

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

April 28, 2020

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. March 24, 2020, 6:00 p.m. – Regular 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)

- a. Personnel 2019 – 2020 – **SEE PAGE #3**

ACTION REQUESTED: The Superintendent recommends approval.

- b. Personnel 2020 – 2021 – **SEE PAGE #5**

ACTION REQUESTED: The Superintendent recommends approval.

- c. GESPA Salary Increases for Secretaries – **SEE PAGE #6**

Fund Source: 1100 General Fund

Amount: \$4,023 for 2019 – 2020

\$16,091 annualized for 2020 – 2021

ACTION REQUESTED: The Superintendent recommends approval.

7. AGREEMENT/CONTRACT/PROJECT APPLICATIONS

- a. Articulation Agreement between Tallahassee Community College (TCC) Healthcare Professions to RN Transition Program and Gadsden Technical Institute (GTI) Nursing (LPN) Program – **SEE PAGE #8**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- b. Approval of Agreement with Lamier Technical Services, LLC – **SEE PAGE #12**
 Fund Source: Federal
 Amount: \$70,000.00
 ACTION REQUESTED: The Superintendent recommends approval.
- c. Head Start 2020 Summer Program Application – **SEE PAGE #29**
 Fund Source: Head Start
 Amount: \$366,869.00
 ACTION REQUESTED: The Superintendent recommends approval.
- d. Head Start Cost-of-Living-Adjustment (COLA) and Quality Improvement Funds Application – **SEE PAGE #49**
 Fund Source: Head Start
 Amount: \$104,229.00
 ACTION REQUESTED: The Superintendent recommends approval.
- e. Head Start 2020 Disaster Recovery Application – **SEE PAGE #79**
 Fund Source: Head Start
 Amount: \$10,878,933.00
 ACTION REQUESTED: The Superintendent recommends approval.

8. SCHOOL FACILITY/PROPERTY

- a. Software Renewal-Dude Solutions, Inc. – **SEE PAGE #123**
 Fund Source: 1100 Fund
 Amount: \$4,280.64
 ACTION REQUESTED: The Superintendent recommends approval.
- b. Software Renewal-Dude Solutions, Inc. – **SEE PAGE #127**
 Fund Source: 1100 Fund
 Amount: \$9,454.38
 ACTION REQUESTED: The Superintendent recommends approval.

9. FACILITIES UPDATE

10. EDUCATIONAL ITEMS BY THE SUPERINTENDENT

11. SCHOOL BOARD REQUESTS AND CONCERNS

12. ADJOURNMENT

THE SCHOOL BOARD OF GADSDEN COUNTY



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"

April 28, 2020

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 2019-2020
Item 6B Instructional Personnel 2020-2021

The following reflects the total number of full-time employees in this school district for the 2019-2020 school term, as of April 28, 2019.

<u>Description Per DOE Classification</u>	<u>DOE Object#</u>	<u>#Employees April 2020</u>
Classroom Teachers and Other Certified	120 & 130	376 .00
Administrators	110	48.00
Non-Instructional	150, 160, & 170	400.00
		<u>824.00</u>

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

AGENDA ITEM 6A INSTRUCTIONAL AND NON INSTRUCTIONAL 2019/2020

INSTRUCTIONAL

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Anderson, Martha	GCHS	Media Specialist	03/02/2020
Irvin, Asia	HMS	Teacher	02/10/2020
Leland, Latara	JASMS	Teacher	02/17/2020
Monroe, Patrice	HMS	Teacher	02/05/2020

NON-INSTRUCTIONAL

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Barnes, Ericka	GCHS	Secretary	03/30/2020
Battles, Anthony	Transportation	Mechanic II	03/12/2020
Evans, Dee Ella	HMS	Social Worker	02/14/2020
Howard, James	Transportation	Bus Driver	03/24/2020
Lawson, Iesha	WGMS	Secretary	03/23/2020
McGriff, John	School Food Service	Warehouse Worker/Driver	03/30/2020

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

RESIGNATION

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Barnes, Ericka*	GWM	Education Paraprofessional	03/27/2020

*Resigned to accept another position within the District

RETIREMENT

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Knight, Sarah	District	Program Specialist	03/31/2020

D.R.O.P. RETIREMENT

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Marquis, Sheribeth	GCHS	Teacher	03/31/2020
McGriff-West, Anna	District	Chief Account Clerk	05/31/2020

OUT OF FIELD

<u>Name</u>	<u>Location</u>	<u>Area Out of Field</u>	<u>Number of Periods</u>
Anderson, Martha	GCHS	Media Specialist	All Periods

AGENDA ITEM 6B, INSTRUCTIONAL 2020/2021
PSC INSTRUCTIONAL

Allen, Sandra	McGlockton, Shaundra
Austin, Joyce	Mills, Cyril
Bailey, Deborah	Pace, Cornelius
Bell-Key, Twanda	Piawah, Helen
Boykin, Kathryn	Robinson, Patricia
Brockman, Dena	Rollinson, Latonya
Bryant, Antionette	Rosier, Carolyn
Butler, Bridget	Rouse, Daphnee
Chapman-Thomas, Tylisa	Samson, Marilyn
Clarke, Jonnie	Simmons-Russ, Catina
Davis, Pearl	Smith, Peggy
Davis, Torrey	Starks, Jeffrey
Denington, William	Thomas, Linda
Dilworth-Porter, Latasha	Thomas-Gilliam, Roslyn
Gainous, Sharon	Touchton, Susan
Glover, Vanessa	Toussaint, Karen
Graham, Sarah	Trueblood, Annie
Green, Kimi	Wade, Eileen
Gunn, Jeanne	Walker, Faybrena
Harris, Robert	Washington, Angela
Harris, Ronte	Weeks, Dawn
Hatfield, Daren	Wright, Jo Lynda
Holmes, Cathy	
Howard, Darrell	
Hudgins, Rosa	
Hurchins, Travetria	
Hutley-Figgers, Latisha	
Ivory, Dwayne	
Jackson, Barbara	
Jefferson, Tracy	
Jones, Tanya	
Joseph, Sandra	
Kenon-Franklin, Bridget	
Kirkland, Nahketah	
Kirkland, Sarah	
Knight, Anthony	
Madry, Cecelia	
Mandela, Judith	

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 6c

DATE OF SCHOOL BOARD MEETING: April 28, 2020

TITLE OF AGENDA ITEMS: GESPA Salary Increases for Secretaries

DIVISION: Superintendent of Schools

PURPOSE AND SUMMARY OF ITEMS: Board approval is requested for increases to the Non-Instructional Salary Schedule – Classified Employees for the three lanes of Secretaries. In accordance with legal guidance from the Board Attorney, these secretaries are not deemed confidential and thus are eligible for the 3% salary increase approved for GESPA. The 3% increase for the affected employees is effective March 2, 2020, thereby aligning these changes with the GESPA increases.

FUND SOURCE: 1100 General Fund

AMOUNT: \$4,023 for 2019-2020
\$16,091 annualized for 2020-2021

PREPARED FOR: Roger P. Milton

POSITION: Superintendent of Schools

NON-INSTRUCTIONAL SALARY SCHEDULE – CLASSIFIED EMPLOYEES

Position	NO.	YEARS						
	DAYS	0	1-3	4-7	8-11	12-15	16-19	20 UP
Food Service Manager (1-500 Average Daily Participation)	185	16,608.39	17,805.08	19,566.18	20,189.99	21,383.50	22,903.08	24,063.89
Food Service Manager (551 Up Average Daily Participation)	185	17,622.61	18,816.12	20,008.57	21,202.09	22,396.66	23,590.17	24,785.81
Secretary I Elementary School Secretary	240	24,508.49	25,284.54	26,059.54	26,837.73	27,609.51	28,385.56	29,158.41
Secretary II Middle School Secretary								
Computer Operator I	240	25,066.18	25,843.30	26,617.23	27,393.28	28,168.28	28,943.26	29,720.39
Secretary III Senior High School Secretary								
Certification Specialist	240	26,053.11	26,828.10	27,603.09	28,379.15	29,152.00	29,929.12	30,701.97
Office Manager								
Computer Operator II	240	26,486.30	27,240.79	27,990.10	28,746.66	29,499.09	30,248.38	31,003.92
Staff Assistant								
Personnel Specialist	240	27,153.50	27,905.91	28,661.45	29,410.74	30,165.24	30,916.61	31,671.11
Account Clerk I								
Computer Operator III	240	28,799.67	29,550.63	30,304.50	31,056.92	31,808.30	32,562.79	33,312.08
Account Clerk II								
Pre-K Program Assistant	240	29,880.49	30,636.02	31,386.36	32,139.81	32,890.16	33,643.61	34,394.99
Account Clerk III								
Executive Secretary to Supt to Board	240	32,032.77	32,785.19	33,537.60	34,288.98	35,040.35	35,794.85	36,547.27
Administrative Assistant								
Computer Programmer								
Information Service Specialist								
Chief Account Clerk								
Warehouse Foreman	240	36,892.30	38,170.57	39,450.93	40,733.37	42,016.83	43,301.34	44,580.67

Part-Time Employee Salary Range = minimum to \$12.00 per hour.

Salaries shown are annual amounts based on the number of days indicated. Positions requiring less work days than those shown will be paid based on the daily rate for the classification times the number of days employed during the regular employment period. All salaries are based on eight (8) hours per day of employment.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7a

DATE OF SCHOOL BOARD MEETING: April 28, 2020

TITLE OF AGENDA ITEM: Articulation Agreement between Tallahassee Community College (TCC) Healthcare Professions to RN Transition Program and Gadsden Technical Institute (GTI) Nursing (LPN) Program

DIVISION: Post-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 Articulation Agreement between Tallahassee Community College (TCC) and Gadsden Technical Institute (GTI) establishing a Healthcare Professions to RN Transition Program for eligible students who have completed the Practical Nursing (LPN) program through GTI's Gadsden Center for Health Education.

FUND SOURCE:

AMOUNT: NA

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



POSITION: Area Director of Secondary Education/Director of Career, Technical and Adult 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 3

Articulation Agreement Between

TALLAHASSEE COMMUNITY COLLEGE

Healthcare Professions to RN Transition Program

Gadsden Technical Institute Nursing (LPN) Program

This Memorandum of Understanding (hereinafter referred to as the “MOU”) dated as signed between Tallahassee Community College (hereinafter referred to as “TCC”) and Gadsden Technical Institute (hereinafter referred to as “GTI”) establishes a Healthcare Professions to RN Transition program (hereinafter referred to as the “Program”) that will extend 10 hours of college credit at no cost to eligible students who have completed the Practical Nursing (LPN) program through GTI’s Gadsden Center for Health Education. Upon successful completion of all course work the 10 hours of college credit will be applied in order to satisfy requirements for graduation.

EDUCATIONAL PROGRAM

TCC and GTI faculty and staff with responsibility for the supervision and coordination of the Nursing programs have assessed the adequacy of the documentation and determined that the learning outcomes, performance standards, and assessment procedures for GTI’s Practical Nursing program meet the standards for college credit course work and that the learning outcomes are consistent with the course work in the AS degree being articulated. Furthermore, GTI’s Practical Nursing program courses are taught by faculty who have a minimum of a BS/BA degree in the required discipline area.

TRANSFER PROCESS

For admission into the Healthcare Profession to RN Transition program, students must:

- Complete all of the required Nursing program prerequisites.
- Provide documentation of an active and unencumbered Florida license as a Practical Nurse
- Meet all of the application requirements as established for the Healthcare Professions to RN Transition program in the Tallahassee Community College Catalog.

Prior to submitting the application for admission, students must complete all prerequisite courses and the Health Education Systems, Inc. Admission Assessment (HESI A2).

Applicants are awarded points based on grade point average and HESI-A2. These points are used to determine entry into the AS nursing program.

- **Grade Point Average (GPA for Nursing).** Students must earn a grade of C or better in each prerequisite course and have an overall minimum prerequisite GPA of 2.5. Points are earned by multiplying the GPA x 10. For example, a student earning a 3.2 GPA would earn 32 points towards admission (e.g., $3.2 \times 10 = 32$). The maximum number of points granted for GPA is 40.
- **HESI A2.** A minimum score of 75% on each subtest of the HESI A2 is required to be considered for admission. The test scores are translated into points. For example, a score of 81% provides 81 points toward admission. Only scores on the following subtests are considered for admission: reading, vocabulary, grammar, and math.

Students may earn additional points by achieving certain subtest scores. The score ranges required to earn additional points for a subtest are as follows:

- 80.0-89.99% = 3 additional points
- 90.0-100% = 5 additional points

A total of 20 additional points toward admission may be earned in this manner.

The total number of possible points = 120

The points earned from the HESI A2 and GPA are added together, and this total determines who is offered admission. The total maximum points possible = 160.

If two or more students have an equal number of points, residents of TCC's service district, veterans and students who have completed all the corequisite non-nursing courses will receive first consideration. Corequisites include one General Education [Humanities State Core](#) course, plus [MCB2004 General Microbiology](#) and [MCB2004L Microbiology Laboratory](#).

ADDITIONAL REQUIREMENTS:

In addition to the above requirements, students must also do the following:

1. Applicants must be at least 18 years of age and meet all admission requirements of the College.
2. Submit a completed Tallahassee Community College application for admission, satisfy the requirements for Degree-Seeking Status, including submission of all official transcripts, declare a major in the Healthcare Professions to R.N., A.S. Degree program, and be in Active Student Status.
 - Complete the Tallahassee Community College Student Orientation.
 - Submit a program application to the Healthcare Professions to RN Transition program. Students must include a current and valid copy of their LPN Certification and have an active Florida license.

- If selected for the program, student must confirm seat, complete compliance, and attend program orientation.
- Upon verifying the required documentation, the Healthcare Professions Advisor will confirm eligibility, and notify the Registrar's Office of acceptable credit to be awarded.

TERMS OF AGREEMENT

This agreement shall be reviewed and evaluated biannually. It shall remain in effect from March 2020 until either party identifies a need for revision or terminates this agreement with thirty days written notice.

Date	Chair, Tallahassee District Board of Trustees, Tallahassee Community College
Date	President, Tallahassee Community College
Date	Chair, School Board Gadsden County School Board
Date	Superintendent, Gadsden County School District

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7b

DATE OF SCHOOL BOARD MEETING: April 28, 2020

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

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 support for all types of digital equipment and systems, including but not limited to: digital devices for classrooms in Title I schools, laser operation, 3-D printers, system design, operation, imaging, software installation, troubleshooting, deployment, and maintenance of school system digital technology, networks, sound and video and other digital systems throughout school sites. The CONTRACTOR also agrees to be responsible for oversight, operation, and training of staff for the operation of APLazer, zSpace, interactive televisions, scheduling boards, and other classroom equipment and technologies..

FUND SOURCE: Federal

AMOUNT: \$70,000

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:

Request for Proposal Sealed Bid Review
1 p.m. Tuesday, March 24, 2020
Finance Purchasing Officer, District School Board

Gadsden County School Board Policy states that all contracts for over \$25,000 in expenditures during one fiscal year must be either bid or have the appropriate sole source documentation attached before School Board Approval. The following area was advertised in the Havana Herald on January 16, 2020 and was published on the district website requesting proposals to meet district needs for Digitized Equipment System Management and Technical Support, including Laser Design and Operations and 3-D Computer/Printer Operations:

1. Digitized Equipment System Management and Technical Support position not to exceed \$70,000 annually inclusive of all costs

The following sealed bids were time stamped as received in the GCPS Business and Finance Department:

Applicants

1. Lamier Technical Services, LLC
2. No other bids were received

Review Committee Members included:

- Curriculum/Instruction, Dr. Sylvia Jackson
- Federal Program, Ms. Rose Raynak
- Purchasing Officer, Ms. Andrea Lawson

Meeting Minutes

- Meeting was called to order by Ms. Lawson.
- The one sealed bid was presented to the committee by Ms. Lawson who received it in Business and Finance.
- Ms. Lawson opened the one response which were sealed and time stamped.
- The proposal was received and reviewed for content to ensure it addressed the criteria set forth in the RFP (copies of the RFP were provided to the committee by Ms. Lawson.)
- Ms. Lawson cited the district's purchasing policy that allows a district to accept a single bid if the purchasing process was followed correctly and there was only one bidder and that bidder was the most advantageous to the school district.
 - The committee unanimously recommended the proposal from Lamier Technical Services, LLC be forwarded to the School Board for approval for the Digitized Equipment System Management and Technical Support position.
- The meeting was adjourned by Ms. Lawson at 1:45 p.m.

Sybil A. Gant 3/24/20
M. Raynak 3-24-20

Page 358 of 446 School Board Policies

*School Board Policy 7.70**

Exception to Competitive Bidding Requirements

G. The requirements for requesting competitive solicitations for making purchases for commodities and contractual services as set forth in this section are hereby waived as authorized by F.S. 1010.04(4)(a), when the following conditions have been met by the Board:

(3) If fewer than two (2) responsive proposals for commodity or contractual services are received, the Board may negotiate on the best terms and conditions or decide to reject all proposals. The Board shall document the reasons that negotiating terms and conditions with the sole proposer is in the best interest of the District in lieu of re-soliciting proposals.

Page 410 of 446 School Board Policies

School Board Policy 8.50 (dealing with other type bids for the School Board)*

Section IV

Subsection E.

The board will consider all bids received and within the time limit stated in the advertisement for bids will either reject all bids or award the contract to the lowest and best bid with preference to materials, contracts, builders, architects, and laborers who reside within the county and state, whenever such materials can be purchased at no greater expense.

A Request for Proposal [RFP] (a written solicitation for competitive sealed proposals) was used to define the scope of work the Board needed to contract for to provide Digitized Equipment Technical Support for the District. The requirement in School Board Policy 7.70* for an RFP is that it be publicly posted. The RFP was posted for one week in a locally distributed newspaper and was posted on the school district website for two weeks. Only one response was received within the required timeframe to the posted contract position of Digitized Equipment Technical Support.

The Sealed Bid Review Committee met, opened the bid, recorded it, reviewed it for all the elements that were required to be in it, and is now recommending the sole proposer of on-call digital technical support and laser production be awarded to Lamier Technical Services, LLC. The decision is in the best interest of the District in lieu of re-soliciting proposals which is allowed under S.B. 7.70* Exception to Bidding section G(3).

The current MIS/IT Department is operating at below average staffing levels due to retirements and budget cuts. Getting qualified and certified staff has also been a challenge. The Board has the right to reject all bids or award the contract to the best bid with preference to contractors who reside within the county (S.B.8.50* Section IV, subsection E). Lamier Technical Services, LLC is a resident business in Gadsden County.

Lamier Technical Services, LLC has had a long history with Gadsden County Public Schools providing excellent expert on-call technical services 24/7 as district administrators and school leaders need it. He has proven versatile enough to learn new technologies to keep the district operating with state-of-the-art technology. He is a valuable ad hoc member of the MIS/IT team, makes recommendations for network aligned purchases and troubleshooting technology and network issues, and is able to image, trouble shoot, and operate most systems that are in the school system without having to bring in sub-contractors. Because the need to stay focused on immediate learning is a high priority for the School Board, and ensuring that all technology is ready and able to meet student and staff needs in a timely fashion, we are recommending Lamier's proposal to be accepted by the Board for these services.

Priority News Inc.
 103 W. 7th Ave.
 Havana, FL 32333
 (850) 539-6586
 mail@prioritynews.net



BILL TO

Jaqueline Estrada
 Federal Programs
 Gadsden County Public
 Schools
 35 Martin Luther King,
 Jr. Blvd.
 Quincy, FL 32351

INVOICE # 6302
DATE 01/13/2020
DUE DATE 01/16/2020
TERMS Due on receipt

DATE	ACTIVITY	QTY	RATE	AMOUNT
01/16/2020	Legal Ad Legal ad (standard) THE HERALD / RFP FOR COMPETITIVE PROJECT	8.50	7.00	59.50

Effective July 1, 2018 we are transitioning to electronic billing. Please send your current email address to billing@prioritynews.net. Customers who do not have an email on file will continue to receive paper invoices and statements. Beginning August 1, 2018 a \$1.00 printing and mailing fee will be added to each paper invoice and statement.

BALANCE DUE **\$59.50**

NO P.O.
 4200-E-6500-3900-
 0051-0CBO1

[Signature]
 2/13/2020

THE HERALD
PUBLISHED WEEKLY
HAVANA, GADSDEN COUNTY, FLORIDA

State of Florida
County of Gadsden

Before the undersigned personally appeared Mark Pettus, who on oath says that he is the publisher of The Herald, a weekly newspaper published at Havana, in Gadsden County, Florida; that the attached copy of advertisement, being a Legal in the matter of

RFP For Competitive Project

In the _____ Court, was published in said newspaper in the issues of _____

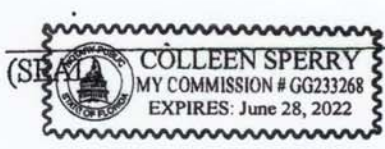
January 16, 2020

Affiant further says that the said The Herald is a newspaper published at Havana, in said Gadsden County, Florida, and that the said newspaper has heretofore been continuously published in said Gadsden County, Florida, each week and has been entered as second class mail matter at the post office in Havana, in said Gadsden County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporations any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



Sworn to and subscribed before me this 16

day of January, A.D. 20 20


COLLEEN SPERRY
MY COMMISSION # GG233268
EXPIRES: June 28, 2022

Colleen Sperry
Notary Public

LEGAL ADVERTISEMENT

GADSDEN COUNTY SCHOOL DISTRICT
Request for Proposal (RFP) for Competitive Project

Program Name
Digitized Equipment System Management and Technical Support, including Laser Design and Operations and 3-D Computer/Printer Operations

Funding Purpose/Priorities
Gadsden County School District (GCSD) is seeking a qualified contractor to provide the following services: Digitized Equipment System professional with comprehensive knowledge of all the newest cutting edge equipment and software. The Contractor must have a proven record of providing high-quality, effective technology support, specifically related to the system design, operation, imaging, software, troubleshooting, deployment, and maintenance of school system digitized technology, networks, laser design and operation, 3-D printer design and operations, and development of sound and video networked systems within and



**GADSDEN COUNTY SCHOOL DISTRICT
Request for Proposal (RFP) for Competitive Project**

Program Name

Digitized Equipment System Management and Technical Support, including Laser Design and Operations and 3-D Computer/Printer Operations

Funding Purpose/Priorities

The purpose of this RFP is to procure the services of a qualified, certified, and experienced Digitized Equipment System professional with comprehensive knowledge of all the newest cutting edge equipment and software. The goal of the contract will be to provide Gadsden County School District (GCSD) with the digital technical assistance necessary to help satisfy multiple and ever evolving technology instructional needs.

Knowledge/Experience/Skills/Certification

The Contractor must have a proven record of providing high-quality, effective technology support, specifically related to the system design, operation, imaging, software, troubleshooting, deployment, and maintenance of school system digital technology, networks, laser design and operation, 3-D printer design and operations, and development of sound and video networked systems within and throughout school sites. The Contractor must be capable of installing and using laser and 3-D software to develop custom designs and ensuring the safe and efficient operation of a commercial laser and 3-D printers. The Contractor should have at least 20 years of experience working with all types of computer hardware and software and server systems that support a school district. Contractor should be certified as a Network Administrator and certified in operations of a commercial laser and 3-D printers and computer programs. The Contractor must have experience deploying software on different computer and server systems and be able to update them as necessary. The Contractor must have intimate knowledge of school district operations, security, and networks and must continue to update their education, certification, and knowledge of the newest cutting edge technology.

The Contractor will be responsible for recommending digital equipment purchases based on district and school needs, system and network repairs, design and installation of sound and publishing digital equipment systems, deployment of digitized equipment, imaging, and design/operation of a commercial laser for specialized projects customized for specific instructional needs. The Contractor must be able to provide all levels of digital equipment technical assistance on-call to district leaders, school administrators, and staff, as requested. Contractor will serve as a primary digitized equipment technical support person at the district and will help to determine necessary actions for efficient operations and updates to computerized solutions after review and consultation with district-level specialists. The Contractor will ensure all digitized operations are instituted with fidelity.

The district has invested significant financial resources from federal funding into new digitized technology to deliver rigorous infused instruction to students with intensive instructional needs. These circumstances mandate that the district have the capacity to provide technical assistance to its schools that will maximize the usage of the available technology and provide administrators and staff with the ability to infuse technology with intensive instruction that will lead to improved academic performance.

Application Due Date

January 30, 2020 at 4:30 p.m. EST The due date refers to the date of receipt in the Gadsden County School Board office. Facsimile and email submissions are not acceptable.

Number of Awards

One

Budget / Performance Period

From date of approval by the Gadsden County School Board to June 30, 2021, with up to five-years of annual renewal upon recommendation and successful completion of all program assignments.

Eligible Applicants

Any candidate who meets the qualifications described above may respond to this Request for Proposal.

Contact Person

Rose Raynak, (850) 627-9651, Ext. 1600, raynakr@gcpsmail.com

Assurances

The Florida Department of education has developed and implemented a document entitled, General Terms, Assurances and Conditions for Participation in Federal and State Programs, to comply with:

- 34 CFR 76.301 of the Education Department General Administration Regulations (EDGAR) which requires local educational agencies and its sub-grantees to submit a common assurance for participation in federal programs funded by the U.S. Department of Education (USED) funds;
- Applicable regulations of other Federal agencies; and
- State regulations and laws pertaining to the expenditure of state funds.

In order to certify applicant adherence to general terms, assurances, and conditions for the project, applicants must include the following statement in the cover letter for proposals submitted in response to this RFP:

"(Name of Applicant) does hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of general assurances and specific programmatic assurances for this project. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate district school district, state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited. I also certify that I am not a party to any oral or written contract or understanding or legal or regulatory obligation that would in any way limit or conflict with my ability to fulfill the terms of this assignment."

Project Cost

The district contemplates a contract for the contractor's costs to provide services – not to exceed \$70,000 annually, unless approved by the Gadsden County School Board in renewal years if funding is available and new levels of assignment are attached to the contract. The contract amount shall include all applicable costs, taxes, and fees comprising the contractor's charges and will not include employee benefits or travel between school sites.

Proposal Requirements

Cover letter (maximum of one page) – Each application shall provide a cover letter that contains the following information:

- Name of applicant
- Address of applicant

- Name of contact person
- Telephone number for contact person
- The Assurance Statement:

“(Name of Applicant) does hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of general assurances and specific programmatic assurances for this project. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate district school district, state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited. I also certify that I am not a party to any oral or written contract or understanding or legal or regulatory obligation that would in any way limit or conflict with my ability to fulfill the terms of this assignment.”

- Signature of an authorized representative for the applicant.

Narrative (maximum of six pages) – The Narrative must be attached to the cover letter.

The proposal must include:

- Overall experience in all facets of the RFP request
- A scope of work processes that will be implemented
- Commitment of the contractor to be available upon call and to pursue continuing technology education
- Price quote to conduct this work should include total payment expected for direct labor, fees, and other expenses. The price quotation proposed by an applicant should include hours of availability and be for the period beginning July 1, 2020 and ending June 30, 2021.

Expenses Guidelines

The contract amount must be reasonable, necessary to accomplish project objectives, auditable, and occur during the project period. Charges for contractual services must conform to the written policies and established practices of GCSD.

Review Process and Selection Criteria

GCSD staff will review and evaluate submitted proposals, and make recommendations to the School Board for the contract award. Consideration will be given to applicant’s responsiveness to items set forth in the Proposal Requirements and criteria for selection. Criteria for selection may include, but is not limited to (in no particular order):

- Qualifications and past relevant performance of the applicant’s company;
- Demonstrated understanding of the desired outcomes;
- Cost effectiveness; and
- Applicant’s ability and willingness to work closely with GCSD.

GCSD expects to contract with the person or firm whose proposal demonstrates that its performance of the work would be most advantageous to the school district, with price and other factors considered. GCSD reserves the right to award a contract to other than the low applicant or not to make an award if that is deemed to serve its best interest.

Conditions of Agreement

If a proposal is selected for funding, GCSD will be required to award the contract by written instrument. Until GCSD has signed the award document governing this contract, no express or implied commitment has been made to pay any funds to the successful applicant. No oral or written statement other than the signed, written agreement will govern or modify the relationship. As a condition of the agreement, the contractor must agree to indemnify GCSD against any loss resulting from breach of any of the guarantees contained in the award document.

Payment Method

GCSD shall pay the selected contractor upon the receipt of monthly invoices from the contractor that includes documentation describing the services that were rendered by the contractor in support of the project for the monthly 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 by GCSD.

One Copy of the Proposal must be submitted to:

Gadsden County School Board
Attention: Ms. Andrea Lawson
35 Martin Luther King, Jr. Boulevard
Quincy, FL 32351

School Board of Gadsden County, Florida
RENEWABLE CONTRACTUAL AGREEMENT
Fiscal Years: 2030-2021

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 technical support for all types of digital equipment and systems, including but not limited to: digital devices for classrooms in Title I schools, laser operation, 3-D printers, system design, operation, imaging, software installation, troubleshooting, deployment, and maintenance of school system digital technology, networks, sound and video and other digital systems throughout school sites. The CONTRACTOR also agrees to be responsible for oversight, operation, and training of staff for the operation of APLazer, zSpace, interactive televisions, scheduling boards, and other classroom equipment and technologies. The CONTRACTOR shall receive assignments collaboratively from the Director of Federal Programs, Director of Media and Technology, and the Superintendent to ensure maintenance and superior operation of all district-owned digital equipment for Title I schools. The CONTRACTOR will submit a time and effort sheet to document on-call time and scheduled site visits. 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, 2020 and end on June 30, 2021 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 for up to five (5) years 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 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

This is a professional services contract not to exceed the amount of \$70,000 (seventy thousand dollars) for responsibilities as outlined in this contract. In consideration for the work performed by CONTRACTOR, the RECIPIENT shall pay the CONTRACTOR at \$5,833.33 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, LLC the total amount of \$70,000 for services rendered as described under the Scope of Services. Checks will be made payable to Lamier Technical Services, LLC 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, LLC 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, LLC have executed this AGREEMENT.

Mr. Eric Rodriguez, DBA
Lamier Technical Services, LLC

Date

Mr. Roger P. Milton
Superintendent of Schools

Date

Mrs. Audrey Lewis
Chairwoman, Gadsden County School Board

Date

REQUEST FOR PROPOSAL

Gadsden County Public Schools

Digitized Equipment System Management
and Technical Support.

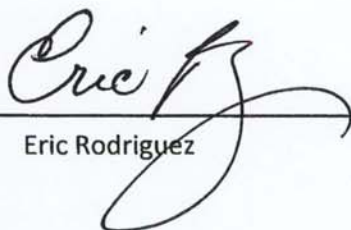


Lamier Technical Services, LLC

9950 Hosford Hwy, Quincy FL 32351

Phone: 850-322-4340 Contact: Eric Rodriguez

“Eric Rodriguez does hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of general assurances and specific programmatic assurances for this project. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate school district, state, and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching fund on this or any special project, where prohibited. I also certify that I not a party to any oral or written contract or understanding or legal or regulatory obligation that would in any way limit or conflict with my ability to fulfill the terms of this assignment.”



Eric Rodriguez

Overall Experience

Certified Network/Systems Engineer with more than 30 years of experience working with computer hardware and software. Design, installation, operation, and support of networks using Windows 2000-2019 servers, Active Directory, group policies, Hyper-V, SCCM, Virtual Machine Manger, backups with Microsoft Data Protection Manager, clusters configurations, antivirus, Windows 10, Apple/MAC 10.x, Apple Servers OS, iPads, and other mobile Devices. Experience working with the installation and support of instructional software, Microsoft Office suite, Lanschool, Light Speed, CorelDraw, Info Graph for laser engraving, and others.

Currently support more 200 virtual and physical servers, five clusters arrangements, more than 200 TB of data backup on site and on the cloud using Data Protection Manager and Azure. Perform server's migrations, updates, and upgrades and remote support of users, computers, and smart TV using Microsoft Software Center Configuration Manager, Bomgar, Parallels, and others. Applications distribution, monitoring, and policies setup for TestNav and FSA for standardized student test for, at some point, more than 40 sites.

More than 20 years of working in the educational environment gave me the intimate knowledge of school district operations and specific knowledge of the computer technology processes and procedures of the public schools, including Gadsden County Public Schools. Our goal is to provide Gadsden County Public Schools with the technical assistance necessary to satisfy current and future technology needs.

Support of evolving technologies with experience on Digitized Equipment, commercial laser engraving equipment, 3D equipment, and poster printer design and operation. Coordination, implementation, and training of audio /visual systems for the school's morning news, drama classes, sport events, parent meetings, and other related projects. Trained students and teacher Wirecast Pro, Wirecast Go, Sling Studio software and equipment for special events like graduations and sports.

Design and creation of products, like Yeti cups, granite plaques, wood frames, metal signs, and glass engraving with the laser equipment for fund raising, special events, recognitions, and building signs. Also, created board games designed by teachers with the laser equipment. Engraving of music instruments such as drums, trombones, trumpets, clarinets, piccolo, saxophone, and other instruments for the purpose of identification and tracking inventory of such equipment.

Scope of Work and availability

Lamier Technical Services, LLC will serve as a technology support contact for the district and will help to determine necessary actions and make recommendations based on computer technology solutions for Windows and Apple platforms. Will design and implement signage for TV at schools and district office, laser engraving, 3D computers and printers, audio/visual equipment purchase, implementation, training, and support, Lanschool installation and management, and others after review and consultation with district and schools. We will ensure technical assistance is implemented with fidelity and is effective.

Configuration, imaging, deployment, and maintenance of Windows, Apple, and Android products including but not limited to mobile devices, computers, servers, peripherals, and Apple software. Installation, configuration, troubleshooting, and repair of Windows and Apple computers, as well as support users with Active Directory, software deployment, and other network related needs.

To meet some of the district deadlines for hardware or software installations, with minimum business interruptions, we will provide regular and after hours services. As a GCPS partner, all of our service hours will be billed at the same price for the duration of this contract. We will provide computer technical assistance to the schools, district administrators, and staff for a minimum of 20 hours a week. Service to the GCPS will be provided at the district office, schools, and remotely.

Services will be provides to Gadsden County School starting on July 1, 2020 and ending on June 30, 2021. The cost per hour is \$70.00 for approximately 900 to 1000 hours or service per year. Computers parts and software provided by Lamier Technical Services, if needed, will be billed separately.

Lamier Technical Services, LLC, will serve as the primary digitized equipment technical support at the district, maximize the usage of the available technology, and provide administrators and staff with the ability to infuse technology with intensive instruction that will lead to improved academic performance.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7c

DATE OF SCHOOL BOARD MEETING: April 28, 2020

TITLE OF AGENDA ITEM: **Head Start 2020 Summer Program Application**

DIVISION: Head Start

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

PURPOSE AND SUMMARY OF ITEM:

Approval of 2020 Summer Program Application

FUND SOURCE: Head Start

AMOUNT: \$366,869

PREPARED BY: LaKysha Perkins

POSITION: Head Start/Prekindergarten Program Director

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

3 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

REVIEWED BY: Shannon P. Brown

Application for Federal Assistance SF-424

* 1. Type of Submission:

- Preapplication
- Application
- Changed/Corrected Application

* 2. Type of Application:

- New
- Continuation
- Revision

* If Revision, select appropriate letter(s):

Other

* Other (Specify):

Summer Program

* 3. Date Received:

4. Applicant Identifier:

04CH011096

5a. Federal Entity Identifier:

N/A

5b. Federal Award Identifier:

04CH011096

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

SCHOOL BOARD OF GADSDEN COUNTY

* b. Employer/Taxpayer Identification Number (EIN/TIN):

596000615

* c. Organizational DUNS:

152811279

d. Address:

* Street1:

500 W King St

Street2:

* City:

Quincy

County/Parish:

Gadsden County

* State:

FL: Florida

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

32351-1606

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

* First Name:

Lakysa

Middle Name:

* Last Name:

Perkins

Suffix:

Title:

Director

Organizational Affiliation:

* Telephone Number:

(850) 627-3861 x1703

Fax Number:

(850) 875-8790

* Email:

perkinsl@gcpsmail.com

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

Independent School District

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

ACF-Head Start

11. Catalog of Federal Domestic Assistance Number:

93.600

CFDA Title:

Head Start

*** 12. Funding Opportunity Number:**

eGrants-N/A

* Title:

N/A

13. Competition Identification Number:

Not Applicable

Title:

Not Applicable

14. Areas Affected by Project (Cities, Counties, States, etc.):

Gadsden County

*** 15. Descriptive Title of Applicant's Project:**

2020 Head Start Summer Program Application

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="366,869"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text" value="0"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="366,869"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

**Gadsden County School Board Head Start Program
Review/Approval of the 2020 Summer Program Application**

The Gadsden County School Board reviewed and approved the 2020 Head Start Summer Program Application request on April 28, 2020.

Audrey Lewis, Board Chairperson

Date

**Gadsden County School Board Head Start Program Policy Council
Review/Approval of the 2020 Summer Program Application**

The Gadsden County School Board Head Start Policy Council reviewed and approved the 2020 Head Start Summer Program Application request on April 14, 2020.

Glondetra Arnold, Policy Council Chairperson

Date

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

Office of Head Start

Updated July 29, 2014

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

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Certification of Filing and Payment of Federal Taxes	4

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

SF424B Assurances – Non-Construction Programs

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

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

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
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16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
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18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

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

Certification Regarding Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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Federal funds will not be used to pay any part of the compensation of an individual employed by a Head Start and/or Early Head Start agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule.

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

Certification of Filing and Payment of Federal Taxes

As required by the Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriation Act, 2008 (Public Law 110-161, Division G, Title V, section 523), as a prospective financial assistance recipient entering into a grant or cooperative agreement of more than \$5,000,000, I, as the duly authorized representative of the applicant, do hereby certify to the best of my knowledge and belief, that:

1. The applicant has filed all Federal tax returns required during the three years preceding this certification
2. The applicant has not been convicted of a criminal offense pursuant to the Internal Revenue Code of 1986 (U.S. Code - Title 26, Internal Revenue Code)
3. The applicant has not, more than 90 days prior to this certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding.

Submission Statement

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:
 Middle Name:
 * Last Name:
 Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

* Submitted by: Date Submitted:

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Gadsden County School Board Head Start Program
2020 Summer Program Supplement

Narrative

President Trump signed into law H.R. 748, the Coronavirus Aid, Relief, and Economic Security (CARES) Act on March 27, 2020. This legislation includes up to \$500 million for Head Start programs to operate supplemental summer programs.

The intent of the supplemental summer programs is to make up for time children lost as a result of program closures due to the coronavirus disease (COVID-19). This summer program will focus primarily on children transitioning to kindergarten and children with Individualized Education Plans (IEPS), though younger children enrolled in Head Start may also be served. Gadsden County Head Start will provide social and emotionally supportive learning environments along with multiple benefits to children, families, and staff while also promoting successful transitions to school. The summer program will also provide social and emotional support and consistent daily routines; to support families in bringing their children up to date on needed medical, dental, and other follow-up services; and to connect children and families to receiving schools.

Gadsden County School Board Head Start Program proposes to serve the funded enrollment of 227 Head Start children in the 2020 summer program. Children will be served at the elementary school sites and the two community sites.

Proposed Curricula: To support Gadsden County's goal of providing high quality HS services that promote progress towards school readiness, the Big Day for Pre-k curriculum will be used in classrooms. The SRA *Imagine It* curricula will also be used as an enhancement curriculum for literacy and vocabulary. The two curricula as well as Gadsden County HS's own emphasis on retaining HS teaching staff will help in promoting kindergarten readiness for preschool children

Establishing and Measuring School Readiness Goals: Gadsden County HS has adopted a set of school readiness goals for the HS program centered on the five developmental

domains. These five goals were developed in conjunction with parents, the PC, the School Board, Community Representatives and Gadsden County School District personnel. They were based on group expectations. A goal for each developmental domain - physical, approaches to learning social-emotional, language/literacy and cognition/general knowledge-was selected, with a measurable objective and strategies for each goal were created. The latter were informed in part by several years of child outcomes data that was available to Gadsden County HS and its stakeholders. It is important to note that the goals, objectives and strategies are carefully reviewed in the spring of each year with the PC, School Board, parents and other stakeholders, once that year's child outcomes data have been analyzed. Over the past five years, the goals have remained the same for children, however, the objectives and strategies have been expanded and made more precise in order to facilitate their measurement.

The HS goals and objectives are aligned with the *Head Start Early Learning Outcomes Framework: Ages Birth to Five* and with Florida's *Early Learning and Development Standards*. Because they were developed in consultation with the Gadsden County School District, and because district personnel are involved in the annually updating process, the goals and their objectives do reflect the expectations the district has for the HS children.

Duration of Program: The propose summer program will begin on or about June 15, 2020 for approximately six weeks. Your review and approval of this request will be greatly appreciated.

Budget Narrative

Gadsden County School Board believes that each employee contributes directly to the District Head Start program's mission "to ensure that all children participating in the Gadsden County Head Start Program enter school emotionally, physically, socially, and intellectually ready to learn; fully recognizing the crucial role of the parents as the child's primary teacher" The Gadsden County School District is committed to hiring and maintaining highly qualified and educated staff to ensure our classrooms are accredited and recognized nationally.

Personnel **\$217,800**

Position	Number of Staff	Cost
Child Health & Dev. Services		
Teacher	15	\$105,000
Paraprofessional	16	\$57,000
Resource Teacher	3	\$21,000
Education Coordinator	1	\$9,000
Health Coordinator	1	\$8,200
Family and Community Partnership		
Program Assistant/Home Visitor	4	\$17,600
Total Personnel		\$217,800

Fringe Benefits **\$72,764**

FICA, Medicare (7.65%)	\$16,662
Health, Life Dental	\$37,000
Retirement (8.26%)	\$17,990
Workman's Comp. (.51%)	\$1,112

Total Fringe Benefits **\$72,764**

Supplies **\$27,500**

Supplies are necessary and essential to the operations of the program. Office supplies include computers, and office supplies for programmatic staff (those who are not directly in the classroom). Food service supplies are sundry items used by the food service staff at the centers and community sites to prepare and package meals. Program supplies include, but not limited to curriculum, furniture, manipulatives, puzzles, books, mats, cots, pull-ups, wipes and consumable supplies such as glue, paper, crayons, markers, paint, ets.

Program/Classroom Supplies	\$25,000
Food Service Supplies	\$2,500
Total Supplies	\$27,500

Contractual **\$12,200**

The contracted line items reflect costs associated with Head Start professional services, such as temporary help, speech therapy, Interpretation Services, program compliance, playground maintenance and installation, maintenance of grounds, etc.

Therapy/Speech	\$2,000
Interpretation Services	\$7,500
Technology Updates	\$1,500
Playground/Grounds Maintenance	\$1,200

Total Contractual **\$12,200**

Other **\$22,800**

The other line item budget category reflects building occupancy costs to include utilities, building maintenance, garbage, telephone, postage, etc. Parent services are the costs associated with parental involvement projects that provide family education, training, outings. Projects include but are not limited to policy and advisory council meetings.

Publication/printing is also included in the other line item category. This is the cost of printing information for families, creating public awareness of the program and the cost for the program related publication subscriptions for the centers and staff.

Staff Development costs are also a part of this line item. Throughout the year, staff have numerous opportunities to attend local trainings, seminars, in-service, CPR/First Aid classes, medication administration training, preschool state standards training, updates for state's childcare regulations, and etc. Tuition assistance is provided only if the state funded tuition program (TEACH) is not available to staff.

Nutrition or food costs are costs associated with providing and serving meals on school campuses and at the centers. Nutritional well-balanced meals are provided to all children and staff. Parents may also receive meals if they are present in the classroom during meal service, or on fieldtrips. USDA reimbursements to the school district will cover the majority of the cost for the children's meals. Teachers and classroom staff are encouraged to eat with the students in as close as possible to a family-style environment. The costs for classroom staff and parent meals are considered a part of the overall operational expenditures and help to ensure we are achieving nutritional school readiness goals.

The other budget line item includes cost for classroom substitutes. We are always mandated to staff classrooms with two paid adults. When a member of the teaching team is absent, then a qualified substitute will be placed in that classroom to ensure all regulations are followed. Local travel is mileage that is reimbursable to staff for travel to program sites, which are the centers, main office and home visits. Although transportation services are provided by the Gadsden County School Board transportation department, Head Start will provide fuel for the one bus that transports only Head Start children. Gas will also be provided for the van that transports food to centers in the community

Field trips for children and families are costs that are included in the other budget line item. Children and families will be provided numerous opportunities to participate in field trips in the county and in surrounding counties. Field trips will include, but not limited to the following: Museum of History and Science, Challenger Learning Center, Happy Trails Farm, Gulf Specimen Marine Lab, and Theater performances by local high schools. Due to parents having to transport their children to and from the Quincy Area site, a transportation helper will be placed at the site to ensure the safety of the children and staff upon arrival and departure to school.

Utilities/Telephone	\$1,200
Child Consultant	\$4,000
Gas/Diesel	\$2,500
Custodial Services	\$1,800
Substitute/Temporary Help	\$5,000
Training/Staff Development	\$3,000

Field Trips	\$3,800	
Parent Services	\$1,500	
Total for Other	\$22,800	
Indirect Cost	\$13,805	
Total Summer Program Cost		\$366,869

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7d

DATE OF SCHOOL BOARD MEETING: April 28, 2020

TITLE OF AGENDA ITEM: **Head Start 2020 Cost-of-Living-Adjustment (COLA) and Quality Improvement Funds Application**

DIVISION: Head Start

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

PURPOSE AND SUMMARY OF ITEM:

Approval of 2020 Cost-of-Living-Adjustment (COLA) and Quality Improvement Funds Application

FUND SOURCE: Head Start

AMOUNT: \$104,229

PREPARED BY: LaKysha Perkins

POSITION: Head Start/Prekindergarten Program Director

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

3 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

REVIEWED BY: 

Application for Federal Assistance SF-424			
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input checked="" type="checkbox"/> Revision	* If Revision, select appropriate letter(s): Increase Award * Other (Specify):	
* 3. Date Received:	4. Applicant Identifier:		
N/A	04CH011096		
5a. Federal Entity Identifier:	5b. Federal Award Identifier:		
N/A	04CH011096		
State Use Only:			
6. Date Received by State:	7. State Application Identifier:		
8. APPLICANT INFORMATION:			
* a. Legal Name: SCHOOL BOARD OF GADSDEN COUNTY			
* b. Employer/Taxpayer Identification Number (EIN/TIN):	* c. Organizational DUNS:		
596000615	152811279		
d. Address:			
* Street1:	500 W King St		
Street2:			
* City:	Quincy		
County/Parish:	Gadsden County		
* State:	FL: Florida		
Province:			
* Country:	USA: UNITED STATES		
* Zip / Postal Code:	32351-1606		
e. Organizational Unit:			
Department Name:	Division Name:		
f. Name and contact information of person to be contacted on matters involving this application:			
Prefix:	Mrs.	* First Name:	Lakysa
Middle Name:			
* Last Name:	Perkins		
Suffix:			
Title:	Director		
Organizational Affiliation:			
* Telephone Number:	(850) 627-3861 x1703	Fax Number:	(850) 875-8790
* Email:	perkinsl@gcpsmail.com		

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

Independent School District

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*** Other (specify):**

*** 10. Name of Federal Agency:**

ACF-Head Start

11. Catalog of Federal Domestic Assistance Number:

93.600

CFDA Title:

Head Start

*** 12. Funding Opportunity Number:**

eGrants-N/A

*** Title:**

N/A

13. Competition Identification Number:

Not Applicable

Title:

Not Applicable

14. Areas Affected by Project (Cities, Counties, States, etc.):

Gadsden County

*** 15. Descriptive Title of Applicant's Project:**

2020 Cost-of-Living Adjustment (COLA) and Quality Improvement Funds Application

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="104,229"/>
* b. Applicant	<input type="text" value="26,058"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text" value="0"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="130,287"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- Yes
- No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I AGREE

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Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

Gadsden County School Board Head Start Program
Review/Approval of the 2020 Cost-of-Living-Adjustment (COLA) and
2020 Quality Improvement Funds Application

The Gadsden County School Board reviewed and approved the 2020 Head Start Cost-of-Living-Adjustment (COLA) and Quality Improvement Funds Application request on April 28, 2020.

Audrey Lewis, Board Chairperson

Date

Gadsden County School Board Head Start Program
Review/Approval of the 2020 Cost-of-Living-Adjustment (COLA) and
2020 Quality Improvement Funds Application

The Gadsden County School Board Head Start Policy Council reviewed and approved the 2020 Head Start Cost-of-Living-Adjustment (COLA) and Quality Improvement Funds Application request on April ____, 2020.

Glondetra Arnold, Policy Council Chairperson

Date

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

Office of Head Start

Updated July 29, 2014

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

SF424B Assurances – Non-Construction Programs

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

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

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
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Regarding Compliance with Compensation Cap (Level II of the Executive Schedule)

Federal funds will not be used to pay any part of the compensation of an individual employed by a Head Start and/or Early Head Start agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule.

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

Certification of Filing and Payment of Federal Taxes

As required by the Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriation Act, 2008 (Public Law 110-161, Division G, Title V, section 523), as a prospective financial assistance recipient entering into a grant or cooperative agreement of more than \$5,000,000, I, as the duly authorized representative of the applicant, do hereby certify to the best of my knowledge and belief, that:

1. The applicant has filed all Federal tax returns required during the three years preceding this certification
2. The applicant has not been convicted of a criminal offense pursuant to the Internal Revenue Code of 1986 (U.S. Code - Title 26, Internal Revenue Code)
3. The applicant has not, more than 90 days prior to this certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding.

Submission Statement:

<p>21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)</p>	
<input type="checkbox"/> ** I AGREE	
<p>** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.</p>	
<p>Authorized Representative:</p>	
Prefix:	<input type="text" value="Ms."/>
* First Name:	<input type="text" value="Audrey"/>
Middle Name:	<input type="text"/>
* Last Name:	<input type="text" value="Lewis"/>
Suffix:	<input type="text"/>
* Title:	<input type="text" value="Board Chairperson"/>
* Telephone Number:	<input type="text" value="(850) 627-9651"/>
Fax Number:	<input type="text"/>
* Email:	<input type="text" value="lewisa@gcpsmail.com"/>
* Signature of Authorized Representative:	<input type="text"/>
* Date Signed:	<input type="text"/>
* Submitted by:	<input type="text"/>
Date Submitted:	<input type="text"/>

FLORIDA HEAD START AND EARLY HEAD START WAGE AND BENEFITS COMPARABILITY STUDY

Prepared for the:



and



Florida Head Start Association
Excellence. Advocacy. Leadership.

August 2017

Table 14A. Average Salaries and Wages offered to Employees by Position Across Regions.

	Average Salary and Wages					
	North		Central		South	
	Range	Median	Range	Median	Range	Median
Salaried						
Director/Admin.	\$54,000 to \$100,000	\$71,000	\$63,000 to 100,000	\$90,000	\$68,000 to \$140,000	\$90,000
CFO	\$53,000 to 70,000	\$67,000	\$74,000 to 90,000	\$85,000	\$27,000 to \$105,000	\$90,000
Center Director	-----	-----	\$64,000 to 85,000	\$71,000	-----	-----
Asst. Director	\$32,000 to 67,000	\$40,000	\$38,000 to 56,000	\$45,000	\$44,000 to \$100,000	\$49,000
Education Crd.	\$42,000 to 71,000	\$49,000	\$32,000 to 80,000	\$53,000	\$42,000 to \$55,000	\$48,000
Disabilities Crd.	\$25,000 to 46,000	\$45,000	\$34,000 to 65,000	\$45,000	\$26,000 to \$53,000	\$50,000
Health Crd.	\$36,000 to 46,000	\$43,000	\$33,000 to 66,000	\$45,000	\$32,000 to \$53,000	\$45,000
Family-Eng. Mgr	\$36,000 to 61,000	\$45,000	\$34,000 to 63,000	\$47,000	\$37,000 to \$80,000	\$47,000
Home-Based	-----	-----	-----	-----	-----	-----
Hourly						
HS Lead Teacher	\$13.50 to \$29.50	\$15.00	\$14.00 to \$28.00	\$16.50	\$10.50 to \$30.00	\$16.50
HS Asst. Teacher	\$9.50 to \$15.00	\$12.50	\$11.50 to \$14.50	\$12.50	\$9.00 to \$16.00	\$12.50
EHS Lead Teacher	\$9.50 to \$17.50	\$12.50	-----	-----	\$12.00 to \$16.50 ¹	\$14.50
EHS Asst. Teacher	-----	-----	-----	-----	-----	-----
Family Adv.	\$12.000 to \$18.00	\$15.00	\$10.00 to \$18.50	\$15.00	\$12.50 to \$22.00	\$17.50

Note: Wage data not provided for positions with n = 3 or fewer respondents. ¹One outlier of \$28:00 was dropped

2019-2020 Indirect Cost Rates

Approved FY 2019-20

Agency Numbers	School Districts	Unrestricted Rates	Restricted Rates	Restricted Plan Type
010	Alachua	19.17%	4.97%	Plan B
020	Baker	20.16%	5.74%	Plan B
030	Bay	11.79%	2.47%	Plan B
040	Bradford	21.62%	6.07%	Plan B
050	Brevard	15.61%	4.76%	Plan B
060	Broward	16.55%	5.11%	Plan B
070	Calhoun	15.89%	5.08%	Plan B
080	Charlotte	20.03%	4.89%	Plan A
090	Citrus	18.29%	7.48%	Plan B
100	Clay	14.65%	3.93%	Plan B
110	Collier	22.76%	3.82%	Plan B
120	Columbia	14.40%	3.89%	Plan B

130	Dade	17.35%	3.48%	Plan B
140	Desoto	18.57%	5.46%	Plan A
150	Dixie	23.06%	8.33%	Plan B
160	Duval	15.46%	5.53%	Plan A
170	Escambia	17.75%	4.99%	Plan B
180	Flagler	15.41%	3.39%	Plan A
190	Franklin	15.92%	5.69%	Plan B
200	Gadsden	18.66%	3.91%	Plan A
210	Gilchrist	14.84%	5.88%	Plan A
220	Glades	18.08%	4.60%	Plan B
230	Gulf	23.88%	7.04%	Plan B
240	Hamilton	22.16%	9.07%	Plan B
250	Hardee	19.46%	4.82%	Plan B
260	Hendry	15.64%	5.26%	Plan B
270	Hernando	18.56%	3.98%	Plan B
280	Highlands	12.84%	2.90%	Plan B
290	Hillsborough	11.88%	2.81%	Plan B

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GADSDEN COUNTY HEAD START

2020 Cost-Of-Living-Adjustment (COLA) and Quality

Improvement Funds Application

Program Narrative

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

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

Poverty is one of the most important correlates to poor (maternal and child) health and educational outcomes. Gadsden County's poverty rate is 24.4%, compared to 15.5% statewide. The calculated number of children birth to five living in households in the county at or below the Federal Poverty level was 31.1%. Other statistics gathered from the most recent Community Assessment indicate the following:

- 24.4% of Gadsden County residents live in poverty.
- Gadsden County has a population of 5,420 children between ages birth to five.
- Over 47.7% of the children ages birth to five are receiving Medicaid.
- In December of 2019, the unemployment rate in Gadsden County was 4.0%, exceeding both the state and national average.
- Agencies serving children birth to five have continued to decrease.

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

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

Mission Statement

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

Overall Goal

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

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

Program Strengths for the Gadsden County Schools Head Start Program

- There were no audit findings from the Fiscal/ERSEA Monitoring Event
- The Environmental Health and Safety Monitoring Event found all areas in compliance in carrying out the Head Start requirements
- School Board Grantee and Board Members meet qualifications established in the Head Start Act
- Strong support from School Board Members and Superintendent
- School System Support (ESE services for children with disabilities, Maintenance Department, Transportation Department, and Food Services Department)
- Continued Implementation of curriculum (Big Day for Pre-K)
- Continued use of ABC Mouse Curriculum (School Version)
- Participation in the State Department of Education's Fresh Fruit and Vegetables Program (which provides snacks to children)
- Child Plus Database being utilized by all staff (Record-keeping, Program Monitoring, Reports)
- Transportation system traveling from Quincy to Tallahassee (Gadsden Express)
- Head Start is very visible in the community, with the main office located in the center of Gadsden County
- Active Policy Council and Male Involvement participation (monthly meetings, parent representatives from all centers, family engagement activities, trainings, etc.)
- Head Start Staff continuing to pursue educational goals
- Conversational Spanish Classes offered on an as-need basis
- School Health Clinics located at school sites
- CLASS system used to monitor Education Component
- Reliable CLASS observers on staff
- Certified CLASS trainer on staff
- Resource teachers serve as mentor teachers/coaches in the classrooms
- Participation in county-wide Transition Meetings
- Three major universities in neighboring county
- Relationship with the Early Learning Coalition of the Big Bend (Head Start Director is a member of the Coalition's Board)
- Bilingual Staff
- Head Start children participate in State Voluntary Prekindergarten Program
- Strong communication between staff and families (home visits, parent conferences, training opportunities)
- Director works closely with District Comptroller and Fiscal staff
- Implementation of Practice-Based-Coaching Model
- Implementation of Kindergarten Assessment "STAR Early Literacy"

Local Services to Children Birth to Five

The Gadsden County School Board continues to be the Grantee for the Gadsden County Head Start Program. The program continues to be funded to serve 227 children, and has 5 school sites across the county, as well as two community-based sites. 195 of the children enrolled in the Head Start Program receive a 6 ½ hour/day program for 180 days/year. The other 32 children in the program receive a 10 hour/day program for 180 days. The Gadsden County School Board also serves Pre-k children in the Title I Program, the State Voluntary Pre-kindergarten Program, and the Exceptional Student Education Program (ESE Program). There are no changes to the detailed plan to provide child development services for Head Start eligible children and families. Children and families will continue to receive comprehensive services in the areas of health, nutrition, mental health, disability services, education, and parent involvement services. Transportation continues to be provided for the school-based programs, and parents must still provide transportation for children receiving services in the full day program.

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

Each year, both the Early Head Start and Head Start programs enroll and provide services to children with special needs. In 2019-2020, 24 children in Head Start (over 10%) were children with special needs. The Head Start Program works closely with the Exceptional Student Education Department to assure the most appropriate placement for children with disabilities.

Gadsden County's state-funded Voluntary Pre-Kindergarten Program (VPK) continues to make Pre-kindergarten services available to all age eligible four-year-old children. The VPK program will enable Head Start to serve 51 additional children during the 2019-2020 school term.

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

Service and Recruitment Area

There are no changes to the service and recruitment areas for the 2019-2020 school term. The recruitment area of the Gadsden County Head Start Program continues to encompass all of Gadsden County, Florida. The Community Assessment reveals poverty areas throughout the entire county. Therefore, recruitment efforts are essentially the same throughout the county. Open registration is held in all areas of the county. With the implementation of the Gadsden County Schools Reconfiguration Plan, two elementary schools were closed. Although two schools closed their doors, this will not affect the services provided to children living in those school zones. Head Start eligible children will be served in neighboring elementary schools.

The Gadsden County School District continues to provide preschool services through four different funding sources: Head Start, Title I, Exceptional Student Education, and the state's

Voluntary Prekindergarten Program. There are no changes to the Head Start/Pre-k eligibility priority criteria checklist.

Funded Enrollment Levels

There are no proposed changes to the funded enrollment levels for the Head Start Program. The program continues to be funded to serve 227 children, and has 5 school sites across the county, as well as two community-based sites. The children enrolled in the Head Start Program either receive a 6 ½ hour/day program for 180 days/year or a 10 hour/day program for 180 days/year.

Program Options

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

Location of Facilities

School locations are George W. Munroe, Stewart Street, Greensboro, Chattahoochee, and Havana Magnet School (Pre-k-8th grade), as well as Midway and Quincy full day sites.

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

**2020 Cost-Of-Living-Adjustment Funds
Narrative**

The Further Consolidated Appropriations Act, 2020, contains an increase of approximately \$550 million for programs under the Head Start Act for Fiscal Year (FY) 2020. The increase provides \$193 million for a cost-of-living adjustment (COLA) and \$250 million for Quality Improvement investments for Head Start. The COLA supports an increase of two percent for each grantee to increase staff salaries and fringe benefits and offset higher operating costs. COLA funds are effective at the start of the FY 2020 budget period and are retroactive if this period has already begun. Quality Improvement funds are allocated proportionately based on federal funded enrollment, with additional consideration given to small grantees to allow for a meaningful investment, as permitted by the Act.

The Gadsden County Head Start staff is paid according to the Gadsden County School District's salary schedule. Since there will be rate increases for teachers and staff during the 2019-2020 school year, this would be the opportune time to use the COLA funds to increase the hourly rate of pay for Head Start employees. To give Head Start staff a cost-of-living increase at this time, will keep Head Start salaries in line with similar positions in surrounding counties (wage comparability study attached).

The Gadsden County Head Start program staff will continue to put all children first and ensure that we are in compliance with all federal regulations and policies. Your prompt attention to, and approval of this request, will be greatly appreciated.

Cost-Of-Living-Adjustment (COLA)

Request Fiscal Year 2020

Budget:

Hourly Rate Increase:	\$33,802
Fringe Benefits:	\$8,331
Indirect Cost:	\$1,714
Total Cost:	\$43,847

In-Kind Matching Funds:

In-Kind provided by the State of Florida Voluntary Prekindergarten Program.

Funding for 4.72 Head Start Children	\$10,962
---	-----------------

Employee	Current	Increase
H.R, Teacher	25.70	26.30
M M. Teacher	24.11	24.59
R. T. Para	11.22	11.45
G. B. Para	11.22	11.45
H. A. Teacher	24.11	24.59
G. D. Teacher	24.69	24.99
R. J. L. Teacher	24.11	24.59
W. R. Para	11.75	11.99
W. S. Para	11.75	11.99
A.M. Program Asst.	17.74	18.09
B.B. Teacher	30.26	30.86
J. R. Teacher	24.11	24.59
D. R. Teacher	22.19	22.60
B. L. Para	13.02	13.43
F. D. Para	15.26	15.56
C. M. Para	15.26	15.56
G. A. Teacher	25.57	26.08
D. J. Teacher	24.11	24.59
R. C. Teacher, Sub	15.26	15.56
B. J. Para	15.26	15.56
C. Y. Para	14.70	15.00
G. C. Teacher	24.11	24.59

W. T. Para	13.32	13.59
B. S. Para	11.22	11.45
B. P. Teacher	30.26	30.86
R. L. Teacher	25.20	25.70
S. D. Family Services Coor.	25.04	25.54
M. M. Para	12.55	12.80
D. S. Para	11.75	11.99
W K. Para	12.44	12.69
W. S. Family Service Worker	17.74	18.09
S. S. Family Ser. Wor.	17.74	18.09
G. J. Family Service Worker	18.05	18.41
F.B. Family service Worker	18.55	18.82
G. S. Coach/Resource	29.92	30.51
H. K. Coach/Resource	27.00	27.54
M. S. Coach/Resource	26.66	27.19
P. L. Director	34.24	34.92
R. C. Education Coor.	31.63	32.26
J.C. Parent Invol. Coor.	25.70	26.30
R. N. Health Coor.	25.51	26.02
H. K. Program Specialist	31.22	31.85
G. S. Program Assistant	17.74	18.41
O. S. Bus Aide	10.18	10.68

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GADSDEN COUNTY HEAD START

2020 Quality Improvement Application Narrative

The Further Consolidated Appropriations Act, 2020, contains an increase of approximately \$550 million for programs under the Head Start Act for Fiscal Year (FY) 2020. The increase provides \$193 million for a cost-of-living adjustment (COLA) and \$250 million for Quality Improvement investments for Head Start. The COLA supports an increase of two percent for each grantee to increase staff salaries and fringe benefits and offset higher operating costs. COLA funds are effective at the start of the FY 2020 budget period and are retroactive if this period has already begun. Quality Improvement funds are allocated proportionately based on federal funded enrollment, with additional consideration given to small grantees to allow for a meaningful investment, as permitted by the Act.

The Gadsden County Head Start Program proposes to use the Quality Improvement funds to employ additional qualified staff (Resource Teacher/Coach) that will promote the language skills and literacy growth of children. This additional staff will also provide children with a variety of skills that have been identified through scientifically based reading research, as predictive of later reading achievement. This decision was based on current School readiness data, which shows 53% percent of Head Start children demonstrate the necessary school readiness skills as they pertain to their language and literacy development. By employing additional staff, teachers along with children and families will receive additional help and support to ensure all Head Start children are school ready upon entry into kindergarten. The additional staff will work in conjunction with the Education Coordinator, Resource Teachers/Coaches and the Program Specialist to help increase children skills that have been identified through reading research that are predictive of later reading achievement.

The remaining Quality Improvement funds will be used to incorporate a trauma-informed approach that will support children, families, and staff impacted by adverse experiences. Gadsden County, located in the Panhandle of Florida, was deeply impacted by Hurricane Michael. Hurricane Michael made landfall in Panama City, Florida on 10/10/18, as a Category 5 storm. Panama City is located approximately 92 miles from Gadsden County. The storm caused an estimated 25 billion in damages. Gadsden County experienced extensive flooding, thousands were without power for weeks, homes and apartments were totally destroyed, and trees were ripped from the ground by their roots. Vehicles were overturned and public-school buildings were also extensively damaged. The safe and supportive environment that the Head Start program provided to the children in families in Gadsden County was deeply impacted by Hurricane Michael. Families were displaced throughout the Panhandle. This enormous storm

created damage that Gadsden County had never experienced before. There was an increase in Head Start children having behavioral problems and families seeking help with resources as they pertained to emotional support.

Trauma is a widespread, harmful and costly public problem. Trauma may occur as a result of violence, abuse neglect, loss, disaster, war and other emotionally harmful experiences. The effects of a traumatic event can place heavy burdens on individuals, families, and communities that are within its path. Hurricane Michael was definitely a traumatic event for Gadsden County. It has become apparent that the need to address trauma is a major component of addressing challenging behaviors. Many people who experience trauma will eventually go on with their lives without any lasting effect, but there will be others will not recover so easily.

Gadsden County would like to begin implementing a focus on trauma and the impact it can have on the most vulnerable population we serve. We would like to begin by learning how to make our services more responsive to people who have experienced trauma. Our remaining Quality Improvement funds will be used to train the governing body, policy council, staff and community members on the importance of implementing a Trauma-Informed Approach. Everyone at all levels of the program must realize how to identify trauma and understand how it will affect the children and families we serve. We must be ready to respond to trauma in a way that will be both beneficial and affective with children and families.

With the implementation of a Trauma-Informed Approach, the Gadsden County Head Start Program will be better equipped to ensure traumatic events will not increase challenging behaviors and mental disorders. The Gadsden County Head Start Program will continue to collaborate with other agencies to address traumatic issues as they occur within the community. Your prompt attention to, and approval of this request, will be greatly appreciated.

Quality Improvement Funds

Fiscal Year 2020

Budget:

Personnel

Resource Teacher: \$47,000

Fringe Benefits: \$8,930

Training:

Trauma-Informed Approach: \$2,091

Indirect Cost: \$2,361

Total Cost: \$60,382

In-Kind Matching Funds:

In-Kind provided by the State of Florida Voluntary Prekindergarten Program.

Funding for 6.50 Head Start Children: \$15,096

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7e

DATE OF SCHOOL BOARD MEETING: April 28, 2020

TITLE OF AGENDA ITEM: **Head Start 2020 Disaster Recovery Application**

DIVISION: Head Start

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

PURPOSE AND SUMMARY OF ITEM:

Approval of 2020 Disaster Recovery Application

FUND SOURCE: Head Start

AMOUNT: \$10, 878, 933

PREPARED BY: LaKysha Perkins 

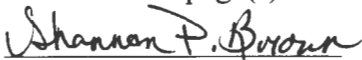
POSITION: Head Start/Prekindergarten Program Director

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

3 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

REVIEWED BY: 

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

*** 2. Type of Application:**

- New
- Continuation
- Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

4. Applicant Identifier:

04NDT0042

5a. Federal Entity Identifier:

N/A

5b. Federal Award Identifier:

04NDT0042

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:**

SCHOOL BOARD OF GADSDEN COUNTY

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

037-46-318

*** c. Organizational DUNS:**

152811279

d. Address:

*** Street1:**

35 Martin Luther King Jr Blvd

Street2:

*** City:**

Quincy

County/Parish:

Gadsden County

*** State:**

FL: Florida

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

32351-4411

e. Organizational Unit:

Department Name:

Head Start

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mrs.

*** First Name:**

LaKysa

Middle Name:

*** Last Name:**

Perkins

Suffix:

Jr.

Title:

Executive Director

Organizational Affiliation:

*** Telephone Number:**

(850) 627-3861

Fax Number:

(850) 875-8790

*** Email:**

perkinsl@gcpsmail.com

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

Independent School District

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*** Other (specify):**

*** 10. Name of Federal Agency:**

ACF-Head Start

11. Catalog of Federal Domestic Assistance Number:

93.356

CFDA Title:

Head Start

*** 12. Funding Opportunity Number:**

OHS-ND-20-044

*** Title:**

NCN Announcement - Region 04 - ND - 2020 - January

13. Competition Identification Number:

OHS-ND-20-044-064535

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

*** 15. Descriptive Title of Applicant's Project:**

2020 Head Start Disaster Recovery Funding Application

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="10,878,933"/>
* b. Applicant	<input type="text" value="0"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text" value="0"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="10,878,933"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

**Gadsden County School Board Head Start Program
Review/Approval of the 2020 Disaster Recovery Application**

The Gadsden County School Board reviewed and approved the 2020 Head Start Disaster Recovery Application request on April 28, 2020.

Audrey Lewis, Board Chairperson

Date

Gadsden County School Board Head Start Policy Council
Review/Approval of the 2020 Disaster Recovery Application

The Gadsden County School Board Head Start Policy Council reviewed and approved the 2020 Head Start Disaster Recovery Application request on April 14, 2020.

Glondetra Arnold, Policy Council Chairperson

Date

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

Office of Head Start

Updated July 29, 2014

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

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

SF424B Assurances – Non-Construction Programs

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

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

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

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

Certification Regarding Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Regarding Compliance with Compensation Cap (Level II of the Executive Schedule)

Federal funds will not be used to pay any part of the compensation of an individual employed by a Head Start and/or Early Head Start agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule.

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

Certification of Filing and Payment of Federal Taxes

As required by the Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriation Act, 2008 (Public Law 110-161, Division G, Title V, section 523), as a prospective financial assistance recipient entering into a grant or cooperative agreement of more than \$5,000,000, I, as the duly authorized representative of the applicant, do hereby certify to the best of my knowledge and belief, that:

1. The applicant has filed all Federal tax returns required during the three years preceding this certification
2. The applicant has not been convicted of a criminal offense pursuant to the Internal Revenue Code of 1986 (U.S. Code - Title 26, Internal Revenue Code)
3. The applicant has not, more than 90 days prior to this certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding.

Submission Statement

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:	Ms.	* First Name:	Audrey
Middle Name:			
* Last Name:	Lewis		
Suffix:			
* Title:	Board Chairperson		
* Telephone Number:	(850) 627-3861	Fax Number:	
* Email:	lewisa@gcpsmail.com		
* Signature of Authorized Representative:		* Date Signed:	
* Submitted by:		Date Submitted:	

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2020 Head Start Disaster Recovery Application

Total Funds Requested: \$10,878,933
 Base Funding: \$10,878,933
 T/TA Funding: \$0
 Non Federal Share: \$0 (Requesting Waiver)
 Proposed Program Option: Center Based

Section I. Program Design and Approach to Service Delivery

Sub-Section A: Goals

Gadsden County School District, a Board of Education is applying to construct a building and renovate existing locations to provide services to preschool children ranging in age from three to five in Gadsden County, Florida. Gadsden County School District proposes to construct a center-based service delivery option for preschool children and families that will consists of 10 hours per day, five days per week for 180 days per year for a total of 1800 hours per year for 152 children. A total of 227 preschool aged children will be provided center-based services. Services will be provided in five elementary schools, one community site, and the newly constructed site in Quincy. All Gadsden County School District Head Start centers are accredited though AdcancEd, formerly known as SACS.

The Gadsden County School District has administered comprehensive Head Start early childhood services since 1985. The school district has also administered the Florida Voluntary Pre-K (VPK) program since 2005.

<p>Goal 1: Increase parental involvement of families in Gadsden County’s Head Start/Pre-Kindergarten (HS/Pre-K) Program.</p>	<p>A. Families will increase participation and engagement in school and community related activities by 10% for each year of the project period with 90% overall participation by 2024.</p> <ol style="list-style-type: none"> 1. Volunteer in HS/Pre-K classrooms, attend field trips and attend HS/Pre-K sponsored events and activities. 2. Complete Pre and Post Surveys. 3. Complete Sign-In Sheets for events and activities. 4. Data Entry of Participation efforts into Child Plus <p>Challenges: low “turn-out” due to access to transportation and</p>
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	<p>extended care of family members</p> <p>B. Parents of HS/Pre-K children will serve as members and/or advisors to the HS/Pre-K Policy Council, annually.</p> <ol style="list-style-type: none"> 1. Volunteer and/or attend HS/Pre-K sponsored events and activities at least three (3) times, annually. 2. 95% Retention rate of HS/Pre-K Families who serve on the Council. 3. 80% Attendance of Policy Council meetings.
<p>Goal 2: Provide training and education to Gadsden County HS/Pre-K parents to improve their families' emotional, social and economic well-being.</p>	<p>A. 100% of HS/Pre-K families will receive and/or have access to meeting and training information for each year of the project period through 2024.</p> <ol style="list-style-type: none"> 1. HS/Pre-K offered trainings in family preservation to include awareness of mental, physical, and emotional health issues, financial planning, and family planning. 2. Distribution of Flyers, Brochures and Public Service Announcements in newspapers and radio ads 3. Pre and Post Surveys for trains and events 4. Sign-In Sheets for events and activities 5. Data Entry into Child Plus <p>Challenges: Families' access to transportation and access to technology</p> <p>B. Increase referral services to collaborating agencies by 10%, annually.</p> <ol style="list-style-type: none"> 1. Continuing Education 2. Career Planning and Job Placement 3. Alcohol and Substance Abuse 4. Domestic Abuse

	<ul style="list-style-type: none"> 5. Child Abuse 6. Children with Suspected Disabilities 7. Data Entry into Child Plus <p>Challenges: Transportation to and follow-up with scheduled appointments, and displacement of families due to economic instability and homelessness.</p>
<p>Goal 3: Increase kindergarten readiness rates of Gadsden County HS/Pre-K students who demonstrate proficiency on pre-Kindergarten assessments.</p>	<ul style="list-style-type: none"> A. HS/Pre-K students will show gains on kindergarten readiness rates by 10%, annually, for each year of the project period with an overall 80% readiness rate by 2024. <ul style="list-style-type: none"> 1. Pre-K students will be assessed three (3) times per program year using adopted/approved pre-k assessment tools that align to the Office of Head Start Learning Outcomes and Florida, state, standards. 2. Teachers will identify and individualize lesson plans to target student’s subject area deficiencies. 3. Gains will be measured and recorded using initial and final assessment results. B. Gadsden County HS/Pre-K students will increase individual student performance by a minimum of 25%. <ul style="list-style-type: none"> 1. Conduct Comparative Analysis of Gadsden County HS/Pre-K students to State and National assessment scores by assessment period(s) and by early learning outcomes. 2. Measure and compare Gadsden County HS/Pre-K students’ individual scores by assessment period(s) and by early learning outcomes.

Sub-Section B: Service Delivery

APPROACH

This section contains information about the proposed service area and program models that will be used by the Gadsden County School District to provide up to 1800 hours per year of center-based Head Start (HS) services to 152 preschool children and their families in Gadsden County. The 152 Head Start children will receive extended day services, providing 10 hours per day of HS comprehensive services by Gadsden County School district HS staff. The remaining 75 children will receive services at the five elementary school sites and one community site in Midway. In this section, the specific proposed services discussed are the professional development opportunities for staff and parents, the organizational experience and current capability of the HS staff and the entire school district, as well as the planning and implementation strategies to be used.

Geographic Areas of Greatest Need: Gadsden County School District proposes to provide center-based HS services in Gadsden County, Florida. Gadsden County is located in the northwestern corner of the Florida Panhandle, known as the Big Bend Region. A map, found with Table 1 in the Appendix, shows the location of Gadsden County as well as the proposed centers. Table 1 identifies the specific slot allocations for each site/model, the hours of service per year and the communities that would be served. The proposed service area encompasses 516 square miles of land, 12 square miles of water, and includes a population of 45,660 individuals in Gadsden County according to July 2019 US Census data. US Census data shows that Gadsden County has a declining population of 6.0 % from 2010 to 2018. Gadsden County is one of the least densely

populated counties in the State with an average of 89.8 people per square mile compared to the state of Florida at 350.6 people per square mile. According to July 2019, US census data, the population of Gadsden County is comprised of 55.8% African American, 41.7% Caucasian, 10.5% Hispanic and less than 2% other. Gadsden County is the only county in Florida where most of the population is African American. Hispanics are the fastest growing demographic in Gadsden County. Seasonal crops are grown around the city of Greensboro; attracting migrant workers who harvest seasonal crops in this area of Gadsden County.

Much of Gadsden is rural, primarily agricultural, with limited job opportunities and wage-earning potential. As a result, more than half of the county's employed residents travel to neighboring counties to work. According to the Florida Legislature Office of Economic and Demographic Research (2018) Gadsden County's per capita personal income was \$40,922, annually, compared to the State average per capita personal income of \$53,267. Gadsden County is 23% below the State average of personal income.

Gadsden County's unemployment averages have shown a decrease from 8.2% in 2014 to 4.6% in 2018 according to the US Department of Labor, Bureau of Labor Statistics. Despite these decreases, the average unemployment rate of 4.6% for Gadsden County continues to exceed the State average unemployment rate of 3.6% as noted in March 2020 and exceeds the National unemployment rate of 4.1% in 2018. Job creation has occurred sporadically in Gadsden County over the past three years. The few jobs created recently have primarily come from expansions of existing industry and often require education, credentials and skills that low-income residents do not currently possess.

Homelessness has been confirmed as a challenge for Gadsden County. The Florida Department of Education data in 2018 –2019 school year reported 586 students in the entire school district as homeless in accordance with the definition set forth in the McKinney-Vento Act. Students sharing housing with others due to the loss of a home or other economic hardship make up 89% of the 586 students. Students reportedly living in cars, parks or campgrounds make up 6% of the 586 students. The HS program served 22 homeless children in the 2017-2018 school year and 29 homeless children during the 2018-2019 school year. The recruitment of homeless children continues to be a priority for Gadsden County HS.

In Gadsden County 17.0% of all residents lived below the federal poverty level compared to the State rate of only 15.6% according to the American Community Survey (ACS) Five-Year Data Profile 2014-2018. Of all individuals living in poverty in Gadsden County, 32.7% were children, compared to Florida's 17.3% average. The ACS data profile, 2014 -2018 reveals that 47.2% of female-headed households with children under the age of five lived in poverty compared to the State rate of 38.1%. The poverty rate of female head of household is especially significant considering Gadsden County's high rate of births to unmarried mothers. The percent of unmarried mothers in Gadsden County was 85.3% from 2009-2013; significantly exceeding the State rate of 40.1%. This represents an increase of 29.7% for Gadsden County.

The economic conditions in Gadsden County are reflected in the number of income eligible children and families that could benefit from a HS program. The 2014 -2018 five-year data profile from the US Census American Community Survey website noted that there are 2,699 children under the age of five. With an estimated 21.5% of all children living in poverty in

Gadsden County according to the US Census there is an estimated 581 children under age five in families whose incomes are at or below poverty. Using estimated births per year, approximately 370 three, four and pre-k five-year-old children are living in poverty in Gadsden County. Enrollment for Gadsden County HS for September 2019 consists of 227 HS children along with 51 VPK children for a total of 278 children, all of which are income eligible according to HS guidelines. Additionally, 84 children are currently on the wait list with 69 of the 84 children income eligible for HS services in Gadsden County. All Gadsden County School District schools qualify for free breakfast and free lunch as evidenced by the Florida Direct Certification Determination.

The economic challenges present in the county have impacted the presence of special populations, as well as their needs. The number of young children with diagnosed disabilities continues to rise. The Gadsden HS program served 28 preschool children with diagnosed disabilities in 2015-2016, 29 children with diagnosed disabilities in 2016-2017, 36 children with diagnosed disabilities in 2017-2018 and 25 children with diagnosed disabilities in 2018-2019 and 28 children diagnosed in 2019-2020. The majority of children, each year, are diagnosed with speech and language delays and/or developmental delays. The Gadsden County School District is the Part B service provider and thus works very closely with the Gadsden County HS program as the grantee to identify preschool children, provide interventions, evaluate and diagnose children as well as provide services for children, when needed. The Gadsden County HS program works closely with three infant and toddler service providers along with Early Steps, the Part C provider. Collaboratively, these providers work together to identify children who are entering the HS program. Gadsden County

HS collaborates with Florida State University, the Early HS provider, in the county by conducting joint screening and recruitment efforts in the spring when pre-kindergarten registration is held. The school district Child Find Coordinator also participates in the screening process. Along with the Early HS program in the county, Gadsden County HS also collaborates with two home visiting programs for infants and toddlers. Healthy Start and Healthy Families Gadsden meet to ensure resources are maximized and not duplicated. These efforts resulted in the formation of the Gadsden County Home Visiting Partnership. Gadsden County HS is a part of this collaborative partnership that results in preliminary screening for children with referrals.

There are few children under the age of five who are moved to foster care in Gadsden County. Most children who are subject to removal are placed with relatives as reported by the Gadsden County HS staff. The statistics for Gadsden County, Florida from the Fostering Court Improvement.org website confirms this information. The website indicated that from October 2016 to September 2017, there were 15 children removed to foster care for all age groups at a rate of 18.3% compared to the State rate of 35.8%. Gadsden County HS is committed to serving foster children, however, there is a low incidence if foster children placed out of the care of relatives in the county.

Daily attendance will be a priority of the HS program. Data will be shared at parent orientation comparing children's regular attendance to their educational growth. Parents will be contacted when a child is absent from school 30 minutes after the scheduled arrival time. Family services staff will contact families when a child has been absent for three (3) consecutive days.

Families will be offered support and resources to ensure children are in school daily, unless they are sick.

Rationale for Ages to be Served: The estimates for the number of eligible preschool children, were provided in the section above, along with the estimating method. To recap, there approximately 370 HS-eligible children in Gadsden County. With Florida State University serving Early HS children in the county, Gadsden County Schools can remain focused on services for preschool age children.

Rationale for Proposed Program Option: Over the last five years, surveys of current HS families, as well as other income-eligible families, have found that parents overwhelmingly prefer center-based services for preschoolers, with at least 6.5 hours a day throughout the school year. Full-day, full-year services would be most beneficial to the children and families being served. The Gadsden County HS also proposes a 10-hour day for working parents, parents in school, or parents most in need of HS services. The Gadsden County School District's proposed service delivery model meets or exceeds those preferences while maximizing available funds to serve as many families as possible.

Program Delegation: Gadsden County HS will not propose to delegate any services.

Community Engagement: Gadsden County School District and the Gadsden County HS program have been a proactive participant with many local organizations and agencies that provide services to low-income preschool children and their families. Partnerships with agencies such as the Health Department, Coordinated Intake and referral, and health Start are just a few examples

of the vehicles through which Gadsden County HS staff provide information to and receive feedback from our community partners.

Proposed Curricula: To support Gadsden County's goal of providing high quality HS services that promote progress towards school readiness, the Big Day for Pre-k curriculum will be used in classrooms. The SRA *Imagine It curricula* will also be used as an enhancement curriculum for literacy and vocabulary. The two curricula as well as Gadsden County HS's own emphasis on retaining HS teaching staff will help in promoting kindergarten readiness for preschool children

Establishing and Measuring School Readiness Goals: Gadsden County HS has adopted a set of school readiness goals for the HS program centered on the five developmental domains. These five goals were developed in conjunction with parents, the PC, the School Board, Community Representatives and Gadsden County School District personnel. They were based on group expectations. A goal for each developmental domain - physical, approaches to learning social-emotional, language/literacy and cognition/general knowledge-was selected. with a measurable objective and strategies for each goal were created. The latter were informed in part by several years of child outcomes data that was available to Gadsden County HS and its stakeholders. It is important to note that the goals, objectives and strategies are carefully reviewed in the spring of each year with the PC, School Board, parents and other stakeholders, once that year's child outcomes data have been analyzed. Over the past five years, the goals have remained the same for children, however, the objectives and strategies have been expanded and made more precise in order to facilitate their measurement.

The HS goals and objectives are aligned with the *Head Start Early Learning Outcomes Framework: Ages Birth to Five* and with Florida's *Early Learning and Development Standards*. Because they were developed in consultation with the Gadsden County School District, and because district personnel are involved in the annually updating process, the goals and their objectives do reflect the expectations the district has for the HS children.

Meeting the Needs of Targeted Population: The following services will be offered to all Head Start children and families: Health Services, Physical Health Services, Nutrition Services, Oral Health Services, Mental Health Services, Teacher-Child Interactions, Child Assessment, and Parent Engagement.

Licensing Requirement: Gadsden County HS already has the facilities that are needed to support this proposal. The sites are approved through the Florida Department of Education for the preschool children.

Availability of Facilities: Facilities for classrooms at elementary sites and one community site are available.

Plan to Acquire Facilities: Plan to construct a building that will comprise of office staff and classrooms.

Hiring Staff: Gadsden County Head Start already has qualified staff to operate the proposed program.

Proposed Management Team: Each member of the current management team brings appropriate education, training and experience in HS operations as well as knowledge in their respective fields. The organizational chart that lists their positions, as well as those of the staff they will supervise, is in the appendix.

Effective Financial Management Capacity: Gadsden County School District and the HS program has demonstrated their capacity to provide effective fiscal management of a HS program. Leadership for this effort will be provided by the District Finance Director, Bonnie Wood has a master's in Educational Administration and has served in this position since July 2017, however formerly she was the Academic Affairs Business Manager for University of North Georgia from 2013 to 2017. Additionally, previously she was the Assistant Superintendent for Business and Finance for Gadsden County School District for 7 years. She also advises the School Board on fiscal management when appropriate.

The agency has a Fiscal Manual that details all policies and procedures for handling the over \$2 million dollars in HS funds that it receives each year, including fiscal control and accountability procedures. The School District uses Skyward accounting software. Skyward is utilized to support the fiscal management system including the following modules: General Ledger; Cash Receipts; General Journal; Budget Preparation; Cost Allocation; Accounts Payable; Payroll; Timesheet Accounting; Financial Reporting; and Security. Gadsden County Schools currently has an approved indirect cost rate of 3.91% from the Florida Department of

Education. It covers such costs as the annual audit, accounting, human resources, information technology and administrative functions. Other common costs that is covers include communication costs such as telephone, internet and cell phones as well as clerical help for the administration.

Section II. Budget and Budget Justification Narrative

Gadsden County School Board believes that each employee contributes directly to the District Head Start program's mission "to ensure that all children participating in the Gadsden County Head Start Program enter school emotionally, physically, socially, and intellectually ready to learn; fully recognizing the crucial role of the parents as the child's primary teacher" The Gadsden County School District is committed to hiring and maintaining highly qualified and educated staff to ensure our classrooms are accredited and recognized nationally. Staff will be hired to offer extra support to teachers in the classrooms. Gadsden County HS has seen a rise in challenging behaviors in our children since Hurricane Michael. The extra support in the classrooms and the implementation of the Trauma-Informed Approach will offer that added support for teaching teams. Our salaries are in line with the latest wage comparability study completed by the Florida Head Start Association in 2017.

A. <u>Personnel</u>		<u>\$166,092</u>
<u>Positions</u>	<u>Number of Staff</u>	<u>Cost</u>
<u>Child Health & Dev. Services</u>		
Resource Teacher	1	\$47,000
Teacher Assistant	5	\$92,500
<u>Family & Community Partnerships</u>		
Program Assistant/Home Visitor	1	\$26,592
Total Personnel	7	\$166,092

<u>Fringe Benefits</u>	<u>\$69,772</u>
FICA, Medicare (7.65%)	\$12,706
Health Life Dental	\$42,500
Retirement (8.26%)	\$13,719
Workman's Comp.(.51%)	\$847
Total for Fringe Benefits	\$69,772

Travel: **\$11,400**

Staff will have opportunities to travel outside of their home environment to further develop their professional skills. The Gadsden County Head Start will also be implementing the Trauma Informed Approach, therefore the Governing Board, Policy Council, Staff, and Community Partners will receive training on the model.

Conferences	#of Trips	#of Days	#of Participants	Cost
National HS	1	4	7	\$5,300
Training for Behavioral	1	3	4	\$4,200
State Conference	1	4	6	\$1,900
Total Travel				\$11,400

Equipment: **\$216,000**

Several Playgrounds suffered extensive damage due to Hurricane Michael. Outside time is an important part of the Head Start daily schedule. Health and safety are a major priority of the Gadsden County Head Start Program. Children should have the opportunity to play and engage with equipment that safe and present no potential hazards.

Playground Equipment (Standard, ADA)	\$160,000
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Food Service Van (2) \$56,000

Total Equipment \$216,000

Supplies: \$366,719

Supplies are necessary and essential to the operations of the program. Office supplies include computers, and office supplies for programmatic staff (those who are not directly in the classroom). Food service supplies are sundry items used by the food service staff at the centers and community sites to prepare and package meals. Program supplies include, but not limited to curriculum, furniture, manipulatives, puzzles, books, mats, cots, pull-ups, wipes and consumable supplies such as glue, paper, crayons, markers, paint, ets.

Program/Classroom Supplies \$291,178

Office Supplies \$60,000

Food Service Supplies \$15,541

Total Supplies \$366,719

Contractual \$261,040

The contracted line items reflect costs associated with Head Start professional services, such as temporary help, playground maintenance and installation, maintenance of grounds, etc. Head Start playgrounds at the following schools were severely damaged by Hurricane Michael: Chattahoochee, Greensboro, Quincy Area 3's, and Midway. Disaster funds will be used to completely remodel all playgrounds. Funds are also being requested to install a new playground along with the newly constructed Head Start building.

Playground Installation:

Grade Work, Mounting hardware, Labor, fence, concrete	\$111,040
Set-Up Delivery	\$150,000
Total Contractual	\$261,040

Construction **\$8,263,260**

Please see attached Proposal for New Construction

New Building 24,403 sq ft @ \$275 sq ft	\$6,710,825
A&E Fees	\$758,323
Site	\$536,866
Modular Unit (2)	\$257,246
Total Construction	\$8,263,260

Indirect Cost **\$1,524,650**

The Gadsden County School Board has a state approved Indirect Cost Rate of 3.91%. This rate is valid for the period of July 1, 2019 thru June 30, 2020. To be in compliance with the Head Start 15% Administrative Costs, Gadsden County will use a lower rate.

Indirect Cost	\$1,524,650
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TOTAL ALL CHARGES (Program Operation) \$10,878,933

NARRATIVE

Major Renovations and Construction

History:

Gadsden County, located on the easterly edge of Hurricane Michael's path, is in the Panhandle of North Florida and is Florida's only majority minority county. The median household income is \$39,830 with 23% of the population living in poverty. Fifteen percent (15%) of the residents have a disability while over 16% are without any health insurance. Fifty-two percent (52%) of the population is female with 22.5% of the households being without a husband present. Twenty-six percent (26%) of the population are under 18 years of age.

Hurricane Michael hit the Panhandle of Florida on October 10, 2018 as the third-most intense Atlantic hurricane ever to make landfall in the United States. Hurricane Michael hit the coast of Florida as a Category 5 hurricane. The storm caused an estimated \$25 billion in damages, extensive flooding, and left hundreds of thousand people without power. Countless residences were destroyed. Trees were ripped out of the ground by their roots and snapped in half by sustained winds over 160 mph. In Gadsden County, there were homes and apartment buildings that lost their roofs and exterior walls, vehicles were overturned, public school buildings were extensively damaged, power lines and electrical infrastructure were destroyed throughout the county, downed trees and flooding blocked most roads making the roads impassable to all traffic, including emergency vehicles.

The safe and supportive environment that the Head Start program provides here in Gadsden County is essential to the development of our early learners and key to them breaking poverty barriers. The damage left in Hurricane Michael's wake has diminished the effectiveness of this program and dampened the enthusiasm the young preschoolers have shared for attending school.

Impact to Stewart Street Elementary School, George W. Monroe

These inner-city schools were hit extremely hard by Hurricane Michael. Damages the playgrounds suffered from fallen tree limbs were significant. Not knowing how Insurance and FEMA worked at the time and not having the luxury of prolonging the first damage awards trying to add the playgrounds we didn't get them included.

Inside the buildings suffered just as bad. The Head Start classrooms at these older sites experienced substantial water intrusion with no immediate way of extraction or remediation due to the extended period of time without power. While we expect recovery funds to cover some of the damages, still being in the appraisal process negotiating claims, its unknown which sites will be awarded or how much those award would be. What we do know is those sites were not designed as Head Start spaces and many of them due to their age have been identified as eligible for funding transfer as allowed by FEMA's 428 program. Therefore, if funding weren't reallocated to different projects they would be restored to original condition as standard classrooms falling short of preferred pre-school standards.

Impact to Head Start's district office:

Head Start's district office is located in the oldest building owned by the School District. Constructed in 1909, the building withstood the Hurricane remarkably well for its age, suffering roof damage, some minor structural damage, and window failure. Because of its age, the real

issue here isn't trying to make repairs, it's trying to make the building code compliant. Trying to do so in such an old, historic building as this one becomes extremely expensive.

Timeline/Schedule:

The timeline for building new office and classroom buildings would be as follows; design would start upon award. We would bring the Construction Manager (CM) on board at 60% CD (Construction Documents) allowing us to accelerate final design and construction. With a contingency, we could bid the trades work at 90% CD allowing long lead items to be ordered early. At the same time we could issue a site permit allowing site work to start while we finalize the plans and construction permitting. By bringing in the trade contractors and CM early, conflict resolution should be complete prior to the start of construction accelerating the build time to 9 months with 1 month to final the project and take ownership for a total of 18 months.

Month of	06/01/20	07/01/20	08/01/20	09/01/20	10/01/20	11/01/20	12/01/20	01/01/21	02/01/21	03/01/21	04/01/21	05/01/21	06/01/21	07/01/21	08/01/21	09/01/21	10/01/21	11/01/21	12/01/21	01/01/22
Design (A&E)	█	█	█	█	█	█														
RFP for CM (at 60% CD)																				
Trades bid by CM																				
Permitting																				
Site work																				
Construction																				
Substantially Complete																				
CO issued																				

Budget:

Working with our Architect we developed a Construction budget with current industry costs.

New Buildings	24,403 sq. ft. @\$275 sq. ft.	\$6,710,825.00
FF&E		\$335,541.00
A&E Fees		\$758,323.00
Site		\$536,866.00
BUILDING TOTAL		\$8,341,555.00
Playground	(Based of 45 sq. ft. per child div. by 2 = 5,625 sq. ft.)	
Grade & Demo		\$5,000.00
Equipment	Standard	\$50,000.00
	ADA	\$15,000.00
	Hardware	\$3,000.00
Installation	Labor	\$30,000.00
	Concrete	\$800.00
	Boarder (70@\$30)	\$8,400.00
Rubber Mulch	40'x30'=1200 sq. ft.	\$40,000.00
Fence	140 Ln ft.x \$30	\$8,400.00
PLAYGROUND TOTAL		\$160,600.00
GRAND TOTAL		\$8,502,155.00

Summary:

To better meet the specific needs of the Head Start program, the Gadsden County School District requests building a new Head Start office building and a new classroom building that would serve the needs of the above listed schools and provide proper meeting and administration space. This is a great opportunity to further spark the children's interest in education by cultivating a sound foundation they can build a future on.

NARRATIVE

Minor Renovations and Repairs

History:

Gadsden County, located on the easterly edge of Hurricane Michael's path, is in the Panhandle of North Florida and is Florida's only majority minority county. The median household income is \$40,922 with 17% of the population living in poverty. Fifteen percent (15%) of the residents have a disability while over 16% are without any health insurance. Fifty-two percent (52%) of the population is female with 22.5% of the households without a husband present. Twenty-six percent (26%) of the population is under 18 years of age.

Hurricane Michael hit the Panhandle of Florida on October 10, 2018 as the third-most intense Atlantic hurricane ever to make landfall in the United States. Hurricane Michael hit the coast of Florida as a Category 5 hurricane. The storm caused an estimated \$25 billion in damages, extensive flooding left thousands of people without power. Countless residences were destroyed. Trees were ripped out of the ground by their roots and snapped in half by sustained winds over 160 mph. In Gadsden County, there were homes and apartment buildings that lost their roofs and exterior walls, vehicles were overturned, public school buildings were extensively damaged, power lines and electrical infrastructure were destroyed throughout the county, downed trees and flooding blocked most roads making the roads impassable to all traffic, including emergency vehicles.

The safe and supportive environment that the Head Start program provides here in Gadsden County is essential to the development of our early learners and key to them breaking poverty barriers. The damage left in Hurricane Michael's wake has diminished the effectiveness of this program and dampened the enthusiasm the young preschoolers have shared for attending school.

Impact to Chattahoochee Elementary School:

With this school being the closest to the eye of the storm, damages it suffered were significant. Fortunately, we expect some building damages to be covered by Insurance and FEMA. Unfortunately, not knowing how Insurance and FEMA worked at the time and not having the luxury of prolonging the first damage awards by trying to add the playgrounds to the claim, we didn't get them included. This grant application includes new playground equipment (standard and ADA), installation and safety materials.

Grade work & Demo		\$2,500.00
Playground Equipment	Standard	\$25,000.00
	ADA	\$15,000.00
	Mounting hardware	\$1,500.00
Installation material	Labor	\$15,000.00
	concrete	\$360.00
	boarder (70 @ \$30)	\$4,200.00
Rubber Mulch	40' x 30' = 1200 sq ft	\$20,000.00
Fence	140 ln ft x \$30	\$4,200.00
PLAYGROUND TOTAL		\$87,760.00

Impact to Greensboro Elementary School:

This school is just a few miles down the highway from Chattahoochee E.S. and suffered some significant damages as well. Here again, we expect building damages to be covered by Insurance and FEMA but didn't get the playgrounds included. This grant application includes new playground equipment (standard and ADA), installation and safety materials.

In addition to the playground, Greensboro Head Start has a portable classroom building that sustained significant damages. High winds and rain made their way into the building ruining interior and exterior cladding, exterior wall insulation, and sub-flooring. We're asking to replace or repair the portable with an estimated budget of \$214,672.

Grade work & Demo		\$2,500.00
Playground Equipment	Standard	\$25,000.00
	ADA	\$15,000.00
	Mounting hardware	\$1,500.00
Installation material	Labor	\$15,000.00
	concrete	\$360.00
	boarder (70 @ \$30)	\$4,200.00
Rubber Mulch	40' x 30' = 1200 sq ft	\$20,000.00
Fence	140 ln ft x \$30	\$4,200.00
PLAYGROUND TOTAL		\$87,760.00
Building		\$128,623.00
Deck, ramp & stairs		\$11,049.00
Delivery & setup		\$75,000.00
PORTABLE TOTAL		\$214,672.00
SITE TOTAL		\$302,432.00

Impact to Midway Head Start:

This school is a doublewide trailer. While it's a little further away from the eye of the storm, high winds and rain made their way into the building ruining interior and exterior cladding, exterior wall insulation, and sub-flooring. We're asking to replace or repair the trailer with an estimated budget of \$214,672.

Building	\$128,623.00
Deck, ramp & stairs	\$11,049.00
Delivery & setup	\$75,000.00
PORTABLE TOTAL	\$214,672.00

Timeline/Schedule:

The timeline for all playgrounds shall be; upon award, playground equipment, installation supplies, rubber mulch, and borders shall be ordered utilizing our local Panhandle Area Educational Consortium's purchasing agreements. Negotiations for contract labor, if not specifically included in the selected vendor's agreement, shall be as follows, 1 week for scope development, 5 weeks to secure quotes/bids and 4 weeks to issue a PO and order equipment and supplies. Allowing 12 weeks for equipment lead-time and 6 weeks for site prep and new equipment installation, we estimate total project duration of 28 weeks from award to closeout.

The timeline for the two portables shall be; upon award, two new portables shall be order though a prequalified vendor. Negotiations for contract labor, if not specifically included in the selected vendor's agreement, shall be as follows, 1 week for scope development, 5 weeks to secure quotes/bids and 4 weeks to issue a PO and Notice to Proceed. Estimating 12 weeks for lead-time and 6 weeks for setup time, we have a total project duration of 28 weeks from award to closeout.

Week of	06/01/20	06/08/20	06/15/20	06/22/20	06/29/20	07/06/20	07/13/20	07/20/20	07/27/20	08/03/20	08/10/20	08/17/20	08/24/20	08/31/20	09/07/20	09/14/20	09/21/20	09/28/20	10/05/20	10/12/20	10/19/20	10/26/20	11/02/20	11/09/20	11/16/20	11/23/20	11/30/20	12/07/20	12/14/20
Scope Development																													
Bidding and Quotes																													
Issue Pos and Order Equipment																													
Equipment Lead-time																													
Installation																													
Tentative schedule of 28 w weeks based on average assumed delivery and installation times.																													

Summary:

In the aftermath of Hurricane Michael, as funding starts to filter in, gaps in coverage and claims start to become obvious. The Head Start grant would fill the gaps left for our early learners. The children would greatly appreciate the new environments and playgrounds. This is a great opportunity to further spark the children's interest in education, cultivating a sound foundation they can build a future on.

Gadsden County School Board
Head Start Program
2020

Cost Allocation Plan

Purpose/General Statements

The purpose of this cost allocation plan is to summarize in writing, the methods and procedures that this organization will use to allocate costs to various programs, grants, contracts and agreements.

OMB Circular A-122, "Cost Principles for Non-Profit Organizations," establishes the principles for determining costs of grants, contracts and other agreements with the Federal Government. Gadsden County School Board Head Start Program's Cost Allocation Plan is based on the Direct Allocation method described in OMB Circular A-122. The Direct Allocation Method treats all costs except general administration and general expenses.

Direct costs are those that can be identified specifically with a particular final cost objective. Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective.

Only costs that are allowable, in accordance with the cost principles, will be allocated to benefiting programs by the Gadsden County School Board.

General Approach

The general approach of the Gadsden County School Board in allocating costs to particular grants and contracts is as follows:

- A. All allowable direct costs are charged directly to the ~~Head~~ Start Program.
- B. Allowable direct costs that can be identified to more than one program is prorated individually as direct costs using a base most appropriate to the particular cost being prorated.
- C. All other allowable general and administrative costs (costs that benefit all programs and cannot be identified to a specific program) are allocated to programs, grants, etc. using a base that results in an equitable distribution.

Allocation of Costs

The following information summarizes the procedures that will be used by the Gadsden County School Board Head Start Program beginning January 1, 2020.

- A. Compensation for Personal Services - Documented with timesheets showing time distribution for all employees and allocated based on time spent on each program or grant. Salaries and wages are charged directly to the program for which work has been done. Costs that benefit more than one program will be allocated to these programs based on the ratio of each program's salaries to the total of such salaries. Costs that benefit all programs will be allocated based on the ratio of each program's salaries to total salaries.
 - 1. Fringe benefits (FICA, UC, and Workman's Compensation) are allocated in the same manner as salaries and wages. Health insurance, dental insurance, life and disability and other fringe benefits are also allocated in the same manner as salaries and wages.
 - 2. Vacation, holiday, and sick pay are allocated in the same manner as salaries and wages.
- B. Travel Costs -Allocated based on purpose of travel. All travel costs (local and out-of-town) are charged directly to the program for which the travel was incurred.
- C. Professional Services Costs (such as consultants, accounting and auditing services) Allocated to the program benefiting from the services. All professional services costs are charged directly to the program for which the service was incurred.
- D. Office Expense and Supplies (including office supplies and postage)-Allocated based on usage. Expenses used for a specific program will be charged directly to that program. Postage expenses are charged directly to programs to the extent possible.
- E. Equipment - The Gadsden County School Board depreciates equipment when the initial acquisition cost exceeds \$750. Items below \$750 are reflected in the supplies category and expensed in the current year. Unless allowed by the awarding agency, equipment purchases are recovered through depreciation. Depreciation costs are allowable equipment used solely by one program are charged directly to the program using the equipment. If more than one program uses the equipment, then an allocation of the depreciation costs will be based on the ratio of each program's expenses to the total of such expenses. Costs that benefit all programs will be allocated based on the ratio of each program's expenses to total expenses.

- F. Printing (including supplies, maintenance and repairs)-Expenses are charges directly to programs that benefit from the service.
- G. Insurance- Insurance cost for all programs is charged directly to the Head Start program.
- H. Telephone/Communications- Long distance and local calls are charged to programs if readily identifiable.
- I. Facilities Expenses-All facilities' expenses are covered by the Gadsden County School Board.
- J. Training/Conferences/Seminars - Allocated to the program benefiting from the training, conferences or seminars.
- K. Other Costs (including dues, licenses, fees, etc.)-All other allowable costs will be charged to programs on a basis determined to be appropriate to the particular costs.

Unallowable Costs - Costs that are unallowable in accordance with OMB Circular A-122, including alcoholic beverages, bad debts, contributions, entertainment, fines and penalties. Lobbying and fundraising costs are unallowable.

Section II. Budget and Budget Justification Narrative

Gadsden County School Board believes that each employee contributes directly to the District Head Start program's mission "to ensure that all children participating in the Gadsden County Head Start Program enter school emotionally, physically, socially, and intellectually ready to learn; fully recognizing the crucial role of the parents as the child's primary teacher" The Gadsden County School District is committed to hiring and maintaining highly qualified and educated staff to ensure our classrooms are accredited and recognized nationally. Staff will be hired to offer extra support to teachers in the classrooms. Gadsden County HS has seen a rise in challenging behaviors in our children since Hurricane Michael. The extra support in the classrooms and the implementation of the Trauma-Informed Approach will offer that added support for teaching teams. Our salaries are in line with the latest wage comparability study completed by the Florida Head Start Association in 2017.

A. <u>Personnel</u>	<u>Head Start Cost: \$166,092</u>	
<u>Positions</u>	<u>Number of Staff</u>	<u>Cost</u>
<u>Child Health & Dev. Services</u>		
Resource Teacher	1	\$47,000
Teacher Assistant	5	\$92,500
<u>Family & Community Partnerships</u>		
Program Assistant/Home Visitor	1	\$26,592
Total Personnel	7	\$166,092

Fringe Benefits**Head Start Cost: \$69,772**

FICA, Medicare (7.65%)	\$12,706
Health Life Dental	\$42,500
Retirement (8.26%)	\$13,719
Workman's Comp. (.51%)	\$847
Total for Fringe Benefits	\$69,772

Travel:**Head Start Cost: \$11,400**

Staff will have opportunities to travel outside of their home environment to further develop their professional skills. The Gadsden County Head Start will also be implementing the Trauma Informed Approach, therefore the Governing Board, Policy Council, Staff, and Community Partners will receive training on the model.

Conferences	#of Trips	#of Days	#of Participants	Cost
National HS	1	4	7	\$5,300
Training for Behavioral	1	3	4	\$4,200
State Conference	1	4	6	\$1,900
Total Travel				\$11,400

Equipment:**Head Start Cost: \$216,000**

Several Playgrounds suffered extensive damage due to Hurricane Michael. Outside time is an important part of the Head Start daily schedule. Health and safety are a major priority of the Gadsden County Head Start Program. Children should have the opportunity to play and engage with equipment that safe and present no potential hazards.

Playground Equipment (Standard, ADA)	\$160,000
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Food Service Van (2) \$56,000

Total Equipment \$216,000

Supplies: Head Start Cost: \$366,719

Supplies are necessary and essential to the operations of the program. Office supplies include computers, and office supplies for programmatic staff (those who are not directly in the classroom). Food service supplies are sundry items used by the food service staff at the centers and community sites to prepare and package meals. Program supplies include, but not limited to curriculum, furniture, manipulatives, puzzles, books, mats, cots, pull-ups, wipes and consumable supplies such as glue, paper, crayons, markers, paint, etc.

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Total Supplies \$366,719

Contractual Head Start Cost: \$261,040

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Playground Installation:

Grade Work, Mounting hardware, Labor, fence, concrete	\$111,040
Set-Up Delivery	\$150,000
Total Contractual	\$261,040

Construction **Head Start Cost: \$8,263,260**

Please see attached Proposal for New Construction

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Modular Unit (2)	\$257,246
Total Construction	\$8,263,260

Indirect Cost **Head Start Cost: \$1,524,650**

The Gadsden County School Board has a state approved Indirect Cost Rate of 3.91%. This rate is valid for the period of July 1, 2019 thru June 30, 2020. To be in compliance with the Head Start 15% Administrative Costs, Gadsden County will use a lower rate.

Indirect Cost	\$1,524,650
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TOTAL ALL CHARGES (Program Operation) \$10,878,933

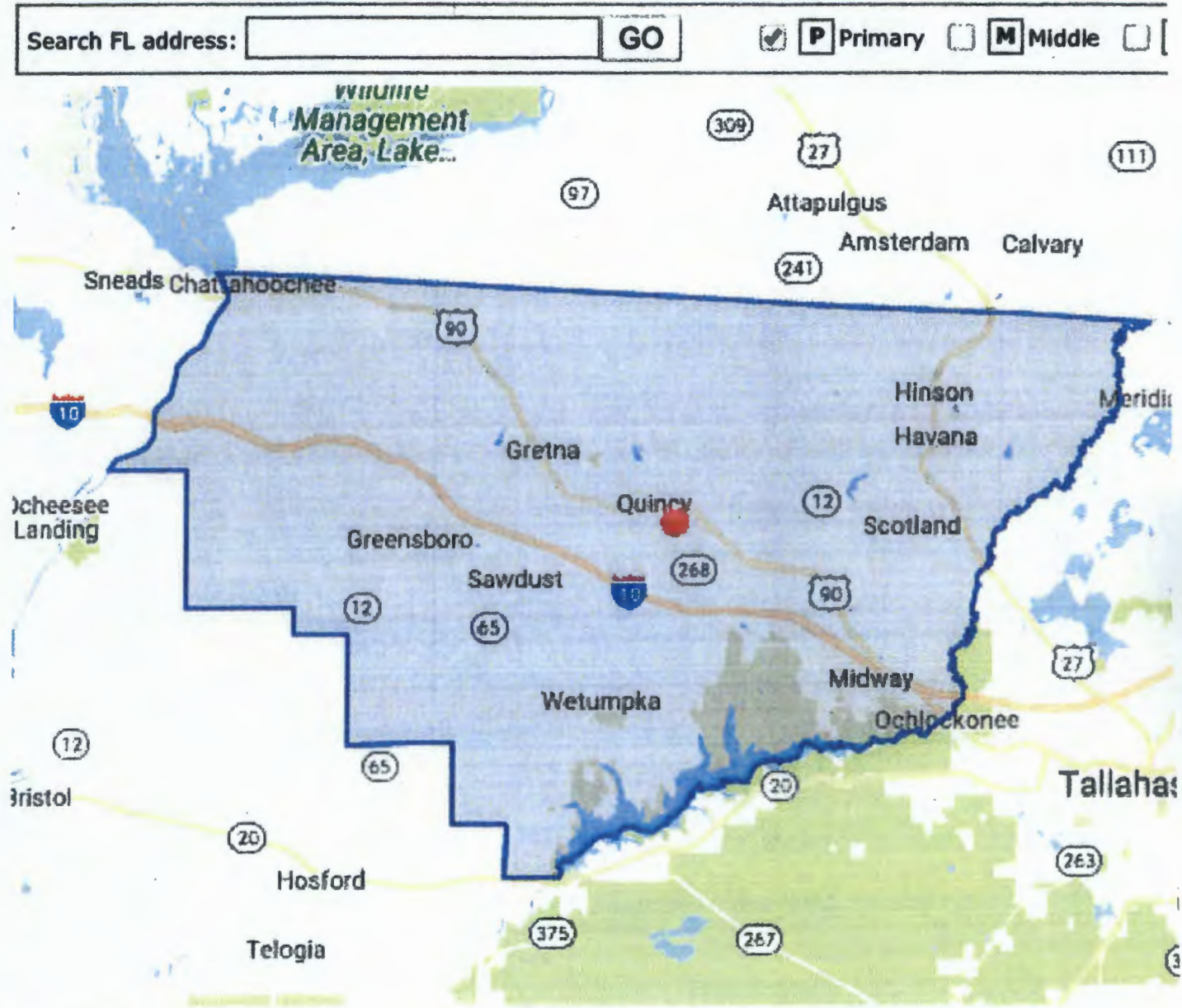
2019-2020 Indirect Cost Rates

Approved FY 2019-20

Agency Numbers	School Districts	Unrestricted Rates	Restricted Rates	Restricted Plan Type
010	Alachua	19.17%	4.97%	Plan B
020	Baker	20.16%	5.74%	Plan B
030	Bay	11.79%	2.47%	Plan B
040	Bradford	21.62%	6.07%	Plan B
050	Brevard	15.61%	4.76%	Plan B
060	Broward	16.55%	5.11%	Plan B
070	Calhoun	15.89%	5.08%	Plan B
080	Charlotte	20.03%	4.89%	Plan A
090	Citrus	18.29%	7.48%	Plan B
100	Clay	14.65%	3.93%	Plan B
110	Collier	22.76%	3.82%	Plan B
120	Columbia	14.40%	3.89%	Plan B

130	Dade	17.35%	3.48%	Plan B
140	Desoto	18.57%	5.46%	Plan A
150	Dixie	23.06%	8.33%	Plan B
160	Duval	15.46%	5.53%	Plan A
170	Escambia	17.75%	4.99%	Plan B
180	Flagler	15.41%	3.39%	Plan A
190	Franklin	15.92%	5.69%	Plan B
200	Gadsden	18.66%	3.91%	Plan A
210	Gilchrist	14.84%	5.88%	Plan A
220	Glades	18.08%	4.60%	Plan B
230	Gulf	23.88%	7.04%	Plan B
240	Hamilton	22.16%	9.07%	Plan B
250	Hardee	19.46%	4.82%	Plan B
260	Hendry	15.64%	5.26%	Plan B
270	Hernando	18.56%	3.98%	Plan B
280	Highlands	12.84%	2.90%	Plan B
290	Hillsborough	11.88%	2.81%	Plan B

Head Start Program - School Boundaries Map (School Att



<http://florida.hometownlocator.com/schools/profiles,n,head%20start%20program>

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8a

DATE OF SCHOOL BOARD MEETING: April 28, 2020

TITLE OF AGENDA ITEM: Software Renewal-Dude Solutions, Inc.

DIVISION: Department of Facilities

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

PURPOSE AND SUMMARY OF ITEM: Request for School Board approval to renew the annual online subscription, Energy Manager, with Dude Solutions, Inc. for energy/utility tracking and accounting software. This renewal provides service dates from 7/1/2020 through 6/30/2021 and the pricing includes a discount due to PAEC membership.

FUND SOURCE: 110

AMOUNT: \$4,280.64

PREPARED BY: Bill Hunter

POSITION: Director of Facilities

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered

CHAIRMAN'S SIGNATURE: page(s) numbered

REVIEWED BY:

Q-181730

PREPARED BY

Dude Solutions

PREPARED FOR

Gadsden County Public Schools

PUBLISHED ON

April 01, 2020

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April 01, 2020
Gadsden County Public Schools

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

Item	Investment
Energy Manager	\$4,280.64
Annual Renewal:	\$4,280.64 USD

Service dates: 07/01/2020- 06/30/2021

*your PAEC - Panhandle Area Educational Consortium discount has been applied





Terms of Service:

- Renewal Term: one year
- Automatic invoicing will occur at the end of each term.
- Technical support is available from 8am to 6pm Eastern Standard Time. Please call (877) 868-3833 for technical support.
- Applicable sales taxes are in addition to the quoted price. If Gadsden County Public Schools is tax exempt, please fax a copy of your Tax Exemption Certificate to 866-299-7821 or email it to accountsreceivable@dudesolutions.com (<mailto:accountsreceivable@dudesolutions.com>)
- 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.
- The terms and conditions ("Terms") of this offer are based upon Dude Solutions, Inc.'s [Online Subscription Agreement \(http://dudesolutions.com/terms\)](http://dudesolutions.com/terms). Acceptance is expressly limited to these Terms. Any additional or different terms proposed by you (including, without limitation, any terms contained in any document incorporated by reference into the Purchase Order) are objected to and rejected and will be deemed a material alteration hereof.



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8b

DATE OF SCHOOL BOARD MEETING: April 28, 2020

TITLE OF AGENDA ITEM: Software Renewal-Dude Solutions, Inc.

DIVISION: Department of Facilities

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

PURPOSE AND SUMMARY OF ITEM: Request for School Board approval to renew the annual online subscription with Dude Solutions, Inc. for a bundled software package titled Maintenance Essentials Pro. This bundle includes MaintenanceDirect and Dude Intelligence which is currently used district wide for the work order system. It also includes PMDirect which is used district wide for the preventative maintenance system. This renewal provides service dates from 9/1/2020 through 8/31/2021 and the pricing includes a discount due to PAEC membership.

FUND SOURCE: 110

AMOUNT: \$9,454.38

PREPARED BY: Bill Hunter

POSITION: Director of Facilities

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered

CHAIRMAN'S SIGNATURE: page(s) numbered

REVIEWED BY:

Q-181732

PREPARED BY

Duae Solutions

PREPARED FOR

Gaasden County Public Schools

PUBLISHED ON

April 01, 2020



April 01, 2020
Gadsden County Public Schools

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

Item	Investment
MaintenanceEssentials Pro	\$9,454.38
Annual Renewal:	\$9,454.38 USD

Service dates: 09/01/2020- 08/31/2021

*your PAEC - Panhandle Area Educational Consortium discount has been applied





Terms of Service:

- Renewal Term: one year
- Automatic invoicing will occur at the end of each term.
- Technical support is available from 8am to 6pm Eastern Standard Time. Please call (877) 868-3833 for technical support.
- Applicable sales taxes are in addition to the quoted price. If Gadsden County Public Schools is tax exempt, please fax a copy of your Tax Exemption Certificate to 866-299-7821 or email it to [accountsreceivable@dudesolutions.com \(mailto:accountsreceivable@dudesolutions.com\)](mailto:accountsreceivable@dudesolutions.com)
- 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
- The terms and conditions ("Terms") of this offer are based upon Dude Solutions, Inc.'s [Online Subscription Agreement \(http://dudesolutions.com/terms\)](http://dudesolutions.com/terms). Acceptance is expressly limited to these Terms. Any additional or different terms proposed by you (including, without limitation, any terms contained in any document incorporated by reference into the Purchase Order) are objected to and rejected and will be deemed a material alteration hereof.

