL 32246-6675, a private for profit corporation, (Federal ID# 59-2424398) Hereinafter referred to as "Contractor".

Pursuant to Florida Statute 112.313(7) and OWNER Board rule #7.71(9) "Full or Part-time employees of the Board shall not contract for additional service to the Board as consultants". Contractor attests no Owner employees are also employees of Contractor.

#### 2.0 WITNESS:

Whereas "Owner" has fourteen (14) campuses in Gadsden County; and whereas "OWNER" issued a Request for Proposal # 14-15-03 School Board is soliciting a firm to provide ongoing Full Service HVAC/Refrigeration Maintenance and Repair at East Gadsden High School for the existing McQuay Chillers and Air Handlers with attached Danfoss Graham variable frequency drives (VFD) which has an Alerton Technologies Inc. control system and whereas "CONTRACTOR" submitted a written formal Request for Proposal #14-15-03 on May 14, 2014 and whereas "OWNER" evaluation committee has reviewed submissions(s) received and recommends for this agreement "CONTRACTOR" as a top ranked proposer and now therefore, for and in consideration of the mutual covenants, agreements, and condition herein, and in "OWNERS" Request for Proposal# 14-15-03 and "CONTRACTORS" proposal which is attached and incorporated by reference, it is mutually agreed by and between the parties as follows:

#### 3.0 **TERM**:

#### Term/Termination:

- This agreement is for an initial term commencing on July 1, 2014 and will expire at the end of the day on June 30, 2015.
- The Owner shall have the option to be extended for one (1) additional term of one (1) year up to a total of three years. Extension of this agreement is subject to mutual agreement, continued need, satisfactory performance, same terms and conditions. Continuation of this agreement beyond any fiscal year end (i.e. June 30<sup>th</sup>) is subject to State of Florida continued adequate appropriation to "OWNER", by the State of Florida Legislature, and School Board approval of extension. In the event that the agreement(s), resulting from the award of this RFP shall terminate or be likely to terminate prior to the making of an award for a new agreement for the identified service; the School Board may notify Contractor(s) in writing at least sixty (60) calendar days prior to the expiration date of the agreement, and with the written consent of the Contractor(s),

RFP #14-15-03 FULL SERVICE HVAC/REFRIGERATION MAINTENANCE & REPAIR East Gadsden High

#### 8.0 TIME FRAME/RESPONSE TIME: 4 hours or sooner.

As defined in "OWNER" RFP # 14-15-03 and "CONTRACTORS" proposal #14-15-03 the following not to exceed schedule:

"CONTRACTORS" management approach to the response plan procedures offers the optimum combination of key elements in the successful delivery of timely performance through use of experienced qualified personnel, extensive quality control program, adequate resources, material availability, and advanced scheduling. "CONTRACTOR" has developed the management systems, expertise, and human resources necessary to minimize delays due to subcontractor and material availability; meet defined schedules; manage increased workloads; and stay on schedule for multiple task order contacts.

#### 9.0 COST/RATES (as defined below)

The costs shall remain fixed and unchanged for the initial period ending June 30, 2015 and for the optional (1) one year renewal July 1, 2015 – June 30, 2016.

#### MATERIAL SUPPLIES AND EQUIPMENT - OWNERS SALES TAX EXEMPTION:

Contractor shall include in solicitations of subcontractor bids in accordance with RFP# 14-15-03 Attachment F herein regarding sales tax exemption where bidders would include in their bid all administrative costs including sales tax. Contractor from time to time would recommend to the School Board that it purchase raw materials/equipment directly on an OWNER Purchase Order (PO) net of State of Florida sales tax by submitting a tax agreement signed by the subcontractor and complete manual Requisition for tax saving direct purchases (refer to RFP #14-15-03 to Exhibit "B" of Attachment F). The School Board would in turn, would do a deductive change order to Contractor PO equal to the value of the raw materials plus the sales tax saved.

- a. In all cases the parties will attempt to identify materials of significant cost that can be purchased without the payment of sales tax. Significant cost is defined for these purposes as an amount of materials or equipment in excess of \$3,000.00 per Purchase Order. The parties agree to use their best efforts to identify these items prior to signing of a particular delivery order.
- b. If an item has been identified as suitable for tax exempt purchase prior to the signing of the delivery order, the procedure shall be as follows:
  - Owner shall purchase the item directly using its own purchase order after the Contractor has completed and signed the requisition/tax agreement(s) as per Exhibit A and Exhibit B of Attachment F of RFP 14-15-03
- c. In those cases, the items identified shall be purchased so as to comply with Florida law regarding tax exempt purchases.
- d. If an item has not been identified for tax exempt purchase prior to the signing of the delivery order, then the procedure shall be as follows:
  - Contractor may designate an item as suitable for tax exempt purchase.

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## SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 9e
Date of School Board Meeting: July 28, 2015
TITLE OF AGENDA ITEM: Continue Contracts with Sonitrol/Redwire
DIVISION: Department of Facilities
This is a CONTINUATION of a current project, grant, etc.
PURPOSE AND SUMMARY OF ITEM: For Board Approval of existing Sonitrol and
Redwire Contracts to be extended for year 2015/2016. *Note: If there has to be changes
and/or additions to the contracts during the school year, those will be brought to the Board at
that time.
FUND SOURCE: 379
AMOUNT: \$50,652.72 - Sonitrol \$ 4,595.16 - Redwire
PREPARED BY: Wayne Shepard
POSITION: Director of Facilities
INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER
Number of ORIGINAL SIGNFATUES NEEDED by preparer.
SUPERINTENDENT'S SIGNATURE: page(s) numbered
CHAIRMAN'S SIGNATURE: page(s) numbered
Be sure that the COMPTROLLER has signed the budget page.

#### Gadsden County School Board Security Accounts 2015-2016

Sonitro	Accounts
20111110	MUUUUIII

R1M150092 R1M150570 R1M175060 R1M175221 R1M175469 R1M175514 R1M175724 R1M175725 R1M175948 R1M176348 R1M176381 R1M176382 R1M176382 R1M176575 R1M600108 R1M600155	Customer Name GCSB-Maintenance & Transportation Dept GCSB-Carter- Parramore Academy GCSB-Transportation GCSB-Gretna Elementary GCSB-Havana Middle Schoo GCSB-Admin Offices GCSB-St. Johns Elementary GCSB/Greensboro Elementary Bldg 8 GCSB-Havana Elementary	Location Address 805 S. Stewart St. 631 S Stewart St. 720 S. Stewart St. 706 Martin Luther King Jr Blvd 1210 Kemp Rd Attn: Mary Hobbs/Ap 4463 Bainbridge Hwy 559 Greensboro Hwy Havana Elementary	City Quincy Quincy Quincy Quincy Havana Quincy Quincy	Invoice Number 255842 255845 255850 255852 255857 255860 255862	Invoice Amount \$2,013.72 \$5,261.40 \$2,571.24 \$2,544.36 \$3,054.48 \$2,811.84	Less 5% Discount  100.69 263.07 128.56 127.22 152.72	Amount Due less 5% Discount \$1,913.03 \$4,998.33 \$2,442.68 \$2,417.14
R1M150092 COR1M150570 COR1M175060 COR1M175221 COR1M175514 COR1M175514 COR1M175725 COR1M175725 COR1M175948 COR1M176348 COR1M176381 COR1M176382 COR1M176382 COR1M176575 COR1M600108 COR1M600155 COR1M150570 COR1M1600155 COR1M150570 COR1M15	GCSB-Maintenance & Transportation Dept GCSB-Carter- Parramore Academy GCSB-Transportation GCSB-Gretna Elementary GCSB-Havana Middle Schoo GCSB-Admin Offices GCSB-St. Johns Elementary GCSB/Greensboro Elementary Bldg 8 GCSB-Havana Elementary	805 S. Stewart St. 631 S Stewart St. 720 S. Stewart St. 706 Martin Luther King Jr Blvd 1210 Kemp Rd Attn: Mary Hobbs/Ap 4463 Bainbridge Hwy 559 Greensboro Hwy	Quincy Quincy Quincy Quincy Havana Quincy Quincy	255842 255845 255850 255852 255857 255860	\$2,013.72 \$5,261.40 \$2,571.24 \$2,544.36 \$3,054.48	100.69 263.07 128.56 127.22 152.72	\$1,913.03 \$4,998.33 \$2,442.68 \$2,417.14
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R1M175514 C R1M175724 C R1M175725 C R1M175948 C R1M176348 C R1M176381 C R1M176382 C R1M176575 C R1M600108 C R1M600155 C	GCSB-Admin Offices GCSB-St. Johns Elementary GCSB/Greensboro Elementary Bldg 8 GCSB-Havana Elementary	Attn: Mary Hobbs/Ap 4463 Bainbridge Hwy 559 Greensboro Hwy	Quincy Quincy	255860			
R1M175724 C R1M175725 C R1M175948 C R1M176348 C R1M176381 C R1M176382 C R1M176575 C R1M600108 C R1M600155 C	GCSB-St. Johns Elementary GCSB/Greensboro Elementary Bldg 8 GCSB-Havana Elementary	4463 Bainbridge Hwy 559 Greensboro Hwy	Quincy		\$2,811.84		\$2,901.76
R1M175725 C R1M175948 C R1M176348 C R1M176381 C R1M176382 C R1M176575 C R1M600108 C R1M600155 C	GCSB/Greensboro Elementary Bldg 8 GCSB-Havana Elementary	559 Greensboro Hwy	7	255862		140.59	\$2,671.25
R1M175948 C R1M176348 C R1M176381 C R1M176382 C R1M176575 C R1M600108 C R1M600155 C	GCSB-Havana Elementary	Section 1 and the second control of the section of	Out-		\$1,709.04	85.45	\$1,623.59
R1M176348 C R1M176381 C R1M176382 C R1M176575 C R1M600108 C R1M600155 C	A CONTRACTOR OF THE CONTRACTOR	Hayana Flomentany	Quincy	255863	\$2,910.96	145.55	\$2,765.41
R1M176381 (CR) R1M176382 (CR) R1M176575 (CR) R1M600108 (CR) R1M600155 (CR)	CCCD Unione Flamentee	Havaria Liementary	Havana	255866	\$2,345.04	117.25	\$2,227.79
R1M176382 C R1M176575 C R1M600108 C R1M600155 C	GCSB-Havana Elementary	705 Us 27 South	Havana	255872	\$3,088.80	154.44	\$2,934.36
R1M176575 C R1M600108 C R1M600155 C	GCSB-Havana Elementary	Bldg 7 And 8	Havana	255874	\$1,217.76	60.89	\$1,156.87
R1M600108 C R1M600155 C	GCSB-Havana Elementary	Portables 2,3,4,5,6	Havana	255875	\$1,217.76	60.89	\$1,156.87
R1M600155	Gadsden Co School Board	Admin File Bldg	Quincy	255878	\$1,030.32	51.52	\$978.80
	GCSB-Head Start Center	500 W King St	Quincy	255882	\$931.80	46.59	\$885.21
R1M600602	GCSB/Stewart St. Elementary	749 S Stewart St	Quincy	255885	\$1,507.56	75.38	\$1,432.18
	GCSB-Quincy Educational Academy	Quincy Educational Academy	Quincy	255906	\$1,033.92	51.7	\$982.22
R1M601147	GCSB/East Gadsden High	2701 Blue Star Hwy	Havana	255924	\$5,010.72	250.54	\$4,760.18
R1M601482	GCSB-Shanks Middle School	1400 W King St	Quincy	255935	\$3,905.52	195.28	\$3,710.24
R1M602040	GCSB-Family Info Resource Center	35 Martin Luther King Jr Blvd	Quincy	255955	\$535.56	26.78	\$508.78
R1M602184	GCSB-W Gadsden High	200 Providence Rd	Greensboro	255957	\$4,491.72	224.59	\$4,267.13
R1M602225	GCSB-Food Service Whse	35 Martin Luther King Blvd	Quincy	255959	\$1,459.20	72.96	\$1,386.24

#### **Redwire Account**

W1M1658	GCSB	35 Martin Luther King Blvd	Quincy	77121	\$4,595.16	229.76	\$4,365.40
					4.,555.20	==5170	V1/303.10

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## **SUMMARY SHEET**

## RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 9f	
Date of School Board Meeting: July 28, 2015	
TITLE OF AGENDA ITEM: Continue Agreement with Professional	Pest
Management, Inc. of pest and weed control for athletic field's District Wide	
DIVISION: Department of Facilities (Example: Secondary Education, Property Records, etc.)  This is a CONTINUATION of a current project, grant, etc.	
PURPOSE AND SUMMARY OF ITEM: For School Board approval to co	ontinue
agreement with Professional Pest Management, Inc. for the 2015-2016 fiscal year. S	ervices
are provided to the athletic fields as follows:	
Herbicide for sedge and broadleaf control Insecticide for mole cricket and fire ants	
East Gadsden High School Baseball Field - \$3,118.50 Baseball Field - \$2,887.50 Baseball Field - \$2,887.50 Practice Field - \$2,310.00 Softball Field - \$1,443.75 Yearly Total - \$9,759.75  West Gadsden High School Baseball Field - \$3,118.50 Football Field - \$2,887.50 Practice Field - \$2,887.50 Softball Field - \$1,443.75 Yearly Total - \$9,759.75	
FUND SOURCE: 110	
AMOUNT: \$19,519.50	
PREPARED BY: Wayne Shepard	
POSITION: Director of Facilities	
INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER	7UL 5103
Number of ORIGINAL SIGNATURES NEEDED by preparer.	1 -9
SUPERINTENDENT'S SIGNATURE: page(s) numbered	70
CHAIRMAN'S SIGNATURE: page(s) numbered	
CILITATION DOIOTATIONE. PUBO(6) HUMOCIOU	CD

Be sure that the COMPTROLLER has signed the budget page.

## The School Board of Gadsden County



Reginald C. James SUPERINTENDENT OF SCHOOLS

"Building A Brighter Future"

35 MARTIN LUTHER KING, JR. BLVD. QUINCY, FLORIDA 32351 TEL: (850) 627-2750 FAX. (850) 627-2750 www.gcps.k12.fl.us

June 22, 2015

Professional Pest Management, Inc. Keith Collinsworth 4123 Neil Court Tallahassee, FL 32303

Mr. Collinsworth:

In preparation for the upcoming fiscal year, we are contacting you in reference to bid #1213-09, Pest and Weed Control Services for Athletic Fields District Wide.

As per page 3, item "C" of the ITB, we would like to extend this agreement through the 2015-2016 fiscal year. Please give us your response and return this letter to my office no later than June 25, 2015.

I agree to extend our services at the same price and schedule as the original agreement starting July 1, 2015 through June 30, 2016

\_\_ I do not wish to extend this agreement past June 30, 2015

Post emergence herbicide for sedge control – 220.00 per acre Follow up post emergence herbicide for sedge control – 220.00 per acre Preipost emergence herbicide for broadleaf and grassy weeds – 175.00 per acre Spring pre

Signature

6-29-15 Date

Please review the specifications and terms of your original agreement and if you choose to extend our service agreement, please provide the School Board Department of Facilities updated forms and exemptions (i.e. proof of insurance, exemption from workman's compensation coverage).

Sincerely,

Wayne Shepard
Director of Facilities

RWS/arb

Audrey Lewis DISTRICT NO. 1 Judge B. Helms, Jr. DISTIRCT NO. 2 QUINCY, FL 32351 ISAAC SIMMONS, JR.
DISTRICT NO. 3
CHATTACHOOCHEE, FL 3232
GREENSRIPO, FL 32320

Charlie D. Frost DISTRICT NO. 4 GREENSBORO, FL 32330 QUINCY FL 32352 ROGER P. MILTON DISTRICT NO. 5 QUINCY, FL 32351

Documents BidsFV15-16 Professiona/PeetNanapertent Extension, error 20150615

BOARD MEETS FOURTH TUESDAY OF EACH MONTH EQUAL OPPORTUNITY EMPLOYER

### I. Introduction & General Information

The purpose and intent of this Invitation to bid is to identify qualified vendors and secure firm pricing for pest control and weed control and insect control services for the athletic and practice fields of the Gadsden County School District (the District).

#### II. General Terms and Conditions

NOTE: The term "Bidder" as used within this Invitation to Bid (ITB) refers to the person, company or organization responding to this ITB. The Bidder is responsible for understanding and complying with the terms and conditions herein.

- A. GENERAL: Upon a Bid award, the terms and conditions of this Bid or any portion thereof may upon mutual agreement of the parties be extended for an additional term(s) or for additional quantities (all original terms and conditions will remain in effect). Pursuant to D.O.E. Regulation 6A1.012(5) and subject to the mutual consent of the parties, the pricing, terms and conditions of this Bid, for the products or services specified herein, may be extended to other municipal, city or county government agencies, school boards, community or junior colleges, or state universities within the State of Florida.
- B. <u>AWARD</u>; In the event of contract award, this contract shall be awarded to the responsible and responsive bidder(s) whose bid is determined to be the most advantageous to the District, taking into consideration price and other requirements as set forth in the ITB. Bidders are cautioned to make no assumptions unless their offer has been evaluated as being responsive. Any or all award(s) made as a result of this invitation shall conform to applicable School Board Ruled, State Board Rules, and State of Florida Statutes.

It is anticipated that a recommendation for award will be presented to the School Board for consideration at its <u>September 25, 2012</u> meeting. Awards become official upon the Boards formal approval of the award.

- C. <u>TERM</u>: The initial term of this contract will be after the date of School Board approval, on or about <u>October 23</u>, <u>2012-June 30</u>, <u>2013</u>, and may, by mutual agreement between the School Board of Gadsden County, Florida and the awardee(s), upon final School Board approval, be extended for three (3) additional one (1) year periods and, if needed, ninety (90) days beyond the expiration date of the current contract period. All prices shall be firm for the term of the contract. The successful vendor(s) agree to this condition by signing its bid.
- D. EXEMPT FROM THIS BID: Purchases shall not include items available at lower prices on established Florida state contracts, cooperative bid agreements which are awarded by other Florida school boards, city, county, or other local governmental agencies. Florida community colleges, U.S. Communities contracts, GSA contracts and State University System contracts. The School District reserves the right to bid separately any item if deemed to be in the best interest of the District.
- E. <u>BID OPENING AND FORM</u>: Bid openings will be public on the date and time specified on the Bidder's Acknowledgement form. All bids received after the time indicated will be rejected as non-responsive and returned unopened to sender. <u>Bids by E-mail, fax, telegram, or verbally by telephone or in person will not be accepted.</u> To protect any confidential information contained in their <u>Bid, companies must invoke the exemptions to disclosure provided by law in response to the ITB, and must identify the data and other material to be protected, and must state the reasons why such exclusion from public disclosure is necessary.</u>
- F. <u>BIDDER'S RESPONSIBILITY</u>: Before submitting their Bid, each bidder is required to carefully examine the ITB specifications and to completely familiarize themselves with all of the terms and conditions that are contained within this request. Ignorance on the part of the bidder will in no way relieve them of any of the obligations and responsibilities which are a part of this ITB.
- G. OCCUPATIONAL LICENSE: Any person, firm, corporation or joint venture, with a business location in Gadsden County, Florida, which is submitting a Bid, shall meet the County's Occupational License Tax requirements. Vendors with a location outside Gadsden County shall meet their local Occupational Tax requirements. A copy of the license is required to be submitted with the Bid. It is the Vendor's responsibility to resubmit a copy of a new license after expiration or termination of the current license. Noncompliance with this condition may cause the proposal not to be considered for award.

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#### **SUMMARY SHEET**

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA AGENDA ITEM NO. Date of School Board Meeting: July 28, 2015 TITLE OF AGENDA ITEM: Continue agreement with McCall Service for pest control - District Wide DIVISION: Department of Facilities (Example: Secondary Education, Property Records, etc.) \_\_\_\_ This is a CONTINUATION of a current project, grant, etc. PURPOSE AND SUMMARY OF ITEM: For School Board Approval to continue services with McCall Service. Gadsden County School District will piggyback Leon County School Bid #5084-2013 – Pest Control Services with no price increase for 2015-2016. FUND SOURCE: 110 AMOUNT: \$22,000.00 PREPARED BY: Wayne Shepard POSITION: Director of Facilities INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER Number of ORIGINAL SIGNATURES NEEDED by preparer. SUPERINTENDENT'S SIGNATURE: page(s) numbered CHAIRMAN'S SIGNATURE: page(s) numbered Be sure that the COMPTROLLER has signed the budget page.



July 7, 2015

Dear Mr. Shepard,

Thank you for allowing us the opportunity to provide Pest Control for Gadsden County Schools.

McCall Service Inc. will provide the same service and cost per service for Gadsden County Schools and will continue to do so throughout the length of the agreement. We expect to renew for two additional years with the same terms.

Thank you again for your business. Should have you have any questions; please contact me directly at 850-879-3124.

ach

Tallahassee Branch Manager

## The School Board of Gadsden County



"Building A Brighter Future"

Reginald C. James SUPERINTENDENT OF SCHOOLS

> 35 MARTIN LUTHER KING, JR. BLVD QUINCY, FLORIDA 32351 TEL: (850) 627-9651 FAX: (850) 627-2780 www.gcps.kt2.fl.us

July 07, 2015

McCall Service 410 Paul Russell Road Tallahassee, FL 32301

To Whom It May Concern:

In preparation for the upcoming fiscal year, we are contacting you in reference to the agreement with Gadsden County School District/Leon County School Bid #5084-2013 Pest Control Services District Wide.

We would like to extend this agreement through the 2015-2016 fiscal year providing the same service and cost per service as noted in the bld with Leon County Schools. Please give us your response and return this letter to my office no later than July 8, 2015.

I agree to extend our services at the same price and schedule as the original agreement starting July 1, 2015 through June 30, 2016

do not wish to extend this agreement past June 30, 2015

Signature

Please view the specifications and terms of your original agreement and if you choose to extend our service agreement; please provide the School Board Department of Facilities updated forms and exemptions (i.e. proof of insurance, exemption from workman's compensation coverage).

Sincerely,

Wayne Shepard Director of Facilities

RWS/arb

DISTRICT NO. 1 HAVANA, FL 32333 Judge B. Helma, Jr DISTIRCT NO. 2 QUINCY, FL 32351 ISAAC SIMMONS, JR. DISTRICT NO. 3 CHAYTACHOOCHEE, FL 22324 Charlie D. Froet DISTRICT NO. 4 GREENSBORD, FL 32331 QUINCY, FL 32352

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ROGER P. MILTON DISTRICT NO. 5 QUINCY, FL 22351

BOARD MEETS FOURTH TUESDAY OF EACH MONTH EQUAL OPPORTUNITY EMPLOYER

Pursuiter

## **SUMMARY SHEET**

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 9h
Date of School Board Meeting: July 28, 2015
TITLE OF AGENDA ITEM: Annual Maintenance of Fire Extinguishers – District
Wide
DIVISION: Department of Facilities (Example: Secondary Education, Property Records, etc.)
This is a CONTINUATION of a current project, grant, etc.
PURPOSE AND SUMMARY OF ITEM: For School Board Approval of the annual
maintenance of fire extinguishers. *Sole Source vendor in Gadsden County - Edwards
Fire Protection, Inc.
FUND SOURCE: 110
AMOUNT: \$4,440.35
PREPARED BY: No. Wayne Shepard
PREPARED BT: 700-9 · Wayne Snepard
POSITION: Director of Facilities
THE COLUMN TO SERVICE AND ADDRESS OF THE COLUMN
INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER
Number of ORIGINAL SIGNATURES NEEDED by preparer.
SUPERINTENDENT'S SIGNATURE: page(s) numbered
CHAIRMAN'S SIGNATURE: page(s) numbered
Be sure that the COMPTROLLER has signed the budget page.

### Edwards Fire Protection, Inc. 3690 Mt Pleasant Road Quincy, FL 32352

RE: Sole Source Letter Tuesday, June 30, 2015

Gadsden County School Board Maintenance:

This is to confirm that Edwards Fire Protection, Inc. is the sole source provider of fire extinguisher sales, service and recertification located in Gadsden County.

Edwards Fire Protection, Inc. is a minority owned business located at 3690 Mt Pleasant Rd, Quincy, Florida. All employees of this business are also residents of Gadsden County.

All work performed by Edwards Fire Protection, Inc. is done by state of Florida licensed and permitted employees and is done according to NFPA standards.

Thank You

Katy Edwards President

Edwards Fire Protection, Inc.

Katy Edwards

## Proposal

Edwards Fire Protection, Inc 3690 Mt. Pleasant Rd Quincy, FL 32352 (850) 856-5620

Proposal Submitted To	Date			
Gadsden District Schools	6/26/2015			
35 Martin Luther King, Jr. BLV				
Quincy, Fla. 32351	Contact	1	Proposal #	
Attn: Maintenance	Wayne Shepard		4631	
We hereby submit specifications for:	Rate	Qty	Total	
Max Walker Admin Bldgs	108.75		108.75	
George Monroe Elementary	315.25		315.25	
St. John Elementary	136.50		136.50	
GEMS	222.00		222.00	
Shanks Middle School	347.55		347.55	
Stewart Street	270.75		270.75	
Carter Parramore Academy	185.30		185.30	
Greensboro Elementary	290.75		290.75	
West Gadsden High School	273.25		273.25	
Chattahoochee Elementary	176.25		176.25	
Havana Middle	297.00		297.00	
Gretna Elementary	131.50		131.50	
Gadsden Technical Institute	163.00		163.00	
Gadsden Central Academy	48.75		48.75	
Hope Academy	41.25	- 1	41.25	
East Gadsden High School	577.50		577.50	
Misc. Parts & Dry Chemical	455.00		455.00	
Unforseen charges due to tampering by students	400.00		400.00	
TOTAL \$44	10.35	- 1		

Authorized Signature	Katy Edwards Katly Edwards
Note: This proposal ma	be withdrawn by us if not accepted within 30 days.
Acceptance of Proposal	
The above prices and specifications are satisf accepted. You are authorized to do the work Date of Acceptance	

## **Edwards Fire Protection, Inc**

3690 Mt. Pleasant Rd Quincy, FL 32352 (850) 856-5620

## **Rate Schedule**

Date	Estimate #
6/26/2015	4630

Name / Address

Gadsden District Schools 35 Martin Luther King, Jr. BLV Quincy, Fla. 32351

Attn: Maintenance

Requestor	Rep
Wayne Shepard	JME

Item	Description	Rate
A-500	5lb ABC Amerex Fire Extinguisher-NEW-UL Rating (2A:10B:C)	41.50
AM	Annual Maintenance of Fire Extinguishers	3.75
5ABCR	5lb ABC Recharge/6 Yr Internal exam	15.00
10ABCR	10lb ABC-BC Recharge/6 Yr Internal exam	17.00
HT	Hydro-test 12 Yr Dry Chemical	12.00
TC	Trip Charge per school	15.00
MISC	Misc. Parts, Dry Chemical, etc as needed	
UC	Unforseen charges due to tampering by students	
	: v	

Thank You for considering Edwards Fire Protection, Inc. for your fire protection needs.

Signature

Katy Edwards

Katy Edwards

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#### SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA AGENDA ITEM NO. 9i Date of School Board Meeting: July 28, 2015 TITLE OF AGENDA ITEM: Continue agreement with Empire Gas of Donaldsonville for L.P. Gas purchases DIVISION: Department of Facilities (Example: Secondary Education, Property Records, etc.) \_\_\_\_ This is a CONTINUATION of a current project, grant, etc. PURPOSE AND SUMMARY OF ITEM: For School Board approval to continue agreement with Empire Gas for the 2015-2016 fiscal year. Purchase price is per gallon (based upon the market) plus a firm markup price of \$0.25 per gallon. Facilities: \$22,000.00 Food Service: \$14,000.00 FUND SOURCE: 110 AMOUNT: \$36,000.00 PREPARED BY: M. Wayne Shepard POSITION: Director of Facilities INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER Number of ORIGINAL SIGNATURES NEEDED by preparer. SUPERINTENDENT'S SIGNATURE: page(s) numbered\_\_\_\_\_

CHAIRMAN'S SIGNATURE: page(s) numbered

Be sure that the COMPTROLLER has signed the budget page.

## The School Board of Gadsden County



"Building A Brighter Future"

Reginald C. James SUPERINTENDENT OF SCHOOLS

> 35 MARTIN LUTHER KING, JR. BLVD. QUINCY, FLORIDA 32351 TEL: (850) 627-9251 FAX: (850) 627-2790 www.gcps.kt2.flus

July 2, 2015

Empire Gas of Donalsonville #5213 Lloyd Atkinson PO Box 654 Donalsonville, GA 39854-0654

Dear Mr. Atkinson:

In preparation for the upcoming fiscal year, we are contacting you in reference to the LP Gas District Wide Agreement between Gadsden County School Board and Empire Gas of Donalsonville #5213.

We would like to extend this agreement through the 2015-2016 fiscal year. Please give us your response and return this letter to my office no later than July 7, 2015.

I agree to extend our services at the same price (firm markup of \$0.25 per gallon) and schedule as the agreement starting July 1, 2015 through June 30, 2016. Note: I also agree to fax or email an official copy of the posted base price per gallon for L.P. gas every Monday for the duration of this agreement.

I do not wish to extend this agreement past June 30, 2015

Signature Whenson

7-2-2015 Date

Sincerely,

Wayne Shepard Director of Facilities

Documents Eds:FY15-18.LPGasDistrictWife StrpinsGesExtensionLetter 20150702

DISTRICT NO. 1

DISTRICT NO. 2 OLINCY, FL 32351 HAVANA, FL 32333 ISAAC SIMMONS, JR.
DISTRICT NO. 3
GHATTACHOOCHEE, FL 8282GREENSBOMO, PL 32330

Charlis D. Prost OISTRICT NO. 4 GABENSBORO, FL 3233 QUINCY, FL 32352 ROGER P. MILTON DISTRICT NO. 8 QUINCY, FL 32381

BOARD MEETS FOURTH TUESDAY OF EACH MONTH EQUAL OPPORTUNITY EMPLOYER

#### SCHOOL DISTRICT OF GADSDEN COUNTY LP GAS EXTENSION

Empire Gas propo	ses to turnish approxim	nately 33,000 (+/-) gallons	of L.P. gas as needed sta	arting July 1,
2015 through Jun	e 30, 2016.			

Posted price: \$ • 6/ per gallon	
Plus a firm mark-up for the duration of this contract at an additional charge of	per gallon
Total net price: s . 36 per gallon	

Gretna Elementary	Greensboro Elementary
706 Martin Luther King Jr. Blvd.	559 Greensboro Hwy.
Gretna, FL 32332	Quincy, FL 32351
1-1,000 gallon and 2-500 gallon (above ground)	3 – 1,000 gallon (above ground)
2 - 500 gallon (underground)	1-1,000 gallon (underground)
West Gadsden High School	St. John Elementary
200 Providence Road	4463 Bainbridge Hwy
Quincy, FL 32351	Quincy, F1 32351
3 – 1,000 gallon (above ground)	1 - 500 gallon (above ground)
1-1,000 gallon (underground)	

Sloyd Athinson 7-2-2015
Signature Date

PuSmitu

#### SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA AGENDA ITEM NO. 9j Date of School Board Meeting: July 28, 2015 TITLE OF AGENDA ITEM: Solid Waste Collection Agreement between Gadsden County School and Waste Pro of Florida, Inc. DIVISION: Department of Facilities (Example: Secondary Education, Property Records, etc.) This is a CONTINUATION of a current project, grant, etc. PURPOSE AND SUMMARY OF ITEM: For School Board approval to continue agreement of Solid Waste Collection Agreement with Waste Pro of Florida, Inc. FUND SOURCE: 110 AMOUNT: \$109,033.20 PREPARED BY: / Wayne Shepard POSITION: Director of Facilities INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER Number of ORIGINAL SIGNATURES NEEDED by preparer. SUPERINTENDENT'S SIGNATURE: page(s) numbered

CHAIRMAN'S SIGNATURE: page(s) numbered

Be sure that the COMPTROLLER has signed the budget page.

## The School Board of Gadsden County



"Building A Brighter Future"

Reginald C. James SUPERINTENDENT OF SCHOOLS

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

July 02, 2015

Waste Pro of Florida, Inc. Joel Thorton 264 Commerce Lane Midway, FL 32343

Dear Mr. Thorton:

In preparation for the upcoming fiscal year, we are contacting you in reference to the Solid Waste Collection Agreement between Gadsden County School Board and Waste Pro of Florida, Inc.

As noted in the Term section, we would like to extend this agreement through the 2015-2016 fiscal year. Please give us your response and return this letter to my office *no later than July 07, 2015*.

Waste Pro, Inc. agrees to extend services at the price and schedule (as noted in Addendum A) per your letter dated July 2, 2015

Waste Pro, Inc. does not wish to extend this agreement past June 30, 2015

Please review the specifications and terms of the original agreement and if you choose to extend our service agreement, please provide the School Board Department of Facilities updated forms and exemptions (i.e. proof of insurance, exemption from workman's compensation coverage).

Signature

Sincerely,

Wayne Shepard

Director of Facilities

RWS/arb

Audrey Lewis DISTRICT NO. 1 HAVANA, FL 32333 Judge B. Heims, Jo DISTIRCT NO. 2 QUINCY, FL 32351 HAVANA, FL 3233 ISAAC SIMMONS, JR.
DISTRICT NO. 3
CHATTACHOOCHEE, FL 32324
GREENSBORO, PL 32330

Charlie D. Frost DISTRICT NO. 4 GREENSBORO, FL 32330 ROGER P. MILTON DISTRICT NO. 5 QUINCY, FL 32351

BOARD MEETS FOURTH TUESDAY OF EACH MONTH EQUAL OPPORTUNITY EMPLOYER



July 2, 2015

Wayne Shepard Director of Facilities Gadsden County Schools 35 Martin Luther King, Jr. Quincy, FL 32351

Dear Wayne;

Attached is the current spreadsheet based on current Gadsden County franchise rates. We have not adjusted your rates in two years. This will be reflected in the next billing.

Also please be aware that we have a program called OVER THE TOP where we are being required to address overloads due to liability exposure. Any dumpsters that are filled to where they pose a risk to us to dump will have to be addressed.

We greatly appreciate your business.

Many thanks,

Joel Thornton\ Waste Pro

850-210-2255

	Addendum A			
	The previous analysis of Garbage and Recycling for Gadsden County Schools June 6, 2013. The initial breakdown was based on a personal site visit by Joel Thornton of Waste Pro and Terry Harris of Gadsden County School Maintenance on 6/6/13. These new prices are a reflection of the current Gadsden Cointy franchise rates as of July 1, 2015.	Current Price since June 6, 2013.	New Price July 1, 2015	Difference
	Joel did an update checking all Waste Pro print screens on May 14,2014.			
	Joel Thornton, Terry Harris, and Jeff Pollock did a site visit to each school on 5/28/14.			
	NEW PRICING BASED UPON THE CURRENT GADSDEN COUNTY FRANCHISE RATES. These rates are at the end of this spreadsheet.			
1	East Gadsden High			
Free Compactor account #52473	We are not charging you for a lease for this compactor. The pull is \$250 per and on call. The disposal is \$65 per ton at the Quincy transfer station. Waste Pro will provide weight tickets.			
6752#	Recycle OCC dumpster is in good condion.	\$70.00	\$72.10	\$2.10
2	Havana Middle School			
6764#	Both dumpsters need new lids. One 6 yd. serviced twice a week.	\$286.18	\$300.32	\$14.14
7813#	Recycle OCC dumpster is in good condion.	\$70.00	\$72.10	\$2.10
3	Carter Parramore			

7	James Shanks			
6779#	This is a 6 yard serviced 2X.	\$286.18	\$300.32	\$14.14
6	Warehouse			
6784#	Recycle OCC dumpster is in good condion.	\$70.00	\$72.10	\$2.10
6785#	This site requires an 8 yard serviced three times a week. The replacement 8 yard is already in place and being serviced 3X.	\$539.67	\$567.27	\$27.60
5	Stewart Street			
6781#	Recycle OCC dumpster is in good condion.	\$70.00	\$72.10	\$2.10
Free VIP account #6783	The VIP works.  Currently the service is an 8 yard VIP serviced twice a week. We are not charging you a lease for this compactor as we usually do. A VIP does around triple the capacity. We only charge for twice the capacity. An 8 yard twice is \$378.18. Twice this is \$756.36.	\$720.22	\$756.36	\$36.14
4	St. John	\$70.00	\$72.10	\$2.10
6748#	Our current pricing is <b>not</b> based on VIP.  Recycle OCC dumpster is in good condion.	¢70.00	ć72.10	62.10
	Current service is a 6 yard VIP serviced twice a week. We figure twice the compaction. A 6 yard twice a week is \$300.32. Twice this is \$600.64. We are not charging you a lease for the VIP as we usually do.	\$572.36	\$600.64	\$28.28
Free VIP account # 6749	The VIP is working. Since this municipal solid waste (msw) is "compacted" the disposal fees are doubled. Waste Pro pays disposal based upon weight. Our frachise rates are based upon loose garbage, not compacted garbage. A VIP has 3 to 1 compaction. A 6 yard VIP has the equivalent of 18 loose cubic yards of debris.			

Free VIP account # 6766	The VIP is working. We are not charging you a lease for this VIP as we usually do. Capacity is 3X. We are only charging you 2X. An 8 yard 2X is \$360.11. So twice this is \$720.22.			
	Current service is a 8 yard VIP serviced twice a week.	\$720.22	\$756.36	\$36.14
6766	Recycle OCC dumpster is in good condion.	\$70.00	\$72.10	\$2.10
8	West Gadsden			
	Currently service level is 18-yard serviced three times a week.	\$539.67	\$567.27	\$27.60
7808#	Recycle OCC dumpster is in good condion.	\$70.00	\$72.10	\$2.10
9	Gretna Elementary			
6760#	Current service level is one 8-yard serviced twice a week.	\$360.11	\$378.18	\$18.07
6760	Recycle OCC dumpster is in good condion.	\$70.00	\$72.10	\$2.10
10	Greensboro Elementary			
6759#	Current service level is one 8-yard serviced twice a week.	\$360.11	\$378.18	\$18.07
6759#	Recycle OCC dumpster is in good condion.	\$70.00	\$72.10	\$2.10
11	George Munroe			
Free New VIP account # 6758	The new VIP is in place. We are currently charging you no lease on this new machine as we usually do. Three times is \$1,080.33			
	Currently the service is an 8 yard VIP serviced three times a week.	\$1,079.34	\$1,134.54	\$55.20
6757#	Recycle OCC dumpster is in good condion.	\$70.00	\$72.10	\$2.10
12	Gadsden Technical			
	Need lids.			
6755#	Current service level is one 6-yard serviced twice a week.	\$286.18	\$300.32	\$14.14
6755#	Recycle OCC dumpster is in good condion.	\$70.00	\$72.10	\$2.10

13	Administration			
6884#	Current service level is two 6-yards serviced twice a week	\$572.36	\$600.64	\$28.28
6884#	We need to replace the OCC dumpster. Service level is 1X.	\$70.00	\$72.10	\$2.10
14	Gadsden Ed Magnet			
	Need lids. Remove the bar.			
6754	Current service level is one 8-yard serviced twice a week.	\$360.11	\$378.18	\$18.07
no account number. Not being charged.	Fix the recycle lid. Recylcing OCC service level is 1X.	\$70.00	\$72.10	\$2.10
15	Bus Garage			
6746#	Current service level is one 6 yard serviced once a week.	\$143.59	\$150.16	\$6.57
16	Maintenance			
6769#	Current service level is one 6 yard serviced once a week.	\$143.59	\$150.16	\$6.57
no account number. Not being charged.	Recycle OCC dumpster is in good condion. This dumpster is being removed.	\$0.00	\$0.00	\$0.00
17	Havana Elementary			
6763#	Current service level is one 8 yard serviced three times a week.	\$539.67	\$567.27	\$27.60
6762#	Recycle OCC dumpster is in good condion.	\$70.00	\$72.10	\$2.10
18	Midway Head Start			
	Current service level is one 2 yard serviced once a week.	\$59.10	\$68.18	\$9.08
19	Quincy Area 3			
8574#	Current service is a 2 yard twice a week.	\$112.58	\$122.35	\$9.77

\$9,086.10	\$8,661.24	Totals	5 free compactors would be a normal lease value of \$350 each or \$1,750.
		Gadsden County Franchise rates	
2X	1X	Dumpster size	
\$122.35	\$68.18	2 yard	
\$222.46	\$111.23	4 yard	
\$300.32	\$150.16	6 yard	
\$378.18	\$189.09	8 yard	
		VIPs are triple capacity but double the price.	
\$600.64	\$300.32	6 yard	
\$756.36	\$378.18	8 yard	
		Extra Pickup charges are:	
	\$68	2 yard	
	\$111	4 yard	
	\$150	6 yard	
	\$189	8 yard	
		VIP extra pickup charges are:	
	\$300	6yard	
	\$378	8 yard	
2.35 2.46 0.32 8.18	\$12 \$22 \$30 \$37	1X 2 \$68.18 \$12 \$111.23 \$22 \$150.16 \$30 \$189.09 \$37 \$300.32 \$6 \$378.18 \$7 \$68 \$111 \$150 \$189	Dumpster size   1X   2   2   3   4   4   5   11   2   3   5   2   2   3   4   4   5   11   2   5   3   4   5   5   5   5   5   5   5   5   5

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#### SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA AGENDA ITEM NO.\_ 9k Date of School Board Meeting: July 28, 2015 TITLE OF AGENDA ITEM: Licensure Agreement between Gadsden County School and School Dude DIVISION: Department of Facilities (Example: Secondary Education, Property Records, etc.) \_\_\_\_ This is a CONTINUATION of a current project, grant, etc. PURPOSE AND SUMMARY OF ITEM: For School Board approval to continue the licensure agreement with School Dude (program used District Wide for Work Order/Requests). FUND SOURCE: 110 AMOUNT: \$7,300.00 PREPARED BY: Wayne Shepard POSITION: Director of Facilities INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER Number of ORIGINAL SIGNATURES NEEDED by preparer. SUPERINTENDENT'S SIGNATURE: page(s) numbered

CHAIRMAN'S SIGNATURE: page(s) numbered\_\_\_\_\_

Be sure that the COMPTROLLER has signed the budget page.



# Gadsden County Public Schools - Renewal PREPARED BY

Jacob Teesdale

SchoolDude

#### PREPARED FOR

Gadsden County Public Schools

#### **PUBLISHED ON**

June 23, 2015



June 23, 2015

Angie Roberts Gadsden County Public Schools 35 Martin L King Blvd Quincy, FL 32351

Dear Angie,

Thank you for your interest in our market leading solutions for improving educational operations. We at SchoolDude are excited about providing you with online tools that will help you save money, increase efficiency and improve services. SchoolDude is dedicated to providing best in class solutions that are built exclusively for the unique needs of educational institutions, including the following for Gadsden County Public Schools:

ltem	Term	Investment
MaintenanceEssentials Pro	12 months	\$7,300.00
	Total Investment:	\$7,300.00



## **Terms of Service:**

- · Initial Term: one year
- · Automatic invoicing will occur at the end of each term.
- Training and startup assistance are available in an online format and through telephone support as indicated on our website.
- Technical support is available from 8am to 6pm Eastern Standard Time. Please call (877) 868-3833 for technical support.
- Applicable sales taxes are in addition to the quoted price. If Gadsden County Public Schools is tax
  exempt, please fax a copy of your Tax Exemption Certificate to 866-299-7821 or email it to
  accounting@schooldude.com (mailto:accounting@schooldude.com)
- · Proposal valid for 60 days.
- · Payment: Terms are net 30 days.
- Daily backup of data, backups transferred offsite daily, and 24/7 server monitoring in a dedicated data center environment.
- Although the terms of this document control, all other conditions of use can be found at: http://schooldude.com/terms (http://schooldude.com/terms)

## **Payment and Delivery Terms:**

- · If within 60 days of order you are not completely satisfied, you can cancel your service for a full refund.
- SchoolDude.com solutions are delivered for the client to access within 24 hours of the order.
- SchoolDude.com will contact you within 48 hours to schedule your QuickStart startup and training services
- · Payment terms are Net 30.



At SchoolDude, we understand the yearly budgeting cycle of educational institutions. If you need us to pro-rate the annual fee based on your budget cycle, please let me know. I will provide you with the pro-rated cost based on the number of months remaining in your fiscal year.

Thanks again for your interest in utilizing our web-native solutions to integrate and more efficiently manage your operations. Please feel free to contact me with any questions at (919) 459-3369 or by email at jacob.teesdale@schooldude.com.

Sincerely, Jacob Teesdale Account Manager SchoolDude com 11000 Regency Parkway, Ste 200 Cary, NC 27518

Telephone: (919) 459-3369 Fax Number: (800) 216-3063

Email: jacob.teesdale@schooldude.com

#### Please address the purchase order to:

SchoolDude.com 11000 Regency Parkway, Suite 110 Cary, NC 27518

\*\*\* Please mail, fax, or email the purchase order to 866-299-7821 or sales@schooldude.com (mailto:sales@schooldude.com).

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#### SUMMARY SHEET

## RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO.	10a		
DATE OF SCHOOL B	OARD MEETING: JUI	LY 28, 2015	
TITLE OF AGENDA	ITEM: Medical Physicals	2015-2016	
DIVISION: Administ	ration Transportation		
This is a CONTI	NUATION of a current pro	oject, grant, etc.	
PURPOSE AND SUM	MARY OF ITEM: Recor	nmended physicians to exam	ine bus drivers
and certain personnel fo	r a recommended fee of \$7	0.00 per examination.	
Cardiology and Internal Helen Nitsios, M.D.	Medicine	Quincy, FL	
Mark A. Newberry, M.I	).	Havana, FL	
Quincy Family Medicin Carla M. Holloman, D.C		Quincy, FL	
FUND SOURCE:	110		2015 JUL
AMOUNT:	\$7,000.00		ω
PREPARED BY:	Gerald Gay		<b>5</b>
POSITION:	Director of Transpor	rtation	o
Number of ORIC SUPERINTENDENT'S	GINAL SIGNATURES NE SIGNATURE: page(s) n	umbered	ARER
CHAIRMAN'S SIGNA REVIEWED BY:	TURE: page(s) numbered		

## **GADSDEN COUNTY SCHOOLS**

### **Transportation Department**

Transporting Gadsden County's Future

June 10, 2015

### LETTER OF INTEREST

YES, I/We would be interested in being recommended to the School Board of Gadsden County to conduct physical examinations on certain Board employees for fiscal year 2015-2016.

NO, I/We would not be interested in being recommended to the School Board of Gadsden County at this time.

\$70.00 SCHOOL BOARD APPROVED FEE PER PHYSICAL EXAMINATION.

## DRUG AND ALCOHOL TESTING EXCLUDED DEXTERITY TESTING SECTION EXCLUDED

CARDIOLOGY AND INTERNAL MEDICINE GROUP OF N.FL.PA

HELEN NITSIOS, M.D.

Physician's Name or Group

(Please print or type)

230 EAST CRAWFORD STREET, QUINCY, FL 32351

(850) 627-7600

Mailing Address

Telephone Number

HELEN NITSIOS MD

Signature of Physician or Business Manager

Date

PLEASE RETURN THIS FORM NO LATER THAN FRIDAY, JUNE 24, 2015 TO THE FOLLOWING ADDRESS: MR. GERALD A. GAY, DIRECTOR OF TRANSPORTATION 35 MARTIN LUTHER KING, JR. BLVD. **QUINCY, FL 32351 FAX NUMBER - 875-8895** 

(1)



Gerald A. Gay, III Director of Transportation 35 Martin Luther King, Jr. Blvd. Quincy, FL 32351

PHONE FAX EMAIL

(850) 627-6858 (850) 875-8895 gayg@gcpsmail.com WEB SITE WWW.gcps.k12.fl.us/



## **GADSDEN COUNTY SCHOOLS**

## **Transportation Department**

June 10, 2015

Transporting Gadsden County's Future

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\$70.00 SCHOOL BOARD APPROVED FEE PER PHYSICAL EXAMINATION.

## DRUG AND ALCOHOL TESTING EXCLUDED DEXTERITY TESTING SECTION EXCLUDED

MARK A. NEWBERRY, M.D.	
Physician's Name or Group	(Please print or type)
602 E. 5 <sup>TH</sup> AVENUE, HAVANA, FL 32333	(850) 539-4747
Mailing Address	Telephone Number
May a Munding Mi	7/6/15
Signature of Physician or Business Manager	Date

PLEASE RETURN THIS FORM NO LATER THAN FRIDAY, JUNE 24, 2015 TO THE FOLLOWING ADDRESS:

MR. GERALD A. GAY, DIRECTOR OF TRANSPORTATION
35 MARTIN LUTHER KING, JR. BLVD.
QUINCY, FL 32351

FAX NUMBER - 875-8895

(2)



Geraid A. Gay, III Director of Transportation 35 Martin Luther King, Jr. Blvd. Quincy, Fl. 32351 PHONE (850) 627-6858

FAX (850) 875-8895

EMAIL gayg@gcpsmall.com

WEB SITE www.qcps.k12.fl.us/

## GADSDEN COUNTY SCHOOLS

## **Transportation Department**

June 10, 2015

Transporting Gadsden County's Future

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\$70.00 SCHOOL BOARD APPROVED FEE PER PHYSICAL EXAMINATION.

## DRUG AND ALCOHOL TESTING EXCLUDED DEXTERITY TESTING SECTION EXCLUDED

QUINCY FAMILY MEDICINE, INC.

CARLA M. HOLLOMAN, D.O.

Physician's Name or Group

(Please print or type)

300 EAST JEFFERSON STREET, QUINCY, FL 32351-2503

(850) 875-1146

Mailing Address

Telephone Number

Signature of Physician or Business Manager

PLEASE RETURN THIS FORM NO LATER THAN FRIDAY, JUNE 24, 2015

TO THE FOLLOWING ADDRESS:

MR. GERALD A. GAY, DIRECTOR OF TRANSPORTATION 35 MARTIN LUTHER KING, JR. BLVD.

**QUINCY, FL 32351** 

FAX NUMBER - 875-8895

(3)



Gerald A. Gay, III Director of Transportation 35 Martin Luther King, Jr. Blvd. Quincy, FL 32351

PHONE FAX EMAIL

(850) 627-6858 (850) 875-8895 gayg@gcpsmail.com WEB SITE www.qcps.k12.fl.us/



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#### SUMMARY SHEET

## RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO.	11a
DATE OF SCHOOL B	OARD MEETING: July 28, 2015
TITLE OF AGENDA	TEM: Approval of School Board Policies 4111 (Designation of a
New Position), number 4	4600 (Job Descriptions).
DIVISION: Administ	ration
This is a CONTIN	NUATION of a current project, grant, etc.
PURPOSE AND SUM	MARY OF ITEM:
The purpose of this item	is to request approval of School Board Policies 4111 (Designation of a
New Position) and numb	er 4600 (Job Descriptions) in order to adopt a new job description and
revise a current job descr	ription.
FUND SOURCE:	N/A
AMOUNT:	N/A
PREPARED BY:	Rosalyn W. Smith
POSITION:	Deputy Superintendent
INTERNAI	INSTRUCTIONS TO BE COMPLETED BY PREPARER
Number of ORIG	INAL SIGNATURES NEEDED by preparer.
SUPERINTENDENT'S CHAIRMAN'S SIGNA	SIGNATURE: page(s) numbered  FURE: page(s) numbered
REVIEWED BY:	

#### GADSDEN COUNTY SCHOOL BOARD

REGULAR MEETING: July 28, 2015

Suggested script for amending Gadsden County School Board Policies number 4111 (Designation of a New Position) and number 4600 (Job Descriptions).

## **CHAIRWOMAN** The next agenda item is Item Number \_\_\_\_ which includes consideration of, and action upon School Board Policies number 4111 (Designation of a New Position) and number 4600 (Job Descriptions). Based upon professional judgment and past experience, modifications of these policies will have little to no economic impact. For this reason no action is being taken on an economic impact statement. THIS PUBLIC HEARING IS INCLUDED IN THE REGULAR MEETING OF THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA, held on July 28, 2015, in the regular School Board Meeting Room in the Max D. Walker Administration Building at Number 35 Martin Luther King Jr. Blvd., Quincy, Florida. The hearing is for the purpose of receiving input and comments from the public on policies 4111 and 4600. This hearing is being electronically recorded. The hour is now \_\_\_\_ p.m. At an appropriate time, the Chair will invite from the audience questions, comments, evidence, arguments, oral statements or other information regarding the proposed action. At that time, each individual wishing to address the Board will please first rise, be recognized by the Chair, and state her or his name. SUPERINTENDENT Madam Chairwoman, each member of the Board has been furnished a copy of the proposed policies previously described by you. I recommend that the Board amend School Board Policies Numbered 4111 and 4600.

CHAIRWOMAN	If there is anyone who wishes to ask questions, make comments, present evidence or oral arguments or present other information regarding the proposed action, you may do so at this time.  (QUESTIONS, COMMENTS, ETC., IF ANY.)	
MEMBER	Madam Chairwoman, I move to amend School Board Policies Numbered 4111 and 4600.	
MEMBER	I second the motion.	
CHAIRWOMAN	There is a motion and a second to amend School Board Policies  Numbered 4111 and 4600. Is there any further discussion? All in favor of the motion please say aye- All opposed The policy has been amended and it is so ordered. The next item on the agenda is Item  Number	

#### SCHOOL DISTRICT OF GADSDEN COUNTY

#### JOB DESCRIPTION

#### DIRECTOR OF HUMAN RESOURCES

#### QUALIFICATIONS:

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

#### KNOWLEDGE, SKILLS AND ABILITIES:

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

#### REPORTS TO:

Deputy Superintendent

#### JOB GOAL

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

#### SUPERVISES:

Assigned Support Personnel

#### PHYSICAL REQUIREMENTS:

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

#### TERMS OF EMPLOYMENT:

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

#### **EVALUATION:**

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

Job Description Supplement No.

#### PERFORMANCE RESPONSIBILITIES:

#### **DIRECTOR OF HUMAN RESOURCES (Continued)**

#### Service Delivery

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

#### **Interagency Communication and Delivery**

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

#### **Professional Growth and Improvement**

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

#### **Systemic Functions**

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

#### Leadership and Strategic Orientation

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

<sup>\*</sup>Essential Performance Responsibilities

#### SCHOOL DISTRICT OF GADSDEN COUNTY

#### JOB DESCRIPTION

#### COORDINATOR OF ASSESSMENT AND RELATED STUDENT SERVICES

#### **QUALIFICATIONS:**

- (1) Master's Degree from an accredited educational institution.
- Certification in Guidance, School Psychology, or Educational Leadership.
- (3) Three (3) years experience in a student services area.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of state and District policies and rules related to student assessment programs. Ability to organize and prioritize. Ability to communicate effectively orally and in writing to educators, parents, and the community. Ability to analyze and use data.

#### REPORTS TO:

Director of Research, Evaluation, and Policy Deputy Superintendent

#### JOB GOAL

To assure that all aspects of state-wide assessment and District testing programs operate efficiently and effectively.

#### SUPERVISES:

N/A

#### PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

#### TERMS OF EMPLOYMENT:

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

#### **EVALUATION:**

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

#### Job Description Supplement No. 12

#### COORDINATOR OF ASSESSMENT AND RELATED STUDENT SERVICES (Continued)

#### PERFORMANCE RESPONSIBILITIES:

#### Service Delivery

- \* (1) Direct and coordinate state-mandated and District student assessment activities.
- \* (2) Facilitate school improvement process by providing climate survey materials and results to schools.
- \* (3) Publish annual data information document.
- \* (4) Serve as the District's Home Education Coordinator.
- \* (5) Serve as chief examiner for the G.E.D. testing program.
- \* (6) Assist the District and schools in interpreting and using data.
- \* (7) Assist the Director of Research, Evaluation, and Policy with school improvement, planning, and program evaluation functions.

#### **Interagency Communication and Delivery**

- \* (8) Provide reports and data in a timely manner.
- \* (9) Serve as a resource person to the District and schools on matters related to student assessment testing and results.
- \*(10) Interface with Management Information Systems (MIS) on tasks and products related to student testing.
- \*(11) Meet with principals, curriculum personnel, and guidance counselors to share information and address issues.
- \*(12) Interact with Department of Education personnel about student assessment as necessary or appropriate.

#### **Professional Growth and Improvement**

- \*(13) Keep abreast of laws, rules, and policies related to test administration.
- \*(14) Keep abreast of trends and issues in student assessment.
- \*(15) Provide training for school test coordinators on test administration, test security, and related issues.
- \*(16) Attend conferences, workshops, or meetings for professional development which will benefit the District.
- \*(17) Promote and support professional development for self and others.

#### **Systemic Functions**

- \*(18) Participate on District committees as designated.
- \*(19) Prepare required reports and maintain appropriate records.
- \*(20) Keep immediate supervisor and other appropriate personnel informed about potential problems and unusual events.
- \*(21) Serve on Instructional Leadership Team.
- (22) Perform other duties as assigned.

#### Leadership and Strategic Orientation

- \*(23) Model and maintain high standards of professional conduct.
- \*(24) Contribute to department planning activities.
- \*(25) Demonstrate initiative in recognizing needs or potential improvement and take appropriate action.
- \*(26) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- \*(27) Facilitate problem-solving by individuals or groups.

<sup>\*</sup>Essential Performance Responsibilities

## PROOF OF PUBLICATION TWIN CITY NEWS

## Published Weekly at Chattahoochee, Gadsden County, Florida

## HE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA NOTICE OF INTENT TO AMEND A POLICY

DATE OF THIS NOTICE: June 23, 2015

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

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

RULEMAKING AUTHORITY: Subsection 1000.41 and 1000.43, Florida Statutes LAWS IMPLEMENTED: 1000.40, 1000.42, 1000.43 and 1003.31, Florida Statutes

SUMMARY OF THE ESTIMATED ECONOMIC IMPACT: NONE

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

A PUBLIC HEARING WILL BE HELD DURING THE BOARD MEETING, SCHEDULED FOR 6:00 PM, ON:

esday, July 28, 2015.

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

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

NAME OF THE PERSON ORIGINATING THIS RULE: Rosalyn W. Smith, Deputy Superintendent NAME OF THE PERSON WHO APPROVED THIS RULE: Reginald C. James, Superintendent of School

DATE OF SUCH APPROVAL: June 23, 2015

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

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

SS.

Before the undersigned authority SON, who on oath says that she is Publi paper published at Chattahoochee, in Ga	sher of Twin City	News, a weekly news-
	dvertisement,	being a
Notice of Intent +	o Amend	a Policy -
in the <u>Codsden</u> Court, was pub times in said newspaper in the issues of	lished one	2015.
		)

Affiant further says that the said Twin City News is a newspaper published at Chattahoochee, in said Gadsden County, Florida, and that the said newspaper has heretofore been continuously published in said Gadsden County, Florida, each THURSDAY and has been entered as second-class mail matter at the post office n Chattahoochee, in said Gadsden County, Florida, for a period of one (1) year preceding the first publication of the attached copy of advertisement; and affiant furher says that she has neither paid nor promised any person, firm, or corporation ny discount, rebate, commission or refund for the purpose of securing this adversement for publication in the said newspaper.

Publisher

Sworn to and subscribed before me

, A.D., 20 15

MARIA MULCOON NOTARY PUBLIC PRINTED NAME Page 243 of 243