

AGENDA

SPECIAL SCHOOL BOARD MEETING

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

June 29, 2017

9:00 A.M.

THIS MEETING IS OPEN TO THE PUBLIC

1. CALL TO ORDER

2. BUDGET

a. School Board Truth In Millage (TRIM) Timetable - **SEE PAGE #2**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

3. AGREEMENT/CONTRACT

a. Partnership Agreement with School Turnaround (a.k.a. The Renseelaerville Institute) – **SEE PAGE #3**

Fund Source: Federal

Amount: \$520,000.00

ACTION REQUESTED: The Superintendent recommends approval.

4. EDUCATIONAL ISSUE

a. Medical Physicals 2017 – 2018 - **SEE PAGE #10**

Fund Source: 110

Amount: \$8,100.00

ACTION REQUESTED: The Superintendent recommends approval.

ITEMS FOR DISCUSSION

5. EDUCATIONAL ITEMS BY THE SUPERINTENDENT

6. SCHOOL BOARD REQUESTS AND CONCERNS

7. ADJOURNMENT

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 2a

DATE OF SCHOOL BOARD MEETING: June 29, 2017

TITLE OF AGENDA ITEMS: School Board Truth in Millage (TRIM) Timetable

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS: Board approval is requested for the Truth in Millage (TRIM) timetable with the following key dates:

Action	Date	Description
Board Meeting	July 18, 2017	Superintendent sends the tentative budget to the Board for approval and Board approves tentative budget for advertising
Newspaper Ads	July 20, 2017	School District advertises its intent to adopt a tentative budget and millage rates, including proposed millage for capital outlay projects
Board Meeting	July 25, 2017	Public hearing on the tentative budget and millage, adopting the tentative millage rates and tentative budget and publicly announcing the percentage the millage rates exceed the roll-back rate, if applicable
Board Meeting	September 5, 2017	Hold a public hearing on the final budget and millage rates. Approve AFR for submission to the FDOE

Each of the board meetings would begin at 6:00 p.m.

PREPARED BY: LaClarence Mays

POSITION: Budget Director

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

SUMMARY SHEET
RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 3a

DATE OF SCHOOL BOARD MEETING: June 29, 2017

TITLE OF AGENDA ITEM: Partnership Agreement with *School Turnaround* (a.k.a. The Renseelaerville Institute)

DIVISION: This is a new project

PURPOSE AND SUMMARY OF ITEM:

Per Florida Statute 1008.33 (4)(a) The state board shall apply intensive intervention and support strategies tailored to the needs of schools earning two consecutive grades of "D" or a grade of "F". In the first full school year after a school initially earns two consecutive grades of "D" or a grade of "F" the school district must immediately implement intervention and support strategies prescribed in rule under paragraph (3)(c) and, by September 1, provide the department with the memorandum of understanding negotiated pursuant to s. 1001.42(21) and, by October 1, a district-managed turnaround plan for approval by the state board. (b) unless an additional year of implementation is provided pursuant to paragraph (a), a school that earns three consecutive grades below a "C" must implement one of the following:

1. Reassign students to another school and monitor the progress of each reassigned student;
2. Close the school and reopen the school as one or more charter schools, each with a governing board that has a demonstrated record of effectiveness; or
3. Contract with an outside entity that has a demonstrated record of effectiveness to operate the school.

if a school earning two consecutive grades of "D" or a grade of "F" does not improve to a grade of "C" or higher after 2 full school years of implementing the turnaround option selected by the school district under paragraph (b), the school district must implement another turnaround option. Implementation of the turnaround option must begin the school year following the implementation period of the existing turnaround option, unless the state board determines that the school is likely to improve to a grade of "C" or higher if additional time is provided to implement the existing turnaround option.

Gadsden County School district has several priority and focus schools based on the latest administration of the state assessment. Several schools are under Differentiated Accountability (DA) requirements for school improvement and are listed as Priority and Focus schools. Based on the results of the FSA, the district will advance to a stage of intensive intervention for several schools.

In an effort to address this issue proactively, the Superintendent is asking the Board for approval of a Partnership Agreement with *School Turnaround* that will be designed to take a feeder pattern of the most fragile schools in the district and work with their leaders and teachers to raise student achievement, improve teacher quality, change school cultures, and instill pride in the communities that will also be asked to be partners in this effort. The schools proposed for this partnership include Gadsden County High School (GCHS); West Gadsden Middle School (WGMS); James A. Shanks Middle School (JASMS); and George W. Munroe Elementary (GWM). The external partner, with a team of specialists,

will work with district leadership and personnel to understand strengths and challenges in the areas of data analysis, assessment, curriculum, professional development, human resources, and leadership pipelines. The external partner will provide a clear set of recommendations and tiered intervention plans for leadership development and school support. They will provide a set of turnaround recommendations that align with the district vision of 'Putting Children First'. The partner will conduct an asset map of resources currently in each building and assign a specialist to work with each principal to create strong structures that support learning and build leadership and school capacity.

This is a three-year plan with a company that has proven success in turning around fragile school districts and comes with a limited guarantee to reach targets set in collaboration with the district and school leadership. **School Board Policy 6320**, which is aligned to purchasing requirements in the **Code of Federal Regulations (CFR) 2 CFR Part 200 section 200.320 (f)(2)**, allows the district to make an exception to the competitive bidding requirements if this is an emergency purchase of contractual services when the Superintendent determines that there is an immediate danger to the welfare of the district or the district would suffer a substantial loss. As a condition to this exception, the Superintendent must obtain competitive pricing information from at least two prospective vendors. The Superintendent has received three competitive proposals for these same types of services and **School Turnaround** is the most advantageous for the district and has the lowest pricing overall for a more comprehensive set of services and on-site assistance. The Superintendent has discussed these three options with the Florida Department of Education, Executive Director of School Improvement. This request also aligns with **45 CFR Part 92, Section 92.94** period of availability and supports **34 CFR Part 76 section 76.707** that reaffirms when an obligation is made for personal services by a contractor who is not an employee of the State or sub-grantee that the obligation is made on the date on which the State or sub-grantee makes a binding written commitment to obtain the services.

FUND SOURCE: Federal
AMOUNT: \$520,000.00
PREPARED BY: Rose Raynak
POSITION: Director

INTERNAL INSTRUCTIONS TO BE COMPLETE BY PREPARER

Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

REVIEWED BY: _____

Partnership Agreement

Parties to this agreement are:

1. **School Turnaround at The Rensselaerville Institute**, with principal offices at Two Oakwood Place, Delmar, NY 12054
2. **Gadsden County Public Schools**, with principal offices at 35 Martin Luther King Jr Blvd, Quincy, FL 32351

Memorandum of Understanding (hereinafter "MOU")

There is an attached MOU to be signed by the principal of each school which details strategies and activities that are agreed to by all parties. Each party will sign and date The MOU, and each party understands that it will be incorporated by reference into and become part of the Agreement on that date.

School Turnaround will serve four (4) Gadsden County Public Schools. These schools are to be determined jointly by both parties prior to the delivery of services. Principals of the schools will be noted in Attachment B at that time. Furthermore, at that time each principal (hereinafter "School Principal") will sign his or her school's respective MOU.

Commitments

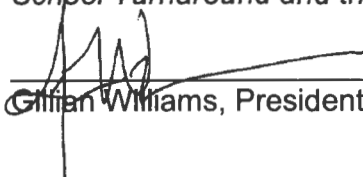
School Turnaround commits to:

1. Adhering to all of the activities outlined in the MOU.
2. Developing with selected school principal(s) verifiable Turnaround Targets agreed upon by all parties herein as defining success of the Turnaround partnership (see attached MOU).
3. Providing, at minimum, the services specified in the MOU to achieve Turnaround Targets.

The **School District** commits to:

1. Ensuring that the School Principal of each participating school agrees to: a) execute the MOU; b) adhere to all of the activities outlined in the MOU; and c) act in good faith to support the turnaround work at each participating school.
2. Fully supporting the implementation of the actions and timelines specified in the MOU.
3. Paying fees totaling \$520,000 dollars for the 2017-2020 school years to School Turnaround with fees to be paid for scope of services detailed in Attachment A.

School Turnaround and the District agree to the above contract.



Gillian Williams, President

6-27-17
Date

Superintendent

Date

Chair, Gadsden County Board of Education

Date

Attachment A – Scope of Work

Turnaround Readiness and Preparation – Summer 2017

Key deliverables include:

- Assess 4 principals to determine readiness and capacity for leading turnaround and meeting student achievement targets.
- Work with district leadership and personnel to understand strengths and challenges in areas of data analysis, assessment, curriculum, professional development, human resources, and leadership pipeline.
- Analyze each partner school's environment, structures, teaching and learning strengths and challenges, community/family engagement, and leadership team.
- Provide District Turnaround Orientation to district leadership, board members and key staff on Turnaround Strategies and Framework to prepare key personnel for support of turnaround principal.

Core Turnaround Implementation – 2017-2019 School Years

Key deliverables include:

- Initial 3-day training Summer 2017 for principal and two team members in core turnaround strategies and behaviors (all fees, air travel, meals and materials included)
- Assignment of turnaround specialist to partner with the school
- 10 site visits during school year (site visits for high schools are at 1.5 days each)
- Model classroom training and set up for teachers
- Data use training and tools for teachers
- Mid-year national conference (all fees, air travel, meals and materials included)
- Assessment and Learning national conference (all fees, air travel, meals and materials included)
- Monthly collaborative meetings facilitated by ST (combination of on-site and virtual)
- Monthly newsletters and other supporting materials
- Technical assistance

Durability and Local Ownership – 2019-2020 School Year

Principals will shift focus to expanding leadership within the school, deepening the turnaround approach in long-term durable strategies, and introducing innovation. This will be facilitated in; professional development webinars; and continued access to turnaround specialists.

Attachment B – Participating Gadsden County Schools

The following four (4) schools and their assigned principals are jointly agreed upon as participants.

1. Principal:
School and Address: George W. Munroe Elementary School at 1830 West King Street Quincy, FL 32351
2. Principal:
School and Address: James A. Shanks Middle School at 1400 West King Street, Quincy, FL 32351
3. Principal:
School and Address: West Gadsden Middle School at 200 Providence Rd, Quincy, FL 32351
4. Principal:
School and Address: Gadsden County High School at 27001 Blue Star Highway, Havana, FL 32333

Memorandum of Understanding

The following details the activities that are agreed to by all parties. Parties to this agreement are:

1. **School Turnaround at The Rensselaerville Institute**, with principal offices at Two Oakwood Place, Delmar, NY 12054
2. **School Principal:**
3. **Gadsden County Public Schools**, with principal offices at 35 Martin Luther King Jr Blvd, Quincy, FL 32351

Commitment to Services and Activities

School Turnaround commits to providing the services specified below. The School Principal and School District commit to participating fully in these services as specified below.

1. School Turnaround will train the School Principal and his/her team in diagnosing the school, setting targets, and using strategies to create a Turnaround Design for the school at a conference in July/August 2017. This design will include targets and will be provided to School Turnaround at the conclusion of the Turnaround Conference. School Turnaround will review and certify the targets and provide them to the district.
2. School Turnaround will provide an appropriate Turnaround Specialist who will be assigned to support the School Principal.
3. The Turnaround Specialist and School Principal shall determine the dates for the prescribed number of site visits based on the terms of the contract. Each site visit will last one full school day in duration and requires the presence of the principal. Site visits will be guided by the agenda developed by the Turnaround Specialist in conjunction with input from the School Principal. Furthermore, the Turnaround Specialist will provide a written summary of the visit and next steps to be undertaken as agreed upon by the principal and specialist.
4. The Turnaround Specialist and the School Principal will be in contact with each other on a weekly basis, at minimum, via e-mail or telephone regarding actions and progress toward meeting targets. Scheduled vacations will be the exception. The School Principal will be responsible for responding in verbal or written form to any contact made by the Turnaround Specialist.
5. School Turnaround will host web conferences and teleconferences and will provide technical assistance where necessary. The School Principal will participate in a minimum of three.
6. School Turnaround will host a Mid-Year Conference in January and an Assessment and Learning Conference in June. The School Principal will participate. Meals, lodging, air transportation, materials, and training are covered by the fees outlined in the contract.

Limited Warranty

If the target(s) for the two years, as set by the School Principal with agreement from School Turnaround, are not met, School Turnaround will: a) refund all funds coming directly from the School District for the year that targets are not met; or b) commit up to 12 additional months of support without additional cost until the turnaround target(s) are met, at the discretion of School Turnaround.

This warranty is conditional on the following behaviors of School Turnaround, the School District and the School Principal:

1. School Turnaround and the School Principal will set targets for core subjects and grade levels. School Turnaround will guarantee that the school will show substantive gains in at least two core academic areas.
2. No change in School Principal (i.e. the individual who executes this MOU) during the school year inclusive of extended absences or duties assigned outside of school leadership role. Exceptions to this must be agreed to by both parties to the contract in writing.
3. School Principal executes and fulfills all provisions of the signed MOU by the times specified therein.
4. School Principal fully completes and implements the Turnaround Design and delivers the design to School Turnaround by the time set in the MOU.
5. School Principal discloses any material, condition, or circumstance—including lack of progress against design—to Turnaround Specialist within three school days of becoming aware of any potentially adverse factor.
6. School Principal attends all conferences, is fully available during all site visits, and both initiates and is responsive to weekly phone and e-mail contact with Turnaround Specialist.
7. School District fully supports and provides no major roadblocks or impediments, whether intended or not, to the School Principal's full implementation of the Turnaround Design.

The School Turnaround President, the School Principal, and Superintendent agree to the above.

Gillian Williams, President, School Turnaround

Date

Principal

Date

Superintendent

Date

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 4a

DATE OF SCHOOL BOARD MEETING: June 29, 2017

TITLE OF AGENDA ITEM: Medical Physicals 2017-2018

DIVISION: Administration Transportation

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

PURPOSE AND SUMMARY OF ITEM: Recommended physicians to examine bus operators and certain personnel for a recommended fee of \$90.00 per examination.

Allied Health & Rehabilitation Quincy, FL
Martine Charles, Dr. of Chiropractic

Cardiology and Internal Medicine Quincy, FL
Helen Nitsios, MD

TMH Physician Partners Quincy Quincy, FL
Helen Paulson, MD
Dianne Pappachristou, Dr. of Osteopathy

FUND SOURCE: 110

AMOUNT: \$8,100.00

PREPARED BY: Gerald A. Gay *GA*

POSITION: Director of Transportation

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

REVIEWED BY: _____

May 24, 2017

LETTER OF INTEREST

YES, I/We would be interested in being recommended to the School Board of Gadsden County to conduct physical examinations on certain Board employees for fiscal year 2017-2018.

NO, I/We would not be interested in being recommended to the School Board of Gadsden County at this time.

\$90.00 SCHOOL BOARD APPROVED FEE PER PHYSICAL EXAMINATION.
(Billing will be paid through purchase order)

DRUG AND ALCOHOL TESTING EXCLUDED
DEXTERITY TESTING SECTION EXCLUDED

ALLIED HEALTH & REHABILITATION MARTINE CHARLES, DR of CHIROPRACTIC
Physician's Name or Group (Please print or type)

405 EAST JEFFERSON STREET, QUINCY, FL 32351 (850) 662-1540
Mailing Address Telephone Number

 5/24/17
Signature of Physician or Business Manager Date

PLEASE RETURN THIS FORM NO LATER THAN FRIDAY, JUNE 8, 2017.
TO THE FOLLOWING ADDRESS:
MR. GERALD A. GAY, DIRECTOR OF TRANSPORTATION
35 MARTIN LUTHER KING, JR. BLVD.
QUINCY, FL 32351
FAX NUMBER – 850-875-8895

May 24, 2017

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DEXTERITY TESTING SECTION EXCLUDED

CARDIOLOGY AND INTERNAL MEDICINE GROUP OF N.FL.PA HELEN NITSIOS, M.D.
Physician's Name or Group (Please print or type)

230 EAST CRAWFORD STREET, QUINCY, FL 32351 (850) 627-7600
Mailing Address Telephone Number

 5/24/17
Signature of Physician or Business Manager Date

PLEASE RETURN THIS FORM NO LATER THAN FRIDAY, JUNE 8, 2017.
TO THE FOLLOWING ADDRESS:
MR. GERALD A. GAY, DIRECTOR OF TRANSPORTATION
35 MARTIN LUTHER KING, JR. BLVD.
QUINCY, FL 32351
FAX NUMBER - 850-875-8895

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(Billing will be paid through purchase order)

DRUG AND ALCOHOL TESTING EXCLUDED
DEXTERITY TESTING SECTION EXCLUDED

TALLAHASSEE MEMORIAL PP, QUINCY MS. KAREN QUIGLEY, ADMINISTRATOR
Physician's Name or Group (Please print or type)

178 LASALLE LEFFALL DRIVE, QUINCY, FL 32351 (850) 875-3600
Mailing Address Telephone Number

 5/31/17
Signature of Physician or Business Manager Date

PLEASE RETURN THIS FORM NO LATER THAN FRIDAY, JUNE 8, 2017.
TO THE FOLLOWING ADDRESS:
MR. GERALD A. GAY, DIRECTOR OF TRANSPORTATION
35 MARTIN LUTHER KING, JR. BLVD.
QUINCY, FL 32351
FAX NUMBER - 850-875-8895