

AGENDA

REGULAR SCHOOL BOARD MEETING

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

July 23, 2019

6:00 P.M.

THIS MEETING IS OPEN TO THE PUBLIC

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

ITEMS FOR CONSENT

5. REVIEW OF MINUTES – **SEE ATTACHMENT**
 - a. June 25, 2019, 4:30 p.m. – School Board Workshop
 - b. June 25, 2019, 6:00 p.m. – Regular School Board Meeting
 - c. July 9, 2019, 2:00 p.m. – School Board Workshop
 - d. July 9, 2019, 6:00 p.m. – Special School Board Meeting

ACTION REQUESTED: The Superintendent recommends approval.
6. PERSONNEL MATTERS (resignations, retirements, recommendations, leaves of absence, terminations of services, volunteers, and job descriptions) **SEE PAGE #5**
 - a. Personnel 2018 – 2019

ACTION REQUESTED: The Superintendent recommends approval.
 - b. Personnel 2019 – 2020

ACTION REQUESTED: The Superintendent recommends approval.

7. AGREEMENT/CONTRACT/PROJECT APPLICATIONS

- a. Amendment to Contract for 403(b) and 457(b) Plan Administration and Compliance Services – **SEE PAGE #9**

Fund Source: General Fund

Amount: Reduction of approximately \$3,000.00 in annual fees

ACTION REQUESTED: The Superintendent recommends approval.

- b. Health Insurance Premiums for Insurance Year Beginning 10/01/2019
SEE PAGE #68

Fund Source: All Funds

Amount: Increase in the \$3,671,529.84 Board Cost of \$146,914.56 for Option A

ACTION REQUESTED: The Superintendent recommends approval.

- c. Premiums for General Liability, Auto Liability and Physical Damage, Property and Workers Compensation Insurance through Florida League of Cities (Florida Municipal Insurance Trust) – **SEE PAGE #71**

Fund Source: General Fund: 100% of General Liability, Auto Liability, Auto Physical Damage and Property
General Fund, School Food Service and Federal Projects:
Proportionate shares based on payroll compensation of Workers Compensation

Amount: Estimated increase of 5% or total of \$1,193,225

ACTION REQUESTED: The Superintendent recommends approval.

- d. Letter Purchase Order for Services - **SEE PAGE #99**

Fund Source: General Fund

Amount: \$192,048.60

ACTION REQUESTED: The Superintendent recommends approval.

- e. Contracted Music –Therapy with Stephany Bryant, MM,MT of Healing Hearts Music Therapy – **SEE PAGE #108**

Fund Source: IDEA – Federal Funded

Amount: \$25,000.00 (not to exceed)

ACTION REQUESTED: The Superintendent recommends approval.

- f. Memorandum of Understanding – Elder Care Services Foster Grandparent Program and Gadsden County School Board – **SEE PAGE #112**

Fund Source: IDEA – Federal Funded

Amount: \$33,300.00 For Nine Months (\$3,700.00 per month)

ACTION REQUESTED: The Superintendent recommends approval.

- g. Dental Equipment Lease for Havana Magnet School - **SEE PAGE #118**
Fund Source: General Revenue
Amount: \$1.00 Annual Rental Fee
ACTION REQUESTED: The Superintendent recommends approval.
 - h. Approval of Agreement with PSTB Consulting Services - **SEE PAGE #121**
Fund Source: Federal
Amount: \$50,000.00
ACTION REQUESTED: The Superintendent recommends approval.
 - i. Approval of Agreement with Lamier Technical Services - **SEE PAGE #130**
Fund Source: Federal
Amount: \$66,000.00
ACTION REQUESTED: The Superintendent recommends approval.
 - j. Approval of Agreement with PAEC for ELL Office - **SEE PAGE #135**
Fund Source: General Revenue
Amount: \$78,000.00
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, LLC – **SEE PAGE #143**
Fund Source: N/A
Amount: N/A
ACTION REQUESTED: The Superintendent recommends approval.
 - l. Dual Enrollment Articulation Agreement between Tallahassee Community College and Gadsden County Schools 2019 – 2020 – **SEE PAGE #156**
Fund Source: FEFP
Amount: Undetermined – based upon enrollment
ACTION REQUESTED: The Superintendent recommends approval.
 - m. Collegiate High School Program Agreement 2019 – 2020 – **SEE PAGE #172**
Fund Source: FEFP
Amount: N/A
ACTION REQUESTED: The Superintendent recommends approval.
8. SCHOOL FACILITY/PROPERTY
- a. Solid Waste and Cardboard Recycle Service Agreement – **SEE PAGE #190**
Fund Source: 110 Fund
Amount: \$128,779.08
ACTION REQUESTED: The Superintendent recommends approval.

9. EDUCATIONAL ISSUES

- a. 2019 – 2020 Controlled Open Enrollment Plan – **SEE PAGE #198**
Fund Source: N/A
Amount: Fiscal Impact Undetermined – based upon parent choice
ACTION REQUESTED: The Superintendent recommends approval.
- b. Gadsden County Public School Virtual Instruction Program (GC-VIP) Guidelines and Procedures Manual - **SEE PAGE #207**
Fund Source: FEFP
Amount: Undetermined – based upon enrollment
ACTION REQUESTED: The Superintendent recommends approval.
- c. 2018 – 2019 Annual Equity Update – **SEE PAGE #232**
Fund Source: N/A
Amount: N/A
ACTION REQUESTED: The Superintendent recommends approval.

ITEMS FOR DISCUSSION

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

THE SCHOOL BOARD OF GADSDEN COUNTY

6a & b



35 Martin Luther King, Jr. Blvd
Quincy, Florida 32351
Main: (850) 627-9651 or Fax: (850) 627-2760
www.gcps.k12.fl.us

Roger P. Milton
Superintendent
miltonr@gcpsmail.com

"Putting Children First"

July 23, 2019

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.

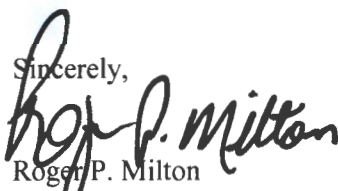
Item 6A Instructional and Non-Instructional Personnel 2018-2019

Item 6B Instructional and Non-Instructional Personnel 2019-2020

The following reflects the total number of full-time employees in this school district for the 2018-2019 school term, as of July 23, 2019.

<u>Description Per DOE Classification</u>	<u>DOE Object#</u>	<u>#Employees July 2019</u>
Classroom Teachers and Other Certified	120 & 130	309.00
Administrators	110	39.00
Non-Instructional	150, 160, & 170	<u>387.00</u>
		735.00

Sincerely,


Roger P. Milton
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

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

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

Tyrone D. Smith
DISTRICT NO. 5
Quincy, FL 32351

"The Gadsden County School District does not discriminate against any person on the basis of sex (including transgender status, gender nonconforming, and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, or genetic information."

AGENDA ITEM 6A, INSTRUCTIONAL AND NON INSTRUCTIONAL 2018/2019

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

RESIGNATION

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Cooper, Shapale	CPA	Teacher	06/24/2019
Formman, Keyshonara	GWM	Teacher	06/23/2019
Mickens, Patrice	HMS	Teacher	06/04/2019
Rice, Carol	GEMS	Teacher	06/20/2019
Smith, Kaloma	GCHS	Teacher	06/24/2019
Walton, Tanelia	GWM	Teacher	06/04/2019

RETIREMENT

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Gordon, Helen	JASMS	SFS Worker	06/28/2019
Williams, Mary	HMS	Custodial Assistant	06/20/2019

AGENDA ITEM 6B INSTRUCTIONAL AND NON INSTRUCTIONAL 2019/2020**NON-INSTRUCTIONAL**

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Cherry, Steve	GCHS	Program Specialist	07/29/2019
Grande, Vanessa	GWM	Secretary	07/29/2019
Russ-Hutley, Lesa	GWM	Office Manager	07/01/2019
Williams, Parish	HMS	Principal	07/01/2019
Williams, Shannon	WGMS	Assistant Principal	07/29/2019

INSTRUCTIONAL

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Batiste, Alexis	GCHS	Teacher	08/05/2019
Dale, Jakesha	HMS	Teacher	08/05/2019
Dantley, Rechelle	GWM	Teacher	08/05/2019
Davis, Doris	HMS	Teacher	08/05/2019
Everett, Tiffany	GWM	Teacher	08/05/2019
Forehand, Gwendolyn	GWM	Teacher	08/05/2019
Joseph, Deandrea	JASMS	Teacher	08/05/2019
Lacivita, Sierra	CES	Teacher	08/05/2019
Lee, Edward	SSES	Teacher	08/05/2019
Mathews-Nelloms, Dionne	HMS	Reading Coach	08/05/2019
McClendon, Marilyne	CES	Teacher	08/05/2019
McCray, Vonkelia	CES	Teacher	08/05/2019
Peoples, Twyla	CES	Teacher	08/05/2019
Raynak, Guy	JASMS	Teacher	08/05/2019
Stewart, Cyndy	JASMS	Teacher	08/05/2019
Williams, Charles	GEMS	Teacher	08/05/2019
Wooten, Anthony	SSES	Behavior Specialist	08/05/2019

*Resigned to accept another position within the District

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Forehand, Gwendolyn*	GWM	Education Paraprofessional	07/11/2019
McClendon, Marilyne*	CES	Education Paraprofessional	07/01/2019
Pearson, Jessica	GWM	Teacher	07/02/2019
Powell, Marianna	HMS	Teacher	07/31/2019
Simmons, Laquandra	GCHS	Teacher	07/01/2019
Stokes, Demetrius*	CPA	Secretary	07/12/2019
Wright, James	GCHS	Teacher	07/10/2019

TRANSFERS

<u>Name</u>	<u>Location/Position Transferring From</u>	<u>Location/Position Transferring To</u>	<u>Effective Date</u>
Battles, Barry	SSES/SFS Worker	GEMS/SFS Worker	08/08/2019
Belford, Miesha	GWM/Teacher	HMS/Teacher	08/05/2019
Benoit, Alida	CPA/Teacher	GWM/Teacher	08/05/2019
Burke, Keyichee	CPA/Secretary	GCA/Secretary	07/01/2019
Clark, Clarine	JASMS/Secretary	JASMS/Ed Paraprofessional	08/05/2019
Galloway, Tiresha	GCHS/Teacher	GCHS/Reading Coach	08/05/2019
Green, Candace	WGMS/Teacher	Midway Head Start/Teacher	08/05/2019
Lanier, Kathleen	JASMS/Office Manager	JASMS/Secretary	07/01/2019
McGlockton, Shaundra	SSES/Teacher	PreK/Resource Teacher	08/05/2019
Milton, Carolyn	GWM/SFS Worker	JASMS/SFS Worker	08/08/2019
Richardson, Natasha	GCHS/Teacher	CES/Guidance Counselor	08/05/2019
Robinson, Crystal	Finance Dept./Account Clerk	HR/Staff Assistant	07/01/2019
Spates, Carla	HMS/Office Manager	JASMS/Office Manager	07/01/2019
Starks, Shelanda	PreK/HIPPY Program Assistant	Head Start Program Assistant	08/05/2019
Watson, Tiffany	Head Start/Ed Paraprofessional	GWM/Ed Paraprofessional	08/05/2019

Suspension: Employee # 9003-072019-1 is being recommended for suspension without pay on July 9, 2019 until such time as the investigation is complete.

D.R.O.P. RETIREMENT

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Gibson, Don	GTI	Teacher	07/31/2019
Thigpen, Dexter	CES	SFS Worker	07/31/2019

INSTRUCTIONAL ANNUAL CONTRACT

Arnold, Angel
Alexander, Maresha
Alridge, Ashley
Bryant, Phillip
Chambers, Janecia
Daniels, Yakesia
Davis, Courtney
Davis, Stephen
Dixon, Shantoria
Ferguson, Javonna
Galloway, Tiresha
Garrett, Blake
Harmon, Ashleigh
Hinson-Maynor, Tamela
Holt, Jamaal
House, Lauren
Jackson, Tameshia
Johnson, Brittney
Justice, Mark
Landrum, Jerlin
Lawrence, Kayla
Murphy, Chelsea
Murray-McMillan, Shannon
Pringley, Brandi
Richardson, Shareese
Robinson, Adrienne
Rodier, Christopher
Sailor, Barbara
Shaw, Shelia
Smith, Yolanda
Stallworth, Shakera
Stephenson, Ciara
Toussaint, Eric
Washington, Alex
Williams, Nyama
Williams, Ryan
White, Christopher
Wooten, James

DISTRICT ANNUAL

Robinson, Crystal

ADMINISTRATION

Davis, Allysun
Denson, Valencia
Jackson, Sonya
Jackson, Willie
Jones, Pamela
Peterson, Ronald
Pitts, Stephen
Robinson, Lisa
Stokes, Maurice

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7a

DATE OF SCHOOL BOARD MEETING: July 23, 2019

TITLE OF AGENDA ITEMS: Amendment to Contract for 403(b) and 457(b) Plan Administration and Compliance Services

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS: Board approval is requested for an amendment to the contract with TSA Consulting Group to provide administration services for the 403(b) and 457(b) Plans. As a result of recent actions by the Orange County Public Schools, TSA Consulting can eliminate fees paid by the district for administration and compliance services.

FUND SOURCE: General Fund

AMOUNT: Reduction of approximately \$3,000.00 in annual fees

PREPARED BY: Bonnie Wood

POSITION: Finance Director



July 1, 2019

Gadsden County Schools
Attn: Bonnie Wood
35 Martin Luther King Jr. Blvd.
Quincy, FL 32351

Re: Proposal to Eliminate Employer fees for 403(b) and 457(b) Plan Administration Services

Dear Ms. Wood,

Please accept this letter as our formal request to amend the contract referenced above and eliminate all fees paid by Gadsden County Schools for Plan administration and Compliance Services. We are able to extend this proposal as a result of recent actions by Orange County Public Schools, Florida (OCPS) wherein they have amended their contract awarded to our firm under a 2014 Request for Proposal (RFP 1408171 Plan Administration and Compliance Services for 403(b) and 457(b) and INS1710324 Consultant and Plan Administrator for Supplemental Retirement (as amended)). These documents are attached with this communication.

As you may remember, we negotiated the first Plan administration fee for investment providers in 2008 to offset increased administrative expenses due to regulatory changes. This monthly per-participant fee was increased from \$1.00 to \$1.50 in July 2016 allowing us to reduce the fee to Florida school district by an average of 20% annually. This fee may now be increased to \$2.00 per month thereby allowing us to offset 100% of the fee to the Plan Sponsor/Employer. This rate is widely accepted in the market and in place in many of our Plans nationally. Currently, we are contracted with over 2700 school districts and colleges in 46 States.

Also, similar to the rate change in 2016, we have attached an Amendment to our Retirement Plan Compliance and Administration Services Agreement and the Amendment to the Plan Administration Fee Schedule. Once we receive these executed documents, we will be able to notify the investment providers and cease all invoicing to the district after 60 days. Please use the following information for sending documents:

Email	USPS	UPS/FedEx
admin@tsacg.com	TSA Consulting Group Inc	TSA Consulting Group Inc
jwilliamson@tsacg.com	P.O. Box 2799	28 Ferry Road SE
anewton@tsacg.com	Fort Walton Beach, FL 32549	Fort Walton Beach, FL 32548

Should you have any questions or concerns regarding this matter, please contact your program consultant or Janet Williamson, CFO directly.

Sincerely,

Joe Rollins
President/CEO

C.c. Janet Williamson, CFO

**Amendment to
PLAN ADMINISTRATION FEE SCHEDULE**

This Amendment is entered into as of the execution date below by and between the Gadsden County Schools (Plan Sponsor) whose mailing address is 35 Martin Luther King Jr. Blvd., Quincy, FL 32351, hereinafter referred to "Plan Sponsor" and TSA Consulting Group, Inc., whose mailing address is P.O. Box 2799, Fort Walton Beach, Florida 32549, hereinafter referred to as "TSACG".

Whereas, the Plan Sponsor and TSA entered into a Plan Administration Agreement dated July 1, 2013, and Now, therefore, in consideration of the mutual promises herein contained and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties hereto agree as follows:

PLAN SPONSOR FEES:

Plan Sponsor fees are designated in Administrative Services Agreement between Plan Sponsor and TSA.

INVESTMENT PRODUCT PROVIDER FEES:

Recordkeeping – (Per Participant * Account) \$ 24.00 per year billed monthly

*"Participant" is defined as any individual that maintains one or more accounts with assets under the Plan

Required Provider Fees: Plan Sponsor further agrees and stipulates that each authorized investment product provider is required to pay the fees described herein directly to TSA unless otherwise modified by the Plan Sponsor upon notice to the investment product provider. Each authorized provider must agree to the fee schedule set forth herein as a condition of participation under the Plan(s).

Method of Payment: Investment Product Providers shall remit the fees described herein in a timely manner and according to a reasonable method of remittance as determined by TSA.

Basis for Invoicing – Provider Fees: TSA shall bill each Investment Product Provider monthly according to the number of participants that maintain one or more accounts under the Plan. The actual number of participant accounts will be determined according to the participant data files generated by the Provider as required under the Investment Provider Service Agreement between the Plan Sponsor and the Provider.

Provider Discretion – Investment Product Pricing: The Plan Sponsor intends to maintain a high quality array of investment products and providers under the Plan for the benefit of participants. Plan Sponsor recognizes and agrees that Providers have sole discretion regarding the pricing of their investment products and the generation of revenue models sufficient to offset expenses related to participation in the Plan Sponsor Plan.

Plan Sponsor Reports: TSA shall be responsible for submitting reports to the Plan Sponsor regarding fees assessed to and collected from Investment Product Providers. TSA shall not attempt to collect any fees from Investment Product Providers other than those expressed in this fee schedule.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed by their authorized representatives.

PLAN SPONSOR:
GADSDEN COUNTY SCHOOLS

ADMINISTRATOR:
TSA CONSULTING GROUP, INC.

By: _____

By: _____

Title: _____

Title: Senior VP, Chief Financial Officer

Execution Date: _____

Amendment - Exhibit C
Retirement Plan Compliance and
Administration Services Agreement

This Amendment is entered into by and between Gadsden County Schools whose mailing address is 35 Martin Luther King Jr. Blvd., Quincy, FL 32351, hereinafter referred to "Plan Sponsor" and TSA Consulting Group, Inc., whose mailing address is P.O. Box 2799, Fort Walton Beach, Florida 32549, hereinafter referred to as "TSACG."

Whereas, the Plan Sponsor and TSACG entered into the Retirement Plan Compliance and Administration Services Agreement dated July 1, 2013, and

Whereas, it is the intent of TSACG to offer reduced cost as specified below to the Plan Sponsor with no changes in the services provided to the Plan Sponsor by TSACG, and

Whereas, the Plan Sponsor and TSACG agree to amend and modify such terms as specified herein;

A: Fees - The current fee being paid by the Plan Sponsor, as provided in the provisions of Exhibit C of said Agreement is \$4.08, per regularly scheduled employee, per year, billed monthly.

The provisions of Exhibit C of said Agreement are hereby amended and shall provide as follows:

The Plan Sponsor fee will be reduced to \$0.00 per year per regularly scheduled employee, billed monthly.

The Investment Provider fee will be \$24.00, per year, per participant, as reflected in the "Amendment to Plan Administration Fee Schedule".

B: Transition Period: Billing for the amended rate reduction will begin the first billing cycle after the execution date and 60 days after the first of the month following the date that executed agreements are received by TSACG. The Plan Sponsor agrees to continue to pay the current monthly fee through the transition period.

Fees described above are based on total number of employees for this employer. Rates for larger or smaller groups may vary according to current published rate schedules established by TSACG.

GADSDEN COUNTY SCHOOLS

TSA CONSULTING GROUP, INC.

By: _____

By: _____

Name: _____

Name: Janet Williamson

Title _____

Title: Senior VP, Chief Financial Officer

Date: _____

Date: _____



445 W. Amelia Street · Orlando, Florida 32801 · (407) 317-3200 · www.ocps.net

Amendment 3
To Agreement Between
The School Board of Orange County, Florida
And
TSA CONSULTING GROUP, INC.
FOR
RETIREMENT PLAN COMPLIANCE AND ADMINISTRATION SERVICES
RFP1408171

THIS AMENDMENT (hereinafter referred to as "Amendment") to the solicitation numbered and titled, RFP1408171, Retirement Plan Compliance and Administration Services, dated December 9, 2014 by and between **The School Board of Orange County, Florida**, a body corporate existing under the laws of the State of Florida, with its principal place of business at 445 West Amelia Street, Orlando, Florida 32801 (hereinafter referred to as "OCPS"), and TSA Consulting Group, Inc., a Florida Corporation authorized to do business in the State of Florida, whose business address is 28 Ferry Road SE, Fort Walton beach, FL 32548 (hereinafter referred to as "Vendor"), is made as follows:

WITNESSETH

WHEREAS, OCPS and Vendor have entered into an Agreement, dated December 9, 2014 (referred to as the "Agreement"), in which Vendor is to provide retirement plan compliance and administration services as described in detail in RFP1408171 Retirement Plan Compliance and Administration Services; and

WHEREAS, OCPS and Vendor wish to amend the Agreement to modify the fees in Exhibit C through this Amendment;

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

1. Delete Exhibit C, Plan Administration Fee Schedule, in its entirety and replace it with the attached revised Exhibit C. Note that this amendment increases the Investment Product Provider Fee from \$18.00 to \$24.00 per year billed monthly in arrears.
2. The above recitals are true and correct and are hereby incorporated by reference.

- 3. Except as expressly modified herein, the terms and conditions of the Agreement remain unchanged. In the event of a conflict between the terms of this Amendment and those of the Agreement, OCPS and Contractor agree that the terms of this Amendment shall prevail and control.

IN WITNESS WHEREOF, OCPS has made and executed this Amendment and Contractor has made and executed this Amendment on the day and year written below.

TSA CONSULTING GROUP, INC.

DocuSigned by:
JOSEPH ROLLINS
 Authorized Representative Signature

 JOSEPH ROLLINS 1/11/2019

 Name Date

THE SCHOOL BOARD OF ORANGE COUNTY, FLORIDA

Robert N. Waremburg Date
 Sr. Director, Procurement Services
 DocuSigned by:
Beth Curran 1/11/2019

 Beth Curran Date
 Senior Director, Risk Management

**Amendment to Exhibit C
PLAN ADMINISTRATION FEE SCHEDULE**

This Amendment is entered into as of the execution date below by and between the Orange County Public Schools (Plan Sponsor) whose mailing address is 445 West Amelia Street, Orlando, FL 32801 hereinafter referred to "Plan Sponsor" and TSA Consulting Group, Inc., whose mailing address is P.O. Box 2799, Fort Walton Beach, Florida, 32549, hereinafter referred to as "TSA".

Whereas, the Plan Sponsor and TSA entered into a Plan Administration Agreement dated December 9, 2014, and

Now, therefore, in consideration of the mutual promises herein contained and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties hereto agree as follows:

PLAN SPONSOR FEES:

Plan Sponsor fees are designated in Administrative Services Agreement between Plan Sponsor and TSA.

INVESTMENT PRODUCT PROVIDER FEES:

Recordkeeping – (Per Participant * Account) \$ 24.00 per year billed monthly

* "Participant" is defined as any individual that maintains one or more accounts with assets under the Plan

Required Provider Fees: Plan Sponsor further agrees and stipulates that each authorized investment product provider is required to pay the fees described herein directly to TSA unless otherwise modified by the Plan Sponsor upon notice to the investment product provider. Each authorized provider must agree to the fee schedule set forth herein as a condition of participation under the Plan(s).

Method of Payment: Investment Product Providers shall remit the fees described herein in a timely manner and according to a reasonable method of remittance as determined by TSA.

Basis for Invoicing – Provider Fees: TSA shall bill each Investment Product Provider monthly according to the number of participants that maintain one or more accounts under the Plan. The actual number of participant accounts will be determined according to the participant data files generated by the Provider as required under the Investment Provider Service Agreement between the Plan Sponsor and the Provider.

Provider Discretion – Investment Product Pricing: The Plan Sponsor intends to maintain a high-quality array of investment products and providers under the Plan for the benefit of participants. Plan Sponsor recognizes and agrees that Providers have sole discretion regarding the pricing of their investment products and the generation of revenue models sufficient to offset expenses related to participation in the Plan Sponsor Plan.

Plan Sponsor Reports: TSA shall be responsible for submitting reports to the Plan Sponsor regarding fees assessed to and collected from Investment Product Providers. TSA shall not attempt to collect any fees from Investment Product Providers other than those expressed in this fee schedule.

**PLAN ADMINISTRATION AND COMPLIANCE SERVICES
FOR 403 (B) AND 457 (B)
RFP1408171**

Request For Proposal

RFP1408171

Due Date/Time: 8/27/14 at 2:00 p.m. EST

Pre-submittal Conference: N/A

Clarification Cut-off: 8/18/14 at 12:00 p.m. EST



Procurement Services
Orange County Public Schools



**ORANGE COUNTY PUBLIC SCHOOLS
 PROCUREMENT SERVICES DEPARTMENT
 445 W. Amelia Street, Orlando, Florida 32801
 Telephone 407.317.3219 Fax 407.317.3414**

**REQUEST FOR PROPOSAL (RFP)
 PROPOSAL ACKNOWLEDGEMENT FORM**

**Plan Administration and Compliance Services for 403 (B) and 457 (B)
 RFP1408171**

**Due Date/Time: August 27, 2014 at 2:00 p.m. EST
 Request for Information (RFI) Cut-off Date: August 18, 2014 at 12:00 noon EST**

Sealed proposals must be mailed or hand carried to: Orange County Public Schools, Procurement Services Department, located at 445 West Amelia Street, Orlando, FL 32801 by the due date and time as indicated above. All proposals shall be submitted in sealed mailing package and clearly marked with the proposal number, title, proposal opening date and time. For your convenience an identification label has been provided. The delivery of proposals prior to the specified date and time is solely the responsibility of the proposer. Proposals received after the due date and time will not be considered.

Proposer acknowledges and certifies that it is in receipt of, has reviewed and is in agreement with all provisions of the Ethics and Lobbying Board Policy KCE at https://www.ocps.net/op/procure/Documents/KCE%20Ethics%20and%20Lobbying%20Policy%206_26_12.pdf

Certification

The prospective proposer hereby certifies, by submission and signature of this proposal, that the proposer complies fully with this RFP. In addition the representative below is duly authorized to sign this proposal on behalf of the respondent, company, or corporation and fully understands that by virtue of executing and returning this Proposal Acknowledgement Form represents complete and unconditional acceptance of the requirements, terms and conditions of this RFP and all appendices and any addendums released hereto.

The proposer hereby agrees to provide the services and/or items specified in the RFP at the prices quoted pursuant to the requirements of this document.

Authorized Signature	Name & Title (printed)	
Respondent Name	Federal I.D.	
Mailing Address		
City	State	Zip
Telephone	Fax	E-Mail Address
Date of Proposal	Contact Person, Number	

NOTE: This form must be completed and returned with your proposal. All proposals must be signed by an officer or employee having authority to legally bind the Respondent(s). Thank you for your interest in doing business with Orange County Public Schools.

Direct all inquiries to: OCPS Procurement Services
 Nahid Shahnam
 Email: nahid.shahnam@ocps.net
 Fax: (407) 317-3414

PROPOSAL IDENTIFICATION LABEL

NOTICE TO ALL RESPONDENTS: For your convenience, a label has been provided to properly identify your proposal. Place completed proposal type or print company name and address on the label and affix the label to the front of the mailing package.

PLEASE FILL OUT THE LABEL BELOW AND ATTACH IT TO THE OUTSIDE OF YOUR RFP REPLY ENVELOPE.

DO NOT OPEN - SEALED PROPOSAL - DO NOT OPEN	
From:	_____
Address:	_____

RFP NUMBER: RFP1408171	
TITLE: PLAN ADMINISTRATION AND COMPLIANCES FOR 403 (B) AND 457 (B)	
PROPOSAL TO BE OPENED ON: August 27, 2014 at 2:00 p.m. EST	
DELIVER TO:	
	ORANGE COUNTY PUBLIC SCHOOLS PROCUREMENT SERVICES NAHID SHAHNAMI 445 WEST AMELIA STREET ORLANDO, FL 32801

NO SUBMITTAL RESPONSE FORM
PLAN ADMINISTRATION AND COMPLIANCE SERVICES FOR 403 (B) AND 457 (B)
RFP1408171

If your company will not be submitting a proposal in response to this Request for Proposals (RFP), please complete this form and return or fax, prior to the RFP due date established within, to:

Orange County Public Schools
Procurement Services
Attn: Nahid Shahnam
445 W. Amelia St., 4th Floor
Orlando, FL 32801
Fax (407) 317-3971 or (407) 317-3414

This information will assist Procurement Services in the preparation of future RFPs.

Company Name: _____

Contact: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

Please check reason for a "no submittal."

- ___ Specifications "too tight", geared toward one brand or manufacturer (explain below)
- ___ Insufficient time to respond
- ___ Specifications unclear (explain below)
- ___ We do not offer this product/service or an equivalent
- ___ Our product schedule does not permit us to perform
- ___ Unable to meet specifications
- ___ Unable to meet bond requirements
- ___ Unable to hold prices respondent throughout the term of the contract period
- ___ Unable to meet insurance requirements
- ___ Other: _____

Print Name: _____

Signature: _____ Date: _____

If submitting this form, only this form needs to be returned. It is not necessary to return the entire RFP package.

PLAN ADMINISTRATION AND COMPLIANCE SERVICES FOR 403 (B) AND 457 (B)
RFP1408171

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**PLAN ADMINISTRATION AND COMPLIANCE SERVICES FOR 403 (B) AND 457 (B)
RFP1408171**

**SECTION 1
INTRODUCTION**

Orange County Public Schools (OCPS) is the nation’s 10th largest school district educating approximately 190,000 students, maintaining 184 traditional school environments and employing more than 22,000 employees. The district wishes to enter into an agreement with a qualified firm who can provide comprehensive plan administration and compliance services for certain retirement plans sponsored by OCPS including 403(b) and 457(b) plans.

Respondents are encouraged to be innovative in their proposed solutions as to provide the most cost effective solution while meeting all of the requirements outlined in this proposal and developed during the Evaluation Process.

THE SCHOOL BOARD OF ORANGE COUNTY, FLORIDA’S VISION: To be the top producer of successful students in the nation.

THE SCHOOL BOARD OF ORANGE COUNTY, FLORIDA’S MISSION: To lead our students to success with the support and involvement of families and the community.

SECTION 2

CURRENT ENVIRONMENT

It is estimated that approximately 8900 employees participate in a 403(b) and/or 457(b) plan. Eligibility for these programs is defined as any regularly scheduled employee without regard for any minimum hourly service requirement. We currently have nine authorized TSA providers that employees can participate on a pretax basis: American Century-176, AXA Equitable Advisors-3233, ING-1721, Great American-620, LSW-1395, Plan Member-461, Security Benefits-193, TIAA-CREF-21, VALIC-1103 and Waddell & Reed 403-27. Waddell & Reed are no longer on our authorized provider list.

Participants	All OCPS Employees are eligible to participate as soon as they are hired.
Administration and Compliance Program shall mean	All services requested in this RFP in addition to commonly accepted policies and procedures required to support the employer’s administration of 403(B) and 457(B) plans.
403(b) and/or 457(b)	Internal Revenue Code Sections dealing with retirement plans available for public education employees and rules governing the administration of these plans.
Maximum Allowable Contributions (MAC)	The worksheet during defining the maximum amount of contributions participants are allowed to exclude from taxable income each calendar year.
Administrator	The firm selected to provide the 403(b) and 457(b) administration services
Employee Contribution	Voluntary pretax contributions up to an employee’s maximum allowable contribution (MAC) per calendar year.

SCOPE OF SERVICES:

This RFP is seeking a provider whose services will encompass necessary policies and procedures required in guidelines established by all applicable sections of the Internal Revenue Code as it relates to these plans. Each firm’s response shall describe fully how they propose to accomplish the Scope of Services as defined in this RFP. If any service, functions or responsibilities not specifically described in this RFP are necessary for the proper performance and provision of services to the district, then they shall be deemed to be implied by and included within the scope of the services to the same extent and in the same manner as if specifically described herein.

The Plan Administration and Compliance Program shall:

1. Include one or more primary contact personnel that are experienced in the area of retirement plan administration and compliance services with adequate background and experience to support their duties relative to the program.
2. Assist the District in maintaining compliance with the rules and regulations established by the Internal Revenue Code and pertaining to all retirement plans maintained by the District or for which the District is eligible.
3. Assist the District in correcting any operational deficiencies or failures existing in prior years as allowed by Internal Revenue programs or procedures.
4. Provide ongoing verification of all Maximum Allowable Contribution (MAC) calculations for participants beginning in the 2014 tax year.
5. Provide ongoing educational materials concerning supplemental retirement programs available through the District for the benefit of all eligible employees. Materials shall include comprehensive employee handbooks sufficient in number for all eligible employees and video presentations either on your website or a DVR sufficient in number for each work location within the district. These materials shall be updated each year for the duration of the Contract.
6. Maintain the Plan Documents for both the 403(b) and 457(b) programs and process and record all 403(b) and 457(b) Plan distribution transactions including but not limited to participant requests for exchanges, rollovers, loans, normal withdrawals, hardship withdrawals, qualified domestic relations orders, etc.
7. Evaluate and recommend appropriate policies and procedures to the District for retirement plan administration in accordance with guidelines as set forth by code or ruling by the Internal Revenue Service.
8. Offer assistance to the District in the event of audit, including but not limited to, reproduction of all requested administration and compliance information for all years under Contract, employee communications concerning requests for additional information and on-site work with regard to preparation and disclosure of compliance evidence.
9. Offer any additional information to the District, which is deemed necessary to comply with current or future IRS guidelines.
10. Provide services with reasonable promptness with respect to geographical location, hours of operation and access to qualified full-time staff. Access shall include a minimum of two (2) on-site visits to include meetings with OCPS staff responsible for the daily activities regarding the plans and general employee groups eligible and/or participating in the plans.
11. Assist the District in the processing of all contributions including the ability to receive and forward payments on behalf of participants to vendor companies.
12. Assist the District and participants in all aspects of remittance processing including reconciliation and correction of errors in contributions and/or refunds from vendor companies.
13. The Proposer shall maintain demographic information on employees including but not limited to calendar year to date contribution information.
14. The Proposer's systems shall provide an established backup plan that ensures the proposer can restore all participant data, transaction history and other client-related data in the event of a system malfunction or failure. An established disaster recovery plan shall be in place that includes procedures and regularly scheduled testing.
15. Information and Reports – All information and reports required by the Regulations or directives issued pursuant thereto and requirements for access to its books, records, accounts, or other sources of information and its facilities as may be determined by the District or its auditors shall be permitted by the awarded provider. The selected Proposer shall promptly observe, and comply with applicable provisions of all federal state and local laws, rules and regulations that govern or apply to the services rendered hereunder.

16. Proposer must provide a toll-free telephone number with adequate incoming lines, for participant inquiries of their accounts. Work to be performed

17. Respondents MUST provide a copy of their organization's standard employer contract along with their submittal. This shall be inclusive of a statement indicating that the sample includes all exclusions and limitations that will apply to a service agreement or policy issued to OCPS, unless otherwise amended by OCPS.

18. Respondent MUST complete the following TECHNICAL PROPOSAL QUESTIONNAIRE:

A. COMPANY OVERVIEW

1. Provide an overview of your company's scope of services and describe how long it has been in business generally as well as in the State of Florida. Please describe your organization's experience in providing the services being proposed. Provide your organization's experience in providing similar services to other public employers of the same industry and demographics of OCPS.

2. Provide the names and contact information for five client references (preferably public education employers) similar to OCPS in size/demographics/industry for which you provide services similar to those requested in this document. Include the plan name, address, plan type (403(b) and/or 457(b)), number of eligible employees and number of participants for each reference.

3. Provide the names and contact information for contracts of three previous clients of similar size/demographics/industry to OCPS within the last 5 years. Provide the reasons for discontinuation of each contract.

4. For how many clients do you currently provide 403(b)/457(b) plan administration and compliance services? Indicate the total number of participants and the total value of assets in all 403(b) and 457(b) plans for which you currently provide plan administration services.

5. Provide a copy of your organization's standard employer contract in the Exhibit section with a statement that the sample includes all exclusions and limitations that will apply to a service agreement or policy issued to OCPS, unless otherwise amended by OCPS.

6. Provide any other or former name(s) the firm is currently operating under or has previously operated under.

B. ORGANIZATIONAL STRUCTURE

7. Is your company a wholly owned subsidiary or a division of another company? If yes, please identify the company including name and location.

8. Are you owned, operated or in any way connected to a company that offers or sells investment or insurance related products?

9. If your company is privately held, list owners with 5% or more of equity. If any listed owners are entities other than a natural person, please list all 5% or more owners of that entity as well. This identification process should be continued until all owners who have 5% or more are identified.

10. Has your organization acquired, been acquired by, or merged with another organization in the past 36 months or are planning to do so in the upcoming 24 months? Provide details.

11. How has your organizational structure changed in response to the final 403(b) regulations? How has your service offering changed as a result of the final 403(b) regulations?

12. Is your firm anticipating restructuring or reorganization in the next year? (Include any major staff relocations or office closings.)

13. Has your organization undergone a change in senior management in the last five years? If, so describe the change(s) and date.

14. Provide an organizational chart that shows the key operating departments within your company.
15. Confirm that your organization and all of its employees are bonded.

C. ACCOUNT MANAGEMENT/ MEMBER SERVICES

Account Management/Services

16. Who, and at what level in your organization, would have oversight responsibility for OCPS' plan administration and compliance program?
17. Who would be OCPS' day-to-day contact for services? How many other programs or plans is this person handling?
18. Who would be responsible for coordination of all of the systems set-up and interfaces?
19. Will your organization make available a representative who will assist OCPS' staff in correctly obtaining access to the database and generating reports?
20. Describe the capabilities and qualifications of the above named individual and the steps your organization will take to ensure that OCPS staff can get resolution to problems in a timely manner.
21. What staff back-up exists for the above listed primary contacts?
22. Describe other staff and role/s of individuals who will support the OCPS program.
23. Please provide the company's internet site address and include any necessary code for access to Employer only functions.
24. Describe who handles what functions among the employer, employee, vendor, and the administrator including how paperwork flows among all involved.
25. What safeguards would you use to assure OCPS that it is informed of all serious or repetitive complaints regarding your company's performance?
26. Will your organization be willing to include contractual language that will warrant your firm and its related organizations will not outsource work related to this contract to foreign countries during the life of the contract?
27. Confirm your organizations ability to hold OCPS harmless.

Member/Customer Services

28. Provide the location, geographic regions covered, and hours of operation of your member services office/s. What hours will the telephone lines be staffed by actual customer service representatives? Do you have call overflow capability? If yes, describe how and where calls are re-directed when call volume exceeds performance capacity. Is this automatic or manual programming?
29. Will you provide a designated customer service team for OCPS employees? If yes, how many people will be on the team?
30. Please provide the average years of service and annual turnover percentage in 2013 for the following service staff:

Service Staff	Avg. Years of Service	2013% Turnover
Customer Service Management Staff		

31. Describe the training program provided to staff of the customer service representative unit including new employee, and ongoing training to experienced staff. How will updates on specific OCPS plans and legislation be provided? How is new client information provided to phone representatives? What reference tools will customer service representatives use to ensure they are providing accurate information to OCPS members? How do you get urgent changes implemented with customer service staff?

32. How do you handle calls from individuals who do not speak English and/or who are hearing impaired?

33. Do you accept e-mail inquiries from participants? If so, describe your security and process controls, including quality control and response time.

34. Will it be necessary for you to hire new employees to adequately staff the proposed OCPS team? If so, how many and in what roles? How will you handle the transition for the new employees?

Call Center

35. Please provide the following 2012-2013 actual results for the proposed customer services location:

	2012 Results	2013 Results
Number of calls received		
Percentage of calls answered	%	
Average length of calls	minutes	minutes
Average speed to answer	seconds	seconds
Average hold time	seconds	seconds
Abandonment rate	%	%
First call resolution	%	%
Percentage of incoming calls completely handled via -Voice Response System -Call center representatives	% %	% %
Percentage of service requests handled via -website -call center representatives -Voice response System	% % %	% % %

36. What training is provided to call center representatives before they are allowed to handle incoming calls? Describe your ongoing training program after a call center representative is approved to handle active calls.

37. How are transactions processed and documented? Are written confirmations sent?

38. What is the annual employee turnover rate for your call center representatives?

39. Do you monitor and/or tape participants' service center calls? Are calls recorded? If yes, what percentage of calls?

40. What information is available to customer service representatives to allow them to answer participant questions effectively?

41. Do member service representatives have computerized, real-time access to the following information?

- OCPS approved vendor directories, including agents names and hours of operation,
- Employer-specific plan information
- Eligibility information
- Scripts for specific member issues
- Current remittance data
- Other information (explain)

42. What are your case management procedures for calls that have service issues?

43. If OCPS would like customized satisfaction surveys conducted, are you able to comply? If yes, please describe your capabilities in this section and indicate additional costs in your cost proposal. (Appendix A)

44. Do you have any plans during the next 12 to 24 months that could impact your member service capabilities? If yes, please describe.

Voice Response System (VRS)

45. Describe the services available through your VRS. What are the standard hours of operation? Are there any transactions that cannot be processed through the VRS?

46. How are transactions processed and documented? Are written confirmations sent?

47. Describe how data is secured within the system (i.e., passwords, audit trail, confirmations).

48. Please explain how VRS passwords are assigned and changed.

49. May a participant elect to transfer from the VRS to a service representative? When and what services are available from that service representative?

50. How often is the data on the VRS updated? How does the VRS interface with your recordkeeping system?

51. Will you provide customization for the VRS? If yes, briefly describe the level of customization available on your VRS.

Internet Access

52. Describe the account services website and transaction capabilities available through your participant website. What functions can members perform (check all that apply)?

- OCPS approved 403(b) vendor search, contact information
- Account data, history, status
- Explanation of 403(b) and requirements
- Enrollment
- Loan applications
- Hardship withdrawals
- Election amount changes
- Remittance Data
- Direct access to OCPS plan information (by icon)

- Distributions
- Rollovers
- Other (please describe)

53. How are website transactions processed and documented?
54. Describe how data is secured within the system (i.e., PIN, audit trail, confirmations).
55. What are the standard hours of account access and transactional availability?
56. How often is the data on the website updated? How does the website interface with the recordkeeping system?
57. Have there been instances within the last two years where the website was not functioning? If so, please describe frequencies, duration and how problem was resolved.
58. How do you assign passwords for the member Internet site? Are passwords and/or user IDs based on Social Security numbers? Do you have the capability to use alternative member ID numbers for employees other than the Social Security number?
59. Describe the level of customization that would be available on your internet services website to OCPS.
60. Please provide the Internet site address, and include any necessary code to access member-only functions on a demonstration basis, for the Selection Committee review.

D. REMITTANCE SERVICES

61. Does your company offer a remittance service designed to transmit plan contributions to authorized vendors? If so, please provide answers to the questions in this section.
62. Explain your company's remittance service and how it is designed to comply with applicable regulations.
63. Does your company take possession of and/or control the disbursement of funds to vendors? If so, please provide evidence of the most recent external audit of your remittance process such as a SAS 70 audit report. Please also provide evidence of employee dishonesty and/or bonding coverage in effect.
64. Please describe specifically how money flows between the entities involved in regards to the remittance of funds. Include in the description account types, who has access to the accounts, and oversight.
65. What is your average processing time between receipt of contributions from client payroll and disbursement to vendors? What commitments will you make regarding average processing time for OCPS?
66. What methods of data transmission are available? If applicable, differentiate needs according to specific data required from OCPS and approved 403(b) plan vendors? Are you willing to maintain a secure internet site for data transmission with OCPS, if needed?
67. Identify the timeline including deadlines required to receive contributions and complete the investment of the above contributions.
68. Would you require vendors to execute agreements that hold you and DCPS harmless from any problems resulting from the vendor's participation in the plans?

E. ADMINISTRATION SERVICES

69. Describe in detail, including timing, how your organization *analyzes and authorizes*:

- a. Withdrawals (i.e., in-service and hardship),
- b. Loans
- c. Limits
- d. Eligibility for distributions (i.e., severance of employment, required minimum distributions, disability)
- e. Exchanges
- f. Transfers

70. Describe how the following items are *monitored for compliance* on your system:

- a. Withdrawals
- b. Suspensions upon receipt of hardship withdrawals;
- c. Loan repayments and loan delinquencies;
- d. Limitation of employee deferrals
- e. Exchanges among approved vendors;
- f. Flow of funds to specific product of vendors approved distributions

71. Describe in detail how your organization administers qualified domestic relations orders (QDROs).

72. In the event of recordkeeping errors within your control, will you be financially responsible for making participants and/or the plan whole?

73. Does your company provide:

- a. Salary Reduction Agreements
- b. Plan transaction forms
- c. Summary plan descriptions
- d. Universal service agreements for participating investment providers including Hold Harmless Agreements and Information Sharing Agreements.

74. Describe in detail how your organization will monitor, cap and/or resolve maximum contribution limits for 403(b) participants. i.e., IRC section 402(g) elective deferral limit, Catch-up contribution limits under IRC sections, IRC Section 415(c) annual contribution limit)

75. What safeguards are built into the system to prevent excess deferrals from all plans? How are excess deferrals handled? How do you address violations for any excess deferrals?

76. Explain how loan payoffs will be handled in terms of tracking outstanding loans. Include in your response:

- a. Grandfathering existing loans
- b. monitoring 1099's, and
- c. authorizing new loans

77. Explain how hardship withdrawals will be processed and how the information will be communicated back to the employer in order to stop contributions.

78. Describe how you would keep OCPS in compliance with all IRS reporting in relation to all approved vendors and participants with multiple accounts.

79. Does your company have the capability to offer electronic transactions from OCPS, employees, and 403(b) vendors?
80. Describe how you handle audit documentation when electronic processing has occurred?
81. How does the above information get communicated to the employee?
82. Confirm that your organization would conduct audits of plan transactions and documents results for DCPS and state how often information would be shared with OCPS.
83. Confirm that your organization maintains electronic record of all transactions and authorization requests in event of an audit.
84. Confirm that your organization provides employee plan communications to satisfy Summary Plan Descriptions and universal availability requirements. Are the communications personalized to include data specific to the employee? (i.e. Name, work location, MAC calculation including eligibility for age-based or service-based catch-up limits, etc.) Does your organization provide videos that may be used at work locations for benefits meetings? If so, how often are the videos updated?
85. Please provide samples of all forms currently used for 403(b) administration in the exhibit section.
86. If a participant would contact your company with questions as to whether he or she should participate in the 403(b) plan, describe how your customer service representative would respond to the question.
87. Describe the arrangements under which your company would provide OCPS staff access to plan records.

F. REGULATORY

87. Describe any litigation, past or pending, against your organization or employees resulting from your current or past direct or indirect involvement with any deferred compensation, defined contribution or public/private pension plans in the past five years.
88. Have your organization or any employees been cited, investigated or reprimanded by any regulatory agency within the past ten years? If so, please describe.
89. In the past five years, has your company ever been denied a license or had a license revoked or suspended?
90. How do you ensure your record keeping service is in compliance with all pertinent law and regulations? Please describe the role your organization will have in the event of an IRS examination of the 403(b) Plan.
91. How would you keep OCPS informed and updated on any regulatory and legislative changes affecting the 403(b) and/or 457(b) plan?
92. Confirm your company is licensed to conduct business in the State of Florida and that your services comply with all federal and State regulations.

G. INFORMATION SYSTEMS AND REPORTING CAPABILITIES

Information Systems

93. Describe the computerized system (hardware/software) used to collect, assimilate and integrate the data of the program from various 403(b) plan vendors. Provide your organization's experience in consolidating various proprietary file formats and what would be required of OCPS in the process.

94. How would your organization facilitate information sharing capabilities between OCPS and various OCPS approved 403(b) plan vendors? Describe the information management system you use to warehouse, archive, and disseminate information while administering 403(b) compliance.

95. Do you have experience interfacing with employers using the SAP system? Please describe.

96. How would you provide OCPS with periodically updated data files? Would your organization provide a copy and/or access to your system software or will you transmit data on a predetermined schedule basis? Are there licensing fees associated with accessing your servers to retrieve information? What data transmission methodology do you use to ensure confidentiality? (i.e., Secure Socket Layer (SSL), File Transfer Protocol (FTP)). Would your organization provide access to data via secure website transmittal or File Transfer Protocol (FTP)?

97. Please describe the capabilities and optimal user system requirements of your software application.

98. Was the software developed internally, leased, or bought from another provider? Who has the ultimate responsibility to make sure the software is updated to reflect changes in the laws, regulations, client needs etc.?

99. How often is the system upgraded? Describe any system enhancements you have planned over the next three years?

100. Describe the maintenance and backup procedures that apply to your system(s), including how frequently backups are performed, backup data retention timetable, and backup storage procedures. How long is historical information retained on the system(s)?

101. Do you store system data offsite? If yes, where? Who is responsible for the cost of storing employer data at offsite locations (if applicable)? When is it moved?

102. Describe the system security and disaster recovery procedures for your system(s). How frequently are they tested? When was the last test and what were the results?

103. Describe the most severe disaster experienced, including when it occurred, what happened, how it was dealt with and the effect on plan sponsors and participants.

104. Is there a secondary processing site for your system(s)? If yes, where?

105. How do you control access to the recordkeeping system? What security precautions are in place?

106. Would your system allow for OCPS customization/limits such as

- a. Exchange frequency,
- b. Minimum/maximum contribution percentages or amounts,
- c. Investment election changes,
- d. Loan withdrawals.
- e. Other.

107. Describe your system's maximum limits with regard to the following:

- a. Investment providers,
- b. Contribution types,
- c. Loans,
- d. Exchanges,
- e. Other.

108. List institutions, businesses, providers, insurance and other entities that have input and access to the data collected.
109. Describe your records management system, policies, and procedures that assure confidentiality of records and compliance with federal and state regulations. How long are records maintained?

Reporting

110. Describe the standard reporting package that you would provide, as well as the media used. Do you have online report generating capabilities? What is the standard time frame for providing each report after the reporting period ends? Include samples in the Exhibit section of your proposal.
111. Describe any customized or ad hoc reporting capabilities including internet capabilities. Are there any additional costs associated with customized or ad hoc reporting? Costs should be reported on Attachment C.
112. Describe your standard participant level transaction confirmation statements and documents. What is the standard time frame for providing these reports? Include samples in the exhibit section.
113. Are participant transaction confirmation statements available on-line or via e-mail? If yes, when?

H. FINANCIAL/INSURANCE

114. Disclose the amount of business liability insurance protection currently in force. Include confirmation of coverage in exhibit section.
115. Disclose the amount of liability insurance protection for data security/identity theft. Include confirmation of coverage in exhibit section.
116. Is the company and all its employees bonded/insured? If so, please provide details. Include documentation of coverage in exhibit section.
117. Please provide your custodial account bank's name and address.
118. Provide a copy of your company's most recent audited financial statement in the Exhibit section of your proposal.

I. COMMUNICATION AND EDUCATION

119. Briefly describe your background and experience in providing product neutral communication and education programs. Provide examples of such communications and education programs in the Exhibit section.
120. Identify the key elements provided as part of a standard communication and education program package included in your proposal.
121. Identify non-standard elements to a communication and education program you may provide. Include fees associated for these non-standard items.
122. Describe your program for communicating universal availability to all eligible OCPS employees.
123. Describe separately your initial and ongoing communication and education program (including printed material, visits, training, etc). If the program will be tailored to specific OCPS needs, identify the critical issues to be determined in designing such a program.
124. What special educational services do you offer specifically for employees nearing retirement?

125. Do you offer forms and communication materials that are specifically customized for your clients?
126. Can material be customized? If so, briefly describe the level of customization that is available and the cost of such customization.
127. Do you provide personnel resources as part of on-going education and retirement planning programs? Confirm your organizations ability to attend New Teacher Orientation and Open Enrollment meetings as required by OCPS.
128. Do you create all of your communication and education material in-house or through third party vendors?
129. Describe the process you use to help plan sponsors measure effectiveness of employee education efforts.
130. Does your organization provide any services (e.g., questionnaires, software) that would help individual participants with financial planning? Describe any electronic tools you provide, both software-based and web-based, to participants and retirees.
131. Describe your position on providing investment advice to participants. What fiduciary responsibility do you assume if advice is provided?
132. Describe your education tools or programs designed to support both rollover and non-rollover distributions from the plan.
133. Describe your program for introducing your services to OCPS employees.
134. Confirm that you are willing to work with OCPS to customize communication materials and OCPS will have final sign-off on the documents. These materials must be available prior to implementation of the plan and revised when changes to process or plan occur.
135. What marketing/communication materials can you provide that could be used by OCPS for communications between OCPS and employees and vendors?
136. Please indicate your willingness to produce and distribute current, up-to-date OCPS specific educational communications requested by OCPS. Include any associated cost for this service in the cost proposal section titled Appendix A.
137. Provide a copy in the Exhibit section of current communications materials; including any forms, brochures, pamphlets, etc. that you feel may be of assistance to OCPS in evaluating your program.

J. IMPLEMENTATION

138. Explain your implementation process. Please include a timeline that describes necessary actions, responsible parties and target dates. Please also provide a one-page outline of your plan for communicating the conversion to a TPA to plan participants.
139. Describe your approach to risk and issue management, scope control and quality assurance during implementation.
140. Describe your approach to implementing a new client of OCPS' size. Detail implementation manager responsibilities and coordination.
141. How do you handle information sharing from deselected vendors that cannot comply with your software/automation requirements?

142. Is a "black out" period required for employee transactions during implementation? If yes, how long is it and what is restricted or not available during that time? Are you willing to schedule the blackout period to occur over a weekend? Do you notify participants of a "black out" period in compliance with the Sarbanes-Oxley Act?
143. How will distribution, hardship and loan requests be handled during the implementation period?
144. What involvement will be required from OCPS during implementation?
145. Quantify your proposed personnel commitment for the implementation. How many concurrent implementations are typically handled by your implementation managers? What percentage of their time would be devoted to OCPS?
146. How many training sessions will be provided to key OCPS 403(b) staff? What support will be available to OCPS staff after implementation?
147. Describe your process to ensure accurate implementation of all historic data from current OCPS 403(b) vendors from at least 1/1/10.
148. Describe your proposed data migration strategy. Do you have any limitations as to the format/media of historical data?
149. How does your system handle the information sharing of existing loans and periodic distributions during implementation?
150. List the expected members of the implementation team(s) you would assign to the OCPS program.
151. Describe the qualifications, experience and number of years with your company, primary work location, and roles and responsibilities of each team member. Include whether they work exclusively on implementations or if they will be responsible for on-going processing.
152. Provide an implementation schedule with a start date of 11/09/2014. Indicate implementation responsibilities of your organization, OCPS and any other vendors.

SECTION 3

INSTRUCTIONS TO PROPOSERS

1. PROPOSAL INSTRUCTIONS

Proposal Due Date: All proposals must be received no later than August 27, 2014 at 2:00p.m. **EST**. The Respondent will be responsible for its timely delivery to Orange County Public Schools, Procurement Services, 445 West Amelia Street, Orlando, Florida 32801. It is the Respondent's responsibility to assure that his/her bid is delivered at the proper time and to the proper place of the proposal opening. Proposals which for any reason are not so delivered will not be considered and will be returned to the Respondent.

The Orange County Ronald Blocker Educational Leadership Center (RB-ELC) is a controlled access building. All visitors are required to check in at the reception desk. If you are hand delivering a proposal, a time/date stamp is available at the reception desk. Date stamp your envelope/label and notify Procurement Services via the lobby telephone at extension 3988 that you have delivered a proposal to the reception desk.

Provide one (1) original with manual signatures, four (4) copies of the proposal for a total of Five (5), and one scanned copy of the original with signatures burned on a CD or DVD in PDF. Proposals must be sealed and clearly labeled: RFP1407147Enterprise Visitor Management System. Once accepted, all original proposals and any copies of proposals become the sole property of the District and may be retained by the District or disposed of in any manner the District deems appropriate.

All proposals must be signed by an officer or employee having authority to legally bind the Respondent(s). Any corrections of unit prices must be initialed. This includes corrections made using correction fluid (white out) or any other method of correction. Respondents should become familiar with any local conditions which may, in any manner, affect the services required. The Respondent(s) is/are required to carefully examine the RFP terms and to become thoroughly familiar with any and all conditions and requirements that may in any manner affect the work to be performed under the contract. No additional allowance will be made due to lack of knowledge of these conditions.

Proposals not conforming to the instructions provided herein may be subject to disqualification at the sole option of the District.

Any proposal may be withdrawn prior to the date and time the proposals are due. Any proposal not withdrawn will constitute an irrevocable offer, for a period of 90 days, to provide the District with the services specified in the proposal.

COMPLIANCE WITH FEDERAL REGULATIONS

All contracts involving Federal funds will contain certain provisions required by applicable sections of Title 34, Section 80.36(I) and Section 85.510 Code of Federal Regulations. The consultant certifies by signing the proposal that the consultant and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in Federally-funded transactions and may, in certain instances, be required to provide a separate written certification to this effect. During the term of any contract with the District, in the event of debarment, suspension, proposed debarment, declared ineligible or voluntarily excluded from participation in Federally-funded transactions, the Consultant shall immediately notify Procurement Services, in writing. Respondent will also be required to provide access to records which are directly pertinent to the contract and retain all required records for seven years after final payments are made.

2. **TIME SCHEDULE**

The District will attempt to use the time schedule as indicated below. Note: References to Ronald Blocker Education Leadership Center (RB-ELC) address is: 445 West Amelia Street, Orlando, FL 32801. The below dates and times are subject to change. All changes will be posted to the Procurement website as they become available.

8/7/14	Solicitation Date
8/18/14	Request for Information (RFI) cut-off
8/27/14	Proposal opening at 2:00 p.m. in RB-ELC, Lobby Conference Room Proposal will be opened and only the company names will be announced
9/23/14	Evaluation Meeting Date (Tentative Date) (Enter Time)
9/5/14	Notice of Intended Decision (Tentative Date)
9/9/14	Presentations by Respondents (Tentative Date) afternoon
9/30/14	Notice of Intended Decision Date (Tentative Date)
10/14/14	Board Recommendation (Tentative Date)

3. **REQUEST FOR INFORMATION**

Questions: Any questions concerning the RFP should be directed in writing to Procurement Services Department, Orange County Public Schools. Requests for Information must be in writing and may be e-mail to: Nahid.Shahnami@ocps.net. Questions received after the RFI date and time stated above will not be considered. Inquiries must reference the bid number and the date of proposal opening. Those interpretations which may affect the eventual outcome of this bid will be furnished in writing to all prospective Respondents. Only the interpretation or correction so given by the Procurement Services representative, in writing, shall be binding and prospective firms are advised that no other source is authorized to give information concerning, or to explain or interpret the RFP and the selection process. All such interpretations and supplemental instructions will be in the form of written Addenda to the RFP. All RFIs shall be submitted no later than August 18, 2014.

Selection committee members, school board members and school board personnel (except the Procurement Services representative) are not to be contacted prior to the School Board's decision to approve or reject the final recommendation presented to it by the Superintendent. At the discretion of SBOC, failure to comply with this requirement will be grounds for disqualification.

Specifically, this **NO-CONTACT PERIOD** shall commence on the initial date of the advertisement for Request for Proposals and continue through and include the date the Orange County School Board makes its determination to approve or reject the final recommendations.

Failure to meet any of these requirements may disqualify your firm from consideration.

By submission of a Bid, vendor understands that award of the Bid by School Board of Orange County, Florida, and any subsequent purchase orders and agreements shall constitute a binding and enforceable contract. Unless otherwise stipulated in the Bid documents, no other contract documents shall be issued.

SECTION 4

PREPARATION OF PROPOSALS AND REQUIRED CONTENT

1. **PROPOSAL PREPARATION**

In order to ease comparability and enhance the review process, it is requested that proposals be organized in the manner specified below. Failure to provide the required information will affect the evaluation of the proposal and may be grounds for disqualification. Responsive proposals should provide straightforward, concise information

that satisfies the requirements noted above. Expensive bindings, color displays and the like are neither necessary nor desired. Emphasis should be placed on skills and experience that respond to the needs of the School Board, the requirements of this RFP and completeness and clarity of content.

Proposals should be bound, include covers and dividers, and financial information.

2. **REQUIRED INFORMATION AND FORMAT**

Proposals must provide the required information in the following order and format. Failure to provide the required information will affect the evaluation of the proposal and may be grounds for disqualification. Copies of the proposal signed by an authorized representative of the respondent, including name, title, address and telephone number of one individual who is the respondent's designated representative.

3. **TABLE OF CONTENTS**

Include a table of contents for clear identification of the material by tab number listed below:

4. **TAB 1 - COMPLIANCE REQUIREMENTS**

This is a compliance section and carries no evaluation points. Respondents must meet minimum criteria as specified to receive further consideration. Submittals shall include the following:

- Proposal Acknowledgement Form. Complete the form as provided, sign and include with your submittal. Any modifications or alterations to this form shall not be accepted and proposal will be rejected. The enclosed original Proposal Acknowledgment Form is the only acceptable form.
- Respondent must provide evidence of authority to do business in Florida:
 - Type of Business (**Refer to Appendix E**): The Respondent shall identify the type of business entity involved (e.g.; sole proprietorship, partnership, corporation, joint venture, etc.). The Respondent shall identify whether the business entity is incorporated in Florida, another state, or a foreign country. Indicate years in business, changes in ownership, bank reference, and other information to verify financial responsibility.
 - If the Respondent is a corporation, provide a copy of the certification from the Florida Secretary of State verifying respondent's corporate status and good standing, and in the case of out-of-state corporation, evidence of authority to do business in Florida.
 - Minimum Qualifications
 - Submittals will ONLY be accepted from firms who provide documented evidence of meeting the minimum qualification requirements as stated below. Responses from firms not meeting the minimum qualification requirements will be considered nonresponsive. Minimum respondent qualifications are as follows:
 - The firm shall, at a minimum have at least five (5) years of continuous experience in the 403(b) and 457(b) plan administration marketplace.
 - The key individuals providing services to the 403(b) and 457(b) plans shall have at least five (5) years of experience servicing 403(b) and 457(b) plans.
 - C) The firm shall not provide investment products nor be owned or affiliated with an organization that provides investment products. Proposals from companies or marketing organizations involved in the sale of 403(b), 457(b), and 401(k) or any other retirement plans or investment products or affiliated with such companies or marketing organizations will not be considered.
- Respondent must demonstrate financial stability to SBOC. Respondent must provide at a minimum, one of the following financial information:
 - A statement regarding respondent's financial stability including information as to current or prior bankruptcy proceedings.
 - Certified Financial Statements – Copy of the most current audited financial statement. All costs associated with this report shall be borne by Respondent.
 - Vendor Statement of Qualifications (See **Appendix C**)

- Principals: The Respondent must provide the name and address of all persons or entities serving or intending to serve as principals in the respondent's firm (Add to Appendix C).
- Conflict of Interest Statement: See "Statement of Affirmation and Intent" (Refer to **Appendix D**) included in this package.

5. **TAB 2 – EXPERIENCE AND QUALIFICATION**

Respondent must have a proven track record that demonstrates success in providing Enterprise Visitor Management System.

Organizational History, Structure and Authoritative Direction of Control: Describe the history, structure and authoritative direction of control of your organization with particular emphasis on your experience in providing Enterprise Visitor Management System.

Provide an organizational chart of your administrative staff.

- Respondent must demonstrate a record of company stability for the last five years and provide information supporting evidence as follows:
 - State number of years in business.
 - State the location, address, and telephone number of firm's offices.
 - Discuss any name changes, changes in ownership, reorganizations, etc.
 - Vendor Statement of Qualifications (See Appendix C)
- List current or recently completed projects which best illustrate the experience of the firm. Include the following for each:
 - Name and location of the engagement.
 - The nature of the firm's responsibility on the engagement.
 - Name, address, telephone, and fax number for each project contact who may be contacted as a reference.
 - Date engagement was completed or is anticipated to be completed.
 - Size of engagement (project dollar value).
 - Services for which the firm's staff was responsible.
 - Present status of the engagement.
 - The firm's key professionals involved on the engagement and who of that staff would be assigned to the program covered by this RFP.

- **References**

Respondent's Reference Form (**Appendix B**). The district may check references listed by the respondent.

- **Administration and Staff Qualifications:** Describe the qualifications and experience of the partners, managers, supervisors, senior staff, customer service, and all staff that will provide the services to OCPS. Respondent shall ensure that staff has all required licenses, certifications, and training appropriate for such persons' role and function within the firm. Documentation that describes job qualifications and experience will be acceptable. Provide the name and contact information for the point of contact for these services.
- License Sanctions: List any regulatory or license agency sanctions. The School Board may perform a background check on respondent with all state and regulatory agencies. Add to Appendix C
- Litigation: Provide a statement and detailed description of any litigation or regulatory action that has been filed against your firm(s) in the last three years. If an action has been filed, state and describe the litigation or regulatory action filed, and identify the court or agency before which the action was instituted, the applicable case or file number, and the status or disposition for such reported action. If no litigation or regulatory action has been filed against your firm(s), provide a statement to that effect. For joint venture or team proposers, submit the requested information for each member of the joint venture or team. Add to Appendix C.

- Respondent shall disclose number of partners, managers, and other key staff used to perform the scope of the RFP. If applicable, identify all subcontractors necessary to conduct the project. Describe the range and scope of activities performed by the contracting organization, including capability to fulfill the specifics of the project (e.g., staff, equipment, workload, etc.).

6. Tab 3 - Scope of Services

Please provide a detailed summary of the firm's plan to accomplish the various objectives as stated in Section 2, " , Scope of Services.

7. Tab 4 - Technical Proposal Questionnaire see Attachment A

For each of the technical questions outlined in Attachment A, describe how your firm will accomplish each activity identified.

8. TAB 5 - MWBE/LDB PARTICIPATION APPENDIX "H"

MWBE/LDB Participation: Respondents who are certified MWBE or LDB will be eligible for up to one hundred percent of the allocated weighted points, and Respondents who subcontract with an MWBE or LDB will be eligible for weighted points. Respondent must be able to demonstrate compliance with the following:

- Tier Participation – Respondents have included in their proposal a commitment to subcontract at least twelve percent (12%) of its business related to this RFP with one or more MWBE respondents and ten percent (10%) of its business related to this RFP with one or more LDB respondents. (Refer to Appendix G)
- For clarification regarding the district's Local Developing Business certification please contact The Office of Business Opportunity (407) 317-3739 or visit the website at: <http://www.obo.ocps.net>.

Respondents must submit a signed Letter of Intent signed by both parties with their proposal for all MWBE or LDB sub-contractors identified on the Schedule of Sub-contracting. These Letters of Intent must indicate the scope of work to be performed by every MWBE or LDB, plus the percentage of the contract fees to be contracted to the listed sub-contractor.

The awarded contractor's responsibilities and requirements are itemized below:

- Incorporate a prompt payment assurance provision and payment schedule in all contracts between the prime and sub-contractors.
- File copies of all executed sub-contractor agreement/contracts between the contractor and all MWBE or LDB sub-contractors on the project to OCPS Office of Business Opportunity.
- The prime contractor shall submit an updated quarterly MWBE and LDB utilization report for all contracts. The required reports are to be submitted to the Office of Business Opportunity on a date agreed upon by both parties.
- The awarded prime contractor shall not substitute, replace or terminate any MWBE or LDB respondent without prior written authorization of OCPS, nor shall the prime reduce the scope of work or monetary value of a sub-contractor without written authorization of OCPS. The prime contractor shall notify the Office of Business Opportunity of any additional awards to the MWBE or LDB respondents on the prime contractor's team and the addition of any new MWBE or LDB respondent to the prime contractor's team on that project.

Execution of the contract between SBOC and the Respondent shall be contingent upon the filing of executed contracts between the Respondent and the MWBE or LDB subs listed on the Schedule of Sub-contracting.

Please note that failure to comply with the above special conditions may be cause for contract termination.

9. TAB 6 - Proposal Pricing

Describe any and all fees, commissions, surrender penalties, or other charges that are assessed to employee accounts under the program. (Appendix A)

The District anticipates using per participant, wrap charge and revenue-sharing from plan assets as payment for the administration and education services provided by the firm selected.

An accounting of all fees paid by the participants consistent with 401(A) or ERISA will be required on an annual basis.

Maintenance of Records-Complete and accurate records relating to the services rendered pursuant to this RFP shall be maintained. Cost records shall be kept in accordance with generally accepted accounting principles and practices consistently applied and in customary form and scope. Records and invoices for services shall include all of the information required in order to determine the services performed hereunder, and shall identify the services rendered in a manner acceptable to the District.

Records Availability-The records directly relating to the services shall, upon reasonable notice by the District, be made available to the District or its representative(s) at all reasonable times, to review, inspect, audit or copy. If any such audit establishes that the provider has overstated service fees, the amount of any overcharge paid by the District as a result of an overstatement shall forthwith be refunded with interest therein, if any.

Fees or benefits -No commission agreements, fees, benefits or other similar arrangements, whether direct or indirect, with said insurance companies, interested parties or brokers, including any arrangements whereby the awarded proposer or party affiliated with the School District receives commissions, compensation (direct or indirect) or any benefits associated with the advice or recommendations provided to the District or the successful contract shall be allowed.. Benefits are not limited to monetary arrangements and may include more favorable business deals and terms or any area that could be viewed as a conflict of interest offered to representatives of the district contingent on the successful contract. Recommendations to the District shall be made based only on criteria or factors that are in the best interest of the District.

10. Tab 7 - Additional Information

Any additional information or data which the Respondent deems essential to the proposal and for consideration, should be included in a separate section of the submittal titled "Additional Information" If there is no additional information to present, state in this section "There is no additional information that we wish to present."

SECTION 5

EVALUATION OF PROPOSALS

1. EVALUATION OF PROPOSALS

Proposals will be reviewed and evaluated by the Proposal Evaluation Committee (PEC) as described herein.

2. PROPOSAL OPENING

Proposal submittals will be received and publicly opened. Only the names of respondents will be read at this time.

3. PROPOSAL EVALUATION COMMITTEE

A Proposal Evaluation Committee will convene, review, evaluate and rank all valid responses submitted based on the evaluation criteria.

The Proposal Evaluation Committee reserves the right to interview any, all or none of the Respondents that responded to the RFP and to require formal presentations with the key personnel who will administer and be assigned to work on behalf of the contract before recommendation of award.

The Proposal Evaluation Committee reserves the right to conduct site visits of the respondent’s facilities and/or of a current project they are managing.

Public Notice of PEC meetings will be posted on SBOC Procurement Services website: www.procure.ocps.net

4. EVALUATION PROCESS

SBOC will not be under any requirement to complete the evaluation by any specific date and reserves the right to suspend or postpone the evaluation process should the need arise due to budget constraints, time constraints or other factors as directed by the School Board. However, it is anticipated that the review/evaluation process will be completed in a timely manner. Procurement Services staff will participate in an advisory capacity only.

5. EVALUATION CRITERIA

Only proposals that meet the compliance requirements will be evaluated based on the following criteria.

<u>Shortlist Evaluation Criteria</u>	<u>Possible Points</u>	<u>Maximum Weight Value</u>
I. Experience and Qualifications	100	35%
II. Scope of Services	100	30.35%
III. MWBE/LDB Participation	100	10%
IV. Proposal Price	<u>100</u>	<u>25.20%</u>
	400	100%

The Procurement Representative shall calculate all scoring and determine a ranking of all respondents. The PEC shall determine if presentations/interviews are necessary.

Note: The District will post an intended decision recommending Respondents to move to the next phase to be review by interested parties on the SBOC website at www.procurement.ocps.net. Failure to file a protest within the time prescribed in Section 120.57(3) b, Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. Once the allowed time period has passed this phase of the process will be completed.

Presentations/Interviews: Should the PEC members request presentation or interview from shortlisted respondents the following evaluation criteria will apply:

<u>Presentation/Interview Evaluation Criteria</u>	<u>Possible Points</u>	<u>Maximum Weight Value</u>
I. Project Management/Execution	100	40%
II. Alignment/Alignment with Requirements/Objectives of this RFP	100	50%
III. Quality of Presentation	<u>100</u>	<u>10%</u>
	300	100%

The Procurement Services representative shall calculate all scoring and determine a ranking of the shortlisted firms based on the presentation/interview evaluation criteria. The highest ranked firms will be recommended for negotiation and award.

6. **RIGHT TO NEGOTIATE**

SBOC reserves the right to negotiate price and contract terms and conditions with the most qualified firm(s) to provide the requested service. If a mutually beneficial agreement with the highest ranked firm is not reached, the District reserves the right to enter into contract negotiations with the next highest ranked firm and continue this process until agreement is reached.

8. **AWARD AND CONTRACT**

Award shall be made to the most responsive and responsible Respondents whose proposal is determined in writing to be the most advantageous, bringing "best value" to meet the criteria of SBOC. Following the selection and upon final negotiation of the Contract terms and conditions with the top-ranked firm, recommendation(s) for contract award, as required, will be submitted to the Superintendent. The Superintendent will recommend to the School Board the award or rejection of any and/or all proposal(s).

SECTION 6

DEFINITION OF TERMS

Addenda - Written or graphic instruments issued prior to the date for opening of proposals, which modify or interpret the proposal documents by additions, deletions, corrections or clarifications.

Agreement - The written Agreement between SBOC and CONTRACTOR covering the Work to be performed; other Contract Documents are incorporated in or referenced in the Agreement and made a part thereof as provided therein.

"And"/"Or" - The word "and" shall also mean "or", and the word "or" shall also mean "and" whenever the contents or purpose so require.

Contract - The "Contract" shall mean the Contract Documents as defined and listed herein, advertisement, Request for Proposal, Scope of Work, Contract Agreement, Payment and Performance Bonds, General and Special Conditions, together with all Addenda and supplemental agreements concerning the project.

Contractor - The "Contractor" shall mean the individual or respondent offering these goods and services, which a Contract has been executed, and which the respondent is legally obligated, responsible, and liable for providing and performing any and all of the goods, services, work and materials, including services and/or work of sub-contractors, required under the covenants, terms and provisions contained in the Contract and any and all Amendments thereto.

Joint Venture - New firm formed to achieve specific objectives of a partnership like temporary arrangement between two or more firms.

Laws and Regulations - Laws, Rules, Regulations, Ordinances, and/or court or administrative Orders of the federal, state and school board.

Lobbying - Lobbying is defined as any action taken by an individual, respondent, association, joint venture, partnership, syndicate, corporation, and all other groups who seek to influence the governmental decision of a board member or district personnel after advertisement and prior to the posted recommendation on the award of this contract.

Notice of Award - The written notice of the acceptance of the proposal from SBOC to the Respondent.

Notice to Proceed - The written notice issued by SBOC to the Contractor authorizing the Contractor to proceed with the work and establishing the date of commencement of the contract time.

SBOC – For the purposes of this proposal, SBOC shall mean “School Board of Orange County, Florida, “The District”, Customer” and “Authorized Purchaser”.

Partnering – Establishing a long term win-win relationship based on mutual trust and teamwork, and on sharing of both risks and rewards. The objective is to focus on what each party does best, by sharing financial and other resources, and establishing specific roles for each participant.

Proposal - An executed offer submitted by a Respondent in response to a request for proposals and intended to be used as a basis for negotiations for a contract.

Request for Proposals (RFP) - The solicitation for services, including all supporting documents and attachments, used to obtain statements of qualifications from contractors or consultants and which provides for negotiation of all terms of the proposal, including price, prior to award.

Respondent - For the purposes of this proposal, any person, respondent, corporation or agency submitting a response to this Request for Proposal or their duly authorized representative. The word Respondent, proposer or potential supplier may be used interchangeably within the Request for Proposal.

Responsible Respondent – Respondent who has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance.

Responsive Respondent – Respondent that has a submitted a proposal that conforms in all material respects to the solicitation.

Scope of Work - Includes the work, as the term is herein defined, as well as the responsibility for performing and complying with all incidental matters pertaining thereto, as set out in the Contract Documents.

SECTION 7

GENERAL TERMS AND CONDITIONS

1. AGREEMENT

A contract or agreement will be released, after award, for any work to be performed as a result of this RFP. The proposal, negotiated terms, and the contract will constitute the complete agreement between Respondent and SBOC. If Respondent requires an additional contract, then Respondent should include their sample contract as an attachment to the proposal submitted for review.

2. ASSIGNMENT OF CONTRACT AND/OR PAYMENT

This contract or agreement is personal to the parties herein and may not be assigned, in whole or in part, by the Respondent without prior written consent of the School District.

The Respondent herein shall not assign payments under this contract or agreement without the prior written consent of the School District.

3. SUSPENSION OF WORK

The Customer may in its sole discretion suspend any or all activities under the Contract or purchase order, at any time, when in the best interests of the State to do so. The Customer shall provide the Respondent written notice outlining the particulars of suspension. Examples of the reason for suspension include, but are not limited to, budgetary constraints, declaration of emergency, or other such circumstances. After receiving a suspension notice, the Respondent shall comply with the notice and shall not accept any purchase orders. Within ninety days, or any longer period agreed to by the Respondent, the Customer shall either (1) issue a notice authorizing resumption of work, at which time activity shall resume, or (2) terminate the Contract or purchase order. Suspension of work shall not entitle the Respondent to any additional compensation.

4. TERMINATION FOR CONVENIENCE

SBOC, by written notice to the Contractor, may terminate the Contract in whole or in part when SBOC determines in its sole discretion that it is in the State's interest to do so. The Respondent shall not furnish any product after it receives the notice of termination, except as necessary to complete the continued portion of the Contract, if any. The Respondent shall not be entitled to recover any cancellation charges or lost profits.

5. TERMINATION FOR CAUSE

SBOC may terminate the Contract if the Respondent fails to: (1) deliver the product within the time specified in the Contract or any extension, (2) maintain adequate progress, thus endangering performance of the Contract, (3) honor any term of the Contract, or (4) abide by any statutory, regulatory, or licensing requirement. Rule 60A-1.006(3), F.A.C., governs the procedure and consequences of default. The Respondent shall continue work on any work not terminated. Except for defaults of subcontractors at any tier, the Respondent shall not be liable for any excess costs if the failure to perform the Contract arises from events completely beyond the control, and without the fault or negligence, of the Respondent. If the failure to perform is caused by the default of a subcontractor at any tier, and if the cause of the default is completely beyond the control of both the Respondent and the subcontractor, and without the fault or negligence of either, the Respondent shall not be liable for any excess costs for failure to perform, unless the subcontracted products were obtainable from other sources in sufficient time for the Contractor to meet the required delivery schedule. If, after termination, it is determined that the Contractor was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the Customer. The rights and remedies of the Customer in this clause are in addition to any other rights and remedies provided by law or under the Contract.

6. In the event any of the provisions of this proposal are violated by the Respondent(s), Procurement Services will give written notice to the Respondent(s) stating the deficiencies and unless the deficiencies are corrected within ten (10) days, recommendation will be made to SBOC for immediate cancellation. Upon cancellation hereunder, SBOC may pursue any and all legal remedies as provided herein and by law.

SBOC, reserves the right to terminate any contract resulting from this RFP, at any time and for any reason, upon giving 90 days prior written notice to the other party. If said contract should be terminated for convenience as provided herein, SBOC will be relieved of all obligations under said contract. SBOC will be required to pay to the

Respondent(s) only that amount of the contract actually performed to the date of termination. Access to any and all work papers will be provided to SBOC after the termination of the contract.

The awarded contractor will have the option to terminate the contract upon written notice to the Senior Director of Procurement Services. Such notice must be received at least 90 days prior to the effective date of termination.

Cancellation of contract by Contractor may result in removal from Respondents/Respondent list for a period of three years.

7. CONFLICT OF INTEREST

All Respondents must disclose the name of any officer, director, or agent who is also an employee of SBOC. All Respondents must disclose the name of any district employee who owns, directly or indirectly, any interest in the Respondents' business or any of its branches.

8. CONTRACT TERM

Respondent(s) shall serve at the pleasure of the district. Pricing, terms and conditions of the base contract will remain respondent from Enter Contract Term with two additional one year renewal periods. This stipulation shall be subject to a thirty (30) day written notice of cancellation by either party. The successful Respondent agrees to this condition by signing its proposal.

9. CONTRACT RENEWAL

SBOC at its sole discretion may exercise options to extend the contract for up to two (2) additional one-year periods based upon funding availability and by mutual written consent of both parties. SBOC retains the right to renegotiate the contract renewal with the awarded Contractor one hundred and twenty (120) days prior to contract expiration date.

10. DEBRIEFING

A debriefing may be held after contract award at the request of any Respondent for the purpose of receiving specific information concerning the evaluation. The discussion will be based primarily on the technical and business and cost evaluations of the Respondent's proposal. A debriefing is not the forum to challenge the RFP specifications or requirements.

11. DEFAULT

In the event that the awarded Respondent(s) should breach this contract SBOC reserves the right to seek remedies in law and/or in equity.

- 12. Drug-Free Workplace:** If applicable, provide a statement concerning the Respondent's status as a Drug-Free Work Place. (Reference Appendix F) Proposals received which are equal with respect to price, quality, and service and that have provided proper certification that a business has implemented a drug-free workplace program, shall be given preference in the award process.

13. FALSE OR MISLEADING STATEMENTS

Proposals which contain false or misleading statements, or which provide references which do not support an attribute or condition claimed by the Respondent, may be rejected. If in the opinion of the District such information was intended to mislead the District in its evaluation of the proposal, and the attribute, condition, or capability is a requirement of the RFP, it will be the basis for rejection of the proposal.

14. FUNDING OUT / TERMINATION / CANCELLATION

Florida School Laws (Section 237.161, Florida Statutes) prohibit school boards from creating obligations in anticipation of budgeted revenues from one fiscal year to another without year-to-year extension provisions in the agreements.

It is necessary that fiscal funding out provisions be included in all proposals in which the terms are for periods longer than one (1) year.

Therefore, the following funding out provision is an integral part of this proposal and must be agreed to by all Respondents:

The District may, during the contract period, terminate or discontinue the services covered in this proposal at the end of the District's then current fiscal year upon ninety (90) days prior written notice to the successful Respondent.

Such prior written notice will state: That the lack of appropriated funds is the reason for termination, and Agreement not to replace the services being terminated with services similar to those covered in this proposal from another vendor in the succeeding funding period. This written notification will thereafter release the School Board of all further obligations in anyway related to the services covered herein."

The Funding Out statement must be included as part of any agreement. No agreement will be considered that does not include this provision for "funding out."

14. INDEMNIFICATION / HOLD HARMLESS AGREEMENT

Successful Respondents shall, in addition to any other obligation to indemnify the School Board of Orange County, Florida and to the fullest extent permitted by law, protect, defend, indemnify and hold harmless the school district, its agents, officers, elected officials and employees from and against all claims, actions, liabilities, losses (including economic losses), costs arising out of any actual or alleged; bodily injury, sickness, disease or death, or injury to or destruction of tangible property including the loss of use resulting there from, or any other damage or loss arising out of, or claimed to have resulted in whole or in part from any actual or alleged act or omission of the contractor, subcontractor, anyone directly or indirectly employed by any of them, of anyone for whose acts any of them may be liable in the performance of the work; or violation of law, statute, ordinance, governmental administration order, rule or regulation by contractor in the performance of the work; or Liens, claims or actions made by the contractor or any subcontractor or other party performing the work.

The indemnification obligations hereunder shall not be limited to any limitation on the amount, type of damages, compensation or benefits payable by or for the contractor of any subcontractor under workers' compensation acts; disability benefit acts, other employee benefit acts or any statutory bar.

Any costs or expenses, including attorney's fees, incurred by the School Board of Orange County, Florida to enforce this agreement shall be borne by the Respondent and venue shall be in Orange County.

15. INSURANCE REQUIREMENTS

Respondent shall obtain and maintain in full force and effect throughout the initial Term and any Renewal Term, with a reputable insurance carrier qualified to do business in the state or states in which the Premises are located and having a rating of not less than "A" from A.M. Best & Company. Insurance coverage shall consist of the following General Liability Insurance in amounts of not less than Two Million Dollars (\$2,000,000) for injury to any one person and Two Million Dollars (\$2,000,000) for property damage. All policies of insurance shall be written on a per occurrence basis. All such insurance policies shall, to the extent permitted under applicable law, provide that (a) the policies shall not be cancelled nor shall any material change be made therein without at least ten (10) days prior written notice to School Board of Orange County, Florida (SBOC) and (b) SBOC is to be named as an additional insured party with respect to Respondent activities.

Public Liability and Property Damage Insurance: The Respondent shall take out and maintain during the life of this Contract such liability and property damage insurance, including automotive equipment as shall protect him and any subcontractor performing work covered by this Contract, from claims for damages for personal injury, including accidental death, as well as from claims for property damage which may arise from operations under this Contract whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by either of them, and the amount of such insurance shall be as follows:

Public Liability Insurance shall be in an amount not less than One Million Dollars (\$1,000,000.00) for bodily injuries, including wrongful death to any one person, and subject to the same limit for each person, in an amount not less than One Million Dollars (\$1,000,000.00) on account of all accidents.

Property Damage Insurance shall be in an amount not less than One Million Dollars (\$1,000,000) for damages on account of any one accident and in an amount not less than One Million Dollars (\$1,000,000.00) for damages on account of all accidents. Automobile property damage shall be not less than One Million Dollars (\$1,000,000). The

limits specified herein are minimum limits.

The above policies for Public Liability and Property Damage Insurance must be so written as to include Contingent Liability and Contingent Property Damage Insurance to protect the contract against claims arising from the operation of subcontractors.

Worker's Compensation Insurance: The Respondent shall maintain during the life of this Contract, Worker's Compensation Insurance in accordance with Florida Statute 440. Contractors shall require all subcontractors to maintain such insurance during the life of this Contract.

Employer's Liability Insurance: The Contractor shall maintain during the life of this Contract, Employer's Liability Insurance shall be in the amounts not less than Five Hundred Thousand Dollars (\$500,000) each accident for bodily injury by accident, Five Hundred Thousand Dollars (\$500,000) each employee for bodily injury by disease, and Five Hundred Thousand Dollars (\$500,000) policy limit for bodily injury by disease.

Automobile Liability Insurance: Automobile Liability Insurance shall be maintained during the life of this Contract, by Vendor as to ownership, maintenance, and use, including loading and unloading, of all owned, non-owned, leased or hired vehicles with limits of not less than One Million Dollars (\$1,000,000.00) combined single limit each accident for bodily injury & property damage liability.

Professional Liability Insurance: The Contractor shall maintain during the life of this Contract, Professional Liability Insurance for Errors & Omissions \$1,000,000.00.

16. JOINT PROPOSALS

A joint proposal (2 or more Respondents proposing jointly on a single proposal) may be submitted. If a joint venture each participating Respondent must sign the joint proposal. If the contract is awarded to joint Respondents, it shall be one indivisible contract. Each joint Respondent will be jointly and severally responsible for the performance of the entire contract, and the joint Respondents must designate, in writing, one individual having authority to represent them in all matters relating to the contract. The District assumes no responsibility or obligation for the division of orders or purchases among the joint Respondents.

17. LEGAL REQUIREMENTS

It shall be the responsibility of the contractor to be knowledgeable of all federal, state, county and local laws, ordinances, rules and regulations that in any manner affect the items covered herein which may apply. Lack of knowledge by the Respondent(s) will in no way be a cause for relief from responsibility. Respondent(s) doing business with SBOC are prohibited from discriminating against any employee, applicant, or client because of race, creed, color, national origin, sex or age with regard to but not limited to the following: employment practices, rates of pay or other compensation methods, and training selection.

18. LOBBYING

Selection committee members, school board members and school board personnel (except the Procurement Services representative) are not to be contacted prior to the School Board's decision to approve or reject the final recommendation presented to it by the Superintendent. At the discretion of SBOC, failure to comply with this requirement will be grounds for disqualification.

Specifically, this **NO-CONTACT PERIOD** shall commence on the initial date of the advertisement for Request for Proposal and continue through and include the date the Orange County School Board makes its determination to approve or reject the final recommendations. Failure to meet any of these requirements may disqualify your firm from consideration.

19. MWBE/LDB PARTICIPATION PLAN

SBOC encourages minority participation. The board assures that SBOC and private companies doing business with SBOC do not discriminate on district projects in the award of contracts for construction projects, procurement of goods and services, and professional services on the basis of race, color, sex or national origin. Please refer to **Appendix G** for additional information.

20. OTHER GOVERNMENTAL AGENCIES

The intent of this solicitation is to obtain proposals to furnish the product(s)/service(s) specified herein to the School Board of Orange County, Florida. Other school boards, governmental agencies or entities may purchase from this solicitation if permitted by the contractor or supplier. Said product(s)/service(s) are to be furnished in accordance with the Contract resulting from this solicitation.

21. PATENTS AND ROYALTIES

The Respondent, without exception shall indemnify and save harmless the School Board of Orange County, Florida and its employees from liability of any nature or kind including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the School Board of Orange County, Florida. If the Respondent uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the proposed prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.

In addition, SBOC shall maintain all rights to the written documentation, electronic media and other materials provided by the Contractor in response to this proposal.

22. PERMITS AND LICENSES

The Respondent(s) will be responsible for obtaining any necessary permits and licenses and will comply with laws, rules, and regulations whether state or federal and with all local codes and ordinances without additional cost to SBOC.

23. PAYMENT TERMS AND CONDITIONS

Please state on the Proposal Price Sheet the Terms and Conditions you will accept for a payment discount. (i.e.: 2% net 30 days, upon receipt of invoice). The Board shall not pay Federal Excise and State taxes on direct purchases of tangible personal property. This exemption does not apply to purchases of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for the improvement of School Board-owned real property as defined in Chapter 192 of the Florida Statutes. The tax exemption number is 85-8012622264C-6.

24. POSTING OF TABULATIONS/RECOMMENDATION

RFP tabulations with recommended awards will be posted for review by interested parties on the SBOC website at www.procurement.ocps.net and will remain posted for a period of 72 hours. Failure to file a protest within the time prescribed in Section 120.57(3) b, Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. If the tabulation with the recommendation of award is not posted by said date and time, Procurement Services will endeavor to post a "Notice of Delay of Posting" to inform all Respondents of the delay and anticipated posting date and time.

25. Any person who is adversely affected by a decision of the School Board of Orange County, Florida concerning this procurement shall file a Notice of Intent to Protest in writing within 72 hours after the notice of decision is posted, excluding Saturdays, Sundays, and legal holidays. A formal written protest shall be filed no later than 10 days after the notice of intent to protest is filed. The formal written protest must be accompanied by a bid protest bond in the amount of one percent (1%) of the total estimated contract value.

The Notice of Intent to Protest and formal written protest shall be filed with David Oakhill, Senior Director, Contract Administration and Procurement Services, 445 W. Amelia St., Orlando, FL 32801. The formal written protest shall state with particularity the facts and law upon which the protest is based. Failure to file a protest or failure to post the bond or other security within the time frames or in the manner described above shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

26. PROPOSAL PREPARATION COST

The costs of developing proposals are entirely the responsibility of the Respondent and shall not be charged in any manner to SBOC. This includes, but is not limited to, the direct cost of personnel assigned to prepare Respondent's response to the RFP and any out-of-pocket expenses(including, but not limited to, travel, accommodation, supplies) incurred by Respondent in preparing the response to the RFP.

27. **PUBLIC ENTITY CRIMES**

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

The Respondent certifies by submission of this RFP, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

28. **PUBLIC RECORDS LAW**

All proposal documents or other materials submitted by the Respondent in response to this RFP will be open for inspection by any person and in accord with Chapter 119, Florida Statutes.

29. **RESERVED RIGHTS OF SBOC**

SBOC reserves the right to accept or reject any or all proposals, to waive any irregularities and technicalities and may, at its sole discretion, request a clarification or other information to evaluate any or all proposals. SBOC reserves the right to reject any and/or all items proposed or award to multiple Respondents. Prior to board approval, SBOC may cancel the RFP or portions thereof, without penalty.

SBOC reserves the right, before awarding the contract, to require Respondent(s) to submit evidence of qualifications or any other information SBOC may deem necessary.

SBOC reserves the right to further negotiate any proposal, including price, with the highest rated Respondent. If an agreement cannot be reached with the highest rated Respondent, SBOC reserves the right to negotiate and recommend award to the next highest Respondent or subsequent Respondents until an agreement is reached.

The School Board, at its sole judgment, will award or reject any or all proposals as is in the best interest of SBOC and the decision shall be final.

30. **REQUIREMENTS**

SBOC has established certain requirements with respect to proposals to be submitted by prospective Respondents. The use of "shall", "must" or "will" (except to indicate simple futurity) in the RFP indicates a requirement or condition, which must be met. SBOC may, at its sole discretion, waive these requirements or conditions if the conditions are determined to be not material. A deviation from a requirement is material if the deficient response is not in substantial accord with the RFP requirements, provides an advantage to one Respondent over other Respondents, or has a potentially significant effect on the delivery, quantity or quality of items proposed amount paid to the Respondent, or for the cost to SBOC. Material deviations cannot be waived.

31. **WITHDRAWAL AND RESUBMISSION/MODIFICATION OF PROPOSALS**

Respondent may withdraw their proposal submittal prior to RFP Proposal submission due date and time specified in Section 4 by submitting an email notification of its withdrawal by the Respondent or agent, sent to the Procurement Services official stated in Section 4. Thereafter, the Respondent may submit a new proposal prior to such proposal submission time specified in Section 4. Modification offered in any other manner, oral or written, will not be considered. Proposals cannot be changed or withdrawn after the designated time for receipt.

PROPOSAL PRICE SHEET

Appendix A

You may include your prices on this page:

Authorized Representative's Signature Date

Corporate Name of Respondent (Typed) Date

Offer of Payment Discount: _____ % if paid in _ days

Receipts of the following web posted Addenda are hereby acknowledged: (List all attached Addenda)

Addendum No. _____ Dated _____ Addendum No. ___ Dated _____ Addendum No. __ Dated _____

Addendum No. _____ Dated _____ Addendum No. ___ Dated _____ Addendum No. __ Dated _____

Dated at _____, this day of 2014 PROPOSAL PRICE SHEET

APPENDIX A

The undersigned has examined the Scope of Services and agrees, if this proposal is accepted, to contract with the School Board and perform the work in full and complete accordance with the Scope of Services and contract documents to the full and entire satisfaction of the School Board.

The undersigned certifies that this proposal was prepared without prior understanding, agreement, or connection with any corporation, firm or individual submitting a proposal for the same contractual service, and is in all respects fair and without collusion or fraud in order to gain an unfair advantage in the award of this solicitation. Respondent acknowledges that all information contained herein is part of the public domain as defined in the Public Records Act, Chapter 119 F.S.

The signer states that he or she is duly authorized to sign and execute this proposal on behalf of respondent, company, or corporation. The signer, of this proposal, guarantees as evidence of the sworn affidavit required herein, the truth and accuracy of all statements and information hereinafter provided. The undersigned hereby authorizes any public official, surety company, bank depository, material, or equipment manufacturer or distributor or any person or firm or corporation to furnish any pertinent information requested by the School Board of Orange County, Florida or their representative, deemed necessary to verify the information provided and statements made regarding the standing and general reputation of the applicant.

Organization Name: _____

Authorized by: _____ Date signed: _____

Typed Name and Title: _____

NOTARY PUBLIC

STATE OF: _____ COUNTY OF: _____

Sworn to and subscribed before me this _____ day _____ 20__ by

_____ who is personally known to me or who has produced

_____ as identification and who did (did not) take an oath.

Notary Public Signature: _____

Notary Name, Printed, Typed Or Stamped: _____

Commission Number: _____ My Commission Expires: _____

**RESPONDENT'S REFERENCE FORM
APPENDIX B**

Provide references for when you have provided similar goods or services to in the past five (5) years.

Reference # 1

Organization Name: _____ Telephone #: _____

Contact Name: _____ Email Address: _____

Scope of Work Provided: _____

Project Dollar Value: _____ Present Contract Status: _____ Contract Dates: _____

Key professionals involved with project above that would be assigned this project: _____

Reference # 2

Organization Name: _____ Telephone #: _____

Contact Name: _____ Email Address: _____

Scope of Work Provided: _____

Project Dollar Value: _____ Present Contract Status: _____ Contract Dates: _____

Key professionals involved with project above that would be assigned this project: _____

Reference # 3

Organization Name: _____ Telephone #: _____

Contact Name: _____ Email Address: _____

Scope of Work Provided: _____

Project Dollar Value: _____ Present Contract Status: _____ Contract Dates: _____

Key Professionals involved with project above that would be assigned this project: _____

Authorized Representative's Signature _____ Date

Corporate Name of Respondent (Typed)

RESPONDENT'S STATEMENT OF QUALIFICATION

APPENDIX C

Please provide written responses to the following questions. If the answer to any of the questions is "Yes", Vendor shall describe fully the circumstances, reasons therefore, the current status, and ultimate disposition of each matter that is the subject of this inquiry.

- 1. Has Vendor been declared in default of any contract? Yes No

- 2. Has Vendor forfeited payment of performance bond issued by a surety company on any contract? Yes No

- 3. Has an uncompleted contract been assigned by Vendor's surety company on any payment of performance bond issued to Vendor arising from its failure to fully discharge all contractual obligations thereunder? Yes No

- 4. Within the past three (3) years, has Vendor filed for reorganization, protection from creditors, or dissolution under the bankruptcy statutes? Yes No

- 5. Is Vendor now the subject of any litigation in which an adverse decision might result in a material change in the respondent's financial position or future viability? Yes No

- 6. Is Vendor currently involved in any state of a fact-finding, negotiations, or resistance to a merger, friendly acquisition, or hostile take-over, either as a target or as a pursuer? Yes No

- 7. License Sanctions: List any regulatory or license agency sanctions. The School Board may perform a background check on respondent with all state and regulatory agencies. _____

Corporate Name of Respondent (Typed)

Authorized Representative's Signature

Date

**STATEMENT OF AFFIRMATION AND INTENT
APPENDIX D**

TO: THE SCHOOL BOARD OF ORANGE COUNTY, FLORIDA, PROCUREMENT SERVICES

PROJECT: ENTERPRISE VISITOR MANAGEMENT SYSTEM, RFP1407147

DATE: _____

The undersigned, hereinafter called the respondent, declares that the only persons, or parties interested in their proposal are those named herein, that this proposal is, in all respects, fair and without fraud that it is made without collusion with any other vendor or official of the Orange County School Board. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive pricing in connection with the entity's submittal for the above project. This statement restricts the discussion of pricing data until the completion of negotiations and execution of the Agreement for this project.

THE RESPONDENT CERTIFIES AND DECLARES:

1. NO BOARD MEMBER, DIRECTOR, OR ANY SCHOOL BOARD EMPLOYEE DIRECTLY OR INDIRECTLY OWNS ASSETS OR CAPITAL STOCK OF THE BIDDING ENTITY, NOR WILL DIRECTLY OR INDIRECTLY BENEFIT BY THE PROFITS OR EMOLUMENTS OF THIS PROPOSAL.

2. (PLEASE CHECK A OR B, AS APPROPRIATE.)

A. ___ There are no professional, business or Familial Relationships between any OCPS Employee or Board Member and those employees of the Vendor or Business Entity that are, (i) Principals of the Vendor or Business Entity; (ii) Shareholders, partners, Business Associates, joint venture partners or otherwise hold a Material Interest in the Vendor or Business Entity; (iii) Preparing, submitting or presenting the Vendor or Business Entity procurement documents; or, (iv) Working or expecting to work in any administrative capacity or will have contract management responsibilities for the Vendor or Business Entity.

OR

B. ___ There are professional, business or Familial Relationships between any OCPS Employee or Board Member and those employees of the Vendor or Business Entity that are: (i) Principals of the Vendor or Business Entity; (ii) Shareholders, partners, Business Associates, joint venture partners or otherwise hold a Material Interest in the Vendor or Business Entity; (iii) Preparing, submitting or presenting the Vendor or Business Entity procurement documents; or, (iv) Working or expecting to work in any administrative capacity or will have contract management responsibilities for the Vendor or Business Entity as described below:

c. No member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the District. In the event that a conflict of interest is identified in the provision of services, the respondent agrees to immediately notify OCPS in writing.

d. He/she has carefully examined the scope of services, instructions, terms and conditions of this Request for Proposal and that respondent's proposal is made according to the provisions of the RFP and that he/she will meet or exceed the scope of services, requirements, and standards contained in the Request for Proposals.

e. Failure to disclose a known relationship as described in paragraph 2. Above, may result in a bid being rejected as non-responsive. In the event the relationship is discovered after the bid documents are submitted, the relationship shall be disclosed and submitted to the OCPS Ethics Compliance Officer at time of discovery. This form is in compliance with Board Policy KCE. With respect to paragraph 2. Hereof, the defined terms in this form shall have the same meanings as contained in Board Policy KCE.

The respondent agrees to abide by all conditions of the negotiation process. In conducting negotiations with OCPS, respondent offers and agrees that if this negotiation is accepted, the respondent will convey, sell, assign, or transfer to OCPS all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by OCPS. At the District's discretion, such assignment shall be made and become effective at the time the District tenders final payment to the respondent. The proposal constitutes a respondent and binding offer by the respondent to perform the services as stated.

CORPORATE NAME OF RESPONDENT (TYPED) ADDRESS, CITY, ZIP

AUTHORIZED REPRESENTATIVE'S SIGNATURE DATE TELEPHONE NUMBER

CORPORATE NAME OF RESPONDENT (TYPED) ADDRESS, CITY, ZIP

AUTHORIZED REPRESENTATIVE'S SIGNATURE DATE TELEPHONE NUMBER

**ACKNOWLEDGMENT OF BUSINESS TYPE
APPENDIX E**

This form must be signed in the presence of a Notary Public or other officer authorized to administer oaths and submitted with the proposal on the specified due date and time. The undersigned proposer certifies that this proposal package is submitted in accordance with the scope of work in its entirety and with full understanding of the conditions governing this proposal.

BUSINESS ADDRESS OF RESPONDENT:

Address

City _____ State _____ Zip _____
Telephone No. _____ Fax No. _____

SIGNATURE OF RESPONDENT

If an Individual: _____
Signature

doing business as _____

If a Partnership: _____
by: _____
Partner Signature

If a Corporation: _____
Corporate Name

(a _____ Corporation)

by: _____
Authorized Signature

Title: _____

Attest: _____
Corporate Secretary

(Corporate Seal)

NOTARY PUBLIC:

State Of: _____ County Of: _____

The foregoing instrument was acknowledged before me this _____ day of _____ 20__ by
_____ who is (who are) personally known to me or who has produced
_____ as identification and who did (did not) take an oath.

Notary Public Signature: _____

Notary Name, Printed, Typed Or Stamped: _____

Commission Number: _____ My Commission Expires: _____

DRUG-FREE WORKPLACE CERTIFICATION FORM

APPENDIX F

IDENTICAL TIE SUBMITTALS - In accordance with Florida State Statutes Section 287.087, preference shall be given to businesses with drug-free workplace programs. Whenever two or more submittals which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a submittal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie submittals will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under contract a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under contract, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this respondent complies fully with the above requirements.

Authorized Representative's Signature

Date

Corporate Name of Respondent (Typed)

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
Appendix G**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension 7 CFR Part 3017, Section 3017.510, participant's responsibilities. The regulations were published as Part IV of the January 30, 1980, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture with which this transaction originated.

Before Completing Certification, Read Instructions on the next page

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participants shall attach an explanation to this proposal.

Organization Name	PR/Award Number or Project Name	
Name(s) and Title(s) of Authorized Representatives	Signature	Date

Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded" as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it 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 the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will included this clause titled "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.
7. A participant in a covered transaction may rely upon a certification of prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it know that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters 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, the department or agency with which this transaction originated may pursue available remedies, including suspensions.

**MWBE /LDB PARTICIPATION GUIDELINES
APPENDIX H**

The Respondent understands that the School District is committed to an increase in the number of qualified minorities and women who wish to provide supplies, equipment, or services to the district, and that the School District has established as goals for that participation twelve percent (12%) of the total cost of the purchasing contracts to be provided by minorities or women-owned business enterprises (MWBE) and ten percent (10%) to be provided by local developing businesses (LDB). Accordingly, the Respondent hereby certifies that he/she will use his/her best efforts to achieve the Board's goals in the administration of this contract unless waived as provided herein.

Minority/Women Business Participation may be provided through any combination of the following elements:

1. Business with MWBE and/or LDB ownership: The amount of participation for this element where the company is certified by agencies accepted by the district, the total amount of the order shall be used as the amount of participation.
 - a) MWBE and LDB firms shall submit valid proof of certification with the bid. Each MWBE firm shall submit a copy of a valid MWBE certification from the City of Orlando, Orange County Government, State of Florida or the National/Florida Minority Supplier Development Council (NMSDC/FMSDC). Each LDB firm shall submit a valid LDB letter of certification issued by the Greater Orlando Aviation Authority or a copy of their OCPS LDB Certificate. A firm must be certified by the bid award date. A bidder may be considered non-responsive and may be rejected, at the sole discretion of OCPS, if the bidder fails to provide the required data.
 - b) OCPS shall be the final authority in determining whether a bidder qualifies as an MWBE or LDB firm for purposes of this bid.
 - c) For clarification regarding the district's MWBE or LDB programs and/or for LDB certification, please contact The Office of Business Opportunity (407) 317- 3739 or visit the website at:
<http://www.obo.ocps.net>
2. Sub-contractor participation – Purchase of material and/or service obtained from minority/women distributors or manufacturers: The amount of participation for this element shall be the relative portion of the total amount of the order in proportion to the percentage of the value for that amount of materials, which is obtained from minority/women distributors or manufacturers. All firms must submit a completed Office of Business Opportunity MWBE/LDB Subcontractor form. Firms not committing to sub-contracting should so indicate on the form.

CERTIFICATE OF MINORITY/WOMEN PARTICIPATION

Responsibility for determining MWBE and LDB participation by supplier shall be in the Office of Business Opportunity in submitting a proposal to provide supplies, equipment or services to the School District. The Respondent must include with the proposal the CERTIFICATE OF MINORITY/WOMEN Ownership and/or LDB status from the certifying agency. After a proposal has been opened and the appropriate staff of the School District has completed all procedures relating to the recording of said proposal, the Specialist in the Office of Business Opportunity for the School District shall examine the same to determine whether the proposed contractor has complied with the minority/women participation goals contemplated herein.

The Respondent/supplier must demonstrate to the satisfaction of the Specialist, Office of Business Opportunity for the School District prior to the award of the contract, and periodically thereafter throughout the term of the contract, that the Respondent/supplier is complying with the goals for MWBE and LDB participation.

If at any time, either before or after the award of contract, the supplier determines that he/she will be unable to comply, the supplier may request an evaluation of Good Faith by the Office of Business Opportunity of the School District. The Specialist, Office of Business Opportunity will make an analysis to verify that the supplier has made diligent, good faith efforts to meet the goals for MWBE and/or LDB participation, but due to circumstances beyond its control, it is impossible for the supplier to comply.

Notwithstanding, any of the forgoing requirements relating to the MWBE and LDB Participation Guidelines contained herein, the School District reserves the right to waive any technical requirements relating to the submission of the

CERTIFICATES OF MINORITY/WOMEN Ownership or LDB status, if to do so would benefit the District in the increase of MWBE and LDB participation in contracts originating in the Procurement Services Department.

**OFFICE OF BUSINESS OPPORTUNITY
MWBE/LDB SUBCONTRACTOR
APPENDIX H**

OCPS has established annual participation levels for the procurement of goods and non-professional services with Minority-Owned & Women-Owned Business Enterprises (MWBEs) and Local Developing Businesses (LDBs). For the purpose of calculating the MWBE and LDB participation percentages, only those dollars awarded to certified MWBE and LDB vendors will be utilized. Monies contracted or subcontracted to MWBE and LDB vendors are included in the calculation. As a result, respondents are asked to include certified MWBE and/or LDB subcontractor participation information below. If proposer has questions regarding a vendor's certification, he/she may contact the OCPS Office of Business Opportunity (407) 317-3739.

Please complete the information below showing respondent's commitment to subcontract at least twelve percent (12%) of its business related to this solicitation to one or more MWBE and ten (10%) for one or more LDB respondents.

Overall percent of MWBE Sub-Contractor Participation expected: _____

Overall percent of LDB Sub-Contractor Participation expected: _____

Please complete the following table by indicating the name of the sub-contracting firm, whether or not the firm is an MWBE and/or LDB, the type of work or material to be supplied by the sub-contractor, anticipated dollar value, and the anticipated percent of the contract value.

SUB-CONTRACTOR	MWBE OR LDB	TYPE OF WORK/MATERIAL VALUE	\$ VALUE	% OF CONTRACT

If respondent has more than two MWBE or LDB vendors, the respondent should include information for additional MWBE and/or LDB vendors on an additional sheet of paper. Respondent agrees to supply subcontractor payment information to Orange County Public Schools. The due date and report format will be established upon award of the contract.

AUTHORIZED SIGNATURE

COMPANY NAME

PRINT NAME, TITLE



Orange County Public Schools

445 West Amelia Street • Orlando, FL 32801-1129 • Phone 407.317.3200 • www.ocps.net

SAMPLE

PROFESSIONAL SERVICES CONTRACT BETWEEN ORANGE COUNTY PUBLIC SCHOOLS AND

APPENDIX I

This Contract is made as of the ____ day of _____, 20____ by and between Orange County Public Schools, a political subdivision located at 445 West Amelia Street, Orlando, FL 32801 hereinafter referred to as "OCPS", and _____ a _____ corporation authorized to do business in the State of Florida, located at _____, FL _____, hereinafter referred to as the "CONSULTANT", in consideration of the mutual promises contained herein, OCPS and the CONSULTANT agree:

The CONSULTANT'S responsibility under this Contract is to provide Consulting Services-----as outlined in **EXHIBIT "A"**, Statement of Work.

This Contract shall be effective for an initial term commencing on _____ and shall continue through _____ unless terminated as provided in Article 4 Termination. The contract may be renewable under the same terms and conditions as the original contract for two (2) additional one year periods based upon funding availability and by mutual written consent of both parties. Contractor understands that any rate increases must be requested in writing with supporting documentation, approved by OCPS, and shall not exceed the average CPI for the first three years of the contract.

OCPS shall pay the CONSULTANT for satisfactory performance an amount not to exceed _____ further detailed in **EXHIBIT "B"**. Additions and deletions to this Exhibit may be made by written Amendments as otherwise provided in this Contract.

Services of the CONSULTANT shall be performed in coordination with Ronald Darin, Application Specialist who shall act as OCPS' Contract Project Manager during the performance of this Contract.

ARTICLE 1 - DEFINITIONS

The following definitions of terms associated with this Contract are provided to establish a common understanding between both parties to this Contract, as to the intended application, interpretation, and usage of terms pertaining to this Contract.

The School Board of Orange County, Florida a political subdivision of the State of Florida, and any official and/or employees thereof who shall be duly authorized to act on behalf of OCPS relative to this Contract.

"CONTRACT" refers to the executed Contract between OCPS and the CONSULTANT.

"CONTRACT AMENDMENT" means a written document authorized by this Contract which, when executed by both parties, sets forth any changes to the "Scope of Professional Services" that contemplates a change in the services, work, and materials to be provided and performed by the CONSULTANT pursuant to this Contract, sets forth the basis of compensation due to the CONSULTANT therefore, and sets forth the time period and/or schedule for performance and completion thereof.

"CONTRACT PROJECT MANAGER" means OCPS' Contract Project Manager, or designee who shall be the point of contact between the CONSULTANT and OCPS. The Contract Project Manager, within the authority conferred by Policy, acting as OCPS' designated representative shall issue written notification to the CONSULTANT of any and all changes, when duly approved pursuant to this Contract, in the CONSULTANT'S: (1) compensation (2) time and/or schedule of service delivery; (3) scope of services; and (4) any other Amendment(s) or change(s) pertaining to this Contract. The Contract Project Manager shall be responsible for acting on OCPS' behalf to administer, coordinate, interpret and otherwise manage the Contractual provisions and requirements set forth in this Contract, or CONTRACT AMENDMENT(S) issued there under.

"CONSULTANT" means the individual or firm offering professional services, which has executed this Contract, and which shall be legally obligated, responsible, and liable for providing and performing any and all of the services, work and materials, including services and/or work of sub-contractors, required under the covenants, terms and provisions contained in this Contract and any and all Amendments thereto.

"PARTIES" mean the signatories to this Contract. **"PROFESSIONAL SERVICES"** means all of the services, work, materials and all related professional, technical and administrative activities which are necessary to be provided and performed by the CONSULTANT and its employees and any and all sub-contractors the CONSULTANT may engage to provide, perform and complete the services required pursuant to the covenants, terms and provisions of this Contract.

"ADDITIONAL SERVICES" means any professional services that OCPS may request the CONSULTANT to provide and perform pursuant to this Contract, which are not included in the SERVICES.

"SERVICES" means the professional services set forth and required, pursuant to the Contract and described in further detail in the scope of work/statement of work.

"SUB-CONTRACTOR" means any individual or firm offering professional services which is engaged by the CONSULTANT to assist the CONSULTANT in providing and performing the professional services, work and materials for which the CONSULTANT is contractually obligated, responsible and liable to provide and perform under this Contract. OCPS shall not be a party to, responsible or liable for, or assume any obligation whatever for any Agreement entered into between the CONSULTANT and any SUB-CONTRACTOR.

ARTICLE 2 - PAYMENTS TO CONSULTANT

OCPS shall pay these fees to CONSULTANT for services rendered as outlined in **EXHIBIT "B"** which include all direct charges, indirect charges and reimbursable expenses, if any.

- A. Invoices received from the CONSULTANT pursuant to this Contract will be reviewed and approved by the Contract Project Manager of OCPS who shall determine that services have been rendered in conformity with the Contract. Upon approval, the invoice will be sent to Accounts Payable and Finance Department for payment. Invoices must reference the purchase order number and contract date. Payment will be made in accordance with the Florida Prompt Payment Act.
- B. Record Keeping and Finance Controls. With respect to the Scope of Work performed on a cost basis by CONSULTANT pursuant to the Contract, CONSULTANT shall keep full and detailed accounts and exercise such controls as may be necessary for proper financial management, using accounting and control systems in accordance with generally accepted accounting principles. During the performance of the Services and for a period of seven (7) years after Final Payment, OCPS shall be afforded access from time to time, upon reasonable notice, to CONSULTANT'S records, books, correspondence, receipts, subcontracts, purchase orders, vouchers, memoranda and other data relating to the Scope of Work performed on a cost basis in accordance with the Contract as deemed related or relevant by OCPS.
- C. Subject to CONSULTANT'S right to cure under Article 4 herein. Should the project not be completed as scheduled, CONSULTANT and OCPS will jointly plan a revised completion date for the project and, if applicable, the retainage release date will be adjusted accordingly for that phase. Failure on the part of CONSULTANT to complete their work in an accurate and quality manner shall be considered in default of this Contract and may result in assessed damages.

Completion of a project phase is defined by an appropriate signoff by OCPS and CONSULTANT project manager and the OCPS Executive sponsor that all activities of that phase have been satisfactorily completed according to the Project Schedule, as agreed upon by both parties attached **EXHIBIT "A"**. CONSULTANT and OCPS will agree upon planned completion dates for each phase and work in good faith to meet the planned schedule. OCPS reserves the right throughout each phase to conduct a quality assurance check to ensure accuracy, quality and delivery of work.

ARTICLE 3 - TRUTH-IN-NEGOTIATION CERTIFICATE

Signature of this Contract by the CONSULTANT shall act as the execution of a truth-in-negotiation certificate certifying that the wage rates and costs used to determine the compensation provided for in this Contract are accurate, complete and current as of the date of the Contract.

The said rates and costs shall be adjusted to exclude any significant sums should OCPS determine that the rates and costs were increased due to inaccurate, incomplete or non-current wage rates or due to inaccurate representations of fees paid to outside CONSULTANTS. OCPS shall exercise its rights under this "Certificate" within one year following final payment.

ARTICLE 4 - TERMINATION

CONSULTANT shall give OCPS written notice of any substantial failure to perform under this Contract. If OCPS fails to correct said failure within ten (10) working days this Contract may be terminated by the CONSULTANT upon thirty (30) calendar days, prior written notice to OCPS in the event of substantial failure by OCPS to perform in accordance with the terms of this Contract through no fault of the CONSULTANT. This Contract may also be terminated by OCPS with or without cause upon thirty (30) days written notice sent by certified mail to the CONSULTANT. Unless the CONSULTANT is in breach of this Contract, the CONSULTANT shall be paid for services rendered to OCPS' satisfaction through the date of termination and no other monies or charges shall be due CONSULTANT. After receipt of a Termination Notice and except as otherwise directed by OCPS the CONSULTANT shall:

- A. Stop work on the date and to the extent specified.
- B. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
- C. Transfer all work in process, completed work, and other material related to the terminated work to OCPS and at the option of OCPS, transfer all Contracts with subcontractors to Orange County Public Schools. All Contracts with subcontractors shall provide that the contract is assignable and assumable by OCPS.
- D. Continue and complete all parts of the work up to the point of termination.

OCPS may also choose to give CONSULTANT sixty (60) days notice to correct a failure to perform. If, in OCPS sole discretion, CONSULTANT fails to cure the failure to perform, CONSULTANT agrees to transfer services to another vendor selected by OCPS and reimburse OCPS an amount equal to the total amount paid to CONSULTANT in accordance with the compensation schedule (attached as **EXHIBIT "B"** and incorporated herein) for services rendered during the 60-day opportunity to cure period.

ARTICLE 5 - PERSONNEL

The CONSULTANT represents that it has, or will secure at its own expense, all necessary personnel required to perform the services under this Contract. Such personnel shall not be employees of OCPS.

All of the services required herein under shall be performed by the CONSULTANT or under its supervision, and all personnel engaged in performing the services shall be fully qualified and, if required, authorized or permitted under the state and local law to perform such services.

Any changes in the Executive Director / Senior Manager position must be made known to OCPS' representative as soon as it is reasonably possible. CONSULTANT agrees to work closely with OCPS to ensure that the work and cooperation between the two organizations is efficient and mutually productive to both parties.

Fingerprinting (Jessica Lunsford Act): CONSULTANT and any of his employees performing services hereunder shall comply with the Jessica Lunsford Act effective September 1, 2005. "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. Contractual personnel shall include any vendor, individual, or entity under contract with the school board." The cost of the screening is at the expense of the CONSULTANT.

ARTICLE 6 – SUB-CONTRACTOR

OCPS reserves the right to accept the use of a Sub-Contractor or to reject the selection of a particular Sub-Consultant and to inspect all facilities of any Sub-Contractor in order to make a determination as to the capability of the Sub-Contractor to perform properly under this Contract.

If a Sub-Contractor fails to perform as required by this Contract, and it is necessary to replace the Sub-Contractor to complete the work in a timely fashion, the District shall advise the CONSULTANT of the basis for removal and the CONSULTANT shall promptly replace the sub-contractor, subject to acceptance of the new Sub-Contractor by OCPS.

CONSULTANTS will not be discharged from any obligation assumed under this Contract by retaining the services of a Sub-Contractor. Also, CONSULTANT agrees to hold harmless OCPS for any loss, injury, or damage caused by a negligent act or omission on behalf of any Sub-Contractor retained to perform under this Contract.

ARTICLE 7 - FEDERAL AND STATE TAX

OCPS is exempt from Federal Tax and State Tax for Tangible Personal Property. OCPS will sign an exemption certificate submitted by the CONSULTANT. The CONSULTANT shall not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with OCPS, nor shall the CONSULTANT be authorized to use OCPS' Tax Exemption Number in securing such materials.

The CONSULTANT shall be responsible for payment of its own FICA and Social Security benefits with respect to this Contract.

ARTICLE 8 - AVAILABILITY OF FUNDS

The obligations of OCPS under this Contract are subject to the availability of funds lawfully appropriated for its purpose by the State of Florida and OCPS.

ARTICLE 9 - TIME OF ESSENCE:

Time is of the essence concerning the performance of all terms and conditions of this Contract. Subject to CONSULTANT'S right to cure under Article 4 herein. CONSULTANT acknowledges that the work to be performed herein and pursuant to the attachments hereto are to be completed within the Statement of Work as outlined in **EXHIBIT "A"**.

ARTICLE 10 - STANDARD OF CARE

In providing services under this Contract, the CONSULTANT will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Upon notice by OCPS, the CONSULTANT will without additional compensation, correct those services not meeting such a standard.

ARTICLE 11 - INDEMNIFICATION

The CONSULTANT shall indemnify and hold harmless OCPS, its officers, agents, and employees harmless from and against all claims, suits, actions, damages and/or cause of action which may arise from any negligent act or omission of the CONSULTANT, its agents, servants, or employees as a result of the performance of services under this Contract, and from and against all costs, attorney's fees, expenses and liabilities incurred in or by reason of the defense of any such claim, suit or action, and the investigation thereof. Nothing in the Contract shall be deemed to affect the rights, privileges and immunities of OCPS as set forth in Florida Statutes 768.28.

ARTICLE 12- SUCCESSORS AND ASSIGNS

OCPS and the CONSULTANT each binds itself and its partners, successors, executors, administrators and assigns to the other party of this Contract and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither OCPS nor the CONSULTANT shall assign, sublet, convey or transfer its interest in this Contract without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of OCPS, which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than OCPS and the CONSULTANT.

ARTICLE 13 - REMEDIES

This Contract shall be governed by the laws of the State of Florida. Any and all legal action necessary arising out of the contract will have its venue in Orange County and the Contract will be interpreted according to the laws of Florida. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

If any legal action or other proceeding is brought for the enforcement of this Contract, or because of an dispute, breach, default, or misrepresentation in connection with any provision of this Contract, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs and all expenses (including taxes) even if not taxable as court costs (including, without limitation, all such fees, costs and expenses incident to appeals), incurred in that action or proceeding, in addition to any other relief to which such party or parties may be entitled.

ARTICLE 14 - CONFLICT OF INTEREST

The CONSULTANT represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required hereunder, as provided for in Florida Statutes 112.311. The CONSULTANT further represents that no person having any interest shall be employed for said performance. The CONSULTANT shall promptly notify OCPS in writing by certified mail of all potential conflicts of interest for any prospective business association, interest or other circumstances which may influence or appear to influence the CONSULTANT'S judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstances, the nature of work that the CONSULTANT may undertake and request an opinion of OCPS as to whether the association, interest or circumstance would, in the opinion of OCPS,

constitute a conflict of interest if entered into by the CONSULTANT. OCPS agrees to notify the CONSULTANT of its opinion by certified mail within 30 calendar days of receipt of notification by the CONSULTANT. If, in the opinion of OCPS, the prospective business association, interest or circumstance would not constitute a conflict of interest by the CONSULTANT, OCPS shall so state in the notification and the CONSULTANT shall, at its option, enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to OCPS by the CONSULTANT under the terms of this Contract. If OCPS in its sole discretion determines that there is a conflict, the CONSULTANT shall not enter into or terminate the Contract with the business associate.

ARTICLE 15 - ARREARS

The CONSULTANT shall not pledge OCPS' credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness. The CONSULTANT further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of the Contract.

ARTICLE 16 - DISCLOSURE OF OWNERSHIP OF DOCUMENTS

The CONSULTANT shall deliver to OCPS for approval and acceptance, and before eligible for final payment of any amounts due, all documents and materials prepared by CONSULTANT for OCPS under this Contract.

All OCPS written and oral information not in the public domain or not previously known, and all information and data obtained, developed, or supplied by OCPS at its expense will be kept confidential by the CONSULTANT and will not be disclosed to any other party, directly or indirectly, without OCPS' prior written consent unless required by a lawful order of court. All drawings, maps, sketches, and other data developed, or purchased, under this Contract or at OCPS' expense shall be and remains its property and may be reproduced and reused at the discretion of OCPS. If and as requested, OCPS shall comply with the provisions of Chapter 119, Florida Statutes (Public Record Law).

ARTICLE 17 - INDEPENDENT CONSULTANT RELATIONSHIP

The CONSULTANT is, and shall be, in the performance of all work services and activities under this Contract, an Independent Contractor, and not an employee, agent, or servant of OCPS. All persons engaged in any of the work or services performed pursuant to this Contract shall at all times, and in all places, be subject to the CONSULTANT'S sole direction, supervision, and control. The CONSULTANT shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the CONSULTANT'S relationship and the relationship of its employees to OCPS shall be that of an Independent Contractor and not as employees or agents of OCPS. The CONSULTANT does not have the power or authority to bind OCPS in any promise, agreement or representation other than specifically provided for in this Contract.

ARTICLE 18 - CONTINGENT FEES

The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Contract.

ARTICLE 19 - ACCESS AND AUDITS

The CONSULTANT shall maintain adequate records to justify all charges, expenses, and costs incurred in performing the work for at least seven (7) years after completion of this Contract. OCPS or its duly authorized representatives shall have access to such books, records, and documents as required in this section for the purpose of inspection, audit, excerpts and transcription during normal business hours, at OCPS' cost, upon five (5) days written notice.

ARTICLE 20 - NONDISCRIMINATION

The CONSULTANT warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, sex, age or national origin.

ARTICLE 21 - SURVIVAL

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Contract and the consummation of the transactions contemplated hereby.

ARTICLE 22 - ENTIRETY OF CONTRACTUAL AGREEMENT

OCPS and the CONSULTANT agree that this Contract and any documents made a part thereof, sets forth the entire agreement between the parties, that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Contract may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto.

ARTICLE 23 - AUTHORITY TO PRESENT

The CONSULTANT hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner.

ARTICLE 24 - AMENDMENTS AND MODIFICATIONS

No amendments and/or modifications of this contract shall be valid unless in writing and signed by each of the parties.

OCPS reserves the right to make changes in the Scope of Services, including alterations, reductions, therein or additions thereto. Upon receipt by the CONSULTANT of OCPS' notification of a contemplated change, the CONSULTANT shall (1) if requested by OCPS, provide an estimate for the increase or decrease in cost due to the contemplated change, (2) notify OCPS of any estimated change in the completion date, and (3) advise OCPS in writing if the contemplated change shall effect the CONSULTANT'S ability to meet the completion dates or schedules of this Contract.

If OCPS so instructs in writing, the CONSULTANT shall suspend work on that portion of the work affected by a contemplated change, pending OCPS' decision to proceed with the change.

If OCPS elects to make the change, OCPS shall issue a Contract Amendment and the CONSULTANT shall not commence work on any such change until such written amendment has been issued and signed by each of the parties.

ARTICLE 25 – MINORITY BUSINESS ENTERPRISE PROGRAM

CONSULTANT acknowledges the importance of affording to minority vendors and contractors the full and reasonable opportunity to provide services. Therefore CONSULTANT hereby agrees as follows:

- A. To the extent that such vendors are technically qualified, CONSULTANT shall exert good faith efforts to enter into subcontracts with minority vendors and contractors to provide consulting services, and
- B. CONSULTANT shall submit to OCPS requested documentation regarding CONSULTANT'S actual use of minority vendors and contractors in performing the consulting services under this Contract.
- C. CONSULTANT shall add a technically qualified local minority-owned business affiliation to its "approved vendor" list, for this project only. OCPS will recommend and approve candidate businesses.

ARTICLE 26 - ADDITIONAL SERVICES

Should OCPS require additional services of the CONSULTANT beyond the original Scope of Services of this Contract, OCPS and the CONSULTANT shall negotiate a firm fixed price satisfactory to both parties prior to the commencement of such work.

ARTICLE 27 - COMPLIANCE WITH LAWS

The CONSULTANT agrees to comply with all laws, codes, rules, and regulations bearing on the conduct of work, including those of the Federal, State, and local agencies having jurisdiction.

ARTICLE 28 - SEVERABILITY

If any terms or provision of this Contract, or the application thereof to any person or circumstances shall, to any extent, to be held invalid or unenforceable, to remainder of this Contract, or the application of such terms or provision, to persons or circumstances other than those to which it is held invalid or unenforceable, shall be affected, and every other term and provision of this Contract shall be deemed invalid and enforceable to the extent permitted by law.

ARTICLE 29 - NOTICE

All notices required in this Contract shall be given by written notice, sent by certified mail, with return receipt requested, addressed to the party for whom it is intended at the following addresses.

ORANGE COUNTY PUBLIC SCHOOLS

Educational Leadership Center
Procurement Services
Attn: Nahid Shahnam
445 W Amelia St.
Orlando, FL 32801

CONSULTANT

Attn:

IN WITNESS WHEREOF, The School Board of Orange County, Florida has made and executed this Contract on behalf of OCPS and CONSULTANT has hereunto set its hand the day and year above written.

CONSULTANT

WITNESS (Consultant):

For :

By _____

Name & Title (Type or Print) Date

Name & Title (Type or Print) Date

CORPORATE SEAL

ORANGE COUNTY PUBLIC SCHOOLS

ATTEST:

For **ORANGE COUNTY PUBLIC SCHOOLS**:

By _____

Name & Title (Type or Print)

Name & Title (Type or Print) Date

Date

Reviewed by _____

Name & Title (Type or Print) Date

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7b

DATE OF SCHOOL BOARD MEETING: July 23, 2019

TITLE OF AGENDA ITEMS: Health Insurance Premiums for Insurance Year Beginning
10/1/2019

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS: The Insurance Committee recommends approval of the new rates for health insurance premiums. The attached spreadsheet indicates the premiums will increase 4.0% beginning 10/1/2019.

Option A provides that the Board and Employees would share in bearing the cost of the increase. Option B provides that the Board would bear 100% of the increase in health insurance.

FUND SOURCE: All Funds

AMOUNT: Increase in the \$3,671,529.84 Board Cost of \$146,914.56 for Option A

PREPARED BY: Bonnie Wood

POSITION: Finance Director



July 10, 2019

Craig McMillan
 Pat Thomas Insurance Agency
 1821 WEST JEFFERSON
 QUINCY, FL 32351

Group: Gadsden County School District
 Group Number: 00072

Dear Craig McMillan:

Thank you for choosing Capital Health Plan to provide health care coverage for your employees. Our commitment is to provide you and your employees with comprehensive benefits, excellent service, and affordable rates. We understand your business is unique and that your health coverage needs may change over time. As such, the renewal period is an opportunity to review all of the options and make changes if it makes sense to you. If you have any questions when reviewing these materials, please contact your agent or your Capital Health Plan Representative. To renew your current benefit plan or change the benefit plan, please do the following:

- Please complete and sign the Large Employer Application & Renewal Agreement for the selected benefit plan along with the Enrollment Summary. Return these documents to us by the **15th of the month prior to the effective date of the proposal**. If these documents are not received by the effective date, this proposal may be voided by Capital Health Plan.
- You must distribute the attached Summary of Benefits and Coverage (SBC) document for the health plan you offer to your employees. The SBC(s) should be provided with your open enrollment materials or, if enrollment is automatic, employees should receive a copy at least 30 days prior to your anniversary date. SBCs are available for download directly from CHP's website at www.capitalhealth.com/sbc.

Listed below are renewal rates for your current plan and alternate plan options effective 10/1/2019.

Option	Benefit Plan	Employee Only	Employee + Spouse	Employee + Child(ren)	Family	% Renewal Increase
Current	Capital Selection (\$15/30/50 RX)	\$648.73	\$1297.97	\$1102.95	\$1881.51	4.0%
Current	Value Selection (\$15/50/100 Rx)	\$478.80	\$957.98	\$814.04	\$1388.66	4.0%
Alt. II	Capital Selection 20% ER (\$15/30/50 Rx)	\$639.30	\$1279.10	\$1086.92	\$1854.16	2.5%

We look forward to serving you in the next contract year and welcome you to contact us if we can be of any assistance. I can be reached at (850) 383-3329 or via e-mail at djsisk@chp.org

Sincerely,

Deborah Sisk, Account Executive

Insurance Committee Recommendation

No. of Employees currently participating in CHP Health Insurance	
Employee Only	601
Employee & Spouse	20
Employee & Child	30
Employee & Family	3
TOTAL	654

The Value Selection Plan provides a low monthly premium in accordance with the Affordable Care Act, but has a high deductible.

CHP 2018 - 2019 Rates

Prescription Rates \$15/\$30/\$50	Current Monthly Premiums		
	Total Premium	Employee Cost	Board Cost
Employee Only	\$623.78	\$155.95	\$467.83
Employee+Spouse	\$1,248.05	\$780.22	\$467.83
Employee+Children	\$1,060.53	\$592.70	\$467.83
Employee+Family	\$1,809.15	\$1,341.32	\$467.83

Value Selection	Current Prescription Rates 30/50/100		
	Total Premium	Employee Cost	Board Cost
Employee Only	\$460.38	\$115.10	\$345.28
Employee+Spouse	\$921.12	\$575.84	\$345.28
Employee+Children	\$782.72	\$437.44	\$345.28
Employee+Family	\$1,335.24	\$989.96	\$345.28

CHP 2019 - 2020 RATES

Option A: Board and Employees Share Increase

Prescription Rates	New Capital Select 15/30/50				
	TOTAL	Employee Cost	Increase in Premium	Board Cost	Increase in Premium
Employee Only	\$648.73	\$162.18	\$6.23	\$486.55	\$18.72
Employee+Spouse	\$1,297.97	\$811.42	\$31.20	\$486.55	\$18.72
Employee+Children	\$1,102.95	\$616.40	\$23.70	\$486.55	\$18.72
Employee+Family	\$1,881.51	\$1,394.96	\$53.64	\$486.55	\$18.72

Option A: Board and Employees Share Increase

Value Selection	New Value Selection 15/50/100				
	TOTAL	Employee Cost	Increase in Premium	Board Cost	Increase in Premium
Employee Only	\$478.80	\$119.70	\$4.60	\$359.10	\$13.82
Employee+Spouse	\$957.98	\$598.88	\$23.04	\$359.10	\$13.82
Employee+Children	\$814.04	\$454.94	\$17.50	\$359.10	\$13.82
Employee+Family	\$1,388.66	\$1,029.56	\$39.60	\$359.10	\$13.82

Option B: Board Covers 100% of Increase

CHP 2019-2020 Rates	New Capital Select 15/30/50				
	TOTAL	Employee Cost	Increase in Premium	Board Cost	Increase in Premium
Employee Only	\$648.73	\$ 155.95	\$ -	\$ 492.78	\$ 24.95
Employee+Spouse	\$1,297.97	\$ 780.22	\$ -	\$ 492.78	\$ 24.95
Employee+Children	\$1,102.95	\$ 592.70	\$ -	\$ 492.78	\$ 24.95
Employee+Family	\$1,881.51	\$ 1,341.32	\$ -	\$ 492.78	\$ 24.95

Option B: Board Covers 100% of Increase

CHP 2019-2020 Rates	New Value Selection 15/50/100				
	TOTAL	Employee Cost	Increase in Premium	Board Cost	Increase in Premium
Employee Only	\$478.80	\$115.10	\$ -	\$363.70	\$18.42
Employee+Spouse	\$957.98	\$575.84	\$ -	\$382.14	\$36.86
Employee+Children	\$814.04	\$437.44	\$ -	\$376.60	\$31.32
Employee+Family	\$1,388.66	\$989.96	\$ -	\$775.30	\$53.42

41 INCREASE IN MONTHLY PREMIUMS FOR EMPLOYEES = [REDACTED]

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7c

DATE OF SCHOOL BOARD MEETING: July 23, 2019

TITLE OF AGENDA ITEMS: Premiums for General Liability, Auto Liability and Physical Damage, Property and Workers Compensation Insurance through Florida League of Cities (Florida Municipal Insurance Trust)

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS: Board approval is requested for the following coverages beginning October 1, 2019:

General Liability, Auto Liability, Auto Physical Damage, Property and Workers Compensation

The vendor is Florida Municipal League through the Florida Municipal Insurance Trust.

FUND SOURCE: General Fund: 100% of General Liability, Auto Liability, Auto Physical Damage and Property
General Fund, School Food Service and Federal Projects: Proportionate shares based on payroll compensation of Workers Compensation

AMOUNT: Estimated increase of 5% or total of \$1,193,225

PREPARED BY: Bonnie Wood

POSITION: Finance Director

RENEWAL LETTER

May 1, 2019

The School Board of Gadsden County
Bonnie Wood
The School Board of Gadsden County, FMIT# 0857
35 Martin Luther King Jr. Boulevard
Quincy, FL 32351

RE: 2019 - 2020 Renewal Information Request

Dear Bonnie Wood,

Thank you for your continued participation and entrusting your insurance needs with the Florida Municipal Insurance Trust (FMIT), administered by the Florida League of Cities (FLC). We appreciate your continued confidence and support, and are pleased you are part of the FMIT family.

For more than four decades, the FMIT has provided quality insurance and risk management solutions to Florida's public entities, and the FMIT's position of financial strength is reflected in our total assets of \$494 million and \$194 million in surplus. We continue to maintain a sound operating philosophy that equates to stability when you need us most.

As a valued member of the FMIT, your organization can take advantage of a wide range of insurance solutions and programs specifically designed for public entities. We greatly appreciate your continued participation and would like to share with you some highlights that the FMIT has implemented to give back to our Membership through the following programs and resources:

- **Employment Law Advisor (ELA)** is a preventative program available to those members with Employment Practices Liability through the FMIT. The ELA will give you legal guidance on employment practices liability issues from a Florida-based attorney with significant public sector employment law experience at **no cost** to you. Simply call **1-888-368-3648** and we'll provide you with clear and confidential legal guidance on a wide range of potential employment law issues you may be addressing right now in your workplace.
- **Disaster Preparedness and Recovery Program (SynergyNDS)** During 2018, we were once again reminded of the devastating impact major weather events can have in our state. The FMIT's best-in-class Disaster Preparedness and Recovery Program was there and ready to support FMIT property members in the Panhandle region. Since the major hurricanes in 2004-2006, the FMIT has built a proactive Disaster Preparedness and Recovery Program unmatched by any commercial property insurance carrier. While the program benefits are robust, the philosophy is simple – to be there for you before, during and after a major weather event. **The FMIT will be providing educational Symposiums in partnership with SynergyNDS in May and June of this year, so please register if you would like to learn more about this one of a kind program. Please register at 2019 Disaster Preparedness Symposiums (<http://www.stormprep.info/>)**

In our continued partnership with you in building the FMIT program and to stay in front of rising threats as they develop, we would like to request your assistance in completing a brief technology questionnaire (/Home/HelpLineSurvey) as part of your renewal reporting process this year. These short questions are in addition to completing your updated exposure information. The inquiries are based around your integration of technology services and programs utilized by your entity and may require input from your in-house technology professional. The goal of collecting this data is to continue to assess the needs of our membership and further enhance your current Cyber Liability program through the FMIT.

Based on your valuable feedback from last year's online process, we have implemented many of your suggestions. As you use this year's online functionality, please let us know your comments.

If you have any renewal process questions or login difficulties, please do not hesitate to contact Valerie Morrison (407) 367-1818 or vmorrison@flcities.com (mailto:vmorrison@flcities.com).

On behalf of FMIT, we thank you for your continued participation in the Florida Municipal Insurance Trust.

Sincerely,
Tom Conley
Account Executive
850-251-8722
tconley@flcities.com (mailto:tconley@flcities.com)

Close (/)

(/)

The Florida League of Cities, administrator of the Florida Municipal Insurance Trust, is the state association for cities, towns and villages of Florida.

EMPLOYEE CONCENTRATION FORM

Please enter any locations with 100 or more full and part time employees combined using the "Add Location" button below. If you do not have any locations with 100 or more full and part time employees combined, check the box labeled "Check this box if this form is not applicable"

Sample Form

CHECK THIS BOX IF THIS FORM IS NOT APPLICABLE

Add Location

Cancel (/)

Save For Later

Mark as Complete ✓

(/)

The Florida League of Cities, administrator of the Florida Municipal Insurance Trust, is the state association for cities, towns and villages of Florida.

Account Executive

Name: Tom Conley

Phone: 850-251-8722

REMINDER NOTICE FOR AUTO AND PROPERTY POLICIES

We would like to take this opportunity to suggest that you thoroughly review your auto and property schedules at this point in time.

Policies are renewed on **October 1, 2019**. Should changes to your auto or property schedule be required, please submit any changes by **May 31, 2019** to allow for ample time to assure accuracy of your policies and premiums. Auto or property schedule changes received after **May 31, 2019** may not be included in your Renewal.

Thank you.

Close (/)

(/)

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Account Executive

Name: Tom Conley

Phone: 850-251-8722

Email: tconley@flcities.com (mailto:tconley@flcities.com)

Vehicle #	Serial Number	Year	Make	Model	Coverage	Premium
1	346	1999	DODGE	3500 UTILITY	Comprehensive & Collision	668
2	1210	2000	DODGE	3/4 TON PICKUP	Comprehensive & Collision	668
3	1865	2000	DODGE	1/2 TON UTILITY VAN	Comprehensive & Collision	643
4	6883	2001	DODGE	3/4 TON PICKUP	Comprehensive & Collision	668
5	6884	2001	DODGE	3/4 TON PICKUP	Comprehensive & Collision	668
6	4965	2001	DODGE	1 TON VAN	Comprehensive & Collision	659
7	8406	1996	FORD	F-250 PICKUP	Comprehensive & Collision	659
8	7442	1997	FORD	3/4 TON PICKUP	Comprehensive & Collision	668
9	7392	1994	GMC	SIERRA 3500 PICKUP	Comprehensive & Collision	668
10	1232	2000	CHEVROLET	19 PASSENGER BUS	Comprehensive & Collision	475
15	4422	2000	INTERNATIONAL	47 PASSENGER BUS	Comprehensive & Collision	546
16	4423	2000	INTERNATIONAL	77 PASSENGER BUS	Comprehensive & Collision	626
17	4425	2000	INTERNATIONAL	77 PASSENGER BUS	Comprehensive & Collision	626
18	4426	2000	INTERNATIONAL	77 PASSENGER BUS	Comprehensive & Collision	626
19	7283	2001	INTERNATIONAL	77 PASSENGER BUS	Comprehensive & Collision	626
20	7284	2001	INTERNATIONAL	77 PASSENGER BUS	Comprehensive & Collision	626
21	74	2001	INTERNATIONAL	78 PASSENGER BUS	Comprehensive & Collision	652
22	94	2002	INTERNATIONAL	SCHOOL BUS	Comprehensive & Collision	626
23	6818	2002	INTERNATIONAL	SCHOOL BUS	Comprehensive & Collision	626
24	7286	2001	INTERNATIONAL	77 PASSENGER BUS	Comprehensive & Collision	626
25	6817	2002	INTERNATIONAL	SCHOOL BUS	Comprehensive & Collision	626
26	6820	2002	INTERNATIONAL	SCHOOL BUS	Comprehensive & Collision	626
27	6821	2002	INTERNATIONAL	SCHOOL BUS	Comprehensive & Collision	626
28	7937	2000	JEEP	CHEROKEE	Comprehensive & Collision	574
29	1697	1997	KENWORTH	25 TON WRECKER	Comprehensive & Collision	1646
30	7938	2000	JEEP	CHEROKEE	Comprehensive & Collision	574
31	9574	2003	DODGE	2500 PICKUP	Comprehensive & Collision	668
32	8865	2003	DODGE	2500 PICKUP	Comprehensive & Collision	668
33	7068	2003	INTERNATIONAL	83 PASSENGER BUS	Comprehensive & Collision	652
34	7069	2003	INTERNATIONAL	83 PASSENGER BUS	Comprehensive & Collision	652
35	7070	2003	INTERNATIONAL	83 PASSENGER BUS	Comprehensive & Collision	652
36	7071	2003	INTERNATIONAL	83 PASSENGER BUS	Comprehensive & Collision	652
37	6573	2003	FORD	EXPEDITION	Comprehensive & Collision	584
38	4524	2003	IC CORP	51 PASSENGER BUS	Comprehensive & Collision	572
39	4525	2003	IC CORP	51 PASSENGER BUS	Comprehensive & Collision	572
40	4526	2003	INTERNATIONAL	83 PASSENGER BUS	Comprehensive & Collision	652
41	4527	2003	INTERNATIONAL	83 PASSENGER BUS	Comprehensive & Collision	652

42	4528	2003	INTERNATIONAL	83 PASSENGER BUS	Comprehensive & Collision	652
43	4529	2003	INTERNATIONAL	83 PASSENGER BUS	Comprehensive & Collision	652
44	8733	2005	INTERNATIONAL	4400 REFRIDGE TRUCK	Comprehensive & Collision	797
45	9991	2005	DODGE	RAM PICKUP	Comprehensive & Collision	710
47	1737	2006	IC CORPORATION	83 PASSENGER BUS	Comprehensive & Collision	652
48	9194	2006	BLUE BIRD	71 PASSENGER BUS	Comprehensive & Collision	652
49	1738	2006	IC CORPORATION	83 PASSENGER BUS	Comprehensive & Collision	652
50	9196	2006	BLUE BIRD	71 PASSENGER BUS	Comprehensive & Collision	652
51	2756	2006	DODGE	2500 PICKUP	Comprehensive & Collision	710
52	7041	1999	FORD	VAN	Comprehensive & Collision	625
53	1300	2002	CHEVROLET	VAN	Comprehensive & Collision	643
54	9125	2002	INTERNATIONAL	54 PASSENGER BUS	Comprehensive & Collision	546
55	9126	2002	INTERNATIONAL	54 PASSENGER BUS	Comprehensive & Collision	546
56	9127	2002	INTERNATIONAL	54 PASSENGER BUS	Comprehensive & Collision	546
57	9128	2002	INTERNATIONAL	54 PASSENGER BUS	Comprehensive & Collision	546
58	6227	2008	DODGE	2500 PICKUP	Comprehensive & Collision	710
59	9059	2009	BLUE BIRD	SCHOOL BUS	Comprehensive & Collision	684
60	9058	2009	BLUEBIRD	SCHOOL BUS	Comprehensive & Collision	684
61	9060	2009	BLUEBIRD	SCHOOL BUS	Comprehensive & Collision	684
62	9056	2009	BLUEBIRD	SCHOOL BUS	Comprehensive & Collision	684
63	9055	2009	BLUEBIRD	SCHOOL BUS	Comprehensive & Collision	684
64	9057	2009	BLUEBIRD	SCHOOL BUS	Comprehensive & Collision	684
65	9061	2001	HUR - FOURWINDS	RV MOTOR HOME	Comprehensive & Collision	711
68	2650	2009	BLUE BIRD	53 PASSENGER BUS	Comprehensive & Collision	611
69	9921	2008	WELLS CARGO	TRAILER	Comprehensive & Collision	78
70	3466	2009	BLUE BIRD	84 PASSENGER BUS	Comprehensive & Collision	707
71	3467	2009	BLUE BIRD	84 PASSENGER BUS	Comprehensive & Collision	707
72	7721	2010	THOMAS	SCHOOL BUS	Comprehensive & Collision	716
73	7703	2010	THOMAS	SCHOOL BUS	Comprehensive & Collision	708
74	8209	2009	DODGE	PICKUP	Comprehensive & Collision	728
75	8967	2009	DODGE	PICKUP	Comprehensive & Collision	728
76	7895	2011	THOMAS	SCHOOL BUS	Comprehensive & Collision	718
77	7896	2011	THOMAS	SCHOOL BUS	Comprehensive & Collision	718
78	7897	2011	THOMAS	SCHOOL BUS	Comprehensive & Collision	718
79	7898	2011	THOMAS	SCHOOL BUS	Comprehensive & Collision	718
80	7899	2011	THOMAS	SCHOOL BUS	Comprehensive & Collision	718
81	7888	2011	THOMAS	SCHOOL BUS	Comprehensive & Collision	718
82	7889	2011	THOMAS	SCHOOL BUS	Comprehensive & Collision	718

83	7890	2011	THOMAS	SCHOOL BUS	Comprehensive & Collision	718
84	7892	2011	THOMAS	SCHOOL BUS	Comprehensive & Collision	718
85	7893	2011	THOMAS	SCHOOL BUS	Comprehensive & Collision	718
86	7894	2011	THOMAS	SCHOOL BUS	Comprehensive & Collision	718
87	7882	2011	THOMAS	SCHOOL BUS	Comprehensive & Collision	718
88	7883	2011	THOMAS	SCHOOL BUS	Comprehensive & Collision	718
89	7884	2011	THOMAS	SCHOOL BUS	Comprehensive & Collision	718
90	7885	2011	THOMAS	SCHOOL BUS	Comprehensive & Collision	718
91	7886	2011	THOMAS	SCHOOL BUS	Comprehensive & Collision	718
92	7887	2011	THOMAS	SCHOOL BUS	Comprehensive & Collision	718
93	7891	2011	THOMAS	SCHOOL BUS	Comprehensive & Collision	718
94	5543	2011	THOMAS	SCHOOL BUS	Comprehensive & Collision	733
95	4241	2011	THOMAS	SCHOOL BUS	Comprehensive & Collision	710
96	7879	2011	THOMAS	SCHOOL BUS	Comprehensive & Collision	718
97	7880	2011	THOMAS	SCHOOL BUS	Comprehensive & Collision	718
98	7881	2011	THOMAS	SCHOOL BUS	Comprehensive & Collision	718
99	4099	2011	THOMAS	SCHOOL BUS	Comprehensive & Collision	731
100	2854	2011	DODGE	RAM 2500 SLT TRUCK	Comprehensive & Collision	805
101	2855	2011	DODGE	RAM 2500 SLT TRUCK	Comprehensive & Collision	805
102	4731	2014	BLUE BIRD	77 PASSENGER BUS	Comprehensive & Collision	777
103	4729	2014	BLUE BIRD	77 PASSENGER BUS	Comprehensive & Collision	777
104	4730	2014	BLUE BIRD	77 PASSENGER BUS	Comprehensive & Collision	777
105	4728	2014	BLUE BIRD	77 PASSENGER BUS	Comprehensive & Collision	777
106	4727	2014	BLUE BIRD	77 PASSENGER BUS	Comprehensive & Collision	777
107	4726	2014	BLUE BIRD	77 PASSENGER BUS	Comprehensive & Collision	777
108	4725	2014	BLUE BIRD	77 PASSENGER BUS	Comprehensive & Collision	777
109	4828	2014	BLUE BIRD	57+3 WC PASSENGER	Comprehensive & Collision	721
110	4827	2014	BLUE BIRD	57+3 WC PASSENGER	Comprehensive & Collision	721
111	5749	2014	BLUE BIRD	84 PASSENGER BUS	Comprehensive & Collision	824
112	4226	2015	CHEVROLET	2500 EXPRESS VAN	Comprehensive & Collision	911
113	7006	2008	FORD	EXPLORER	Comprehensive & Collision	584
114	3431	2008	FORD	EXPLORER	Comprehensive & Collision	584
115	1902	2001	INTERNATIONAL	35 PASSENGER BUS	Comprehensive & Collision	572
116	1899	2004	INTERNATIONAL	35 PASSENGER BUS	Comprehensive & Collision	572
117	9142	2017	DODGE	CARAVAN	Comprehensive & Collision	799
118	9141	2017	DODGE	CARAVAN	Comprehensive & Collision	799
119	789	2019	FORD	F350	Comprehensive & Collision	599

Loc #	Bldg #	Construction	Address 1	City	Building Use	Building Limit	Contents
1	1	Masonry Non-Combustible	35 Martin Luther King Blvd	Quincy	Administrative Office	2210400	377100
1	2	Non-Combustible	35 Martin Luther King Blvd	Quincy	Freezer Building #1	114300	81000
1	3	Masonry Non-Combustible	35 Martin Luther King Blvd	Quincy	Warehouse	1379700	90900
1	4	Non-Combustible	35 Martin Luther King Blvd	Quincy	Freezer Building 2	198900	81000
1	5	Frame	35 Martin Luther King Blvd	Quincy	Family Info/Resource Ctr	174600	25200
1	6	Joisted Masonry	35 Martin Luther King Blvd	Quincy	Personnel Department	165600	20700
2	1	Masonry Non-Combustible	805 S. Stewart Street	Quincy	Maintenance	814500	118800
3	1	Joisted Masonry	631 S. Stewart Street	Quincy	Administration / Library / Classroom (CPA)	4132800	196200
3	2	Joisted Masonry	631 S. Stewart Street	Quincy	Classrooms 1	1177200	45000
3	3	Joisted Masonry	631 S. Stewart Street	Quincy	Cafeteria	954900	85500
3	4	Joisted Masonry	631 S. Stewart Street	Quincy	Gym	1401300	37800
3	5	Joisted Masonry	631 S. Stewart Street	Quincy	Childcare	677700	19800
3	6	Masonry Non-Combustible	631 S. Stewart Street	Quincy	Classroom 2	724500	18900
3	7	Frame	631 S. Stewart Street	Quincy	Press Box	16200	900
4	1	Masonry Non-Combustible	335 Maple Street	Chattahoochee	Administration / Classroom	5937300	706500
5	1	Joisted Masonry	559 Greensboro Hwy	Greensboro	Gym	1460700	36000
5	2	Masonry Non-Combustible	559 Greensboro Hwy	Greensboro	Clinic	282600	10800
5	3	Joisted Masonry	559 Greensboro Hwy	Greensboro	Field House	218700	7200
5	4	Joisted Masonry	559 Greensboro Hwy	Greensboro	Equipment Storage	6660	900
5	5	Joisted Masonry	559 Greensboro Hwy	Greensboro	Press Box	21600	900
5	6	Masonry Non-Combustible	559 Greensboro Hwy	Greensboro	Admin	737100	79200
5	7	Masonry Non-Combustible	559 Greensboro Hwy	Greensboro	Library/Classrooms	1321200	135900
5	8	Masonry Non-Combustible	559 Greensboro Hwy	Greensboro	Classroom	2916000	117000
5	9	Masonry Non-Combustible	559 Greensboro Hwy	Greensboro	Cafeteria	1116900	79200
6	1	Masonry Non-Combustible	706 Martin Luther King Jr. Blvd	Gretna	Classroom 1	1015200	39600
6	2	Masonry Non-Combustible	706 Martin Luther King Jr. Blvd	Gretna	Admin/Classroom	1381500	58500
6	3	Masonry Non-Combustible	706 Martin Luther King Jr. Blvd	Gretna	Classroom 2	1292400	53100
6	4	Masonry Non-Combustible	706 Martin Luther King Jr. Blvd	Gretna	Classroom 3	863100	31500
6	5	Masonry Non-Combustible	706 Martin Luther King Jr. Blvd	Gretna	Cafeteria	965700	101700
8	1	Masonry Non-Combustible	1830 W. King Street	Quincy	Admin/Clinic/Guidance	195300	14400
8	2	Joisted Masonry	1830 W. King Street	Quincy	Cafetorium	813600	60300
8	3	Joisted Masonry	1830 W. King Street	Quincy	Classroom 1	657000	19800
8	4	Joisted Masonry	1830 W. King Street	Quincy	Boiler Room 1	17100	900
8	5	Masonry Non-Combustible	1830 W. King Street	Quincy	Boiler Room 2	19800	0
8	6	Joisted Masonry	1830 W. King Street	Quincy	Classroom 2	174600	14580
8	7	Joisted Masonry	1830 W. King Street	Quincy	Classroom 3	666900	26370
8	8	Joisted Masonry	1830 W. King Street	Quincy	Classroom 4	115200	5850

8	9	Joisted Masonry	1830 W. King Street	Quincy	Classroom 5	681300	26370
8	10	Masonry Non-Combustible	1830 W. King Street	Quincy	Boiler Room 3	19800	0
8	11	Masonry Non-Combustible	1830 W. King Street	Quincy	Classroom 6	1337400	60300
8	12	Masonry Non-Combustible	1830 W. King Street	Quincy	Classroom / Library	909000	76500
8	13	Masonry Non-Combustible	1830 W. King Street	Quincy	Office / Lunchroom / Restrooms (Bldg 14)	667800	69300
8	14	Masonry Non-Combustible	1830 W. King Street	Quincy	Classroom 7	918900	44100
9	1	Joisted Masonry	500 W. King Street	Quincy	Migrant Ed	442800	12600
9	2	Masonry Non-Combustible	500 W. King Street	Quincy	Cafeteria	602100	47700
9	3	Masonry Non-Combustible	500 W. King Street	Quincy	Gym	1373400	27900
9	4	Joisted Masonry	500 W. King Street	Quincy	Classroom 1	2371500	197100
9	5	Joisted Masonry	500 W. King Street	Quincy	Classroom - Headstart	1823400	144900
9	6	Joisted Masonry	500 W. King Street	Quincy	Classroom 2	504900	28800
9	7	Joisted Masonry	500 W. King Street	Quincy	Office	311400	44100
10	1	Masonry Non-Combustible	1400 W. King Street	Quincy	Administration	1126800	130500
10	2	Masonry Non-Combustible	1400 W. King Street	Quincy	Classroom 1	1706400	70200
10	3	Masonry Non-Combustible	1400 W. King Street	Quincy	Classroom 2	3324600	137700
10	4	Masonry Non-Combustible	1400 W. King Street	Quincy	Cafeteria	2043000	220500
10	5	Masonry Non-Combustible	1400 W. King Street	Quincy	Gym	3380400	108000
10	6	Masonry Non-Combustible	1400 W. King Street	Quincy	Band	684000	81000
10	7	Masonry Non-Combustible	1400 W. King Street	Quincy	Classroom 3	1010700	37800
10	8	Masonry Non-Combustible	1400 W. King Street	Quincy	Classroom 4	1042200	39600
10	9	Frame	1400 W. King Street	Quincy	Clinic	239400	36000
11	1	Masonry Non-Combustible	201 Martin Luther King, Jr. Blvd	Quincy	Cosmetology (Gadsden Tech)	661500	32400
11	2	Masonry Non-Combustible	201 Martin Luther King, Jr. Blvd	Quincy	Plumbing / Electric Shop	666000	45000
11	3	Masonry Non-Combustible	201 Martin Luther King, Jr. Blvd	Quincy	Auto Mechanic Shop	620100	92700
11	4	Masonry Non-Combustible	201 Martin Luther King, Jr. Blvd	Quincy	Farm Mechanic Shop	1633500	303300
11	5	Masonry Non-Combustible	201 Martin Luther King, Jr. Blvd	Quincy	Administration	911700	85500
12	1	Masonry Non-Combustible	831 S. Stewart Street	Quincy	Administration / Library	567000	45900
12	2	Masonry Non-Combustible	831 S. Stewart Street	Quincy	Cafeteria	880200	67500
12	3	Masonry Non-Combustible	831 S. Stewart Street	Quincy	Classroom 1	891000	40500
12	4	Masonry Non-Combustible	831 S. Stewart Street	Quincy	Classroom 2	1138500	52200
12	5	Masonry Non-Combustible	831 S. Stewart Street	Quincy	Classroom 3	1206000	55800
12	6	Masonry Non-Combustible	831 S. Stewart Street	Quincy	Classroom 4	1057500	47700
13	1	Fire Resistive	4463 Bainbridge Hwy	Quincy	Admin/Classroom	1238400	61200
13	2	Masonry Non-Combustible	4463 Bainbridge Hwy	Quincy	Classroom 1	1640700	65700
13	3	Joisted Masonry	4463 Bainbridge Hwy	Quincy	Cafeteria	556200	52020
13	4	Masonry Non-Combustible	4463 Bainbridge Hwy	Quincy	Classrooms 2	1316700	52200
14	1	Masonry Non-Combustible	720 S. Stewart Street	Quincy	Bus Garage	1530000	248400

15	1	Masonry Non-Combustible	1210 Kemp Road	Havana	Administration / Classrooms - Havana Magnet School	963900	102600
15	2	Modified Fire Resistive	1210 Kemp Road	Havana	Media Center - Havana Magnet School	1141200	315900
15	3	Masonry Non-Combustible	1210 Kemp Road	Havana	Classroom 1 - Havana Magnet School	967500	36000
15	4	Masonry Non-Combustible	1210 Kemp Road	Havana	Classrooms 2 - Havana Magnet School	2168100	86400
15	5	Masonry Non-Combustible	1210 Kemp Road	Havana	Classrooms/Band - Havana Magnet School	658800	61200
15	6	Masonry Non-Combustible	1210 Kemp Road	Havana	Classroom 3 - Havana Magnet School	988200	36000
15	7	Masonry Non-Combustible	1210 Kemp Road	Havana	Classrooms - Havana Magnet School	884700	31500
15	8	Masonry Non-Combustible	1210 Kemp Road	Havana	Cafeteria - Havana Magnet School	1665000	172800
15	9	Masonry Non-Combustible	1210 Kemp Road	Havana	Gym - Havana Magnet School	2734200	109800
15	10	Masonry Non-Combustible	1210 Kemp Road	Havana	Havana Middle School - Havana Magnet School	5000000	250000
16	1	Masonry Non-Combustible	27001 Blue Star Memorial Hwy	Havana	Administrative - Building 100	1309500	148500
16	2	Masonry Non-Combustible	27001 Blue Star Memorial Hwy	Havana	Media - Building 200	1412100	456300
16	3	Masonry Non-Combustible	27001 Blue Star Memorial Hwy	Havana	Classrooms - Building 300	3479400	151200
16	4	Masonry Non-Combustible	27001 Blue Star Memorial Hwy	Havana	Classrooms - Building 400	4534200	207000
16	5	Masonry Non-Combustible	27001 Blue Star Memorial Hwy	Havana	Cafeteria - Building 500	3017700	329400
16	6	Masonry Non-Combustible	27001 Blue Star Memorial Hwy	Havana	Gym - Building 600	3979800	115200
16	7	Masonry Non-Combustible	27001 Blue Star Memorial Hwy	Havana	ROTC - Building 700	1252800	52200
16	8	Masonry Non-Combustible	27001 Blue Star Memorial Hwy	Havana	Vo-Tech - Building 800	2729700	119700
16	9	Masonry Non-Combustible	27001 Blue Star Memorial Hwy	Havana	Band - Building 900	1194300	67500
16	10	Masonry Non-Combustible	27001 Blue Star Memorial Hwy	Havana	Field House (Bldg 10)	622800	18000
16	11	Non-Combustible	27001 Blue Star Memorial Hwy	Havana	Press Box	16200	1800
17	1	Masonry Non-Combustible	200 Providence Road	Greensboro	Administration (Building #100)	1016100	89100
17	2	Masonry Non-Combustible	200 Providence Road	Greensboro	Media (Building #200)	999345	251100
17	3	Masonry Non-Combustible	200 Providence Road	Greensboro	Vo - Tech and Classrooms (Building #300 / 400)	4053600	201600
17	4	Masonry Non-Combustible	200 Providence Road	Greensboro	Gym (Building #500)	2862000	90000
17	5	Masonry Non-Combustible	200 Providence Road	Greensboro	Music & Cafetorium (Building #600 / 700)	3919500	481500
17	6	Masonry Non-Combustible	200 Providence Road	Greensboro	Classrooms and ESE (Building #800 / 900)	3572100	175500

DRUG-FREE WORKPLACE PROGRAM AND WORKERS' COMPENSATION PREMIUM CREDIT INFORMATION

Instructions Information Application

FMIT Member/Employer: Gadsden County FMIT # 0857

Program Implementation Date:

In 2018 was:

2019 - 2020

I. TESTING

We certify drug testing and/or drug testing procedures in the Member's workplace include the following elements:

- Lawful Job Applicant Testing
- Reasonable Suspicion
- Routine Fitness for Duty
- Follow-up to Employee Assistance Program

II. NOTICE OF MEMBER'S DRUG TESTING POLICY:

We certify drug testing and/or drug testing procedures in the Member's workplace include the following elements:

- Copy to all employees prior to testing
- Posted on employer's premises
- Copy to job applicants prior to testing
- General notice given 60 days prior to testing
- Show notice of drug testing on vacancy announcements
- Copies available in personnel office or other suitable locations.
- No notice required because the employer had a drug testing program in place prior to July 1, 1990

III. EDUCATION

- Resource file on Providers
- Employee Assistance Program
- Education

IV. NAME OF MEDICAL REVIEW OFFICER

Natalie Hartanbaum, M.R.O

Name of approved Agency for Health Care Administration Lab or United States Department of Health and Human Services Certified Laboratory

LABORATORY CORPORATION OF AMERICA HOLDINGS | RESEARCH TRIANGLE PK, NC 27709 ▼

Phone #

(919) 572-6900

Address :

1904 ALEXANDER DR RESEARCH TRIANGLE PK, NC 27709

SPECIAL NOTE: ALL ITEMS MUST BE COMPLIED WITH IN ORDER TO BE ELIGIBLE FOR THE CREDIT.

The above drug free workplace program certification is subject to physical verification by FMIT. Your FMIT policy is subject to additional premium for reimbursement of premium credit, and cancellation for knowing and intentional misrepresentation of your drug free workplace program. Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

Date: 5/16/2019

*** Elected Or Authorized Member Official**

Title

A signature is required to mark this step as complete. Please click "Accept Signature" once the signature is complete.

Authorized Signature

Accept Signature

Sign for me

Reset

Cancel (/)

Save For Later

Mark as Complete ✓

(/)

The Florida League of Cities, administrator of the Florida Municipal Insurance Trust, is the state association for cities, towns and villages of Florida.

Account Executive

Name: Tom Conley

Phone: 850-251-8722

Email: tconley@flcities.com (mailto:tconley@flcities.com)

AUDIT ADVISORY

Early September, we will be contacting your municipality about completing the **2018 - 2019** Fund Year Audit either through a representative from an auditing firm or by a separate mailing of a self audit package.

Each member has different staff personnel assigned to handle this annual task, in some cases this is a Finance function, in some cases Risk Management function and in others a Human Resource function.

In order to facilitate the scheduling process, it would be very helpful if you could provide us with the proper person, telephone number and e-mail (if available) who will be the contact person for either the auditing firm or the mailing.

To schedule an audit, please contact:

Contact Name / Department

Phone Number

(XXX) XXX-XXXX

Email

apitts@patthomas.com

Cancel (/)

Save For Later

Mark as Complete ✓

(/)

RENEWAL WORKSHEET FOR FMIT# 0857

Instructions Sample Worksheet

FLORIDA MUNICIPAL INSURANCE TRUST - RENEWAL WORKSHEET

Exposures to use for 10/1/2019 - 10/1/2020 Renewal

Number Of Employees

Full Time

Part Time

Number Of employees who handle, have custody Of, Or maintain records Of money Or securities (Do Not include employees who only sign checks)

Workers ' Compensation Add New

Class Code	Description	17/18 Audited Payroll	18/19 Renewal Payroll	19/20 Projected Payroll
7383	COLLEGE OR SCHOOL: SCHOOL BUS DRIVERS	1,963,832	1,762,140	Enter number:
8868	COLLEGE OR SCHOOL: PROFESSIONAL EMPLOYEES & Clerical	24,474,173	26,900,549	Enter number:
9101	COLLEGE OR SCHOOL: ALL OTHER EMPLOYEES	2,979,887	3,156,146	Enter number:
TOTALS		29,417,892	31,818,835	0

General Liability (If General Liability is based on payroll the projected exposure is total payroll less police payroll)

Class Code	Description	Exposure Basis	17/18 Audited Exposure	18/19 Renewal Exposure	19/20 Projected Exposure
31000	Miscellaneous	Payroll	30,072,722	31,818,835	Enter number

Please provide an explanation of any significant year-over-year changes to your General Liability exposure:

[Empty text box for explanation of year-over-year changes]

Additional Information

Before School Program

Max. Weekly Attendance:

[Empty text box for Max. Weekly Attendance]

Avg. Weekly Attendance:

[Empty text box for Avg. Weekly Attendance]

No. of Staff:

[Empty text box for No. of Staff]

After School Program

Max. Weekly Attendance:

[Empty text box for Max. Weekly Attendance]

Avg. Weekly Attendance:

[Empty text box for Avg. Weekly Attendance]

No. of Staff:

[Empty text box for No. of Staff]

Pilot Employee Questions:

Are there employees that are pilots? Yes No

If yes, do the pilot employees fly aircraft for municipality duties? Yes No

DUE DATE MAY 31, 2019

Please respond by May 31, 2019 as this information is needed to process your 2019 - 2020 renewal.

Printed Name

Printed Name [Empty text box]

Title

Title [Empty text box]

Phone

(XXX) XXX-XXXX

Email

Email

Additional Comments

Additional comments

A signature is required to mark this step as complete. Please click "Accept Signature" once the signature is complete.

Authorized Signature

Accept Signature

Sign for me

Reset

Cancel (/)

Save For Later

Mark as Complete ✓

(/)

CERTIFICATION OF EMPLOYER WORKPLACE SAFETY PROGRAM PREMIUM CREDIT FLORIDA MUNICIPAL INSURANCE TRUST

Employer Name

The School Board of Gadsden County

Name of Contact Person

Bonnie Wood

Telephone #**Policy #**

FMIT# 0857

Effective Date Of Policy

10/01/2019

On behalf of the FMIT Member identified above, I am authorized to submit the Member's workplace safety program.

I certify that this safety program has been implemented in my workplace, is being maintained as submitted to my carrier, and that my workplace safety program satisfies the workplace safety program standard set forth in §440.1025, Florida Statutes, including:

- 1) Written safety policy and safety rules
- 2) Safety inspections
- 3) Preventative maintenance
- 4) Safety training
- 5) First aid
- 6) Accident investigation
- 7) Necessary Record Keeping

The workplace safety program and application I am submitting for the purpose of obtaining a premium credit do not contain any false, incomplete, or misleading information. I attest to the accuracy of the information submitted. I am aware that I may be subject to an on-site inspection, for the purpose of validating the accuracy of this information.

I am aware that any person who submits an application that contains false, misleading, or incomplete information provided with the purpose of avoiding or reducing the amount of premiums for workers' compensation coverage is a felony of the second degree, punishable as provided in §§ 775.082, 775.083 or

775.084, Florida Statutes, or as otherwise punishable as provided under the law.

Print Name and Title

[Empty text box for name and title]

Date

[Empty text box for date]

A signature is required to mark this step as complete. Please click "Accept Signature" once the signature is complete.

Authorized Signature

Accept Signature Sign for me Reset

State of Florida

County of Gadsden

Sworn to, or affirmed, and subscribed before me this _____ day of _____

20 , by _____

Signature of Notary _____

Expiration Date and Number _____

(NC3011)

Form SAFETY 09-3

Please keep a notarized copy on file for FMIT upon request. A copy can be printed on the main renewal screen after clicking "Mark Complete".

Cancel (/) Save For Later Mark as Complete ✓

TECHNOLOGY SURVEY

Technology Survey

In our continued partnership with you in building the FMIT program and to stay in front of rising threats as they develop, we would like to request your assistance in completing a brief technology questionnaire as part of your renewal reporting process this year. These short questions are in addition to completing your updated exposure information. The inquiries are based around your integration of technology services and programs utilized by your entity and may require input from your in-house technology professional. The goal of collecting this data is to continue to assess the needs of our membership and further enhance your current Cyber Liability program through the FMIT.

Population count (or population served). Mark "N/A" if not applicable.

Any cyber incidents or claims in past 5 years?

Yes No

Do you encrypt all of your networks and/or portable devices?

Yes No

Do you have a Business Continuity Plan (BCP), Continuity of Operations Plan (COOP) or a Disaster Recovery Plan (DRP) in place?

Yes No

Confirmation that Critical Data is backed up on at least a monthly basis and stored in an offsite location?

Yes No

**Critical Data explained: Personally identifiable information / sensitive data, plus anything business critical members require to continue operations (i.e. if any databases were locked up due to a ransomware attack, would you be able to continue operations.)*

Do you enforce the installation of software patches and upgrades as soon as they are available and that critical patches are applied within 30 days of release?

Yes No

Confirmation that your employees receive basic security awareness training about email phishing and other cyber threats?

Yes No

Do you use any unsupported operating systems? If yes, please identify the unsupported operating system(s) below and any security controls in place to mitigate the risk of using unsupported operating systems.

Yes No

**Unsupported operating system examples: Windows XP, Windows 95, Windows 98, Windows ME, Windows 2000, or Mac OS X 10.5 and earlier*

Submit

[Back to Home \(/\)](#)

(/)

The Florida League of Cities, administrator of the Florida Municipal Insurance Trust, is the state association for cities, towns and villages of Florida.

Account Executive

Name: Tom Conley

Phone: 850-251-8722

Email: tconley@flcities.com (mailto:tconley@flcities.com)

Underwriter

Name: Bobby Livingston

Phone: 407-367-4016

Email: blivingston@flcities.com (mailto:blivingston@flcities.com)

EMPLOYEE CONCENTRATION FORM
 (FULL AND PART TIME EMPLOYEES COMBINED OF 100 OR MORE)

CHECK THIS BOX IF THIS FORM IS NOT APPLICABLE

Loc #	Street #	Street Name	City	Zip Code	Total # Of EE's	EE's Shift 1	EE's Shift 2	EE's Shift 3	Building Description	Construction	# Of Floors	Year Built
016	27001	27001 Blue Star Memorial Hwy Blue Star Memorial Hwy	Havana	32333	110	110	0	0	Gadsden High School	Masonry-NC	1	2003

APPLICATION FOR DRUG-FREE WORKPLACE PREMIUM CREDIT PROGRAM

FLORIDA MUNICIPAL INSURANCE TRUST (FMIT)

FMIT Member/Employer: Gadsden County

Program Implementation Date: _____

2018/2019

I. TESTING:

We certify drug testing and/or drug testing procedures in the Member's workplace include the following elements:

- Lawful Job Applicant Testing
- Routine Fitness for Duty
- Reasonable Suspicion
- Follow-up to Employee Assistance Program

II. NOTICE OF MEMBER'S DRUG TESTING POLICY:

- Copy to all employees prior to testing
- Show notice of drug testing on vacancy announcements
- Posted on employer's premises
- Copies available in personnel office or other suitable locations.
- Copy to job applicants prior to testing
- No notice required because the employer had a drug testing program in place prior to July 1, 1990
- General notice given 60 days prior to testing

III. EDUCATION:

- Resource file on Providers
- Education
- Employee Assistance Program

IV. NAME OF MEDICAL REVIEW OFFICER: Natalie Hartanbaum, M.R.O

A. Name of approved Agency for Health Care Administration Lab or United States Department of Health and Human Services Certified Laboratory:
LABORATORY CORPORATION OF AMERICA HOLDINGS - 1904 ALEXANDER DR RESEARCH TRIANGLE PK, NC 27709 - (919) 572-6900 - NTEI ABUDU

B. Phone #: (919) 572-6900

C. Address: 1904 ALEXANDER DR RESEARCH TRIANGLE PK, NC 27709

SPECIAL NOTE: ALL ITEMS MUST BE COMPLIED WITH IN ORDER TO BE ELIGIBLE FOR THE CREDIT.

The above drug free workplace program certification is subject to physical verification by FMIT. Your FMIT policy is subject to additional premium for reimbursement of premium credit, and cancellation for knowing and intentional misrepresentation of your drug free workplace program. Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

FMIT Member/Employer

Date

* Elected or Authorized Member Official

Finance Director

Title

FMIT 0857
Gadsden County

Audit Advisory!

Early September, we will be contacting your municipality about completing the 2017/2018 Fund Year Audit either through a representative from an auditing firm or by a separate mailing of a self audit package.

Each member has different staff personnel assigned to handle this annual task, in some cases this is a Finance function, in some cases Risk Management function and in others a Human Resource function.

In order to facilitate the scheduling process, it would be very helpful if you could provide us with the proper person, telephone number and e-mail (if available) who will be the contact person for either the auditing firm or the mailing.

To schedule an audit, please contact:

CONTACT NAME / DEPARTMENT Bonnie Wood

PHONE NUMBER (850) 627-9651

EMAIL woodb@gcpsmail.com

Thank you for your help in enabling us to complete the audit process in a timely manner.

Florida Municipal Insurance Trust - Renewal Worksheet

Exposures to use for 10/01/2019 - 10/01/2020 Renewal

Gadsden County

FMIT #0857

Number of Employees: Full Time: 771 Part Time: 5

Number of employees who handle, have custody of, or maintain records of money or
(DO NOT include employees who only sign checks.) 16

Workers' Compensation

Class Code	Description	17/18 Audited Payroll	18/19 Renewal Payroll	19/20 Projected Payroll
7383	COLLEGE OR SCHOOL: SCHOOL BUS DRIVERS	1,963,832	1,762,140	1,762,140
8868	COLLEGE OR SCHOOL: PROFESSIONAL EMPLOYEES & Clerical	24,474,173	26,900,549	26,900,549
9101	COLLEGE OR SCHOOL: ALL OTHER EMPLOYEES	2,979,887	3,156,146	3,156,146
Total		29,417,892	31,818,835	31,818,835

General Liability (If General Liability is based on payroll the projected exposure is total payroll less police payroll.)

Class Code	Description	Exposure Basis	17/18 Audited Payroll	18/19 Renewal Payroll	19/20 Projected Payroll
31000	Miscellaneous	Payroll	30,072,722	31,818,835	31,818,835

Please provide an explanation of any significant year-over-year changes to your General Liability exposure:

Additional Information

Before School Program: Do Not Operate ()

Max Weekly Attendance: 2,500 Avg. Weekly 2,444 No. of Staff: 83

After School Program: Do Not Operate ()

Max Weekly Attendance: 3,400 Avg. Weekly 3,320 No. of Staff: 83

Pilot Employee Questions:

Are there employees that are pilots? Yes () No (**X**)

If yes, do the pilot employees fly aircraft for municipality Yes () No (**X**)

**CERTIFICATION OF EMPLOYER WORKPLACE SAFETY PROGRAM PREMIUM CREDIT
FLORIDA MUNICIPAL INSURANCE TRUST**

Employer Name: The School Board of Gadsden County

Name of Contact Person: Bonnie Wood Telephone #: 8506279651

Policy #: FMIT# 0857 Effective Date of Policy: 10/01/2019

On behalf of the FMIT Member identified above, I am authorized to submit the Member's workplace safety program.

I certify that this safety program has been implemented in my workplace, is being maintained as submitted to my carrier, and that my workplace safety program satisfies the workplace safety program standard set forth in §440.1025, Florida Statutes, including:

- | | |
|---|-----------------------------|
| 1) Written safety policy and safety rules | 5) First aid |
| 2) Safety inspections | 6) Accident investigation |
| 3) Preventative maintenance | 7) Necessary Record Keeping |
| 4) Safety training | |

The workplace safety program and application I am submitting for the purpose of obtaining a premium credit do not contain any false, incomplete, or misleading information. I attest to the accuracy of the information submitted. I am aware that I may be subject to an on-site inspection, for the purpose of validating the accuracy of this information.

I am aware that any person who submits an application that contains false, misleading, or incomplete information provided with the purpose of avoiding or reducing the amount of premiums for workers' compensation coverage is a felony of the second degree, punishable as provided in §§ 775.082, 775.083 or 775.084, Florida Statutes, or as otherwise punishable as provided under the law.

State of Florida
County of _____

(Signature)

(Print Name and Title)

(Date)

Sworn to, or affirmed, and subscribed before me
this _____ day of _____
20 _____, by _____

(Signature of Notary)

(Expiration Date and Number)

(NC3011)

Form SAFETY 09-3



Florida Municipal Insurance Trust (FMIT) Fourth Installment Billing - 18/19 Fund Year

FMIT # **0857**

Invoice Date: **6/1/2019**

Due Date: **7/1/2019**

ATTN: Bonnie Wood
The School Board of Gadsden County
35 Martin Luther King Jr. Boulevard
Quincy, FL 32351

Please make check payable to:
Florida Municipal Insurance Trust
P.O. Box 1757
Tallahassee, FL 32302-1757

Policy Summary

	General Liability	Auto Liability	Auto Physical Damage	Property	Workers Compensation	Total
Gross Premium	\$436,920.00	\$61,604.00	\$18,173.00	\$301,929.00	\$344,429.00	\$1,163,055.00
Incentive Credit	(\$39,319.00)	\$0.00	\$0.00	\$0.00	(\$51,671.00)	(\$90,990.00)
Service Fee	\$23,856.00	\$3,686.00	\$1,117.00	\$18,116.00	\$17,565.00	\$64,340.00
Total Net Premium	\$421,457.00	\$65,290.00	\$19,290.00	\$320,045.00	\$310,323.00	\$1,136,405.00

Previous Activity

Previous Invoices	\$852,372.50
Payment Received On 10/15/2018	(\$284,170.00)
Payment Received On 12/18/2018	(\$284,170.00)
Payment Received On 3/28/2019	(\$284,032.50)
Total Balance Forward	\$0.00

Current Installment

Coverage	Premium	Service Fee	Incentive Credit	Total Net Premium
General Liability Coverage	\$109,230.00	\$5,964.00	(\$9,829.75)	\$105,364.25
Auto Liability Coverage	\$15,441.75	\$921.50	\$0.00	\$16,363.25
Auto Physical Damage Coverage	\$4,433.75	\$279.25	\$0.00	\$4,713.00
Property Coverage	\$75,482.25	\$4,529.00	\$0.00	\$80,011.25
Workers Compensation Coverage	\$86,107.25	\$4,391.25	(\$12,917.75)	\$77,580.75
Total Installment Amount				\$284,032.50

Total Due by 7/1/2019 **\$284,032.50**

NOTE: Any change in premium from the previous installment is due to endorsement(s) to your policy. These endorsements are available to you on the FMIT website: <http://insurance.fcities.com>

Please see reverse side for a copy of our Premium Installment Plan and Penalty Policy.

4th & Final Fiscal Year Payment

1100 E 5100	3200	9001	11099	90000	\$77,580.75
1100 E 7800	3200	9001	11099	90000	\$21,076.25
1100 E 7900	3200	9001	11099	90000	\$185,375.50
					\$284,032.50

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7d

Date of School Board Meeting: July 23, 2019

TITLE OF AGENDA ITEM: Letter Purchase Order for Services

DIVISION: Secondary Education

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

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

Board approval is requested to authorize the use of Agreement # DESF-030928-PAEC for the following

Letter of Purchase Orders:

- 2019-FL56-KGRA
- 2019-FL38-IHEN
- 2019-FL55-ATAY
- 2019-FL40-JWIM

FUND SOURCE: General Funds

AMOUNT: \$192,048.60

PREPARED BY: Sylvia R. Jackson, Ed.D.



POSITION: Area Director of Secondary Education

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 _____



LETTER PURCHASE ORDER

This Letter Purchase Order (LPO) for services to be provided by DES of Florida, LLC (DESF/Seller) to Gadsden County School Board (GCSB/Buyer) is issued pursuant to the above-referenced General or Master Agreement between the Panhandle Area Educational Consortium and DESF. Buyer hereby authorizes Seller to perform the following described services:

1. **Scope of Work:** Teacher [James A. Shanks Middle School]
2. **Seller Contact:** Roy F. DeCastro, Managing Partner
DES of Florida, LLC
P.O. Box 13935
Tallahassee, FL 32317-3935
P: 850/893-1315 * F: 888/219-7972 * Email: rdecastro@desfsolutions.com
3. **Buyer Contact:** Bonnie Wood, Director of Finance
Gadsden County School Board
35 Martin Luther King Jr. Blvd.
Quincy, FL 32351
P: 850/627-9651 * Email: woodb@gcpsmail.com
4. **LPO Term:** August 5, 2019 – June 2, 2020. This LPO may be terminated without cause by Buyer upon 30 days' written notice to Seller. Buyer shall be required to pay Seller for services rendered to the effective date of termination. During the term of this LPO, Buyer may terminate or discontinue the items covered in this LPO for lack of appropriated funds.
5. **LPO Cost:** The total cost of this LPO, excluding expenses, shall not exceed \$44,871.80. Invoices will be billed at a rate of \$4,487.18 per billable month. Without exception, the fees listed in this LPO shall be in effect throughout the term of this LPO. Any additional compensation Buyer may elect to pay Seller beyond the terms specified in this LPO shall be preapproved, in writing, by Buyer to Seller and will be billed at the same markup percentage used to determine the total cost of this LPO. No overtime will be required with this LPO. All expenses, including travel, will be reasonable, verifiable and documented and must be pre-approved by Buyer. Included in the total cost is Paid Time Off (PTO), as follows:
 - Paid Holidays to match Buyer's holiday schedule;
 - Sick/Personal hours/days will follow Buyer's policy; and
 - Any unused PTO at the completion of this LPO will be considered "used, paid and all obligations fulfilled."
6. **Invoicing:** Invoices detailing the fees and expenses, including a reference to this LPO number, shall be submitted to the Buyer monthly. The normal terms of payment will be "Net 30 Days" from receipt of Seller's invoice.

PRIVATE/PROPRIETARY: MUST BE STORED IN LOCKED FILE WHEN NOT IN USE.
Contains Private and/or Proprietary Information. May not be used or disclosed outside DES of Florida, LLC except pursuant to written agreement.

"Providing Professional Staffing Solutions"

- 7. **Deliverables:** Deliverables shall be those items described in Item 1 of this LPO and shall be further defined on an ongoing basis throughout the term of this LPO. In addition, deliverables shall be due as requested by the Buyer or Buyer-designated representatives associated with the Scope of Work referenced by this LPO.
- 8. **Public Records:** Seller specifically acknowledges its obligation to comply with State of Florida public records laws that require Seller to keep and maintain public records that Buyer would ordinarily and necessarily require in order to perform the services under this LPO; provide public access to such records on the same terms and conditions that Buyer would provide such public records, at a cost that does not exceed that provided by law; ensure that public records that are exempt, or confidential and exempt, from public records are not disclosed, except as authorized by law for the duration of the contract term and following completion of the contract if Seller does not transfer the records to Buyer; comply with all requirements for retaining public records and transfer, at no cost to Buyer, all public records in Seller's possession upon termination of this LPO; and destroy any duplicate public records which are exempt, or confidential and exempt, from public records disclosure requirements in accordance with §119.0701, Fla. Stats. (2015). If Seller keeps and maintains public records upon completion of the LPO, Seller shall meet all applicable requirements for retaining public records. All records stored electronically will be provided to Buyer, upon request, in a format that is compatible with the information technology systems of Buyer.

IF SELLER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SELLER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS LPO, SELLER SHOULD CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT Gadsden County Public Schools, Attn: Jane Butler, 35 Martin Luther King Jr. Boulevard, Quincy, Florida 32351, Phone: 850/627-9651, Email: butlerj@gcpsmail.com.

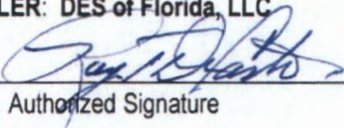
BUYER: Gadsden County School Board

By: _____
Authorized Signature

Name: **Roger P. Milton**
Title: Superintendent

Date: _____

SELLER: DES of Florida, LLC

By:  _____
Authorized Signature

Name: **Roy F. DeCastro**
Title: Managing Partner

Date: 07/09/2019 _____

By: _____
(Authorized Signature)

Name: **Steve Scott**
Title: Chairman

Date: _____



LETTER PURCHASE ORDER

This Letter Purchase Order (LPO) for services to be provided by DES of Florida, LLC (DESF/Seller) to Gadsden County School Board (GCSB/Buyer) is issued pursuant to the above-referenced General or Master Agreement between the Panhandle Area Educational Consortium and DESF. Buyer hereby authorizes Seller to perform the following described services:

1. **Scope of Work:** Interim Teacher [5th Grade]
2. **Seller Contact:** Roy F. DeCastro, Managing Partner
DES of Florida, LLC
P.O. Box 13935
Tallahassee, FL 32317-3935
P: 850/893-1315 * F: 888/219-7972 * Email: rdecastro@desfsolutions.com
3. **Buyer Contact:** Bonnie Wood, Director of Finance
Gadsden County School Board
35 Martin Luther King Jr. Blvd.
Quincy, FL 32351
P: 850/627-9651 * Email: woodb@gcpsmail.com
4. **LPO Term:** August 5, 2019 – June 2, 2020. This LPO may be terminated without cause by Buyer upon 30 days' written notice to Seller. Buyer shall be required to pay Seller for services rendered to the effective date of termination. During the term of this LPO, Buyer may terminate or discontinue the items covered in this LPO for lack of appropriated funds.
5. **LPO Cost:** The total cost of this LPO, excluding expenses, shall not exceed \$51,152.50. Invoices will be billed at a rate of \$5,115.25 per billable month. Without exception, the fees listed in this LPO shall be in effect throughout the term of this LPO. Any additional compensation Buyer may elect to pay Seller beyond the terms specified in this LPO shall be preapproved, in writing, by Buyer to Seller and will be billed at the same markup percentage used to determine the total cost of this LPO. No overtime will be required with this LPO. All expenses, including travel, will be reasonable, verifiable and documented and must be pre-approved by Buyer. Included in the total cost is Paid Time Off (PTO), as follows:
 - Paid Holidays to match Buyer's holiday schedule;
 - Sick/Personal hours/days will follow Buyer's policy; and
 - Any unused PTO at the completion of this LPO will be considered "used, paid and all obligations fulfilled."
6. **Invoicing:** Invoices detailing the fees and expenses, including a reference to this LPO number, shall be submitted to the Buyer monthly. The normal terms of payment will be "Net 30 Days" from receipt of Seller's invoice.

PRIVATE/PROPRIETARY: MUST BE STORED IN LOCKED FILE WHEN NOT IN USE.
Contains Private and/or Proprietary Information. May not be used or disclosed outside DES of Florida, LLC except pursuant to written agreement.

"Providing Professional Staffing Solutions"

- 7. **Deliverables:** Deliverables shall be those items described in Item 1 of this LPO and shall be further defined on an ongoing basis throughout the term of this LPO. In addition, deliverables shall be due as requested by the Buyer or Buyer-designated representatives associated with the Scope of Work referenced by this LPO.

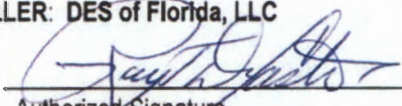
- 8. **Public Records:** Seller specifically acknowledges its obligation to comply with State of Florida public records laws that require Seller to keep and maintain public records that Buyer would ordinarily and necessarily require in order to perform the services under this LPO; provide public access to such records on the same terms and conditions that Buyer would provide such public records, at a cost that does not exceed that provided by law; ensure that public records that are exempt, or confidential and exempt, from public records are not disclosed, except as authorized by law for the duration of the contract term and following completion of the contract if Seller does not transfer the records to Buyer; comply with all requirements for retaining public records and transfer, at no cost to Buyer, all public records in Seller's possession upon termination of this LPO; and destroy any duplicate public records which are exempt, or confidential and exempt, from public records disclosure requirements in accordance with §119.0701, Fla. Stats. (2015). If Seller keeps and maintains public records upon completion of the LPO, Seller shall meet all applicable requirements for retaining public records. All records stored electronically will be provided to Buyer, upon request, in a format that is compatible with the information technology systems of Buyer.

IF SELLER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SELLER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS LPO, SELLER SHOULD CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT Gadsden County Public Schools, Attn: Pauline West, 35 Martin Luther King Jr. Blvd., Quincy, FL 32351, Phone: 850/627-9651, Email: westp@gcpsmail.com.

BUYER: Gadsden County School Board

SELLER: DES of Florida, LLC

By: _____
Authorized Signature

By: 
Authorized Signature

Name: **Roger P. Milton**
Title: Superintendent

Name: **Roy F. DeCastro**
Title: Managing Partner

Date: _____

Date: 06/05/2019

By: _____
(Authorized Signature)

Name: **Steve Scott**
Title: Chairman

Date: _____



DES of Florida, LLC

LETTER PURCHASE ORDER

This Letter Purchase Order (LPO) for services to be provided by DES of Florida, LLC (DESF/Seller) to Gadsden County School Board (GCSB/Buyer) is issued pursuant to the above-referenced General or Master Agreement between the Panhandle Area Educational Consortium and DESF. Buyer hereby authorizes Seller to perform the following described services:

1. **Scope of Work:** Teacher [Havana Magnet School]
2. **Seller Contact:** Roy F. DeCastro, Managing Partner
DES of Florida, LLC
P.O. Box 13935
Tallahassee, FL 32317-3935
P: 850/893-1315 * F: 888/219-7972 * Email: rdecastro@desfsolutions.com
3. **Buyer Contact:** Bonnie Wood, Director of Finance
Gadsden County School Board
35 Martin Luther King Jr. Blvd.
Quincy, FL 32351
P: 850/627-9651 * Email: woodb@gcpsmail.com
4. **LPO Term:** August 5, 2019 – June 2, 2020. This LPO may be terminated without cause by Buyer upon 30 days' written notice to Seller. Buyer shall be required to pay Seller for services rendered to the effective date of termination. During the term of this LPO, Buyer may terminate or discontinue the items covered in this LPO for lack of appropriated funds.
5. **LPO Cost:** The total cost of this LPO, excluding expenses, shall not exceed \$44,871.80. Invoices will be billed at a rate of \$4,487.18 per billable month. Without exception, the fees listed in this LPO shall be in effect throughout the term of this LPO. Any additional compensation Buyer may elect to pay Seller beyond the terms specified in this LPO shall be preapproved, in writing, by Buyer to Seller and will be billed at the same markup percentage used to determine the total cost of this LPO. No overtime will be required with this LPO. All expenses, including travel, will be reasonable, verifiable and documented and must be pre-approved by Buyer. Included in the total cost is Paid Time Off (PTO), as follows:
 - Paid Holidays to match Buyer's holiday schedule;
 - Sick/Personal hours/days will follow Buyer's policy; and
 - Any unused PTO at the completion of this LPO will be considered "used, paid and all obligations fulfilled."
6. **Invoicing:** Invoices detailing the fees and expenses, including a reference to this LPO number, shall be submitted to the Buyer monthly. The normal terms of payment will be "Net 30 Days" from receipt of Seller's invoice.

PRIVATE/PROPRIETARY: MUST BE STORED IN LOCKED FILE WHEN NOT IN USE.

Contains Private and/or Proprietary Information. May not be used or disclosed outside DES of Florida, LLC except pursuant to written agreement.

"Providing Professional Staffing Solutions"

- 7. **Deliverables:** Deliverables shall be those items described in Item 1 of this LPO and shall be further defined on an ongoing basis throughout the term of this LPO. In addition, deliverables shall be due as requested by the Buyer or Buyer-designated representatives associated with the Scope of Work referenced by this LPO.

- 8. **Public Records:** Seller specifically acknowledges its obligation to comply with State of Florida public records laws that require Seller to keep and maintain public records that Buyer would ordinarily and necessarily require in order to perform the services under this LPO; provide public access to such records on the same terms and conditions that Buyer would provide such public records, at a cost that does not exceed that provided by law; ensure that public records that are exempt, or confidential and exempt, from public records are not disclosed, except as authorized by law for the duration of the contract term and following completion of the contract if Seller does not transfer the records to Buyer; comply with all requirements for retaining public records and transfer, at no cost to Buyer, all public records in Seller's possession upon termination of this LPO; and destroy any duplicate public records which are exempt, or confidential and exempt, from public records disclosure requirements in accordance with §119.0701, Fla. Stats. (2015). If Seller keeps and maintains public records upon completion of the LPO, Seller shall meet all applicable requirements for retaining public records. All records stored electronically will be provided to Buyer, upon request, in a format that is compatible with the information technology systems of Buyer.

IF SELLER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SELLER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS LPO, SELLER SHOULD CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT Gadsden County Public Schools, Attn: Jane Butler, 35 Martin Luther King Jr. Boulevard, Quincy, Florida 32351, Phone: 850/627-9651, Email: butlerj@gcpsmail.com.

BUYER: Gadsden County School Board

By: _____
Authorized Signature

Name: **Roger P. Milton**
Title: Superintendent

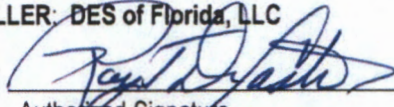
Date: _____

By: _____
(Authorized Signature)

Name: **Steve Scott**
Title: Chairman

Date: _____

SELLER: DES of Florida, LLC

By:  _____
Authorized Signature

Name: **Roy F. DeCastro**
Title: Managing Partner

Date: 07/01/2019



LETTER PURCHASE ORDER

This Letter Purchase Order (LPO) for services to be provided by DES of Florida, LLC (DESF/Seller) to Gadsden County School Board (GCSB/Buyer) is issued pursuant to the above-referenced General or Master Agreement between the Panhandle Area Educational Consortium and DESF. Buyer hereby authorizes Seller to perform the following described services:

1. **Scope of Work:** Interim Teacher [5th Grade]
2. **Seller Contact:** Roy F. DeCastro, Managing Partner
DES of Florida, LLC
P.O. Box 13935
Tallahassee, FL 32317-3935
P: 850/893-1315 * F: 888/219-7972 * Email: rdecastro@desfsolutions.com
3. **Buyer Contact:** Bonnie Wood, Director of Finance
Gadsden County School Board
35 Martin Luther King Jr. Blvd.
Quincy, FL 32351
P: 850/627-9651 * Email: woodb@gcpsmail.com
4. **LPO Term:** August 5, 2019 – June 2, 2020. This LPO may be terminated without cause by Buyer upon 30 days' written notice to Seller. Buyer shall be required to pay Seller for services rendered to the effective date of termination. During the term of this LPO, Buyer may terminate or discontinue the items covered in this LPO for lack of appropriated funds.
5. **LPO Cost:** The total cost of this LPO, excluding expenses, shall not exceed \$51,152.50. Invoices will be billed at a rate of \$5,115.25 per billable month. Without exception, the fees listed in this LPO shall be in effect throughout the term of this LPO. Any additional compensation Buyer may elect to pay Seller beyond the terms specified in this LPO shall be preapproved, in writing, by Buyer to Seller and will be billed at the same markup percentage used to determine the total cost of this LPO. No overtime will be required with this LPO. All expenses, including travel, will be reasonable, verifiable and documented and must be pre-approved by Buyer. Included in the total cost is Paid Time Off (PTO), as follows:
 - Paid Holidays to match Buyer's holiday schedule;
 - Sick/Personal hours/days will follow Buyer's policy; and
 - Any unused PTO at the completion of this LPO will be considered "used, paid and all obligations fulfilled."
6. **Invoicing:** Invoices detailing the fees and expenses, including a reference to this LPO number, shall be submitted to the Buyer monthly. The normal terms of payment will be "Net 30 Days" from receipt of Seller's invoice.

PRIVATE/PROPRIETARY: MUST BE STORED IN LOCKED FILE WHEN NOT IN USE.
Contains Private and/or Proprietary Information. May not be used or disclosed outside DES of Florida, LLC except pursuant to written agreement.

"Providing Professional Staffing Solutions"

7. **Deliverables:** Deliverables shall be those items described in Item 1 of this LPO and shall be further defined on an ongoing basis throughout the term of this LPO. In addition, deliverables shall be due as requested by the Buyer or Buyer-designated representatives associated with the Scope of Work referenced by this LPO.
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IF SELLER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SELLER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS LPO, SELLER SHOULD CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT Gadsden County Public Schools, Attn: Pauline West, 35 Martin Luther King Jr. Blvd., Quincy, FL 32351, Phone: 850/627-9651, Email: westp@gcpsmail.com.

BUYER: Gadsden County School Board

By: _____
Authorized Signature

Name: **Roger P. Milton**
Title: Superintendent

Date: _____

SELLER: DES of Florida, LLC

By: _____
Authorized Signature

Name: **Roy F. DeCastro**
Title: **Managing Partner**

Date: 06/04/2019

By: _____
(Authorized Signature)

Name: **Steve Scott**
Title: Chairman

Date: _____

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7e

DATE OF SCHOOL BOARD MEETING: **July 23, 2019**

TITLE OF AGENDA ITEM: **Contracted Music Therapy with Stephany Bryant, MM.MT of Healing Hearts Music Therapy**

DIVISION: **Exceptional Student Education**

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

PURPOSE AND SUMMARY OF ITEM:

This contract provides music therapy for students with moderate to severe disabilities at Stewart Street Elementary, Gadsden County High School, Shanks Middle School, and other schools as necessary.

FUND SOURCE: **IDEA**
AMOUNT: **\$25,000.00(not to exceed)**
PREPARED BY: Sharon B. Thomas *SBT*
POSITION: Director, Exceptional Student Education

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 3

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the COMPTROLLER has signed the budget page.

This form is to be duplicated on light blue paper.

Summary for
Revised 0591

Proof read by: *Regina*

CONTRACT

Contract for Music Therapy Services

Dates of Services: August 12, 2019 through May 31, 2020

Services Provided for Gadsden County Schools:

Each Music Therapy session will be designed by Music Therapist-Board Certified (MT-BC) or Music Therapy Intern (MTI), according to student or group's referred and assessed needs, taking into account consultation and recommendations of teachers and staff. MT-BC will create a music therapy treatment plan both by group (for group sessions) and by individual (for individual sessions). Treatment plans may include objectives taken from IEPs, performance-based outcomes, and curriculum enrichment objectives. Documentation will be taken for each music therapy session on music therapy documentation forms. Feedback, in the form of documentation and/or verbally, will be provided to teachers and staff at the school and district level at end of the year and the end of the semester (by request) to show progress in reaching goals/objectives.

Healing Hearts will be contracted for 12 hours per week to provide services to students of the Gadsden County School District (See Appendix I- Allocation of Services/Time). The first two weeks of school, MT-BCs will conduct music therapy assessments, observations, and teacher meetings for music therapy groups. MT periodic reassessment, such as seeking out IEP plans and/or functional goals to identify music therapy goals and observation of students in the natural school setting, will also be included within work time, when necessary to perform such tasks. When implementing services, each group/class of music therapy will be broken down into an average ratio of 1 hour of direct student contact to 15 minutes of preparation and documentation time (See Appendix 1-Allocation of Services/Time). Healing Hearts must turn in sign-in sheets (with signatures of a school representative and the music therapist facilitating services) and an invoice in order to receive payment, with the exception of the following provisions:

The MT-BCs reserve the right to complete documentation and planning, follow-up emails with teachers and/or administration, away from the school sites when school-mandated scheduling interferes with the scheduling of music therapy services. This will not effect direct student contact hours. Proof of this provision will be the documentation. This work will also be reflected on the invoice.

Up to 12 hours at the beginning of the school year and 12 hours at the end of school year will be allotted Healing Hearts to bill while doing work from home. The purpose of these days is to produce initial/beginning of the year treatment plans and to produce final/end of the year documentation, respectively. Any request for formal mid-year documentation will also be billed for an additional 6 hours. Proof of this provision will be the document. This work will also be reflected on the invoice.

Healing Hearts Music Therapy requests a 24-hour notice for cancellations of sessions (due to field trips, scheduled school events, etc.) or school will be billed for services. or if the MT-BC arrives on campus to provide services and groups/classes/individual is not able to be seen or cancels without notification. If the MT-BC needs to cancel scheduled music therapy sessions the

school will not be billed but will contact administration to schedule a make-up. In the cases of school closure for inclement weather, hurricane days, or state/school emergencies, HHMT reserves the right to schedule make-up sessions for the weeks/days of cancelled services.

Provision of access to records which are directly pertinent to this contract will be given to the Gadsden County School District, the Comptroller General of the United States, and the Federal Grantor agency, or any of their duly authorized representatives for the purpose of making audit transcriptions.

All student records will be retained for three years after final payment and all other pending matters are completed.

Liability:

Healing Hearts shall hold harmless, indemnify and defend the indemnities against any claim, action, loss, damage, injury, liability, cost or expense of whatsoever kind or nature including, but not limited to attorneys fees and costs arising out of bodily injury to persons including death or damage to tangible property arising out of or incidental to the performance of the Contract (including goods and services provided thereto) by or on behalf of Healing Hearts, whether or not due to or caused in part by the negligence or culpability of the indemnity. The following shall be deemed to be indemnities: The School Board of Gadsden County, Florida, and its members, officers and employees.

Within five (5) days of the School Board approving this agreement, Healing Hearts representatives shall provide proof of the following insurance coverage indicated:

Professional Liability Insurance

Fee Schedule:

The music therapist(s)/intern(s) will deliver *up to two 12 hours per week at a rate of \$58.00 per hour*. Assignment of students/sessions will result from collaborative effort by the school site and the district office. Per request of administration or teachers for IEP meetings, Parent Nights, or Special Performances, HHMT will bill \$58.00 per hours served at those events.

Contract valid for dates of services specified above but may be discontinued by either party with 30 days prior written notice.

Signature of Owner

Stephany Bryant, MM, MT-BC

Date

Official Address:

Healing Hearts Music Therapy, LLC
1125 A Lee Avenue
Tallahassee, FL 32303

Phone:

229-400-0722

Signature of Approval:

Gadsden County Superintendent of Schools

Date

Appendix I-Allocation of Services/Time

Based on services provided last year and new planned services for this year, Healing Hearts will be providing services to the following schools (below). While the classes provided and the overall services will reasonably stay the same, there may be some change in the specific classes scheduled to be served on a particular day based on logistic ability of the therapist and best interest of students as defined by therapists with input from teachers:

Gadsden County High School

- 3 Hours of direct client contact split between 3 self-contained classrooms
- 1 hour of set-up/travel between classes/documentation and planning

Shanks Middle School

- 2 hours of direct client contact split between 3 self-contained classrooms
- 30 minutes of set-up/travel between classes/documentation and planning

Stewart Street Elementary

- 2 hours for direct client contact 3 split between 3 self-contained classes
- 30 minutes set-up/travel between classes/documentation and planning

George Monroe

- 2.5 hours of direct client contact time for 2 self-contained classes and 2 pre-school classes
- 30 minutes of set-up/travel between classes/documentation and planning

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7f

Date of School Board Meeting: July 23, 2019

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

DIVISION: **EXCEPTIONAL STUDENT EDUCATION**

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

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

The Gadsden County School Board has an agreement with Elder Care Services Foster Grandparent Program to maintain forty-seven (47) Foster Grandparent volunteers to work with ESE students with disabilities at various school settings.

FUND SOURCE: **IDEA - Federal Funded**

AMOUNT: **\$33,300.00 FOR NINE MONTHS (\$3,700.00 PER MONTH)**

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

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 5

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the COMPTROLLER has signed the budget page.

This form is to be duplicated on light blue paper.

summary for
revised 0591

Proof read by: 



Memorandum of Understanding

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

This agreement shall be in effect for the school year period beginning August 1, 2019 and ending July 31st, 2020 unless otherwise requested.

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

Station Representative:	<u>Sharon Thomas</u>
Position Held:	<u>Program Director</u>
Program Representative:	<u>Tiffane Zanders</u>
Position Held:	<u>Volunteer Coordinator</u>

Section I

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

1. Designate a Program Coordinator to serve as liaison with the Station.
2. Recruit, interview and enroll volunteer(s) to maintain **FORTY-SEVEN (47) IN K-12 and Pre-K** volunteer position(s) and volunteer positions at the Station. The volunteer(s) will provide services as directed by the Station to clients assigned to them by Station staff.
3. Provide not less than 40 hours of orientation and training – of which 20 hours must be pre-service orientation – and an average of 4 hours monthly of in-service training. Provide orientation to volunteer station staff prior to placement of volunteers and at other times as needed
4. Work with the Station supervisor of the volunteer(s) regarding the volunteers' interactions with clients according to criteria and procedures to be jointly agreed upon by the Station and the Program (Assignment Plan). It is understood that the Station has the authority to direct, schedule, instruct, and coordinate the activities of all volunteers assigned to it.
5. Prior to placement, all Foster Grandparent (FGP) Volunteers will be pre-screened in accordance with federal and state guidelines, including: National Sexual Offender Public Website (NSOPW) and Level II Criminal History Checks in accordance with the Corporation for National Service Guidelines. If sites are



required to conduct background checks or rechecks specific to Florida Statutes that govern their station it is the sole responsibility of the station to conduct these checks. Personal references and prior employment may be checked if needed.

6. Furnish adequate accident and liability insurance coverage as required by the Senior Service Corps guidelines.
7. Arrange physical examinations for all volunteers, initially prior to assignment, and annually thereafter.
8. In cooperation with the Program Advisory Council arrange, for appeal procedures to resolve problems arising between volunteers, the Station and/or the Program.
9. Retain full responsibility for the management and fiscal control of the project.
10. Ensure a written Letter of Agreement is signed authorizing in-home service by the volunteer(s). Ensure a plan specifying activities to be performed by the volunteer is current.
11. Provide the Station with a Statement of Service on a monthly basis.
12. Monitor travel site expense to ensure that transportation costs are incurred through volunteer assignments and volunteer service. Provided there are sufficient funds available, project funds cover a limit of \$89 (200 miles @ 44.5 cents per mile) per volunteer per month.
13. Establish a probationary period of three (3) months or 90 calendar days within which newly assigned volunteers shall be evaluated as to their performance. Acceptance of an assigned volunteer beyond this period shall constitute an agreement of satisfactory performance unless otherwise communicated in writing prior to the end of this probationary period.

SECTION II

The Station agrees to:

1. Designate Station Representative (above) to act as liaison with the Program.
2. Designate a person to supervise the day-to-day activities of the volunteer(s) and evaluate their performance. Assist in documenting performance problems of the volunteer and work with Program staff on determining and implementing corrective disciplinary procedures.
3. Inform the Program of the Station's acceptance of a volunteer at the end of the three (3) months probationary period. Further, the station should notify the Program of problems with the performance of any volunteer during the probationary period or at any time necessary for the satisfactory delivery of services to Station clients.
4. Direct and arrange schedules for the volunteer(s) that utilizes their skills and training.

5. Provide for adequate health and safety protection of volunteers. In consultation with the Program, make investigations and reports regarding accidents and injuries involving volunteers.
6. Assist the Program staff in responding to emergencies that may occur when volunteers are on duty.
7. Assist the Program in developing and implementing the necessary record keeping and communications systems required by both parties.
8. Collect and validate appropriate volunteer reports for submission to the Program, i.e., time sheets, travel vouchers, Assignment Plans, Outcome Forms, evaluations, etc.
9. Develop or utilize existing Assignment Plans with specific goals and objectives for services to each Station client.
10. Inform the Program in a timely fashion of problems that may develop between volunteers and Station staff or Station clients.
11. Allow the Program staff access to volunteer sites or client information as necessary in the conduct of the Program's monitoring responsibility, within the confidentiality restrictions imposed by the Station.
12. Facilitate each volunteer first visit when assigned to a new Station client.
13. Participate in training for teachers or other Station staff conducted or sponsored by the Program to improve the delivery of services to Station clients and to improve the communication and the relationship between the parties concerned.
14. Assist in recruitment, orientation instruction and other project related activities to enhance services to Station clients.
15. Have the right to request the Program to reassign the volunteer at any time.
16. Provide donation/in-kind contribution(s) of non-federal funds for share of cost to the Program:

<u>Volunteer Support</u>	<u>\$3,700.00/month (37 volunteers @ \$100.00 per month) for 9 months of the school year only</u>
--------------------------	---
17. Ensure that Foster Grandparents serve in a volunteer capacity and verify that they will not displace paid or contracted employees.
18. Maintain programs and activities to which Foster Grandparents are assigned are accessible to persons with disabilities, limited English proficiency, and provide reasonable accommodations to allow participation. The Volunteer Station will maintain the programs and activities to which Foster

Grandparents volunteers are assigned accessible to persons with disabilities (including mobility, hearing, vision, mental, and cognitive impairments or addictions and diseases) and/or limited English language proficiency and provide reasonable accommodation to allow persons with disabilities to participate in programs and activities

19. The volunteer station will not discriminate against Foster Grandparents on the basis of race, color, national origin, limited English proficiency, sex, sexual orientation, age, political affiliation, religion, or disability or on the basis of disability, if the volunteer is a qualified individual with a disability.
20. The station verifies that it is a public agency, secular or faith-based private non-profit organization, or proprietary health care organization that accepts the responsibility for assignment and supervision of Foster Grandparents. Each volunteer station must be licensed or otherwise certified, when required, by the appropriate state or local government.
21. Volunteers are prohibited from engaging in political activities while on duty or resulting in identification or involvement of the volunteer project with the political activity. Prohibited political activities include: electoral activities, voter registration, voter transportation to polls, and efforts to influence legislation and labor or anti-labor organizations or related activities.
22. Volunteers may not give religious instruction, conduct worship services, or engage in any form of religious practice while on duty.
23. Elder Care Services and its employees, nor any volunteer station, may request or receive compensation from the beneficiaries of Senior Corps volunteers. No volunteer can receive a fee for service from the service recipients, their legal guardians, members of their families, or friends.

SECTION III

The Program and Station mutually agrees:

1. Termination at will.

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

2. It is understood that the volunteer assignments are not contingent upon a voluntary donation from the station or upon a prescribed amount of donation.
3. Re-negotiation or modification.

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



If the number of volunteers stated in this contract remains inaccurate for four or more months, an addendum should be signed to adjust the amount of volunteers to a more consistent and mutually agreeable number.

4. Special Provisions: NONE

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

Elder Care Services, Inc.
Senior Volunteer Programs

Station

BY: Jocelyne Fliger

BY: _____

SIGNATURE: *Jocelyne Fliger*

SIGNATURE: _____

TITLE: Director of Volunteers & Engagement

TITLE: _____

ADDRESS: 2518 W. Tennessee St.

ADDRESS: _____

Tallahassee, FL 32304

DATE: 7-9-2019

DATE: _____

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7g

DATE OF SCHOOL BOARD MEETING: July 23, 2019

TITLE OF AGENDA ITEM: Dental Equipment Lease for Havana Magnet School

DIVISION:

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

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

Approval is requested of the Equipment Lease between Gadsden County, Florida and the School Board of Gadsden County for dental equipment to be used at Havana Magnet School.

FUND SOURCE: General Revenue

AMOUNT: \$1.00 annual rental fee

PREPARED BY: Roger P. Milton

POSITION: Superintendent

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

EXTENSION OF LEASE FOR DENTAL EQUIPMENT

THIS EXTENSION OF LEASE FOR DENTAL EQUIPMENT, effective as of the 30th day of September 2019 (the "Effective Date"), by and between GADSDEN COUNTY, FLORIDA, a political subdivision of the State of Florida (the "Lessor") and the School Board of Gadsden County, a statutory corporation and political subdivision of the State of Florida (the "Lessee").

WHEREAS, the Lessee is a statutory corporation and political subdivision of the State of Florida; and

WHEREAS, the Lessee does not own and is in need of certain dental equipment for the purpose of implementing and educational program; and

WHEREAS, the Lessee has applied to the Lessor for the use of the certain tangible personal property dental equipment; and

WHEREAS, the Lessor owns certain tangible personal property dental equipment which is suitable for the purpose of implementing an educational program and is not otherwise needed for County purposes; and

WHEREAS, the Lessor, through its duly authorized Board of County Commissioners, has determined that the provision of the dental equipment to the Lessee on the following terms and conditions for the purpose of implementing an educational program will promote the health, safety, and welfare of Gadsden County citizens; and

WHEREAS, the Lessor is authorized to lease the dental equipment to the Lessee on certain terms and conditions for the purpose of implementing and educational program pursuant to section 125.38, Florida Statutes; and

WHEREAS, the Lessor and the Lessee entered into an Equipment Lease for the dental equipment on October 1, 2016; and

WHEREAS, the current lease term expires on September 30, 2019; and

WHEREAS, the Lease includes an option to extend for up to fifteen (15) additional twelve (12) month periods; and

WHEREAS, the Lessor and the Lessee desire to extend the term of the Lease on the same terms and conditions for the twelve-month period starting October 1, 2019 and ending September 30, 2020 for the annual rent of one dollar (\$1).

NOW, THEREFORE, for and in consideration of the foregoing recitals and the mutual covenants, promises, and obligations set forth herein, the receipt and sufficiency of which are conclusively acknowledged, the parties agree as follows:

The term of the Lease is extended for the twelve-month period starting October 1, 2019 and ending September 30, 2020.

The Lease is hereby ratified and affirmed in all other respects and remains in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of, though not necessarily executed on, the Effective date.

**THE SCHOOL BOARD OF GADSDEN COUNTY, a
statutory corporation and political subdivision of
the State of Florida, through its duly authorized
Board.**

By: _____

ITS: _____

**ATTEST: GADSDEN COUNTY
CLERK OF COURT**

**GADSDEN COUNTY, FLORIDA, a political subdivision
Of the State of Florida**

NICHOLAS THOMAS

BRENDA A. HOLT
Chairperson, Gadsden County Board of County
Commissioners

SUMMARY SHEET
RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7h

DATE OF SCHOOL BOARD MEETING: July 23, 2019

TITLE OF AGENDA ITEM: Approval of Agreement with PSTB Consulting Services

DIVISION:

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

PURPOSE AND SUMMARY OF ITEM:

This is a renewal contract for Federal Program evaluation services for the 2019-20 school year. PSTB will provide summative evaluations of the Title I, Part A; Title II, Part A; Title IX, Part A; and Title I, Part A School Improvement UniSIG programs for 2018-2019. Review of academic barriers, strategic plans, and action steps will be facilitated by the PSTB with school teams during the evaluations. EDGAR 34 CFR Part 75 Section 200.25 requires the district to annually evaluate its federal programs. The evaluation plan used by PSTB analyzes pre and post tests to determine the progress of the district and each participating school in achieving the objectives and goals in the district's approved federal applications; the effectiveness of the programs in meeting their program purposes; and the effect each program is having on participants being served by the programs. The evaluations will analyze the programs formatively to determine the extent the programs are implemented according to the approved applications, and summatively to determine if the programs are achieving the desired effect related to improving student achievement and school reform. In addition to student achievement and school reform, the evaluations will examine information related to parent/community engagement, professional learning, homeless services, and teacher quality. By having the same agency evaluate the federal programs, it will facilitate alignment between programs and will ensure alignment with the district's strategic plan. The evaluations will utilize best practices for procedural analysis and implement the plans which create strategies with the greatest chance of being useful, feasible, ethical, and accurate.

FUND SOURCE: Federal
AMOUNT: \$50,000
PREPARED BY: Rose Raynak
POSITION: Director

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

REVIEWED BY: _____

School Board of Gadsden County, Florida
RENEWAL CONTRACTUAL AGREEMENT
Federal Program Evaluations
Fiscal Years: 2019-2020 Renewal Contract

This renewal contractual AGREEMENT is made between the School Board of Gadsden County, Florida, 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 PSTB Consulting, LLC, Dr. James W. Brown, Jr., Owner a consultant with his principal place of operations at 3001 Byington Circle, Tallahassee, Florida 32303, herein referred to as "CONTRACTOR". The contractual AGREEMENT will establish uniform administrative requirements for the CONTRACTOR and Gadsden County Public Schools.

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 Federal Programs.

ARTICLE 2. SCOPE OF SERVICES

In consultation with district leadership, the CONTRACTOR has agreed to provide program review and external evaluations for federal projects for the 2019-20 school year. The CONTRACTOR will provide summative evaluations of the Title I, Part A; Title II, Part A; Title IX, Part A; and Title I, Part A School Improvement UniSIG programs for the 2018 - 2019 school year. Review of academic barriers, strategic plans, and action steps will be facilitated by the CONTRACTOR with school teams during the evaluations. The CONTRACTOR shall use best efforts to make the services as productive as possible for the school leaders, district staff, and the RECIPIENT. The CONTRACTOR agrees to meet with any district personnel requested by RECIPIENT to ensure that work is responsive to district and school needs. The CONTRACTOR agrees to meet with any district personnel requested by RECIPIENT to ensure that work is responsive to district and school needs.

ARTICLE 3. DURATION OF AGREEMENT

(a). This AGREEMENT shall begin on July 1, 2019 and end on June 30, 2020 contingent upon the approval and funding by the Florida Department of Education. Services for the fiscal year ending June 30, 2020 will be completed and billed by the CONTRACTOR with final deliverables (reports) due no later than August 15, 2020. Agreement subject to annual renewal based performance deliverables, subject to School Board approval.

ARTICLE 4. DEFINITIONS

Term	Definition
Advance	means a payment made by Treasury check or other appropriate payment mechanism to a Consultant or CONTRACTOR upon its request either before outlays are made by the Consultant or through the use of predetermined payment schedules.
Award	means financial assistance that provides support or stimulation to accomplish a public purpose.
Contract	means a procurement contract under an award or sub-award, and a procurement sub-contract under a RECIPIENT'S or CONTRACTOR'S contract. A contract shall be used when the principal purpose is acquisition of property or services for the direct benefit or use of the federal government and/or organization receiving financial assistance. .
Date of Completion	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.
Project period	means the period established in the award document during which Federal sponsorship begins and ends. Renewal subject to funding, deliverables, and approval.
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.
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.
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". CONTRACTOR is not a sub-recipient but a vendor.
Termination	means the cancellation of award, in whole or in part, under an agreement at any time prior to the date of completion.
Working Capital Advance	means a procedure whereby funds are advanced to the RECIPIENT to cover its estimated disbursement needs for a given initial period.

ARTICLE 5. PAYMENT

RECIPIENT shall pay the CONTRACTOR upon the receipt of invoices and summative evaluations from the CONTRACTOR. The invoices will document the services provided and follow up correspondence with school and district federal program teams. The summative evaluations will include all the relevant assessment data and other quantitative and qualitative data for school year 2018-2019. Reports will include goals and objectives met and

recommendations for future program improvements. The invoices will document the work performed, and timeframe in which work occurred. The invoices will require a minimum of fourteen (14) days to be processed for payment after they have been approved for payment by the Office of Federal Programs and the district Finance Office. In full and complete compensation for all services provided by CONTRACTOR under this AGREEMENT, Gadsden County shall pay to Dr. James W. Brown, Jr. the total amount of \$50,000 (fifty thousand dollars) for services rendered as described under the Scope of Services. Dr. James W. Brown, Jr. will invoice the district. In addition to the total amount and in accordance with Gadsden County School Board Policy (7.52), travel by private automobile will be compensated and limited to those expenses necessarily incurred in the performance of the scope of services. A detailed travel log must be maintained and submitted using the District's Travel Reimbursement Form. When submitting an invoice for payment after completion of work, travel costs will be included and listed as a separate line item. The invoices shall be prepared and addressed to: Director of Federal Programs. Checks will be made payable to Dr. James W. Brown, Jr. and mailed 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 \$50,000 plus relevant and necessary travel expenses to provide services rendered. Cost assignment for deliverables is: \$15,000 for Title I, Part A evaluation; \$15,000 for UniSIG evaluation; \$10,000 for Title II, Part A; \$5,000 for Title IX, Part A; and \$5,000 for maintenance of federal program policies database to meet instructional and strategic improvement goals.

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. ACCESS AND RETENTION OF RECORDS

The RECIPIENT shall have access to all CONTRACTOR'S records that are directly pertinent to this AGREEMENT. The CONTRACTOR, when applicable, shall retain all required records for five (5) years after the RECIPIENT makes the final payment and all other pending matters are closed. The CONTRACTOR shall maintain accurate, current, and complete disclosure of all financial and/or activity results/records of the project in accordance with established Federal and District requirements.

ARTICLE 8. 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 thirty (30) days written notice. Upon termination, the district shall be responsible for payment of all costs incurred by CONTRACTOR in the performance of the AGREEMENT prior to termination.

ARTICLE 9. AMENDMENTS

Any changes must be mutually agreed upon and incorporated in written amendments to this AGREEMENT.

ARTICLE 10. INDEPENDENT CONSULTANT

The CONTRACTOR is an independent business owner and not an employee or agent of the RECIPIENT. CONTRACTOR agrees to comply with all requirements of the Jessica Lunsford

Act. CONTRACTOR shall be acting as independent business owner in the performance of this AGREEMENT, and shall be responsible for the payment of claims for loss, personal injury, death, property damage, or otherwise arising out of any act or omission of their respective employees or agents in connection with the performance of the Services for which they may be held liable under applicable law. CONTRACTOR shall sign an assurance that there exist no known conflict of interest that would make them ineligible to receive district funding for services provided. Each party shall maintain at its sole expense adequate insurance or self-insurance coverage to satisfy its obligations under this AGREEMENT.

ARTICLE 11. NONDISCRIMINATION AND COMPLIANCE

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, or age in the performance of work.

ARTICLE 12. ADMINISTRATION OF AGREEMENT

- (a) The CONTRACTOR'S contract administrator and contact is Dr. James W. Brown, Jr. and/or his designee.
- (b) The RECIPIENT'S contract administrator and contact is Ms. Rose Raynak, Director of Federal Programs and/or her designee.
- (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 13. 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, representations or agreements on this subject.

CONFLICT OF INTEREST: As of the date of this AGREEMENT, CONTRACTOR assures the RECIPIENT that 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 its ability to fulfill the terms of the AGREEMENT.

ARTICLE 14. ENFORCEMENT

Jurisdiction for enforcement of this AGREEMENT shall lie in the courts of Gadsden County, Florida. Any action by a party for enforcement of this AGREEMENT shall be maintained in Gadsden County.

IN WITNESS WHEREOF, the School Board of Gadsden County, Florida and Dr. James W. Brown Jr., Owner of PSTB Consulting, LLC have executed this AGREEMENT.

Dr. James W. Brown, Owner
PSTB Consulting, LLC

Date

Mr. Roger P. Milton
Superintendent of Schools

Date

Mr. Steve Scott, Chairman
School Board of Gadsden County

Date

ATTACHMENT A

Gadsden County School District
Contractual Agreement

Scope of Work

PSTB CONSULTING, LLC
3001 Byington Circle
Tallahassee, FL 32303

Evaluation Overview and Scope of Work

Evaluation Design

The evaluation plans for the 2018-2019 school year of the Gadsden County School Board's School Improvement Grant Programs is consistent with EDGAR 34 CFR Part 75 Section 200.25 which requires the Local Education Agency (LEA) to annually evaluate the programs. This plan is of experimental design with analysis of pre and post test to determine the district and each participating school's progress in achieving the objectives in the district's approved applications; the effectiveness of the programs in meeting the program purpose; and the effect on participants being served by the programs.

The evaluations will analyze the School Improvement programs formatively to determine the extent the programs are implemented according to the approved applications and summatively, to determine if the programs are achieving the desired effect related to improving student achievement and school reform. In addition to student achievement and school reform, the evaluations will examine information related to parent involvement, professional development, and teacher quality.

The evaluations will utilize best practices for procedural analysis and implement the plans which create strategies with the greatest chance of being useful, feasible, ethical, and accurate.

Generally, four steps will be followed while conducting the program evaluation:

1. Data Collection
2. Data Analysis
3. Drawing Conclusion, Making Inferences and Generalizations
4. Developing Recommendations

Comment	Evaluation Activities	Estimated Hours for Completion
	Collect and analyze student performance data from all district assessments in the student data warehouse (access will be granted by RECIPIENT for participating schools.)	
	Collect and analyze student performance data on Florida Standards Assessment (FSA) and/or End of Course Exams (EOC) for all participating schools.	
	Collect and analyze student performance on other district assessments for participating schools.	
	Analyze student, teacher, and parent climate survey data for participating schools.	
	Develop summative evaluation questionnaires for completion by each school and central office.	
	Analyze summative evaluation questionnaire responses,	
	Review the Title I, Part A, Title II, Title IX, and School Improvement Grant UniSIG approved applications to determine the specific components being evaluated.	
	Conduct interviews with district and school level instructional personnel to assess the degree to which the projects were implemented with fidelity.	

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7i

DATE OF SCHOOL BOARD MEETING: July 23, 2019

TITLE OF AGENDA ITEM: Approval of Agreement with Lamier Technical Services

DIVISION:

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

PURPOSE AND SUMMARY OF ITEM:

Contractor will provide professional computer technology services and maintenance for federal digital inventory. Contract will also include operation, maintenance, and staff training of APLazer, zSpace 3D computers, and other 3D technology. Contract will include, but is not limited to: technical services with hardware and software installation, imaging and configuration, and 3-D and Laser training and maintenance. The contractor shall receive assignments from the Superintendent, Director of Media and Technology, and Director of Federal Programs to ensure maintenance and imaging of digital educational products are being made ready for classroom/office use to support digital operations and curriculum of Title I schools.

FUND SOURCE: Federal

AMOUNT: \$66,000

PREPARED BY: Rose Raynak

POSITION: Director

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT’S SIGNATURE: page(s) numbered _____

CHAIRMAN’S SIGNATURE: page(s) numbered _____

REVIEWED BY: _____

School Board of Gadsden County, Florida
RENEWAL CONTRACTUAL AGREEMENT
Fiscal Years: 2019-2020

This contractual AGREEMENT is made between the School Board of Gadsden County, Florida, 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 Eric Rodriguez, DBA Lamier Technical Services a for-profit CONTRACTOR organized and existing with its principal place of operations at 9950 Hosford Hwy. Quincy, Florida 32351, 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 also agrees to be responsible for oversight, operation, and training of staff for the operation of APLazer and zSpace equipment and technologies. The district has limited technology staff to provide one-on-one training to staff for much of the very new technology (3-D computers, 3-D printers, interactive televisions, scheduling boards, Nooks, etc.) that require thorough knowledge of the technology to use, Lamier Technical Services has agreed to be trained by the companies furnishing these technologies in a train-the-trainer model and then come back to the district and schools and provide one-on-one trainings to district personnel upon request from the Superintendent, Director of MIS/IT, or Federal Program Director. The CONTRACTOR shall receive assignments collaboratively from the Director of Federal Programs, Director of Media and Technology, and the Superintendent to ensure maintenance and imaging of all district-owned digital equipment are being made ready for classroom and administrative use to support the digital operations of the Title I project. The CONTRACTOR will submit 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 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, 2019 and end on June 30, 2020 contingent upon the approval by school board and contingent upon approval and funding by the Florida Department of Education. The contract will be renewed annually by written agreement between the CONTRACTOR and the RECIPIENT based on Superintendent, School Board, and supervisors' 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 Completion	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.
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

Term	Definition
Capital	its estimated disbursement needs for a given initial period.

ARTICLE 5. PAYMENT

This is a professional services contract not to exceed the amount of \$66,000 (sixty-six thousand dollars) for responsibilities as outlined in this contract. In consideration for the work performed by CONTRACTOR, the RECIPIENT shall pay the CONTRACTOR at \$5,500 monthly 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 \$66,000 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). Total cost of the AGREEMENT is \$66,000.

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, as necessary.

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.



Mr. Eric Rodriguez, DBA
Lamier Technical Services

7/8/19

Date



Mr. Roger P. Milton
Superintendent of Schools

Date

Mr. Steve Scott
Chairman, Gadsden County School Board

Date

SUMMARY SHEET
RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7j
DATE OF SCHOOL BOARD MEETING: July 23, 2019

TITLE OF AGENDA ITEM: Approval of Agreement with PAEC for ELL Office
DIVISION:

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

PURPOSE AND SUMMARY OF ITEM:

This is a contracted out renewal contract with PAEC for continuing operation of the ESOL and Immigrant Programs. PAEC will provide all the staffing and deliverables for the ESOL/EL program required of GCPS for EL and Immigrant students. Florida Statute and Florida Consent decree require the district to provide staff to manage the requirements of the district program for ESOL/EL students. This contract pays PAEC to handle all of the operation, federal and state reporting, and federal and state monitoring of GCPS’ ESOL/EL program. Statutory requirements of the district to provide these services are included below.

Per Florida Statute 1003.56: Each district school board shall implement the following procedures:

- Develop and submit a plan for providing English language instruction for limited English proficient students to the Department of Education for review and approval.
- Identify limited English proficient students through assessment.
- Provide for student exit from and reclassification into the program.
- Provide limited English proficient students ESOL instruction in English and ESOL instruction or home language instruction in the basic subject areas of reading, mathematics, science, social studies, and computer literacy.
- Maintain a student plan.
- Provide qualified teachers.
- Provide equal access to other programs for eligible limited English proficient students based on need.
- Provide for parental involvement in the program.
- Each district school board’s program for limited English proficient students shall be evaluated and monitored periodically.

Since PAEC is a regional educational consortium under a school district fiscal agent, contracted by the legislature to provide competitive services to districts with less than 25,000 students, there is not a need to bid these services. The contract would fall under the purchasing exception (E) the purchase by the Board of educational services from a governmental agency within the state.

FUND SOURCE:	GENERAL REVENUE
AMOUNT:	\$78,000
PREPARED BY:	Rose Raynak
POSITION:	Director

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT’S SIGNATURE: page(s) numbered

CHAIRMAN’S SIGNATURE: page(s) numbered

REVIEWED BY:

School Board of Gadsden County, Florida
RENEWAL CONTRACTUAL AGREEMENT
Fiscal Year: 2019-2020

This contractual AGREEMENT is made between the School Board of Gadsden County, Florida, 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 Panhandle Area Educational Consortium (PAEC), an regional educational agency with their principal place of business at 753 West Boulevard, Chipley, FL 32428 for the purposes of providing English Language Learner (EL) Services to Gadsden County Public School EL students, families, and community stakeholders. The contractual AGREEMENT will establish uniform administrative requirements for the CONTRACTOR and the School Board of Gadsden County.

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 their agreement with the Superintendent and School Board of Gadsden County to provide EL language services in Gadsden County as further set forth below. The CONTRACTOR understands and agrees that all services contracted are to be performed solely by the CONTRACTOR and may not be subcontracted for or assigned without the prior written consent of the RECIPIENT.

The RECIPIENT and CONTRACTOR understand and agree that this AGREEMENT is valid only if approved by the Superintendent and School Board of Gadsden County. In addition, the RECIPIENT and CONTRACTOR understand and agree that continuation of this AGREEMENT is contingent upon provision of acceptable levels of service, positive academic results, approval from the School Board, and continued funding available through General Revenue dollars to fund the initiative.

ARTICLE 2. SCOPE OF SERVICES

The CONTRACTOR agrees to provide academic support, tutoring, mentoring, educational leadership, and professional experiences for Gadsden County EL students as specifically described in Appendix A. Broad areas of services with responsibilities further described in Appendix A include.

- Programmatic
- Staff
- Student and Family Services
- Professional Development
- Curriculum
- General

Any changes to the services above must be made by mutual AGREEMENT in writing with the Superintendent and Area Directors of Curriculum and Instruction.

ARTICLE 3. DURATION OF AGREEMENT

This AGREEMENT shall begin on the week of July 1, 2019 and end June 30, 2020 contingent upon the approval by the district School Board as stated in Article 1 above. As required by law,

this AGREEMENT shall be subject to review and renewal if performance is deemed satisfactory, and if the School Board and Superintendent approve.

(b). The CONTRACTOR shall begin performing the contract on the week of July 1, 2019 and finish the project by June 30, 2020.

ARTICLE 4. DEFINITIONS

Term	Definition
Advance	means a payment made by Treasury check or other appropriate payment mechanism to a 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.
Contract	means a procurement contract under an award or sub-award, and a procurement sub-contract under a RECIPIENT'S or CONTRACTOR'S contract. A contract shall be used when the principal purpose is acquisition of property or services for the direct benefit or use of the federal government and/or organization receiving financial assistance. .
Date of Completion	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 necessary, allocable, reasonable, and 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.
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.
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.
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. 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 sub-award does not create a sub-contractor relationship with contracted entity. Sub-awards are awarded to vendors for the procurement of goods and/or services.
Termination	means the cancellation of award, in whole or in part, under an AGREEMENT at any time prior to the date of completion.
Working Capital	means a procedure whereby funds are advanced to the RECIPIENT to cover its estimated disbursement needs for a given initial period.

ARTICLE 5. PAYMENT

The RECIPIENT shall pay the CONTRACTOR in two equal payments of \$39,000 (thirty nine thousand dollars) upon the receipt of invoices from the CONTRACTOR that include documentation describing the services rendered by the CONTRACTOR in support of the project for the period that the invoice covers. Invoices will require a minimum of fourteen (14) days to be processed for payment after an invoice has been approved for payment. In full and complete compensation for all services provided by the CONTRACTOR under this AGREEMENT, the RECIPIENT shall pay to **PAEC** the amount of no more than \$78,000.00 (seventy eight thousand dollars). Invoices shall be prepared and addressed to: Ms. Bonnie Wood, Director for Finance. Checks shall be made payable to **PAEC** and mailed to PAEC. The invoices will document the services provided, monthly activity logs, agendas and minutes of all meetings and workshops/activities, copies of curriculum developed, faculty/staff meetings monitoring student progress, sign-in sheets, and any other content material or lesson plans developed.

(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 \$78,000.00

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. ACCESS AND RETENTION OF RECORDS

The RECIPIENT shall have access to all CONTRACTOR'S records that are directly pertinent to this AGREEMENT. The CONTRACTOR will submit all academic records to the principals so that they can be retained for the required five (5) years after the RECIPIENT makes the final payment and all other pending matters are closed. The CONTRACTOR shall maintain accurate, current, and complete disclosure of all financial and/or activity results/records of the project in accordance with established Federal and District requirements.

ARTICLE 8. TERMINATION OF AGREEMENT

The parties hereto contemplate this contract to run for the duration of the grant award subject to annual review and renewal as required by law. Any party wishing to terminate this contract prior to its expiration date shall provide the other party with sixty (60) days written notice. Upon termination, the district shall be responsible for payment of all costs incurred by the CONTRACTOR in the performance of the AGREEMENT prior to termination.

ARTICLE 9. AMENDMENTS

Any changes must be mutually agreed upon and incorporated in written amendments to this AGREEMENT.

ARTICLE 10. INDEPENDENT CONTRACTOR

The CONTRACTOR is an independent agent and not an employee, sub-contractor, or agent of the RECIPIENT. The CONTRACTOR agrees to comply with all requirements of the Jessica Lunsford Act. The CONTRACTOR shall be acting as an independent CONTRACTOR in the performance of this AGREEMENT, and shall be responsible for the payment of claims for loss, personal injury, death, property damage, or otherwise arising out of any act or omission of their respective employees or agents in connection with the performance of the Services for which they may be held liable under applicable law. Each party shall maintain at its sole expense

adequate insurance or self-insurance coverage to satisfy its liability obligations under this AGREEMENT.

ARTICLE 11. NONDISCRIMINATION AND COMPLIANCE

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, or age in the performance of work.

ARTICLE 12. ADMINISTRATION OF AGREEMENT

- (a) The CONTRACTOR'S contract administrator and contact is Dr. Maria Pouncey, Administrator for Instructional Services and/or her designee.
- (b) The RECIPIENT contract administrator and contact is Ms. Rose Raynak, Director of Federal Programs and/or her designee.
- (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 13. 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, representations or AGREEMENTS on this subject.

CONFLICT OF INTEREST: As of the date of this AGREEMENT and throughout the term of this agreement, CONTRACTOR agrees that they are 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 its ability to fulfill the terms of the AGREEMENT.

ARTICLE 14. ENFORCEMENT

Jurisdiction for enforcement of this AGREEMENT shall lie in the courts of Gadsden County, Florida. Any action by a party for enforcement of this AGREEMENT shall be maintained in Gadsden County.

IN WITNESS WHEREOF, the School Board of Gadsden County, Florida and Panhandle Area Educational Consortium have executed this AGREEMENT.

Mr. John Selover
Executive Director, PAEC

Date

Mr. Roger P. Milton
Superintendent of Schools

Date

Mr. Steve Scott
Chairman, Gadsden County School Board

Date

Appendix A

Program Responsibilities for Contracted English Learner Services

Programmatic:

- Provide leadership, coordination and support of EL services to EL students to enhance opportunities for student growth and improved student academic performance.
- Development of a district 3-year English Learner (EL) Plan for Gadsden that has input from all EL stakeholders, including EL parents, teachers, and other relevant stakeholders as required by state and federal guidance.
- Develop Federal EL grant applications and serve as the district resource responsible for all reporting, auditing, monitoring, and implementation of EL programs, including Title III and Immigrant.
- Assist school centers in offering appropriate scope and sequence for all areas of responsibility.
- Review all EL files to ensure compliance for FTE audits; work closely with district leadership to ensure FTE audits are maximizing weighted funding by matching endorsed EL teachers with EL students at school sites.
- Provide direct services to ESOL, EL, Immigrant students in Gadsden County (i.e. after school teachers; tutors; summer school teachers, technology and/or programs used during ELL classes and/or tutorials, and supplies for students).
- Handle all written communications and recommendations required of the EL plan.
- Coordinate translations of school and district documents.
- If funding continues for the **Title III Immigrant** program provide: (A) family literacy, parent and family outreach, and training activities designed to assist parents and families to become active participants in the education of their children (B) provision of tutorials, mentoring, and academic or career counseling for immigrant children and youth; (C) identification, development, and acquisition of curricular materials, educational software, and technologies to be used in the program carried out with awarded funds. (D) basic instructional services that are directly attributable to the presence of immigrant children and youth in the district, including the payment of costs of providing additional classroom supplies, costs of transportation, or such other costs as are directly attributable to such additional basic instructional services; (E) other instructional services that are designed to assist immigrant children and youth to achieve in elementary schools and secondary schools in the United States, such as programs of introduction to the educational system and civics education; (F) activities, coordinated with community-based organizations, institutions of higher education, private sector entities, or other entities with expertise in working with immigrants, to assist parents and families of immigrant children.

Staff:

- Provide staff and data clerk necessary to ensure compliance for FTE audits, input all data entries, and comply with all paperwork for EL or Immigrant Audits.
- Supervise and evaluate EL staff to implement a successful EL program in the district, combining all responsibilities of EL state, federal, and local programs.
- Evaluate EL programs annually to determine trajectory for remaining on course with EL plans and district goals
- Establish an EL Committee to work in collaboration with district and school staff in providing the appropriate educational supports to EL students. Committee should meet as regularly as necessary to implement a quality program.
- Provide electronic networks and update Gadsden EL web pages on the www.gcps.k12.fl.us website with materials, training, and other EL communications.

Student Services:

- Outreach, identification, and testing of all second language students in Gadsden within 20 days of enrollment in the school district (compliance with Florida Consent Decree), assuring appropriate placement with ESOL endorsed and/or certified staff or in other appropriate district academic programs.
- Ensure equal access of EL students to a free and appropriate public education.
- Ensure equal access of EL families to services any parent in Gadsden County Public Schools would be entitled to.
- Align all placements with Gadsden Student Progression Plan.

- Align EL student services with school guidance counselors.
- Develop individual EL student plans that will be updated annually, or sooner as the situation dictates
- Monitor EL student progress and work with school administration to adjust individual EL plans as necessary for student academic success.
 - Progress monitoring tools should include student portfolios, state assessment scores, other criterion reference tests, ACCESS 2.0, report cards, classroom performance, and student progression reports.
- Maintain all appropriate student records, including entry and exit dates, test scores, EL committee meetings, and other EL related documents.
- Develop student study teams as necessary to assist EL students who need accommodations.
- Collaborate with district ESE staff to provide EL students with appropriate ESE services and/or accommodations.
- Purchase/provide materials and activities which address EL student needs as requested – supplies and materials will come from funding from Title III projects.
- Create necessary documentation for prior schooling and help students facilitate its receipt and delivery to Gadsden County schools.
- Translate student transcripts from foreign countries to equate listed courses with appropriate district courses
- Prepare appropriate correspondence in parent’s native language to provide notice of enrollment in the EL program as required by law.
- Facilitate all EL withdrawals and reenrollments, re-classifications, and/or reevaluations necessary
- Facilitate the implementation of an afterschool tutorial for EL students, in collaboration with school 21st Century Community Learning Center programs.
- Develop and implement a summer school program for EL students in partnership with 21st CCLC, Title I, Migrant, and other district public school summer programs.
- Provide services to EL families designed to improve the English language skills of EL students and that assist parents and families in helping their children to improve their academic achievement and their own parental engagement in the education of their children. Services include, but are not limited to: Family literacy services, parent and family outreach.
- Seek and provide as many opportunities as possible for EL students to receive scholarships and/or move into careers and college after graduation.

Professional Development:

- Organize and direct EL in-service programs, including the district 60-hour ESOL certification training, at no cost to district teachers, leaders, and guidance counselors.
- Train school personnel to conduct annual ACCESS 2.0 testing in the spring as well as assist in the schools during testing.
- Conduct at least three EL meetings (quarterly throughout the school year).
- Provide EL teachers opportunities to participate in PAEC EL professional development trainings at no cost to the district, coordinating training with Gadsden’s staff development office.
- Provide opportunities for parents to develop educational technology skills through family workshops.
- Provide targeted workshops to build parent educational skills in supporting their children.
- Attend and participate in local, regional, and state meetings and conferences representing EL populations and issues for the district.
- Provide translators for enrollment, IEP, and other school meetings as requested by parents, district, and/or school leaders/teachers.

Curriculum:

- Preview, evaluate, and recommend EL classroom materials as requested.
- Provide Superintendent and Area Directors of Curriculum with recommendations for EL curriculum and EL staff
- Coordinate EL educational programs with community organizations.
- Coordinate curriculum guides with EL teachers Promote strong parent, family, and community partnerships by offering language educational programs for parents, families, school staff, and communities of English Learners as required by the Every Child Succeeds Act (ESSA) of 2015.

General Responsibilities:

- Combine the existing PAEC Migrant Center in Gadsden County with the EL program to be operated as an English Learner/Migrant Resource Center to assist families with referrals and advocacy, as necessary and practicable.

- Participate in all interviews for EL teacher and paraprofessional candidates.
- Provide a link between and among district administrators, school centers, and community as necessary to ensure open and complete communication.
- Maintain a network of EL peer contacts in professional organizations.
- Assist in developing short and long-range plans for EL populations.
- Attend and contribute appropriate EL information to district leadership team and instructional leadership team meetings, as scheduled.
- Assist with the development of and facilitation of EL student and parent surveys to do needs assessments and collect parent input to make EL programs as customer friendly as possible for EL populations.
- Provide federal and state legislative updates as frequently as necessary to assist Gadsden leadership to make timely and high quality decisions about EL programs and services.
- Ensure that the district is in compliance with the Florida Consent Decree, programmatically and with staffing.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7k

DATE OF SCHOOL BOARD MEETING: July 23, 2019

TITLE OF AGENDA ITEM: 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 CONTINUATION of a current project, grant, etc.

PURPOSE AND SUMMARY OF ITEM:

This agreement among Gadsden School District, Capital Health Plan World Class Schools of Leon County, and Titus Sports Academy will provide the following:

The CHP Champions program will provide before, during, and afterschool 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.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Roger P. Milton

POSITION: Superintendent of Schools

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT’S SIGNATURE: page(s) numbered 12

CHAIRMAN’S SIGNATURE: page(s) numbered 12

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 _____, 2019, 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, 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 fourteen 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 2019-2020 school year which starts July 1, 2019 and ends June 30, 2020, 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:

1. **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.
- b. Disbursing CHP funds necessary to administer the *CHP Champions* program in accordance with this agreement and the annual budget;
- c. 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;
- e. 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;

- g. Ensuring that Titus maintain workers compensation/employers 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 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; 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.

4.2 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.

4.3 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.

4.4 WCS shall coordinate *CHP Champions* Advisory Committee meetings. In addition, WCS may also assist in preparing an annual report.

4.5 WCS shall provide any assistance reasonably requested by Titus in 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-to-day supervision of all staff, to include appropriate safety standards set forth by SBGC policy.
- b. 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 Gadsden County School Board Policies. Documentation of clearance will be provided to the Gadsden County School Board's Human Resource Department prior to the start of services.

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.

5.9 Titus shall maintain workers compensation/employers liability 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. **Protection of Proprietary and Confidential Information of Titus.**

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.

9. **Term of the Agreement.**

This Agreement shall commence on the date signed ("Effective Date") and shall end on June 30, 2020, unless earlier terminated pursuant to paragraph 10. This Agreement may be extended or renewed, upon written approval of the parties.

10. **Termination of Agreement.**

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 **Renegotiation or Modifications.** 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 **Severability.** 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 **Controlling Law.** 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 **Authority.** 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 **Integration.** 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.

**School Board of Gadsden County,
Florida**

By: _____

Roger P. Milton

Its: Superintendent

**School Board of Gadsden County,
Florida**

By: _____

Steve Scott

Its: School Board Chair

**World Class Schools, Inc., Greater
Tallahassee Chamber of
Commerce**

By: _____

Sue Dick

Its: President

Titus Sports Academy, LLC

By: _____

Adam Faurot

Its: President

Capital Health Plan

By: _____

John Hogan

Its: President

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 71

DATE OF SCHOOL BOARD MEETING: July 23, 2019

TITLE OF AGENDA ITEM: Dual Enrollment Articulation Agreement between Tallahassee Community College and Gadsden County Schools 2019-2020

DIVISION: Secondary Education


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

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

The purpose of this agenda item is to request board approval of the Dual Enrollment Articulation Agreement between the School Board of Gadsden County and Tallahassee Community College governing the enrollment of students for the 2019-2020 school term.

FUND SOURCE: FEFP

AMOUNT: Undetermined – based upon enrollment

PREPARED BY: Sylvia R. Jackson, Ed.D. 

POSITION: Area Director of Secondary Education/Adult, Career and Technical Education

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT’S SIGNATURE: page(s) numbered 15

CHAIRMAN’S SIGNATURE: page(s) numbered 15

2019 – 2020 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, 2020.

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 existing as of the start of the term set forth above.

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 the 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.

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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 upon request. 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.

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](#).

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 Coordinator.

Step 5: Submit the documents below prior to or during your meeting with the TCC Dual Enrollment Coordinator. Documents can be emailed to the TCC Dual Enrollment Coordinator 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 Coordinator, you will be registered for your TCC courses that are listed on your Permission to Register Form.

Application Process for Early Admission Students

Step 1: Complete [TCC online application](#).

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 Coordinator.

Step 6: Submit the documents below prior to or during your meeting with the TCC Dual Enrollment Coordinator. Documents can be emailed to the Dual Enrollment Coordinator 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 Coordinator, you will be registered for your TCC courses that are listed on your Permission to Register Form. The TCC Dual Enrollment Coordinator 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 Coordinator 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 Coordinator 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, F 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

Traditional 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, and ACT. Reading scores to test for dual enrollment eligibility.

Prior to May 1st, 2017

P.E.R.T.			
Reading	106		ENC 1101
Writing	103		
Mathematics	114-122		MAT 1033
Mathematics	123		MAC 1105, STA 2023, MGF 1106, MGF 1107
*SAT-I, The College Board			
Reading	440	24	ENC 1101
Writing and Language	N/A	25	ENC 1101
Mathematics	440	24	MAT 1033
Mathematics	550	28.5	MAC 1105, STA 2023, MGF 1106, MGF 1107
Enhanced ACT, American College Testing Program			
Reading	19		ENC 1101
English	17		
Mathematics	19-20		MAT 1033
Mathematics	21		MAC 1105, STA 2023, MGF 1106, MGF 1107

After May 1st, 2017

P.E.R.T.			
Reading	106		ENC 1101
Writing	103		
Mathematics	114-122		MAT 1033
Mathematics	123		MAC 1105, STA 2023, MGF 1106, MGF 1107
*SAT-I, The College Board			
Reading	440	24	ENC 1101
Writing and Language	N/A	25	ENC 1101
Mathematics	440	24	MAT 1033
Mathematics	470	25.5	MAC 1105, STA 2023, MGF 1106, MGF 1107
Enhanced ACT, American College Testing Program			
Reading	19		ENC 1101
English	17		

Mathematics	19-20	MAT 1033
Mathematics	21	MAC 1105, STA 2023, MGF 1106, MGF 1107

Students must provide official score reports to TCC for ACT and/or SAT, 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.

***As of May 1, 2017, TCC will accepted the updated SAT scores. TCC has adjusted its scores based on the SAT redesign.**

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 and English and Reading.

Students who wish to enroll in dual enrollment prior to completing the 10th grade will be required to place into college-level Mathematics and English and 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 completing the 10th grade school year 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.

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 2.0 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 2.0 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 <http://www.fldoe.org/articulation/pdf/DEList.pdf> . 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

N/A

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 Academic Affairs designee.

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 Academic Affairs designee.

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 2nd 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.

2019-2020 Deadlines for High Schools:

Due Date	Activity	Responsible Party
June 14 th , 2019 (Noon)	Last Day for students to submit all paperwork <u>and</u> test scores for enrollment in Summer 2017 B session	High school
July 23 rd , 2019	Last Day to Withdraw a student from Summer 2018 B session (use withdrawal form)	
August 9 th , 2019	Last Day for students to submit all paperwork <u>and</u> test scores for enrollment in Fall 2019 semester. This includes registration for courses on the high school campus.	
August 26 th , 2019 (Noon)	TCC First Day of Class	
August 30 th , 2019	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
November 5 th , 2019	Last Day to Withdraw a student (use withdrawal form)	
November 8 th , 2019	Deadline to make changes to course offerings at the high school for Spring 2020. Deadline to identify instructors.	High school
December 6 th , 2019	TCC Last Day of Class	
December 6 th , 2019 (Noon)	Deadline for students to submit paperwork for Spring 2020	

	(applications, test scores, permission to register forms)	
December 16 th , 2019	Deadline to submit grades to TCC	High school
December 18 th , 2019	TCC Transcripts will be delivered to high schools	TCC
January 8 th , 2020	TCC First Day of Class	
January 14 th , 2020	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
March 9 th , 2020	Deadline to Submit "Course Request for Dual Enrollment" Form for 2017-2018.	High school
March 27 th , 2020	Last Day to Withdraw a student	High school
April 24 th , 2020	TCC Last Day of Class	
May 4 th , 2020	Deadline to submit grades to TCC	High school
May 7 th , 2020	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 [TCC application](#) 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.
2. 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.
3. 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 Academic Affairs designee 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

Per 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 2019-2020 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 2020 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 21 business days of TCC's Census date which is normally after the 5th day of class each semester.

A second invoice may be generated for all students who enroll in an express session if that student is not included in the main session invoice.

The school district is responsible for any student who fails to withdraw after the add/drop period.

Before invoicing, each district will need to verify enrollment. Once verification has occurred, there will be no changes to the invoices.

XV. Responsibilities for Student Transportation

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

XVI. Responsibilities for services and resources that are available to students with disabilities

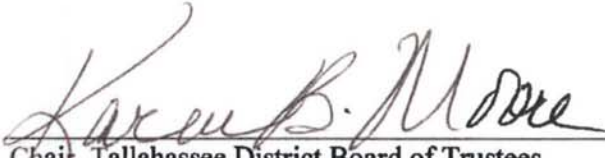
By this agreement, Section 1007.271(25), F.S., requires that the dual enrollment articulation agreement include services and resource that are available to students with disabilities who register for dual enrollment.

Tallahassee Community College provides services and facilities accessible to, and usable by, all qualified students with disabilities. The college will assure educational access by providing reasonable and appropriate accommodations to those students who provide the proper documentation. An Individual Education Program (I.E.P) filed with the student's home school will suffice as appropriate documentation to receive necessary accommodations.

The college provides physical, academic, and program access including: Extended time testing, Note-taking Services, Reader Services, Recorders, Audio Books via LearningAlly.org, E-Texts, Adaptive technology, Math accommodations, Sign Language interpreters, and Spelling accommodations.

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.

6/17/19
Date


Chair, Tallahassee District Board of Trustees,
Tallahassee Community College, Florida

6/17/19
Date


President, Tallahassee Community College

Date

Chair, School Board of Directors
Gadsden County School Board

Date

Superintendent, Gadsden County School District

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7m

DATE OF SCHOOL BOARD MEETING: July 23, 2019

TITLE OF AGENDA ITEM: Collegiate High School Program Agreement 2019-2020

DIVISION: Secondary Education

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

PURPOSE AND SUMMARY OF ITEM:

(Type and Double Space)

The purpose of this agenda item is to request board approval of the Collegiate High School Program Agreement between the School Board of Gadsden County and Tallahassee Community College governing the enrollment of students for the 2019-2020 school term.

FUND SOURCE: FEFP

AMOUNT: NA

PREPARED BY: Sylvia R. Jackson, Ed.D.



POSITION: Area Director of Secondary Education/Adult, Career and Technical Education

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ 1 _____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 6

CHAIRMAN'S SIGNATURE: page(s) numbered 6

COLLEGIATE HIGH SCHOOL PROGRAM

Tallahassee Community College and Gadsden County School Board

Introduction

The Collegiate High School Program Contract, as required by Section 1007.273(3), 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 be June 1, 2019 until May 31, 2020. Students may enroll in the Summer 2018 B Session.

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.

I. A ratification or modification of all existing collegiate high school agreements

This agreement replaces any agreement between TCC and the School Board regarding the Collegiate High School Program Contract existing as of the start of the term set forth above.

II. Identify grade levels to be included in the collegiate high school program

Eligible grades 11 and 12 students shall have access to the Collegiate High School Program. Qualified students may begin taking courses during the Summer B term immediately following the conclusion of their sophomore year. Other grade levels would need written permission from the Assistant Superintendent for Academic Services.

III. Description of the collegiate high school program, including the delineation of courses and industry certifications offered, including online course availability; high school and college credits earned for each postsecondary course completed and industry certifications earned; student eligibility criteria; and the enrollment process and relevant deadlines

The program will allow eligible students to complete a minimum of 30 credit hours. All TCC courses listed on the 2019-2020 State Board of Education Dual Enrollment Equivalency List are available to students. Appendix A lists the courses available to

students, high school credit, and college credit earned for each course. Students may take courses on the main campus of TCC, on the High School campus, and/or online.

Industry Certifications

TCC courses leading to industry certifications are available to students. The courses are listed in Appendix B.

Students who earn industry certifications in high school may be eligible to earn college credit for the industry certification. The industry certification must have been earned in the past 18 months at the time the student enrolls in the Collegiate High School Program. Appendix B contains a list of the college credit that is available for industry certifications earned in high school.

Student Eligibility

- Students must have a 3.5 unweighted high school GPA. A GPA waiver will be given to students with a 3.25 to 3.49 unweighted high school GPA at the discretion of the high school principal or designee. The GPA waiver form must be completed and signed by the high school principal or designee at the time the Collegiate High School Program application is submitted.
- Students must be college ready in reading, writing, and mathematics based on eligible scores, as outlined by the Florida Department of Education, on the PERT, ACT, or SAT. Scores must be less than two years old at the time of enrollment.
- Students must maintain a 3.5 unweighted high school GPA to remain in the program. Students with a GPA waiver form must maintain an unweighted high school GPA between 3.25 and 3.49 to remain eligible. A waiver form is required each semester a student's high school GPA falls below 3.5.
- Students must maintain a 3.0 TCC GPA and a 75% successful completion rate in order to remain in the program.
- Any exceptions to the aforementioned eligibility stipulations must be mutually agreed upon by the Assistant Superintendent for Academic Services for the District and the College's designee.

Enrollment Process

- Students must submit a TCC College Application.
- Students must submit a TCC Collegiate High School Program Application.
- Students must submit an official high school transcript.
- Students must submit official PERT, ACT, or SAT test scores.
- Students must submit a signed student performance contract.
- Students and parents must complete an advising session.

Deadline

- Applications and supporting documents are due by August 20, 2019.

IV. Description of the methods, medium, and process by which students and their parents are annually informed about the availability of the collegiate high school program, the return on investment associated with participation in the program, and the information described in paragraphs (I) and (II)

TCC will work collaboratively with the School Board to jointly provide information to students and their parents through information sessions. TCC will also provide information via the TCC website and through flyers. TCC shall work with the high school to communicate directly with parents and students about the Collegiate High School Program.

The return on investment associated with participation in the program will be listed in a flyer. The flyer will show that students have the opportunity to earn 30 credit hours at no cost to the student. Traditional college students pay \$100.83 per credit hour which is \$3,024.90 for a total of 30 credit hours. The average cost of textbooks is \$150.00 per course which is covered by the high school.

V. Identification of the delivery methods for instruction and the instructors for all courses

All online courses and main campus courses that are included in Appendix A are available to the Collegiate High School Program students. All TCC instructors teaching online and main campus courses will be eligible to deliver instruction to the Collegiate High School Program students.

Courses that are offered on the high school campus will be taught by high school instructors who meet TCC's faculty credentials for teaching college level courses and have been interviewed by and approved by the appropriate TCC Dean or in some cases by TCC instructors. A list of the high school instructors is provided in Appendix C. Specific instructors may not be established at the time of this Agreement. Thus, an addendum to this Agreement will be added for each semester to specify high school course instructors.

VI. Identification of student advising services and progress monitoring mechanisms

TCC shall provide advising services to students participating in the Collegiate High School Program. TCC will designate a specific advisor to work with each student in the Collegiate High School. TCC will also work collaboratively with high school guidance counselors to provide guidance to students. TCC and the high school guidance counselors will jointly work to monitor the progress of students. TCC will use TCC's Starfish System to provide early alerts and progress surveys for students in the Collegiate High School Program. Both TCC and the School Board will ensure that students and their parents understand the amount of work necessary to succeed in college courses

VII. Description of a program review and reporting mechanism regarding student performance outcomes

TCC's Office of Institutional Effectiveness will provide an annual program review. TCC's Office of Institutional Effectiveness will also provide relevant data regarding student performance outcomes annually to appropriate college and high school personnel. TCC's Office of Academic Affairs will monitor and ensure quality and consistency.

TCC's Office of Academic Affairs will ensure that all faculty are evaluated during the academic year. An academic dean or designee will make a classroom visit after which a written evaluation will be provided to the Collegiate High School Program faculty member for his/her signature. The evaluation will be maintained on file by TCC.

VIII. Terms of funding arrangements to implement the collegiate high school program

Collegiate High School Program students shall be exempt from paying registration, matriculation, and laboratory fees.

Textbook Costs & ADA Accommodation Costs

Textbooks and electronic access to 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 Collegiate High School Program students with disabilities taking courses on TCC's campus will be covered by TCC. The costs of ADA accommodations for Collegiate High School Program students with disabilities taking courses on the high school campus will be covered by the School Board.

Standard Tuition Rate

According to 1007.273(6) and 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 2019-2020 is \$71.98 per credit hour and \$2.33 per contact hour for career certificate programs. The rate will be charged for courses taking place on TCC's main campus, TCC's educational centers, and distance learning courses.

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

TCC will use the fees collected to enhance the Collegiate High School Program. TCC will promote Collegiate High School Program participation, increase capacity, and

enrich the quality of services associated with the Collegiate High School Program. The School Board's payment of tuition to TCC will increase the number of counselors available to the Collegiate High School Program in order 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 Collegiate High School Program courses 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 Collegiate High School Program offered at the high school. Schools can assist TCC by recommending qualified School Board instructors for consideration for teaching Collegiate High School Program courses offered at the high school.

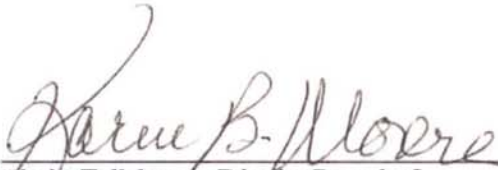
TCC regularly uses high school faculty to teach both dual enrollment and regular TCC courses and incorporates training, mentoring, and assessment of these faculty into its regular adjunct program. Therefore, TCC's costs associated with instruction occurring on the high school site by TCC approved high 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

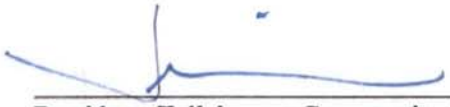
TCC will invoice the School Board for financial obligations within 21 business days of TCC's Census date which is normally after the 5th day of class each semester.

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 1007.273, F.S., Collegiate High School Program Contract.

6/17/19
Date


Chair, Tallahassee District Board of Trustees, Tallahassee Community College, Florida

6/17/19
Date


President, Tallahassee Community College

Date

Chair, Gadsden County School Board

Date

Superintendent, Gadsden County School District

Appendix A

2019-2020 Dual Enrollment Course – High School Subject Area Equivalency List for Tallahassee Community College Courses

This list should not be interpreted as the total number of dual enrollment courses available. Current law allows for any course in the Statewide Course Numbering System, with the exception of remedial courses and Physical Education skills courses, to be offered as dual enrollment. Three-credit (or equivalent) postsecondary courses taken through dual enrollment that are not listed below shall be awarded at least 0.5 high school credits (postsecondary courses offered for fewer than three (3) credits may earn less than 0.5 high school credit), either as an elective or subject area credit as designated in the local dual enrollment articulation agreement.

Any upper-level (3000-4000) postsecondary course that uses as a prerequisite one of the courses on this list that are awarded 1.0 high school credit shall also receive 1.0 high school credit.

ENGLISH

TCC Course	TCC Course Title	TCC Credit Hours	High School Graduation Subject Requirement Satisfied	High School Credit Awarded
AML2301	Major American Writers	3	English	1.0
ENC1101	College Composition	3	English	1.0
ENC1102	Argument and Persuasion	3	English	1.0
ENL2000	British Literature	3	English	1.0
LIT2100	Masterpieces of World Literature	3	English	1.0

FOREIGN LANGUAGE

Foreign Language Courses: All four-credit foreign language courses (including American Sign Language), shall be awarded one full high school elective credit. Courses offered for three credits are awarded at least 0.5 high school elective credit.

TCC Course	TCC Course Title	TCC Credit Hours	High School Graduation Subject Requirement Satisfied	High School Credit Awarded
FRE1120	Elementary French I	4	Elective: Foreign Language	1.0
FRE1121	Elementary French II	4	Elective: Foreign Language	1.0
GER1120	Elementary German I	4	Elective: Foreign Language	1.0
GER1121	Elementary German II	4	Elective: Foreign Language	1.0
ITA1120	Beginning Italian I	4	Elective: Foreign Language	1.0
ITA1121	Beginning Italian II	4	Elective: Foreign Language	1.0
LAT1120	Beginning Latin I	4	Elective: Foreign Language	1.0
LAT1121	Beginning Latin II	4	Elective: Foreign Language	1.0
SPN1120	Elementary Spanish I	4	Elective: Foreign Language	1.0
SPN1121	Elementary Spanish II	4	Elective: Foreign Language	1.0
SPN2220	Intermediate Spanish	4	Elective: Foreign Language	1.0
SPN2240	Intermediate Conversational Spanish I	3	Elective: Foreign Language	1.0

MATHEMATICS

TCC Course	TCC Course Title	TCC Credit Hours	High School Graduation Subject Requirement Satisfied	High School Credit Awarded
MAC1105	College Algebra	3	Mathematics	1.0
MAC1114	Precalculus Trigonometry	3	Mathematics	1.0
MAC1140	Precalculus Algebra	3	Mathematics	1.0
MAC1147	Precalculus Algebra and Trigonometry	5	Mathematics	1.0
MAC2233	Calculus for Management	3	Mathematics	1.0
MAC2311	Calculus with Analytic Geometry I	5	Mathematics	1.0

MAC2312	Calculus with Analytic Geometry I	5	Mathematics	1.0
MAC2313	Calculus with Analytic Geometry I	4	Mathematics	1.0
MAP2302	Differential Equations	3	Mathematics	1.0
MGF1106	Mathematics for Liberal Arts I	3	Mathematics	1.0
MGF1107	Mathematics for Liberal Arts II	3	Mathematics	1.0
STA2023	Introductory Statistics	3	Mathematics	1.0
STA2122	Introduction to Applied Statistics	4	Mathematics	1.0

PERFORMING AND FINE ARTS

Subject area credit in Performing/Fine Arts is awarded for approved courses regardless of whether a lab is taken with the course.

All performing fine arts courses must be taken for 3.0 or more college credit hours in order to be guaranteed 0.5 high school credits.

TCC Course	TCC Course Title	TCC Credit Hours	High School Graduation Subject Requirement Satisfied	High School Credit Awarded
ARH2050	Introduction to Art History and Art Criticism I	3	Performing/Fine Arts	0.5
ARH2051	Introduction to Art History and Art Criticism II	3	Performing/Fine Arts	0.5
ARH2500	Non-Western Art History	3	Performing/Fine Arts	0.5
ART1150C	Introduction to Jewelry Making	3	Performing/Fine Arts	0.5
ART1202C	Design I	3	Performing/Fine Arts	0.5
ART2203C	Introduction to Design II	3	Performing/Fine Arts	0.5
ART1205C	Color: Theory and Practice	3	Performing/Fine Arts	0.5
ART1300C	Drawing I	3	Performing/Fine Arts	0.5
ART2301C	Drawing II	3	Performing/Fine Arts	0.5
ART1330C	Figure Drawing	3	Performing/Fine Arts	0.5
ART1340C	Beginning Illustration	3	Performing/Fine Arts	0.5

ART2400C	Introduction to Printmaking	3	Performing/Fine Arts	0.5
ART2500C	Painting I	3	Performing/Fine Arts	0.5
ART2501C	Painting II	3	Performing/Fine Arts	0.5
FIL2000	Film Appreciation	3	Performing/Fine Arts	0.5
FIL1031	History of Film I	3	Performing/Fine Arts	0.5
GRA1103C	Computer Based Design I	3	Performing/Fine Arts	0.5
MUH2011	Introduction to Music History	3	Performing/Fine Arts	0.5
MUL1110	Music Appreciation	3	Performing/Fine Arts	0.5
PGY2401C	Darkroom Photography	3	Performing/Fine Arts	0.5
PGY2801C	Photoshop	3	Performing/Fine Arts	0.5
SPC1017	Fundamentals of Interpersonal Communication	3	Performing/Fine Arts	0.5
SPC1062	Business and Professional Speaking	3	Performing/Fine Arts	0.5
SPC2608	Public Speaking	3	Performing/Fine Arts	0.5
THE1000	Introduction to the Theatre	3	Performing/Fine Arts	0.5
TPP2110	Fundamentals of Acting	3	Performing/Fine Arts	0.5
TPP2111	Advanced Acting	3	Performing/Fine Arts	0.5
DAA1100	Contemporary Dance	1	Performing/Fine Arts	0.5
DAA1101	Contemporary Dance II	1	Performing/Fine Arts	0.5
DAA1200	Ballet I	1	Performing/Fine Arts	0.5
DAA01201	Ballet II	1	Performing/Fine Arts	0.5
MUN1310	College Choral	1	Performing/Fine Arts	0.5
MUN1340	Vocal Ensemble	1	Performing/Fine Arts	0.5

PHYSICAL EDUCATION

Please note: These courses only satisfy personal fitness, students must still complete another 0.5 credit physical education elective course to complete the 1.0 credit physical education graduation requirement.

TCC Course	TCC Course Title	TCC Credit Hours	High School Graduation Subject Requirement Satisfied	High School Credit Awarded
HSC1100	Concepts of Positive Living	3	Physical Education: Personal Fitness	0.5
HUN2270	Introduction to Sports Nutrition	3	Physical Education: Personal Fitness	0.5

SCIENCE

Criteria for Awarding High School Subject Area Credit in Science:

- Since all high school science courses (with lab) are awarded 1.0 high school science credits, then all college-level dual enrollment science courses (with lab) will be awarded 1.0 high school science credits.

- College-level dual enrollment science course taken without a lab component will be awarded 0.5 high school science credits.

- Note: Section 1003.428(2)(a)3, Florida Statutes, states that high school graduation requirements include successful completion of “Three credits in science, two of which must have a laboratory component.” Regardless of the number of science credits earned through dual enrollment, the requirement of two sciences with a lab component must be met to graduate.

Section 1003.428, Florida Statutes, requires three credits in science. One of the three credits must be Biology I or a series of courses equivalent to Biology I, one credit must be chemistry or physics or a series of courses equivalent to chemistry or physics, and one credit must be an equally rigorous course.

Biology I. Faculty reviewers have determined that the content in the sequence of BSCx010 and BSCx011 is comparable to the standards for Biology I and, therefore, may be used as preparation for the associated End-of-Course (EOC) assessment. BSCx010 and BSCx011 each may be assigned as an “equally rigorous” science course, but both must be completed for equivalency to Biology I and as preparation for Biology I EOC.

TCC Course	TCC Course Title	TCC Credit Hours	High School Graduation Subject Requirement Satisfied	High School Credit Awarded
AST1002	Introduction to Astronomy	3	Equally Rigorous	0.5
BOT1000	Plant Science	3	Equally Rigorous	0.5
AST1002	Introduction to Astronomy	3	Equally Rigorous	0.5
BSC1005	Introduction to the Biological Sciences	3	Equally Rigorous	0.5
BSC1005/ BSC1005L	Introduction to the Biological Sciences plus Lab	4	Equally Rigorous	1.0
BSC2010	Biology for Science Majors I	3	Biology I (with BSCX011) or Equally Rigorous	0.5
BSC2010/ BSC2010L	Biology for Science Majors I plus Lab	4	Biology I (with BSCX011) or Equally Rigorous	1.0
BSC2011	Biology for Science Majors II	3	Biology I (with BSCX010) or Equally Rigorous	0.5
BSC2011/ BSC2011L	Biology for Science Majors II plus Lab	4	Biology I (with BSCX010) or Equally Rigorous	1.0
BSC1020	Introduction to Human Biological Sciences	3	Equally Rigorous	0.5
BSC1050	Environmental Systems	3	Equally Rigorous	0.5
BSC1084C	Human Biology: Essentials of Anatomy and Physiology	4	Equally Rigorous	1.0
BSC2085	Anatomy and Physiology I	3	Equally Rigorous	0.5
BSC2085/ BSC2085L	Anatomy and Physiology I plus Lab	4	Equally Rigorous	1.0
BSC2086	Anatomy and Physiology II	3	Equally Rigorous	0.5
BSC2086/ BSC2086L	Anatomy and Physiology II plus Lab	4	Equally Rigorous	1.0
BSC2250C	Field Biology of Florida with Lab	4	Equally Rigorous	1.0
CHM1020	Chemistry for General Education	3	Equally Rigorous	0.5
CHM1030	General Chemistry for Allied Health	3	Equally Rigorous	0.5
CHM1030/ CHM1030L	General Chemistry for Allied Health plus Lab	4	Equally Rigorous	1.0
CHM1045	General Chemistry I	3	Equally Rigorous	0.5

CHM1045/ CHM1045L	General Chemistry I plus Lab	4	Equally Rigorous	1.0
CHM1046	General Chemistry II	3	Equally Rigorous	0.5
CHM1046/ CHM1046L	General Chemistry II plus Lab	4	Equally Rigorous	1.0
CHM2210	Organic Chemistry I	3	Equally Rigorous	0.5
CHM2210/ CHM2210L	Organic Chemistry I plus Lab	4	Equally Rigorous	1.0
CHM2211	Organic Chemistry II	3	Equally Rigorous	0.5
CHM2211/ CHM2211L	Organic Chemistry II plus Lab	4	Equally Rigorous	1.0
ESC1000	Earth and Its Environment	3	Equally Rigorous	0.5
ESC1000/ ESC1000L	Earth and Its Environment plus Lab	4	Equally Rigorous	1.0
GLY1030	Environmental Geology	3	Equally Rigorous	0.5
GLY2010	Physical Geology	3	Equally Rigorous	0.5
GLY2010/ GLY2010L	Physical Geology plus Lab	4	Equally Rigorous	1.0
MCB2004	General Microbiology	3	Equally Rigorous	0.5
MCB2004/ MCB2004L	General Microbiology plus Lab	4	Equally Rigorous	1.0
MET1010	Meteorology	3	Equally Rigorous	0.5
OCE1001	Introduction to Oceanography	3	Equally Rigorous	0.5
PHY1020	Energy and Its Environmental Effects	3	Equally Rigorous	0.5
PHY1053	Elementary College Physics	3	Equally Rigorous	0.5
PHY1053/ PHY1053L	Elementary College Physics plus Lab	4	Equally Rigorous	1.0
PHY1054	Elementary College Physics II	3	Equally Rigorous	0.5
PHY1054/ PHY1054L	Elementary College Physics II plus Lab	4	Equally Rigorous	1.0
PHY2048	General Physics I	4	Equally Rigorous	0.5
PHY2048/ PHY2048L	General Physics I plus Lab	5	Equally Rigorous	1.0
PHY2049	General Physics II	4	Equally Rigorous	0.5
PHY2049/ PHY2049L	General Physics II plus Lab	5	Equally Rigorous	1.0
PSC1121	Introduction to Physical Sciences	3	Equally Rigorous	0.5

SOCIAL STUDIES

Social studies requirements for high school graduation in Florida are prescribed by statute. Unless indicated on the list below, **all college social science courses taken through dual enrollment receive elective credit.**

United States History. Faculty reviewers have determined that the content in the sequence of AMHx010 and AMHx020 is comparable to the standards for United States History and, therefore, may be used as preparation for the associated End-Of-Course (EOC) assessment. For any other AMH course or set of courses taken through dual enrollment, the school district and postsecondary institution may determine if that course or set of courses may be used as preparation for the U.S. History EOC. The AMH courses on this list, or those designated by the school district, may each satisfy 0.5 U.S. History credits toward high school graduation.

Economics. Section 1003(4282(3)(d), FS, requires one-half credit in economics, which must include financial literacy. The district and college will determine if the local postsecondary economics course meets this requirement.

TCC Course	TCC Course Title	TCC Credit Hours	High School Graduation Subject Requirement Satisfied	High School Credit Awarded
AMH2010	History of the United States I	3	Social Studies: United States History (EOC)	0.5
AMH2020	History of the United States II	3	Social Studies: United States History (EOC)	0.5
AMH1041	American Experience I	3	Social Studies: United States History	0.5
AMH1050	American Experience II	3	Social Studies: United States History	0.5
POS1041	National Government	3	Social Studies: United States Government	0.5
WHO2012	History of Civilization I	3	Social Studies: World History	0.5
WHO2022	History of Civilization II	3	Social Studies: World History	0.5

PRACTICAL ARTS AND CAREER CREDIT

All postsecondary courses taken through dual enrollment for three credits or higher that are part of a postsecondary career/technical program of study (Technical Certificate, Advanced Technical Certificate, ATD, AAS, AS) shall be awarded at least 0.5 elective credits toward high school graduation.

Appendix B

Industry Certifications	State & TCC Articulated Pathway		
	Course ID	Credit Hours	Notes
LH, LCHS: Administrative Assisting/ Intro to Computer Technology to Office Administration A.S (#2107).; Office Management CCC (#6334)			
Microsoft Office Master MICRO017	CGS2100 Microcomputer Applications for Business	3	
MOS Microsoft Office Word 2010 /2013	CTS1220C MS Specialist Word	3	
MOS Microsoft Office PowerPoint 2010/2013	CTS1230C MS Specialist PowerPoint	3	
MOS Microsoft Office Excel 2010/2013	CTS2225C MS Specialist Excel	3	
MOS Microsoft Office Access 2010/2013	CTS2401C MS Specialist Access	3	
RHS: Allied Health Assisting to Emergency Medical Services Technology A.S. (#2104); Emergency Medical Technician CCC (B312)			
CPR, Emergency Medical Responder EMR NREMT001	HSC2531 Medical Terminology	3	
	TBD	3	
	EMS1059C First Responder Credential	3	
CHS: Criminal Justice to Criminal Justice Technology A.S. (#2138)			
IC3 certification	CGS1060 Computer and Internet Literacy	3	
Program Completion	CCJ1020 The Criminal Justice System	3	
CHS, GHS, LHS, LCHS, SAIL: Digital Design to Graphic Design Technology A.S. (#2125)			
CIW Master Designer PROSO004	Professional Elective TBD	3	
IC3 certification	CGS1060 Computer and Internet Literacy	3	
Adobe Certified Associate	Program Courses TBD (GRA1131C proposed)	Up to 6	
LCHS: Early Childhood Education to Early Childhood Development, Education and Management A.S. (#2123)			
Child Development Associate CPREC001, FCCPC	EEC1308 Education of the Young Child	3	
	EDF1004 Educational Field Experience	3	
	EEC1907 Directed Observation and Participation	3	
GHS: Engineering Technology/Computer Integrated Manufacturing to Drafting and Design A.S.(#2135); Engineering Technology A.S. (#2163)			
Autodesk Certified User - AutoCAD ADESK002	ETD1320 Introduction to CAD	3	

Appendix C

All TCC Faculty will be teaching Collegiate High School Program students taking courses online or on TCC's Main Campus.

Courses taught on the high school campus consist of the following:

Course	Instructor	Delivery Method

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8a

DATE OF SCHOOL BOARD MEETING: July 23, 2019

TITLE OF AGENDA ITEM: Solid Waste and Cardboard Recycle Service Agreement

DIVISION: Facilities

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

PURPOSE AND SUMMARY OF ITEM: Request for School Board approval to extend the agreement for the 2019-2020 fiscal year with WastePro for solid waste and recycle cardboard collection at referenced sites.

FUND SOURCE: 110

AMOUNT: \$128,779.08

PREPARED BY: Bill Hunter

POSITION: Director of Facilities

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

N/A Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered N/A

CHAIRMAN'S SIGNATURE: page(s) numbered N/A

REVIEWED BY: _____



DEPARTMENT OF FACILITIES
THE SCHOOL BOARD OF GADSDEN COUNTY

Roger P. Milton
Superintendent


William B. Hunter
Director of Facilities

805 South Stewart Street
Quincy, Florida 32351
Main: (850) 627-9888
Fax: (850) 875-8795

Email: hunterw@gcpsmail.com

"Putting Children First"

MEMORANDUM

Date: July 8, 2019
To: Bill Hunter, Director of Facilities
From: Amy O'Donnell, Secretary
Facilities Department 
Re: Inquiry on Cardboard Recycling

Beginning July 1, 2019, Waste-Pro will be charging \$100.00 per month for each location for a once a week pick up of each recycle cardboard bin. The charge for the same service for solid waste is \$193.25. The District currently has recycle cardboard bins at the following locations:

1. Gadsden County HS
2. Havana Magnet
3. Carter Parramore Academy
4. Stewart Street Elementary
5. Warehouse
6. Shanks Middle School
7. West Gadsden Middle
8. Greensboro Elementary
9. George Munroe Elementary
10. Max Walker Administration Building
11. Gadsden Elementary Magnet

Mr. Todd Mitchell, the Division Manager for Waste Pro-Tallahassee, confirmed that Waste Pro currently only provides recycle pick up and hauling services for cardboard to the Gadsden School District. Waste-Pro transports this cardboard to Marpan Recycling in Tallahassee where Marpan bales the cardboard and sells it to facilities that use it to make various products from recycled cardboard. Per the Marpan website, they currently do not charge a fee to accept clean cardboard.

The Leon County School District currently works cooperatively with the City of Tallahassee to collect and haul single stream recycleables (aluminum, paper including cardboard and plastics) to Marpan Recycling. The School District rents containers from Marpan Recycling. The City provides these hauling services rather than Waste-Pro.

Staff contacted Baldwin Container Company and inquired if they would be interested in providing services and they stated that at this time they were not interested.

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

Steve Scott
DISTRICT NO. 2
QUINCY, FL 32351
HAVANA, FL 32333

Leroy McMillan
DISTRICT NO. 3
CHATTAHOOCHEE, FL 32324
GREENSBORO, FL 32330

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

Tyrone D. Smith
DISTRICT NO. 5
QUINCY, FL 32351



June 13, 2019

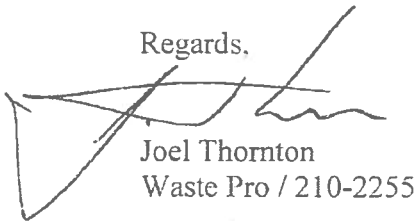
William Hunter
Director of Facilities
35 Martin Luther King, Jr. Blvd
Quincy, FL 32351

Dear Mr. Hunter;

1. The only VIP LEASE you have is Stewart Street. It is valid till February 23, 2022. The other VIPS can be dismissed at your will.
2. Therefore, I have changed George Munroe to an 8- yard serviced 5X = \$966.25 monthly.
3. I have made the adjustment to Gadsden Technical from a 6-yard 2X to a 4 yard 2X.
4. I have canceled the recycle account to Gadsden Technical that you did not have.
5. I have increased the Quincy Area 3 from a 2-yard 2X to a 4-yard 2X
6. We are going to remove the old VIP structure at Carter Parramore
7. We are going to remove the old VIP structure at Shanks and move the dumpster onto that slab.
8. We are going to remove the VIP at George Munroe.
9. We are going to move the 8 yard at George Munroe to that new area, and adjust the recycle dumpster accordingly.
10. You will receive a credit of \$60.57 times 12 = \$726.84 for the none recycle front load at WAREHOUSE.
11. You will receive a credit of the difference between a 6 yard and a 4 yard or \$79.58 times 12 = \$954.96 for the Gadsden Technical account.
12. Waste Pro will straighten up the 3 dumpsters at the Administration on the concrete slab.
13. A new 34 cubic yard or larger compactor would be approximately \$900 monthly lease.
14. Don't forget to try my anti fly device. Doesn't cost much. Check it out on You Tube.

We bill on the 20th so I would appreciate an approval asap so we can make the billing adjustments. Not much time.

Regards,



Joel Thornton
Waste Pro / 210-2255

Addendum A		From July 1, 2019 to June 30, 2020																	
		Bill Hunter, Amy O'Donnell and myself met on June 13 and conducted an audit of the School's garbage matters.		New price July 1, 2019	Increase or decrease	Comments													
1		East Gadsden High																	
	Self contained compactor account #52473	The pull is \$250 per and on call. The disposal is \$72 per ton at the Quincy transfer station.																	
	52473	Lease for new self contained compactor. This lease of \$295 is half what a normal similar lease would be. We have to charge this as this is a new compactor.		\$305.83															
	6752 #	Recycle OCC dumpster is in good condition		\$100.00	\$17.90														
2		Havana Middle School																	
	6764 #	There is (1) 6- yard and (1) 8 yard. Both are serviced 3 times a week. The 6 yard is \$450.48 monthly. The 8 yard is \$567.27 monthly.	There is (1) 6- yard and (1) 8 yard. Both are serviced 3 times a week. The 6 yard is \$460.41 monthly. The 8 yard is \$579.75 monthly.	\$1,040.16	\$7.77														
	7813 #	Recycle OCC dumpster is in good condition.		\$100.00	\$17.90														
3		Carter Parramore																	
	6749	The VIP is not working. Since this municipal solid waste (msw) is "compacted" the disposal fees are doubled. Waste Pro pays disposal based upon weight. Our franchise 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.																	
	6748 #	Current VIP not working. Charging \$600.64. Recycle OCC dumpster is in good condition	VIP is NOT working. This is one 8 yard serviced twice a week. We will remove the old VIP shell and bring a new 8 yard. An 8 yard twice a week is \$383.63.	\$386.50	\$2.87														
		St. John																	
	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.																	
	6781 #	Recycle OCC dumpster is in good condition																	
4		Stewart Street																	
	6785 #	This site requires an 8 yard VIP serviced 3X. The current VIP total monthly price is \$1,150.88. 749 S. Stewart St., Quincy	An 8 yard VIP serviced three times a week is \$1,826.22. See VIP chart below for pricing.	\$1,826.22	\$99.75														
	6784 #	The 8 yard VIP lease is		\$202.16	\$7.16														
	6784 #	Recycle OCC dumpsters in good condition		\$100.00	\$17.90														
5		Warehouse																	
	6779 #	This is a 6 yard serviced 2X.		\$306.94	-\$4.31														
6		James Shanks																	
	Free VIP account # 6766	The VIP is working. We are not charging you a lease for this VIP as we usually do. 3X An 8 yard is \$75.43 18. 2X is \$1 150.89. 3X is \$1 726.47 4X is \$2,301.72 5X is \$2,877.15	Removing VIP. Just a regular 8 yard serviced 5X. Changed in May 2019																
	6766	Current service is a 8 yard VIP serviced 5X a week for \$1,960.32. Recycle OCC dumpsters in good condition.	once a week \$	\$966.25	-\$994.08														
7		West Gadsden																	
	6791 #	Currently service level is (1) 8- yard serviced three times a week. 200 Providence Road, Quincy.		\$579.75	-\$8.35														
	7608 #	Recycle OCC dumpster is in good condition.		\$100.00	\$17.90														
8		Gretna Elementary																	
	6760 #	Current service level is one 8- yard serviced twice a week. Recycle OCC dumpsters in good condition.	Closed account.																
	6760																		
9		Greensboro Elementary																	
	6759 #	Current service level is one 8- yard serviced twice a week. Recycle OCC dumpster is in good condition.		\$383.62	-\$8.44														
	6759 #			\$100.00	\$16.10														
10		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. 1830 West King Street, Quincy	See VIP chart below for pricing.																
	6757 #	Currently the service is an 8 yard VIP serviced three times a week \$1,134.54. Recycle OCC dumpster is in good condition.	Will remove the VIP and replace with an 8 yard FEL serviced 5X.	\$966.25	-\$859.97														
	6757 #			\$100.00	\$17.90														
11		Gadsden Technical																	
	6755 #	Current service level is one 6- yard serviced twice a week. Recycle OCC dumpster is in good condition	This is a 4 yard 2X	\$227.36	-\$79.58														
	6755 #			\$100.00	\$16.10														
12		Administration																	
	6884#	Current service level is two 6-yards serviced twice a week.		\$613.88	-\$8.82														
	6884 #	We need to replace the OCC dumpster. Service level 1X.		\$100.00	\$16.10														
13		Gadsden Ed Magnet																	
	6754	Need lids. Remove the bar.																	
	6754	Current service level is one 8- yard serviced twice a week.		\$386.50	-\$5.60														
	6754	Fix the recycle lid. Recycling OCC service level is 1X.		\$100.00	\$16.10														
14		Bus Garage																	
	6746 #	Current service level is one 6 yard serviced once a week.		\$153.47	\$1.15														

Maintenance										
6769 #	Current service level is one 6 yard serviced once a week Removed 7/7/16 by A. Roberts	Closed account.	50.00							
11037	A PERM ROLL OFF FOR METAL, \$186 delivery; \$190 plus FS for pull; \$75 month rent, no disposal as the haul goes to ACE in Midway; rebate goes Gadsden Schools. Address is 805 S. Stewart Street.		575.00							
15	Havana Elementary									
6763 #	closed	Closed account.								
6762 #	closed	Closed account.								
16	Midway Head Start									
6772	Current service level is one 2 yard serviced once a week		563.43					X		
17	Quincy Area 3									
8574 #	Current service is a 2 yard twice a week	Change to 4 yard 2X +\$227.36	\$227.36	\$102.31					X	X
5 free compactors would be a normal lease value of \$350 each or \$1,750.										
	Totals as of May 2018		\$9,810.68							
	Increase in pricing									
	Dumpster size	Gadsden County Franchise Prices	1X	2X	3X	4X	5X			
	2 yard		\$62.53	\$125.05						
	4 yard		\$113.68	\$227.36						
	6 yard		\$153.47	\$306.94	460.41	613.88	767.35			
	8 yard		\$193.25	\$386.50	579.75	773	966.25			
	VIPs are triple capacity	Gadsden County Franchise VIP Prices	1X	2X	3X	4X	5X			
	6 yard	6 yard VIP	\$483.43	\$966.86	\$1,450.29	\$1,933.72	\$2,417.15			
	8 yard	8 yard VIP	\$608.74	\$1,217.48	\$1,826.22	\$2,434.96	\$3,043.70			
	Extra Pickup charges are:									
	2 yard	For loose msw	\$62.53							
	4 yard		\$113.68							
	6 yard		\$153.47							
	8 yard		\$193.25							
	VIP extra pickup charges are:									
	6 yard		\$483.43							
	8 yard		\$608.74							
	The Recycler is: (for metal rebate checks)									
	Ace Salvage									
	31556 Blue Star Hwy									
	Midway, FL 32343									
	contacts are Sandy and Warren 574-1363									
	Schools with self contained compactor	One. East Gadsden High								
	Schools with VIP compactors	Three: Stewart Street, James Shanks, George Munroe								
	Schools paying leases are two	East Gadsden High and Stewart Street								



Amy O'Donnell <odonnella@gcpsmail.com>

Fwd: The results of an audit with Bill Hunter and Amy O'Donnell on June 13. with Waste Pro

William Hunter <hunterw@gcpsmail.com>
To: Amy O'Donnell <odonnella@gcpsmail.com>

Mon, Jun 17, 2019 at 7:25 AM

Thank you
Bill Hunter
Director of Facilities
Gadsden County Schools
O: (850) 627-9888
C: (850) 508-8924
hunterw@gcpsmail.com

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

From: **Joel Thornton** <thornjo@yahoo.com>
Date: Thu, Jun 13, 2019 at 5:18 PM
Subject: The results of an audit with Bill Hunter and Amy O'Donnell on June 13. with Waste Pro
To: William Hunter <hunterw@gcpsmail.com>




Dear Bill;

Attached is my report to you on what we can do. I need to make the billing changes by June 20 or we will have a bit of a mess on our hands. So please review and return to me. Hopefully, you will approve and I can process.

Please confirm via return email that you received this email.

Joel Thornton
Waste Pro
210-2255

3 attachments

-  **Bill Hunter LETTERHEAD June 13, 2019.pdf**
346K
-  **Gadsden County MAIN MAIN 2019.xls**
55K
-  **Stewart Street Elementary SIGNED contract for VIP.pdf**
720K



DEPARTMENT OF FACILITIES
THE SCHOOL BOARD OF GADSDEN COUNTY

Roger P. Milton
Superintendent

William B. Hunter
Director of Facilities

805 South Stewart Street
Quincy, Florida 32351
Main: (850) 627-9888
Fax: (850) 875-8795

Email: hunterw@gcpsmail.com

"Putting Children First"

June 17, 2019

Mr. Joel Thornton
Waste Pro
264 Commerce Lane
Midway, FL 32343

Dear Mr. Thornton,

The Facilities Department is in receipt of your email on 6-13-19 that includes the attached spreadsheet and letter regarding services and rates for solid waste and cardboard recycle collection.

We would like to extend this agreement, pending School Board approval, through the 2019-2020 fiscal year providing the service and cost as noted. This request is scheduled to be on the agenda for the June 25, 2019 School Board meeting. Please feel free to contact my office at (850) 627-9888 if you have any questions or concerns.

Sincerely,

William B. Hunter
Director of Facilities

WBH/aeo



Amy O'Donnell <odonnella@gcpsmail.com>

Gadsden County Schools**Amy O'Donnell** <odonnella@gcpsmail.com>

Mon, Jun 17, 2019 at 11:59 AM

Draft To: Joel Thornton <thornjo@yahoo.com>

Cc: William Hunter <hunterw@gcpsmail.com>, Angela Roberts <robertsa@gcpsmail.com>

Hello Mr. Thornton

Attached is a letter accepting the proposed services and rates for the 2019-2020 fiscal year. This request is scheduled for the June 25, 2019 Board meeting. Also included is your letter and spreadsheet sent via email on 6-13-19. Please note that the 6 yard recycle service for \$60.57 at one time per week at the Warehouse needs to be added to the spreadsheet. It is already on the invoices. Additionally, the recycle service under Gadsden Technical Institute will need to be deleted from the spreadsheet and removed from the invoices.

Thanks

Amy

--

Amy O'Donnell

Department of Facilities
Gadsden County School District
805 South Stewart Street
Quincy, FL 32351
Phone (850) 627-9888
Fax (850) 875-8795
Email: odonnella@gcpsmail.com

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 9a

DATE OF SCHOOL BOARD MEETING: July 23, 2019

TITLE OF AGENDA ITEM: 2019-2020 Controlled Open Enrollment Plan

DIVISION: K12 Education

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

PURPOSE AND SUMMARY OF ITEM:

Beginning with the 2017-18 school year, each district school board and charter school was required to adopt a controlled open enrollment plan that allows a parent from any school district in the state to enroll his or her child in and transport his or her child to any public school that has not reached capacity pursuant to F.S. 1002.31 (2)(a). The controlled open enrollment plan includes all existing school choice options in the district such as magnet schools, alternative schools, special programs, advanced placement, and dual enrollment.

FUND SOURCE: N/A

AMOUNT: Fiscal impact undetermined – based upon parent choice

PREPARED BY: Carolyn Francis 

POSITION: Coordinator

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

REVIEWED BY: _____

Gadsden County Controlled Open Enrollment Plan 2019-2020

Contact Information:

Vicki Muse Johnson
Parent Services Coordinator
850-627-9651 x 1295
Fax: 850-627-7594
johnsonv@gcpsmail.com
Enrollment Plan Link: www.gadsdenschools.org

Open Enrollment Policies

“Controlled open enrollment” means a public education delivery system that allows school districts to make student school assignments using parents’ indicated preferential educational choice as a significant factor.

Introduction:

Florida Statute 1002.31 states that “...beginning with the 2017-2018 school year, each district school board shall allow a parent from any school district in the state whose child is not subject to a current expulsion or suspension to enroll his or her child in and transport his or her child to any public school that has not reached capacity in the district, subject to the maximum class size”.

1. Application Process

The School Board shall establish residential attendance zones for each school. All students, unless otherwise provided by School Board rule or authorized by the School Board’s order, should attend the school serving the student’s residential attendance zone. A student’s residence is the residence of his/her parents(s), as defined by Florida Statutes. Any student residing in the School District shall be assigned to a school for attendance by the Superintendent or his designee.

The Gadsden County School District (GCSDD) gladly honors school choice from any parent/guardian. Open enrollment options are available for parents to choose a school outside their residential attendance zone school. Gadsden County School District allows parents from any school district in the state, whose child is not subject to a current expulsion or suspension, to enroll his or her child in and transport his or her child to any public school in the district, including charter schools, that have not reached capacity subject to the maximum class size pursuant to Florida Statutes and the Controlled Open Enrollment Plan adopted by the School Board. No student shall be permitted to transfer, enroll, or be admitted to a school when

he/she has been expelled or suspended from another school district. This prohibition shall be effective for the period of time in which the student was expelled or suspended from another district. Such students shall be accorded the same appeals procedure which is available for district students.

Any parent wishing to apply for school choice options should complete the following steps:

1. The parent/guardian will complete the GCSD's Application for Attendance to request permission to attend an alternate school to the student's zoned school. This form is available on the district's website, at the Parent Resource Center, or at any GCSD school. The form must be completed in its entirety and must have attached any additional justifications/documentation and proof of residency at the time of submission to the school.
2. The parent/guardian will complete a Controlled Open Enrollment Student Performance Contract which is available on the district's website, at the district office, or at any GCPS school.

Once the school receives **ALL** of the required items, the request will be reviewed. The parent/guardian will be notified in writing via U.S. Mail within two weeks or as soon as a decision is made. Due to this process, students may not be allowed to enroll in the choice school at the time the Application for Attendance is submitted. Once notification of acceptance has been received, the parent/guardian may enroll the student in the approved school.

Charter school open enrollment processes may provide enrollment preferences consistent with the enrollment preferences permitted under the charter school statute (s. 1002.33(10), F.S.), if such preferences are included in the charter school contract. The charter school shall annually post on its website the application process required to participate in controlled open enrollment. Determination of capacity must be listed on the charter school website and must be consistent with its charter school contract.

GCSD does not operate a home education program. The district will help parents to facilitate the registration processes available under approved Virtual Instruction Provider (VIP) contracts as it is required to do under the state's attendance requirements (s. 1003.21(1) F.S.). If a parent or guardian chooses to homeschool their child/children the Superintendent shall accept a notice of intent to set up a home school program and shall immediately register the home education program upon receipt of the notice. The notice of intent must come from the parent/guardian and include the full legal name, address and date of birth of all children who shall be enrolled as students in the home education program. If the student chooses to participate in a school district program or service then additional information or verification from the parent will be required.

The assigned school for an out-of-district student shall be designated on the basis of space available. Such transfers shall be made on a nondiscriminatory basis and shall not result in reducing desegregation in either the school district or in reinforcing the dual school system. The student will be accepted pursuant to the district's controlled open enrollment process described below, and the district will report the student for purposes of the district's funding pursuant to the Florida Education Finance Program (FEFP). Students residing in the district shall not be displaced by a student from another district who is seeking enrollment through the open enrollment provisions.

The Controlled Open Enrollment Process is approved by the School Board and is consistent with the School Board Policy 5.23*+ adopted May 25, 2017. The process includes, but is not limited to the following:

- A. Eligibility requirements
- B. Application process for parents to notify the school district of their desire to be part of Controlled Open Enrollment
- C. Method of determining capacity of schools
- D. Capacity determination for each district school
- E. Identification of schools that have not reached capacity
- F. Class size standards (pursuant to s. 1003.03(4), F.S. – determination for capacity will be listed on district and charter websites
- G. Lottery procedure for determining student assignment, if transfer requests exceed available space
- H. Provision for a parent to request placement of siblings within the same school
- I. Appeals process for hardship cases
- J. Availability of transportation
- K. Method and timeline for notifying a parent of his/her child's placement for the next school year.

The process for implementing must

- A. Adhere to federal desegregation requirements
- B. Maintain socioeconomic, demographic, and racial balance
- C. Allow a student to remain at the chosen school until he/she completes the highest grade level at the school
- D. Maintain existing academic eligibility criteria for public school choice programs

Information about school choice and special programs is provided annually to the community through parent communication links, listservs, school mail-outs, back pack disseminations, individual program promotional materials, open houses at school sites, parent orientation meetings, school visits, and through the district Parent Resource Center.

Open enrollment options include school choice for grandfathering, sibling support, over/under capacity schools, school safety, and other parent hardships. Preferential treatment will be given to dependent children of active duty military personnel whose move resulted from military orders; children who have been relocated due to a foster care placement in a different school zone; children who move due to a court-ordered change in custody from separation or divorce; children who have moved due to the serious illness or death of a custodial parent; students at multiple session schools; and students residing in the district.

In all cases, applications for school choice are available at all public schools, the Parent Resource Center, on the district website, or by mail or fax, as requested. The form provides instructions, information, and contact information for questions and support. Applications are processed by the Parent Resource Center. Applications for magnet and special programs are processed at the individual school level in accordance with each

program's admission criteria. Determinations about student eligibility for acceptance into the special program are made based on eligibility of the program.

Applications for other choice options are reviewed by the Parent Resource Center and the Superintendent or his designee taking into consideration any hardships that may need to be accommodated. The Parent Resource Center then updates the student information system. A notification letter responding to a school choice application is sent to parents as soon as possible, including an appeal process in the case of a denial for reassignment based on hardship at a school that is over capacity. Parents with an approved school choice request are directed to the new school to proceed with student enrollment.

2. Process for Declaring School Preference

Gadsden County School Choice options are available on our website www.gadsdenschools.org. Applications can be downloaded from the web or picked up at any Gadsden County Public School, at the district office, or at the Parent Resource Center. Additional applications may be required by special programs.

Gadsden County School Choice programs include S.T.E.M. Academies (Gadsden County High School), Science Students Together Reaching Individual Diversity and Excellence (S.S.T.R.I.D.E.) offered at Gadsden County High School, Gadsden Elementary Magnet School, Havana Magnet School, and James A. Shanks Middle School; Information Technology Academies offered at Gadsden County High School, West Gadsden Middle School, Carter Parramore Academy, and James A. Shanks Middle School; Culinary Academies offered at Gadsden County High School and West Gadsden Middle School; Health Academies offered at Gadsden County High School; Biotechnology offered at Gadsden County High School; Arts and Sciences Academy (S.T.E.A.M.) offered at Havana Magnet School; Alternative School at Carter-Parramore/HOPE Academy; Exceptional Student Education at Gadsden Central Academy; Charter School at Crossroad Academy; Dual Enrollment at Gadsden County High School, Crossroad Academy, and West Gadsden Middle Schools); Advanced Placement (Gadsden County High School, Crossroad Academy, and West Gadsden Middle Schools); Highest Performing Schools are Gadsden Elementary Magnet School, Crossroad Academy, and Havana Magnet School; Career and Technical Education Programs are offered at Gadsden County High School, Crossroad Academy, and West Gadsden High School through Gadsden Technical Institute. Other Options include K 12/FUEL Virtual; Florida Virtual School (FLVS); PAEC FLVS Virtual Franchise; and through Home Education.

Per District School Policy 5.20+, (Assignment Within District), a student may be permitted to attend a school other than the school serving the parents' residential area by completing a Request for Out-of-Zone Assignment Form and submitting the form for the approval or disapproval of the Superintendent or Designee. Parents choosing to send their child to a school outside their home residential zone will be responsible for providing transportation.

A student who has been attending, in the year prior to the designation, a public school that has been classified as performance grade category "F" or has earned three (3) consecutive grades of "D" or a student who is assigned to a public school that has been designated as performance grade

category “F” or has earned three (3) consecutive grades of “D” may attend a higher performing public school in the district, virtual or home school, or a school in another district as allowed by law. The district will provide transportation to a student impacted by Florida Statutes for Opportunity Scholarship. Designation of schools within the district included in Opportunity Scholarship Options are determined by Florida Department of Education (FDOE).

Family Empowerment Scholarship (FES) Program: Gadsden shall honor a school choice opportunity for low-income and working-class families that is designed to extend support to middle-income families. Following the 2019 Legislative Session, Governor Ron DeSantis signed SB 7070, which creates the FES Program and provides 18,000 students life-changing education opportunities for academic and career success. A student is eligible for a scholarship if the student meets the following criteria:

- The student’s household income level does not exceed 300% of the federal poverty level (\$77,250 for a family of four) or the student is on the direct certification list (list of children who qualify for the food assistance program, the Temporary Assistance to Needy Families Program, or the Food Distribution on Indian Reservations program), or
- The student is currently placed, or during the previous state fiscal year was placed, in foster care or in out-of-home care as defined in s. 39.01, **and**
- The student is eligible to enroll in kindergarten or has spent the prior school year (2018-19) in attendance at a Florida public school. Prior attendance means the student was enrolled in and in attendance at a Florida public school during both the October and February student counts.

Prior to scholarship funds being awarded, the student must be accepted and enrolled in a participating private school. A private school that is currently eligible to participate in any of the scholarship programs is eligible to participate in the FES. However, parents should contact the schools to inquire as to whether the private school will participate in the program.

3. Process that Encourages Placement of Siblings within the Same School

Students who have siblings enrolled at a school other than their home zone school may apply for reassignment to that same school based on sibling support. GCSD understands the importance of keeping brothers and sisters together and encourages parental involvement. Parents of siblings who are assigned to the same grade level and school may request that the school place the siblings in the same classroom or in separate classrooms. The sibling must be attending the school the same year as the requested reassignment. Students assigned for sibling support may remain at the assigned school until they reach the highest grade level available at that school. On the school choice form, parents identify "sibling support" and provide the name of the sibling who is at the school that the parent wants the student to be reassigned to. Parents choosing this option will be responsible for their own student transportation.

Students attending a "persistently dangerous" school, as defined by State law, have the right to transfer to another "safe" school in the district. Students who are victims of a ‘violent crime’ on school property also have the right to transfer to another school. If there is not another "safe"

school in the district providing instruction at the student's grade level(s), the Superintendent or his designee shall contact neighboring counties and request that they permit students to transfer to a school in one (1) of those counties.

The Superintendent or his designee, will develop and revise this plan as necessary, including administrative procedures necessary to implement these policies. Except for homeless students, foster students and other student safety measures required by Florida Statute, parents who choose these options are required to provide their own student transportation.

Open Borders

In 2016, State Lawmakers removed school-district boundaries by allowing parents to enroll children in any public school beginning in 2017-18. School districts must accept most students if the school they want to attend has not reached capacity, according to Florida Statutes. If a school has more applications than openings, the law calls for schools to use a lottery to fill the spots.

4. Lottery Procedure to Determine Student Assignment

GCSD uses a lottery procedure, as necessary, to determine student assignment. Applications for choice schools and special programs are reviewed at the individual school level in accordance with each program's admissions criteria. Students are admitted to the program according to the available capacity in each program. In the case of too many requests for available slots in a special program or choice school, the district reserves the right to hold a lottery to determine admissions. The lottery process is designed to prevent the loss of more than five percent (5%) enrollment at any one school.

For purposes of continuity of educational choice, a student who enrolls or transfers under Controlled Open Enrollment may remain at the Controlled Open Enrollment School until the student completes the highest grade level at the school. After completion of the terminal grade of that school, the student must return to their zoned school or apply for and be granted another lottery selection through Controlled Open Enrollment. Students residing in another county must return to their school district in the absence of another lottery selection entitling them to enroll in another district school.

5. Appeals Process for Hardship Cases

Students may be allowed to attend a school other than their residentially zoned home school based on documented economic or medical hardship, or other documented reason. A reassignment form must be completed, signed by both school administrators, and be submitted to the Parent Resource Center for review.

A hardship is defined as documented economic or medical factors that are beyond the student's and parent's/guardian's control that have a negative impact on the student's educational process, safety, mental health, or physical well-being. Upon receipt of a hardship reassignment request, the Superintendent or his/her designee will afford the parent/guardian of the student an opportunity to present such evidence as may be

appropriate. Thereafter, the Superintendent will make his/her recommendations to the Board. The Superintendent or his designee will furnish the parent/guardian of the student a copy of his/her recommendation to the Board.

If the parent/guardian of the student wishes to appeal the recommendation of the Superintendent, they must submit a detailed statement specifying the basis for the disagreement to the Superintendent within ten (10) working days of receipt of the recommendation. If the Superintendent denies the reassignment appeal, the parent/guardian may appeal the decision to the Board at the next Board meeting. The parent/guardian must register for an appeal through the Board secretary prior to the meeting. The Superintendent will permit the student to remain at the current school until a decision is made by the Board. Parents choosing this option will be responsible for providing their own student transportation.

6. Procedures to Maintain Socioeconomic, Demographic, and Racial Balance

GCSD provides equal opportunity for school choice to all students in the district regardless of race, ethnicity or socio-economic status. In order to ensure that participation in school choice supports socioeconomic, demographic and racial balance, Gadsden County Public Schools annually evaluate participation by race and free and reduced lunch eligibility and makes changes accordingly.

7. Homeless Students

Pursuant to District School Board Policy 5111.01, (Homeless Students), any child in Gadsden County whose primary nighttime residence is in a supervised publicly or privately operated shelter for temporary accommodations, or in a public or private place not designated for, or ordinarily used for, continuing human habitation, shall be entitled to enrollment in the district at their school of origin, unless it is determined that it is not in the best interest of the child. Student transportation to their school of origin will be provided within the school district. If the verified homeless situation is such that the student is crossing district lines, the Gadsden County Transportation Department will coordinate transportation between the district and neighboring districts.

8. Availability of Transportation

With the exception of homeless students or foster care students, it is the responsibility of the parent/guardian to provide transportation for students who chose to participate in a choice option and are approved to attend a school other than their residentially zone school. Transportation can be arranged by contacting Gadsden County's Transportation Department. Transportation provisions follow s. 1002.31(2) F.S.

9. Parental and Family Engagement

Encouraging and promoting strong parental and family engagement is a priority of every school and department throughout Gadsden County. Throughout the district, there are parent liaisons, community liaisons, instructional specialists, guidance counselors and other staff in positions to strengthen parental engagement. The district does not have specific parental engagement requirements for its public schools, however, individual programs at the schools may require parent participation.

10. Strategy for Establishing an Information Clearinghouse

Gadsden County has a full-time, year-round Parent Resource Center that serves as a clearinghouse for information on school choice opportunities for students. In addition, each school disseminates information and promotes their choice options. Information is provided to parents and to the community through parent communication links (Skylert), listservs, school mail-outs, individual program promotional materials, open houses at school sites, school visits, and through the district Parent Resource Center.

11. Athletic Eligibility

A student participating in Controlled Open Enrollment choice program will be immediately eligible to participate in interscholastic and intra-scholastic extracurricular activities. However, a student may not participate in a sport if the student participated in that same sport at another school during that same school year, unless the student meets one of the following criteria:

1. Dependent child of active duty military personnel whose move resulted from military orders
2. Child who has been relocated due to a foster care placement in a different school zone
3. Child who moves due to a court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent.
4. Authorized for good cause in district or charter school policy.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 9b

DATE OF SCHOOL BOARD MEETING: July 23, 2019

TITLE OF AGENDA ITEM: Gadsden County Public School Virtual Instruction Program (GC-VIP) Guidelines and Procedures Manuel

DIVISION: K12 Education

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

PURPOSE AND SUMMARY OF ITEM:

The State of Florida requires each district to have a virtual instruction program pursuant to F.S.1002.45. Approval of the Gadsden County’s Virtual Instruction Program (GC-VIP) Guidelines and Procedures Manual provides guidance and support to the offerings of virtual opportunities available in the district. These opportunities are open to all eligible students within the district. GC-VIP is an innovative educational experience that takes place in an interactive learning environment created through technology. The Gadsden County Public School (GCPS) district remains steadfast to a commitment of excellence and provides virtual education an opportunity to the students of Gadsden County as a school choice option.

FUND SOURCE: FEFP

AMOUNT: Undetermined – based upon enrollment

PREPARED BY: Carolyn Francis 

POSITION: Virtual School Administrator

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT’S SIGNATURE: page(s) numbered _____

CHAIRMAN’S SIGNATURE: page(s) numbered _____

REVIEWED BY: _____

GCPS

2019-2020

Virtual Instructional Program(VIP) Guidelines and Procedures

Submitted by: Carolyn Francis

GADSDEN COUNTY
PUBLIC SCHOOLS
VIRTUAL INSTRUCTION
PROGRAM

*Guidelines and
Procedures*

2019-2020

Gadsden County's Virtual Education

Gadsden County's Virtual Instruction Program (GC-VIP) is open to all eligible students within the district. GC-VIP is an innovative educational experience that takes place in an interactive learning environment created through technology. The Gadsden County Public School (GCPS) district remains steadfast to a commitment of excellence. Subsequently, GCPS holds all stakeholders in all settings—traditional and/or non-conventional—to the same standards established in following vision and belief statements:

VISION STATEMENT

The Gadsden School District embraces systems of excellence to prepare ALL students to live and successfully compete in a global society.

MISSION STATEMENT

The district mission is to collaborate with and engage all stakeholders in providing safe, caring, rigorous and engaging environments in which students can learn and succeed.

BELIEF STATEMENTS

The Gadsden County School District believes that . . .

- All students can and will learn when instruction is engaging, rigorous, differentiated and individualized.
- Everyone must contribute to and be held accountable for student achievement.
- Each child is important and unique.
- Understanding and respecting *diversity* enriches students' lives.
- Every student has a right to a high quality education.
- Education is a shared responsibility of the student, parents, educators, and the community.
- Engaged families combined with highly effective teachers and school leaders are essential to a successful school.
- A well-trained professional teacher is the most important resource in a child-centered classroom.
- High-quality customer service is a necessary component of high-quality education.
- Everyone must be held to the highest ethical standards to achieve excellence.
- Everyone has the right to feel physically and emotionally safe at school.
- A highly effective support staff is an integral and essential component of the school district.

Gadsden County's Virtual Instruction Program

Guidelines and Procedures

Enrollment

Criteria for Eligibility (see Appendix A)

Florida Statute 1002.455 Student eligibility for K-12 virtual instruction

All students, including home education and private school students, are eligible to participate in any of the following virtual instruction options:

- School district operated part-time or full-time kindergarten through grade 12 virtual instruction programs;
- Full-time virtual charter school instruction authorized under s. 1002.33 to students within the school district or to students in other school districts throughout the state;
- Virtual courses offered in the course code directory to students within the school district or to students in other school districts throughout the state;
- Florida Virtual School instructional services.

Methods to Enroll

Students may apply to for participation in the GC-VIP through using one of the following methods:

- 1) Parents/Guardians may obtain and submit an application or request to the district's Parent and Community Involvement Office at (850) 627-9651 x 1252;
or
- 2) Applications may be submitted online via a web-based application on the district's homepage.

Three enrollment periods will be offered throughout the academic year. Though the specific dates for the periods vary based on the start dates of the school year, the enrollment will be at least 90 days in duration and conclude 30 days prior to the first day of school/term per F.S. 1002.455.

Application Process

1. Application/Letter of Intent submission by Parents/Guardians (see Appendix B).
2. Letters of eligibility or ineligibility distributed.
3. Parents/Guardians must submit registration packets and participate in an online education orientation (see Appendix C).
4. Students are enrolled.

Gadsden County's Virtual Education Team (VET)

Coordinators

The primary points of contact and overseers of GC-VIP are the Instructional Media and Technology Department and a designee from the Federal Program Office with Curriculum experience. In addition to the district level points of contact, each school offering on-line courses will be required to designate at least one site-based support person with curriculum experience. In most cases, the site level point of contact will be the Assistant Principal for Curriculum (APC). However, in cases where there is no APC, a guidance counselor(s) or other teacher leader(s) will be assigned the task by the leader of the school.

Parent & Community Notification

Parents and members of the community will be notified of both the virtual education options and dates for open enrollment through use of the multiple marketing campaigns via varied modes of communication. The following highlights the major strategies that will be implemented to distribute information regarding GC-VIP:

GC-VIP Web-based portal

The GC-VIP web-based portal serves a clearinghouse of resources and tools offering information, forms, and registration materials will be readily accessible.

Telephone Announcements

GCPS will utilize the Skylert Communication system as a means to directly contact parents and families throughout the county. Skylert enables the district to disseminate critical, timely information regarding the GC-VIP to all stakeholders and the system enables the VET to accurately verify receipt of the information. Telephone announcements will include the dates of enrollment periods.

Media (Print & Audiovisual)

The district will make direct contact with parents and families through use of mailers, flyers, direct phone calls, and/or postcards marketing the GC-VIP as well as advising potential registrants of critical enrollment dates and criteria for eligibility. In addition, all schools shall be required to display posters and flyers related to virtual education.

Attendance Requirements & Recording

Compulsory Attendance Requirements

- All student enrolled in GC-VIP are mandated to adhere to the compulsory attendance requirements mandated by the state of Florida and prescribed by the GCPS Student Code of Conduct. Florida law requires each parent/guardian of a child from age six (6) to sixteen (16) years to be responsible for the child's school attendance. Regular attendance is the actual attendance of a pupil during the school day as defined by law and regulations of the state board. A student is considered "truant" when he/she is not in attendance without approval of the principal and/or consent of the parent/guardian. School-based interventions will occur for all truant students. A student is considered a "habitual truant" when he/she has 21 unexcused absences within 90 calendar days. Minors who fail to satisfy attendance requirements are ineligible for driving privileges (s. 322.091, F.S.)

Attendance Recording Expectations

All providers will be required to consistently record and maintain reports regarding student attendance, potential truancy issues, and/or chronic absenteeism so that early, proactive intervention measures can be assumed to support the student.

Attendance Audits

During each 9-week period of the school year, the VIP providers shall provide attendance documents and documentation as part of an attendance audit. This audit will require that all virtual education instructors provide a list of students that have missed a substantial amount of instruction time and/or have made little progress in terms of course completion. The student and his/her family will be asked to work with district and/or site level personnel, along with the support of the virtual educator, to develop an action plan resolve the issue(s).

Student Progression

The district's student progression plan (see Appendix D) establishes the procedures/requirements with regard to students progressing from one grade to another. Requirements related to student progression, including retention, promotion, and grade assignment, are the same for school district VIP students as they are for other students enrolled in the district.

Accessibility for All Students

Students with disabilities are not restricted from participation in the virtual program. Current Individual Education Plans (IEP) of student applicants who meet the entrance criteria will be evaluated on an individual basis in order to determine the appropriateness of the virtual education option. Parents must be part of the IEP review process. Per Florida Department of Education guidelines, district virtual schools are choice options and are not required to fundamentally alter their instructional programs to meet the needs of every student with a disability.

Quality Control

Contractual Agreements

Only VIP providers approved by the Florida Department of Education (FDOE) will be considered for contracts with the GCPS. All contractual agreements will clearly address the following provisions: a) student/teacher ratio, b) data quality requirements, c) security controls, and d) quality of instruction. (See Appendix H)

Programs Under Consideration for Adoption (Review Process)

The district's VET will conduct an annual review of all virtual offerings and make adjustments in course offerings, vendors/providers, and district-wide implementation framework as warranted. This process will be initiated the January prior to the implementation year. Through use of the provider qualifications outlined in the Florida Education Statute 1002.45(2)(3), the district will meticulously vet each potential vendor. Following the vetting process, a vendor will be selected and the contract negotiation process will begin. The district will use the contract template provided by the FLDOE as the model for all Virtual Education contractual agreements. Contracts should be finalized by late spring/early summer prior to the year of implementation.

Program Evaluation (Quality & Services)

The currently adopted Virtual Education program and processes will be evaluated semi-annually to ensure adherence to current statutory provisions and assess how well the program is working to meet the needs of the learning community. The program evaluation process, which will be spearheaded by the Virtual Education Team (VET), will consist of acquiring and analyzing both qualitative and quantitative data and correlating the data with the goals and objectives for the program as defined by the district's VET. While program evaluation will be systematic and on-going, it is imperative to note that a meticulous analysis will be conducted at the close of the academic year. (See Appendix E)

Background Checks & Screenings

Prior to the beginning of each semester, the district will acquire and analyze all documents and/or records related to background checks, security screenings, and licensing information for any individual that will be in contact with students. Personnel will not have access to students and/or student data until he/she has been cleared by the district's Human Resources office in accordance to F.S. 1012.32.

Materials & Resources

Within the first 20 days of each school term, the district will verify receipt of instructional materials and resources. Each family enrolled in Gadsden County's Virtual Education Program will be contacted directly and required to complete and submit the district's verification (See Appendix G) form through one of the following methods:

- Email
- Postal Mail, or
- online submission

State Requirements for Virtual Education

Each virtual instruction program under this section must:

- (a) Align virtual course curriculum and course content to the Sunshine State Standards under F. S. 1003.41;
- (b) Offer instruction that is designed to enable a student to gain proficiency in each virtually delivered course of study;
- (c) Provide each student enrolled in the program with all the necessary instructional materials.
- (d) Provide each full-time student enrolled in the program who qualifies for free or reduced-price school lunches under the National School Lunch Act, or who is on the direct certification list, and who does not have a computer or Internet access in his or her home with:
 - a. All equipment necessary for participants in the virtual instruction program, including, but not limited to, a computer, computer monitor, and printer, if a printer is necessary to participate in the program; and
 - b. Internet services necessary for online delivery of instruction.
- (e) Not require tuition or student registration fees.

STUDENT ELIGIBILITY — A student may enroll in a virtual instruction program provided by the school district or by a virtual charter school operated in the district in which he or she resides if the student meets eligibility requirements for virtual instruction pursuant to F.S. 1002.455.

**For Additional Information Please See
The Gadsden County VIP Timeline/Action Plan
(See Appendix F)**

APPENDIX A
Virtual Instruction Program
Criteria and Eligibility Chart

CRITERIA VERIFICATION

Students who enroll in some of the virtual options must meet at least one of the criteria specified in s.1002.455, F.S.

- (1) School district operated part-time or full-time kindergarten through grade 12 virtual instruction programs under s. 1002.45(1)(b).
- (2) Full-time virtual charter school instruction authorized under s. 1002.33 to students within the school district or to students in other school districts throughout the state pursuant to s.1002.31.
- (3) Virtual courses offered in the course code directory to students within the school district or to students in other school districts throughout the state pursuant to s. 1003.498.
- (4) Florida Virtual School instructional services authorized under s. 1002.37.

Student eligibility is determined by either reviewing the student's previous year enrollment history with the district or, for those students who have transferred from another district, using the Student Locator function available from the department. Specific instructions for using the Student Locator function are available by either contacting a district's management information system staff or the department's Office of Education Information and Accountability Services (ASKEIAS@fldoe.org).

Siblings are eligible if their brother or sister is currently enrolled in a full-time public virtual school and was also enrolled at the end of the previous year. Districts may use paperwork normally gathered at registration/enrollment, such as a birth certificate or adoption papers to determine sibling eligibility.

A review of transfer orders will satisfy the verification requirement for dependent children of members of the United States Armed Forces.

Section 1002.20 (18) (a), F.S., states students who meet specified academic and conduct requirements are eligible to participate in extracurricular activities. In addition, section 1006.15 (5) (b), F.S., states "any organization or entity that regulates or governs extracurricular activities of public schools...shall not discriminate against any eligible student based on an educational choice of public, private, or home education."

The School Board of Gadsden County

ROGER P. MILTON
SUPERINTENDENT OF SCHOOLS



"Putting Children First"

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

TO: Superintendent of Schools

RE: Notice of Intent to Establish and Maintain a Home Education or Virtual Instruction Program

This letter is to inform you of our intent to establish and maintain a home education program for our child(ren), according to Florida Statutes 1002.41.

Please Print

Child Name	Date of Birth	Current School/Grade Level <i>(Optional)</i>

Parent's Name *(please print)* _____

Home Address, City/Zip Code *(please print)* _____

Phone Number _____ Second Phone Number _____

Reason for Virtual Instruction or Home School Program *(Optional)*

Email: _____

Parent's Signature _____ Date _____

Mail, bring or fax to:
Superintendent of Schools
Gadsden County Schools
35 Martin Luther King Jr. Blvd.
Quincy, FL 32351 FAX: 850-627-7594

AUDREY LEWIS
DISTRICT NO. 1
HAVANA, FL 32333
MIDWAY, FL 32343

STEVE SCOTT
DISTRICT NO. 2
QUINCY, FL 32351
HAVANA, FL 32333

Leroy McMillan
DISTRICT NO. 3
CHATTAHOOCHEE, FL 32324
GREENSBORO, FL 32330

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

TYRONE D. SMITH
DISTRICT NO. 5
QUINCY, FL 32353

APPENDIX C

The School Board of Gadsden County

ROGER P. MILTON
SUPERINTENDENT OF SCHOOLS



"Putting Children First"

35 MARTIN LUTHER KING, JR. BLVD.
QUINCY, FL 32351
TEL: (850) 627-9651
FAX: (850) 627-2760
<http://www.gcps.k12.fl>

VIRTUAL INSTRUCTION REGISTRATION and ORIENTATION FORM

TO: Superintendent of Schools

RE: Registration and Parent Orientation for Home Education or Virtual Instruction Program

This letter is to inform you of our intent to provide registration materials to the district for virtual or home instruction; participate in an online orientation for the virtual instruction; and our commitment to maintain a quality virtual program for our child(ren), according to Florida Statutes 1002.41.

Parent's Name *(please print)* _____
Home Address, City/Zip Code *(please print)* _____
Phone Number _____ Second Phone Number _____
Reason for Virtual Instruction*(Optional)* _____

Parent's Signature _____ Date _____

SEX: Female Male
RACE: White/Non-Hispanic Black, Non Hispanic Asian/Pacific Islander American Indian or Alaska Native Multiracial/Other
ARE YOU HISPANIC or LATINO: Yes No
Hispanic or Latino – A person of Cuban, Mexican, South or Central American, or other Spanish culture or origin regardless of race

Please Print

Child Name	Date of Birth	Current School/Grade Level (Optional)
Email:		

Required Attachment: Birth Certificate / Driver License

Mail to:
Superintendent of Schools
Gadsden County Schools
35 Martin Luther King Jr. Blvd.
Quincy, FL 32351
FAX: 850-627-7594

AUDREY LEWIS
DISTRICT NO. 1
HAVANA, FL 32333
MIDWAY, FL 32343

STEVE SCOTT
DISTRICT NO. 2
QUINCY, FL 32351
HAVANA, FL 32333

Leroy McMillan
DISTRICT NO. 3
CHATTAHOOCHEE, FL 32324
GREENSBORO, FL 32330

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

TYRONE D. SMITH
DISTRICT NO. 5
QUINCY, FL 32353

APPENDIX D

Student Progression Plan

Available at: www.gcps.k12.fl.us

(type keywords 'student progression plan' into search box at top right of page)

Revised annually

APPENDIX E
Gadsden County's Virtual Education Review Tool

Program Name: _____ Date of Review: _____

Submitted by:	Reviewed by:
Decision Recommended:	Decision Made:
Rationale:	Rationale:

Directions:

For each standard please review the relevant information or materials in the course and determine if the standard is not in place, is developing, is developed with inconsistent implementation and fidelity, or is developed and implemented with fidelity. Place a check mark in the appropriate location. Please use the following guidelines to make these determinations:

The Virtual Learning Program Rubric includes examples that convey one component of a fully met standard. These examples are meant to serve as a model for what the scale looks like in action and to assist you in your review; however, they are not exhaustive or mandatory for each standard.

A Virtual Learning Program Standard consists of all or a combination of certain characteristics, a process for implementation, a process for assessing the fidelity of implementation, and alignment or integration with other efforts.

Scale:

Fully Met – All characteristics of the standard are developed. A process to implement is in place. Implementation is done consistently and with fidelity across the system.

Partially Met – Characteristics of the standard are developed. A process to implement is developed. Implementation is not done consistently or with fidelity across the system.

Developing – Characteristics of the standard are being developed. A process to implement is being developed.

Beginning – There is little or no development of the standard and little or no implementation of the standard.

Please use the Evidence, Notes, Comments section to indicate why a particular score was given, to provide brief suggestions for improvement (if necessary), or to include a description of why something was particularly well done. It is strongly recommended that you explain how you scored standards with multiple variables (e.g., The course content comprehensively and rigorously addresses identified course objectives).

Gadsden County's Virtual Education Review Tool

1. Program Design: This domain reflects the Virtual Learning Program's mission and goals and addresses the accessibility and understanding of these to relevant stakeholders, including students, parents, and community members.					
Standard	Fully Met (4)	Partially Met (3)	Developing (2)	Beginning (1)	Score
<p>Standard 1.1: The Virtual Learning Program mission statement reflects the importance of virtual learning and is informed by K12 research and best practices</p> <p><i>Evidence, Notes, Comments</i></p>	<p>A mission statement has been developed that reflects the importance of virtual learning and the desired program impacts. It is informed by K12 virtual learning research and/or practices.</p>	<p>A mission statement has been developed that reflects the importance of virtual learning and the desired program impacts. It is not informed by K12 virtual learning research and/or practices.</p>	<p>A mission statement is being developed that reflects the importance of virtual learning. It is not informed by K12 virtual learning research and/or practices.</p>	<p>No mission statement has been developed.</p>	
<p>Standard 1.2: The Virtual Learning Program goals and objectives are clearly defined, specific, measurable, achievable, results focused, and time bound.</p> <p><i>Evidence, Notes, Comments</i></p>	<p>Virtual learning goals and objectives have been developed that reflect the program's mission. Goals and objectives are specific, measurable, achievable, results focused, and time bound.</p>	<p>Virtual learning goals and objectives have been developed that reflect the program's mission. Goals and objectives are not specific, measurable, achievable, results focused, or time bound.</p>	<p>Virtual learning goals and objectives are being developed that reflect the program's mission.</p>	<p>Virtual learning goals and objectives have not been developed.</p>	
<p>Standard 1.3: Consistent efforts are made to communicate the program mission, goals, and objectives to all stakeholders.</p> <p><i>Evidence, Notes, Comments</i></p>	<p>Information about the program mission, goals, and objectives is consistently communicated through the use of multiple methods. A plan exists and is being implemented to measure stakeholder understanding and to continuously improve communication efforts.</p>	<p>Information about the program mission, goals, and objectives has been communicated through the use of multiple methods. A plan has been developed for measuring stakeholder understanding.</p>	<p>Information about the program mission, goals, and objectives has been communicated through some other methods. No plan has been developed for measuring stakeholder understanding.</p>	<p>The Virtual Learning Program mission, goals, and objectives have not been communicated to stakeholders.</p>	
<p>Standard 1.4: The Virtual Learning Program goals encourage the development of strong working relationships with the broader community to support students' academic progress and social and emotional well-being.</p> <p><i>Evidence, Notes, Comments</i></p>	<p>The Virtual Learning Program has goals to engage the broader community in support of students' academic progress and social and emotional well-being. Partnerships have been developed, are active, and are continually assessed to ensure desired outcomes are achieved.</p>	<p>The Virtual Learning Program has goals that reflect the need to develop working relationships with the broader community to support students' academic progress and social and emotional well-being. These goals have been communicated to a variety of stakeholders.</p>	<p>The Virtual Learning Program is developing goals that reflect the need to develop working relationships with the broader community to support students' academic progress and social and emotional well-being.</p>	<p>The Virtual Learning Program goals do not reflect the need to develop working relationships with the broader community to support students' academic progress and emotional well-being.</p>	
<p>Standard 1.5: The Virtual Learning Program goals include developing strong working relationships with</p> <p><i>Evidence, Notes, Comments</i></p>	<p>The Virtual Learning Program includes goals to work with the broader community to continually increase access for all</p>	<p>The Virtual Learning Program includes goals to work with the broader</p>	<p>The Virtual Learning Program is developing goals to include the</p>	<p>The Virtual learning Program goals do not include working with the</p>	

1. Program Design: This domain reflects the Virtual Learning Program's mission and goals and addresses the accessibility and understanding of these to relevant stakeholders, including students, parents, and community members.					
Standard	Fully Met (4)	Partially Met (3)	Developing (2)	Beginning (1)	Score
the broader community to support access for all students.	students. It frequently measures access to ensure all students have equitable opportunities.	community to continually increase access for all students.	broader community to increase access for some students.	broader community to increase access for students.	
<i>Evidence, Notes, Comments</i>					

2. Curriculum/Instruction: This domain reflects the design and rigor of the Virtual Learning Program curriculum as well as the fidelity of its implementation.					
Standard	Fully Met (4)	Partially Met (3)	Developing (2)	Beginning (1)	Score
Standard 2.1: Virtual Learning Program curriculum is aligned to state/district standards and performance goals.	The Virtual Learning Program curriculum has been aligned to the state/district standards and contains clearly stated performance goals. There is a process to continually assess alignment across all standards and grades.	The Virtual Learning Program curriculum has been aligned to the state/district standards and contains clearly stated performance goals. There is no process to continually assess alignment across all standards and grades.	A plan is being developed to align the Virtual Learning Program curriculum to the state/district standards and performance goals.	Virtual learning Program curriculum is not aligned to state/district standards and is not mapped to performance goals.	
<i>Evidence, Notes, Comments</i>					
Standard 2.2: The implementation of the Virtual Learning Program curriculum is monitored for quality and fidelity.	A plan has been developed to oversee or provide ongoing monitoring of curriculum implementation in terms of quality and fidelity. The monitoring process is implemented with consistency and fidelity. There is a process for reflecting on and using feedback from monitoring for ongoing curriculum and instructional enhancement.	A plan has been developed to oversee or provide ongoing monitoring of curriculum implementation in terms of quality and fidelity. The monitoring process is being implemented but not consistently or with fidelity.	A plan is being developed to oversee or provide ongoing monitoring of curriculum implementation in terms of quality and fidelity.	There is no plan developed to oversee or provide ongoing monitoring of curriculum implementation in terms of quality and fidelity.	
<i>Evidence, Notes, Comments</i>					
Standard 2.3: Virtual Learning Program curriculum is organized (i.e., clear, coherent, and aligned vertically between grades and horizontally across subjects on the same grade level) and rigorous (i.e., embeds critical thinking, problem solving, analysis, integration, creativity, and collaboration and provides guidance for differentiation according to student abilities).	The Virtual Learning Program curriculum has a detailed plan, has clear conceptual organization, and adheres to standards, which provide for deeper learning opportunities that challenge and engage students.	The Virtual Learning Program curriculum shows evidence of planning and has clear conceptual organization. However, it does not adhere to standards and/or lacks in deeper learning opportunities.	A plan is in place to strengthen both the organization and rigor of the Virtual Learning Program curriculum.	The Virtual learning Program curriculum is neither organized nor rigorous.	
<i>Evidence, Notes, Comments</i>					
Standard 2.4: Virtual Learning Program curriculum and assessments are competency based (i.e., students progress as they demonstrate mastery).	Virtual learning Program curriculum is aligned to a competency-based learning approach and includes competency-based assessments that allow students to demonstrate mastery.	Virtual Learning Program curriculum is aligned to a competency-based learning approach but does not include competency-based assessments that allow students to demonstrate mastery.	There is a process in place to ensure the Virtual Learning Program curriculum and assessments are aligned to a competency-based learning approach.	Virtual learning Program curriculum and assessments are not aligned to a competency-based learning approach.	
<i>Evidence, Notes, Comments</i>					

2. Curriculum/Instruction: This domain reflects the design and rigor of the Virtual Learning Program curriculum as well as the fidelity of its implementation.					
Standard	Fully Met (4)	Partially Met (3)	Developing (2)	Beginning (1)	Score
<p>Standard 2.5: Virtual Learning Program instruction reflects pedagogical preparation (i.e., coursework and/or training/practice designed to prepare instructors) toward college and career readiness.</p> <p><i>Evidence, Notes, Comments</i></p>	The design of the Virtual Learning Program instruction incorporates and models current college and career readiness standards, and the instruction is being implemented with consistency and fidelity.	The design of the Virtual Learning Program instruction incorporates and models current college and career readiness standards. The instruction is not being implemented with consistency or fidelity.	There is a plan to ensure the design and implementation of the Virtual Learning Program instruction incorporates and models current college and career readiness standards.	The design and implementation of the Virtual Learning Program instruction does not incorporate or model current college and career readiness standards.	
<p>Standard 2.6: Virtual Learning Program curriculum includes objectives that require interactive collaboration between students to students and students to teachers.</p> <p><i>Evidence, Notes, Comments</i></p>	The curriculum includes objectives that require high levels of interactive collaboration between students to students and students to teachers and is being implemented consistently with fidelity.	The curriculum includes objectives that require high levels of interactive collaboration between students to students and students to teachers. It is not being implemented consistently or with fidelity.	A plan is being developed to ensure the curriculum consistently reflects objectives that require high levels of interactive collaboration between students to students and students to teachers.	The curriculum does not include objectives that require high levels of interactive collaboration between students to students and students to teachers.	
<p>Standard 2.7: The Virtual Learning Program reflects instructional methods that support personalized learning (i.e., learning experiences, instructional approaches, and academic-support strategies that are intended to address the distinct learning needs, interests, aspirations, and cultural backgrounds of individual students).</p> <p><i>Evidence, Notes, Comments</i></p>	Virtual Learning Program instructional methods support personalized learning for all students and are being implemented with fidelity.	Virtual learning Program instructional methods support personalized learning for all students but are not being implemented with fidelity.	Virtual Learning Program instructional methods are being developed to support personalized learning for all students.	The Virtual Learning Program does not reflect instructional methods that support personalized learning for all students.	

3. Capacity: This domain reflects both individual capacities (e.g., knowledge and skill sets) and systemic capacities (e.g., governing systems, financial resources, policies, materials, and infrastructure) that support those individuals as they ensure optimal program implementation.				
Standard	Fully Met (4)	Partially Met (3)	Developing (2)	Beginning (1)
Standard 3.1: The Virtual Learning Program has all the educational materials needed to be successful in a virtual learning environment.	Program has all the materials needed to be successful in a virtual environment, including hardware, software, internet, manipulatives, textbooks, etc. These materials are accessible to all essential stakeholders.	Program has all the materials needed to be successful in a virtual environment, including hardware, software, internet, manipulatives, textbooks, etc. These materials are accessible to most, but not all, essential stakeholders. Plans are developed to reach full accessibility for all essential stakeholders.	All materials needed to be successful in a virtual environment are in the process of being acquired. Plans to make these materials available to all essential stakeholders are being developed.	Materials needed to be successful in a virtual environment are being identified and acquired. No plan has been developed to make these materials available to all essential stakeholders.
<i>Evidence, Notes, Comments</i>				
Standard 3.2: The Virtual Learning Program provides opportunities for training regarding program methodologies and the proper use of the learning management system.	Administrators, teachers, staff, students, parents, and other stakeholders have access to training regarding Virtual Learning Program proper use of the learning management system. All essential stakeholders are using the training consistently.	Administrators, teachers, staff, students, parents, and other stakeholders have access to training regarding Virtual Learning Program methodologies and the proper use of the learning management system. All essential stakeholders are using the training, but not consistently.	A plan is being developed to train stakeholders regarding Virtual Learning Program methodologies and the proper use of the learning management system.	The Virtual Learning Program has little to no evidence of access to training for stakeholders regarding program methodologies and the proper use of the learning management system.
<i>Evidence, Notes, Comments</i>				
Standard 3.3: Staff and students have reliable access to resources and support for learning.	Staff and students have access with 90 percent or better reliability to support hardware, software, and human resources for the Virtual Learning Program.	Staff and students have access with 80 percent or better reliability to support hardware, software, and human resources for the Virtual Learning Program.	Staff and students have access with 50 percent or better reliability to support hardware, software, and human resources for the Virtual Learning Program.	Staff and students have access with less than 50 percent reliability to support hardware, software, and human resources for the Virtual Learning Program.
<i>Evidence, Notes, Comments</i>				
Standard 3.4: The governance system (i.e., the distribution of power among levels of government and roles of various officials, administrators, teachers, parents, and students) provides stewardship and oversight of the Virtual Learning Program.	There is a governance system to ensure the success and sustainability of the Virtual Learning Program. The goals, objectives, and processes for this team have been developed. The governance system is enacted with consistency and fidelity.	There is a governance system to ensure the success and sustainability of the Virtual Learning Program. The goals, objectives, and processes for this team have been developed. The governance system is enacted but without consistency and fidelity.	There is a governance system being developed to ensure the success and sustainability of the Virtual Learning Program. The goals, objectives, and processes for this team are being developed.	There is no governance system to ensure the success and sustainability of the Virtual Learning Program.
<i>Evidence, Notes, Comments</i>				

3. Capacity: This domain reflects both individual capacities (e.g., knowledge and skill sets) and systemic capacities (e.g., governing systems, financial resources, policies, materials, and infrastructure) that support those individuals as they ensure optimal program implementation.				
Standard	Fully Met (4)	Partially Met (3)	Developing (2)	Beginning (1)
<p>Standard 3.5: The governance system for the Virtual Learning Program has established an effective process for decision making and communication.</p> <p><i>Evidence, Notes, Comments</i></p>	The governance system has clear and well-understood processes for decision making and communication. The processes are implemented with consistency.	The governance system has clear and well-understood processes for decision making and communication. The processes are implemented but without consistency.	The governance system is developing or clarifying processes for decision making and/or communication.	The governance system has no clear processes for decision making and/or communication.
<p>Standard 3.6: The governance system for the Virtual Learning Program includes a process to approve and update policies related to virtual learning.</p> <p><i>Evidence, Notes, Comments</i></p>	A plan has been developed for the governance system to approve or update policies to ensure compliance with applicable laws, regulations, and requirements that facilitate efficient and effective operations. The implementation of this plan is consistent, and revisions are made as needed.	A plan has been developed for the governance system to approve or update policies to ensure compliance with applicable laws, regulations, and requirements that facilitate efficient and effective operations. The implementation of this plan is inconsistent.	A plan is being developed for the governance system to approve or update policies to ensure compliance with applicable laws, regulations, and requirements that facilitate efficient and effective operations.	There is no plan developed for the governance system to approve or update policies to ensure compliance with applicable laws, regulations, and requirements that facilitate efficient and effective operations.
<p>Standard 3.7: The governance system for the Virtual Learning Program addresses evaluation of instructional quality and program delivery using clear policies, measures, and procedures.</p> <p><i>Evidence, Notes, Comments</i></p>	The governance system has developed an evaluation plan to ensure instructional quality and program delivery using clear policies, measures, and procedures. The evaluation plan is being implemented with consistency and fidelity. Feedback is used to guide program and instructional enhancements.	The governance system has developed an evaluation plan to ensure instructional quality and program delivery using clear policies, measures, and procedures. The evaluation plan is being implemented but without consistency and fidelity.	The governance system is developing an evaluation plan to ensure instructional quality and program delivery using clear policies, measures, and procedures.	The governance system has no evaluation plan to ensure instructional quality and program delivery using clear policies, measures, and procedures.
<p>Standard 3.8: The Virtual Learning Program provides opportunities for educators to reflect on the implementation of the program, curriculum, instructional practices, and student results.</p> <p><i>Evidence, Notes, Comments</i></p>	A mechanism has been developed to enable educators to reflect on the implementation of the Virtual learning Program, curriculum, instructional practices, and student results. The reflection process is effective and informs changes as needed.	A mechanism has been developed to enable educators to reflect on the implementation of the Virtual learning Program, curriculum, instructional practices, and student results. The reflection process requires enhancement (e.g., more frequency, more substance, greater participation).	A mechanism is being developed to enable educators to reflect on the implementation of the Virtual learning Program, curriculum, instructional practices, and student results.	A mechanism has not been developed to enable educators to reflect on the implementation of the Virtual learning Program, curriculum, instructional practices, and student results.
<p>Standard 3.9: The Virtual Learning Program has staffing and supervision plans that define and</p> <p><i>Evidence, Notes, Comments</i></p>	A plan has been developed to address staffing and supervision of the Virtual Learning Program. Staffing and supervision	A plan has been developed to address staffing and supervision of the Virtual Learning Program. There is no	A plan is being developed to address staffing and supervision of the Virtual Learning Program.	A plan has not been developed to address staffing and supervision of the Virtual Learning Program.

3. Capacity: This domain reflects both individual capacities (e.g., knowledge and skill sets) and systemic capacities (e.g., governing systems, financial resources, policies, materials, and infrastructure) that support those individuals as they ensure optimal program implementation.					
Standard	Fully Met (4)	Partially Met (3)	Developing (2)	Beginning (1)	Score
<p>delineate roles and responsibilities among leaders, faculty, staff, and other stakeholders.</p> <p><i>Evidence, Notes, Comments</i></p>	<p>are consistently reviewed, and inefficiencies are mitigated as needed.</p>	<p>process for reviewing inefficiencies in staffing/supervision and/or mitigating these on an ongoing basis.</p>			
<p>Standard 3.10: The Virtual Learning Program has monitoring and evaluation plans in place to ensure that all essential stakeholders have the knowledge and skills to participate in and implement the program with fidelity.</p> <p><i>Evidence, Notes, Comments</i></p>	<p>A plan has been developed to assess and build the knowledge and skills of essential stakeholders in relation to their ability to participate in and implement the Virtual Learning Program as designed. The plan is being implemented with consistency and fidelity.</p>	<p>A plan has been developed to assess and build the knowledge and skills of essential stakeholders in relation to their ability to participate in and implement the Virtual Learning Program as designed. The plan is being implemented but not with consistency and fidelity.</p>	<p>A plan is being developed to assess and build the knowledge and skills of essential stakeholders in relation to their ability to participate in and implement the Virtual Learning Program as designed.</p>	<p>A plan has not been developed to assess and build the knowledge and skills of essential stakeholders in relation to their ability to participate in and implement the Virtual Learning Program as designed.</p>	
<p>Standard 3.11: The governing system for the Virtual Learning Program includes essential stakeholders.</p> <p><i>Evidence, Notes, Comments</i></p>	<p>A plan has been developed to form a governing system for the Virtual Learning Program that includes essential stakeholders. All essential stakeholders are represented.</p>	<p>A plan has been developed to form a governing system for the Virtual Learning Program that includes essential stakeholders. Outreach and recruitment is ongoing to form this governing system. Not all essential stakeholders are yet represented.</p>	<p>A plan is being developed to form a governing system for the Virtual Learning Program that includes essential stakeholders.</p>	<p>There is no governing system for the Virtual Learning Program that includes essential stakeholders.</p>	

APPENDIX F Gadsden County's Virtual Instruction Procedural Plan

Task	Timeframe	Evidence, Artifacts, and/or Documentation	Persons Responsible
Development of the Gadsden County School's Virtual Education Team (VET).	Late Summer/Early Fall (prior to implementation)	<ul style="list-style-type: none"> - Team rosters - Sign in Sheets - Agenda, notes, and minutes from meetings 	The district's Virtual Education Team (VET), which will be comprised of all critical stakeholders with a vested interest in on-line education (finance, lead counselors, site level administrators, etc.) The Director for Media & Technology along with a designee from the Deputy Superintendent's Office will serve as co-chairs of the committee and be accountable for the implementation of the review process.
Decision making regarding the option and/or framework to be used for Virtual Education for the upcoming school year. And, develop, collaboratively, a draft calendar for virtual instruction.	Late Summer/Early Fall (prior to implementation)	<ul style="list-style-type: none"> - Sign in sheets - Agendas, notes, and minutes from meetings - Calendar outlining enrollment dates as well as critical points within the year such as completion dates and deadlines for submitting grades to the district office 	The district's Virtual Education Team (VET), which will be comprised of all critical stakeholders with a vested interest in on-line education (Finance, lead counselors, site level administrators, etc.) The Director for Media & Technology along with a designee from the Deputy Superintendent's Office will serve as co-chairs of the committee and be accountable for the implementation of the review process.
Launch the content review/vetting process for prospective Virtual Instruction Providers for the next school. Potential vendors will be selected from the FLD OE's list of approved providers.	January-March proceeding the academic year of implementation Contracts must include: student-teacher ratios; data quality requirements; minimum required security controls, and provider compliance with contract terms or quality of instruction.	<ul style="list-style-type: none"> - Team rosters - Agendas, notes, and minutes from meetings - Rubrics and other paperwork associated with analyzing the curricula and quality of service 	The district's Virtual Education Team (VET), which will be comprised of all critical stakeholders with a vested interest in on-line education (Finance, lead counselors, site level administrators, etc.) The Director for Media & Technology along with a designee from the Deputy Superintendent's Office will serve as co-chairs of the committee and be accountable for the implementation of the review process.
Selection of program(s), acquisition of quotes and/or cost analyses, and drafting of contract(s).	March-May	<ul style="list-style-type: none"> - Cost Analyses - Budgets - Quotes - Contracts 	The Director of Media and a designee from the Deputy Superintendent's Office.
Submission of contract to the School Board for approval.	June of the summer prior to the year of implementation	<ul style="list-style-type: none"> - School Board approval (notes/minutes) 	Designee from the Deputy Superintendent's Office.
Development of advertisement in various formats and/or mediums to notify parents, families, and the community of the option of virtual education and open enrollment periods for Virtual Education.		<ul style="list-style-type: none"> - Gadsden County's Virtual Education Portal (web-based) - Post cards distributed to all students registered in GCPS (preK-12) - Flyers and postings to be displayed in every school's office and guidance department 	Media and Technology
Distribution of media both digital and print notifying parents, families, and community members of the Virtual School options and advising them of the open enrollment periods.	No later than March 1 st for Summer Open Enrollment No later than May 1 st for Fall Open Enrollment No later than October 1 st for Spring Open Enrollment	<ul style="list-style-type: none"> - Gadsden County's Virtual Education Portal (web-based) - Instant messages (via Lan, mobile, and email) through use of the district's home-to-school communication tool - Postal Receipts - Mailing Lists 	Media and Technology; site-based administrators and guidance counselors; designee from Deputy Superintendent's Office NOTE: SkyAlert notification must be 90 days before the open enrollment date and must include the enrollment dates.

Task	Timeframe	Evidence, Artifacts, and/or Documentation	Persons Responsible
Initiate the enrollment process.	<p>(per F.S. 1004.25(1)(b) – 90 days before open enrollment dates)</p> <p>Varies based on enrollment period(s) – but it will be 90+ days ending 30 days prior to the first day of the school year (per Section 1002.45 F.S.)</p>	<ul style="list-style-type: none"> - Flyers and postings to be displayed in every school's office and guidance department - Enrollment documents - Course schedule 	Site-based guidance counselors and administrators for curriculum
Verify students' receipt of instructional materials, tools and equipment, including internet access.	Varies based on enrollment period. However, all verifications will be completed prior to the commencement of the first day of the course(s).	<ul style="list-style-type: none"> - Verification records from the VIP 	Designee from Deputy Superintendent's Office
Attendance Audits	Every 9 weeks	<ul style="list-style-type: none"> - Attendance records - Early Warning Systems (EWS) data 	Designee from Deputy Superintendent's Office Curriculum and Instruction
Program Evaluation	<p>Ongoing</p> <p>A comprehensive summative analysis will take place at the close of each academic year.</p>	<ul style="list-style-type: none"> - Sign in sheets - Agendas, minutes, notes, etc. - Evaluation analyses paperwork (See Appendix D) 	The district's Virtual Education Team (VET), which will be comprised of all critical stakeholders with a vested interest in on-line education (Finance, lead counselors, site level administrators, etc.) The Director for Media & Technology along with a designee from the Deputy Superintendent's Office will serve as co-chairs of the committee and be accountable for the implementation of the review process.

APPENDIX G
Gadsden County Public Schools Virtual Instruction Program
Acknowledgement/Verification of Materials Received

Parent/Guardian's Name	
Street Address	
City, State, and Zip Code	
Telephone Number	
Email Address	

I _____ (*Print Name-Parent/Guardian*), hereby acknowledge that I received all of the materials listed on the attached page and further acknowledge that the merchandise has been inspected and is without defect.

Virtual Providers Name (*Print*) _____

Parent/Guardian's Signature: _____

Student Name: _____

Date: _____

Important Note: *Please submit this document and copies of the packing slips to the Gadsden County School Board within ten (10) business days of delivery of the materials and resources. Thank you in advance for your cooperation and assistance.*

Ensure you have included the following documents:

- Packing Documents
- Acknowledgement/Verification Form Fully Completed

Please send the above documents via:

Postal Mail:

Gadsden County School Board
 Attention: Cheryl Ellison
 35 Martin Luther King Jr. Blvd.
 Quincy, FL 32351

Fax:

(850) 627-3530

Or, email:

ellisonc@gcpsmail.com

APPENDIX H

AVERAGE STUDENT TEACHER RATIOS AND TEACHER LOADS

FUEL/K12 takes into account the needs of the individual students, families, schools, and teachers in assigning teacher loads. An average teacher load for elementary grades K-3 full-time core courses is 65; grades K-3 part-time core courses (0.5 teacher) is 35; average teacher load for K-3 full time electives is 250, and K-3 part time (.5) electives is 125. For the grade level band of 4-8 the average teacher load is calculated taking into consideration the 4-5th grade average teacher load and the 6-8th grade average teacher load. The grades 4-5 average teacher load mirrors the grades K-3 average teacher load, and the grades 6-8 average teacher load mirrors the grades 9-12 average teacher load. As such, the average teacher load for grades 4-8 full-time core courses is 132; grades 4-8 part-time core courses (0.5 teacher) is 67; average teacher load for grades 4-8 full time electives load is 250, and grades 4-8 part time (.5) electives is 125. An average teacher load for grades 9-12 full time core courses is 200; grades 9-12 part-time core courses (0.5 teacher) is 100; average grades 9-12 full time electives load is 250, and grades 9-12 part time (.5) electives is 125.

Students in the online environment are not divided up into class periods, and as such student-teacher ratios in this environment are complex to calculate. Teachers most often work with students in a 1:1 ratio to review course content, provide individualized feedback or deliver instructional support. Teachers *may* also work in small groups with students in a 5:1 or 10:1 or 25:1 setting for support or direct instruction. Other interactions or class meetings can be up to 200:1 if the full class is invited to a synchronous session. The student teacher ratio is fluid based on the nature of the student-teacher interaction. Using the average teacher loads, and considering a typical brick and mortar school day of 6 periods for grades 6-12 and electives (with grades K-3 not divided into class periods), the average student-teacher ratios can be calculated as follows: grades K-3 full time core courses 65:1; grades K-3 part time core courses 35:1; grades K-3 full time electives 42:1; grades K-3 part time electives 21:1; grades 4-8 full time core 22:1; grades 4-8 part time core 11:1; grades 4-8 full time electives 42:1; grades 4-8 part time electives 21:1; grades 9-12 full time core 33:1; grades 9-12 part time core 17:1; grades 9-12 full time electives 42:1; and grades 9-12 part time electives 21:1.

Edgenuity commits to a student-teacher ratio consistent with the Florida Virtual School program, which is one teacher per 30 students for grades K-5, one teacher per 65 students for grades 6 – 8 and one teacher per 200 students for grades 9 – 12.

PAEC maintains the student teacher ratio average of all instructors for K-12 at 30:1 with no single teacher classroom exceeding 150 active students at any one time..

Data Quality Requirements/Reporting:

The Gadsden school district will monitor compliance with data requirements at the end of each semester. The dates are as follows:

First Semester Ends: December 20, 2019

Second Semester Ends: May 29, 2020

Minimum Required Security Controls:

Virtual Instructional Provider will implement, maintain, and use appropriate administrative, technical, or physical security measures to the full extent required by Title 20, Section 1232g, United State Code, The Family Educational Right and Privacy Act (FERPA), in order to maintain the confidentiality of student/education records. All providers has secured clearinghouses that is password protected and allows the VIP district Liaison to retrieve confidential information anytime needed.

Provider compliance with contract terms or quality of instruction:

A VIP district Liaison acts for the district in all matters pertaining to their contract, including but not limited to monitoring compliance with contract terms and quality of virtual instruction pursuant to State and Client policy, and to accept and approve all deliverables and invoices.

Accepts standard publications of the Virtual Instructional Provider for all compliance and documentation purposes (i.e., **program guide for information and data about the curriculum, student handbook for school policies and procedures and hours of personnel availability, state reporting for certification status and physical location of personnel, monthly school report for student-teacher ratios, teacher load limits, state data submissions and state report cards for completion, promotion, and other accountability outcomes**). *The following are links to VIP Provider's Disclosure Website:*

Florida Virtual School (<https://www.flvs.net/>)

K-12 Fuel Education (<http://www.k12.com/>)

PAEC FLVS Franchise (<http://my.paec.org/>)

Edgenuity (www.edgenuity.com)

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 9c

DATE OF SCHOOL BOARD MEETING: July 23, 2019

TITLE OF AGENDA ITEM: 2018-2019 Annual Equity Update

DIVISION:

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

PURPOSE AND SUMMARY OF ITEM:

Approval of the Gadsden County 2018-2019 Annual Equity Update.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Rose Raynak

POSITION: Area Director of Federal Programs

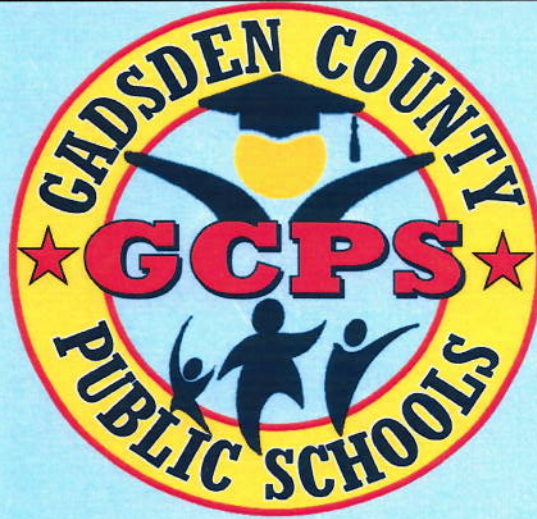
INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

REVIEWED BY: _____



"Putting Children First"

Roger P. Milton

Superintendent

miltonr@gcpsmail.com

**Gadsden County
2018-2019
Annual Equity Update**

GADSDEN COUNTY SCHOOL DISTRICT

2018-2019 Annual Equity Update

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2018-19 Annual Equity Update

PART I: PROCEDURAL REQUIREMENTS:

A. Changes to Nondiscrimination and Anti-Harassment Policies or Grievance Procedures

Submit any policies or procedures revised since the last Equity Update.

N/A

B. Annual Notification of Nondiscrimination for Vocational Education Programs

1. Annual Notification of Nondiscrimination for Vocational Education Programs

Explain how annual notification of nondiscrimination is disseminated/published; and submit copies of materials that include the annual notification of nondiscrimination for vocational programs.

2. Continuous Notification of Nondiscrimination

Identify documents used to provide the continuous notification of nondiscrimination; and submit copies of materials that include the continuous notification of nondiscrimination.

C. Notice for Availability of Reasonable Accommodations to Applicants for Employment

Submit copies of webpages or printed materials for applicants for employment that include the notice that reasonable accommodations are available for qualified applicants with disabilities during the application and interview process. The notices should also include contact information for requesting accommodations.

PART II: INCOMPLETE ITEMS OR PENDING ACTIONS

A. Any Items identified during equity on-site review.

N/A

B. Any other items identified on the current or past monitoring work plans as incomplete.

N/A

PART III: STUDENT PARTICIPATION

Gadsden County has one high school – Gadsden County High School. The high school serves 20% of the district's total public school student population and 82% of the district's public school students in grades 9-12. Carter-Parramore/HOPE campus is the district's alternative second chance school for the most at-risk students, those expelled, teenage parents (if they choose to relocate from the high school), students who are over age for their grade level and/or two or more years behind in their graduation cohort, and/or court adjudicated/DJJ youth. This school makes up about 18% of the public school grade 9-12 enrollment. At Carter-Parramore/HOPE over 90% of students are enrolled in credit recovery that is mostly completed on-line in a facilitated classroom with a computer environment. Over 30% of the district's high school population is over-age and includes students in grades 13 and 14.

EVALUATION OF METHODS AND STRATEGIES:

(1) Grades 9-12, Advanced Placement (AP), IB and AICE

Grades 9-12 Total Enrollment 2018-19 (1,248/290)

<i>White</i>	<i>Black</i>	<i>Hispanic</i>	<i>ELL Students</i>	
35 (2.8%)	937 (75.08%)	255 (20.43%)	41 (3.28%)	
<i>Whites</i> In AP/IB/AICE 2014-15 0% (0)	<i>Whites</i> In AP/IB/AICE 2015-16 0% (0)	<i>Whites</i> In AP/IB/AICE 2016-17 16.28% (43)	<i>Whites</i> In AP/IB/AICE 2017-18 48% (13)	<i>Whites</i> In AP/IB/AICE 2018-19 17.14% (6)
<i>White Males</i> In AP/IB/AICE 2014-15 0% (0)	<i>White Males</i> In AP/IB/AICE 2015-16 0% (0)	<i>White Males</i> In AP/IB/AICE 2016-17 15.38% (4)	<i>White Males</i> In AP/IB/AICE 2017-18 38% (6)	<i>White Males</i> In AP/IB/AICE 2018-19 18.67% (3)
<i>Blacks</i> In AP/IB/AICE 2014-15 4% (43)	<i>Blacks</i> In AP/IB/AICE 2015-16 1% (10)	<i>Blacks</i> In AP/IB/AICE 2016-17 6.94% (74)	<i>Blacks</i> In AP/IB/AICE 2017-18 53% (506)	<i>Blacks</i> In AP/IB/AICE 2018-19 23.59% (221)
<i>Black Males</i> In AP/IB/AICE 2014-15 4% (20)	<i>Black Males</i> In AP/IB/AICE 2015-16 1% (6)	<i>Black Males</i> In AP/IB/AICE 2016-17 6.43% (34)	<i>Black Males</i> In AP/IB/AICE 2017-18 45% (213)	<i>Black Males</i> In AP/IB/AICE 2018-19 23.78% (110)
<i>Hispanics</i> In AP/IB/AICE 2014-15 6% (13)	<i>Hispanics</i> In AP/IB/AICE 2015-16 5% (10)	<i>Hispanics</i> In AP/IB/AICE 2016-17 20.69% (48)	<i>Hispanics</i> In AP/IB/AICE 2017-18 67% (161)	<i>Hispanics</i> In AP/IB/AICE 2018-19 21.18% (54)
<i>Hisp. Males</i> In AP/IB/AICE 2014-15 7% (7)	<i>Hisp. Males</i> In AP/IB/AICE 2015-16 5% (5)	<i>Hisp. Males</i> In AP/IB/AICE 2016-17 10.81% (12)	<i>Hisp. Males</i> In AP/IB/AICE 2017-18 64% (76)	<i>Hisp. Males</i> In AP/IB/AICE 2018-19 23.13% (31)
		<i>ELL Students</i> In AP/IB/AICE 2016-17 28.13% (9)	<i>ELL Students</i> In AP/IB/AICE 2017-18 66% (23)	<i>ELL Students</i> In AP/IB/AICE 2018-19 21.95% (9)

Evidence of Success

*Evaluate the progress made in increasing enrollment for black, Hispanic, black male, Hispanic male and ELL students in AP/IB/AICE courses, and in closing enrollment gaps for black, Hispanic, black male, Hispanic male and ELL students. **Evaluation must include 2014-15 to 2018-19.***

There were 290 students, of the 1,248 total enrollments, placed in AP/IB/AICE in 2018-19 with 17.14% White students; 23.59% Black students; 21.18% Hispanic students; and 21.95% ELL students. These percentages are fairly representative of the overall demographics of the public schools in Gadsden. In 2018-19 the enrollment of white students in AP fell by 50%; Black fell by 30%; Hispanic students fell by 40%. The numbers of each subgroup in 2017-2018 are an anomaly as the sitting principal under the guidance of an external operator (mandated by the State Board) put almost every student into AP classes so that the students were able to earn high school acceleration points. While this strategy, consistent with other districts across the state with schools in turnaround, yielded high numbers of students taking the test, there were relatively low numbers passing the test at a Level 3 or higher. This truly deflated the students who were challenged beyond their abilities. The 2018-19 school leadership team, after looking at quantitative and qualitative data related to accelerated courses and student preparation to take such courses, put positive measures and expectations into place for the new school year to avoid this negative

response from students. The current principal is truly measuring the student's abilities and chances for success on AP exams before placement into the coursework. As the white flight continues for Gadsden County with more and more white students transitioning to private schools and Leon County public schools, the numbers of whites participating in AP classes is continuing to fall in a similar proportion to the falling enrollments of white students in Gadsden public schools. A truer comparison is made by looking at the percentages for 2016-17 and comparing them to 2018-19 to adjust for the anomaly of the 2017-18 principal/external operator decisions. Whites in 2018 show almost a 1% increase from the 2016-17 percentages; Blacks show a large increase from 2016-17 from 7% to almost 24% participation; Hispanics show about a .5% increase from 2016-17 to 2018-19; and ELL student participation fell. State guidance to ELL Directors advised them to ensure that students placed into accelerated classes were literate in English prior to enrolling them into accelerated courses because it was setting them up for failure. As such, 2018-19 students were evaluated as to their level of preparation for advanced coursework before placement into the AP classes to ensure their true chances for realizing success. From 2014-15 to 2018-19, there is a 17% increase in White participation; almost 20% increase in Black participation; and a 15% increase in Hispanic participation in AP courses. During the same years, White male participation increased 18.5%; Black male participation increased almost 20%; and Hispanic male participation increased 16%. ELL students from 2016-17 to 2017-18 fell about 6% but that was mostly based on FDOE guidance about expectations and not setting up ELL students for failure. Another factor, further exacerbating the declines from 2017-18 to 2018-19 was the impact of Hurricane Michael on all subgroups, especially the Hispanic and ELL groups when their families did not return to work in agricultural businesses after the damage devastated most infrastructure and property.

Methods and Strategies

Identify the targeted methods and strategies to be used for the next period to increase enrollment for minority and ELL students in AP/IB/AICE courses, and to close enrollment gaps for black, Hispanic, black male, Hispanic male and ELL students. Strategies should include specific action steps taken by the schools/district to close enrollment gaps.

Strategies being used to improve enrollments in AP classes are to work with incoming 9th graders in an Academy setting and provide them with the interventions necessary to ensure that they are performing at grade level in core content classes. This includes providing them with interventionists and mentors. This strategy is not race specific and is being used for all students. Students are placed in rigorous coursework as preparation for their placement in AP courses. Once students are prepared academically for the rigor of AP classes, there are more students placed into those classes. Course offerings in AP are expanding at the high school and for the alternative school so that there is a wider variety of courses a student could choose to add to their schedule. More teachers are being trained in AP instruction by College Board. The district is investing heavily in professional learning, especially in accelerated and rigorous content. More partnerships are being developed with Tallahassee Community College (TCC) and Panhandle Area Educational Consortium (PAEC) to offer students rigorous AP classes virtually and in postsecondary centers within the district.

The district is a majority minority district with almost 75% Black and 21% Hispanic population in the public schools. The focus is high for minority recruitment into AP classes. However, the district continues to focus on ensuring that minority populations are provided every opportunity to be successful in accelerated classes before placement. Gadsden continues to:

1. Recruit minority students for AP classes through closer guidance counseling, including counseling for parents and students together and by increasing student advisory sessions.
2. Target trained AP teachers in the district's Personnel recruitment and retention efforts.
3. Improve marketing at the school level of the benefits of AP classes for the student.
4. Develop better vertical articulation between middle and high school leadership teams to ensure students are better prepared for success of AP classes.
5. Use national predictors like PSAT and PLAN to identify students for enrollment into advanced classes.
6. Continue to prioritize professional learning for teachers to have the credentials to teach advanced classes.
7. Work with guidance counselors to ensure they are identifying all students with the potential of

- success in advanced coursework.
- 8. Host more parent awareness workshops on advanced coursework.
- 9. Work closer on partnerships with postsecondary institutions to promote connections between college and career readiness.

Accountability Measure and Timelines

Provide accountability measures and timelines for increasing enrollment for black, Hispanic, black male, Hispanic male and ELL students in AP/IB/AICE courses, and closing enrollment gaps for black, Hispanic, black male, Hispanic male and ELL students. Timelines may be over multiple years.

1. Increase the number of white and white male students in grades 9-12 enrolling in AP by 1% by the end of the 2019-2020 school year.
2. Increase the number of Black and Black male students in grades 9-12 enrolling in AP by 1% by the end of the 2019-2020 school year.
3. Increase the number of Hispanic and Hispanic male students in grades 9-12 enrolling in AP by 1% by the end of the 2019-2020 school year.
4. Increase the number of ELL students who are prepared to take advanced coursework to enroll in AP by 1% by the end of the 2019-2020 school year.

Grades 9-12, Dual Enrollment (DE)

Grades 9-12 Total Enrollment 2018-19 (1,248/43)

<i>White</i>	<i>Black</i>	<i>Hispanic</i>	<i>ELL Students</i>	
35 & 2.8%	937 & 75.08%	255 & 20.43%	41 & 3.29%	
Whites In DE 2014-15 3% (1)	Whites In DE 2015-16 6% (2)	Whites In DE 2016-17 4.65% (2)	Whites In DE 2017-18 4% (1)	Whites In DE 2018-19 2.86% (1)
White Males In DE 2014-15 6% (1)	White Males In DE 2015-16 5% (1)	White Males In DE 2016-17 7.69% (2)	White Males In DE 2017-18 6% (1)	White Males In DE 2018-19 5.56% (1)
Blacks In DE 2014-15 4% (36)	Blacks In DE 2015-16 1% (10)	Blacks In DE 2016-17 4.59% (49)	Blacks In DE 2017-18 5% (44)	Blacks In DE 2018-19 3.63% (34)
Black Males In DE 2014-15 3% (14)	Black Males In DE 2015-16 1% (8)	Black Males In DE 2016-17 3.4% (18)	Black Males In DE 2017-18 4% (21)	Black Males In DE 2018-19 1.94% (9)
Hispanics In DE 2014-15 4% (9)	Hispanics In DE 2015-16 3% (7)	Hispanics In DE 2016-17 13.79% (32)	Hispanics In DE 2017-18 6% (14)	Hispanics In DE 2018-19 3.14% (8)
Hisp. Males In DE 2014-15 2% (2)	Hisp. Males In DE 2015-16 1% (1)	Hisp. Males In DE 2016-17 10.81% (12)	Hisp. Males In DE 2017-18 3% (4)	Hisp. Males In DE 2018-19 1.49% (2)
		ELL Students In DE 2016-17 0% (0)	ELL Students In DE 2017-18 0% (0)	ELL Students In DE 2018-19 0% (0)

Evidence of Success

*Evaluate the progress made in increasing enrollment for black, Hispanic, black male, Hispanic male and ELL students in AP/IB/AICE courses, and in closing enrollment gaps for black, Hispanic, black male, Hispanic male and ELL students. **Evaluation must include 2014-15 to 2018-19.***

There were 43 actual enrollments in DE in 2018-19 with 2.86% White students; 3.63% Black students; 3.14% Hispanic students; and 0% ELL students. In 2018-19 the enrollment of all races fell slightly but still is pretty close to what it was in 2014-15. The numbers were fairly flat for Black, fell dramatically for Hispanic and fell slightly for white if you compare the rates from 2016-17 with 2017-18. The data appear to show that there was a considerable effort to improve dual enrollment in 2016-17 but efforts since have declined to reach that level – still they are not much different than in 2014-15 so the general effort of enrollments in DE over time is pretty flat. Another factor, further exacerbating the declines from 2017-18 to 2018-19 was the impact of Hurricane Michael on all subgroups, especially the Hispanic and ELL groups when their families did not return to work in agricultural businesses after the damage devastated most infrastructure and property.

Methods and Strategies

Identify the targeted methods and strategies to be used for the next period to increase enrollment for minority and ELL students in DE courses, and to close enrollment gaps for black, Hispanic, black male, Hispanic male and ELL students. Strategies should include specific action steps taken by the schools/district to close enrollment gaps.

Strategies being implemented for 2019-2020 include having the Area Director for Secondary Curriculum and Instruction provide a fuller professional learning program to guidance counselors (including middle and high school counselors) to increase their awareness of the benefits of DE, the articulation agreements with TCC and FAMU, and the value of the program for parents in reduced payments of college tuition. School leadership teams at the secondary level are encouraged to identify potential students for DE and assist them with the supports necessary to take and be successful in those classes. This strategy is not race specific and is being used for all students. Closer work with district data systems better identifies males and minorities with GPAs of 3.0 or higher and a marketing effort is being made to enroll more students into DE and other accelerated programs. During registration/recruitment fairs and grade-level meetings, the High school encourages students to be part of its accelerated program so that they can be better prepared for college and careers. Course offerings in DE are expanding at the high school and for the alternative school so that there is a wider variety of courses a student could choose from to add to their schedule. More partnerships are being developed with TCC and PAEC to provide teachers at the high school with more training for teaching advanced courses and to offer more DE classes virtually. Better marketing is being done for parents in both languages so that Hispanic and ELL students' parents can better understand what DE is and what benefits it holds for their children. Skylert (electronic phone messages) is advertising the enrollment dates for DE to encourage parents to have their children enroll. Closer vertical articulation between middle and high school leadership teams ensures more students are prepared for advanced courses. Using national predictors like PSAT and PLAN helps to identify more students for advanced coursework. The district continues to work with guidance counselors to build their awareness and assistance with student scheduling into advanced courses.

Accountability Measure and Timelines

Provide accountability measures and timelines for increasing enrollment for black, Hispanic, black male, Hispanic male and ELL students in AP/IB/AICE courses, and closing enrollment gaps for black, Hispanic, black male, Hispanic male and ELL students. Timelines may be over multiple years.

1. Increase the number of white and white male students in grades 9-12 enrolling in DE by 1% by the end of the 2019-2020 school year.
2. Increase the number of Black and Black male students in grades 9-12 enrolling in DE by 1% by the end of the 2019-2020 school year.
3. Increase the number of Hispanic and Hispanic male students in grades 9-12 enrolling in DE by 1% by the end of the 2019-2020 school year.
4. Increase the number of ELL students who are prepared to take advanced coursework to enroll in DE by 1% by the end of the 2019-2020 school year.

Grades 9-12, All Level 3 courses (including AP, IB, AICE, DE and honors)

Grades 9-12 Total Enrollment 2018-19 (1,248)

<i>White</i>	<i>Black</i>	<i>Hispanic</i>	<i>ELL Students</i>	
15 & 42.86%	511 & 54.54%	149 & 58.43%	20 & 48.78%	
Whites All Level 3 2014-15 16% (47)	Whites All Level 3 2015-16 41% (14)	Whites All Level 3 2016-17 44.19% (19)	Whites All Level 3 2017-18 48% (13)	Whites All Level 3 2018-19 42.86% (15)
White Males All Level 3 2014-15 56% (10)	White Males All Level 3 2015-16 50% (10)	White Males All Level 3 2016-17 46.15% (12)	White Males All Level 3 2017-18 38% (6)	White Males All Level 3 2018-19 33.3% (6)
Blacks All Level 3 2014-15 38% (381)	Blacks All Level 3 2015-16 28% (299)	Blacks All Level 3 2016-17 39.27% (419)	Blacks All Level 3 2017-18 53% (506)	Blacks All Level 3 2018-19 54.54% (511)
Black Males All Level 3 2014-15 34% (176)	Black Males All Level 3 2015-16 24% (133)	Black Males All Level 3 2016-17 32.33% (171)	Black Males All Level 3 2017-18 45% (213)	Black Males All Level 3 2018-19 47.73% (221)
Hispanics All Level 3 2014-15 52% (106)	Hispanics All Level 3 2015-16 42% (93)	Hispanics All Level 3 2016-17 56.03% (130)	Hispanics All Level 3 2017-18 67% (161)	Hispanics All Level 3 2018-19 58.43% (149)
Hisp. Males All Level 3 2014-15 50% (48)	Hisp. Males All Level 3 2015-16 44% (43)	Hisp. Males All Level 3 2016-17 46.85% (52)	Hisp. Males All Level 3 2017-18 64% (76)	Hisp. Males All Level 3 2018-19 63.43% (85)
		ELL Students All Level 3 2016-17 37.5% (12)	ELL Students All Level 3 2017-18 66% (23)	ELL Students All Level 3 2018-19 48.78% (20)

Evidence of Success

*Evaluate the progress made in increasing enrollment for black, Hispanic, black male, Hispanic male and ELL students in all advanced courses, and in closing enrollment gaps for black, Hispanic, black male, Hispanic male and ELL students. **Evaluation must include 2014-15 to 2018-19.***

From 2014-15 to 2018-19, there have been significant increases in the numbers of students enrolled in Level 3 courses for all subgroups in an accelerated program. This attests to the district's increased priority on assisting students reach higher academic proficiency and be better prepared for postsecondary courses upon graduation. White males have fallen percentage wise, but only by 4 students when you compare actual numbers in enrollments from 2014-15 to 2018-19. This can also be explained by the continuing white flight to private schools and other districts.

Methods and Strategies

Identify the targeted methods and strategies to be used for the next period to increase enrollment for minority students in all advanced courses, and to close enrollment gaps for black, Hispanic, black male,

Hispanic male and ELL students. Strategies should include specific action steps taken by the schools/district to close enrollment gaps.

Gadsden continues to be committed to:

1. Seek assistance from district MIS and Guidance Departments to identify all minorities and males with GPA's of 2.5% or higher and encouraging all qualified students to enroll in accelerated programs.
2. Invite TRIO programs (Talent Search, Upward Bound, College Reach Out Program) coordinators and advisors to work with counselors and teachers to target, enlist, mentor, and support minority students (especially males) to increase numbers of students enrolled in accelerated programs.
3. Provide the most fragile students with adult mentors to assist them in overcoming barriers that might stand in their way of taking advanced coursework.
4. Improve marketing efforts to talk about the benefits of accelerated classes.
5. Improve marketing efforts for parent involvement to include more activities increasing their awareness of the benefits of accelerated coursework for students.
6. Host parent nights to talk about advanced coursework and include information in student handbooks to help better advertise the programs.
7. Improve efforts for meaningful vertical articulation between middle and high schools to help the effort build up momentum as middle school students prepare for career pathways and postsecondary education in their career preparation courses.
8. Ensure all materials are in both languages to allow for a wider reach to Hispanic parents (which are now about 20% of the demographics of the public school system).

Accountability Measure and Timelines

Provide accountability measures and timelines for increasing enrollment for black, Hispanic, black male, Hispanic male and ELL students in all advanced courses, and closing enrollment gaps for black, Hispanic, black male, Hispanic male and ELL students. Timelines may be over multiple years.

1. Increase the number of white and white male students in grades 9-12 enrolling in Level 3 courses by 1% by the end of the 2019-2020 school year.
2. Increase the number of Black and Black male students in grades 9-12 enrolling in Level 3 courses by 1% by the end of the 2019-2020 school year.
3. Increase the number of Hispanic and Hispanic male students in grades 9-12 enrolling in Level 3 courses by 1% by the end of the 2019-2020 school year.
4. Increase the number of ELL students who are prepared to take advanced coursework to enroll in Level 3 courses by 1% by the end of the 2019-2020 school year.

PART IV: GENDER EQUITY IN ATHLETICS

Athletics Compliance Verification

- A.** Attach a **Compliance Verification Form** for the district (only one for the district, **not** one for each school), signed by the superintendent. **(See pages 7-8.)**
- B.** Attach a **Participation Monitoring Form** for each school with an interscholastic athletics program, signed by the principal. Enter the number of male and female athletes for each sport. For varsity teams, enter the number of athletes. For junior varsity/freshmen/B-teams, enter the number of athletes and, if there is more than one team, enter the number of teams. **(See page 9.)**
- C.** If the Participation Monitoring Forms indicate that schools are not in compliance with all components required by Title IX and the Florida Educational Equity Act, then each school that is out of compliance must also submit a **Corrective Action Plan**, signed by the principal. **(See page 10.)**
- D.** If the district submitted Corrective Action Plans as part of the 2017-18 Equity Update, it should submit updated Corrective Action Plans to show the current status/progress of the corrective actions and evidence of completion.

PART IV GENDER EQUITY IN ATHLETICS
Athletic Compliance Verification Form

District: Gadsden

1. Sports and levels of competition effectively accommodate the interests and abilities of members of both sexes. [Section 1000.05(3)(d)(1), F.S.; Rule 6A-19.004(2), FAC; Title IX: 106.41(c)(1)]

IN COMPLIANCE NOT IN COMPLIANCE

2. Equipment and supplies are provided equitably to female and male teams. [Section 1000.05(3)(d)(2), F.S.; Rule 6A-19.004(4), FAC; Title IX: 106.41(c)(2)]

IN COMPLIANCE NOT IN COMPLIANCE

3. Scheduling of games and practice times provide equal opportunities. [Section 1000.05(3)(d)(3), F.S.; Rule 6A-19.004(5), FAC; Title IX: 106.41(c)(3)]

IN COMPLIANCE NOT IN COMPLIANCE

4. Travel and Per Diem allowances are provided for athletes in an equitable manner. [Section 1000.05(3)(d)(4), F.S.; Rule 6A-19.004(6), FAC; Title IX: 106(c)(4)]

IN COMPLIANCE NOT IN COMPLIANCE

5. Opportunities to receive coaching are provided in an equitable manner. [Section 1000.05(3)(d)(5), F.S.; Rule 6A-19.004(7), FAC; Title IX: 106.41(c)(5)]

IN COMPLIANCE NOT IN COMPLIANCE

6. Locker rooms, practice facilities and competitive facilities are of comparable quality for male and female teams. [Section 1000.05(3)(d)(7), F.S.; Rule 6A-19.004(8), FAC; Title IX: 106.41(c)(7)]

IN COMPLIANCE NOT IN COMPLIANCE

7. Medical and training facilities and services, including insurance, are provided in an equitable manner. [Section 1000.05(3)(d)(8), F.S.; Rule 6A-19.004(9), FAC; Title IX: 106.41(c)(8)]

IN COMPLIANCE NOT IN COMPLIANCE

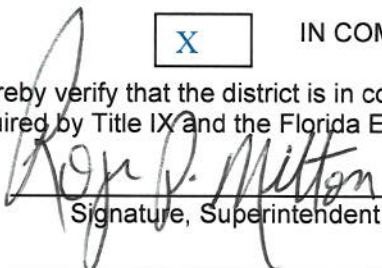
8. Publicity and promotion of male and female teams support equal opportunity. [Section 1000.05(3)(d)(10), F.S.; Rule 6A-19.004(10), FAC; Title IX: 106.41(c)(10)]

IN COMPLIANCE NOT IN COMPLIANCE

9. Support services are equitable for male and female teams. [Rule 6A-19.004(11), FAC; Title IX: 106.41(a)]

IN COMPLIANCE NOT IN COMPLIANCE

I hereby verify that the district is in compliance with the identified components of our athletics program, as required by Title IX and the Florida Educational Equity Act.



 Signature, Superintendent

7/11/19

 Date

2018-19 Athletic Participation Monitoring Form

Component 1: NOTE: OCR defines a participant as anyone who (1) participated in competition or (2) participated with the team and was eligible for competition but did not play. Participation is determined as of the date of the first competitive event for the sport. For varsity teams, enter the number of athletes. For junior varsity, freshmen and B-teams, enter the number of athletes and, if there is more than one team, enter the number of teams.

School: West Gadsden	Number of Participants			Number of Participants					
Varsity Teams	Males	Females	Total	Non-Varsity Teams	#	Males	#	Females	Total
Baseball	15	0	15	Baseball					
Basketball	15	10	25	Basketball					
Cross Country	0	0	0	Cross Country					
Flag Football/ Football	45	15	60	Flag Football/ Football					
Golf	0	0	0	Golf					
Soccer	22	20	42	Soccer					
Softball	0	15	15	Softball					
Swimming/Diving	0	0	0	Swimming/Diving					
Tennis	0	0	0	Tennis					
Track and Field	5	5	10	Track and Field					
Volleyball	0	0	0	Volleyball					
Wrestling	0	0	0	Wrestling					
Weightlifting	0	0	0	Weightlifting					
<i>Total Varsity Participants</i>	102	64	167	<i>Total JV Participants</i>					
<i>% of Varsity Participants</i>	61%	39%	100%	<i>% of JV Participants</i>					100%
Total Student Enrollment by Gender 2018-19	210	171	381	Total Student Enrollment by Gender 2018-19					
% Student Enrollment by Gender 2018-19	55%	45%	100%	% Student Enrollment by Gender 2018-19					100%

This form must be submitted for each school. Be sure to fill in the enrollment data. The total percentage of male and female student enrollment should equal 100%.


**PART IV
GENDER EQUITY IN ATHLETICS
Corrective Action Plan**

District: Gadsden


School Name: West Gadsden Middle School

(1) Gender Equity in Athletics Component	(2) Planned Actions To Address Deficiencies Found in Athletics	(3) Responsible Person(s) and Contact Information	(4) Timelines
Increase female athletes relative to total enrollment in sports	<p>Increase female participation in athletics by:</p> <ol style="list-style-type: none"> 1. Recruiting female athletes through promotion of sports. 2. Promote female participation in sports by soliciting their interest. 3. Provide in-service for coaches emphasizing the importance of increasing female participation in sports 4. Encourage physical education teachers to identify talented female students to increase participation by 20% 	<p>Gino Bullock, Athletic Director</p> <p>Contact Information: bullockg@gcpsmail.com</p>	<p>August 2019 – May 2020</p>

We hereby verify that the above corrective action plan will be implemented to bring the institution into compliance within the time frame indicated in the Plan.



 Signature, Principal



 Signature, Superintendent

7/11/19

 Date

7/11/19

 Date

2018-19 Athletic Participation Monitoring Form

Component 1: NOTE: OCR defines a participant as anyone who (1) participated in competition or (2) participated with the team and was eligible for competition but did not play. Participation is determined as of the date of the first competitive event for the sport. For varsity teams, enter the number of athletes. For junior varsity, freshmen and B-teams, enter the number of athletes and, if there is more than one team, enter the number of teams.

School: Havana Magnet	Number of Participants				Number of Participants				
Varsity Teams	Males	Females	Total	Non-Varsity Teams	#	Males	#	Females	Total
Baseball	0	0	0	Baseball					
Basketball	12	15	27	Basketball					
Cross Country	0	0	0	Cross Country					
Flag Football/ Football	28	0	28	Flag Football/ Football					
Golf	0	0	0	Golf					
Soccer	0	0	0	Soccer					
Softball	0	15	15	Softball					
Swimming/Diving	0	0	0	Swimming/Diving					
Tennis	0	0	0	Tennis					
Track and Field	4	0	4	Track and Field					
Volleyball	0	15	15	Volleyball					
Wrestling	0	0	0	Wrestling					
Weightlifting	0	0	0	Weightlifting					
<i>Total Varsity Participants</i>	44	45	89	<i>Total JV Participants</i>					
<i>% of Varsity Participants</i>	49%	51%	100%	<i>% of JV Participants</i>					100%
Total Student Enrollment by Gender 2018-19	82	91	173	Total Student Enrollment by Gender 2018-19					
% Student Enrollment by Gender 2018-19	47%	53%	100%	% Student Enrollment by Gender 2018-19					100%

This form must be submitted for each school. Be sure to fill in the enrollment data. The total percentage of male and female student enrollment should equal 100%.

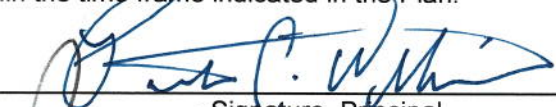
**PART IV
GENDER EQUITY IN ATHLETICS
Corrective Action Plan**


District: Gadsden

School Name: Havana Magnet School

(1) Gender Equity in Athletics Component	(2) Planned Actions To Address Deficiencies Found in Athletics	(3) Responsible Person(s) and Contact Information	(4) Timelines
The athletic department is in compliance with Gender Equity	No deficiencies were found. The athletics department will continue to promote its sports programs through parent-links, newspapers and student newsletters	Kendall Johnson (850) 727-3137 cell (850- 662-2760 x 3248 work	Through August 2019 to May 2020

We hereby verify that the above corrective action plan will be implemented to bring the institution into compliance within the time frame indicated in the Plan.



 Signature, Principal


 Signature, Superintendent

 7/11/19
 Date

 7/11/19
 Date

2018-19 Athletic Participation Monitoring Form

Component 1: NOTE: OCR defines a participant as anyone who (1) participated in competition or (2) participated with the team and was eligible for competition but did not play. Participation is determined as of the date of the first competitive event for the sport. For varsity teams, enter the number of athletes. For junior varsity, freshmen and B-teams, enter the number of athletes and, if there is more than one team, enter the number of teams.

School: Gadsden Co. High	Number of Participants				Number of Participants				
Varsity Teams	Males	Females	Total	Non-Varsity Teams	#	Males	#	Females	Total
Baseball	11	0	11	Baseball		0		0	0
Basketball	13	15	28	Basketball		20		9	29
Cross Country	0	0	0	Cross Country		0		0	0
Flag Football/ Football	34	16	50	Flag Football/ Football		32		0	32
Golf	0	0	0	Golf		0		0	0
Soccer	20	34	54	Soccer		0		0	0
Softball	0	19	19	Softball		0		0	0
Swimming/Diving	0	0	0	Swimming/Diving		0		0	0
Tennis	0	0	0	Tennis		0		0	0
Track and Field	16	11	27	Track and Field		0		0	0
Volleyball	0	19	19	Volleyball		0		0	0
Wrestling	0	0	0	Wrestling		0		0	0
Weightlifting	0	0	0	Weightlifting		0		0	0
<i>Total Varsity Participants</i>	94	114	208	<i>Total JV Participants</i>	52		9		61
<i>% of Varsity Participants</i>	45%	55%	100%	<i>% of JV Participants</i>	82.5%		17.5%		100%
Total Student Enrollment by Gender 2018-19	464	497	961	Total Student Enrollment by Gender 2018-19	464		497		961
% Student Enrollment by Gender 2018-19	48%	52%	100%	% Student Enrollment by Gender 2018-19	48%		52%		100%

This form must be submitted for each school. Be sure to fill in the enrollment data. The total percentage of male and female student enrollment should equal 100%.

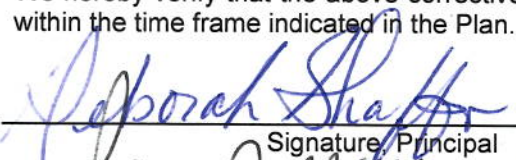
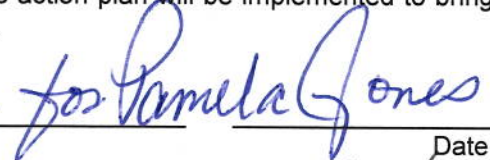
**PART IV
GENDER EQUITY IN ATHLETICS
Corrective Action Plan**

District: Gadsden

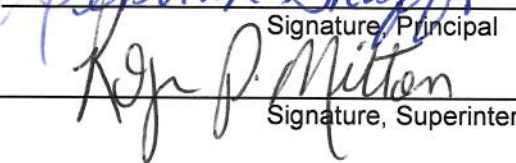
School Name: Gadsden County High School

(1) Gender Equity in Athletics Component	(2) Planned Actions To Address Deficiencies Found in Athletics	(3) Responsible Person(s) and Contact Information	(4) Timelines
Increase female participation in non-varsity sports.	Increase female participation in JV athletics by: <ol style="list-style-type: none"> 1. Recruiting female athletes through promotion of JV sports. 2. Promote female participation in sports by soliciting their interest in JV sports. 3. Provide in-service for coaches emphasizing the importance of increasing female participation in JV sports 4. Encourage physical education teachers to identify talented female students to increase participation in JV sports 	Corey Fuller fullerc@gcpsmail.com 850-662-2300	August 2019 to May 2020

We hereby verify that the above corrective action plan will be implemented to bring the institution into compliance within the time frame indicated in the Plan.

 for  4/11/19

 Signature, Principal Date



 Signature, Superintendent 7/11/19

 Date

2018-19 Athletic Participation Monitoring Form

Component 1: NOTE: OCR defines a participant as anyone who (1) participated in competition or (2) participated with the team and was eligible for competition but did not play. Participation is determined as of the date of the first competitive event for the sport. For varsity teams, enter the number of athletes. For junior varsity, freshmen and B-teams, enter the number of athletes and, if there is more than one team, enter the number of teams.

School: JASMS	Number of Participants			Number of Participants					
Varsity Teams	Males	Females	Total	Non-Varsity Teams	#	Males	#	Females	Total
Baseball				Baseball	20		0		20
Basketball				Basketball	15		20		35
Cross Country				Cross Country	0		0		0
Flag Football/ Football				Flag Football/ Football	50		0		50
Golf				Golf	0		0		0
Soccer				Soccer	30		30		60
Softball				Softball	0		20		20
Swimming/Diving				Swimming/Diving	0		0		0
Tennis				Tennis	0		0		0
Track and Field				Track and Field	30		30		60
Volleyball				Volleyball	0		20		20
Wrestling				Wrestling	0		0		0
Weightlifting				Weightlifting	0		0		0
<i>Total Varsity Participants</i>				<i>Total JV Participants</i>	145		120		265
<i>% of Varsity Participants</i>			100%	<i>% of JV Participants</i>	54.7%		45.3%		100%
Total Student Enrollment by Gender 2018-19				Total Student Enrollment by Gender 2018-19	366		325		691
% Student Enrollment by Gender 2018-19			100%	% Student Enrollment by Gender 2018-19	52.97%		47%		100%

This form must be submitted for each school. Be sure to fill in the enrollment data. The total percentage of male and female student enrollment should equal 100%.

**PART IV
GENDER EQUITY IN ATHLETICS
Corrective Action Plan**

District: Gadsden

School Name: James A. Shanks Middle School

(1) Gender Equity in Athletics Component	(2) Planned Actions To Address Deficiencies Found in Athletics	(3) Responsible Person(s) and Contact Information	(4) Timelines
No significant difference in male/female sports participants when compared to population of the school	<p>To maintain an equitable mix, the school continues to:</p> <ul style="list-style-type: none"> • Administer an interest survey annually to all students, regardless of gender to determine their interest in participation in any sports team. • Based on survey results, evaluate need to add extra sports teams for girls, if there is identified need and it is practicable to offer a team and appropriate competition to sustain a team • Invite and showcase female athletes at the school during Open House, Expos, and other school events • Promote interscholastic sports teams during PE classes that coincide with sport seasons • Publicize all sporting events equally 	<p>Maurice Stokes, principal stokesm@gcpsmail.com</p> <p>Rosa Hudgins, Athletic Director hudginsr@gcpsmail.com</p>	Aug. 2019 to May 2020

We hereby verify that the above corrective action plan will be implemented to bring the institution into compliance within the time frame indicated in the Plan.



Signature, Principal



Signature, Superintendent

7/11/19
Date

7/11/19
Date

PART V: EMPLOYMENT EQUITY

District: <u>Gadsden</u>		2018-2019 Administrative and Faculty Positions					
Administrative Positions	Total	# & % Black	# & % Hispanic	# & % White	# & % Other	# & % Female	# & % Male
Student Demographics	5,582	4,017 (72%)	1,172 (21%)	259 (4.6%)	134 (2.4%)	2,725 (48.8%)	2,857 (51.2%)
District-Level Administrators	16	13 (81.25%)	0 (0%)	3 (18.75%)	0 (0%)	11 (68.75%)	5 (31.25%)
Principals	11	10 (90.9%)	0 (0%)	1 (9.1%)	0 (0%)	6 (54.5%)	5 (45.5%)
Asst. Principals	18	18 (100%)	0 (0%)	0 (0%)	0 (0%)	14 (77.78%)	4 (22.22%)
Teachers	319	269 (84.3%)	3 (0.94%)	43 (13.48%)	4 (1.25%)	244 (76.5%)	75 (23.5%)
Guidance Counselors	13	11 (85%)	0 (0%)	0 (0%)	2 (15%)	11 (85%)	2 (15%)

- A. Complete the following chart for administrative and instructional positions in the school district. Enter the number and percent for each race/ethnicity and gender. Count each person only once under one category.
- B. Review the employment data to identify any racial/ethnic or gender underrepresentation in administrative and faculty positions.
- C. Identify specific methods and strategies used to address any racial/ethnic or gender underrepresentation in administrative, instructional and guidance positions.

Student demographics from 2017-18 to 2018-19 are fairly comparable and are representative of the attendance zones of the district public schools with 72% Black, 21% Hispanic, and 4.6% White. District level administrators are down one staff person from 2017-18 but are pretty much the same distribution as 2017-18 since there has been limited need to change existing staff. District level administrators are 81.25% Black and 18.75% White with no Hispanics which is not reflective of the community or the public school children. Women outnumber men in district level administrative positions. There is a need to improve recruitment of Hispanics and males to the district staff as openings happen. Principals are 90.9% Black with a fairly even split between males and females. There is a need to recruit more White principals. Assistant Principals are 100% Black and primarily female. There is a need to recruit White and Hispanic Assistant Principals and male Assistant Principals. Guidance Counselors show primarily Black representation with only 15% Other showing a racial underrepresentation for White, Hispanic, and male counselors. Males are underrepresented in teaching staff with a large underrepresentation of White and Hispanic teacher

Gadsden County's Demographic Data was exacted from:
<https://suburbanstats.org/population/florida/how-many-people-live-in-gadsden-county>

Total population of 46,389 with 25,996 (56%) Black; 16,646 (35%) White; 4,419 (9%) Hispanic; 2,757 (5%) other; and 607 (1%) Two or more races, with less than 1% Asian (227) and less than 1% American Indian (137).

The district continues to actively recruit and advertise for instructional, administrative, and guidance positions through participation with the local universities and recruitment fairs (i.e., FSU, FAMU, TCC, PAEC, Career Source, and through recruiting companies that provide international teachers). The district has a contract with Teachers-Teachers.com and Frontline to improve job searches, advertisement, and recruitment of applicants for employment. The site can be accessed by all leadership and administrators to search for new candidates/applicants and post vacancies. Educators/Teacher's nation-wide can also build accounts to search for positions with the Gadsden County School District. The School Board and Superintendent actively pursue options to employ qualified teachers to fill vacancies in district schools. The district has a partnership with TPG Cultural Exchange to provide up to 8 International Teachers to the district this year in high need areas of math and science at the secondary level.

Recruitment of qualified instructional and administrative staff (regardless of race or gender) is difficult as the County does not have a tax base to draw from in similar proportions as adjacent counties have available. As a result, those counties are able to offer more lucrative salary and benefit packages which draws potential applicants to an urban setting versus a rural setting. While the district continues to seek a balance of race and gender for all positions, it is difficult to project if that balance will be met in the next several years. As retirements or employee transitions happen and qualified staff apply, the priority is to increase the underrepresented races and genders for vacant positions.

PART VI SINGLE-SEX SCHOOLS AND CLASSES

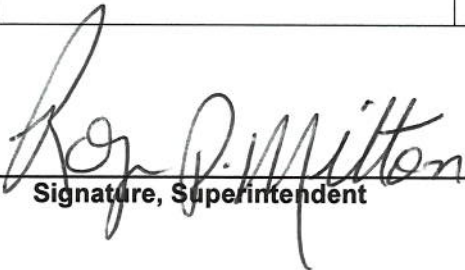
Single-Sex Evaluation Verification Form

Does the district operate single-sex schools or classes? Yes No

District: Gadsden

I hereby verify that the required evaluations of the single-sex programs and classes offered at the schools listed below were completed, as required by Title IX and Section 1002.311, F.S.

Name of School/Program	Date Single-Sex Program Began	Date Last Evaluation Completed
N/A		



Signature, Superintendent



Date

PART VII: PREGNANT AND PARENTING STUDENTS

To ensure that pregnant and parenting students are treated in compliance with the requirements of Title IX and Section 1003.54, F.S., districts are asked to respond to the following questions regarding programs for pregnant and parenting students:

- (1) How does the district make provisions for pregnant and parenting students to complete the coursework necessary to earn a high school diploma? How are ancillary services (such as child care, health care, social services, parent education and transportation) provided?

The district follows statutory language (s. 1003.54 F.S.) and provides a specialized curriculum to meet the needs of students who are pregnant or parenting through the school setting of their choice. This individually customized program includes instruction on parenting, prenatal and postnatal care, and other related issues concerning a teen pregnancy. The program is developed in collaborative discussions between teen parents, school guidance counselors, and the student's parents. The program varies based on individual student needs. The district makes adequate provisions for pregnant and parenting teenagers to complete their coursework. The district provides a baby care center for teen parents to use as they continue their studies toward graduation. All secondary schools, alternative or regular, offer options of virtual and online programs to all students (including teen parents) for credit recovery. Any student with a medical issue that takes them from a school site during the school year is provided with home education and/or home/hospital bound options. Pregnant and parenting students are allowed to attend their regular home school until such time as a doctor or medical advisor advises against attendance. If it becomes medically necessary for a student to be removed from regular placement, she will become eligible to receive hospital-homebound services. Upon delivery of the child, the student may return to her regular school placement or may opt to attend Carter-Parramore/HOPE Academy which is the host school site for a child care center (Bold Step Daycare). However, even if the student returns to their regular school placement, the services of Bold Step are still made available to the student as long as they remain enrolled in the district. Bold Step is a licensed day care center and has full-time certified day care staff. It is open at 6:45 a.m. (to accommodate drop off of a child if the parent is not a student at Carter-Parramore/HOPE Academy and still allow the student to get to the regular school on time). It closes at 5 p.m. which is an hour later than the release of any public school in the district which allows a teen parent time to come to the site to pick up a child if they are not housed at the Carter-Parramore/HOPE Academy site.

- (2) If the district operates a separate program for pregnant and parenting students, how are students informed of the different curricula, services or other options available through the program versus what is available at their home schools? (Attach brochure(s) used to inform pregnant and parenting students of their educational options.)

N/A The district does not operate a separate program for pregnant/parent students. The student and their parent are provided the option to stay at their home school or to move to an alternative school setting.

- (3) How are school counselors and administrators trained to effectively advise pregnant or parenting students of their options to participate in regular classroom activities or enroll in a special program, and their access to curricular, extracurricular, and ancillary service programs?

The coordinator of guidance services provides training for administrators and guidance counselors regarding options for pregnant students. Students who are pregnant or just had a baby are provided additional time to complete coursework and are encouraged to continue working on class assignments while on maternity leave. Daycare services are provided so students can continue to attend classes, learn/implement parenting and childcare skills, and have immediate access to their child. District transportation services are provided without cost to students. Buses equipped with child care equipment transport the student parent and child to school for as long as the services are needed. School counselors and admission teams facilitate intake of pregnant/parenting students. Once a student and/or their parent completes the application, the school schedules an interview to determine what coursework needs, services, and resources are necessary to facilitate a successful transition from pregnancy to graduation. If the student stays at the home school, this is done at the time the school becomes aware of the pregnancy. If the student wants to transition to Carter-Parramore/HOPE Academy, both schools collaborate to develop a continuous plan for services and education of the parenting teen. The district works with Gadsden Health Department, the Department of Children and Families, as well as Woman to Woman – teen parent organization for parenting and childcare services.

APPENDICES

Continuous Notification of Nondiscrimination

The School Board of Gadsden County does not discriminate on the basis of race, color, national origin, gender, age, disability, marital status or genetic information in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act. [(Rule 6A-19.010(1) (f-g); Title IX; § 106.8(b) and 106.9; Section 504; section 104.8: ADA: §. 35.106 and §. 35.107(a); Age Discrimination Act; § 110.25(b); and Boy Scouts Act §. 108.9)].

Complaints/Inquiries regarding compliance with these regulations may be submitted to the office of:

Equal Employment Opportunity (EEO) Officer
James W. Brown, Jr., Ph.D.
Legal Service Liaison
35 Martin Luther King, Jr. Boulevard
Quincy, Florida 32351
(850) 627-9651
brownj@gcpsmail.com

Annual Notification of Nondiscrimination for Vocational Programs

The Gadsden School District offers the following career and technical programs, including career academies wherein students may earn industry certification: Automotive Service, Diesel Service, Technology, Barbering (secondary), Carpentry, Cosmetology (Secondary), Drafting & Design, Facial Specialty, Nail Specialist, Power Equipment Technologies, Practical Nursing, and Welding Technology.

The district prohibits discrimination in the terms and conditions of employment, and in access to educational programs and activities, and prohibits harassment of any individual or group on the basis of race, color, national origin, religion, sex, age, disability, marital status, sexual orientation or genetic information and other protected classes included in the district's nondiscrimination policies pursuant to the following: (Chapter 2.00 - School Board Governance and Organization - Policy 2.70-Prohibiting Discrimination, including sexual and other forms of harassment, and (112.51; 119.07; 760.01 et seq.; 100.05; 1000.21; 1001.43; 1012.22; F.S. 34 CFR 99; 34 CFR 108.34; CFR 200.43; P.L. 110-233)

The district may assess each student's ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation, as required by Title VI of the Civil Rights Act of 1964 (45 CFR Part 80), Title IX of the Education Amendments of 1972 (45 CFR Part 86) and Section 504 of the Rehabilitation Act of 1973 (45 CFR Part 84). Lack of English language skills will not be a barrier to admission and participation.

Complaints/Inquiries regarding compliance with these regulations may be submitted to the office of:

Equal Employment Opportunity (EEO) Officer

James W. Brown, Jr., Ph.D.

Legal Service Liaison

35 Martin Luther King, Jr. Boulevard

Quincy, Florida 32351

(850) 627-9651

brownj@gcpsmail.com



THE SCHOOL BOARD OF GADSDEN COUNTY

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Quincy, Florida 32351
Main: (850) 627-9651 or Fax: (850) 627-2760
www.gcps.k12.fl.us

Roger P. Milton
Superintendent
miltonr@gcpsmail.com

"Putting Children First"

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

Steve Scott
DISTRICT NO. 2
QUINCY, FL 32351
HAVANA, FL 32333

Leroy McMillan
DISTRICT NO. 3
CHATTAHOOCHEE, FL 32324
GREENSBORO, FL 32330

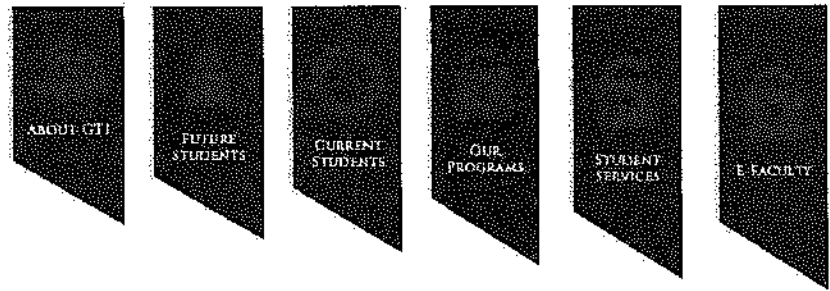
Charlie D. Frost
DISTRICT NO. 4
GRETNA, FL 32332
QUINCY, FL 32352

Tyrone D. Smith
DISTRICT NO. 5
QUINCY, FL 32351

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OTHER EVIDENCE



LINKS

QUICK LINKS

- Adult Education
- Automotive Service Technology
- Automotive Service Technology 1
- Barbering
- Carpentry
- Commercial Class "B" Driving
- Cosmetology
- Drafting
- Facials, Specialty
- Nails Specialty
- Patient Care Assistant
- Pharmacy Technician
- Power Equipment Technologies
- Practical Nursing
- Welding Technology

EDUCATION

- Council on Occupational Education
- Florida Department of Education
- Gadsden County Library
- Net Price Calculator

Welcome!

Hours of Operation: 7:30 am - 4:00 pm Monday - Friday

Make the call today, to begin training for your future!

(850) 875-8324

Anti-Discrimination Policy

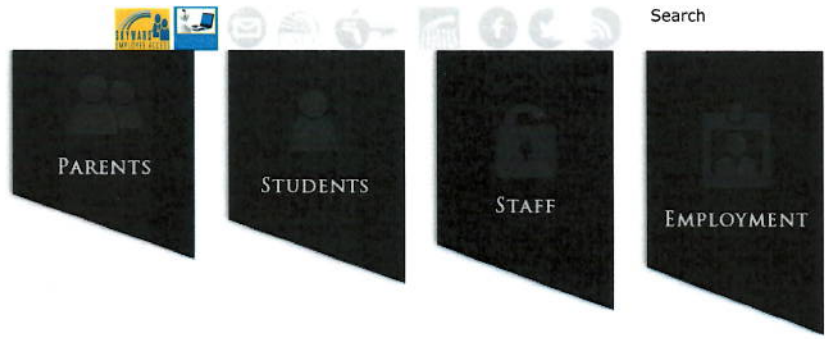
The Gadsden County School District prohibits any form of discrimination or harassment on the basis of race, color, sex, religion, national origin, marital status, age or disability in any of its programs, services or activities.

Thank you for choosing Gadsden Technical Institute. We appreciate your willingness to further your education by taking this first step toward your post-secondary and career certification. Please let us know anytime you need assistance with classroom activities and let us know how we can help you as you seek to gain a realistic balance with your family, work, and community responsibilities.

You are special to us. Like you, we look forward to your walk across the stage to receive the diploma you have earned.

Mission Statement

The mission of Gadsden Technical Institute is to recognize the worth and potential of each student. We are committed to providing opportunities for basic and advanced instruction in a conducive learning environment. The Center encourages technical curiosity, innovation and creativity by integrating all occupational areas. We strive to instill the attitudes and skills necessary to produce



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WELCOME TO GADSDEN COUNTY SCHOOL DISTRICT

Notice of Reasonable Accommodations for Employment Applicants

Reasonable accommodations are available for persons with disabilities to complete the application and/or interview process. Applicants/individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may contact the Gadsden County Human Resource Department at 35 Martin Luther King Jr. Blvd or call 850-627-9651 x 1228 for assistance.



Saturday, June 15, 2019 11:22:21 am EDT



FORTIFY (Report Suspicious Activity)

Click icon to install

*** GADSDEN DISTRICT REPORT CARD (FLDOE New Beta Site) ***
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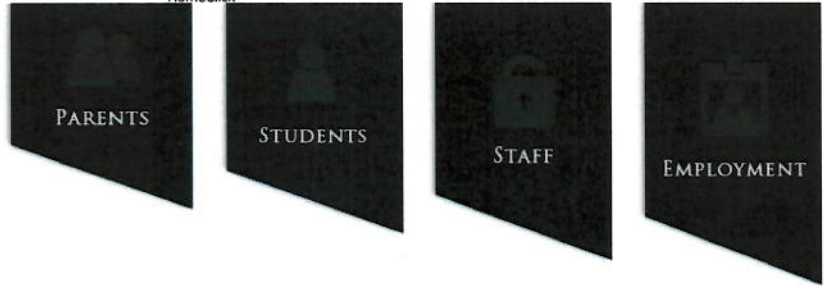
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(click here)

Job Openings With the Gadsden County School District



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