

Agenda
 ECHOLS COUNTY BOARD OF EDUCATION
 Regular Meeting
 November 10, 2015
 7:30 PM
 Board Office Conference Room

I	Call to Order, Invocation, Pledge of Allegiance		Chester Register	
II	Consent Agenda		Chester Register	
		Approve Agenda Approve minutes of 10/20 Regular Meeting Personnel: Bobby Dan Walker- Bus Driver (replaces Mr. Herrin) Rosa Robinson		
III	Recognition of visitors	Drama 1 st place Region -Annaliese Hamm and Emily Borchert and Chelsea Crouch Forestry Hank Majeski and Miranda Carter, Brooke Smith, Will Vedder, Avery Wood Softball – 3 rd place state Rebecca Hill and Kameron Coggins, Logan Hill, Makayla Barrett, Alyssa Ellenberg, Avery Wood, Tyler Carter, Kassi Church, Logan Bennett, Logan George, Morgan Hill, Maci Courson, Taela Johnson, Bethany Tanner Cross Country 1 st place regionals Vince Hamm and FFA 2 nd place nationals Shelby Corbett and	Chester Register	
IV	Budget and Finance	See Finance Report	Chester Register	Goal 5: Operational need

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V	Reports	<p>A1. Principal – High School</p> <p>A2. Principal- Elem/Middle School</p> <p>B. Superintendent</p> <p>C. Field Trip Requests (* requires bus)</p> <ol style="list-style-type: none"> 1. 6/13-17 4 H Summer Camp grades 4-6 Hampton GA (Justin Shealey) <p>D. Fund raising request</p> <ol style="list-style-type: none"> 1. MS Student Council – Winter Dance 12/11(Crawford) Community Service <ol style="list-style-type: none"> a. Student Council Christmas Drive 11/11-11/30 (Parker and Black) <p>E. Facilities Request</p> <ol style="list-style-type: none"> 1. MS Student Council – Winter Dance 12/11(Crawford Cafetorium) 2. ECHS Alumni – Reunion -3/12 (Highsmith and Deloach, Old Caf and auditorium) 	<p>Dave Rosser Wade Beale Virginia Jewell</p>	
VI	New Business	<ol style="list-style-type: none"> 1. Select vendor for HVAC repair (ES/MS Building fund) 2. Review options for vehicles (FFA truck/Transit) 3. Use of GSS for selected procurement 4. Approve expenditure for PE equipment 		

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		<p>\$2228.74(ES)+\$807.92(HS)</p> <p>5. Approve expenditure for School Dude to replace existing IT work order system \$879.17</p> <p>6. Approve expenditure for School Dude to have a maintenance tracking system one time set up fee of \$1505 and ongoing fee of \$937.50</p> <p>7. Set date for Superintendent’s evaluation in December</p>		
	Policy	<p>A. Introduce</p> <p>a. GAGD-Staff Nepotism New</p> <p>b. JKB Student Solicitation CHANGE</p> <p>c. BCBI-Public Participation CHANGE (exhibit)</p> <p>d. IHC-Class Rank CHANGE</p>		
VII	Old Business	<p>Adopt</p> <p>a. DJEA Purchasing Authority CHANGE</p> <p>b. DJEAC Purchasing or Credit Card Use – NEW</p> <p>c. GAD Professional Learning Opportunities CHANGE</p> <p>d. JCDAG Bullying CHANGE</p> <p>e. JGCD Medication CHANGE</p> <p>f. JGI Child Abuse or Neglect CHANGE</p> <p>b.</p>		
VIII	Other Business	Executive Session-Personnel		

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Echols County Board of Education
Meeting Minutes
October 20, 2015

The October 20, 2015 regular meeting of the Echols County Board of Education was called to order at 7:35 PM by Chester Register.

Board members present were Bo Corbett, Rocky Crosby, Chester Register and Florence Staten.

Following the invocation and pledge to the flag, Rocky Crosby made a motion to approve the agenda. Florence Staten seconded the motion. Motion passed 4-0.

Florence Staten made a motion to approve the September 22, 2015 meeting minutes with correction. Bo Corbett seconded the motion. Motion passed 4-0.

VISITORS

None

BUDGET AND FINANCE

Ms. Staten informed the Superintendent that January payroll is done 1 week earlier.

Rocky Crosby made a motion to approve the Accounts Payable register. This was seconded by Florence Staten. Motion passed 4-0.

REPORTS

Mr. Rosser informed the Board stated that 36 students took the SAT or ACT on site last month. Our current high school number is 230 and our unofficial graduation rate is 90%. The new Move On When Ready (MOWR) requirements will be presented to the Board tonight for a policy change to reflect the program needs. MOWR will allow us to expand our offerings in CTAE with nursing and criminal justice. Mr. Rosser asked for volunteers on November 6, college application day.

Mr. Beale stated our current ES/MS number is 602, down 3 from September. He reminded the board of upcoming events including Family Reading Night.

The Superintendent updated the Board on the progress of the individual teams meeting regarding the Strategic plan. A job description and recommendation will come to the Board at the December meeting for a Curriculum Director. The Board was informed that we are scheduled to go before the State Board for approval of our Strategic Waiver.

Dr. Jewell presented the MVC proposal for review, the new ABM contract, 2 of the 3 quotes for HVAC work at the K-8 building, as well as an update on the septic system, and the Soft Docs solution.

Dr. Jewell stated that we need a solution for financial preparation. One choice is to hire a part-time contractor to do this. The Board asked Dr. Jewell to come back with a recommendation.

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Projected impacts of the tentative ERC funding formula appears to be negligible at this point in time. A state wide raise in minimum wage would increase the budget by \$370,000.

Summaries from written reports:

Federal: The new Migrant SSP was hired to work with 3-12 year olds. Our corrective action plan and the CLIP were approved.

SPED: Medicaid Audit found some issues. We are moving to the Georgia Online IP to ensure fidelity of our records. We have carryover money for Early Intervention Services. Our Special Education audit will be in February/March of 2016.

Tech: Lightning damage is being submitted for insurance. There are several upcoming expenses due to dated/damaged infrastructure and/or equipment.

FIELD TRIPS

Florence Staten made a motion to approve all field trips except #3 as no students will be attending that trip. Bo Corbett seconded the motion. Motion passed 4-0

1. Middle School(Garner)- VSU Outdoor 10/23 *
2. Counseling (Black)-Valdosta High Probe Fair – 10/26/15*
3. Senior Student Council(Hamm) Jacksonville School Climate – 10/28/15
4. FCA(Guilliams) Valdosta 10/28/15
5. FFA Livestock Judging(Corbett) – Covington 11/6-7
6. FFA(Majeski)- Waycross Tractor Operation 11/11
7. FFA(Corbett) - Waycross Floriculture, Landscaping 11/11*
8. FFA(Corbett) –Ocilla, Livestock Judging Regional - 11/17
9. Grade 1- Tifton, GA Museum/Village – 11/20*
10. Grade 4- Jacksonville Zoo - 12/2*
11. FFA (Majeski) –ABAC – 12/8
12. FFA (Majeski) – Cook County Ag Sales – 12/10
13. FBLA(Isgro) – Ware County High-Regional Competition – 1/13*
14. Grade 2 – VSU, Bunnacula - 2/12*
15. FBLA(Isgro) Athens-State Competition 3/6-8*
16. Grade 5 – Jacksonville, MOSH - 3/10*
17. Counseling – Wiregrass, Health Occupations – 4/12*
18. PreK – Quitman, Exotic Animal Sanctuary – 4/15*
19. 8th Grade – Orlando, Universal Studios – 5/13*.

FUND RAISING REQUESTS

Bo Corbett made a motion to approve all fund raising requests except # 7 pending further information from Mr. Beale and the Superintendent regarding policy. Rocky Crosby seconded the motion. Motion passed 4-0.

1. FBLA- Lollipop Sales 11/2 (Isgro)
2. Cheerleading – Cookies 11/2-13 (Sills)

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3. Senior Beta – Food Drive 11/4-18 (Highsmith) Service
4. Girls Basketball – Chicken Dinner 11/7(Carter)
5. FFA – Boston Butt Sale 11/19 (Majeski)
6. Senior Beta 9 Santa Shop 12/2-16 (Highsmith) Service
7. MS Student Council – Winter Dance 12/11(Crawford)
8. K-8 - St Jude Math-a-Thon 3/7-11 (Staten, B.) Service)

FACILITIES REQUEST

Rocky Corbett made a motion to approve all facilities requests except #12. Bo Corbett seconded the motion. Motion passed 4-0.

9. FCCLA Taste of Echols 10/30, 11/13, 3/11, 4/8 (Stone)
10. Legislative lunch - DFACS and Farm Bureau 11-2 old cafeteria on 11/9
11. Girls Basketball – Chicken Dinner 11/7(Carter Gym/Cafetorium)
12. MS Student Council – Winter Dance 12/11(Crawford Cafetorium)

NEW BUSINESS

Florence Staten made a motion to approve the contract amendment for ABM at \$450,00 per month after verification from the Superintendent that the charges are accurate regarding event set up hours. Bo Corbett seconded. Motion passed 4-0.

Rocky Crosby made a motion to approve the panel replacement to Aaction in the amount of \$6280.48. Bo Corbett seconded. Motion passed 4-0.

Florence Staten made a motion to approve the purchase of Imagine Leaning software from Title III funds in the amount of \$8500. Rocky Crosby seconded. Motion passed 4-0.

The selection of an HVAC vendor was postponed until a third quote is received.

The Board was given the MVC proposal to review.

Bo Corbett made a motion to approve the Bus Driver Appreciation proclamation. Florence Staten seconded. Motion passed 4-0.

Bo Corbett made a motion to adjust pay for athletic trips to \$50 for under 4.5 hour and \$85 for under 8 hours. Field trips are \$65 for Valdosta, \$80 for over 6 hours and \$150 for over 8 hours. It was noted that the new activities driver will be driving the vast majority of these trips at the regular full time rate for drivers. Florence Staten seconded. Motion passed 4-0.

The Audit Review for FY14 had findings. The Board expressed disappointment and stated the expectation for a similar report in FY15. The Board asked the Superintendent to bring a proposal to the Board for a contractor for this year as well as a longer term solution.

There was a discussion regarding the letter from FFRF. Dr. Jewell informed the Board that the Board attorney was in receipt of the letter and currently working on a response.

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POLICY

Mr. Register asked that GAGD be removed from consideration until next month. Florence Staten made a motion to introduce the other 4 polices as presented. Rocky Crosby seconded. Motion passed 4-0.

- a. GAGD-Staff Nepotism New
- b. JGJA – Suicide prevention New
- c. IHF(6) Language Change to accommodate Move on When Ready
- d. IFBG – Acceptable Use Change to include social media
- e. EEF - Competitive Foods - NEW

OLD BUSINESS

GARH-Leave Florence Staten made a motion to adopt. Bo Corbett seconded. Motion passed 4-0.

EEE-Wellness Bo Corbett made a motion to adopt. . Rocky Corbett seconded. Motion passed 4-0.

EXECUTIVE SESSION

Rocky Crosby made a motion to move into Executive Session to discuss Personnel at 9:10. Bo Corbett seconded. Motion passed 4-0.

Bo Corbett made a motion to exit Executive Session at 9:58. Rocky Crosby seconded. Motion passed 4-0.

PERSONNEL

Rocky Crosby made a motion to approve the hiring of Charles Carter III as a substitute bus driver and Paul Hebert as a full time activities driver. Florence Staten seconded. Motion passed 4-0.

Bo Corbett made a motion to approve the hiring of Matt Lukens as girls' soccer coach and Donya Coggins as assistant pending Dr. Jewell verifying the amount of the supplement for the position. Rocky Crosby seconded. Motion passed 4-0.

Rocky Crosby made a motion to approve the resignation of Allen Herrins, bus driver. Florence Staten seconded. Motion passed 4-0.

The Board meeting was adjourned at 10:00 PM by Chester Register.

BOARD MEMBERS

Mr. Chester Register, Chairman
Ms. Florence Staten, Vice-Chair
Mr. Richard Hendley
Mr. Rocky Crosby
Mr. Bo Corbett



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**ECHOLS COUNTY BOARD OF EDUCATION
DR. VIRGINIA JEWELL, SUPERINTENDENT**

November 5, 2015

I recommend Bobby Walker as bus driver for Echols County Schools to fill the vacant position left by Allen Herrin. He has been fully trained and is a current substitute bus driver for our school.

Thank you for your consideration of this recommendation.

Sincerely,

A handwritten signature in cursive script that reads "Virginia Jewell".

Virginia Jewell
Superintendent

Report
 ECHOLS COUNTY BOARD OF EDUCATION
 November 10th, 2015
 7:30 PM
 Echols Elementary School

	Department Name	Your Name	
	High School	Dave Rosser	
	Topic	Narrative	CIP or Strategic Goal to which this item relates
1.	Enrollment	<ul style="list-style-type: none"> • Currently 230 Total • 9th – 73 • 10th -51 • 11th -51 • 12th -55 	NA
2.	Handbook Amendment	From time to time students check out at 12:30 and return by 1:00 because they don't care for the food in the cafeteria. They check out via parent phone call or parent letter. Prior to this school year this was a very rare occurrence. This year, we have seen an increase in regularity with several students. Several parents have given their student permission to do this daily through a phone call and a note on file. This is creating a de-facto open campus for lunch. Our concern is for student safety and the potential for student discipline for failing to sign in and out. Our recommendation is to amend the student handbook and add a "Check Out" section with specifics procedures. These procedures should assist us in keeping students on campus during lunch. See attached proposal.	Student Safety
3.	EOC Results	Provided the results for fall and spring are in, data charts for each tested area will be provided.	Objective 3.2.1
		Official Grad Rate 2014-2015 – Results published to public November 9th	Goal 2 & 3
	Upcoming Events	Veterans Day Program - November 11 th @ 9:00 AM Tip Off Classic – Nov 19 th at 6:00. Nov. 21 st @ 3:00, 4:30, and 6:00	

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Echols Elementary School

Proposed High School Handbook Amendment

Checking in and out of school

All students who arrive after 8:00 AM and leave prior to 2:30 PM must check in and out through the office. Students who are enrolled in M.O.W. R. (Move on When Ready) must also sign in and out if their schedule causes them to come and go during the school day.

Parents/Guardians may grant permission for their student to check out during the school day by telephone, parent note, or in person. All student check outs count as an absence for the block the student misses due to the checkout, and any other class blocks they miss during the day. All students who check out after 12:30P.M. will be counted as absent for 4th block. Students may not check out for lunch. Students who wish to be counted as present for 4th block must remain in school until 1:50 P.M.

Students 18 years and older must be their own guardian to check themselves out. *I'm going to check with the attorney on this last point...*

Report
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Echols Elementary-Middle School

	ECES-ECMS	Wade Beale	
1	PK-8 Attendance Report	<ul style="list-style-type: none">• Report on current PK-8 enrollment	N/A
2	PK-8 Upcoming Events	<ul style="list-style-type: none">• Calendar events Oct-Nov	N/A
3	Georgia Milestones Report	<ul style="list-style-type: none">• Report on 2015 Georgia Milestones scores (grades 3-8)	Instructional Leadership (increase student achievement).

Report
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 Echols Elementary School

	Central Office	Superintendent	
1	Topic	Narrative	CIP or Strategic Goal to which this item relates
2	Instruction	<ul style="list-style-type: none"> • C&I will bring recommendation regarding curriculum Director to Board in Decembers • We were approved for Strategic Waiver • Georgia Milestones looks like we did better than regional and state averages- will be released to public by state on 11/16 	Goal – Increase student achievement
3	Special Education	See Special Education Report	
4	Operations	<ul style="list-style-type: none"> • MVC has put in the best proposal • Vehicles on municipal pricing <ul style="list-style-type: none"> • Truck 38000 (53485 MSRP) • Transit 34298 (46010 MSRP) • Turn in annually for new vehicle • We can own for about 8 years for the cost of buying outright and have new vehicle annually • ABM contract was reduced to 300 per month from 450 • KPurchase offers us a free alternative for processing POs- Berrien using now- will update as we have more information • Septic RFP walkthrough was this week, bids due 11/30 • Lane bid was 27000, recommend going with Scruggs, apples to apple bid was identical to King and uncovered more issues and works with commercial systems • Spoke with ABM about energy savings and maintenance as additional services to consider • GSS okay legally according to attorneys • Estimated price to install a new pull station in the old ISS building and connect it to the main building fire alarm system will be \$2,081.25 Do we want to look at maintenance building as well? • Bus incident on 11/2 minor damage no injuries 	Goal 5- Efficient use of resources
5	Finance	<ul style="list-style-type: none"> • See report • Medicaid money left on table • IRS paperwork for Affordable Care Act has to be done by Jan 31 with W-2s- working with Arista for 7.50 per employee 	
6	Fed Programs/Assessment	See Federal Programs Report	
7	Technology	See Technology Report	
8	Policy	<ul style="list-style-type: none"> • GAGD-Staff Nepotism NEW • JKB Student Solicitation CHANGE • BCBI-Public Participation CHANGE (exhibit) <p><i>Motion to introduce policies as listed.</i></p>	

Report
 ECHOLS COUNTY BOARD OF EDUCATION
 September
 7:30 PM
 Echols Elementary School

	Department Name	Your Name	
	Special Ed Professional Learning School Nutrition	Shannon King	
1	Topic	Narrative(use bulleted list for easier reading)	CIP or Strategic Goal to which this item relates
2	Professional Development	<ul style="list-style-type: none"> • Projected needs for next year are currently being gathered from principals-(still in progress) • Budget Approved- Budget for this year was 18099.00 • Implementation of new sheet will be used to estimate travel expenses prior to travel so we are better prepared to approve/not approve 	Focus on various strategic goals
3	Special Education	<ul style="list-style-type: none"> • SPED VIB budget was approved and carryover from last year was received last week (38643.00) • Federal Preschool budget was approved and carryover from last year was received last week (5770.00) • Saw SES and PaddyNet representatives in Atlanta last week and asked for a meeting to clarify our Medicaid billing. I also asked for a report of how much we received last year from their fillings. The reports they send are very misleading and I need clarification. • November 2, 2015 I received a letter stating that we should be getting back 8407.42 from the April-June 2015 quarter. Will this go back into SPED funds or into the general fund? • Timeline data audit was conducted on records from last year. Data has been submitted and I am still waiting for feedback 	Compliance
4	School Nutrition	<ul style="list-style-type: none"> • Funding of 500.00 from Beale Principal's Fund and 300.00 from Rosser Principal's Fund for incentives/prizes for Wellness Program. Coach Carter will be in charge of these incentives. 	Compliance
5			

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	Federal Programs	Rebecca Hill	
1	Topic	Narrative(use bulleted list for easier reading)	CIP or Strategic Goal to which this item relates
2	Migrant	<ul style="list-style-type: none"> 1st PAC (parent advisory meeting) was held on Sept. 28th – 7 migrant parents attended 	Title 1C
3		<ul style="list-style-type: none"> 15 migrant students and 6 migrant parents attended College Day at VSU on October 3 	Title 1C
4		<ul style="list-style-type: none"> 	
5	Budgets (Title 1A, Title 1C, Title II A, Title III, Title VI B)	<ul style="list-style-type: none"> All budgets have been approved except Title VI B Title VIB has been submitted 	All Federal Programs
6	Title IIA- audit correction	<ul style="list-style-type: none"> During the FY 15 federal programs audit, it was found that we were paying for class size reduction teachers incorrectly. In FY15, we used Title IA and Title IIA funds to pay for class size reduction teachers (which is allowable). We paid for more middle school teachers than we were allowed using Title IA funds. To correct this we moved the elementary teacher that we were paying out of Title IIA to Title IA so that we could correct the unallowable use of funds finding (This was suggested to me by the Title IA and Title IIA audit personnel) . This left a large amount of money unused in Title IIA. This money was already drawn down each month for teacher salary. When the completion report was finished and the books were closed, this money showed up as money drawn down but not spent. We have to send this money back. We cannot keep federal money in our bank for a lengthy time. I spoke to our Title IIA specialist and she said that we would receive this money back in carryover. 	Title IIA

	Testing	Rebecca Hill	
1	Topic	Narrative(use bulleted list for easier reading)	CIP or Strategic Goal to which this item relates
2	Testing	<ul style="list-style-type: none"> EOC testing schedule has been created and emailed to teachers Students will get an opportunity to take a practice test so that they can get use to the testing interface Public testing site and practice: http://experience-ga.ctb.com/ 	

Report
 ECHOLS COUNTY BOARD OF EDUCATION
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	Department Name	Your Name	
	Technology	Kelly Wicks	
1	Topic	Narrative(use bulleted list for easier reading)	CIP or Strategic Goal to which this item relates
2	Staff/student check in	<ul style="list-style-type: none"> We need a system for tracking attendance/early dismissal/ tardies as research shows that consistent attendance on both the part of staff and students leads to higher performance. Track visitors. Computers will have to be purchased for each of the school offices. What budget to cover the expenses? Workstations – \$585 each x 2 Printers – no need to purchase at this time Software – Enterprise edition Yr 1 \$1,528.80 (requisition given to Superintendent) Annual renewals \$325 per school 	<ul style="list-style-type: none"> Goal 3- Increase student performance on learning assessments Strategic plan belief- School should provide a safe and caring environment for all
3	E-Rate 2015-2016	<ul style="list-style-type: none"> Category 2 (wireless infrastructure) funding awarded. <u>Planning schedule with vendor</u> to do installs during the school year and will parallel our current network without any outages and plan change over during end of school year. See Requisitions for each school submitted to Superintendent. Planning to begin week of November 16 	<ul style="list-style-type: none"> Goal 5 – Implement process and policies that ensure optimal use of district resources in creating a 21st century learning environment
5	Hardware and technology supplies	<ul style="list-style-type: none"> Pending budget approval and planning for priority of items, software renewals and technology supplies for servers, server upgrades, and federal programs responsibility for monitors in classrooms, projectors, or any other instructional needs 	<ul style="list-style-type: none"> Goal 5 – Implement process and policies that ensure optimal use of district resources in creating a 21st century learning environment
6	Camera Surveillance	<ul style="list-style-type: none"> Concentration on HS campus Still soliciting vendor information to add cameras and possibly merge current 2 systems or plan for replacements of current cameras 	<ul style="list-style-type: none"> Strategic plan - School should provide a safe and caring environment for all
7	Fire Alarm Panel at HS Campus	<ul style="list-style-type: none"> Panel damaged in lightning strike this summer (like intercom system) and not functioning. Action Alarm monitoring is still active. Rutland Lowvoltage looking at solution or options as there are no parts available to fix this board. An option is to override the current setup with another style board without replacing the entire system so current wiring will not have to be replaced. This system is also out-dated and parts are not available. Action Alarm began work on Tuesday, Nov.3, and completed on Wednesday, Nov. 4. 	<p>M&O See proposals – Dr. Jewell</p> <p>Rutland Lowvoltages is completing affidavit for insurance claim on lightning strike.</p> <p>Rutland Lowvoltage has not submitted invoice for the work done.</p> <ul style="list-style-type: none"> Changes to proposal as additions: <ul style="list-style-type: none"> 1 pull (auditorium) 1 contact point system for the kitchen system (Rm 228A) Proposal for cable run and pull for old ISS building (storage area) will be submitted for consideration when received
	Computers added to ESOL classroom	<ul style="list-style-type: none"> Pending budget and planning placement of equipment with network drops and electricity available or for purchasing install services or purchase mobile devices 	<ul style="list-style-type: none"> Goal 2 – Increase student motivation, engagement, and attendance Strategy 2.1.1 Goal 5 – Implement process and policies that ensure optimal use of district resources

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			in creating a 21 st century learning environment
9	Printer for GED program	<ul style="list-style-type: none"> • Testing a printer for GED program use by director • Printer delivered. COMPLETE 	<ul style="list-style-type: none"> • Strategic Plan Belief – Together, the school system and the community serve as the foundation for quality of life, growth, and sustainability of the community
12	Switch at BOE	<ul style="list-style-type: none"> • Switch needs to be replaced • Requested quotes • Est. \$1,300 - \$1,700 	Internal Connections
13	Fiber line from Demarc to BOE	<ul style="list-style-type: none"> • Only 2 of 6 fiber still good • Need to revisit this upgrade • 1st proposal \$13,500; 2nd proposal – vendor visit Wednesday, Oct. 7 	WAN
14	IP Phones for 3 locations	<ul style="list-style-type: none"> • Phones hit by lightning • Phones located in old gym, Jaime’s office, Donnie’s office • Need to be purchased • Donnie has a loaner • Phones sent to manufacturer for repair • Cost: \$312 each (did not have to purchase new) 	M&O COMPLETE Update – Vendor is completing affidavit
15	District Work Order System	<ul style="list-style-type: none"> • Comparative shopping between our current system (Janus Group) for district work orders and other options (SchoolDude) • SchoolDude requisition submitted to BOE for order for ITDirect (Technology portion only) 	M&O COMPLETE



LMI

October 16, 2015

PROJECT: Remedial Service Work for Echols County Elementary/Middle School

SCOPE OF WORK AND PROPOSAL

Our price to perform remedial service work on the HVAC system to bring back to full operational condition for this project is **\$28,933.00**. This quotation is based on the following specific inclusions and exclusions:

INCLUSIONS:

- Cleaning of evaporator coils
- Cleaning of condenser coils on condensing units for large split systems
- Cleaning of air-to-air heat exchangers in two OA units
- Replacement of fan belts on applied air handling units
- Replacement of defective compressor
- Replacement of defective hot gas valve packages
- R-22 refrigerant as required by corrective work
- 30 day warranty on service work
- Manufacturers standard warranty on compressor (labor, freight, refrigerant, filter dryers not included)

EXCLUSIONS:

- Testing, adjusting, and balancing of systems
- Replacement of coils clogged beyond cleaning using standard techniques

Our pricing is based on use of Standard AIA contracts and documents. Our pricing is valid for 30 days from date of quotation. Terms: 30 days from invoice date. If you have any questions, please call.

Yours truly,

A handwritten signature in black ink, appearing to read "Greg Lang".

Greg Lang



P.O. Box 3190
1810 E. Park Avenue (31602)
Valdosta, GA 31604-3190
Phone: (229) 242-5670
Fax: (229) 242-5685
GA License #: CN209810
FLA License #: QB48114
www.valdostamechanical.net

September 15, 2015

To: Virginia Jewel, Superintendent
Echols County Schools
216 Highway 129 North
Statenville, GA 31648

Re: Echols County K-8 School
HVAC System Repairs

Mrs. Jewel,

Per our discussion and walk through, we are providing the below reduced scope of work and cost for each. Also per your instructions we are proceeding with work on these items.

AH 10-4 SPLIT SYSTEM AIR HANDLER

Condition: Evaporator coil dirty & mold spots on coil

Cost to repair: \$350.00 for coil cleaning and mold killing

AH 10-7 SPLIT SYSTEM AIR HANDLER

Condition: Condensate drain stopped up, plenum full of water, mold on floor.

Cost to repair: \$285.00

CU-1A DX CONDENSER

Condition: Compressor shorted to ground, condenser fan motor shorted to ground, probable cause of failure is a power surge such as a lightning strike. Both items need replacing. This unit is part of the makeup air systems and needs to be running to meet indoor air quality requirements.

Cost to repair: Compressor \$2,800.00 Fan motor and blade \$850.00

CU-2A DX CONDENSER

Condition: Unit seems to have had a vibration issue, the hot gas line is cracked, and the bulb for the hot gas bypass valve is broken on both circuits. The cracked line needs to be repaired, the unit needs to be pressure tested with dry nitrogen, evacuated and charged with R-22. The heads for the HGBP needs replacing and after the system is up and running the vibration issue needs to be resolved. Normally the head for the HGBP cannot be replaced without replacing the entire HGBP valve assembly. We have been able to find a source for the head only, which is saving you a lot of money.

Cost to repair: \$1,840.00 with a possible cost to fix the vibration (TBD)



P.O. Box 3190
1810 E. Park Avenue (31602)
Valdosta, GA 31604-3190
Phone: (229) 242-5670
Fax: (229) 242-5685
GA License #: CN209810
FLA License #: QB48114
www.valdostamechanical.net

CU-2B DX CONDENSER

Condition: Unit seems to have had a vibration issue, the hot gas line is cracked, and the bulb for the hot gas bypass valve is broken on one circuit. The cracked line needs to be repaired, the unit needs to be pressure tested with dry nitrogen, evacuated and charged with R-22. The heads for the HGBP needs replacing and after the system is up and running the vibration issue needs to be resolved. Normally the head for the HGBP cannot be replaced without replacing the entire HGBP valve assembly. We have been able to find a source for the head only, which is saving you a lot of money.

Cost to repair: \$1,340.00 with a possible cost to fix the vibration (TBD)

DAC 14-1 DUCTLESS SPLIT AIR CONDITIONER

Condition: Dirty, needs cleaning, has mold in the unit

Cost to repair: \$105.00

WMHP11-1 WALL MOUNT HEAT PUMP

Condition: Coil is dirty and has mold growing on it.

Cost to repair: \$260.00 cost is higher due to mold treatment needed.

WMHP12-6 WALL MOUNT HEAT PUMP

Condition: Coil is dirty and has mold on it, needs cleaning

Cost to repair: \$260.00 cost is higher due to mold treatment needed.

EDH 11-1 ELECTRIC DUCT HEATER

Condition: Elements are burnt, probable cause low airflow due to belt issues or stopped up filters. Heater needs replacing.

Cost to repair: \$4,355.00 (lead time is two weeks)

EDH 14-1 ELECTRIC DUCT HEATER

Condition: Elements are burnt, probable cause low airflow due to belt issues or stopped up filters. Heater needs replacing.

Cost to repair: \$4,355.00 (lead time is two weeks)

EDH 15-1 ELECTRIC DUCT HEATER

Condition: Elements are burnt, probable cause low airflow due to belt issues or stopped up filters. Heater needs replacing.

Cost to repair: \$2,100.00 (lead time is two weeks)



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www.valdostamechanical.net

We will instruct your people how to clean one of each type unit.
All other repairs and filter replacement listed on the original letter but not carried over to
this letter will be done by School personnel

Thanks,

A handwritten signature in black ink, appearing to read 'J. Scruggs', is written over a light blue circular stamp.

James J. Scruggs
CEO
Valdosta Mechanical Co. Inc.

Accepted:

Echols County School System

Paul's Heating & Air, Inc.

P.O. Box 173
 158 Paden Place
 Statenville, GA 31648

Estimate

Date	Estimate #
10/5/2015	000071

Name / Address
Echols County Board of Education POB 207 Statenville, GA 31648 Fax-559-0484

			Project
Description	Qty	Cost	Total
Estimate for K-8 Building of Echols County Schools During the walk through and inspection of A/C units in the K-8 Building I have found the following problems that need immediate attention. If there are other major repairs requiring immediate attention which I did not determine at this time, then I will submit an estimate for repair of those			
CU-1ADX Condenser needs compressor and fan motor		3,300.00	3,300.00
CU-2ADX Condenser Replaced expansion valves, fix cracked line and charge system with new R-22 freon		2,970.00	2,970.00
EDH11-1 Electric Duct Heater Needs replacing		4,200.00	4,200.00
EDH 14-1 Electric Duct Heater Needs replacing		4,200.00	4,200.00
EDH 15-1 Electric Duct Heater Needs replacing		1,950.00	1,950.00
AH 10-4 & AH 10-7 Clean evaporator, clear drain lines, kill mold		500.00	500.00
WMHP 11-1 & 12-6 Wall mount		400.00	400.00
		Total	\$17,520.00

CNG 530 VEHICLE ORDER CONFIRMATION 11/05/15 12:07:30
==> Dealer: F21467

2016 TRANSIT NA

Page: 1 of 2

Order No: 1111 Priority: B1 Ord FIN: QO962 Order Type: 5B Price Level: 635
Ord PEP: 302A Cust/Flt Name: ECHOLS PO Number:

	RETAIL		RETAIL	
X2C	TRAN 350 MR WAG	\$39580	21E	PWTR CLO 10 WAY \$475
	148" WHEELBASE		425	50 STATE EMISS NC
YZ	OXFORD WHITE		43R	REV PARK AID 295
C	CLOTH		52C	KEYLSS ENTR PAD 95
K	PEWTER		57N	RR WIN DEFOGG NC
302A	PREF EQUIP PKG		58Y	AM/FM/SIRIUS/SY 540
	.XLT TRIM		63C	HVY DUTY ALTERN NC
57B	.MANUAL A/C	NC		
99G	3.5L GTDI V6	1865		TOTAL BASE AND OPTIONS 46010
446	.6-SPD AUTO SST			TOTAL 46010
TC8	.235/65R16 BSW			*THIS IS NOT AN INVOICE*
X31	3.31 REG X31	NC		*TOTAL PRICE EXCLUDES COMP PR
	JOB #1 ORDER			
17K	WIN ALL 2ND FLP	190		* MORE ORDER INFO NEXT PAGE *
20H	9150# GVWR	NC		F8=Next
F1=Help	F2=Return to Order			F3/F12=Veh Ord Menu
F4=Submit	F5=Add to Library			F9=View Trailers

S006 - MORE DATA IS AVAILABLE.

QC05180

fmcde lr@fi01-PC

Nov 5, 2015 12:07:31 PM

\$ 34,298⁰⁰

CNGP530 VEHICLE ORDER CONFIRMATION 11/05/15 12:07:40
 ==> Dealer: F21467

2016 TRANSIT NA

Page: 2 of 2

Order No: 1111 Priority: B1 Ord FIN: Q0962 Order Type: 5B Price Level: 635
 Ord PEP: 302A Cust/Flt Name: ECHOLS PO Number:

	RETAIL		RETAIL
68H	RUNNING BOARD	\$160	*THIS IS NOT AN INVOICE*
765	15 PASSENGER	940	*TOTAL PRICE EXCLUDES COMP PR
794	PRICE CONCESSN		
	REMARKS TRAILER		
	FRONT FLOOR MAT		
92E	PRIVACY GLASS	675	
	SP DLR ACCT ADJ		
	SP FLT ACCT CR		
	FUEL CHARGE		
B4A	NET INV FLT OPT	NC	
	PRICED DORA	NC	
	DEST AND DELIV	1195	

TOTAL BASE AND OPTIONS 46010

TOTAL 46010

F1=Help F2=Return to Order
 F4=Submit F5=Add to Library

F7=Prev
 F3/F12=Veh Ord Menu
 F9=View Trailers

S099 - PRESS F4 TO SUBMIT

QC05180

fmcdealr@fi01-PC

Nov 5, 2015 12:07:41 PM

CNG~530 VEHICLE ORDER CONFIRMATION 11/05/15 12:15:24
==> Dealer: F21467

2016 F-SERIES SD

Page: 1 of 2

Order No: 1111 Priority: M2 Ord FIN: Q0962 Order Type: 5B Price Level: 635
Ord PEP: 610A Cust/Flt Name: ECHOLS PO Number:

	RETAIL		RETAIL
W3B	F350 4X4CREW/CS \$39685	17X	FX4 OFF-ROAD PK \$295
	156" WHEELBASE		.SKID PLATES
Z1	OXFORD WHITE	18B	MOLDED BLK STEP 370
1	CLTH 40/20/40 315		11200# GVWR PKG
S	STEEL	425	50 STATE EMISS NC
610A	PREF EQUIP PKG	512	SPARE TIRE/WHL2 NC
	.XL TRIM		TELE TT MIR-PWR
	.TRAILER TOW PKG		
572	.AIR CONDITIONER NC		TOTAL BASE AND OPTIONS 53485
99T	6.7L V8 DIESEL 8480		TOTAL 53485
44W	6-SPEED AUTO NC		*THIS IS NOT AN INVOICE*
TBM	LT245 BSW AT 17 165		*TOTAL PRICE EXCLUDES COMP PR
X3H	3.31 ELOCKING 390		
90L	PWR EQUIP GROUP 1105		* MORE ORDER INFO NEXT PAGE *
	JOB #1 BUILD		F8=Next

F1=Help F2=Return to Order F3/F12=Veh Ord Menu
F4=Submit F5=Add to Library F9=View Trailers

S006 - MORE DATA IS AVAILABLE. QC05180

fmcde_lr@fi01-PC
Nov 5, 2015 12:15:26 PM

Nov. 10th

Nov 3, 2012

①

53485

\$38,000 ^{cc}

3-4-5 year

Bans back in 1 year >

CNGP530

VEHICLE ORDER CONFIRMATION

11/05/15 12:15:37

==>

Dealer: F21467

2016 F-SERIES SD

Page: 2 of 2

Order No: 1111 Priority: M2 Ord FIN: Q0962 Order Type: 5B Price Level: 635

Ord PEP: 610A Cust/Flt Name: ECHOLS PO Number:

RETAIL

RETAIL

59H HI MNT STOP LMP NC

JACK

TOTAL BASE AND OPTIONS 53485

76V RR VIEW CAMERA 540

TOTAL 53485

794 PRICE CONCESSN

THIS IS NOT AN INVOICE

REMARKS TRAILER

*TOTAL PRICE EXCLUDES COMP PR

AUX AUDIO INPUT

96P XL APPEAR PKG 945

.CRUISE CONTROL

.AMFM/CD/CLK

SP DLR ACCT ADJ

SP FLT ACCT CR

FUEL CHARGE

B4A NET INV FLT OPT NC

PRICED DORA NC

DEST AND DELIV 1195

F7=Prev

F1=Help F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit F5=Add to Library

F9=View Trailers

S099 - PRESS F4 TO SUBMIT

QC05180

fmcdealr@fi01-PC

Nov 5, 2015 12:15:38 PM

Need

GOPHER

Phone: 1-800-533-0446 Fax: 1-800-451-4855
Online: www.gophersport.com

Quote

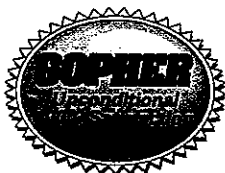
Thank you for choosing Gopher®!
Every quality product on this quote is backed by our
Unconditional 100% Satisfaction Guarantee.

Quote Number: 310092	Account Number: 1103812
Quote Date: 20-AUG-15	Contact Name: James Patterson
Expire Date: 18-NOV-15	Email Address: j.patterson@globalschoolservices.com
Sales Representative: Kevin Brooke kevinb@gophersport.com Tel: Fax:	Shipping Address: Global School Services GSS Warehouse 5201 Phillip Lee Drive ATLANTA, GA 30336
	Billing Address: Global School Services 196 Alps Road Athens, GA 30604

ITEM NO	QTY REQUESTED	QTY AVAILABLE	EST SHIP DATE	ITEM DESCRIPTION	UNIT PRICE	EXTENDED PRICE
41-548	2	266	Immediate	Rainbow Coated-Foam Dodgeballs - 5" dia, Set of 6	\$51.18	\$102.36
20-823	2	750	Immediate	Rainbow AirMaster Plastic Discs - Set of 6	\$16.78	\$33.56
71-910	3	846	Immediate	UltraPlay Volleyball - Official Size, White	\$14.58	\$43.74
71-500	1	64	Immediate	CharacterEd Footballs - Set 1 Keywords, Size 4, Set of 6	\$48.48	\$48.48
51-109	3	159	Immediate	Pressureless Tennis Balls - Pack of 12	\$15.18	\$45.54
20-550	2	540	Immediate	Rainbow Cotton Beanbags - 4" sq, Set of 6	\$7.98	\$15.96
93-011	1	779	Immediate	Rainbow ProTuff Half Cone - 2.5"H, Set of 36	\$31.98	\$31.98
86-106	2	416	Immediate	Rainbow Plastic Cones - 9"H, Set of 6	\$8.78	\$17.56
62-213	2	109	Immediate	Rainbow Defender Rubber Soccer Balls - Size 5, Set of 6	\$77.58	\$155.16
17-675	2	67	Immediate	Rainbow PowerPlay Hockey Pucks - Set of 6	\$11.98	\$23.96
71-261	1	108	Immediate	Rainbow Utility Balls - 10" dia, Set of 6	\$42.38	\$42.38
17-987	1	59	Immediate	DOM Street Hockey Ball - Set of 12	\$27.98	\$27.98
66-456	1	351	Immediate	Heavy Duty Electric Inflator	\$212.08	\$212.08
66-622	1	919	Immediate	Ball Inflation Needles, Set of 25	\$7.18	\$7.18
Sub Total:						\$807.92

Thank you for choosing Gopher®!

If you have any questions about your quote or would like to place an order, please contact me at kevinb@gophersport.com or by phone at .



Unconditional 100% Satisfaction Guarantee

If you are not satisfied with any Gopher® purchase for any reason at any time, contact us and we will replace the product, credit your account, or refund the purchase price.

No restocking fees. No hassles. No kidding.

GOPHER

Replace soon

Phone: 1-800-533-0446 Fax: 1-800-451-4855
 Online: www.gophersport.com

Quote

Thank you for choosing Gopher® !
 Every quality product on this quote is backed by our
Unconditional 100% Satisfaction Guarantee.

Quote Number: 310094 Quote Date: 20-AUG-15 Expire Date: 18-NOV-15 Sales Representative: Kevin Brooke kevinb@gophersport.com Tel: Fax:	Account Number: 1103812 Contact Name: James Patterson Email Address: j.patterson@globalschoolservices.com Shipping Address: Global School Services GSS Warehouse 5201 Phillip Lee Drive ATLANTA, GA 30336 Billing Address: Global School Services 196 Alps Road Athens, GA 30604
---	---

ITEM NO	QTY REQUESTED	QTY AVAILABLE	EST SHIP DATE	ITEM DESCRIPTION	UNIT PRICE	EXTENDED PRICE
89-631	1	105	Immediate	UltraCart All-Terrain Recess Rack	\$425.88	\$425.88
10-833	2	31	Immediate	Vinyl Spots - 9" dia, Green, Set of 12	\$43.98	\$87.96
41-884	1	198	Immediate	Baggo Beanbag Game	\$93.78	\$93.78
85-591	1	Ships From Mfgr	09/10/2015	Tug-of-War Ropes - Manilla, 1" dia, 50' L	\$63.98	\$63.98
12-007	1	86	Immediate	Gopher Rainbow KangaSack - Set of 6	\$130.98	\$130.98
68-978	1	165	Immediate	UltraFit 1/8" Thick Yoga Mat - 68"L x 24"W, Rainbow Set of 6	\$130.98	\$130.98
25-018	1	103	Immediate	Rainbow Jump Bands Complete Set *	\$95.28	\$95.28
13-003	5	Ships From Mfgr	09/03/2015	Winther Viking Tricart	\$239.98	\$1,199.90
Sub Total:						\$2,228.74
* Estimated Tax Total:						\$0.00
Shipping, Handling & Processing:						\$0.00
Total:						\$2,228.74

* Tax Total is an estimate. Complete amount due for this purchase would be reflected on your invoice.

Thank you for choosing Gopher® !

If you have any questions about your quote or would like to place an order, please contact me at kevinb@gophersport.com or by phone at .



Unconditional 100% Satisfaction Guarantee

If you are not satisfied with any Gopher® purchase for any reason at any time, contact us and we will replace the product, credit your account, or refund the purchase price.

No restocking fees. No hassles. No kidding.



**SCHOOL
DUDE**

11000 Regency Parkway, #110 | Cary, NC 27518
phone: 877.868.3833 | fax: 800.216.3063

Echols County Schools (GA) MEP, ITD

PREPARED BY

Arthur Kyner

SchoolDude

PREPARED FOR

Echols County Schools

PUBLISHED ON

November 03, 2015



November 03, 2015

Echols County Schools

Dear Dr. Jewell,

Thank you for your interest in our market leading solutions for improving educational operations. We at SchoolDude are excited about providing you with online tools that will help you save money, increase efficiency and improve services. SchoolDude is dedicated to providing best in class solutions that are built exclusively for the unique needs of educational institutions, including the following for Echols County Schools:

Item	Term	Investment
ITDirect	5 months	\$379.17
ITDirect - Quick Start	One-time	\$550.00
MaintenanceEssentials Pro	5 months	\$937.50
MaintenanceEssentials Pro QuickStart	One-time fee	\$980.00
MaintenanceEssentials ExpressStart	One-time fee	\$525.00
Total Investment:		\$3,371.67

Annual Renewal : \$3,160.00

Don't Miss SchoolDude University!

SchoolDude University is *the* annual training and development conference for educational professionals managing facilities, energy, business operations, IT and security. **Join us March 19-23 in Myrtle Beach, SC** to network with peers and learn industry best practices, giving you actionable steps you can take back to your district to improve processes. [Learn more! \(https://university.schooldude.com/\)](https://university.schooldude.com/)



QuickStart

Every SchoolDude client gets a QuickStart plan for online support and training with each subscription, which includes:

Product Launch Services

Work 1:1 with a client advisor from your initial purchase to determine your needs, goals, and timeline. Then, we will design a success plan tailored to your specific environment and requirements.

Lifetime Training

You have lifetime training for all active product subscriptions, including:

- Scheduling online training sessions for new product administrators.
- Holding group training for specific product roles.

Lifetime Support

You have lifetime support for all active product subscriptions:

- Call us Monday through Friday (8am – to 6pm Eastern). A friendly "Dude" or "Dudette" will answer the phone within 3 rings and direct you to a knowledgeable team member who can help.
- Send us an [email \(mailto:support@schooldude.com\)](mailto:support@schooldude.com) – we answer 99% of our support emails within 1 hour.
- Chat us up anytime [with Live Chat \(https://schooldude.com/Support/Resources/QuickStart#\)](https://schooldude.com/Support/Resources/QuickStart#).

Online Client Community

Take advantage of your [online community \(https://schooldude.com/Community\)](https://schooldude.com/Community), designed for you to:

- [Discover \(https://schooldude.com/Community/Discover/Directory\)](https://schooldude.com/Community/Discover/Directory) new information from a rich wealth of resources that will help make your job easier.
- [Engage \(https://schooldude.com/Community/Engage/Chatter\)](https://schooldude.com/Community/Engage/Chatter) with other educational professionals by getting involved and interacting directly with SchoolDude analysts and engineers, your peers, industry experts, and more.
- [Contribute \(https://schooldude.com/Community/Contribute/Ideas\)](https://schooldude.com/Community/Contribute/Ideas) by sharing your experiences with the community. Help others by sharing information on your school's challenges, successes, and best practices.

Best Practices

SchoolDude works to anticipate the challenges you face and delivers practical solutions to overcome them. We offer a variety of tools you can take advantage of, including:

- [Best Practices webinars \(https://schooldude.com/Support/Resources/Product-Help\)](https://schooldude.com/Support/Resources/Product-Help) which share new trends, popular reports, and tips.



- [Training Review webinars \(https://schooldude.com/Support/Resources/Product-Help\)](https://schooldude.com/Support/Resources/Product-Help) are a great resource for clients who need a refresher after their initial training , or for new employees that could benefit from a training session as they learn about SchoolDude's solutions.

Call, Email, Chat - Reach out anytime for product support

Have a question? Need more information?

A friendly "Dude" or "Dudette" will answer the phone within 3 rings and direct you to a knowledgeable team member who can help. We answer 99% of our support emails within 1 hour.

- 877-868-3833
- [Support@SchoolDude.com \(mailto:support@schooldude.com\)](mailto:support@schooldude.com)
- Chat us up with [Live Chat \(https://schooldude.com/Support/Resources/QuickStart#\)](https://schooldude.com/Support/Resources/QuickStart#)

A live representative is happy to help Monday to Friday 8am - 6pm ET. After hours inquiries will be responded to the next business day.



ExpressStart - MaintenanceEssentials

What is ExpressStart?

ExpressStart is a service offering that gives you the ability to start utilizing your MaintenanceEssentials applications more quickly. We provide you:

- Simple, easy to use Import templates for key items in MaintenanceEssentials that save you time.
- Create up to 25 PM schedules focused around life safety items or items imperative to your PM goals so you can get started right away with a PM program
- Creation and setup of key saved action reports and searches to help you effectively manage work orders and your maintenance operations

How does the ExpressStart service work?

You and your sales account manager will setup an initial kickoff call with Client Services. We will discuss your business processes, objectives and align an implementation plan to achieve your goals. Once we have defined your implementation plan, Client Services will provide and educate you on the import templates.

How long does ExpressStart Service take?

Import related items will be processed within 10-15 days after you have provided correct and accurate import data to the Client Service team. Any errors with data submitted for import will be documented and reviewed with you. Corrected data for any errors must be submitted back to Client Services and will be scheduled for import within 10-15 business days. Other preset items like Saved Action reports and Advanced Searches will be created after first implementation session.

What do I need to plan for?

To accelerate the implementation timeline, it is best practice to go ahead and setup time specifically for the setup and implementation of your SchoolDude applications. Waiting for a break in your busy schedule to give implementation mindshare delays your realization of value from the applications.

The goals for each online implementation session:

- Review previous tasks and action items to confirm completion
- Cover items and task for the current implementation stage and set completion time frame
- Understand the next steps of implementation and book the next meeting

Finally we understand "things" pop up. We ask that you be forthright with Client Services about your implementation needs and timeframe. We can adjust our resources and effort accordingly but need strong communication from you to achieve your goals.



Terms of Service:

- Initial Term: 5.0 months
- Automatic invoicing will occur at the end of each term.
- Training and startup assistance are available in an online format and through telephone support as indicated on our website.
- Technical support is available from 8am to 6pm Eastern Standard Time. Please call (877) 868-3833 for technical support.
- Applicable sales taxes are in addition to the quoted price. If Echols County Schools is tax exempt, please fax a copy of your Tax Exemption Certificate to 866-299-7821 or email it to accounting@schooldude.com (<mailto:accounting@schooldude.com>)
- Proposal valid for 60 days.
- Payment: Terms are net 30 days.
- Daily backup of data, backups transferred offsite daily, and 24/7 server monitoring in a dedicated data center environment.
- Although the terms of this document control, all other conditions of use can be found at: <http://schooldude.com/terms> (<http://schooldude.com/terms>)

Payment and Delivery Terms:

- If within 60 days of order you are not completely satisfied, you can cancel your service for a full refund.
- SchoolDude.com solutions are delivered for the client to access within 24 hours of the order.
- SchoolDude.com will contact you within 48 hours to schedule your QuickStart startup and training services
- Payment terms are Net 30.



At SchoolDude, we understand the yearly budgeting cycle of educational institutions. If you need us to pro-rate the annual fee based on your budget cycle, please let me know. I will provide you with the pro-rated cost based on the number of months remaining in your fiscal year.

Thanks again for your interest in utilizing our web-native solutions to integrate and more efficiently manage your operations. Please feel free to contact me with any questions at (919) 674-8822 or by email at arthur.kyner@dudesolutions.com.

Sincerely,
Arthur Kyner
Account Manager
SchoolDude.com
1100 Regency Parkway
Cary, North Carolina 27518
Telephone: (919) 674-8822
Fax Number:
Email: arthur.kyner@dudesolutions.com

Please address the purchase order to:

SchoolDude.com
11000 Regency Parkway, Suite 110
Cary, NC 27518

***** Please mail, fax, or email the purchase order to 866-299-7821 or sales@schooldude.com (<mailto:sales@schooldude.com>).**

Electronic Acceptance of Document

Presented to:

Echols County Schools
November 03, 2015, 8:59:58 AM

Accepted by:

Ginger Jewell
virginia.jewell@echols.k12.ga.us
November 03, 2015, 9:06:55 AM
IP Address: 168.10.22.2

**Policy
Staff Nepotism**

Descriptor Code: GAGD

Staff Nepotism

The Echols County School District intends, to the extent practicable, to make all decisions concerning hiring, promotion, termination, compensation, and nonrenewal, based solely on individual qualifications and merit, not on personal or familial relationships. It is inappropriate for District employees to unduly influence employment decisions based on personal or familial relationships.

The District strives to avoid favoritism, the appearance of favoritism, or any actual or potential conflicts of interest when making employment decisions. The District permits the employment of qualified relatives of employees, provided such employment does not violate this policy.

The District will exercise sound business and educational judgment in the placement of related employees in accordance with the following guidelines:

Definition of Nepotism. For the purposes of this policy, “nepotism” refer to the giving or showing of favoritism, the exercise of preferential treatment, or the appearance of improper influence by an employee of the District to a relative without regard to merit or qualifications.

Definition of Relative. For purposes of this policy, “relative” is defined as a spouse, child, sibling, parent, and in-law relations of same.

- A. **Actions with Respect to Qualified Relatives:** The District permits the taking of employment actions, including hiring and promotion, with respect to qualified relatives, interest and subject to the conditions described in this policy. A candidate’s status as a relative will not preclude hiring, promotion, or transfer so long as the individual meets and fulfills the appropriate appointment standards.
- B. **Supervising and Reporting:** No employee is permitted to work as a direct report of a relative, such that the employee’s work responsibilities, salary, or career progress could be influenced, or give the appearance of having been influenced, by the relative.
- C. **Qualified Individuals:** To the extent practicable, the District intends to make all employment decisions based on individual’s qualifications and merit, irrespective of an individual’s status as a relative. The District acknowledges that in furthering this goal circumstances may arise where the hiring of the most qualified individual may result in development of a relative relationship with a chain of command. To that end, to avoid this possible conflict of interest in a chain of command the District will do one of the following:
 - 1. If an individual is hired, promoted, or transferred to a position wherein he exercises any managerial or supervisory authority over a relative, then the relative occupying the position of lesser rank in the chain of command will be transferred.
 - 2. If the hiring, promotion, or transfer of a qualified individual would result in him being placed in a position under the managerial or supervisory authority of a relative, then the District will not effectuate such hiring, promotion, or transfer.
- D. **Placement:** Relatives are permitted to work in the same school facility, or department, provided no direct reporting or supervisory/management relationship exist between them. If, in the administration’s sole

discretion, a conflict of interest or an appearance of an apparent conflict of interest arises as a result of a relative relationship, one of the employees will be transferred at the earliest practical time. The administration will make the decision based upon the seniority of the two employees, meaning that the least employed will be treated in accordance with these guidelines.

- E. **Mandatory Disclosure** by the Superintendent: In the Superintendent's monthly report to the Board, the Superintendent shall disclose the name of relatives of current members of the Board of Education, of the current Superintendent, and of other current employees at the Director level or above, as need arises.
- F. **Duty to Adhere:** Each employee of the District is responsible for conforming his or her conduct such that it is consistent with this policy.
- G. **Violations:** If an individual violates this policy or selection of an individual would result in a violation of this policy, the individual will be subject to the corrective action appropriate under the circumstances. Such corrective action may range from non selection to other disciplinary action, up to an including termination.
- H. **Employee Rights:** No provision of this policy shall extend to employees any expectation of reemployment or other due process rights greater than those granted to such employees under Georgia's Fair Dismissal Act.
- I. **Applicability:** This policy applies to all actions taken subsequent to its passage on December 9, 2015.

The Echols County Board of Education recognizes that fund raising by student groups is necessary from time to time. The Board further recognizes that such activities promote knowledge of economics, stewardship of funds, and interpersonal skills.

However, the Board also recognizes that unlimited numbers of fund raising activities can burden the community unnecessarily. Thus the Board shall limit the number of fund raising efforts from the schools. In order to accomplish that goal, the Board establishes the following directives regarding fund raising activities:

1. All fund-raising activities must be approved in advance by the Principal, Superintendent, and the Board of Education prior to the fund raising being advertised or carried out. A Request for Approval of Fund Raising Activity form must be submitted to the Principal. The Principal will approve or deny the request. Approved Fund Raising Activity Forms will be submitted to the Superintendent for recommendations to the board for approval or denial. No fund-raising activity, whether conducted by students, employees or other organizations or individuals, shall take place on school grounds without prior approval by the Board of Education. Any activity in which an item or service is sold on school property or by students at any location is considered to be a fund raising event.
2. Participation in school sponsored, fund-raising activities will be voluntary in nature. No student will be intimidated or penalized for not participating in a fund-raising activity.
3. Participation Fees which may include class fees, athletic fees, and fees charged for events/activities in which students voluntarily participate are NOT considered fund-raisers.
4. Fund-raising projects should be limited to projects which have an educational value. The value of the product or service being sold in relation to the cost of the item is to be considered in the selection of fund-raising items. No solicitation letters or other communication (i.e. phone calls, e-mails, etc.) to individuals or businesses asking for donations will be approved for fund-raising; some product or service must be sold. Games of chance, lotteries, and any activity that promotes violence and/or weapons, alcohol, tobacco, and illegal drugs are inappropriate and are prohibited.
5. Any fund-raising activity that puts a student of Echols County Schools in "harms way" is prohibited. Door-to-door solicitation by students in grades K-5 is prohibited.
6. All school clubs, classes or organizations will submit a plan or schedule of the year's fund raising events planned for the year. The Principal shall be responsible for developing a master plan that shall coordinate scheduled funding-raising so that fund raising projects does not interfere with each other or school events. In so far as possible, only one fundraiser at a time may be scheduled and no fund-raiser shall last longer than a two week period (10 consecutive school days). All fund-raising requests for the first semester must be submitted and approved by the September Board of Education meeting date. All fund-raising requests for the second semester must be submitted and approved by the January Board Meeting date. Under certain circumstances when a legitimate request has been overlooked, the Superintendent may approve the request contingent upon a majority vote from a telephone poll of Board members.
7. Each school is authorized to engage in fund-raising activities such as school stores, pictures, book fairs, yearbooks and carnivals without seeking specific permission

from the Board for such activities. The principal will submit a list of these type fund-raisers to the Superintendent.

8. The number of fund-raisers will be limited to the following: One fund raiser for grades 8-10; two fund-raisers each for Grade 11 and Grade 12; two fund-raisers each for each school approved club/organization (i.e. FFA, FCCLA, FBLA, Jr. BETA, Student Council, FCA, drama club, music/choral department); and two fund raisers each for each of the sports programs, regardless of the number of teams within the program: (i.e. boys basketball program, girls basketball program, boys baseball program, girls softball program, golf program, soccer program, dance team program, cheerleader program). A club/organization may be granted additional fund raisers on an individual basis under special circumstances (i.e., a student qualifies for a national competition). If a club sponsor requests an additional fund-raiser then the sponsor will be required to attend the board meeting and present information showing the beginning year club balance, funds raised, expenditures, current balance and itemized list of additional funds needed. Live Work projects produced as part of the curriculum and sold to the public to recover the costs of supplies are not considered as fund-raising.
9. Booster clubs, PTSA, FFA Alumni and other parent or community organizations where solicitation is done by its members, are to inform the Superintendent in writing about the fund-raising activities they will undertake. These organizations may use students to transfer information to the parents. These organizations may conduct no more than one (1) fund-raiser per school year that involve student participation and must follow all fund-raising policies.
10. Students are not to be involved in selling merchandise for the benefit of individuals or out of school organizations while on campus or on the bus. The Principal/Superintendent has the authority to approve the sale of items after school for nonprofit organizations which exist solely to benefit the student members (i.e. Girl Scouts; Boy Scouts, Boys Club).
11. The Principal must ensure that ready-to-eat foods for sale are sold in accordance with rules established by the School Food Lunch Program.
12. All monies raised by students shall be handled through the financial accounting procedures of the school, and expenditures of such monies shall be made only for the stated purpose of the fund raising activity. Each adult sponsor must turn in all funds collected to the bookkeeper at the end of each school day. A list of students who participated in the fund-raising activity and the amount each student collected should be turned in to the bookkeeper at the close of the fund-raiser. A receipt should be written to the student for this amount.
13. Requests for expenditures by organizations must be signed by the faculty sponsor and approved by the principal.
14. Clubs or student groups that wish to support charitable/community collections not involving money (i.e. canned food, toy, clothing, etc.) may do so with permission of the building principal.
15. All profits from fund-raising projects must be utilized for enrichment programs directly affecting students of the school system, unless the fund-raising project was undertaken to raise funds for a recognized charity or non-profit organization (i.e. Jump Rope for Heart, St. Jude's Math-a-thon). Each club/organization may request to sponsor additional community service type fund-raiser(s) in addition to their allotted fund-raiser. All funds collected from this event must be donated to the recognized charity or non-profit for which it was requested.
16. At the end of the school year (June 1 deadline), the group, club or organization shall submit to the Principal/Superintendent a statement of the funds raised and how they were expended.

Public Participation Request

Name of individual to speak: _____

Topic to be addressed: _____

Date of Board Meeting: _____

Date of request: _____

(Must be the Thursday before regularly scheduled meeting by end of business at 4:30)

Policy
Public Participation in Board Meetings

Descriptor Code: BCBI

Meetings of the Board of Education are structured to allow the Board to conduct its public business. Meetings of the Board are open to the public, but are not to be confused with public forums. When time permits, the Board of Education as a matter of general operating procedure offers an opportunity for citizens of the school district to address the Board in open session. The following rules shall be adhered to:

1. To be placed on the agenda, individuals must request to appear before the Board in writing at least five days prior to the regular monthly meeting of the Board. The request must state clearly the topic or issue to be addressed.
2. Each person whose name is placed on the agenda will be given 5 minutes to make their comments, but the total time allotted to citizen participation will be limited to 30 minutes.
3. Where several citizens wish to address the same topic or issue, the Board reserves the right to further limit discussions should they become repetitive.
4. While citizens may use their allotted time to take serious issue with Board decisions, the Board will not permit anyone to become personally abusive of individual Board members or Board employees.
5. When issues arise that stimulate high community interest, the Board may schedule special meetings specifically to invite public comment. In those circumstances, the Board will establish special guidelines for participation.
6. The Board will not respond to comments or questions posed by citizens in their presentations, but will take those comments and questions under advisement.

The Board of Education, by majority vote, may extend or further limit the time allotted for citizen participation.

Valedictorian/Salutatorian and Honor Recognition

Definitions and Requirements

The Valedictorian will be the student who has earned the highest class rank in the graduating class and who has met the eligibility requirements specified below.

The Salutatorian will be the student who has earned the second-highest class rank in the graduating class and who has met the eligibility requirements specified below.

All grades will be calculated based on the Echols County School System's grading scale.

For courses taken outside of Echols High School (MOWR college or technical courses offered virtually, on, or off campus) during the Spring semester of the senior year, the course grade including weighted credit will not be used in calculation for honor graduate, valedictorian or salutatorian, unless the class ends by the end of the third nine week grading period.

Cutoff for determining the Valedictorian and Salutatorian will be the end of the third nine weeks of the senior year.

Eligibility

1. The eligible student will have been enrolled in the school from which he/she graduates by the end of the first semester of the junior year.
2. The eligible student will have transferred five (5) or fewer units from a school or program that is not accredited in accordance with state board rule and local board rule for transferring credit.
3. The eligible student will have a weighted numeric grade-point average of 90 or above. Students selected as valedictorians and salutatorians must complete all requirements for graduation by the end of the second semester of the senior year.
4. Students who have been selected but fail to complete all requirements for graduation by the end of the second semester for any reason shall become ineligible and the next eligible candidate will be selected as the valedictorian or salutatorian.

Class Ranking

Class ranking shall be determined by the highest numerical grade average completed at the end of the second semester of the year in which the student is a graduating senior. The official class ranking list will be the student information system-generated ranking of the weighted numeric grade-point averages of all eligible students in the graduating class

Criteria for Breaking Ties for Scholarships

If scholarships or financial grants are to be awarded based on class ranking as Valedictorian and/or Salutatorian and the scholarships or grants cannot be shared among the students tied for those honors, the following criteria will be used, in turn, to break ties in class

ranking:

Valedictorian and Salutatorian:

1. Numerical average to the 4th decimal place. **If a tie still exists, then:**
2. Number of Honors/AP/Advanced Classes taken. **If a tie still exists, then:**
3. Scholastic Aptitude Test (SAT) / American College Test (ACT) scores. If there is a commonality between those students who are tied, the SAT scores will take precedence.
 - a. SAT scores-The highest verbal score and the highest math score will be combined even if the two were earned on different test dates. But, the test scores must have been earned and reported to the school by the testing agency no later than the last day of the third (3rd) nine (9) weeks of the school year for students.
 - b. If a student has not taken the SAT but has taken the ACT, ACT scores will be used in lieu of SAT scores. If a student has SAT scores and the other student has ACT scores only, the official College Board SAT/ACT conversion chart will be used to equate these scores. The highest ACT composite score will be compared to the highest SAT critical reading plus highest SAT math score. The test scores must have been earned and reported to the school by the testing agencies no later than the last day of the third (3rd) nine (9) weeks of the school year for students.

Honor Graduates

The distinction of Honor Graduate will be awarded to graduating seniors who have a cumulative average of 90 or above in grade level courses. Cumulative averages below a 90 will NOT be rounded. Cutoff for making this determination is the end of the third nine weeks of the senior year.

Weighted Credit

The weighted credit system recognizes and rewards students who take more rigorous, challenging, and demanding courses by awarding additional credit weight for students taking designated courses. Weighted credit is awarded for Advanced Placement and Dual Enrollment Core Courses. Students must meet certain criteria to be enrolled in these courses. For each designated course, quality points will be added in the computation of the student's numerical grade point average. A list of approved courses and quality point designations will be outlined in administrative procedures.

Each Advanced Placement (AP) and Dual Enrollment Core course will be awarded 5 quality points. The weighted credit will be computed by the student information system. The computation process will be as follows:

- a. Add up all of the numeric grades the students has to be the base number
- b. Add 5 points to the base number for each AP and Dual Enrollment Core Course the student has taken and passed.
- c. Divide this new base number by the total number of classes the student has taken. This will result in the weighted average.

Grade Computation

Grades on all courses attempted will be considered in the computation, including those courses taken for high school credit in middle school, courses taken during evening school, or summer school. The divisor shall be the total number of classes attempted. (A student cannot receive credit twice for the same class.)

STAR Student

Echols County Schools System will adhere to the guidelines outlined by the Professional Association of Georgia Educators (PAGE) in selecting the STAR student. In addition to criteria and guidelines outlined by PAGE, the STAR student nominee for Echols County Schools must have been enrolled as a full time student for each semester of their Junior and Senior years (four full semesters.)