

AGENDA

REGULAR SCHOOL BOARD MEETING

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

December 14, 2010

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. November 16, 2010, 4:30 p.m. – School Board Workshop
 - b. November 16, 2010, 5:30 p.m. – School Board Organizational Meeting
 - c. November 16, 2010, 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) - **SEE PAGE #4**
 - a. Personnel 2010 - 2011

ACTION REQUESTED: The Superintendent recommends approval.
7. BUDGET AND FINANCIAL TRANSACTIONS
 - a. Approval of bills and vouchers - See back-up material

ACTION REQUESTED: The Superintendent recommends approval.

 - b. Budget Amendment Number Nine – **SEE PAGE #6**

Fund Source: 420 (Federal) Funds
Amount: \$304,208.00

ACTION REQUESTED: The Superintendent recommends approval.

- c. Budget Amendment Number Ten – **SEE PAGE #12**
Fund Source: 431 Funds
Amount: \$34,511.00
ACTION REQUESTED: The Superintendent recommends approval.
 - d. Budget Amendment Number Eleven – **SEE PAGE #17**
Fund Source: 410 (School Food Service) Funds
Amount: \$6,878.42
ACTION REQUESTED: The Superintendent recommends approval.
 - e. Budget Amendment Number Twelve – **SEE PAGE #20**
Fund Source: 420 (Federal) Funds
Amount: \$.00
ACTION REQUESTED: The Superintendent recommends approval.
 - f. Crossroad Academy Financial Reports for October, 2010
SEE PAGE #30
Fund Source: N/A
Amount: N/A
ACTION REQUESTED: The Superintendent recommends approval.
8. **AGREEMENTS/PROJECT/GRANT APPLICATIONS**
- a. 2010-2012 School Health Services Plan – **SEE PAGE #35**
Fund Source: N/A
Amount: N/A
ACTION REQUESTED: The Superintendent recommends approval.
9. **STUDENT MATTERS – SEE ATTACHMENT**
- a. Student Expulsion – See back-up material
Case #16-1011-0211
ACTION REQUESTED: The Superintendent recommends approval.
 - b. Student Expulsion – See back-up material
Case #22-1011-0051
ACTION REQUESTED: The Superintendent recommends approval.
 - c. Student Expulsion – See back-up material
Case #23-1011-0211
ACTION REQUESTED: The Superintendent recommends approval.

- d. Student Expulsion – See back-up material

Case #27-1011-0231

ACTION REQUESTED: The Superintendent recommends approval.

10. SCHOOL FACILITY/PROPERTY

- a. Engineering Control Implementation Plan and Draft Declaration of Restrictive Covenant Report for the Underground Storage Tank Located at the Transportation Department – **SEE PAGE #58**

Fund Source: Capital Improvements Fund

Amount: \$5,000.00

ACTION REQUESTED: The Superintendent recommends approval.

11. EDUCATIONAL ISSUES

- a. Master In-Service Plan Approval – **SEE PAGE #129**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- b. School Advisory Council Rosters – **SEE PAGE #131**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

ITEMS FOR DISCUSSION

12. CONSIDERATION, PROPOSAL, AND/OR ADOPTION OF ADMINISTRATIVE RULES AND RELATED MATTERS

- a. Approval of School Board Rules 8.71 (Information Technology Data and Computer Systems: Security, Audits and Controls) and 8.72 (Information Technology Data and Computer Systems: System Passwords and Access) **SEE PAGE #136**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

13. EDUCATIONAL ITEMS BY THE SUPERINTENDENT

14. SCHOOL BOARD REQUESTS AND CONCERNS

15. ADJOURNMENT

The School Board of Gadsden County



"Building A Brighter Future"

Reginald C. James
SUPERINTENDENT
OF SCHOOLS

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

December 14, 2010

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

Dear School Board Members:

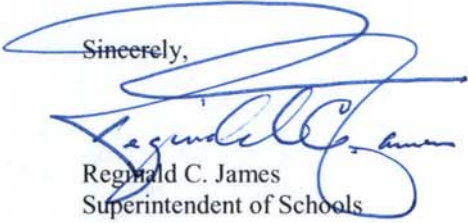
I am recommending that the attached list of personnel actions be approved, as indicated. I further recommend that all appointments to grant positions be contingent upon funding.

Item 6A Instructional and Non-Instructional Personnel 2010/2011

The following reflects the total number of full-time employees in this school district for the 2010/2011 school term, as of December 14, 2010.

<u>Description Per DOE Classification</u>	<u>DOE Object#</u>	<u>#Employees November 2010</u>
Classroom Teachers and Other Certified	120 & 130	494.25
Administrators	110	48.75
Non-Instructional	150, 160, & 170	<u>424.00</u>
		967.00

Sincerely,


Reginald C. James
Superintendent of Schools

Eric F. Hinson
DISTRICT NO. 1
HAVANA, FL 32333
MIDWAY, FL 32343

Judge B. Helms, Jr.
DISTRICT NO. 2
QUINCY, FL 32351
HAVANA, FL 32333

Isaac Simmons, Jr.
DISTRICT NO. 3
CHATTAHOOCHEE, FL 32324
GREENSBORO, FL 32330

Charlie D. Frost
DISTRICT NO. 4
GRETNNA, FL 32332
QUINCY, FL 32352

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

AGENDA ITEM 6A, INSTRUCTIONAL AND NON INSTRUCTIONAL 2010/2011

ADMINISTRATION

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Nash, Beverly	EGHS	Asst. Principal	11/29/2010

INSTRUCTIONAL

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Ali, Rosita	JASMS	Counselor	12/01/2010
Hocker, Derek	SSES	Teacher	11/17/2010
Kelly, Sigrid	WGHS	Teacher	11/09/2010
Simmons, Charhonda	SSES	Teacher	11/29/2010
Smith, Leroy	WGHS	Teacher	12/08/2010

NON-INSTRUCTIONAL

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Britt, Tony	GWM/Custodian	Maint./Maint Worker	12/09/2010
Dixon, Anthony	CPA	Custodial Asst.	11/01/2010
Esland, Sharonda	SSES	Ed. Parapro/ESE	12/07/2010
Hightower, Richard	Transportation	Bus Driver	11/15/2010
Newsome, Chastine	SSES	Self Help Asst.	12/01/2010

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

RESIGNATION

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Anderson, Jessica	Transportation	Bus Attendant	11/15/2010
Britt, Tony*	GWM	Custodian	12/08/2010
Odaffer, Jordan	WGHS	Teacher	11/29/2010
Tegen, Rosemary	JASMS	Teacher	12/17/2010
Youmans, Vonderkae	GCA	Ed. Paraprofessional	12/01/2010

*To accept another position in the District.

TRANSFERS

<u>Name</u>	<u>Location/Position Transferred From</u>	<u>Location/Position Transferred To</u>	<u>Effective Date</u>
Hilton, Julia	District/TOSA	JASMS/Media Spec	01/03/2011

Retirement

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Jackson, Wilma	ESE	Director, ESE	12/21/2010

D.R.O.P. Retirement

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Bailey, Freddie	GCA	Custodian	12/30/2010
Davis, Ozetta	SSES	Teacher	12/31/2010
Gore, Regina	Personnel/Staff Devp.	Secretary	12/31/2010
Jones, Linda	HMS	Teacher	01/03/2011

Substitutes

<u>SFS</u>	<u>Transportation</u>
Butler, Tomicenia	McMillan, Mary
	Williams, Kimberly
	Walker, Anthony

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7b

DATE OF SCHOOL BOARD MEETING: December 14, 2010

TITLE OF AGENDA ITEMS: Budget Amendment Number Nine

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

To establish budget for Title I PreK \$304,208.00

FUND SOURCE: 420 (Federal) Funds

AMOUNT: \$ 304,208.00

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

**Gadsden County School Board
420 (Federal) Fund Estimated Revenue
Budget Amendment Number Nine**

FUND 420 REVENUE OBJECT	BEGINNING ESTIMATED REVENUE 12/6/2010	BUDGET AMENDMENT NUMBER NINE	ENDING ESTIMATED REVENUE 12/7/2010
190	\$ -	\$ -	\$ -
191	\$ -	\$ -	\$ -
199	\$ 700,809.71	\$ -	\$ 700,809.71
201	\$ 225,957.33	\$ -	\$ 225,957.33
226	\$ 909,270.43	\$ -	\$ 909,270.43
227	\$ 21,427.27	\$ -	\$ 21,427.27
230	\$ 2,020,626.28	\$ -	\$ 2,020,626.28
240	\$ 3,213,410.61	\$ 304,208.00	\$ 3,517,618.61
251	\$ 124,465.00	\$ -	\$ 124,465.00
270	\$ -	\$ -	\$ -
290	\$ 482,343.77	\$ -	\$ 482,343.77
299	\$ 75,000.00	\$ -	\$ 75,000.00
TOTALS	\$ 7,773,310.40	\$ 304,208.00	\$ 8,077,518.40

**Gadsden County School Board
420 (Federal) Fund Appropriations
Budget Amendment Number Nine**

420 FUND		BUDGET			
FUNCTION/ OBJECT		BUDGET BALANCE 12/6/2010	AMENDMENT NUMBER NINE	BUDGET BALANCE 12/7/2010	
5100	100	\$ 572,171.46	\$ -	\$ -	\$ 572,171.46
	200	\$ 199,030.72	\$ -	\$ -	\$ 199,030.72
	300	\$ 1,021,170.07	\$ -	\$ -	\$ 1,021,170.07
	500	\$ 189,476.41	\$ -	\$ -	\$ 189,476.41
	600	\$ 394,481.43	\$ -	\$ -	\$ 394,481.43
	700	\$ 35,115.50	\$ -	\$ -	\$ 35,115.50
	FUNCTOTAL		\$ 2,411,445.59	\$ -	\$ -
5200	100	\$ 550,294.49	\$ -	\$ -	\$ 550,294.49
	200	\$ 244,768.46	\$ -	\$ -	\$ 244,768.46
	300	\$ 325,664.77	\$ -	\$ -	\$ 325,664.77
	500	\$ 19,248.35	\$ -	\$ -	\$ 19,248.35
	600	\$ 47,042.98	\$ -	\$ -	\$ 47,042.98
	700	\$ 4,327.59	\$ -	\$ -	\$ 4,327.59
	FUNCTOTAL		\$ 1,191,346.64	\$ -	\$ -
5300	100	\$ 17,503.52	\$ -	\$ -	\$ 17,503.52
	200	\$ 4,240.24	\$ -	\$ -	\$ 4,240.24
	300	\$ 9,423.06	\$ -	\$ -	\$ 9,423.06
	500	\$ 53,985.58	\$ -	\$ -	\$ 53,985.58
	600	\$ 35,302.53	\$ -	\$ -	\$ 35,302.53
	700	\$ 21,240.75	\$ -	\$ -	\$ 21,240.75
	FUNCTOTAL		\$ 141,695.68	\$ -	\$ -
5400	100	\$ 53,610.50	\$ -	\$ -	\$ 53,610.50
	200	\$ 10,766.96	\$ -	\$ -	\$ 10,766.96
	300	\$ 7,350.17	\$ -	\$ -	\$ 7,350.17
	500	\$ 16,270.90	\$ -	\$ -	\$ 16,270.90
	600	\$ 20,161.61	\$ -	\$ -	\$ 20,161.61
	700	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
	FUNCTOTAL		\$ 109,160.14	\$ -	\$ -
5500	100	\$ 299,487.83	\$ 236,965.00	\$ -	\$ 536,452.83
	200	\$ 91,664.77	\$ 66,298.00	\$ -	\$ 157,962.77
	300	\$ 176,507.36	\$ -	\$ -	\$ 176,507.36
	500	\$ 5,709.07	\$ 945.00	\$ -	\$ 6,654.07
	600	\$ 3,249.42	\$ -	\$ -	\$ 3,249.42
	700	\$ -	\$ -	\$ -	\$ -
	FUNCTOTAL		\$ 576,618.45	\$ 304,208.00	\$ -

**Gadsden County School Board
420 (Federal) Fund Appropriations
Budget Amendment Number Nine**

6100	100	\$	275,699.83	\$	-	\$	275,699.83
	200	\$	74,118.76	\$	-	\$	74,118.76
	300	\$	110,211.53	\$	-	\$	110,211.53
	500	\$	29,497.27	\$	-	\$	29,497.27
	600	\$	1,600.00	\$	-	\$	1,600.00
	700	\$	-	\$	-	\$	-
	900	\$	-	\$	-	\$	-
FUNCTOTAL		\$	491,127.39	\$	-	\$	491,127.39
6200	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	-	\$	-	\$	-
	500	\$	1,313.00	\$	-	\$	1,313.00
	600	\$	4,115.25	\$	-	\$	4,115.25
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	5,428.25	\$	-	\$	5,428.25
6300	100	\$	555,377.48	\$	-	\$	555,377.48
	200	\$	207,386.30	\$	-	\$	207,386.30
	300	\$	134,190.75	\$	-	\$	134,190.75
	500	\$	12,302.52	\$	-	\$	12,302.52
	600	\$	12,419.65	\$	-	\$	12,419.65
	700	\$	9,075.00	\$	-	\$	9,075.00
FUNCTOTAL		\$	930,751.70	\$	-	\$	930,751.70
6400	100	\$	619,525.06	\$	-	\$	619,525.06
	200	\$	157,401.17	\$	-	\$	157,401.17
	300	\$	305,938.16	\$	-	\$	305,938.16
	400	\$	-	\$	-	\$	-
	500	\$	37,159.02	\$	-	\$	37,159.02
	600	\$	-	\$	-	\$	-
	700	\$	6,000.96	\$	-	\$	6,000.96
FUNCTOTAL		\$	1,126,024.37	\$	-	\$	1,126,024.37
6500	100	\$	177.56	\$	-	\$	177.56
	200	\$	2,443.25	\$	-	\$	2,443.25
	300	\$	-	\$	-	\$	-
	500	\$	-	\$	-	\$	-
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	2,620.81	\$	-	\$	2,620.81

**Gadsden County School Board
420 (Federal) Fund Appropriations
Budget Amendment Number Nine**

7100	300	\$	-	\$	-	\$	-
FUNCTOTAL		\$	-	\$	-	\$	-
7200	100	\$	32,518.15	\$	-	\$	32,518.15
	200	\$	9,476.32	\$	-	\$	9,476.32
	300			\$	-		
	500	\$	-	\$	-	\$	-
	600	\$	-	\$	-	\$	-
	700	\$	204,709.73	\$	-	\$	204,709.73
FUNCTOTAL		\$	246,704.20	\$	-	\$	246,704.20
7300	100	\$	1,066.52	\$	-	\$	1,066.52
	200	\$	-	\$	-	\$	-
	300	\$	523.00	\$	-	\$	523.00
	500	\$	3,087.60	\$	-	\$	3,087.60
	600	\$	-	\$	-	\$	-
	700	\$	-	\$	-	\$	-
FUNCTOTAL 7300		\$	4,677.12	\$	-	\$	4,677.12
7600	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	-	\$	-	\$	-
FUNCTOTAL		\$	-	\$	-	\$	-
7700	100	\$	2,268.87	\$	-	\$	2,268.87
	200	\$	623.27	\$	-	\$	623.27
	300	\$	-	\$	-	\$	-
	400	\$	-	\$	-	\$	-
	500	\$	1,918.42	\$	-	\$	1,918.42
	600	\$	7,792.60	\$	-	\$	7,792.60
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	12,603.16	\$	-	\$	12,603.16
7800	100	\$	102,797.05	\$	-	\$	102,797.05
	200	\$	25,165.17	\$	-	\$	25,165.17
	300	\$	169,703.55	\$	-	\$	169,703.55
	400	\$	96,504.00	\$	-	\$	96,504.00
	500	\$	-	\$	-	\$	-
	600	\$	75,000.00	\$	-	\$	75,000.00
FUNCTOTAL		\$	469,169.77	\$	-	\$	469,169.77

**Gadsden County School Board
420 (Federal) Fund Appropriations
Budget Amendment Number Nine**

7900	100	\$	5,535.95	\$	-	\$	5,535.95
	200	\$	12,011.77	\$	-	\$	12,011.77
	300	\$	12,453.72	\$	-	\$	12,453.72
	400	\$	-	\$	-	\$	-
	500	\$	967.46	\$	-	\$	967.46
	600	\$	3,339.00	\$	-	\$	3,339.00
FUNCTOTAL		\$	34,307.90	\$	-	\$	34,307.90
8100	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	-	\$	-	\$	-
	600	\$	-	\$	-	\$	-
FUNCTOTAL		\$	-	\$	-	\$	-
8200	100	\$	11,930.95	\$	-	\$	11,930.95
	200	\$	6,643.56	\$	-	\$	6,643.56
FUNCTOTAL		\$	18,574.51	\$	-	\$	18,574.51
9100	100	\$	809.73	\$	-	\$	809.73
	200	\$	244.99	\$	-	\$	244.99
	300	\$	-	\$	-	\$	-
	400	\$	-	\$	-	\$	-
	500	\$	-	\$	-	\$	-
	600	\$	-	\$	-	\$	-
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	1,054.72	\$	-	\$	1,054.72
9200	300	\$	-	\$	-	\$	-
FUNCTOTAL		\$	-	\$	-	\$	-
9700	500	\$	-	\$	-	\$	-
FUNCTOTAL		\$	-	\$	-	\$	-
GRANDTOTAL		\$	7,773,310.40	\$	304,208.00	\$	8,077,518.40

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7c

DATE OF SCHOOL BOARD MEETING: December 14, 2010

TITLE OF AGENDA ITEMS: Budget Amendment Number Ten

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

To establish budget for ARRA State Fiscal Stabilization Fund \$ 34,511.00

FUND SOURCE: 431 Fund

AMOUNT: \$ 34,511.00

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

Gadsden County School Board
 431 (State Fiscal Stabilization) Fund Appropriations
 Budget Amendment Number
 Ten




431 FUND		BEGINNING BUDGET 12/8/2010		BUDGET AMENDMENT NUMBER TEN		BUDGET BALANCE 12/8/2010	
FUNCTION/ OBJECT							
5100	100	\$	-	\$	26,997.00	\$	26,997.00
K-12 Instructional	200	\$	-	\$	7,514.00	\$	7,514.00
	300	\$	-	\$	-	\$	-
FUNCTOTAL		\$	-	\$	34,511.00	\$	34,511.00
5200	100	\$	-	\$	-	\$	-
Exceptional	200	\$	-	\$	-	\$	-
	300	\$	-	\$	-	\$	-
FUNCTOTAL		\$	-	\$	-	\$	-
5300	100	\$	-	\$	-	\$	-
Vocational	200	\$	-	\$	-	\$	-
	300	\$	-	\$	-	\$	-
FUNCTOTAL		\$	-	\$	-	\$	-
6400	100	\$	-	\$	-	\$	-
Instructional Staff Training	300	\$	975.00	\$	-	\$	975.00
	500	\$	-	\$	-	\$	-
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	975.00	\$	-	\$	975.00
7600	600	\$	12,529.00	\$	-	\$	12,529.00
Food Service							
FUNCTOTAL		\$	12,529.00	\$	-	\$	12,529.00
GRANDTOTAL		\$	13,504.00	\$	34,511.00	\$	48,015.00

**Gadsden County School Board
 432 (Targeted ARRA Stimulus) Fund Estimated Revenue
 Budget Amendment Number
 Ten**

431 REVENUE OBJECT	ESTIMATED REVENUE	12/08/10	BUDGET AMENDMENT NUMBER TEN	ENDING ESTIMATED 12/8/2010
210	\$	13,504.00	\$ -	\$ 13,504.00
211	\$	-	\$ -	-
240	\$	-	34,511.00	\$ 34,511.00
299	\$	-	\$ -	-
GRAND TOTAL	\$	13,504.00	\$ 34,511.00	\$ 48,015.00

**Florida Department of Education
Project Award Notification**

fund 431
FINANCIAL
Proj. 435925S
OFFICER

1 PROJECT RECIPIENT Gadsden County School District	2 PROJECT NUMBER 200-5921S-1CZ01
3 PROJECT/PROGRAM TITLE ARRA-State Fiscal Stabilization Fund-FEFP-GOV; USDE #S397A90010 <p align="center">TAPS 11AS08</p>	4 AUTHORITY 84.397 LI 78 ARRA-State Fiscal Stabilization Fund-FEFP-GOV
5 AMENDMENT INFORMATION Amendment Number: Type of Amendment: Effective Date:	6 PROJECT PERIODS Budget Period: 07/01/2010 - 06/30/2011 Program Period: 07/01/2010 - 06/30/2011
7 AUTHORIZED FUNDING Current Approved Budget: \$ 34,511.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$ 34,511.00	8 REIMBURSEMENT OPTION Federal Cash Advance
9 TIMELINES <ul style="list-style-type: none"> • Last date for incurring expenditures and issuing purchase orders: <u>06/30/2011</u> • Date that all obligations are to be liquidated and final disbursement reports submitted: <u>07/20/2011</u> • Last date for receipt of proposed budget and program amendments: <u>06/30/2011</u> • Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400: • Date(s) for program reports: 	
10 DOE CONTACTS Program: Sue Wilkinson Phone: (850) 245 - 0496 Email: Sue.Wilkinson@fldoe.org Grants Management: Unit A (850) 245-0496	11 DOE FISCAL DATA DBS: 40 90 20 EO: SV Object: 720035
12 TERMS AND SPECIAL CONDITIONS <ul style="list-style-type: none"> • This project and any amendments are subject to the procedures outlined in the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book) and the General Assurances for Participation in Federal and State Programs. In addition, the sub-recipient must comply with all expenditure, transparency, accountability, and reporting requirements specified in the American Recovery and Reinvestment Act of 2009 (ARRA), ARRA regulations, and the ARRA specific assurances agreed to in the application for ARRA funds. • For federal cash advance projects, monthly expenditures must be submitted to the Comptroller's Office by the 20th of each month for the preceding month's disbursements utilizing the On-Line Disbursement Reporting System. • 2 CFR 176.210(b) and (d), provides that recipients are to require their subrecipients to specifically identify Recovery Act funding on their Schedule of Expenditures of Federal Awards (SEFA) by identifying expenditures for Federal awards made under the Recovery Act separately on the SEFA and as separate rows on the Data Collection Form (SF-SAC) required by OMB Circular A-133. Further, in identifying Recovery Act expenditures, the prefix "ARRA" must be used in the name of the Federal program. The information allows the recipient to properly monitor subrecipient expenditure of ARRA funds as well as oversight by the Federal awarding agencies, Offices of Inspector General and the Government Accountability Office. 	
13 APPROVED: <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 45%;">  <hr/> Authorized Official on behalf of Dr. Eric J. Smith Commissioner of Education </div> <div style="width: 45%; text-align: center;">  <hr/> Date of Signing </div> <div style="width: 10%; text-align: right;">  </div> </div>	

**FLORIDA DEPARTMENT OF EDUCATION
BUDGET DESCRIPTION FORM -
State Fiscal Stabilization Fund FEFP GOV**

A) NAME OF ELIGIBLE RECIPIENT: **Gadsden County District School Board**
 B) Project Number (DOE USE ONLY): **200-5921S-1CZ01**

E) TAPS Number 11AS08

Account	ARRA Assurance Code	ARRA Principle Code	ARRA Strategy Code	District (D) or School (S) - Based Expenditure	Activity	Function	Object	Account Title and Description	Position Code	FTE	Amount
1	A	A	1	S	Save Job - Hire Senior High Science Teacher	5100	120	Classroom Teachers Basic Program Classroom Teachers	51052	0.540	\$25,834.00
2	A	A	1	S	Save Job - Hire Substitute for Teacher	5100	140	Substitute Teachers Substitute	51052	0.010	\$1,163.00
3	A	A	1	S	Save Job - Hire Teacher	5100	210	Retirement Benefit - Retirement		0.000	\$3,141.00
4	A	A	1	S	Save Job - Hire Teacher	5100	220	Social Security Benefit - Social Security		0.000	\$1,948.00
5	A	A	1	S	Save Job - Hire Teacher	5100	230	Group Insurance Benefit - Board Medical and Dental Insurance		0.000	\$2,190.00
6	A	A	1	S	Save Job - Hire Teacher	5100	232	Life Insurance Benefit - Board Term Life Insurance		0.000	\$111.00
7	A	A	1	S	Save Job - Hire Teacher	5100	240	Workers Compensation Benefit - Workers Compensation		0.000	\$124.00

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7d

DATE OF SCHOOL BOARD MEETING: December 14, 2010

TITLE OF AGENDA ITEMS: Budget Amendment Number Eleven

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

To establish entire budget by for Fresh Fruit & Vegetables Snack Grant.

FUND SOURCE: 410 (School Food Service) Funds

AMOUNT: \$ 6878.42

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

**Gadsden County School Board
410 (Food Service) Fund Estimated Revenue
Budget Amendment Number Eleven**

FUND 410 REVENUE OBJECT	ESTIMATED REVENUE 12/8/2010	BUDGET AMENDMENT NUMBER ELEVEN	ENDING ESTIMATED REVENUE 12/9/2010
260	\$ 2,732,400.00	\$ -	\$ 2,732,400.00
261	\$ -	\$ -	\$ -
262	\$ -	\$ -	\$ -
263	\$ -	\$ -	\$ -
265	\$ 200,000.00	\$ -	\$ 200,000.00
267	\$ -	\$ -	\$ -
280	\$ -	\$ -	\$ -
299	\$ 157,080.00	\$ -	\$ 157,080.00
337	\$ 40,000.00	\$ -	\$ 40,000.00
338	\$ 38,000.00	\$ -	\$ 38,000.00
450	\$ 194,000.00	\$ -	\$ 194,000.00
451	\$ -	\$ -	\$ -
490	\$ -	\$ -	\$ -
TOTALS	\$ 3,361,480.00	\$ -	\$ 3,361,480.00
	+ 438,245.88	fund balance at 7/1/10	
	\$ 3,799,725.88		

**Gadsden County School Board
410 (Food Service) Fund Appropriations
Budget Amendment Number Eleven**

410 FUND				
FUNCTION/ OBJECT		BUDGET BALANCE 12/8/2010	BUDGET AMENDMENT NUMBER ELEVEN	BUDGET BALANCE 12/9/2010
7600	100	\$ 1,246,291.10	\$ -	\$ 1,246,291.10
	200	\$ 477,674.37	\$ -	\$ 477,674.37
	300	\$ 49,849.36	\$ -	\$ 49,849.36
	400	\$ 17,541.23	\$ -	\$ 17,541.23
	500	\$ 1,709,477.35	\$ -	\$ 1,709,477.35
	600	\$ 12,635.60	\$ -	\$ 12,635.60
	700	\$ 3,165.00	\$ -	\$ 3,165.00
FUNCTOTAL		\$ 3,516,634.01	\$ -	\$ 3,516,634.01
GRANDTOTAL		<u>\$ 3,516,634.01</u>	<u>\$ -</u>	<u>\$ 3,516,634.01</u>
		+ 283,091.87	undesignated fund balance projected for 6/30/11	
		<u>\$ 3,799,725.88</u>		

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7e

DATE OF SCHOOL BOARD MEETING: December 14, 2010

TITLE OF AGENDA ITEMS: Budget Amendment Number Twelve

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

To move budget by function and object to meet actual expenditures

FUND SOURCE: 420 (Federal) Funds

AMOUNT: \$.00

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

**Gadsden County School Board
420 (Federal) Fund Estimated Revenue
Budget Amendment Number Twelve**

FUND 420 REVENUE OBJECT	BEGINNING ESTIMATED REVENUE 12/9/2010	BUDGET AMENDMENT NUMBER TWELVE	ENDING ESTIMATED REVENUE 12/9/2010
190	\$ -	\$ -	\$ -
191	\$ -	\$ -	\$ -
199	\$ 700,809.71	\$ -	\$ 700,809.71
201	\$ 225,957.33	\$ -	\$ 225,957.33
226	\$ 909,270.43	\$ -	\$ 909,270.43
227	\$ 21,427.27	\$ -	\$ 21,427.27
230	\$ 2,020,626.28	\$ -	\$ 2,020,626.28
240	\$ 3,517,618.61	\$ -	\$ 3,517,618.61
251	\$ 124,465.00	\$ -	\$ 124,465.00
270	\$ -	\$ -	\$ -
290	\$ 482,343.77	\$ -	\$ 482,343.77
299	\$ 75,000.00	\$ -	\$ 75,000.00
TOTALS	\$ 8,077,518.40	\$ -	\$ 8,077,518.40

**Gadsden County School Board
420 (Federal) Fund Appropriations
Budget Amendment Number Twelve**

420 FUND					
FUNCTION/ OBJECT		BUDGET BALANCE 12/9/2010	BUDGET AMENDMENT NUMBER TWELVE		BUDGET BALANCE 12/9/2010
5100	100	\$ 572,171.46	\$ -	\$	572,171.46
	200	\$ 199,030.72	\$ -	\$	199,030.72
	300	\$ 1,021,170.07	\$ (20,000.00)	\$	1,001,170.07
	500	\$ 189,476.41	\$ -	\$	189,476.41
	600	\$ 394,481.43	\$ -	\$	394,481.43
	700	\$ 35,115.50	\$ (5,000.00)	\$	30,115.50
FUNCTOTAL		\$ 2,411,445.59	\$ (25,000.00)	\$	2,386,445.59
5200	100	\$ 550,294.49	\$ -	\$	550,294.49
	200	\$ 244,768.46	\$ -	\$	244,768.46
	300	\$ 325,664.77	\$ -	\$	325,664.77
	500	\$ 19,248.35	\$ -	\$	19,248.35
	600	\$ 47,042.98	\$ -	\$	47,042.98
	700	\$ 4,327.59	\$ -	\$	4,327.59
FUNCTOTAL		\$ 1,191,346.64	\$ -	\$	1,191,346.64
5300	100	\$ 17,503.52	\$ -	\$	17,503.52
	200	\$ 4,240.24	\$ -	\$	4,240.24
	300	\$ 9,423.06	\$ -	\$	9,423.06
	500	\$ 53,985.58	\$ -	\$	53,985.58
	600	\$ 35,302.53	\$ -	\$	35,302.53
	700	\$ 21,240.75	\$ -	\$	21,240.75
FUNCTOTAL		\$ 141,695.68	\$ -	\$	141,695.68
5400	100	\$ 53,610.50	\$ -	\$	53,610.50
	200	\$ 10,766.96	\$ -	\$	10,766.96
	300	\$ 7,350.17	\$ 2,100.00	\$	9,450.17
	500	\$ 16,270.90	\$ 6,600.00	\$	22,870.90
	600	\$ 20,161.61	\$ (7,200.00)	\$	12,961.61
	700	\$ 1,000.00	\$ -	\$	1,000.00
FUNCTOTAL		\$ 109,160.14	\$ 1,500.00	\$	110,660.14
5500	100	\$ 536,452.83	\$ -	\$	536,452.83
	200	\$ 157,962.77	\$ -	\$	157,962.77
	300	\$ 176,507.36	\$ -	\$	176,507.36
	500	\$ 6,654.07	\$ -	\$	6,654.07
	600	\$ 3,249.42	\$ -	\$	3,249.42
	700	\$ -	\$ -	\$	-
FUNCTOTAL		\$ 880,826.45	\$ -	\$	880,826.45

**Gadsden County School Board
420 (Federal) Fund Appropriations
Budget Amendment Number Twelve**

6100	100	\$	275,699.83	\$	-	\$	275,699.83
	200	\$	74,118.76	\$	-	\$	74,118.76
	300	\$	110,211.53	\$	-	\$	110,211.53
	500	\$	29,497.27	\$	-	\$	29,497.27
	600	\$	1,600.00	\$	-	\$	1,600.00
	700	\$	-	\$	-	\$	-
	900	\$	-	\$	-	\$	-
FUNCTOTAL		\$	491,127.39	\$	-	\$	491,127.39
6200	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	-	\$	-	\$	-
	500	\$	1,313.00	\$	-	\$	1,313.00
	600	\$	4,115.25	\$	-	\$	4,115.25
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	5,428.25	\$	-	\$	5,428.25
6300	100	\$	555,377.48	\$	-	\$	555,377.48
	200	\$	207,386.30	\$	-	\$	207,386.30
	300	\$	134,190.75	\$	(12,500.00)	\$	121,690.75
	500	\$	12,302.52	\$	-	\$	12,302.52
	600	\$	12,419.65	\$	-	\$	12,419.65
	700	\$	9,075.00	\$	-	\$	9,075.00
FUNCTOTAL		\$	930,751.70	\$	(12,500.00)	\$	918,251.70
6400	100	\$	619,525.06	\$	37,500.00	\$	657,025.06
	200	\$	157,401.17	\$	-	\$	157,401.17
	300	\$	305,938.16	\$	(1,500.00)	\$	304,438.16
	400	\$	-	\$	-	\$	-
	500	\$	37,159.02	\$	-	\$	37,159.02
	600	\$	-	\$	-	\$	-
	700	\$	6,000.96	\$	-	\$	6,000.96
FUNCTOTAL		\$	1,126,024.37	\$	36,000.00	\$	1,162,024.37
6500	100	\$	177.56	\$	-	\$	177.56
	200	\$	2,443.25	\$	-	\$	2,443.25
	300	\$	-	\$	-	\$	-
	500	\$	-	\$	-	\$	-
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	2,620.81	\$	-	\$	2,620.81




**Gadsden County School Board
420 (Federal) Fund Appropriations
Budget Amendment Number Twelve**

7100	300	\$	-	\$	-	\$	-
FUNCTOTAL		\$	-	\$	-	\$	-
7200	100	\$	32,518.15	\$	-	\$	32,518.15
	200	\$	9,476.32	\$	-	\$	9,476.32
	300	\$	-	\$	-	\$	-
	500	\$	-	\$	-	\$	-
	600	\$	-	\$	-	\$	-
	700	\$	204,709.73	\$	-	\$	204,709.73
FUNCTOTAL		\$	246,704.20	\$	-	\$	246,704.20
7300	100	\$	1,066.52	\$	-	\$	1,066.52
	200	\$	-	\$	-	\$	-
	300	\$	523.00	\$	-	\$	523.00
	500	\$	3,087.60	\$	-	\$	3,087.60
	600	\$	-	\$	-	\$	-
	700	\$	-	\$	-	\$	-
FUNCTOTAL 7300		\$	4,677.12	\$	-	\$	4,677.12
7600	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	-	\$	-	\$	-
FUNCTOTAL		\$	-	\$	-	\$	-
7700	100	\$	2,268.87	\$	-	\$	2,268.87
	200	\$	623.27	\$	-	\$	623.27
	300	\$	-	\$	-	\$	-
	400	\$	-	\$	-	\$	-
	500	\$	1,918.42	\$	-	\$	1,918.42
	600	\$	7,792.60	\$	-	\$	7,792.60
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	12,603.16	\$	-	\$	12,603.16
7800	100	\$	102,797.05	\$	-	\$	102,797.05
	200	\$	25,165.17	\$	-	\$	25,165.17
	300	\$	169,703.55	\$	-	\$	169,703.55
	400	\$	96,504.00	\$	-	\$	96,504.00
	500	\$	-	\$	-	\$	-
	600	\$	75,000.00	\$	-	\$	75,000.00
FUNCTOTAL		\$	469,169.77	\$	-	\$	469,169.77

**Gadsden County School Board
420 (Federal) Fund Appropriations
Budget Amendment Number Twelve**

7900	100	\$	5,535.95	\$	-	\$	5,535.95
	200	\$	12,011.77	\$	-	\$	12,011.77
	300	\$	12,453.72	\$	-	\$	12,453.72
	400	\$	-	\$	-	\$	-
	500	\$	967.46	\$	-	\$	967.46
	600	\$	3,339.00	\$	-	\$	3,339.00
FUNCTOTAL		\$	34,307.90	\$	-	\$	34,307.90
8100	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	-	\$	-	\$	-
	600	\$	-	\$	-	\$	-
FUNCTOTAL		\$	-	\$	-	\$	-
8200	100	\$	11,930.95	\$	-	\$	11,930.95
	200	\$	6,643.56	\$	-	\$	6,643.56
FUNCTOTAL		\$	18,574.51	\$	-	\$	18,574.51
9100	100	\$	809.73	\$	-	\$	809.73
	200	\$	244.99	\$	-	\$	244.99
	300	\$	-	\$	-	\$	-
	400	\$	-	\$	-	\$	-
	500	\$	-	\$	-	\$	-
	600	\$	-	\$	-	\$	-
	700	\$	-	\$	-	\$	-
FUNCTOTAL		\$	1,054.72	\$	-	\$	1,054.72
9200	300	\$	-	\$	-	\$	-
FUNCTOTAL		\$	-	\$	-	\$	-
9700	500	\$	-	\$	-	\$	-
FUNCTOTAL		\$	-	\$	-	\$	-
GRANDTOTAL		\$	8,077,518.40	\$	-	\$	8,077,518.40

**Florida Department of Education
Project Award Notification**

1 PROJECT RECIPIENT Gadsden County School District	2 PROJECT NUMBER 200-1269A-9CS01
3 PROJECT/PROGRAM TITLE 2008-2009 Title I School Improvement Fund <p align="right">TAPS 09A005</p>	4 AUTHORITY 84.377A Title I Part A No Child Left Behind Act 2001
5 AMENDMENT INFORMATION Amendment Number: 3 Type of Amendment: Program/Budget Effective Date: 07/23/2010	6 PROJECT PERIODS Budget Period: 11/03/2008 - 09/30/2010 Program Period: 11/03/2008 - 09/30/2010
7 AUTHORIZED FUNDING Current Approved Budget: \$ 572,048.60 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$ 572,048.60	8 REIMBURSEMENT OPTION Federal Cash Advance
9 TIMELINES <ul style="list-style-type: none"> Last date for incurring expenditures and issuing purchase orders: <u>09/30/2010</u> Date that all obligations are to be liquidated and final disbursement reports submitted: <u>11/20/2010</u> Last date for receipt of proposed budget and program amendments: <u>09/30/2010</u> Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400: Date(s) for program reports: 	
10 DOE CONTACTS Program: Anna Moore Phone: (850) 245 - 0726 Email: Anna.Moore@fldoe.org Grants Management: Unit A (850) 245-0496	11 DOE FISCAL DATA DBS: 40 90 20 EO: JC Object: 720000
12 TERMS AND SPECIAL CONDITIONS <ul style="list-style-type: none"> This project and any amendments are subject to the procedures outlined in the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book) and the General Assurances for Participation in Federal and State Programs. For federal cash advance projects, monthly expenditures must be submitted to the Comptroller's Office by the 20th of each month for the preceding month's disbursements utilizing the On-Line Disbursement Reporting System. 	
13 APPROVED: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <hr/> Authorized Official on behalf of Dr. Eric J. Smith Commissioner of Education </div> <div style="width: 30%; text-align: center;">  <hr/> Date of Signing </div> <div style="width: 15%; text-align: right;">  </div> </div>	

DOE-200
Revised 02/05

A) Gadsden County School District District/Agency Name B) 200-1269A-9CS01 / 9A005 Project Number / TAPS Number
 C) 3 Amendment Number

FLORIDA DEPARTMENT OF EDUCATION BUDGET AMENDMENT NARRATIVE FORM

D) Total Project Amount Currently Approved \$ <u>572,048.60</u>	E) Total Project Amount resulting from this Budget Amendment \$ <u>572,048.60</u>
--------------------------------------------------------------------	--------------------------------------------------------------------------------------

F) Line Item Description

FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE	AMOUNT INCREASE	AMOUNT DECREASE
6300	310	Dedicated instructional coach from SREB to oversee the implementation of the program			\$12,500
5100	730	Annual membership fee for SREB			\$5,000
6400	330	Travel for participation in HSTW/SREB conference			\$5,579
6400	121	Stipends for core academic teachers participating in HSTW/SREB initiative			\$7,500
6400	330	Travel for participation in Science/Technology Magnet training and its implementation		\$5,579	
6400	121	Stipends for teachers participating in training for Science/Technology magnet and school improvement strategy trainings		\$45,000	
5100	390	Riverside Assessment Program			\$20,000
		0 = 0			
		<i>Amount Decrease</i>			
		12,500.00 +			
		5,000.00 +			
		5,579.00 +			
		7,500.00 +			
		20,000.00 +			
		50,579.00 *			
		0 = 0			
		<i>Increase</i>			
		5,579.00 +			
		47,000.00 +			
		50,579.00 *			
				Total	Total
				\$50,579	\$50,579

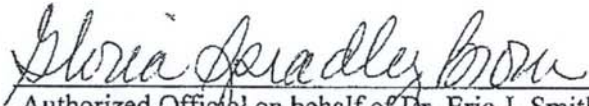



proj. 4219110

Zuffen

Florida Department of Education
Project Award Notification

PROGRAM COPY

1 PROJECT RECIPIENT Gadsden County School District	2 PROJECT NUMBER 200-1911A-1CG01
3 PROJECT/PROGRAM TITLE Adult Ed & Family Literacy, Adult General Ed <p style="text-align: center;">TAPS 11B008</p>	4 AUTHORITY 84.002A Adult Education
5 AMENDMENT INFORMATION Amendment Number: 1 Type of Amendment: Budget: Changes Effective Date: 10/27/2010	6 PROJECT PERIODS Budget Period: 07/01/2010 - 06/30/2011 Program Period: 07/01/2010 - 06/30/2011
7 AUTHORIZED FUNDING Current Approved Budget: \$ 96,040.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$ 96,040.00	8 REIMBURSEMENT OPTION Federal Cash Advance
9 TIMELINES <ul style="list-style-type: none"> Last date for incurring expenditures and issuing purchase orders: <u>06/30/2011</u> Date that all obligations are to be liquidated and final disbursement reports submitted: <u>08/20/2011</u> Last date for receipt of proposed budget and program amendments: <u>06/30/2011</u> Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400: Date(s) for program reports: 	
10 DOE CONTACTS Program: Gloria Spradley-Brown Phone: (850) 245 - 9053 Email: Gloria.Spradley@fldoe.org Grants Management: Unit B (850) 245-0496 <div style="text-align: right;"> Comptroller's Office (850) 245-0401 <i>Tiffany Davis</i> 245-9044 </div>	11 DOE FISCAL DATA DBS: 55 90 00 EO: AB Object: 720000
12 TERMS AND SPECIAL CONDITIONS <ul style="list-style-type: none"> This project and any amendments are subject to the procedures outlined in the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book) and the General Assurances for Participation in Federal and State Programs. For federal cash advance projects, monthly expenditures must be submitted to the Comptroller's Office by the 20th of each month for the preceding month's disbursements utilizing the On-Line Disbursement Reporting System. Other: 	
13 APPROVED: <div style="display: flex; justify-content: space-between;"> <div data-bbox="121 1732 771 1890">  Authorized Official on behalf of Dr. Eric J. Smith Commissioner of Education </div> <div data-bbox="876 1732 1177 1858"> <u>11/10/10</u> Date of Signing </div> <div data-bbox="1282 1659 1502 1858">  </div> </div>	

A) Gadsden County Public Schools District/Agency Name B) 200-1911A-1CG01 Project Number / 11B008 TAPS Number

C) 001 Amendment Number

FLORIDA DEPARTMENT OF EDUCATION BUDGET AMENDMENT NARRATIVE FORM

D) Total Project Amount Currently Approved \$ <u>96,040.00</u>	E) Total Project Amount resulting from this Budget Amendment \$ <u>8700.00</u>
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F) Line Item Description

FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE	AMOUNT INCREASE	AMOUNT DECREASE
5400 16400	330	Funds allocated to support staff travel			\$1500.00
5400	510	Supplies: consumable materials (i.e. staples, staplers, pencils and calculators) for Adult Education instruction		\$1500.00	
5400	642	Adult furniture for student workstations and chairs			\$600.00
5400	510	Supplies: consumable materials (i.e. paper, pens, cartridges for the printer) for Adult Education instruction.		\$600.00	
5400	643	Computers to be used by AGE students			\$4500.00
5400	520	Textbooks and materials for Pre GED books for Adult Education instruction.		\$4500.00	
5400	643	Computers to be used by AGE students			\$2100.00
5400	360	Network License for the Official Practice GED Test Software		\$2100.00	
				\$8700.00	\$8700.00
Total					Total



SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7f

DATE OF SCHOOL BOARD MEETING: December 14, 2010

TITLE OF AGENDA ITEMS: Crossroad Academy Financial Reports for October, 2010

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

In accordance with Florida Statutes, charter schools are required to provide the Sponsor financial statements. The October 2010 Balance Sheet and Profit & Loss Statements for the Crossroad Academy Charter School are attached for review and approval.

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

CROSSROAD ACADEMY CHARTER SCHOOL
Balance Sheet
As of October 31, 2010

	<u>Oct 31, 10</u>
ASSETS	
Current Assets	
Checking/Savings	
1112 · New Facility - CD CCBG	260,995.05
1114 · Premier - Revenue O...	
1117 · Cheerleaders - Rest...	3,754.30
1118 · PTO - Restricted	7,305.34
1119 · FBLA - Restricted	4,344.85
1120 · Classic Modeling - ...	1,991.95
1121 · Athletics - Restricted	1,381.77
1122 · Hospitality - Restrict...	522.58
1123 · Inez M. Holt Library...	1,250.00
1114 · Premier - Revenue ...	1,010,013.94
Total 1114 · Premier - Reve...	<u>1,030,564.73</u>
1124 · Premier - Debt Servic...	
1125 · Capital Outlay Rest...	179,067.32
1124 · Premier - Debt Serv...	147,600.00
Total 1124 · Premier - Debt ...	<u>326,667.32</u>
1126 · Premier - Reserve Ac...	147,600.00
Total Checking/Savings	<u>1,765,827.10</u>
Other Current Assets	
1230 · Prepaid Insurance	31,230.21
Total Other Current Assets	<u>31,230.21</u>
Total Current Assets	1,797,057.31
Fixed Assets	
1310 · Land	207,584.70
1320 · Building Improvements	9,075.00
1330 · School and Improveme...	2,615,111.85
1339 · Accumulated Depreciat...	-250,132.74
1340 · Computers & Equipme...	164,590.77
1341 · Furniture and Equipme...	46,693.00
1350 · Automobile/van	12,837.00
1360 · CIP - New School	513,323.96
Total Fixed Assets	<u>3,319,083.54</u>
TOTAL ASSETS	<u><u>5,116,140.85</u></u>

CROSSROAD ACADEMY CHARTER SCHOOL
Balance Sheet
As of October 31, 2010

Oct 31, 10

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2110 · Direct Deposit Liabi...	652.80
2112 · Accrued Profit Shar...	161,775.00
2113 · Payroll Liabilities	2,878.10
2115 · Unemployment Pay...	1,692.34
2116 · Child Support	1,875.69
2117 · Fica & Fed W/H	5,257.45
2120 · Accounts Payables	11,931.00
2150 · Retainage Payable	500.00
2201 · Parent Teach. Org. ...	7,305.34
2202 · CACS Cheerleaders	5,099.30
2203 · FBLA (Future Bus. L...	3,958.85
2205 · Classic Modeling Co...	1,991.95
2206 · CACS Athletic Depa...	1,381.77
2207 · Staff Hospitality	522.58
2208 · Inez M. Holt Library...	1,250.00
2230 · Gadsden Co School ...	
2231 · GCSB/Student Br...	4,529.80

Total 2230 · Gadsden Co S... 4,529.80

Total Other Current Liabilities 212,601.97

Total Current Liabilities 212,601.97

Long Term Liabilities

2310 · RD Loan 2,304,493.14

Total Long Term Liabilities 2,304,493.14

Total Liabilities 2,517,095.11

Equity

2760 · Retained Earnings 2,528,027.05

Net Income 71,018.69

Total Equity 2,599,045.74

TOTAL LIABILITIES & EQUITY **5,116,140.85**

CROSSROAD ACADEMY CHARTER SCHOOL**Profit & Loss**

October 2010

	<u>Oct 10</u>
Income	
3310 · FEFP Program	132,438.00
3350 · Uniform Income	-350.83
3361 · School Recognition Fu...	20,779.00
3397 · Capital Outlay	35,578.00
3472 · PreK-Early Interventio...	4,927.00
3490 · Miscellaneous Sources	
3495-2 · Student Activity Fu...	892.10
3495-3 · Student Books/Pla...	-343.13
Total 3490 · Miscellaneous So...	<u>548.97</u>
Total Income	<u>193,920.14</u>
Gross Profit	193,920.14
Expense	
5100-11 · PreK Expenses	
5100-2 · Internet Services	89.95
5100-11 · PreK Expenses - O...	3,512.96
Total 5100-11 · PreK Expenses	<u>3,602.91</u>
5100-12 · Basic Fte/Clstrm Te...	58,501.99
5100-13 · Classroom Paraprof...	7,666.39
5100-23 · EE' Group Insurance	-17.06
5100-25 · Unemployment Comp	481.76
5100-51 · Basic Fte/Supplies	113.94
5100-52 · Basic Fte/Textbooks	7,222.53
6200-35 · Copier Service Costs	523.32
6300-11 · Staff Support Perso...	3,628.39
7200-11 · Administration	8,750.00
7300-11 · Salary-School Princ...	7,083.34
7300-16 · Clerical Staff	
7300-1 · Salary - Receptionist	3,958.32
7300-2 · Office Manager	3,583.34
Total 7300-16 · Clerical Staff	<u>7,541.66</u>
7300-22 · FICA Contributions(...	6,399.65
7400-31 · Facilities	75.00
7500-73 · Bank Charges/Oper...	-20.00
7600 · Food Services	
7600-16 · Personnel	3,758.34
Total 7600 · Food Services	<u>3,758.34</u>

11:14 AM

11/18/10

Cash Basis

CROSSROAD ACADEMY CHARTER SCHOOL

Profit & Loss

October 2010

	<u>Oct 10</u>
7720-30 · Advertisement/Pos...	718.99
7900-16 · Janitorial/Custodial	250.00
7900-37 · Telephone/internet...	302.80
7900-39 · Other Facilities Svcs	105.00
7900-51 · Janitorial/Mainten...	630.02
8100-35 · Repairs & Maintena...	275.00
8100-61 · Noncap Furn/Equip	1,396.06
Total Expense	<u>118,990.03</u>
Net Income	<u><u>74,930.11</u></u>

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8a

DATE OF SCHOOL BOARD MEETING: December 14, 2010

TITLE OF AGENDA ITEMS: 2010-2012 School Health Services Plan

DIVISION: School Health

PURPOSE AND SUMMARY OF ITEMS:

This plan outlines how health services that are prescribed by state standards will be provided to the students of the Gadsden School District.

FUND SOURCE: Not applicable

AMOUNT: Not applicable

PREPARED BY: Dr. Sylvia R. Jackson



POSITION: Director of K-12 Education

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____ Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

Be sure that the Comptroller has signed the budget page.

2010 - 2012 School Health Services Plan Signature Page

My signature below indicates that I have reviewed and approved the 2010 - 2012 School Health Services Plan and it's local implementation strategies, activities, and designations of local agency responsibility as herein described:

Position	Name and Signature	Date
County Health Department Administrator / Director	<p>Marlon Hunter</p> <p><i>Printed Name</i></p> <p><i>Marlon Hunter</i></p> <p><i>Signature</i></p>	<p>11.12.10</p> <p><i>Date</i></p>
County Health Department Nursing Director	<p>Sarah Hinson</p> <p><i>Printed Name</i></p> <p><i>Sarah Hinson</i></p> <p><i>Signature</i></p>	<p>9 Nov 2010</p> <p><i>Date</i></p>
County Health Department School Health Coordinator	<p>Doris Drake</p> <p><i>Printed Name</i></p> <p><i>Doris M. Drake</i></p> <p><i>Signature</i></p>	<p>11-9-2010</p> <p><i>Date</i></p>
School Board Chair Person	<p>Issac Simmons</p> <p><i>Printed Name</i></p> <p><i>Signature</i></p>	<p><i>Date</i></p>
School District Superintendent	<p>Reginal James</p> <p><i>Printed Name</i></p> <p><i>Signature</i></p>	<p><i>Date</i></p>
School District School Health Coordinator	<p>Dr. Sylvia R. Jackson</p> <p><i>Printed Name</i></p> <p><i>Sylvia R. Jackson</i></p> <p><i>Signature</i></p>	<p>12/8/10</p> <p><i>Date</i></p>
School Health Advisory Committee Chair Person	<p>Susan Lajoie</p> <p><i>Printed Name</i></p> <p><i>Signature</i></p>	<p><i>Date</i></p>
School Health Services Public / Private Partner	<p><i>Printed Name</i></p> <p><i>Signature</i></p>	<p><i>Date</i></p>



2010 - 2012 School Health Services Plan

Due by December 15, 2010

E-mail Plan as an Attachment to:

To: [HSF SH Feedback@doh.state.fl.us](mailto:HSF_SH_Feedback@doh.state.fl.us)

**Cc: [Your County's School Health Services Program Liaison](http://www.doh.state.fl.us/Family/School/attachments/Lists/LiaisonList.pdf)
<http://www.doh.state.fl.us/Family/School/attachments/Lists/LiaisonList.pdf>**

Contact Person

Below please indicate a contact person who was involved in the preparation of this plan and can answer questions if they arise.

Name: Doris Drake
Credentials: RN, BSN, NCSN
Position: School Health Coordinator
Agency: Gadsden County Health Department
Mailing Address: P.O. Box 1000
City: Quincy
County: Gadsden
State: Florida
Zip Code: 32353
Phone/s: (850) 856-5552 x403
Email: doris_drake@doh.state.fl.us
Fax: (850) 856-9001

SUMMARY - SCHOOL HEALTH SERVICES PLAN 2010-12

Statutory Reference. Section 381.0056, F.S. requires each county health department to develop, jointly with the school district and school health advisory committee, a School Health Services Plan (referred herein as the "Plan") that outlines the provisions and responsibilities to provide mandated health services in all public schools. Chapter 64F—6.002, F.A.C requires the plan to be completed biennially.

Reason for Change. In 2008, a workgroup of CHD directors, including some members of the Florida Association of County Health Officers (FACHO), met by conference call to discuss school health issues. The workgroup was formed to address questions about the means to streamline operations while continuing to provide effective and efficient service delivery that meets the current and future preventive health needs of school children. The workgroup recommended that the School Health Services Plan template be reviewed and revised to clearly identify the minimum statutory requirements for the provision of school health services and responsible agencies.

Summary of Changes. The attached document represents a major revision of the plan to be implemented in 2010-12. It changes the format to clearly identify each of the statutory requirements that relate to mandated student health services (both DOH and DOE) by program area. The current version of the plan (2008-10) has undergone only minor corrections over the years, has been in place for at least 15 years, and is arranged by broad categories that contain various loosely related requirements. The format revisions were reviewed by FACHO workgroup members and school district counterparts and their input was incorporated into this document. DOH administration, DOH and DOE legal reviewed and approved the revisions.

The Plan format is arranged in 3 parts relating to the services provided and funding streams, as follows:

- **Part I: All public schools** – this section contains each of the Florida statutes (DOH and DOE) that relate to the mandated basic health services for students in all public schools.
- **Part II: Supplemental Health Services for Comprehensive Schools** – 46 counties receive state funding for comprehensive programs that provide enhanced services to high risk children. These services are in addition to the services identified in Part I.
- **Part III: Health Services for Full Service Schools (FSS)** – all counties receive funding for FSS serving high-risk students with limited access to services. These services are in addition to the basic services identified in Part I.

The Plan contains 4 columns, as follows:

- **Column 1 – Statutory Requirements.** This column is in order by statute and establishes the primary requirements and mandates.
- **Column 2 – Program Standards.** This column provides the standards that are related to the statutory requirements. Where rules are not available, standards are based on other guidelines (such the Florida School Health Administrative Guidelines (2007), current School Health Services Plan, or standard practice).
- **Column 3 – Local Agency(s) Responsible.** The local agencies (CHD, LEA, and SHAC) determine the responsibilities for providing the services described in each statutory requirement and program standard when the Plan is developed. These responsibilities will depend upon the county service/staffing model, funding sources, community partners, and collaboration.
- **Column 4 – Local Implementation Strategy & Activities.** The local agencies will define the activities and services provided to meet each statutory requirement and program standard identified.

DIRECTIONS**Please read these directions completely before entering information into the 2010 - 2012 School Health Services Plan Format.**

The 2010 - 2012 School Health Services Plan format is in a Microsoft Excel file. The cells where you enter information are "unlocked" and allow you to type information into them. Other cells are "locked" to prevent inadvertent changes to the Excel workbook/worksheet structure. Not overriding this security mechanism guarantees that worksheet cells remain in the correct location with intact links to the correct cells in the database worksheet. Your column in the database worksheet is pasted directly into a statewide school health plan database, so please do not add or delete any rows, columns or cells or alter the plan format in any way. If you have information that does not fit in the space provided in the plan format, please provide the extra information in a separate attachment to your plan.

- Do not work in the file until you have opened and saved it to your network drive or a flash/travel drive. When saving for the first time, use the "Save As" function and add your county's name to the beginning of the file name so your submitted report file will not be confused with that of another county.
- This Excel workbook has the following Worksheets: (1) FORMAT (formatted landscape) and (2) DATABASE (do not alter, not intended for printing)
- Before you start entering information in the plan FORMAT worksheet, put your county's name in the header by doing the following: go to your Windows menu at the top of the page, choose File, then Page Setup, then Header - Footer, and then Custom Header. In the right hand panel of the Custom Header screen, replace the underline to the left of the word "County" with your county's name and click O.K. This will ensure that your printed report pages are properly identified and do not get confused with those of other counties.
- So that you may view the column headers at all times while working on individual standards, place your cursor in the left hand
- To enter data in the FORMAT worksheet, click in the cell where you need to enter information, type the information, press Tab to move from one answer space to the next.
- Save often, just in case.
- If you have any programmatic questions regarding the plan, please contact your state school health program liaison for assistance (<http://www.doh.state.fl.us/Family/School/attachments/Lists/LiaisonList.pdf>). If you have an Excel related question not answered by these instructions, please contact Leslie Wurster at (850) 245-4444, Ext. 2936 (email: Leslie_Wurster@doh.state.fl.us).
- Prior to submitting the 2010 - 2012 School Health Services Plan, ensure that the designated parties sign a printout of the Signature Page. If you need signature spaces for additional school health partners, utilize a second printout of the signature page. Scan the signed signature page(s) and submit electronically with the completed plan format.
- Submit the 2010 - 2012 School Health Services Plan electronically (completed Excel file) by December 15, 2010 to the School Health mailbox at HSF_SH_Feedback@doh.state.fl.us and copy your county's state school health program office liaison.

Part	Statutory Requirements <i>(Legislative mandates that establish School Health Program requirements)</i>	Program Standards <i>(Standards that support the associated statutory requirements, are identified, if required. Administrative codes are identified when available)</i>	Local Agency(s) Responsible <i>(Identify the local agency or multiple agencies responsible for each plan requirement / standard)</i>	Local Implementation Strategy & Activities <i>(Provide the local strategies and activities to accomplish the plan requirement/standard identified on each line)</i>
PART I: PREVENTIVE HEALTH SERVICES FOR ALL PUBLIC SCHOOLS				
I.	1. s. 381.001(2), F.S. It is the intent of the Legislature that the department, in carrying out the mission of public health, shall provide preventive and primary health care, including but not limited to, school health.	Each county health department (CHD) uses the annual schedule C funding allocation (General Appropriations Act) to provide school health services pursuant to the <i>School Health Services Act</i> .	Gadsden County Health Department (GCHD)	Hire nurses and aides to provide school health services such as: Health education and promotion, chronic diseases prevention & intervention, nutrition services and referrals, family planning services...
I.	2. s. 381.0056(4), F.S. The Department of Health (DOH), in cooperation with the Department of Education (DOE), shall supervise the administration of the school health services program and perform periodic program reviews.	The CHD and local education agency (LEA) each designate one person to be responsible for the coordination of planning, development, implementation and evaluation of the local school health program. Those two individuals should collaborate throughout the school year to assure program compliance and to plan and assess the delivery of program services. (Ch. 64F-6.002(2)(i), F.A.C.)	The Gadsden County Health Department (GCHD) & the Gadsden County School District (GCSD)	GCHD & GCSD has both appointed a school health coordinator and we meet at least quarterly to coordinate services. The school health staff is employed through the GCHD, and the GCHD coordinator directly supervise the staff to ensure implementation of the program's plans and goals. The program has an annual local internal evaluation review.
I.	3. s. 381.0056(5)(a), F.S. Each county health department (CHD) shall develop, jointly with the district school board (a.k.a. local educational agency or LEA) and the local school health advisory committee (SHAC), a school health services plan.	a. Complete the school health services plan biennially and approved and signed by the superintendent of schools, school board chairperson, CHD medical director or administrator. (Ch. 64F-6.002(3), F.A.C.)	GCHD & GCSD	The GCHD & the GCSD coordinator along with the SHAC chairperson completes the school health plan biennially. Once completed, the plan is reviewed and signed by GCHD administrator, the GCSD board chairperson, and the GCSD superintendent.

Part	Statutory Requirements <i>(Legislative mandates that establish School Health Program requirements)</i>	Program Standards <i>(Standards that support the associated statutory requirements, are identified, if required. Administrative codes are identified when available)</i>	Local Agency(s) Responsible <i>(Identify the local agency or multiple agencies responsible for each plan requirement / standard)</i>	Local Implementation Strategy & Activities <i>(Provide the local strategies and activities to accomplish the plan requirement/standard identified on each line)</i>
		b. Review the school health services plan each year for the purpose of updating the plan. Amendments shall be signed by the school district superintendent and the CHD medical director or administrator. (Ch. 64F-6.002(3)(a), FAC)	GCHD & GCSD	<i>The plan is reviewed annually by the GCHD coordinator and the GCSD coordinator. If changes need to be made, then the SHAC chairperson along with the two coordinators make the necessary changes and send it for review and obtain the signature of the GCHD administrator, GCSD board chairperson, and GCSD superintendent.</i>
		c. Establish procedures for health services reporting in Health Management System (HMS) and the annual report, to include services provided by all partners. (Ch. 64F-6.002(2)(g), FAC)	GCHD & GCSD	<i>Each school clinic has at least one computer on site which is able to connect to HMS and Health Office (a computerized charting program). All services are charted into Health Office and at the end of each day (no less than weekly) a service report is pulled and services are entered into HMS. Data for the annual report is also pulled from Health Office.</i>
I.	4. s. 381.0056(5)(a)(1), F.S. Health appraisal	a. Determine the health status of students.	GCHD & FSU College of Medicine (FSUCOM)	<i>A CNA, Nurse, ARNP, MD, Psychologist, or medical student (under supervision) assess the health status of all students</i>
		b. Develop individualized health care plans (IHCP) for day-to-day or emergency care of chronic or acute health conditions.	GCHD	<i>The RN is responsible for all IHCP's. He/she may have some assistance for the ARNP, MD, psychologist, LPN or CNA.</i>
I.	5. s. 381.0056(5)(a)(2), F.S. Records review	a. Perform initial school entry review of student health records, to include school entry physical, immunization status (DH 680), cumulative health record, emergency information, etc. (Ch. 64F-6.005(1), FAC)	GCHD	<i>The school health staff perform record reviews in the summer (after July 1) and as needed. Each school has a process in place which notifies the school health staff when a new student enters the district, then that student's record is reviewed.</i>
		b. Perform annual review of each student's emergency information and medical status. An emergency information card for each student shall be updated each year. (CH. 64F-6.004(1)(a), FAC)	GCHD & GCSD	<i>Annually each school sends home an emergency form for each student. Once the completed form is returned to the school staff, a copy is given to the school health staff for review. This copy is kept on file in the health clinic.</i>

Part	Statutory Requirements <i>(Legislative mandates that establish School Health Program requirements)</i>	Program Standards <i>(Standards that support the associated statutory requirements, are identified, if required. Administrative codes are identified when available)</i>	Local Agency(s) Responsible <i>(Identify the local agency or multiple agencies responsible for each plan requirement / standard)</i>	Local Implementation Strategy & Activities <i>(Provide the local strategies and activities to accomplish the plan requirement/standard identified on each line)</i>
I.	6. s. 381.0056(5)(a)(3), F.S. Nurse assessment	Perform school entry and periodic assessment of student's health needs. (Ch. 64F-6.001(6), FAC)	GCHD & FSUCOM	The nurses and ARNP assess the student's health needs on their campus upon school entry, before initiating classroom teachings, and health fairs.
I.	7. s. 381.0056(5)(a)(4), F.S. Nutrition assessment	Identify students with nutrition related problems (Florida School Health Administrative Guidelines. (2007), Ch. 11)	GCHD, GCSD, & FSUCOM	Students with nutritional needs are identified through annual BMI screenings, school staff referrals, parent referrals, etc.. Once student is identified, they are assessed by the school nurse, ARNP, or MD and placed into a school bases program or referred to a nutritionist.
I.	8. s. 381.0056(5)(a)(5), F.S. Preventive dental program	a. Provide preventive dental services.	GCHD	The school health program has a fluoride rinse program for K-6 grade. The GCHD's dental program also comes to the school clinic and provide on-site dental screenings (with parental consent), and dental education classes.
		b. Coordinate and link students to community dental services.	GCHD & FSUCOM	If a student is identified by the dental screening team, the school health staff, or FSUCOM as needing dental services; the student is referred into the GCHD for dental services.
I.	9. s. 381.0056(5)(a)(6), F.S. Vision Screening	a. Provide vision screening in gr. K, 1, 3 & 6 (minimum) and new students K-5. (Ch. 64F-6.003(1), FAC)	GCHD & FSUCOM	Annually the school health staff and the FSUCOM staff team together to provide vision screenings for K, 1, 3, & 6 grade students. Once a new student (k-5) enters the district, the school health staff is to be notified and the cumulative record is review for mandated documents and health screenings. A vision screen is provided as needed.
		b. Track screening results and referrals.	GCHD	The school health staff track all referrals in our Health Office system. The initial referral is sent home via student, a second referral is sent home via mail, the last attempt on follow-up is a phone call. All efforts to complete a referral is documented and tracked in Health Office.
		c. Ensure all vision screening services are coded into HMS, to include FTTYs (First Time This Year), outcomes, and incomplete referrals.	GCHD	Once screenings are complete the services and results are entered in Health Office. A service report for screenings is pulled and each staff member codes the appropriate screening code into HMS along with a FTTY for the screening.

Part	Statutory Requirements <i>(Legislative mandates that establish School Health Program requirements)</i>	Program Standards <i>(Standards that support the associated statutory requirements, are identified, if required. Administrative codes are identified when available)</i>	Local Agency(s) Responsible <i>(Identify the local agency or multiple agencies responsible for each plan requirement / standard)</i>	Local Implementation Strategy & Activities <i>(Provide the local strategies and activities to accomplish the plan requirement/standard identified on each line)</i>
I.	10. s. 381.0056(5)(a)(7), F.S. Hearing Screening	a. Provide hearing screening in gr. K, 1, & 6, optional 3 (minimum) and new students K-5. (Ch. 64F-6.003(2), FAC)	GCHD & FSUCOM	Annually the school health staff and the FSUCOM staff team together to provide hearing screenings for K, 1, & 6 grade students. Once a new student (k-5) enters the district, the school health staff is to be notified and the cumulative record is review for mandated documents and health screenings. A hearing screen is provided as needed.
		b. Track screening results and referrals.	GCHD	The school health staff track all referrals in our Health Office system. The initial referral is sent home via student, a second referral is sent home via mail, the last attempt on follow-up is a phone call. All efforts to complete a referral is documented and tracked in Health Office.
		c. Ensure all hearing screening services are coded into HMS, to include FTTYs, outcomes, and incomplete referrals.	GCHD	Once screenings are complete the services and results are entered in Health Office. A service report for screenings is pulled and each staff member codes the appropriate screening code into HMS along with a FTTY for the screening.
I.	11. s. 381.0056(5)(a)(8), F.S. Scoliosis Screening	a. Provide scoliosis screening in gr. 6 (minimum). (Ch. 64F-6.003(4), FAC)	GCHD & FSUCOM	Annually the school health staff and the FSUCOM staff team together to provide scoliosis screenings for 6 grade students.
		b. Track screening results and referrals.	GCHD	The school health staff track all referrals in our Health Office system. The initial referral is sent home via student, a second referral is sent home via mail, the last attempt on follow-up is a phone call. All efforts to complete a referral is documented and tracked in Health Office.
		c. Ensure all scoliosis screening services are coded into HMS, to include FTTYs, outcomes, and incomplete referrals.	GCHD	Once screenings are complete the services and results are entered in Health Office. A service report for screenings is pulled and each staff member codes the appropriate screening code into HMS along with a FTTY for the screening.
I.	12. s. 381.0056(5)(a)(9), F.S. Growth & Development (G&D) Screening	a. Provide G&D screening, using Body Mass Index (BMI), in gr. 1, 3, 6, optional 9 (minimum). (Ch. 64F-6.003(3), FAC)	GCHD & FSUCOM	Annually the school health staff and the FSUCOM staff team together to provide G&D screenings for 1, 3, 6, & 9, grade students.

Part	Statutory Requirements <i>(Legislative mandates that establish School Health Program requirements)</i>	Program Standards <i>(Standards that support the associated statutory requirements, are identified, if required. Administrative codes are identified when available)</i>	Local Agency(s) Responsible <i>(Identify the local agency or multiple agencies responsible for each plan requirement / standard)</i>	Local Implementation Strategy & Activities <i>(Provide the local strategies and activities to accomplish the plan requirement/standard identified on each line)</i>
		b. Track screening results and referrals.	GCHD	The school health staff track all referrals in our Health Office system. The initial referral is sent home via student, a second referral is sent home via mail, the last attempt on follow-up is a phone call. All efforts to complete a referral is documented and tracked in Health Office.
		c. Ensure all G&D screening services are coded into HMS, to include FTTYs, outcomes, and incomplete referrals.	GCHD	Once screenings are complete the services and results are entered in Health Office. A service report for screenings is pulled and each staff member codes the appropriate screening code into HMS along with a FTTY for the screening.
I.	13. s. 381.0056(5)(a)(10), F.S. Health counseling	a. Provide health counseling as appropriate.	GCHD & FSUCOM	Nurses, ARNP, MD, & psychologist provide appropriate health counseling to students as needed (with parental consent).
		b. Document health counseling in the student health record.	GCHD & FSUCOM	All services (including counseling) are documented in the student health record which is in Health Office.
I.	14. s. 381.0056(5)(a)(11), F.S. Referral and follow-up of suspected and confirmed health problems	a. Provide referral and follow-up of abnormal health screenings, emergency health issues, and acute or chronic health problems.	GCHD & FSUCOM	All services are entered in the Health Office System. If the school health staff or FSUCOM staff determines that a referral is needed (for abnormal finds or emergency issues), then the referral is generated through Health Office (which automatically beings a tracking process for the referral. Any type of health condition/problem that a student may have is also documented on the student record in Health Office. A Special Problems report can be generated to track all health conditions in the county.
		b. Coordinate and link to community health resources.	GCHD, GCSD, & FSUCOM	Once a health problem is identified, the student is referred to his/her private provider for follow-up. If the student does not have a private provider we will refer the parents to the FSUCOM group or to the local federally qualified health center. A student and/or their family may be referred to other community resources as deemed necessary by the school health staff.

Part	Statutory Requirements <i>(Legislative mandates that establish School Health Program requirements)</i>	Program Standards <i>(Standards that support the associated statutory requirements, are identified, if required. Administrative codes are identified when available)</i>	Local Agency(s) Responsible <i>(Identify the local agency or multiple agencies responsible for each plan requirement / standard)</i>	Local Implementation Strategy & Activities <i>(Provide the local strategies and activities to accomplish the plan requirement/standard identified on each line)</i>
		c. Require child abuse reporting. (s. 1006.061, F.S.)	GCHD, GCSD, & FSUCOM	All staff (GCHD, GCSD, & FSUCOM) are required to report suspected abuse. A student may also be referred to the nurse, ARNP, or MD for further assessment.
I.	15. s. 381.0056(5)(a)(12), F.S. Meeting emergency health needs in each school	a. Ensure written health emergency policies and protocols are maintained and include minimum provisions. (Ch. 64F-6.004(1), FAC)	GCHD, GCSD, & FSUCOM	The School Health Manual has written policies and protocols for emergencies. This manual is a collaborative effort of the GCHD, GCSD, & FSUCOM and is updated and needed.
		b. Ensure health room staff and 2 staff in each school are currently certified in cardiopulmonary resuscitation (CPR) and first aid and a list posted in key locations. (Ch. 64F-6.004(2&3), FAC)	GCHD & GCSD	The GCHD school health coordinator is a CPR instructor and ensures that all school health staff has a current CPR & first aid certificate by providing biennially certification classes. The school district requires that certain staff have a current CPR license as well. At minimum 4 to 5 individuals on each school campus are identified annually and a list is posted in key areas throughout the school.
		c. Assist in the planning and training of staff responsible for emergency situations. (Ch. 64F-6.004(4), FAC)	GCHD, FSUCOM, & the Gadsden County Sheriff's Office (GCSO) / School Resource Officer	GCHD, FSUCOM, & GCSO collaborate on preparing all staff on school campus for emergency situations through crisis teams, emergency drills, child specific collaboration, etc...
		d. The school nurse shall monitor adequacy and expiration of first aid supplies, emergency equipment and facilities. (Ch. 64F-6.004(5), FAC)	GCHD	The school nurse performs a monthly check of emergency equipment and supplies. The equipment check is documented and supplies are replaced as needed.
		e. The school principal (or designee) shall assure first aid supplies, emergency equipment, and facilities are maintained. (Ch. 64F-6.004(6), FAC)	GCHD & GCSD	The school principal and the GCSD maintenance department maintains all school health facilities. The school health staff in collaboration with the principal assures that emergency equipment and first aid supplies are maintained.
		f. Document all injuries or illnesses requiring emergency treatment & report to the principal. (Ch. 64F-6.004(7), FAC)	GCHD & FSUCOM	All services are documented in Health Office (including injuries and illnesses requiring emergency treatment). Parents and principal are notified of any situation that requires emergency treatment.

Part	Statutory Requirements <i>(Legislative mandates that establish School Health Program requirements)</i>	Program Standards <i>(Standards that support the associated statutory requirements, are identified, if required. Administrative codes are identified when available)</i>	Local Agency(s) Responsible <i>(Identify the local agency or multiple agencies responsible for each plan requirement / standard)</i>	Local Implementation Strategy & Activities <i>(Provide the local strategies and activities to accomplish the plan requirement/standard identified on each line)</i>
		g. It is the responsibility of each school that is a member of the Florida High School Athletic Association to: (1) have an operational automatic external defibrillator (AED), and (2) ensure employees expected to use the AED obtain appropriate training. (s. 1006.165, F.S.)	GCSD & GCHD	<i>The GCSD & GCHD staff have collaborated to provide AED's in 50% of schools which are members of the Florida High School Athletic Association. There are trained staff on each campus that houses an AED. The GCSD & GCHD will continue our collaborative efforts to ensure that all schools that are members of the Florida High School Athletic Association have AED's and trained staff in the near future.</i>
I.	16. s. 381.0056(5)(a)(13), F.S. Assist in health education curriculum	Collaborate with schools, health staff and others in health education curriculum development.	GCHD, GCSD, & FSUCOM	<i>The GCHD, GCSD, & FSUCOM collaborates with each other as well as with other organizations (i.e. American Lung Association, Center for Health Equities, and Investing in Our Youth) to develop and implement health education curriculums.</i>
I.	17. s. 381.0056(5)(a)(14), F.S. Refer student to appropriate health treatment	a. Use community or other available referral resources.	GCHD & FSUCOM	<i>Once a health problem is identified, we utilize the Gadsden County Health Department, local private providers, FSUCOM group, the local federally qualified health center, and local Lion's Club as referral sources for health treatment.</i>
		b. Assist in locating referral sources for Medicaid or underinsured students (such as VisionQuest and community resources).	GCHD & FSUCOM	<i>Once a health problem is identified, we utilize the Gadsden County Health Department, local private providers, FSUCOM group, the local federally qualified health center, local Lion's Club, and Vision Quest as referral sources for health treatment.</i>
I.	18. s. 381.0056(5)(a)(15), F.S. Consult with parents or guardian regarding student's health issues	Provide consultation with parents, students, staff and physicians regarding student health issues. (Ch. 64F-6.001(1), FAC)	GCHD & FSUCOM	<i>The GCHD staff and FSUCOM staff provide phone or face-to-face consultation with students, parents and physicians in an effort to provide continuity of care.</i>
I.	19. s. 381.0056(5)(a)(16), F.S. Maintain health-related student records	a. Maintain a cumulative health record for each student that includes required information. (Ch. 64F-6.005(1), FAC)	GCSD & GCHD	<i>The GCSD staff house and maintain all student cumulative records in a secure area. The school health staff assist the school district in ensuring that all required health documentation is present.</i>

Part	<p>Statutory Requirements <i>(Legislative mandates that establish School Health Program requirements)</i></p>	<p>Program Standards <i>(Standards that support the associated statutory requirements, are identified, if required. Administrative codes are identified when available)</i></p>	<p>Local Agency(s) Responsible <i>(Identify the local agency or multiple agencies responsible for each plan requirement / standard)</i></p>	<p>Local Implementation Strategy & Activities <i>(Provide the local strategies and activities to accomplish the plan requirement/standard identified on each line)</i></p>
		b. Maintain student health records per s. 1002.22, FS. (Ch. 64F-6.005(2), FAC)	GCHD & FSUCOM	<i>All student health records are housed and maintained in the student health center. These recorders are secured in a computerized data base system, and each staff member has a unique personalized secure password.</i>
I.	20. s. 381.0056(5)(a)(17), F.S. Provision of health information for exceptional student education (ESE) program placement	Provide relevant health information for ESE staffing and planning according Ch. 6A-6.0331 and 64F-6.006, FAC.	GCHD, GCSD, & FSUCOM	<i>School health staff participates in ESE staffing when a medical condition is present. School health staff also provide vision & hearing screening for ESE evaluation with parental consent.</i>
I.	21. s. 381.0056(5)(a)(18), F.S. Notification of local nonpublic schools	a. Notify each private school annually of the school health services program and the opportunity to participate.	GCHD	<i>On an annual basis the CHD school health coordinator provides each private school the opportunity to participate in the school health services program; each private school in Gadsden County does participate in the program. They receive staff in-services, student health screenings, cumulative record review, etc...</i>
		b. Private schools participating in the program shall meet specified requirements per s. 381-0056(6)(a)-(g), F.S.	Private schools & GCHD	<i>The school health staff coordinates with and appointed private school staff member to facilitate in-services, record reviews, screenings, flu/immunization clinics, etc... The school provides appropriate space to conduct all activities.</i>
I.	22. s. 381.0056(7)(a), F.S. The district school board shall include health services and health education as part of the comprehensive plan for the school district.		GCSD	<i>In place. The GCSD has health services and health education in the comprehensive school plan.</i>
I.	23. s. 381.0056(7)(b), F.S. The district school board shall provide in-service health training for school personnel.		GCSD & GCHD	<i>The school district coordinates with the health department's school health program, and the school nurses provide annual and as needed health training to school personnel.</i>
I.	24. s. 381.0056(7)(c), F.S. The district school board shall make available adequate physical facilities for health services.	Health room facilities in each school will meet DOE requirements. (State Requirements for Educational Facilities, December 2007)	GCSD	<i>Currently, only 2 school clinics do not meet DOE requirements. Will continue to strive to have 100% of all school clinics meet requirements.</i>

Part	<p align="center">Statutory Requirements <i>(Legislative mandates that establish School Health Program requirements)</i></p>	<p align="center">Program Standards <i>(Standards that support the associated statutory requirements, are identified, if required. Administrative codes are identified when available)</i></p>	<p align="center">Local Agency(s) Responsible <i>(Identify the local agency or multiple agencies responsible for each plan requirement / standard)</i></p>	<p align="center">Local Implementation Strategy & Activities <i>(Provide the local strategies and activities to accomplish the plan requirement/standard identified on each line)</i></p>
I.	<p>25. s. 381.0056(7)(d), F.S. The district school board shall, at the beginning of each school year, provide parents with information concerning ways that they can help their children to be physically active and eat healthful foods.</p>		<p>GCHD & GCSD</p>	<p><i>In a collaborative effort, the school health staff & the school district staff send health packets to parents at the beginning of year school year. Health information is also presented at Open House, PTO's, and Health Fairs.</i></p>
I.	<p>26. s. 381.0056(7)(e), F.S. The district school board shall inform parents or guardians in writing at the beginning of each school year of the health services provided.</p>	<p>a. Provide the opportunity for parents or guardians to request an exemption in writing.</p>	<p>GCHD & GCSD</p>	<p><i>In a collaborative effort the school health staff & the school district staff send health packets to parents at the beginning of year school year. In this health packet the parents are informed to notify the school health staff in writing if they wish to exempt their child from health services. Health information is also presented at Open House, PTO's, and Health Fairs.</i></p>
		<p>b. Obtain parent permission in writing prior to invasive screening.</p>	<p>GCHD</p>	<p><i>Before any invasive screening and/or procedure is preformed, written parental permission is obtained and verified.</i></p>
I.	<p>27. s. 381.0056(11), F.S. School health programs funded by health care districts or entities defined in subsection (3) must be supplementary to and consistent with the requirements of this section and ss. 381.0057 and 3821.0059, F.S.</p>	<p>a. The local school health services plan shall describe employing or contracting for all health-related staff and the supervision of all school health services personnel regardless of funding source. (Ch. 64F-6.002(2)(j), FAC)</p>	<p>GCHD</p>	<p><i>The GCHD's School Health Coordinator utilized People First to employ all career service staff. OPS staff are employed according to DOH hiring process. Occasionally, contract staff are employed through the DOH's contracting process. All employment files constructed and maintained according to DOH hiring standards. All individuals employed are directly supervised by the GCHD's School Health Coordinator.</i></p>
		<p>b. Protocols for supervision of school health services personnel shall be described in the local school health services plan to assure that such services are provided in accordance with statutory and regulatory requirements and professional standards. (Ch. 64F-6.002(2)(j)(1), FAC)</p>	<p>GCHD</p>	<p><i>All individuals employed in the school health program are directly supervised by the GCHD's School Health Coordinator. The coordinator assigns work station and duties. Periodic site visits are made to each school clinic. Monthly staff meetings are held to ensure that all staff are aware of expectations and services that are to be provided. A monthly calendar is sent to all staff via email which list requirements for the month. Staff and coordinator also meet on a as needed or one on one basis to ensure that requirements are met.</i></p>

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		<p>c. Decisions regarding medical protocols or standing orders in the delivery of school health services are the responsibility of the CHD medical director in conjunction with district school boards, local school health advisory committees, the school district medical consultant, or the student's private physician. (Ch. 64F-6.002(2)(j)(2), FAC)</p>	<p>GCHD, GCSD, & FSUCOM</p>	<p>The GCHD physician, FSUCOM physician, FSUCOM ARNP in conjunction with our local SHAC develop and review medical protocols</p>
<p>I.</p>	<p>28. s. 1003.22(1), F.S. Each district school board shall require that each child who is entitled to admittance to kindergarten, or is entitled to any other initial entrance into a public school in this state, present a certification of a school-entry health examination performed within 1 year prior to enrollment in school.</p>	<p>The school health plan shall include initial school entry health examination policy. (Ch. 64F-6.002(2)(f), FAC) Note: Reference policy to Ch. 6A-6.024, FAC.</p>	<p>GCHD & GCSD</p>	<p>The school health staff reviews every kindergartners' (along with other grade levels) cumulative record annually for mandated documents (including school entry health examinations). The school district staff notifies their school health staff when a new student enters their school, then a record review is preformed.</p>
<p>I.</p>	<p>29. s. 1003.22(4), F.S. Each district school board shall establish and enforce as policy that, prior to admittance to or attendance in a public school, grades kindergarten through 12, or any other initial entrance into a Florida public school, each child present or have on file with the school a certification of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health.</p>	<p>The school health plan shall include immunization policies in each school that comply with Ch. 64D-3.046, FAC. (Ch. 64F-6.002(2)(e), FAC).</p>	<p>GCHD & GCSD</p>	<p>The school health staff reviews every kindergartener's and 7th graders' (along with other grade levels) cumulative record annually for mandated documents (including immunizations). The school district staff notifies their school health staff when a new student enters their school, then a record review is preformed. The school health staff collaborate with parents to ensure that students are up to date with required immunizations.</p>

Part	<p align="center">Statutory Requirements <i>(Legislative mandates that establish School Health Program requirements)</i></p>	<p align="center">Program Standards <i>(Standards that support the associated statutory requirements, are identified, if required. Administrative codes are identified when available)</i></p>	<p align="center">Local Agency(s) Responsible <i>(Identify the local agency or multiple agencies responsible for each plan requirement / standard)</i></p>	<p align="center">Local Implementation Strategy & Activities <i>(Provide the local strategies and activities to accomplish the plan requirement/standard identified on each line)</i></p>
I.	<p>30. s. 1003.22(9), F.S. The presence of any of the communicable diseases for which immunization is required by the Department of Health in a Florida public or private school shall permit the county health department director or administrator or the State Health Officer to declare a communicable disease emergency.</p>	<p>The school health plan shall include communicable disease policies. (Ch. 64F-6.002(2)(d), FAC) Note: Policies need to provide for interagency coordination during suspected or confirmed disease outbreaks in schools.</p>	<p>GCHD, GCSD, & local private schools</p>	<p>Policy in place for reporting communicable disease to the GCHD's epidemiology (Epi) department. Once Epi is notified and they confirm a communicable disease emergency in a school, the GCHD school health coordinator is notified. The school health program has a system in place to identify and exclude (if necessary) all vulnerable students.</p>
I.	<p>31. s. 1006.062(1)(a), F.S. Each district school board shall include in its approved school health services plan a procedure to provide training, by a licensed registered nurse, a practical nurse, a physician or a physician assistant (pursuant to chapter 458 or 459), to the school personnel designated by the school principal to assist students in the administration of prescribed medication.</p>	<p>Include provisions in the procedure for general and student-specific medication training.</p>	<p>GCHD, GCSD, & local private schools</p>	<p>Policy in place. Each school year the school principle in conjunction with the school nurse identify appropriate school staff to administer prescription medication. The school nurse trains these individuals in accordance to the medication in-service procedure. The same process is in place for general training. For child specific training, once parental permission is received appropriate staff is identified and training on that specific child's medication and doctor's orders.</p>
I.	<p>32. s. 1006.062(1)(b), F.S. Each district school board shall adopt policies and procedures governing the administration of prescription medication by district school board personnel.</p>	<p>a. The district policy will be reviewed annually and updated as necessary to ensure student safety.</p>	<p>GCSD</p>	<p>The GCSD reviews policies annually and make updates as needed.</p>
		<p>b. The district policy will address the use of designated school staff for medication administration and be consistent with delegation practices per Ch. 64B9-14, FAC.</p>	<p>GCSD & GCHD</p>	<p>Policy in place. Each school year the school principle (with the assistance of the school nurse) identifies appropriate school staff to administer prescription medication.</p>

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		c. The district policy shall include the requirement that asthmatic students whose parent and physician provide approval may carry a metered dose inhaler on their person while in school. (s. 1002.20(3)(h), F.S.)	GCSD & GCHD	Policy in place. The school health staff obtains parental and physician approval, then assess the students knowledge and ability to utilize inhaler. Once all parties have approved then the student is allowed to carry their inhaler. Child specific training is also conducted with school staff.
		d. The district policy shall include the requirement that a student who is at risk for life-threatening allergic reactions may carry an epinephrine auto-injector and self-administer while in school, school-sponsored activities, or in transit if parental and physician authorization has been provided. (s. 1002.20(3)(i), F.S., & Ch. 6A-6.0251, FAC)	GCSD & GCHD	Policy in place. The school health staff obtains parental and physician approval, then assess the students knowledge and ability to utilize the auto-injector. Once all parties have approved then the student is allowed to carry their injector. Child specific training is also conducted with school staff.
		e. The district policy shall include provisions that prohibit the assignment of diabetic students to certain schools for certain reasons, and authorize a student to manage diabetes while at school per s. 1002.20(3), F.S.	GCSD & GCHD	Policy in place. School staff is designated by principal and school nurse trains this staff to manage diabetic students when school health staff is not available.
		f. The district policy shall include provisions that allow a student who has experienced or is at risk for pancreatic insufficiency or who has been diagnosed as having cystic fibrosis may carry and self-administer a prescribed pancreatic enzyme supplement if parental and physician authorization has been provided per s. 1002.20(3), F.S.	GCSD & GCHD	Policy in place. The school health staff obtains parental and physician approval, then assess the students knowledge and ability to self administer supplement. Once all parties have approved then the student is allowed to carry their own supplement. Child specific training is also conducted with school staff.

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I.	33. s. 1006.062(4), F.S. Nonmedical assistive personnel shall be allowed to perform health-related services upon successful completion of child specific training by a registered nurse or advanced registered nurse practitioner, physician or physician assistant.	a. Document health related child-specific training by an RN for delegated staff.	GCHD & GCSD	<i>Once parental permission is received, appropriate staff is identified and trained (by the school nurse) on that specific child's medication and doctor's orders. The nurse documents the training in the student's medical record and on her Employee Activity Record in HMS.</i>
		b. Use of nonmedical assistive personnel shall be consistent with delegation practices per Ch. 64B9-14, FAC.	GCSD	<i>Policy in place. Each school year the school principle (with the assistance of the school nurse) identifies appropriate school staff to administer prescription medication and for child-specific training.</i>
PART II: SUPPLEMENTAL HEALTH SERVICES FOR COMPREHENSIVE SCHOOLS (CSHSP)				
II.	1. s. 381.0057(1), F.S. Provides funding, in addition to that allocated under the School Health Services Act, for promoting the health of students, reducing risk-taking behavior, and reducing teenage pregnancy.	Use annual schedule C funding allocations (General Appropriations Act) provided to designated county health departments (CHD) for comprehensive school health services programs with the greatest potential for promoting the health of students and reducing teenage pregnancy.	GCHD	<i>All schedule C funding is given to the GCHD. These funds are used to employ nurses, to employ certified nurses assistance, to purchase supplies, and equipment needed to promote the health of the students in Gadsden County.</i>
II.	2. s. 381.0057(6), F.S. A parent may, by written request, exempt a child from all or certain services provided by a school health services program described in subsection (4).		GCHD	<i>Annually (at the beginning of each school year) health information is sent to parents. Within this information parents are inform to notify their child's school clinic in writing if they want their child to be excluded from certain health services.</i>

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II.	3. s. 381.0057(7), F.S. Services provided under this section are in addition to the services provided under s. 381.0056 and are intended to supplement, rather than supplant, those services.	Provide all basic services in county designated comprehensive schools per Part I of this plan.	GCHD & GCSD	<i>In place. All designated comprehensive schools currently provide basic services which "include health record reviews, follow-up for mandated school entry physical examinations and appropriate grade level immunizations against preventable communicable diseases, screenings for health conditions that can directly affect student learning ability (vision, hearing, growth and development and scoliosis), first aid, medication assistance, and emergency health services."</i>
II.	4. s. 381.0057(7), F.S. The services provided by a comprehensive school health program, must focus attention on:	Provide comprehensive school health services to high risk students in county designated schools approved by the DOH school health services program office.	GCHD, GCSD, & FSUCOM	<i>In place. All comprehensive schools provide services which "include basic health services and student health management, interventions and classes to reduce risk-taking behaviors, violence and injury prevention, and services to reduce teen pregnancy and promote return to school after giving birth..." We also collaborate with FSUCOM to provide on-site primary care.</i>
II.	5. s. 381.0057(7), F.S. Promoting the health of students.	a. Provide in-depth health management, interventions and follow-up through the increased use of professional school nurse staff.	GCHD, GCSD, & FSUCOM	<i>In place. We currently provide "more in-depth health management through the increased use of registered nurses (RN) for assessments, interventions, case management, and improving access to health care through referrals to insurance programs and family physicians." We also collaborate with FSUCOM who provides an on-site Advanced Registered Nurse Practitioner (ARNP) for primary care.</i>
		b. Provide health activities that promote healthy living in each school.	GCHD, GCSD, & FSUCOM	<i>The School Health staff collaborates with other agencies to provide classroom education, health fairs, dance revolution sessions, G-walk (walking program), and Champions (exercise/activity program) in their assigned schools.</i>
		c. Provide health education classes.	GCHD & FSUCOM	<i>All school health staff are required to provide and/or coordinate health education classes for each of their assigned schools.</i>

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II.	6. s. 381.0057(7), F.S. Reducing risk-taking behavior.	a. Provide or coordinate counseling and referrals to decrease substance abuse.	GCHD, GCSD, & FSUCOM	Coordinate with the school guidance counselor, school resource officer and Capital City Youth Services for referrals. FSU mental health provides on-site counseling.
		b. Provide or coordinate counseling and referrals to decrease the incidence of suicide attempts.	GCHD, GCSD, & FSUCOM	Coordinate with the school guidance counselor, school resource officer and Capital City Youth Services for referrals. FSU mental health provides on-site counseling.
		c. Provide or coordinate health education classes to reduce the incidence of substance abuse, suicide attempts and other high risk behaviors.	GCHD, GCSD, & FSUCOM	All school health staff are required to provide and/or coordinate health education classes for each of their assigned schools. These classes shall include but are not limited to: substance abuse, suicide prevention, violence prevention, date rape, and Human growth and development.
II.	7. s. 381.0057(7), F.S. Reducing teenage pregnancy.	a. Identify and provide interventions for students at risk for early parenthood.	GCHD, GCSD, FSUCOM, & Community agencies	A student can be identified and referred from any agency. Once student is identified intervention services are started by one (or several) of the Teen Pregnancy Prevention Partnership (T3P) agencies.
		b. Provide counseling and education of teens to prevent and reduce involvement in sexual activity.	GCHD, GCSD, FSUCOM, & Community agencies	The Teen Pregnancy Prevention Partnership (T3P) collaborates and provides initiatives (i.e. peer groups, class room teaching, Baby Think-It-Over program, referral for family planning service, community events...) in an effort to reduce involvement in sexual activity and prevent teen pregnancy.
		c. Collaborate with interagency initiatives to prevent and reduce teen pregnancy.	GCHD, GCSD, FSUCOM, & Community agencies	T3P collaborates and provides initiatives (i.e. peer groups, class room teaching, Baby Think-It-Over program, referral for family planning services, community events...) in an effort to reduce involvement in sexual activity and prevent teen pregnancy.

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		d. Facilitate the return to school after delivery and provide interventions to decrease repeat pregnancy.	GCHD, GCSD, FSUCOM, & Community agencies	<i>The school health staff tracks all pregnant teens and make contact throughout the pregnancy. Once the teen delivers, the staff makes contact again to facilitate return to school and to inquire about family planning methods. If the staff is not able to locate the teen, then they will utilize interagency partners to assist with making contact. In an effort to decrease repeat pregnancies, high School age teens are referred to their school clinic for family planning and middle school age teens are referred to their local CHD for family planning services.</i>
PART III: HEALTH SERVICES FOR FULL SERVICE SCHOOLS (FSS)				
III.	1. s. 402.3026(1), F.S. The State Board of Education and the Department of Health shall jointly establish full-service schools (FSS) to serve students from schools that have a student population at high risk of needing medical and social services.	a. Designate full service schools based on demographic evaluations.	GCHD, & GCSD	<i>In place. Based on the demographics of the communities that make up the population of East Gadsden High School, it is designated as a full service school.</i>
		b. Schedule C funding allocations (General Appropriations Act) provided to county health departments will be used to provide basic and specialized services in full service schools.	GCHD, & GCSD	<i>The schedule C funding provides a full time RN, a part time CNA, medical and office supplies. The staff coordinates with other agencies to provide further specialized services.</i>
III.	2. s. 402.3026(1), F.S. The full-service schools must integrate the services of the Department of Health that are critical to the continuity-of-care process.	CHDs and school districts will plan and coordinate FSS program services.	GCHD, & GCSD	<i>GCHD & GCSD currently have an agreement in place for the coordination of services for our FSS program.</i>

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III.	3. s. 402.3026(1), F.S. The Department of Health (DOH) shall provide services to these high-risk students through facilities established within the grounds of the school.	a. DOH professionals shall provide specialized services as an extension of the educational environment that may include: nutritional services, basic medical services, aid to dependent children, parenting skills, counseling for abused children, counseling for children at high risk for delinquent behavior and their parents, and adult education.	GCHD, GCSD, & FSUCOM	<i>In place. The staff at this full service school clinic coordinates with other agencies to offer extended services such as, but not limited to: RN services for detailed assessments, ARNP services for Family Planning (with parental consent), STD & HIV/AIDS (with parental consent), sport physicals, and primary care services. Psychologist services for mental health counseling for students and families.</i>
		b. Develop local agreements with providers and/or partners for in-kind health and social services on school grounds.	GCHD, GCSD, FSUCOM, & Community agencies	<i>The school health staff coordinates with other county health department programs (health start, dental, and clinic), community agencies (Center for Health Equities, Investing in Our Youth, The American Lung Association, and the Sheriff's Office), and others to provide in-kind services at our FSS and several comprehensive schools in our county.</i>
PART IV: OTHER REQUIREMENTS				
IV.	1. s. 381.0059, F.S. Pursuant to the provisions of chapter 435, any person who provides services under a school health services plan pursuant to s. 381.0056 must meet level 2 screening requirements as described in s. 435.04. A person may satisfy the requirements of this subsection by submitting proof of compliance with the requirements of level 2 screening conducted within 12 months before the date that person initially provides services under a school health services plan.	Collaborate with school district to ensure district background screening policies per s. 1012.465, F.S., do not result in duplicate or conflicting background screening requirements for staff providing school health services.	GCHD	<i>The GCHD provides a level 2 background screen on all employees, volunteers, and contractual staff prior to rendering services under the school health program. DOH screens all results and approve or deny an individual for employment.</i>

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10a

DATE OF SCHOOL BOARD MEETING: **December 14, 2010**

TITLE OF AGENDA ITEM: **Engineering Control Implementation Plan and Draft Declaration of Restrictive Covenant Report for the underground storage tank located at the Transportation Department.**

DIVISION: Facilities

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

PURPOSE AND SUMMARY OF ITEM: **For Board information and signing of Engineering Control Implementation Plan and RAP implementation report for Gadsden County vehicle maintenance facility. Please see attached.**

FUND SOURCE: **Capital Improvements Fund**

AMOUNT: **5,000.00**

PREPARED BY: Wayne Shepard

POSITION: Director of Facilities

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered

CHAIRMAN'S SIGNATURE: page(s) numbered

Be sure that the COMPTROLLER has signed the budget page.

This form is to be duplicated on light blue paper.

ENGINEERING CONTROL IMPLEMENTATION PLAN

**GADSDEN COUNTY VEHICLE MAINTENANCE FACILITY
720 SOUTH STEWART STREET
QUINCY, GADSDEN COUNTY, FLORIDA 32351
Facility ID: 208628074**

Submitted to:

**Mr. Michael Hennick
Florida Department of Environmental Protection
Northwest District
160 Governmental Center, Suite 308
Pensacola, Florida 32502-5794**

Prepared by:



**Jim Stidham & Associates, Inc.
547 N. Monroe Street, Suite 201
Tallahassee, FL 32301**

November 17, 2010

**PROFESSIONAL SEAL
FOR
ENGINEERING CONTROL IMPLEMENTATION PLAN**

**Gadsden County Vehicle Maintenance Facility
720 South Stewart Street
Quincy, Gadsden County, Florida 32351**


Facility ID: 208628074

This document, Engineering Control Implementation Plan (ECIP), for the Gadsden County Vehicle Maintenance Facility site was based solely upon the information made available to or gathered by Jim Stidham & Associates, Inc. (JSA). This document has been prepared pursuant to generally accepted professional consulting practices and is based on engineering and scientific principles consistent with commonly accepted industry standards. I hereby certify that, in my professional judgment, the components of this report satisfy the requirements set forth in Chapter 62-770, F.A.C.

The scope(s) of work, methodologies, results, conclusions, and recommendations were based upon discussions with and requirements of the Florida Department of Environmental Protection (FDEP). JSA does not assume responsibility for conditions which did not come to its actual knowledge or for conditions not recognized as environmentally unacceptable at the time this report was prepared.

The undersigned professional has prepared this report on behalf and as an employee of JSA. This document was prepared for the Gadsden County Vehicle Maintenance Facility (FAC# 208628074), Quincy, Gadsden County, Florida and should not be construed to apply to any other site.

Prepared by:


Benjamin Henley Rush, P.E.
Florida License No. 68197
Jim Stidham & Associates, Inc.
FCOA # 5629

Date: 11-17-2010

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- 4 Impacted Soil and Encumbered Area**

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- A Copy of PLS Survey of Encumbered Area**
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1.0 INTRODUCTION

Jim Stidham & Associates, Inc. (JSA) was contracted by the Gadsden County School Board (GCSB) to perform closure assessment activities, in July and August 2009, related to two (2) Underground Storage Tanks (USTs) at the GCSB Vehicle Maintenance Facility (the site). The old USTs were being abandoned in place and one (1) new UST was installed to comply with current regulatory guidelines. JSA provided oversight for the in place UST abandonments, and UST and dispenser installation by MST Construction.

A Tank Closure Assessment Report (TCAR) authored by JSA (dated October 6, 2009) concluded petroleum impacts to site soil occurred based on visual observation, field screening data, and laboratory analytical results from soil samples collected during closure assessment associated with the southern UST. A discharge reporting form (DRF) dated August 10, 2009 was subsequently submitted documenting a release. Laboratory analysis of soil samples collected from the area associated with the northern UST did not indicate the presence of petroleum constituents in excess of the Florida Department of Environmental Protection (FDEP) Soil Cleanup Target Levels (SCTLs) as presented in Chapter 62-777, Florida Administrative Code (F.A.C.).

In the TCAR, JSA recommended performance of a formal site assessment in the area of the southern UST in accordance with the requirements of Chapter 62-770, F.A.C. Consequently, JSA initiated site assessment activities on September 8, 2009 within 30 days of the documented date of initial discovery. Site assessment activities were completed on September 9, 2009.

The Site Assessment Report (SAR), dated December 11, 2009, summarized in detail the assessment activities conducted and provided interpretation of subsurface soil and groundwater conditions at the site. A Site Assessment Report Addendum (SARA) dated June 24, 2010 documented supplemental site assessment activities, completing site assessment at this site. In the SARA, JSA recommended a No Further Action with engineering and institutional controls for the site. In a letter dated September 8, 2010, FDEP approved the June 24, 2010, SARA and concurred with JSA's recommendations. Subsequently, the September 8, 2010, FDEP letter requested submittal of documentation that engineering controls (asphalt and concrete surface) are in compliance with Rule 62.770.680(2)(c)1.b, F.A.C. and Draft Restrictive Covenant for the site.

1.1 Site Information

The site is located at 720 South Stewart Street, Gadsden County, Florida (**Figure 1**). The site is located within the southeast quarter of the northeast quarter of Section 13, Township 2 North, Range 4 West of the United States Geological Survey 7.5 minute series Quincy Quadrangle map. The facility is located at the corner of South Stewart Street and Martin Luther King Boulevard. The site is accessed through the main gate located along South Stewart Street. The facility hosts administrative offices, maintenance building, and refueling facilities for school buses and county vehicles. The site consists of slab-on-grade concrete

masonry building with the remaining area covered by asphalt and concrete for bus fueling, parking, and staging. A site map with existing conditions is included as **Figure 2**.

The two (2) recently abandoned USTs at the site are located at the north and south ends of the canopy which is located north of the maintenance facility. The FDEP Bureau of Petroleum Storage Systems (BPSS) lists two (2) 12,000 gallon capacity USTs used to store vehicular diesel at the site prior to closure activities. Also listed, is one (1) 20,000 gallon vehicular diesel UST installed on August 1, 2009. This new UST is located just west of the canopy and the abandoned USTs. The USTs are registered to the Gadsden County – Vehicle Maintenance under Facility ID # 20/8628074.

The site is located at an elevation of approximately 240 feet National Geodetic Vertical Datum (NGVD). The site is located on a relatively flat ridge that trends toward the south. Surface drainage is directed toward the southeast.

1.2 Site History/Previous Assessment Activities

According to the Florida Department of Environmental Protection Storage Tank Database Reports; two (2) 12,000-gallon capacity vehicular diesel USTs were installed in April 1990. The two (2) 12,000-gallon capacity USTs are listed to be of unknown construction. All UST piping is listed to be of unknown construction. These USTs and associated piping were subsequently abandoned in-place in July/August 2009. One (1) new 20,000-gallon capacity vehicular diesel UST was installed on August 1, 2009.

A discharge reporting form (DRF) was submitted in April 1992 due to elevated vapor detector readings in an on-site monitoring well. Two (2) additional discharges were reported on April 7, 1992 and July 31, 1998, respectively. Both of the latter discharges were reportedly associated with a leaking product transfer line beneath the southeast dispenser liner. The site was subsequently entered into the Petroleum Liability & Restoration Insurance Program (PLRIP). Site assessment was initiated in June 2001 and was completed by August 2001. All of the associated discharges were apparently granted No Further Action status on October 22, 2002.

2.0 SITE ASSESSMENT SUMMARY

Petroleum impacts to soil were identified on-site during the preceding tank closure assessment (August 2009). Soil containing concentrations of benzene, total xylenes, MTBE, 1-methylnaphthalene, 2-methylnaphthalene, and TRPHs exceeding their respective LBGC, DER and/or DEC/I SCTLs were reported in two (2) samples collected south of the abandoned southern UST and beneath the southeastern dispenser, respectively. The location of the identified contaminated soil corresponds with the location of the releases reported on the April 1992 and July 1998 DRFs (the southeastern dispenser). A review of historical documentation revealed a lack of direct soil analysis at these locations during previous site assessments. It is possible that the petroleum impacted soil identified in the 2009 TCAR is associated with these prior releases which were subsequently issued an SRCO in 2002.

During the Site Assessment, a total of eight (8) soil borings were advanced at the site between September 8 and 9, 2009 including two (2) vertical extent borings. JSA personnel collected 106 soil samples from 8 soil borings for screening by OVA and for lithologic description. OVA concentrations were recorded ranging from 0.0 ppm to 26.8 ppm. A total of nine (9) soil samples were collected during the site assessment for determination of horizontal and vertical extent of soil contamination at the site. Two (2) additional soil borings were advanced and, one (1) additional soil sample was collected for analysis by USEPA Method 8260B (BTEX-MTBE) and 8270C (PAH) during the site assessment addendum. None of the samples collected contained reported concentrations of analytes of concern in excess of the SCTLs.

Results of the TRPH-SPLP reported in the TCAR did not reveal concentrations of TRPH in excess of the GCTLs providing confidence that leaching of TRPHs to site groundwater is unlikely. As reported in the June 24, 2010 SARA, the only confirmed contaminants of concern at the site with SCTL exceedances are TRPHs in the samples collected from soil borings SS-2 at 5-feet bls and SS-6 at 15-feet bls. The laboratory analyzed both samples for SPLP for TRPHs. Neither sample contained concentrations of TRPHs in excess of the Groundwater Cleanup Target Levels (GCTL) as represented in Chapter 62-777, FAC.

Groundwater monitoring wells were not installed as part of site assessment activities based on results of direct leachability testing of samples collected from the source area, analytical samples collected below the source mass, site lithology, and depth to groundwater at the site. Soil sample results were included in the 2009 SAR and 2010 SARA and Figures and Tables from the SAR/SARA indicating boring locations as well as boring logs.

2.1 Site Geology/Lithology

Lithologies at the site include primarily medium dense to dense silty sands, clayey sands and sand to approximately 34-feet bls. From approximately 32 to 36-feet bls, a plastic clay unit was observed. Underlying this clay is a series of loose sands and clayey sands to 52-feet bls. A comparison of historical lithologic logs from a Level 4 General Report (JSA, August 27, 2001) and recent data suggests the clay unit present from 32 to 36-feet bls may be continuous from SW to NE beneath the southern tank pit. Groundwater was not encountered in any of the soil borings advanced as part of the site assessment activities.

2.2 Soil Screening Data

The soil OVA plume exists as an irregular, oval shaped area approximately 29-feet long (SW to NE) by approximately 10-feet wide (NW-SE) and up to 20-feet deep in the area of the southeastern dispenser and east end of the abandoned UST. Attempts to correlate OVA data with laboratory analytical data were unsuccessful due to the lack of significant plottable data.

2.3 Petroleum Impacts to Soil

The only confirmed contaminants of concern at the site with SCTL exceedances are TRPHs in the samples collected from soil borings SS-2 at 5-feet bls and SS-6 at 15-feet bls (See **Figure 3**). The laboratory analyzed both samples for SPLP for TRPHs. Neither sample contained

concentrations of TRPHs in excess of the Groundwater Cleanup Target Levels (GCTL) as represented in Chapter 62-777, FAC.

2.4 Petroleum Impacts to Groundwater

Groundwater was not encountered during assessment activities. Assessment of groundwater at the site was not performed based on the following:

1. Based on soil analytical and screening data, contaminated soil was only observed in site soils above 24-feet bls.
2. An effective aquitard capable of limiting downward migration of contaminants exists across the site ranging from 32 to 36-feet bls.
3. A significant zone of unsaturated soil (no groundwater encountered to 52-feet bls) was observed between contaminated soil and the first occurrence of groundwater.
4. Soil samples collected beneath the source area in the unsaturated zone did not contain concentrations of contaminants of concern above applicable SCTLs.
5. SPLP analyses of soil samples collected within the source area provide further confidence that leaching of contaminants to site groundwater is unlikely to occur.
6. The site has been and remains covered (asphalt, concrete and buildings), limiting the potential for percolation of rain and other water through site soils.

2.6 Summary of Impacted Media

The contaminant of concern at this site is Total Recoverable Petroleum Hydrocarbons (TRPH). Contaminants are restricted to approximately 4 feet BLS to 22 feet BLS. Contaminated groundwater was not encountered at this site during site assessment activities. **Figure 4** illustrates the TRPH soil contaminant plume and proposed encumbered area in relation to the TRPH soil contaminant plume. **Figure 2** illustrates the types and location of surface cover at the site. A copy of the Professional Land Survey of the proposed encumbered area and site photos have been included in **Appendix A and B**, respectively.

3.0 PROPOSED ENGINEERING CONTROLS

The remedial goal for this site is to satisfy the criteria for No Further Action with engineering and institutional controls. It is JSA's opinion that Site Assessment is complete based on data collected to date and in our opinion, the site meets the No Further Action criteria of subsection 62-770.680(2) [Risk Management Options Level II] as follows:

- Criteria for direct exposure: In accordance with subsection 62-770.680(2)(c)1.b., an engineering control preventing direct human exposure currently exists at the site. Contaminated soil is located at depth (greater than 4-feet bls) and all areas of the interpreted soil contamination plume lie beneath existing permanent, impervious cover (buildings, asphalt and/or concrete), **Figure 4**. The existing impervious covers appear to be in good condition and can be reasonably expected to inhibit any direct human contact to contaminated soils.

- **Criteria for leachability:** In accordance with subsection 62-770.680(2)(c)2.b., direct leachability testing results, as detailed in the previously submitted SAR dated December 11, 2009 and SARA dated June 24, 2010, and pursuant to subparagraph 62-770(4)(f)4 demonstrate leachate concentrations do not exceed the GCTLs as set forth in 62-777, FAC. Furthermore, implementation and continued utilization of the permanent cover, as previously described, will provide an additional level of control insuring that there is no reasonable expectation of a potential for percolation of water through impacted site soil.

3.1 Best Management Practices

In order to insure that the engineering controls proposed for this site are managed and maintained in a manner that will permanently protect the public and employees from contact with contaminated soils and prevent surface water infiltration, the following Best Management Practices are proposed:

- **Prohibition of Excavation, Digging or Subsurface Exposure:**
No excavation activities below 4 feet BLS will be allowed within the encumbered area (**Figures 4**), without prompt notice to FDEP. If it is determined that there is a need for excavation, trenching, digging, soil removal, or other activities that may result in damage to the impervious cover, or exposure of workers to contaminated soils, the Owner will notify FDEP in writing as soon as possible prior to construction. The Owner will provide a plan describing the means to properly identify, handle, transport and dispose of any potentially contaminated soils encountered. Additionally, the plan will document the methods proposed for repair of the impervious cover.

If emergency excavation or trenching is necessary within the encumbered area in soils below 4 feet BLS, excavated soils from below 4 feet BLS will be stockpiled on visqueen or other impermeable surface and covered with visqueen to prevent infiltration by rainwater. Berming or a similar precaution will be utilized if necessary to prevent runoff from the soil pile while the soil awaits disposal. The Owner will contact FDEP as soon as practical and provide details of proposed screening, handling, transportation, and disposal of potentially contaminated soils.

- **Inspection and Maintenance:**
The encumbered area designated for continued permanent impervious cover must be maintained free of holes, cracks, depressions, or other features that could allow seepage of rainwater or surface water runoff into the subsurface within the boundaries of the proposed encumbered area. Impervious cover over the encumbered area must be inspected once each year by the Owner to verify that the cover is maintaining its impervious properties. The areas under concrete and asphalt must be visually inspected for cracks, crevices, broken media, depressions or other conditions or features that could allow seepage of surface water into the subsurface. Any areas of the concrete or asphalt in which wiring, piping, plumbing or other utilities penetrate to serve mechanical, electrical or other systems must be inspected for cracks or gaps in the cover at the penetration point. Any cracks, holes, gaps or other imperfections must

be immediately patched with asphalt, tar, grout or some other similar material to repair the imperfection and restore the impervious properties of the cover. Protruding or emerging vegetation must be removed and any cracks or breaks in the cover must be sealed to inhibit seepage of surface water through the cracks.

- **Placarding:**

At least two (2) placards or signs must be placed within site of the encumbered area to inform workers and/or employees of the “no-dig” zone. Additionally, the placards must give an after hours contact number for contractors or employees to call if maintenance, emergency repairs, or other activities are necessary within the encumbered area.

- **Training:**

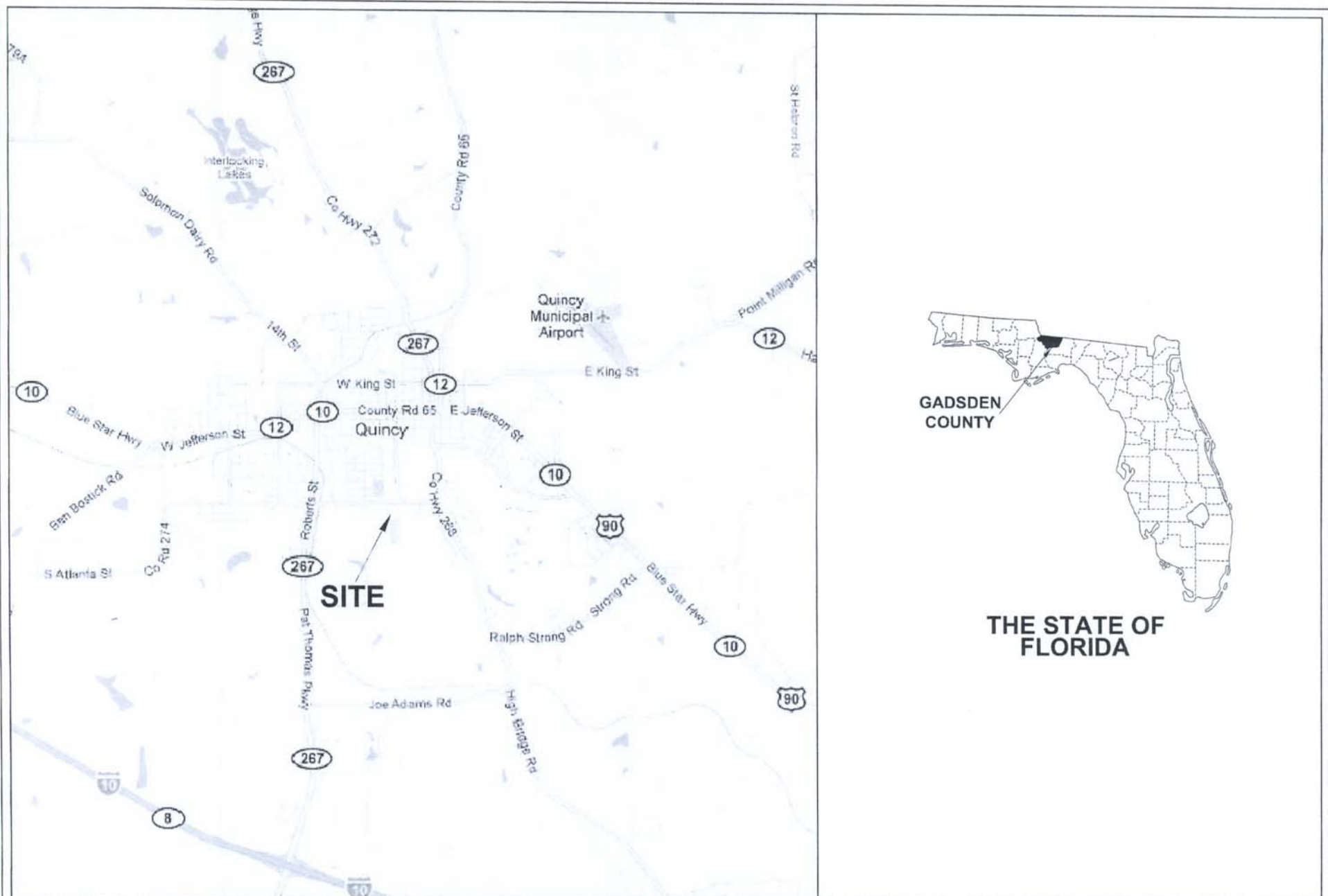
The property owner will designate two individuals as points of contact regarding digging restrictions and inspection/maintenance procedures. Any employees that will potentially be involved in utility, plumbing, mechanical, drainage, or other system maintenance at the site should be informed of the no-dig restrictions and periodically provided additional reminders of the nature of the encumbered area and restrictions on any activities that could either damage the impervious cover or expose workers or the public to contaminated soils.

4.0 CONCLUSIONS

It is JSA’s opinion that the site qualifies for No Further Action with Institutional and Engineering Controls per 62-770-680(2) F.A.C. As described in this document, there presently exists a permanent impervious cover that fully encompasses the soil contamination plume which meets the criteria set forth in 62-770.680(2)(c)2.b, F.A.C. The existing impervious cover prevents direct human exposure and insures a reasonable level of control for preventing leaching of contaminants to groundwater due to the cover and the depth to soil contamination. Best Management Practices to inspect and maintain the cover as well as a means to communicate to employees and contractors the location of the encumbered area and procedures to follow regarding site work when needed have been proposed.

This Engineering Controls Implementation Plan is proposed to be included with Institutional Controls to request a Conditional Closure with Engineering and Institutional Controls for the site.

FIGURES

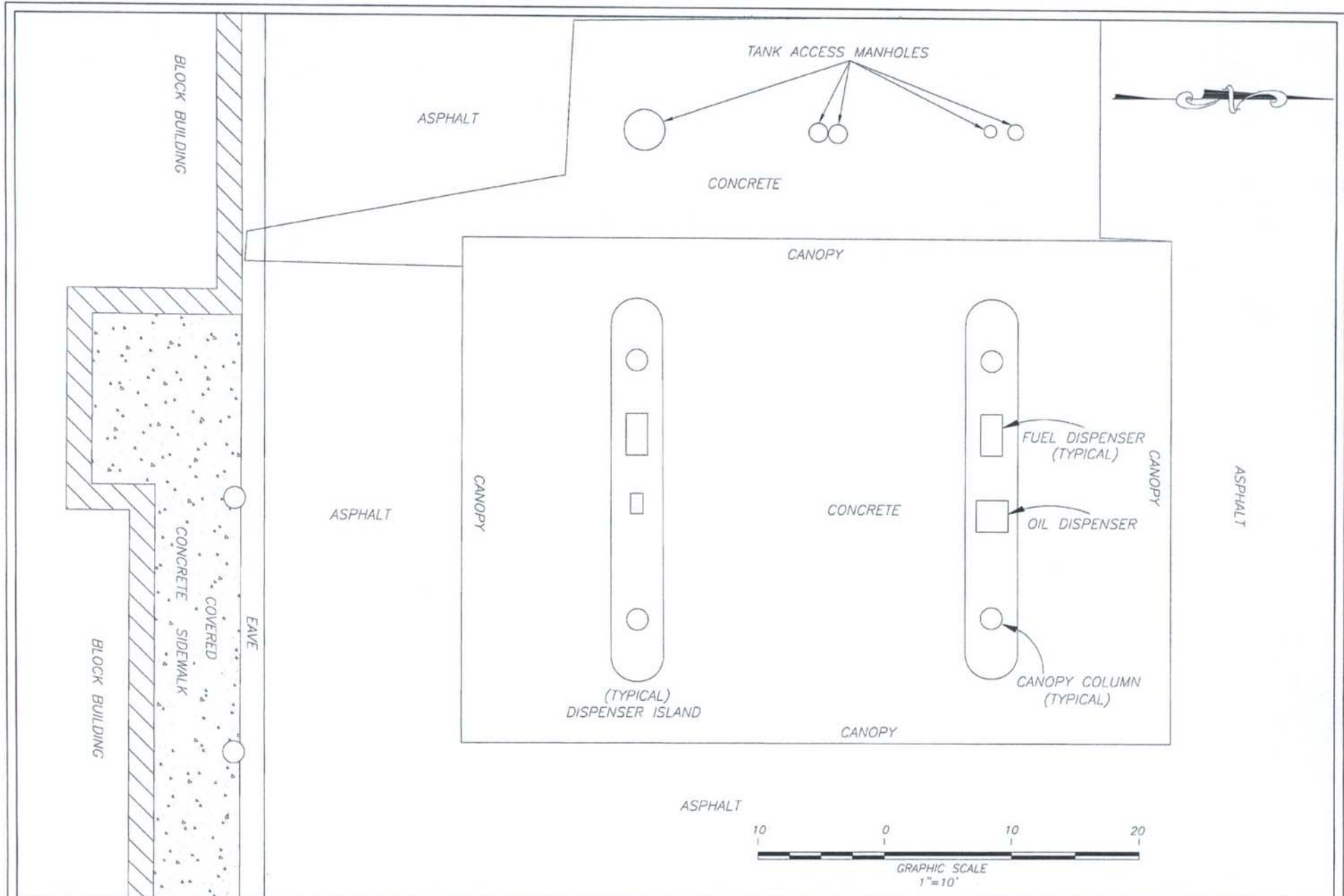


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 Offices: Tallahassee, Florida
 PHONE: 850-222-3975 FAX: 850-681-0580

GADSDEN COUNTY—VEHICLE MAINTENANCE FACILITY
 720 SOUTH STEWART STREET
 QUINCY, GADSDEN COUNTY,
 FLORIDA 32351
 FDEP FACILITY ID# 20/8628074

VICINITY MAP

FIGURE
 1
 PROJECT
 0950-002

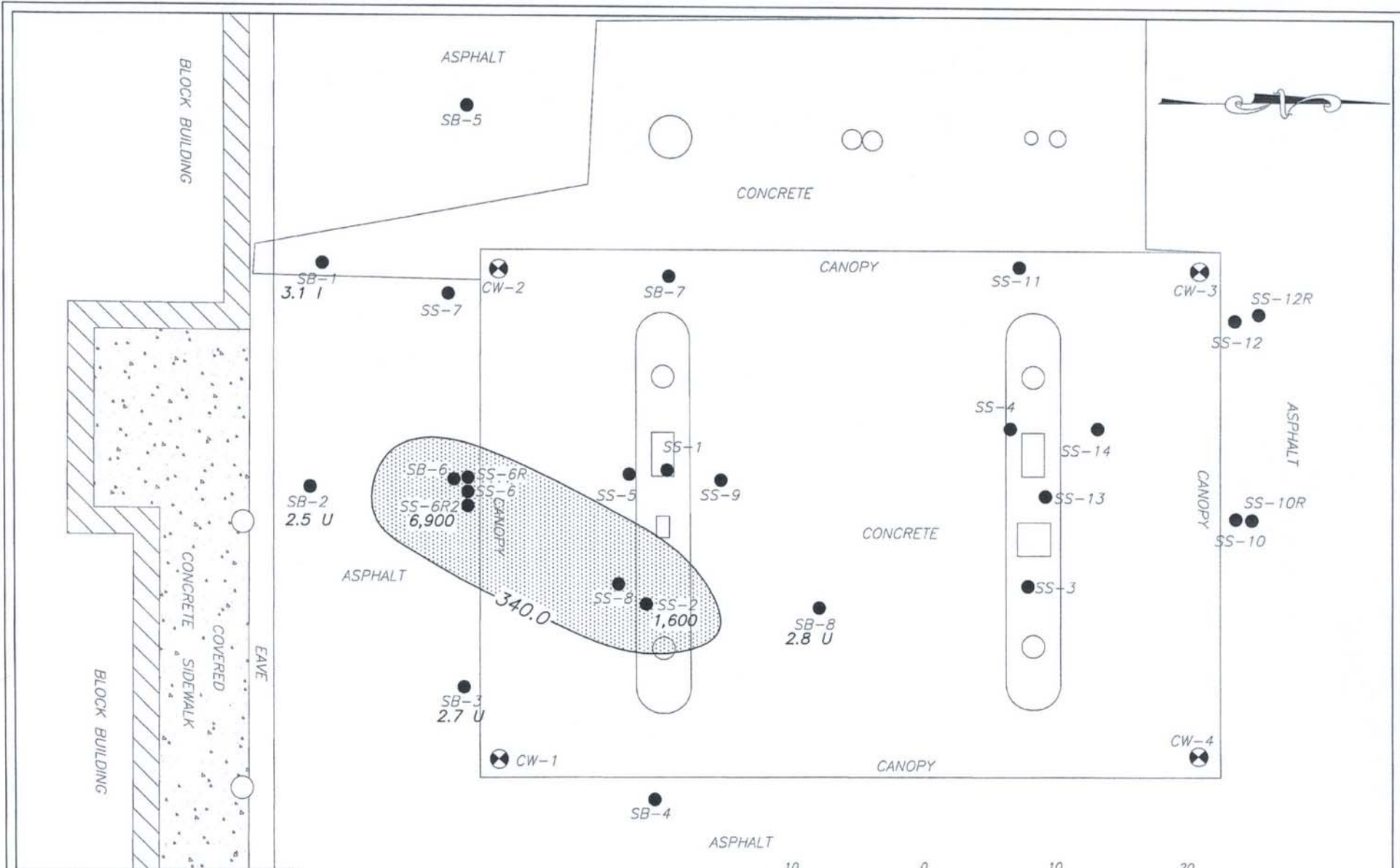


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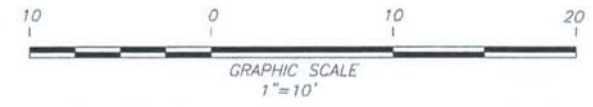
GADSDEN COUNTY-VEHICLE MAINTENANCE FACILITY
 720 SOUTH STEWART STREET
 QUINCY, GADSDEN COUNTY,
 FLORIDA 32351
 FDEP FACILITY ID# 20/8628074

SITE MAP WITH
 EXISTING CONDITIONS

FIGURE
 2
 PROJECT
 0950-002



LEGEND
 ● SS-# = SOIL BORING
 ● SB-# = SOIL BORING
 ⊗ CW-# = COMPLIANCE WELL

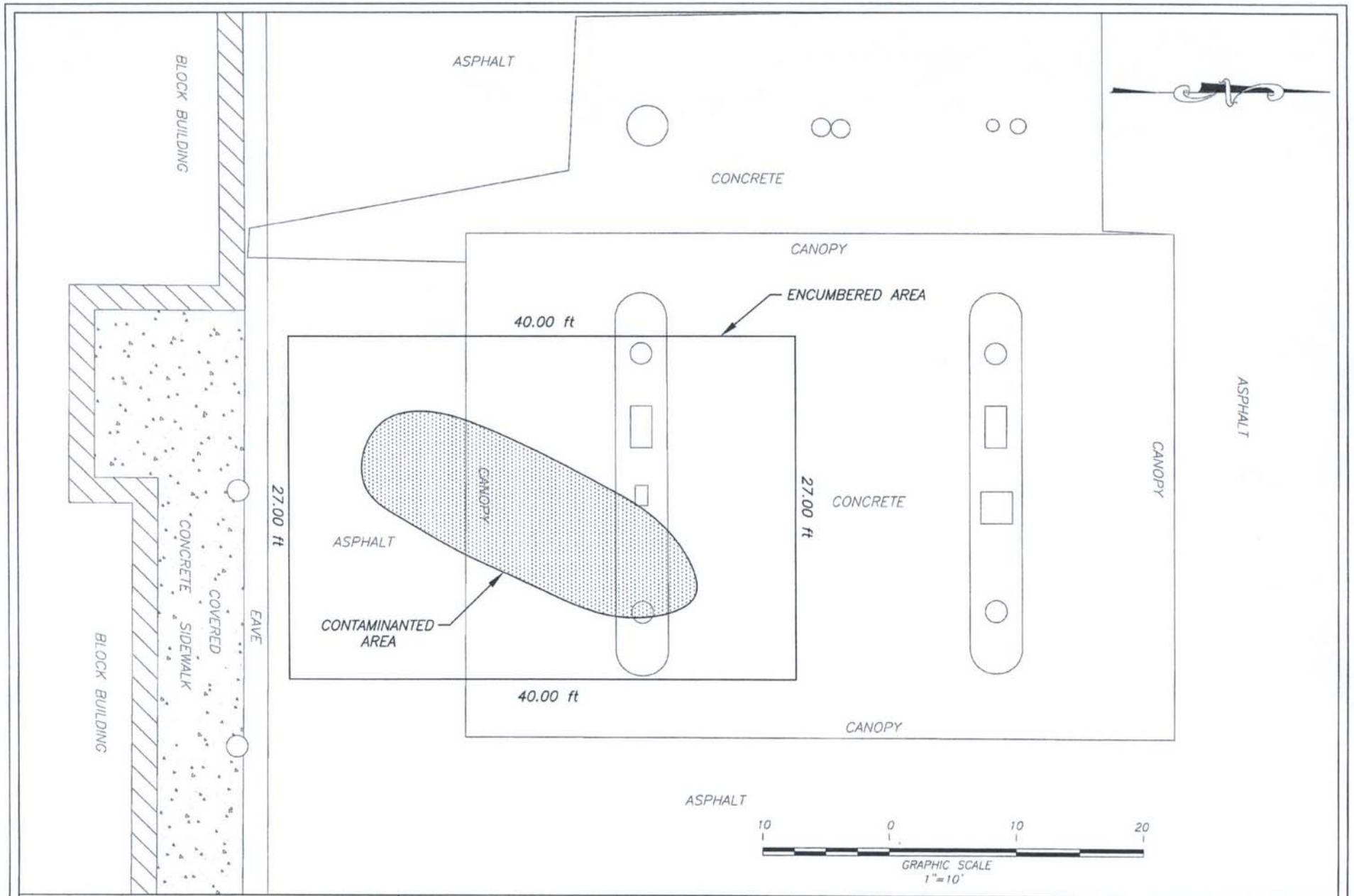


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GADSDEN COUNTY-VEHICLE MAINTENANCE FACILITY
 720 SOUTH STEWART STREET
 QUINCY, GADSDEN COUNTY,
 FLORIDA 32351
 FDEP FACILITY ID# 20/8628074

TRPH SOIL
 CONTAMINATION PLUME
 MAP

FIGURE
 3
 PROJECT
 0950-002



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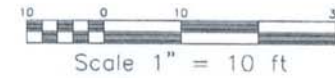
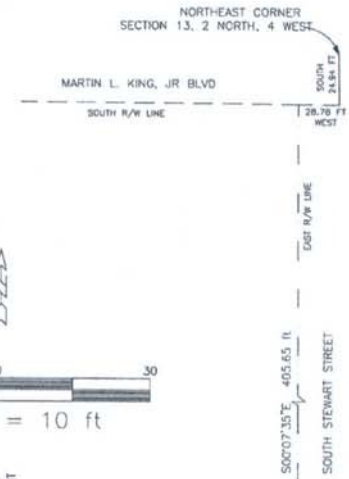
GADSDEN COUNTY-VEHICLE MAINTENANCE FACILITY
 720 SOUTH STEWART STREET
 QUINCY, GADSDEN COUNTY,
 FLORIDA 32351
 FDEP FACILITY ID# 20/8628074

IMPACTED SOIL AND
 ENCUMBERED AREA

FIGURE
 4
 PROJECT
 0950-002

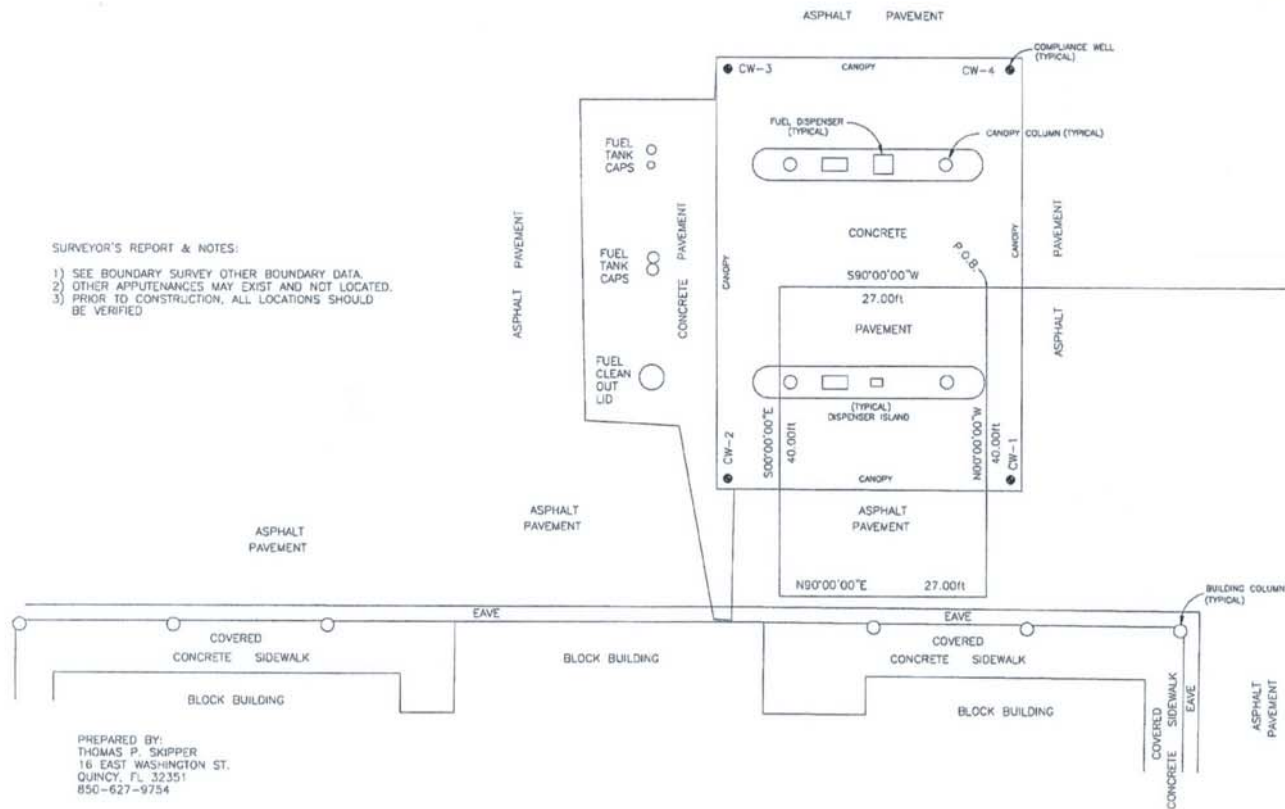
APPENDIX A
Copy of PLS Survey of Encumbered Area

LOCATION SURVEY FOR GADSDEN COUNTY SCHOOL BOARD OF A PORTION OF THE VEHICLE MAINTENANCE FACILITY



SURVEYOR'S REPORT & NOTES:

- 1) SEE BOUNDARY SURVEY OTHER BOUNDARY DATA.
- 2) OTHER APPURTENANCES MAY EXIST AND NOT LOCATED.
- 3) PRIOR TO CONSTRUCTION, ALL LOCATIONS SHOULD BE VERIFIED



TO THE BEST OF MY KNOWLEDGE AND BELIEF, THIS IS A CORRECT AND ACCURATE REPRESENTATION OF A LOCATION SURVEY DONE UNDER MY DIRECT SUPERVISION.

THOMAS P. SKIPPER, SURVEYOR
FLORIDA CERTIFICATE NO. 3031
DATE OF SURVEY: SEPT. 22, 2010
DATE OF PLAT: OCTOBER 08, 2010

PREPARED BY:
THOMAS P. SKIPPER
16 EAST WASHINGTON ST.
QUINCY, FL 32351
850-627-9754

APPENDIX B
Site Photos



View of encumbered area looking southwest



View of encumbered area looking west southwest



Jim Stidham & Associates, Inc.
547 N. Monroe Street, Suite 201
Tallahassee, Florida 32301
Ph: (850) 222 3975

SITE PHOTOGRAPHS 1 & 2
GADSDEN COUNTY VMF
QUINCY - GADSDEN COUNTY , FLORIDA



View of southern half of encumbered area looking east



View of northern half of encumbered area looking west



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SITE PHOTOGRAPHS 3 & 4
GADSDEN COUNTY VMF
QUINCY - GADSDEN COUNTY , FLORIDA



JIM STIDHAM & ASSOCIATES, INC.

547 North Monroe Street, #201, Tallahassee, Florida 32301
Phone: 850-222-3975 Fax: 850-681-0560

November 22, 2010

Mr. Michael Hennick
Florida Department of Environmental Protection
Northwest District
160 Governmental Center, Suite 308
Pensacola, Florida 32502-5794

**RE: Draft Declaration of Restrictive Covenant and RAP Implementation Report
Gadsden County Vehicle Maintenance Facility
720 South Stewart Street
Quincy, Gadsden County, Florida, 32351
Facility ID #: 208628074**

Dear Mr. Hennick:

Jim Stidham & Associates, Inc., (JSA) is pleased to submit this package containing the Draft Declaration of Restrictive Covenant (DRC), and the Engineering Control Implementation Plan (ECIP) for the above referenced site. The ECIP documents the engineering controls at the site, provides recommendations for Best Management Practices (BMP), and recommends a No Further Action (NFA) with Engineering and Institutional Controls for the site. The Draft DRC has been compiled in accordance with the FDEP, Division of Waste Management, Institutional Controls Procedures Guidance, November 2004.

The draft DRC contains the following instruments and supporting documentation:

1. Instrument: Draft Declaration of Restrictive Covenant;
2. Site Map, demonstrating the approximate parcel boundary and the approximate portion of the parcel proposed for institutional controls (no easements exist within that portion of the property proposed for Restrictions);
3. Title Search: A Title Search identifying the current property owner as The School Board of Gadsden County, performed back to 1931. The Title Search contains the following supporting documentation:
 - a. Title Search Report; containing a bulleted chronological list of all known transactions associated with the subject parcel comprising the Gadsden County Vehicle Maintenance Facility.

- b. Parcel Information; collected from the Gadsden County Property Appraiser's website including the parcel owner name, parcel ID, property values, parcel map, and a Tax Roll Property Summary.
 - c. Survey; a copy of the original survey conducted in 1971.
 - d. Indenture; a copy of the Indenture describing the perpetual easement for public road right of way on the north and east ends of the subject parcel, recorded in Book 54, Page 158 in the Official Records of Gadsden County.
 - e. Resolution; a copy of the Resolution for State Road Right of Way, recorded in Book 69, Page 551 of the Public Records of Gadsden County.
 - f. Deed; recorded in Book 131, Page 160 in the Official Records of Gadsden County, recorded February 14, 1968 from the State Board of Education to the Trustees of the Internal Improvement Fund of the State of Florida.
 - g. Deed; recorded in Book 145, Page 226 in the Official Records of Gadsden County, recorded May 30, 1972 from the Trustees of the Internal Improvement Fund of the State of Florida to the School Board of Gadsden County.
 - h. Quit Claim Deed with Reverter Clause; from the School Board of Gadsden County to the City of Quincy, recorded on April 18, 1989 in Official Records Book 357, Page 547, of the Public Records of Gadsden County for the construction of an electrical substation by the City of Quincy.
 - i. Quit Claim Deed; from the City of Quincy to the School Board of Gadsden County, recorded on October 30, 1989 in Official Records Book 363, Page 1274, of the Public Records of Gadsden County, reverting ownership of the parcel proposed for construction of an electrical substation back to the School Board of Gadsden County (electrical substation not constructed).
 - j. Quit Claim Deed; deeding approximately 10.94 acres of the original parcel to the City of Quincy, recorded in Book 583, Page 2056-2058 in the Official Records of Gadsden County, recorded on February 23, 2004.
4. Exhibit A of the DRC; a legal description of the entire parcel, provided by Professional Surveyor, Thomas P. Skipper (survey conducted October 19, 2010). **The original signed and sealed survey with legal description will be provided during submittal of the final Restrictive Covenant. A copy has been provided.**
 5. Exhibit B of the DRC; a copy of the Professional Land Survey of that portion of the property proposed for Restrictive Covenants (including legal description). The survey was performed by Thomas P. Skipper Professional Surveyor and Mapper on September 22, 2010 and was sealed on October 8, 2010 by Thomas P. Skipper, R.L.S. (Florida License No. LS3031). **The original survey with raised seal will be provided during submittal of the final Restrictive Covenant. A copy has been provided.**
 6. Compact Disk; a compact disk containing electronic copies of the Draft DRC and supporting documentation, and the EICP is included with this correspondence for ease of distribution during review.

Official, certified copies of the Deed and Easement have not been provided with the draft form of the DRC. However, certified copies will be provided in the final submittal, if requested. JSA appreciates the opportunity to submit this Draft Declaration of Restrictive Covenant and Engineering Control Implementation Plan. Should you have any questions or require additional information, please contact me at (850) 222-3975.

Sincerely,
JIM STIDHAM & ASSOCIATES, INC.



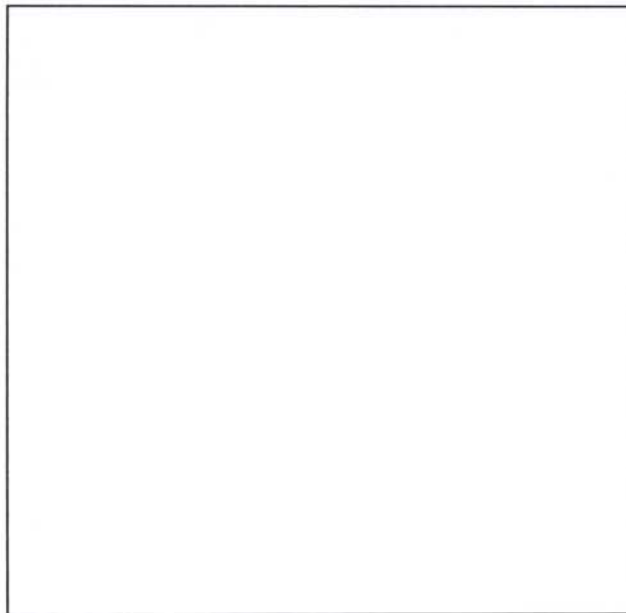
Dale Frierson, P.G.
Senior Geologist

CC: Mr. Wayne Shepard – Gadsden County Schools/Maintenance Department, 35
Martin Luther King Jr. Blvd., Quincy, Florida 32351

Attachments:
Draft Declaration of Restrictive Covenant
Engineering Control Implementation Plan
Compact Disk

DRAFT DECLARATION OF RESTRICTIVE COVENANT

This instrument prepared by:
Jim Stidham & Associates, Inc.
547 North Monroe Street, Suite 201
Tallahassee, Florida 32301



DECLARATION OF RESTRICTIVE COVENANT

THIS DECLARATION OF RESTRICTIVE COVENANT (hereinafter "Declaration") is made this ____ day of _____, 2010, by The School Board of Gadsden County, Florida, being located at 35 Martin Luther King Jr. Boulevard, Quincy, Florida 32351, (hereinafter GRANTOR) and the Florida Department of Environmental Protection (hereinafter "FDEP").

RECITALS

- A. GRANTOR is the fee simple owner of that certain real property situated in the County of Gadsden, State of Florida, more particularly described in Exhibit "A" attached hereto and made a part thereof (hereinafter the "Property");
- B. The FDEP Facility Identification Number for the Property is 208628074. The facility name at the time of this Declaration is the Gadsden County Vehicle Maintenance Facility;
- C. Petroleum impacted soil was discovered during the closure of one (1) 12,000-gallon capacity vehicular diesel underground storage tank ("UST") in August 2009. Petroleum impacted soil at the Property was first reported in a Tank Closure Assessment Report dated October 6, 2009. A Site Assessment Report ("SAR") and a Site Assessment Report Addendum ("SARA") detailing the assessment of impacted media at the Property in accordance with Chapter 62-770, Florida Administrative Code were submitted in December 2009 and June 2010, respectively. The SAR and SARA concluded that the requirements for No Further Action with engineering and/or institutional controls, pursuant to Rule 62-770.680, FAC had been satisfied for the Property, and impacts by petroleum products were limited to soil, only. The petroleum impacted soil was confined to a small area around the abandoned southern UST, within the Property, and beneath existing impermeable cover. The FDEP approved the SAR and SARA

in a letter dated September 8, 2010. The FDEP SAR approval letter requested the preparation and submittal of a draft restrictive covenant and supporting documentation for the Property. The discharge of petroleum products on the Property is documented in the following reports that are incorporated by reference:

1. Tank Closure Report dated October 6, 2009, submitted by Jim Stidham & Associates, Inc.; and
2. Site Assessment Report dated December 11, 2009, submitted by Jim Stidham & Associates, Inc.; and
3. Site Assessment Report Addendum dated June 24, 2010, submitted by Jim Stidham & Associates, Inc.; and
4. Engineering Control Implementation Plan dated November 17, 2010, submitted by Jim Stidham & Associates, Inc.

D. The reports noted in Recital C set forth the nature and extent of the contamination on the Property. These reports confirm that contaminated soil as defined by Chapter 62-770, Florida Administrative Code, exists on the Property. Also, these reports demonstrate that investigation of groundwater at the Property was not warranted based on the results of direct leachability testing, site lithology, and depth to groundwater at the Property.

E. It is the intent of the restrictions in this declaration to reduce or eliminate the risk of exposure of the contaminants to the environment and to users or occupants of the property and to reduce or eliminate the threat of migration of the contaminants.

F. The FDEP has agreed to issue a Site Rehabilitation Completion Order with conditions (hereinafter "Order") upon recordation of this Declaration and the FDEP can unilaterally revoke the Order if the conditions of the Declaration or of the Order are not met. Additionally, in the event concentrations of petroleum products' chemicals of concern increase above the levels approved in the Order, or if a subsequent discharge occurs at the Property, the FDEP may require site rehabilitation to reduce concentrations of contamination to the levels allowed by the appropriate FDEP rules. The Order relating to FDEP Facility No. 208628074, is on file with the FDEP Northwest District Office, located at 160 Governmental Center, Suite 308, Pensacola, Florida 32502-5794;

G. GRANTOR deems it desirable and in the best interest of all present and future owners of the Property that an Order be obtained and that the portion of the Property as described in Exhibit B attached hereto and made a part thereof (hereinafter to be referred to as that Portion) be held subject to certain restrictions and changes, all of which are more particularly hereinafter set forth.

NOW, THEREFORE, to induce the FDEP to issue the Order and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by each of the undersigned parties, GRANTOR agrees as follows:

1. The foregoing recitals are true and correct and are incorporated herein by reference.
2. GRANTOR hereby imposes on that Portion of the Property the following restrictions:
 - a. The area of soil contamination located on that Portion of the Property, as further described in Exhibit B as the "Encumbered Area", shall be permanently covered and maintained with and impervious material, building slabs/foundations, asphalt and/or concrete pavement, that prevents human exposure and limits water infiltration.
 - b. Excavation and construction below ground surface is not prohibited within that Portion of the Property provided any contaminated soils that are excavated are removed and properly disposed pursuant to Chapter 62-770, Florida Administrative Code (or subsequent contamination site cleanup criteria rule[s]). Nothing herein shall limit or conflict with any other legal requirements regarding construction methods and techniques that must be taken to minimize risk of exposure while conducting work in contaminated areas. Nothing in this declaration shall prevent, limit or restrict any excavation or construction at or below the surface outside that Portion of the Property.
3. For the purpose of monitoring the restrictions contained herein, FDEP or its respective successors and assigns shall have site access to the Property at reasonable times and with reasonable notice to the GRANTOR and its successors and assigns.
4. It is the intention of GRANTOR that the restriction contained in this Declaration shall touch and concern the Property, run with the land and with the title to the Property, and shall apply to and be binding upon and inure to the benefit of the successors and assigns of GRANTOR, and to FDEP, its successors and assigns, and to any and all parties hereafter having any right, title or interest in the Property or any part thereof. The FDEP its successors and assigns may enforce the terms and conditions of this Declaration by injunctive relief and other appropriate available legal remedies. Any forbearance on behalf of the FDEP to exercise its right in the event of the failure of the GRANTOR, its successors and assigns to comply with the provisions of this Declaration shall not be deemed or construed to be a waiver of the FDEP's rights hereunder. The Declaration shall continue in perpetuity,

unless otherwise modified in writing by GRANTOR, its successors and assigns and the FDEP, its successors and assigns as provided in paragraph 6 hereof. These restrictions may also be enforced in a court of competent jurisdiction by any other person, firm, corporation, or governmental agency that is substantially benefited by this restriction.

5. In order to ensure the perpetual nature of these restrictions, GRANTOR, its successors and assigns, shall reference these restrictions in any subsequent deed of conveyance, including the recording book and page of record of this Declaration.
6. This Declaration is binding until a release of covenant is executed by the FDEP Secretary (or designee) and GRANTOR and is recorded in the county land records. To receive prior approval from the FDEP to remove any requirements herein cleanup target levels established pursuant to Florida Statutes and FDEP rules must have been achieved. This Declaration may be modified in writing only. Any subsequent amendment must be executed by both GRANTOR and the FDEP or their respective successors and assigns, and be recorded by GRANTOR or its successors and assigns as an amendment hereto.
7. If any provision of this Declaration is held to be invalid by any court of competent jurisdiction, the validity of such provision shall not affect the validity of any other provisions thereof. All such other provisions shall continue unimpaired in full force and effect.
8. GRANTOR covenants and represents that on the date of execution of this Declaration that GRANTOR is seized of the Property in fee simple and has good right to create, establish and impose this restrictive covenant on the use of the Property. GRANTOR also covenants and warrants that the Property is free and clear of any and all liens, mortgages, or encumbrances that could impair GRANTOR'S rights to impose the restrictive covenant described in this Declaration or that would be superior to the restrictive covenant described in this Declaration.

IN WITNESS WHEREOF, The School Board of Gadsden County has executed this instrument, this ____ day of _____, 2010.

Signed, sealed and delivered in the presence of:

_____ Of: The School Board of Gadsden County, Florida

GRANTOR SIGNATURE

Print Name: _____ Its: Chairman

(Address)

_____ Date: _____

Witness

Print Name: _____

_____ Date: _____

Witness

Print Name: _____

STATE OF _____)

COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2010, by _____.

Personally Known _____ OR Produced Identification _____.

Type of Identification Produced _____.

Signature of Notary Public

Print Name of Notary Public

Commission No. _____

Commission Expires: _____

Approved as to form by the Florida Department of Environmental Protection,
Office of General Counsel. _____.

IN WITNESS WHEREOF, the Florida Department of Environmental Protection has executed this instrument, this ___ day of _____, 2010.

Signed, sealed and delivered in the presence of:

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

By: _____

Print Name: _____

Northwest District
160 Governmental Center, Suite 308
Pensacola, Florida 32502-5794

Witness: _____ Date: _____

Print Name: _____

Witness: _____ Date: _____

Print Name: _____

STATE OF _____)
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ___ day of _____, 2010, by _____ as representative for the Florida Department of Environmental Protection.

Personally Known _____ OR Produced Identification _____
Type of Identification Produced _____

Signature of Notary Public

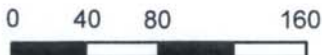
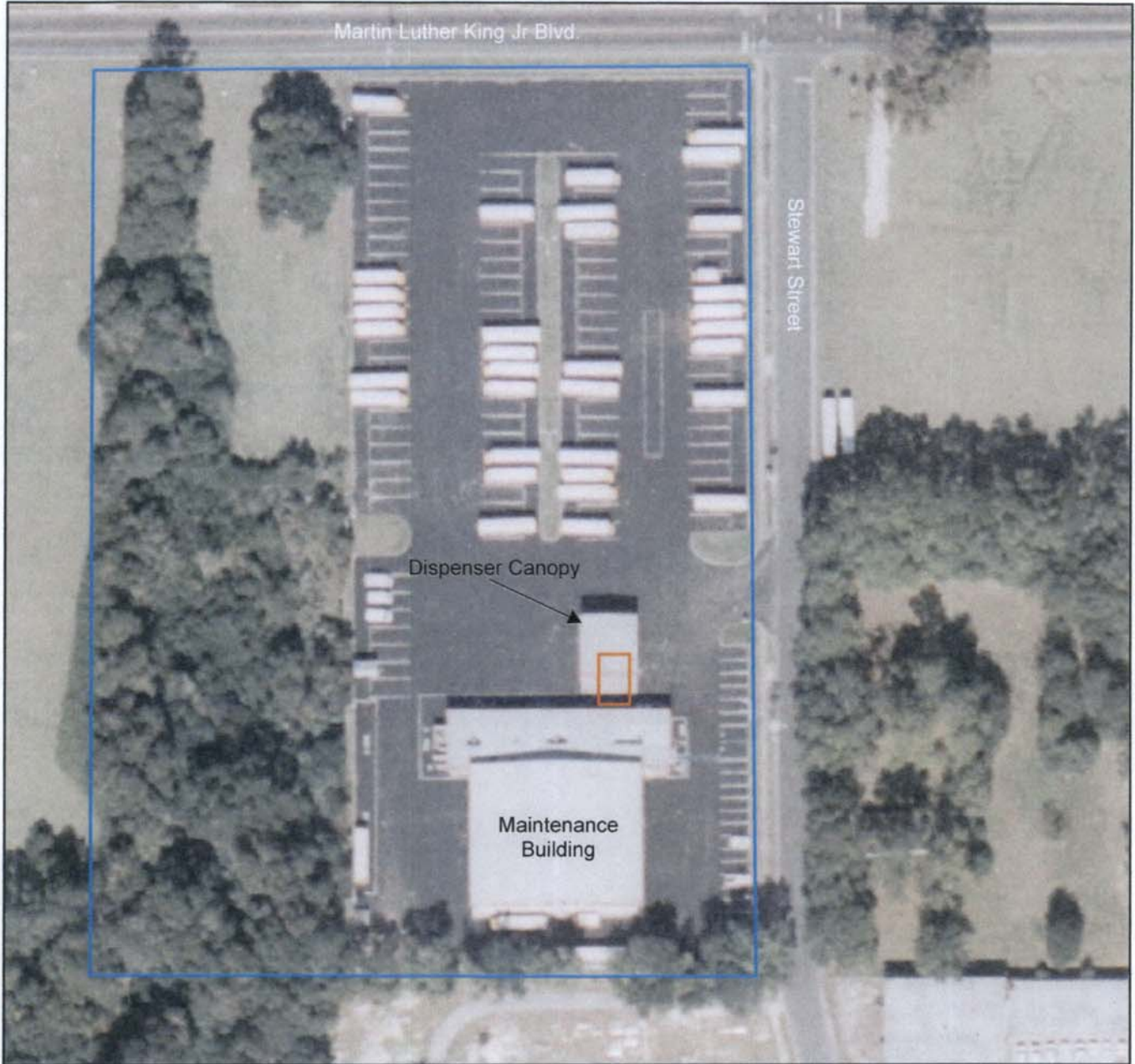
Print Name of Notary Public

Commission No. _____

Commission Expires: _____

SITE MAP

Gadsden County Vehicle Maintenance Facility 720 South Stewart Street



Scale is approximate.



Aerial Source = <http://www2.dot.state.fl.us/surveyingandmapping/aplus.internet/>



Jim Stidham & Associates, Inc.
Hydrology, Geology, Civil and Environmental Engineering

547 N. Monroe St., Suite 201 - Tallahassee, Florida 32301
Telephone: (850)222-3975 Fax: (850)681-0560

Legend:

- Approximate Parcel Boundary (Exhibit A)
- Approximate Encumbered Area (Exhibit B)

Site Map

TITLE SEARCH

NORTH STATE TITLE SERVICES, INC.

20 East Washington St., Suite F

Quincy, Florida 32351

Phone: (850) 627-9990 Fax: (850) 627-9989

Dated: September 23, 2010

TO: Thomas P. Skipper
Professional Surveyor and Mapper
16 East Washington Street
Quincy, Florida 32351

Pursuant to your request, North State Title Services, Inc. has performed a diligent search on the property owned by the Gadsden County School Board assessed under Parcel ID# 3-13-2N-4W-0000-00111-0000 in Gadsden County, Florida. The results of this search are listed below in chronological order:

1. Warranty Deed from Virginia R. Porter, a widow, Mary P. Raney, a single woman, Nellie R. Gurley, a widow, Sarah B. Raney, a single woman, Thompson Lamar Raney, joined by his wife, Priscilla B. Raney, Clyde L. Tiele, joined by her husband J. J. Tiele, E. D. Raney, joined by his wife, Von Etta E. Raney, and W. J. Oven, joined by his wife, Bershe M. Oven to the State Board of Control, recorded on February 27, 1931 in Deed Book YY, Page 117, of the Public Records of Gadsden County, Florida.
2. Resolution recorded on December 15, 1958 in Official Records Book 12, Page 484, of the Public Records of Gadsden County, Florida.
3. Easement from C. Farris Bryant, Governor, Tom Adams, Secretary of State, J. Edwin Larson, State Treasurer, Richard W. Ervin, Attorney General, and Thomas D. Bailey, Superintendent of Public Instruction, as and constituting the State Board of Education of Florida to the City of Quincy, recorded on April 8, 1963 in Official Records Book 54, Page 158, of the Public Records of Gadsden County, Florida.

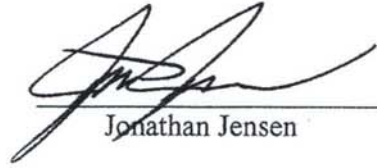
4. Resolution for State Road Right of Way, recorded on December 29, 1964 in Official Records Book 69, Page 551, of the Public Records of Gadsden County, Florida.
5. Deed from the State Board of Education to the Trustees of the Internal Improvement Fund of the State of Florida, recorded on February 14, 1968 in Official Records Book 131, Page 160, of the Public Records of Gadsden County, Florida.
6. Deed from the State of Florida Board of Trustees of the Internal Improvement Trust Fund to the School Board of Gadsden County, Florida recorded on May 30, 1972 in Official Records Book 145, Page 226, of the Public Records of Gadsden County, Florida.
7. Quit-Claim Deed with Reverter Clause from The School Board of Gadsden County, Florida to the City of Quincy, recorded on April 18, 1989 in Official Records Book 357, Page 547, of the Public Records of Gadsden County, Florida.
8. Quit-Claim Deed from the City of Quincy to The School Board of Gadsden County, Florida, recorded on October 30, 1989 in Official Records Book 363, Page 1274, of the Public Records of Gadsden County, Florida.
9. Quit-Claim Deed (Less & Except) from The School Board of Gadsden County, Florida to the City of Quincy, Florida, recorded on February 23, 2004, in Official Records Book 583, Page 1916, of the Public Records of Gadsden County, Florida.

EFFECTIVE DATE OF SEARCH: September 13, 2010


This report does not purport to insure or guaranty the validity or sufficiency of any documents noted herein. This report is not to be construed as an opinion, warranty, or guaranty of title, as a Title Insurance Policy or as an Ownership and Encumbrance Report; and its effective date shall be the date above specified through which the Public Records were searched. This report is being provided for the use and benefit of the Certified Party only and it may not be used and relied upon by any other party.

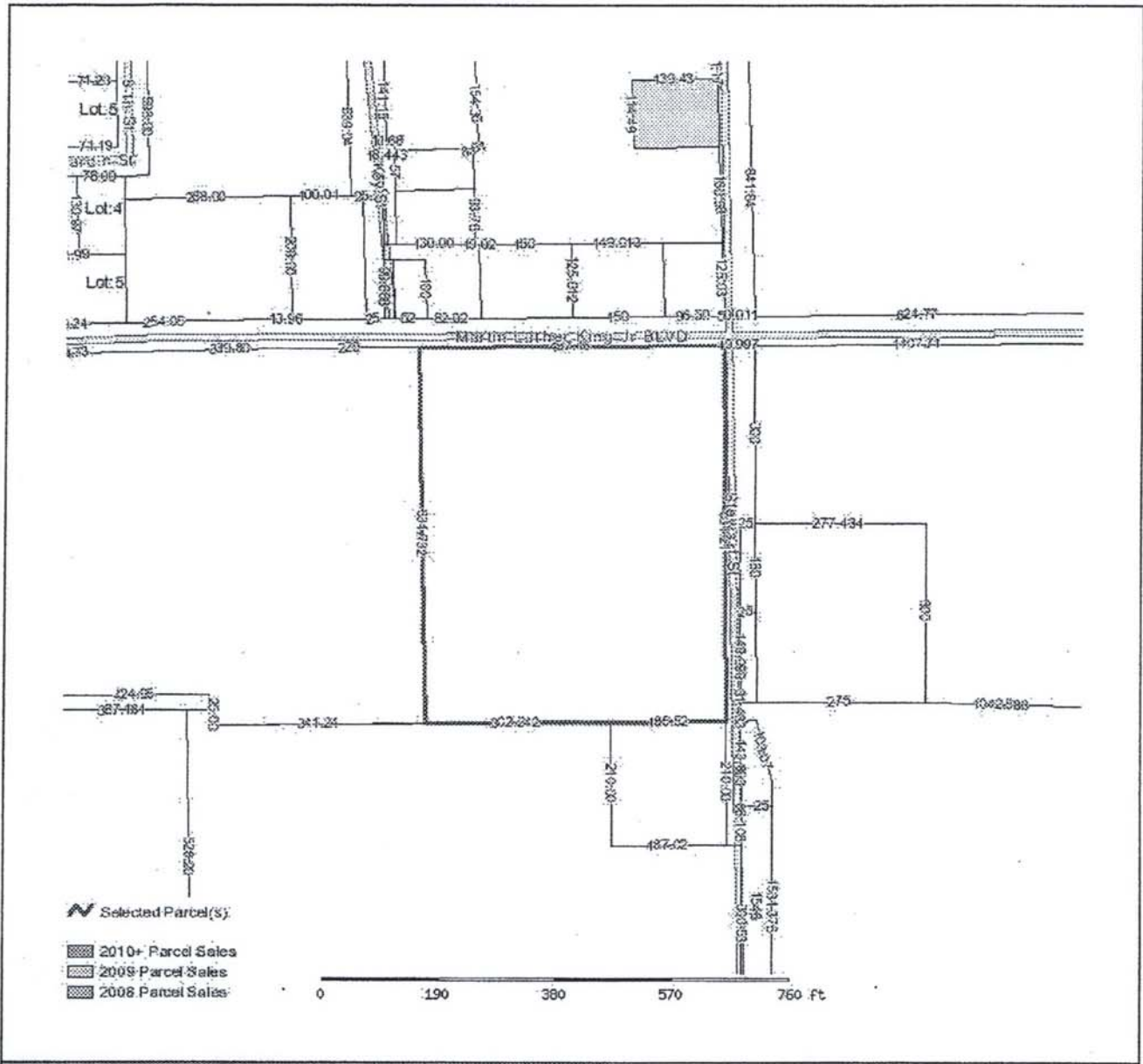
IN ACCORDANCE WITH THE FLORIDA STATUTES SECTION 627.7843 THE LIABILITY NORTH STATE TITLE SERVICES, INC., MAY SUSTAIN FOR PROVIDING INCORRECT INFORMATION IN THE REPORT SHALL BE THE ACTUAL LOSS OR DAMAGE OF THE CERTIFIED PARTY NAMED ABOVE UP TO A MAXIMUM AMOUNT OF \$1,000.00

NORTH STATE TITLE SERVICES, INC.



Jonathan Jensen

		Gadsden County Property Appraiser's Office Clay VanLandingham, CFA COUNTY APPRAISER			15 S. CALHOUN ST QUINCY, FL 32353-0883 PH (904) 627-7169 FAX (904) 627-0396					
RECENT SALES IN THIS AREA		PREVIOUS PARCEL NEXT PARCEL		RETURN TO MAIN SEARCH PAGE		GADSDEN HOME				
OWNER NAME		SCHOOL BOARD OF GADSDEN		TODAY'S DATE		September 23, 2010				
MATLING ADDRESS		COUNTY FLA		PARCEL NUMBER		3-13-2N-4W-0000-00111-0000				
		STATE OF FLORIDA		MILLAGE GROUP		QUINCY (6)				
		35 MARTIN LUTHER KING BLVD		TOTAL MILLAGE		21.4583				
		QUINCY, FL 32351		PROPERTY USAGE		PUBLIC SCH (008300)				
				MARKET AREA		North Central (02) Show Map				
LOCATION ADDRESS		M L KING BLVD		PARCEL MAP		Show Parcel Map				
2009 CERTIFIED TAX ROLL VALUES							Tax Collector Information			
JUST VALUE OF LAND	LAND VALUE AGRICULTURAL	BUILDING VALUE	TOTAL MISC VALUE	JUST OR CLASSIFIED TOTAL VALUE	ASSESSED VALUE	EXEMPT VALUE	TAXABLE VALUE	HOME STEAD		
26,136	0	281,327	163,950	471,413	471,413	471,413	0	N		
LAND INFORMATION										
LAND USE		NUMBER OF UNITS			UNIT TYPE		SEC-TWN-RNG			
SCHOOL		7.260			AC		13-2N-4W			
SHORT LEGAL		OR 145 P 226 BEGIN AT A PT 25 FT W & 29.35 FT S OF NEC RUN S 89 DEG 54 MIN W 899 FT., S								
		Show Complete Legal Description								
BUILDING DATA										
BUILDING #	TYPE	TOTAL AREA	HEATED AREA	BED ROOMS	BATHS	EXTERIOR WALL	HEATING	COOLING	ACTUAL YEAR BUILT	EFFECTIVE YEAR BUILT
Sketch Building 1	007100	16,432	13,700	0	2	CONCRETE OR CINDER BLOCK	FORCED-AIR DUCTED	CENTRAL	Circa: 1990	1990
MISCELLANEOUS DATA										
DESCRIPTION		LENGTH	WIDTH	UNITS		YEAR BUILT				
CANOPY		0	0	1 UNITS		1990				
BLK TOP		0	0	1 UNITS		1990				
CHN FENCE		0	0	1 UNITS		1991				
SALES DATA										
SALE DATE	BOOK/PAGE	ADJUSTED PRICE	INSTRUMENT	QUALIFICATION	IMPROVED? (AT TIME OF SALE)	GRANTOR	GRANTEE			
No sales information associated with this parcel.										
Generate Owner List By Radius:										
The Gadsden County Property Appraiser's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation. The assessment information is from the last certified taxroll. All data is subject to change before the next certified taxroll. Website Updated: September 20, 2010										
RECENT SALES IN THIS AREA		PREVIOUS PARCEL NEXT PARCEL		RETURN TO MAIN SEARCH PAGE		GADSDEN HOME				

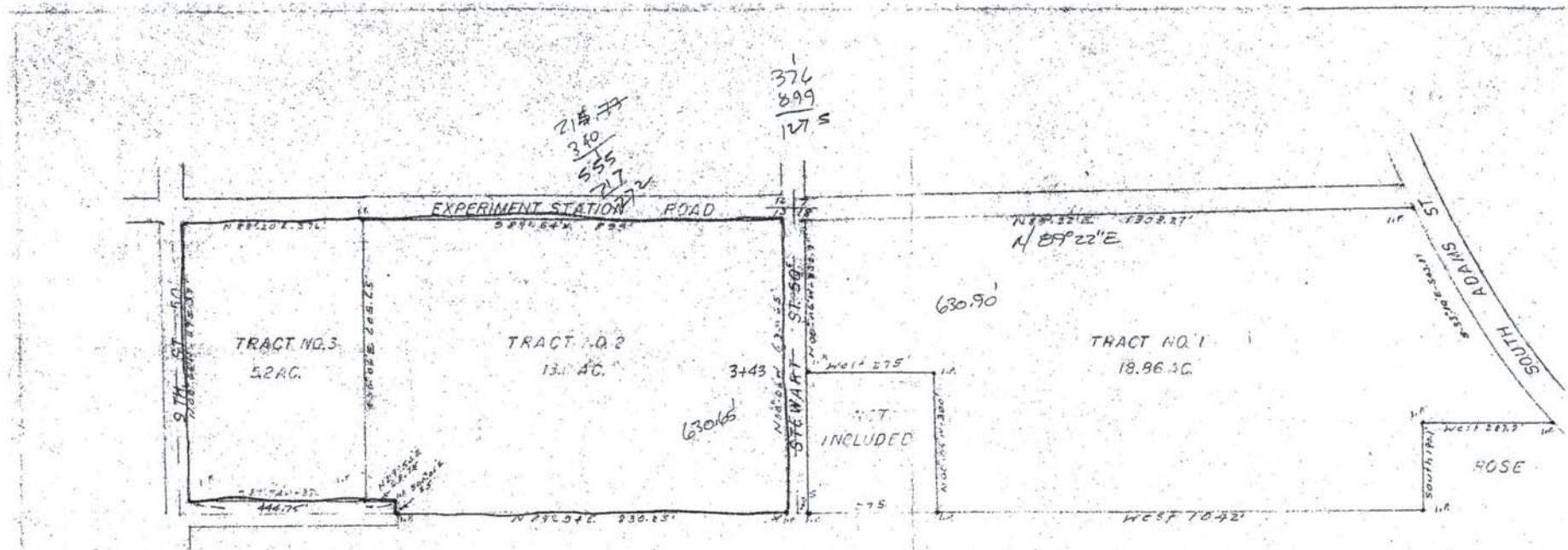


Gadsden County Property Appraiser			
Parcel: 3-13-2N-4W-0000-00111-0000 Acres: 7.26			
	SCHOOL BOARD OF GADSDEN		26,136
	M L KING BLVD		281,327
	\$ on Vacant Qual=		163,950
	COUNTY FLA		471,413
	STATE OF FLORIDA		471,413
	35 MARTIN LUTHER KING BLVD		471,413
	QUINCY, FL 32351		0



The Gadsden County Property Appraiser's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation. The assessment information is from the last certified taxroll. All data is subject to change before the next certified taxroll. PLEASE NOTE THAT THE PROPERTY APPRAISER MAPS ARE FOR ASSESSMENT PURPOSES ONLY NEITHER GADSDEN COUNTY NOR ITS EMPLOYEES ASSUME RESPONSIBILITY FOR ERRORS OR OMISSIONS — THIS IS NOT A SURVEY —

Date printed: 09/22/10 : 15:26:23



SURVEY PLAT

FOR

QUINCY, FLORIDA

NOV. 1971

SCALE 1" = 200'

NOTE:

Begin at the SW corner of the 1st lot of Block 10 of the 1st Addition to the City of Quincy, Florida and thence run N 89° 22' E along Adams St. for 100 feet to the westerly end of Stewart St. thence run N 89° 22' E along Stewart St. for 100 feet to the westerly end of Adams St. thence run N 89° 22' E along Adams St. for 100 feet to the westerly end of Stewart St. thence run N 89° 22' E along Stewart St. for 100 feet to the westerly end of Adams St. thence run N 89° 22' E along Adams St. for 100 feet to the westerly end of Stewart St.

STATE OF SOUTH CAROLINA
COUNTY OF AIKEN.

Personally appeared before me, an officer duly authorized by law to administer oaths and take acknowledgments, Marcia M. Boykin and her husband, L.W. Boykin, Jr., each to me well known and known to me to be the persons described in and who executed the foregoing instrument, and they acknowledged before me that they executed the same freely and voluntarily for the uses and purposes therein mentioned.

AND I FURTHER CERTIFY, that the said Marcia M. Boykin, well known to me to be the wife of the said L.W. Boykin Jr., on a private and separate examination taken and had by and before me separately and apart from her said husband, did acknowledge before me that she executed the foregoing instrument for the purpose of renouncing, relinquishing and conveying all her right, title and interest, whether of dower, homestead or separate property, statutory or equitable, in and to the property described therein, and that she executed the same freely and voluntarily and without any compulsion, constraint, apprehension or fear of or from her said husband.

IN WITNESS WHEREOF I have hereunto set my hand and affixed my official seal at the County and State aforesaid this 16 day of February A.D. 1931.

H.R. Ashhurst.
Notary Public, State of South
Carolina, My Commission expires:-
Pleasure of Governor of South Carolina.
(N.P.SEAL)

STATE OF FLORIDA.
GADSDEN COUNTY:-

I, F. F. MORGAN, Clerk of the Circuit Court in and for said County do hereby certify that the above and foregoing instrument was presented and filed for record in this office on the 27th. day of Feb. A.D. 1931, and it being properly authenticated I have duly recorded same this the 4th. day of March A.D. 1931.

F. F. Morgan CLERK.
BY Rain J. Pittman D.C.

VIRGINIA R. PORTER ET AL TO THE STATE BOARD OF CONTROL.

THIS INDENTURE, Made and entered into this the 7th. day of May A.D. 1926, between VIRGINIA R. PORTER, a widow, of the County of Franklin, and State of Florida, MARY P. RANEY, a single woman, of the County of Leon and State of Florida; NELLIE R. GURLEY, a widow, of the County of Decatur, and State of Georgia; SARAH E. RANEY, a single woman, of the County of Yolo and State of California; THOMPSON LAMAR RANEY, joined by his wife, PRISCILLA B. RANEY, of the County of Yolo, and State of California, CLYDE L. TIELE, joined by her husband J. J. TIELE, now residing at The Hague, Kingdom of the Netherlands; E. D. RANEY, joined by his wife, VON ETTA E. RANEY, of the County of Beaufort, and State of South Carolina, and W. J. OVEN, joined by his wife, BERSHE M. OVEN, of the County of Leon and State of Florida, hereinafter called the parties of the first part, and THE STATE BOARD OF CONTROL, a body corporate under the laws of the State of Florida as party of the second part, WITNESSETH:

That the parties of the first part for and in consideration of the sum of Seventeen Hundred and Fifty and No/100 (\$1750.00) Dollars, lawful money of the United States of America, to them in hand paid by the said party of the second part, the receipt whereof is hereby acknowledged, at or before the enrolling and delivery of these presents, have granted, bargained, sold and conveyed unto the said party of the second part, its successors and assigns forever, the following described lands situate, lying and being in the County of Gadsden and State of Florida to-wit:-

The North Half (N $\frac{1}{2}$) of the Northeast Quarter (NE $\frac{1}{4}$) of the Northeast Quarter (NE $\frac{1}{4}$) of Section

BY Y
Pg 117

13, in Township 2, North Range Four (4) West.

And the said parties of the first part do hereby fully warrant the title to said land, and will defend the same against the lawful claims of all persons whomsoever.

IN WITNESS WHEREOF, The said parties of the first part have hereunto severally set their hands and seals this the day and year first above written.

Signed, sealed and delivered in the presence of: Virginia R. Porter, (SEAL)
Egbert LeGalles

~~S. E. Trague,~~
Witnesses as to signature of Virginia R. Porter, a widow, Mary T. Raney, (SEAL)

~~Maude F. Sprague,~~
~~John Coy Floyd,~~
Witnesses as to signature of Mary P. Raney,

Signed, sealed and delivered in the presence of: Sarah B. Raney, (SEAL)
Virginia Sanders,

~~W. Kluspie,~~
Witnesses as to signature of Sarah B. Raney, Nellie R. Gurley, (SEAL)

Signed, sealed and delivered in the presence of: Maude Gurley,
~~Maude Gurley,~~
~~T. E. Riddick~~
Witnesses as to signature of Nellie R. Gurley, a widow,

Signed, sealed and delivered in the presence of: Thompson Lamar Raney, (SEAL)
Virginia Sanders, Priscilla B. Raney, (SEAL)

~~W. Kluspie,~~
Witnesses as to signatures of Thompson Lamar Raney and Priscilla B. Raney,
Signed, sealed and delivered in the presence of: Clyde L. Tiele, (SEAL)
Edward A. Dow, J.J.J. Tiele, (SEAL)

~~Donald G. Crocker,~~
Witnesses as to signatures of Clyde L. Tiele, and J.J. Tiele,
Signed, sealed and delivered in the presence of: Sallie Mae Kitchings, E.D. Raney, (SEAL)

~~Dolly Elliott~~
Witnesses as to the signatures of E.D. Raney, and Von Etta E. Raney, Von Etta E. Raney, (SEAL)

Signed, sealed and delivered in the presence of: Maude F. Sprague, W.J. Owen, (SEAL)
~~John C. Floyd,~~
Witnesses as to the signatures of W.J. Owen and Beraha M. Owen, Beraha M. Owen, (SEAL)

STATE OF FLORIDA.

COUNTY OF FRANKLIN.

I HEREBY CERTIFY, That on this, the 5th, day of May, A.D. 1926, before me Egbert LeGalles, a Notary Public, in and for the State of Florida at large, personally appeared Virginia R. Porter, a widow, to me well known and well known to me to be the person so described in and who as such executed the foregoing instrument and acknowledged the execution thereof to be her free act and deed for the uses and purposes therein mentioned.

IN TESTIMONY WHEREOF, I have hereunto set my hand and notarial seal in said County and State the day and year last above written.

(N.P. SEAL)

Egbert LeGalles,
Notary Public,

My commission expires: Oct. 11, 1927.

STATE OF FLORIDA.
COUNTY OF LEON.

I HEREBY CERTIFY, That on this the 7th. day of May A.D. 1926, before me, John C. Floyd, a Notary Public, in and for the State of Florida, at large, personally appeared Mary P. Raney, a single woman, to me well known and well known to me to be the person so described in and who as such executed the foregoing instrument, and acknowledged the execution thereof to be her free act and deed for the uses and purposes therein mentioned.

IN TESTIMONY WHEREOF, I have hereunto set my hand and official seal, at Tallahassee, in said County and State the day and year last above written.

(N.P. SEAL)

John C. Floyd.

Notary Public, My Commission Expires:- Oct. 8, 1929

STATE OF GEORGIA.
COUNTY OF DECATUR.

I HEREBY CERTIFY, That on this the 11th. day of May A.D. 1926, before me, L.H. Tonge, a Notary Public in and for the said County and State personally appeared Nellie R. Gurley, a widow, to me well known and well known to me to be the person so described in and who as such executed the foregoing instrument, and acknowledged the execution thereof to be her free act and deed for the uses and purposes therein mentioned.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal in said County and State, the day and year last above written.

(N.P. SEAL)

L. H. Tonge,

Notary Public, My Commission expires:
July 8th. 1928.

STATE OF CALIFORNIA
COUNTY OF YOLO.

I HEREBY CERTIFY, That on this the 24th. day of May A.D. 1926, before me, F.P. Wray, a Notary Public, in and for the said County and State, personally appeared Sarah B. Raney, a single woman, to me well known and well known to me to be the person so described in and who as such executed the foregoing instrument, and acknowledged the execution thereof to be her free act and deed for the uses and purposes therein mentioned.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal in said County and State, this the day and year last above written.

(N.P. SEAL)

F. P. WRAY,
Notary Public,
My commission expires Oct. 19, 1929

STATE OF CALIFORNIA
COUNTY OF YOLO.

I HEREBY CERTIFY, That on this the 24th. day of May. A.D. 1926, before me F.P. Wray, a Notary Public in and for the said County and State, personally appeared Thompson Lamar Raney, and his wife, Priscilla B. Raney, to me well known and well known to me to be the persons so described in and who as such executed the foregoing instrument and severally acknowledged the execution thereof to be their free act and deed for the uses and purposes therein mentioned; and the said Priscilla B. Raney, wife of the said Thompson Lamar Raney, upon and examination by me taken and made separate and apart from her said husband, did then and there acknowledge and declare that she made herself a party to and executed the said instrument for the purpose of releasing, relinquishing renouncing and conveying all her right, title and interest, whether separate, statutory or equitable estate as well as all her dower, and right of dower, in and to the lands and tenements, therein described and thereby granted and conveyed, and that she did so freely and voluntarily and without compulsion.

constraint, apprehension or fear of or from her said husband.

IN TESTIMONY WHEREOF I have hereunto set my hand and affixed my official seal in said County and State the day and year last above written.

(N.P. SEAL)

F. P. Wray,
Notary Public, ~~State~~

My commission expires October 19, 1929.

STATE OF SOUTH CAROLINA
COUNTY OF BEAUFORT.

I HEREBY CERTIFY, That on this the 15th. day of May A.D. 1926, before me F.W. Scheper Jr., a Notary Public, in and for the said County and State personally appeared E.D. Raney, and his wife, Von Etta E. Raney, to me well known and well known to me to be the persons so described in and who as such executed the foregoing instrument, and severally acknowledged the execution thereof to be their free act and deed, for the uses and purposes therein mentioned; and the said Von Etta E. Raney, wife of the said E.D. Raney, upon an examination by me taken and made separate and apart from her said husband, did, then and there acknowledge and declare that she made herself a party to and executed the said instrument for the purpose of releasing, relinquishing renouncing, and conveying all her right, title and interest, whether separate, statutory or equitable, estate as well as all her dower, and right of dower, in and to the lands and tenements, therein described and thereby granted and conveyed and that she did so freely and voluntarily and without compulsion constraint, apprehension or fear of or from her said husband.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal, in said County and State, the day and year last above written.

(N.P. SEAL)

F. W. Scheper Jr.,
Notary Public.

My commission expires Will of the Governor.

STATE OF FLORIDA.
COUNTY OF LEON.

I HEREBY CERTIFY, That on this the 7th. day of May A.D. 1926, before me John C. Floyd, a Notary Public, in and for the State of Florida at large, personally appeared W.J. Oven, and his wife, Bershe M. Oven, to me well known and well known to me to be the persons so described in and who as such executed the foregoing instrument, and severally acknowledged the execution thereof to be their free act and deed for the uses and purposes therein mentioned; and the said Bershe M. Oven wife of the said W.J. Oven, upon an examination by me taken and made separate and apart from her said husband, did then and there acknowledge and declare that she made herself a party to and executed the said instrument for the purpose of releasing, relinquishing renouncing, and conveying all her right, title and interest, whether separate statutory or equitable, estate, as well as all her dower and right of dower in and to the lands and tenements, therein described and thereby granted and conveyed, and that she did so freely and voluntarily and without compulsion, constraint apprehension or fear of or from her said husband.

IN TESTIMONY WHEREOF I, have hereunto set my hand and notarial seal at Tallahassee, in said County and State the day and year last above written.

(N.P. SEAL)

JOHN C. FLOYD,
Notary Public,

My commission expires Oct. 8,
1929

THE NETHERLANDS:

PROVINCE OF SOUTH HOLLAND:
CONSULATE OF THE UNITED STATES OF AMERICA:
THE HAGUE, THE NETHERLANDS.

I, Edward A. Dow, Consul of the United States of America at The Hague, The Netherlands, duly commissioned and qualified, do hereby certify that on this 8th. day of June A.D. 1926, before me personally appeared CLYDE L. TIELE, and her husband, J. J. TIELE, to me personally known, and known to me to be the individuals described in, whose names are subscribed to, and who executed the foregoing instrument and being informed by me of the contents of said instrument, they duly acknowledged that they executed the same freely and voluntarily for the uses and purposes therein mentioned, and I do hereby certify that upon an examination of the said CLYDE L. TIELE, by me taken and made separate and apart from her husband, the said J.J. Tiele, that she, the said Clyde L. Tiele, did acknowledge and declare that she made herself a party to and executed the foregoing instrument for the uses and purposes therein expressed, and that she did so freely and voluntarily and without compulsion, constraint, apprehension or fear of or from her said husband.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal the day and year last above written.

(SEAL)

Edward A. Dow,
Consul of the United States of America.

Fee \$2.75

Service 126.

STATE OF FLORIDA.

GADSDEN COUNTY.

I, F. F. MORGAN, Clerk of the Circuit Court in and for said County do hereby certify that the above and foregoing instrument was presented and filed for record in this office on the 27th day of Feby. A.D. 1931, and it being properly authenticated I have duly recorded same this the 4th. day of March A.D. 1931.

F. F. Morgan CLERK.
BY John D. Pittman D.C.

12/484

484

RESOLUTION

WHEREAS heretofore on the 7th day of May, 1926, by a certain indenture, made, executed and acknowledged in the manner provided by law, certain lands lying and being situate in the County of Gadsden, State of Florida, and more particularly described as:

The North Half of the Northeast Quarter of the Northeast Quarter (N $\frac{1}{2}$ of NE $\frac{1}{4}$ of NE $\frac{1}{4}$) of Section 13, Township 2 North, Range 4 West,

were conveyed by Warranty Deed, from Virginia Porter, a widow, of Franklin County, Florida, and others, to the Board of Control, a public body politic created under the laws of Florida; which said deed of conveyance was thereafter filed for record, and duly recorded in the land records in the office of the Clerk of the Circuit Court for Gadsden County, Florida, in Deed Book numbered YY on page 117; and

WHEREAS on the date of the execution, acknowledgment, delivery and recordation of said deed, the Board of Control of Florida was authorized by law to acquire by purchase lands and tenements and to contract for the sale and disposal of the same, provided, however, that the title to all such lands however acquired, shall be vested in the Board of Education of Florida, and shall be conveyed and transferred only by it; and

WHEREAS at the time of the conveyance of said lands, the ownership thereof, and the title thereto, became vested by operation of law in the Board of Education of Florida, and has been so vested at all times since the said conveyance thereof;

NOW THEREFORE, BE IT RESOLVED that the Board of Education of Florida does ratify the purchase of the said lands heretofore described, and does accept and assume the full ownership and control of the title thereto in all respects and for all

purposes whatsoever as provided by law.

BE IT FURTHER RESOLVED, that a certified copy of this Resolution be filed with the Clerk of the Circuit Court of the County of Gadsden, State of Florida, for recordation in the official land records of Gadsden County, as provided by law.

Upon motion of Mr. Bailey seconded by Mr. Ervin, this foregoing Resolution was unanimously adopted, in regular session this 21st day of October, 1958.

S E A L

Thos. D. Bailey
Secretary

I hereby certify that the foregoing is a full, true and correct copy of the Resolution duly adopted by the Board of Education of Florida at a regular meeting of the said Board held on the 21st day of October, 1958.

WITNESS my hand and the seal of the Board of Education of Florida, this 26 day of November, 1958.



Thos. D. Bailey
Secretary, Board of Education
of Florida.

DEC 15 1958
Filed No. 28552
Recorded in the records Gadsden
County, Florida and verified by
Edwin Baur, Clerk Circuit Court
Deputy
Edwin Baur Clerk

54/158

THIS INDENTURE, made this 14th day of MARCH
A. D. 1963, between C. Farris Bryant, Governor, Tom Adams,
Secretary of State, J. Edwin Larson, State Treasurer,
Richard W. Ervin, Attorney General, and Thomas D. Bailey,
Superintendent of Public Instruction, as and constituting
the State Board of Education of Florida, grantors, and
the City of Quincy, a municipal corporation of the State
of Florida, grantee, WITNESSETH:

That the State Board of Education of Florida, a
component governmental agency of the State of Florida,
has dedicated and by these presents does hereby dedicate
to the City of Quincy, Florida, a perpetual easement for
public road right of way purposes, subject to conditions
hereinafter set forth, in and to the following described
land in Gadsden County, Florida, to wit:

Begin at a point 850 feet West of the
Southeast Corner of the North half of
the Northeast Quarter of the Northeast
Quarter of Section 13, Township 2 North,
Range 4 West and thence run West 474.95
feet thence run North 25 feet thence run
East 474.95 feet thence run South 25 feet
to the point of beginning;

ALSO

Begin at a point 25 feet North of the
Southwest corner of the North half of the
Northeast Quarter of the Northeast Quarter
of Section 13, Township 2 North, Range 4
West and thence run North 635 feet thence
East 25 feet thence South 635 feet thence
West 25 feet to the point of beginning.

together with the right of the said City of Quincy, Florida
to construct a public road upon and over said land and to do
all things necessary and incident thereto, including placing
of fill material on said right of way and to maintain, police
and protect said right of way and said road thereon, all in

pursuance of such authority as is lawfully vested in the City of Quincy, Florida therefor.

This easement and right of way is granted subject to the condition that in the event the land described herein shall cease to be used for public road purposes and shall be abandoned by the City of Quincy, Florida for a period of three consecutive years, then the interest herein dedicated shall automatically revert to the State Board of Education of Florida.

IN WITNESS WHEREOF, the members of the State Board of Education of Florida have hereunto set their hands and seals and have caused the seal of the Department of Agriculture of the State of Florida to be impressed hereon, attested by the Commissioner of Agriculture, in the City of Tallahassee, State of Florida, on the day and year first above written.

[Signature] (SEAL)
Governor

[Signature] (SEAL)
Secretary of State

[Signature] (SEAL)
Attorney General

[Signature] (SEAL)
State Treasurer

[Signature] (SEAL)
Superintendent of Public Instruction

ATTEST:

[Signature]
Commissioner of Agriculture

As members of and constituting the State Board of Education of Florida

- APR 8 1963
Filed
Recorded in the records Gadsden
County, Florida and verified by
Edwin Bear, Clerk Circuit Court
Deputy
[Signature] Clerk

69/551

551

MAP	SUMMARY

SRD No. 117.1
 Section 0508-2603
 State Road, Experiment
 Station Road
 County of Gadsden.

RESOLUTION

STATE BOARD OF EDUCATION OF FLORIDA

DEDICATION OF LAND FOR USE AS
A PUBLIC STATE ROAD

ON MOTION of Mr. *Bailey* seconded by Mr. *Hynes*

the following Resolution was adopted:

WHEREAS, application having been made on the 13 day of October, A. D. 1964, by the State Road Department to reconstruct, widen, improve and construct a portion of Experiment Station Road, upon lands of the State Board of Education, hereinafter described, and said request having been considered;

BE IT RESOLVED, by the State Board of Education that the following described lands in Gadsden County, Florida, to-wit:

That part of:

$\frac{1}{2}$ of NE $\frac{1}{4}$ of NE $\frac{1}{4}$ of Section 13, Township 2 North, Range 4 West; Begin at Northwest corner of Section 18, Township 2 North, Range 3 West and run South on Section line 10 chains to a stake; thence East 20.46 chains to a stake; North 2.88 chains to a stake; East 5.44 chains to center of Public road; thence Northwesterly on center of Public Road to section line common to Sections 18 and 7; thence Westerly on Section line 23.28 chains to Point of Beginning; being a part of NW $\frac{1}{4}$ of Section 18, Township 2 North, Range 3 West;

lying within 25 feet of the survey line of a State Road, Section 50508-2603, West of Station 135 + 65.55 and within 42 feet of said survey line between Stations 135 + 65.55 and Station 136 + 15.55 and within 25 feet of said survey line East of Station 136 + 15.55, said survey line being described and said station being located as follows: Begin on the Southerly extension of the East line of Lot 6, Block "F" of the Jackson Heights Subdivision as recorded in Plat Book 1 of the Public Records of Gadsden County, Florida, at a point 25 feet South of the Southeast corner of said Lot 6, Block "F"; thence run North 87°44'50" East 797.16 feet to the South line of Section 12, Township 2 North, Range 4 West at a point 1229.37 feet West of the Southeast corner of said Section 12; thence continue North 87°44'50" East 146.54 feet to the beginning of a curve, concave Southerly and having a radius of 11,459.2 feet; thence run North-easterly 340.56 feet along said curve through a central angle of 1°42'10" to the end of curve; thence North 89°27' East 392.18 feet to the North line of Section 13, Township 2 North, Range 4 West at a point 350.24 feet West of the Northeast corner of said Section 13; thence continue North 89°27' East 325.25 feet to Station 135 + 65.55; thence continue North 89°27' East 24.91 feet to the West line of Section 18, Township 2 North, Range 3 West at a point 3.75 feet South of the Northwest corner of said Section 18; thence continue North 89°27' East 25.09 feet to Station 136 + 15.55; thence continue North 89°27' East 1438.84 feet to the centerline of State Road 268 (Adams Street) and the end of survey line herein described; containing 1.77 acres, more or less;

AND,

10-22 4

Accepted as a condition of description
October

(Continued)

LATERAL DITCH RIGHT (SOUTHERLY) STATION 131 + 68.81

That part of:

N $\frac{1}{2}$ of NE $\frac{1}{4}$ of NE $\frac{1}{4}$ of Section 13, Township 2 North, Range 4 West;

lying within 15 feet each side of the centerline of a ditch, said ditch centerline being described as follows: Commence on the North line of Section 13, Township 2 North, Range 4 West at a point 350.24 feet West of the Northeast corner of said Section 13; thence run South 89°27' West 71.49 feet to the Point of Beginning of ditch centerline to be described herein; thence run South 0°33' East 500 feet to the end of ditch centerline herein described; containing 0.33 of an acre, more or less;

be and the same is hereby dedicated as right of way for public state highway purposes under the supervision and direction of the State Road Department of Florida, together with full custody of said land to said State Road Department to control, manage, use, develop, police, protect and maintain the same for state highway purposes, SUBJECT, HOWEVER, to the following provision, viz:

In the event the State Road Department shall abandon use of the above described land for State Highway purposes, then this dedication shall become subject to revocation at the option of the State Board of Education, and upon such revocation the rights herein granted shall immediately cease and determine and said State Board of Education shall resume full custody, control, management and administration of the above described land; and

BE IT FURTHER RESOLVED that two certified copies of this Resolution be furnished forthwith to the State Road Department of Tallahassee, Florida.

STATE OF FLORIDA
COUNTY OF LEON

I HEREBY CERTIFY that the foregoing is a true copy of a Resolution adopted by the State Board of Education at a meeting of said Board held at Tallahassee on the 24 day of November, A. D. 1964.

WITNESS my hand and the Seal of the State Board of Education at Tallahassee, Florida, on this 24 day of November, A. D. 1964.

[Signature]
Secretary



STATE ROAD DEPARTMENT OF FLORIDA
DIVISION OF RIGHTS OF WAY
DESCRIPTION APPROVED
OCT 12 1964 BY: GFD

10-22 4
[Signature]

DEC 29 1964
Filed No. 21370
Recorded in the records Gadsden
County, Florida and verified by
Edwin Bann, Clerk Circuit Court
Deputy
[Signature] Clerk

131/100

D E E D

WHEREAS, by Chapter 67-269, General Laws of Florida as amended by Chapter 67-2236, General Laws of 1967, it is required that the STATE BOARD OF EDUCATION shall transfer and convey to the Trustees of the Internal Improvement Fund of the State of Florida by properly executed deed, title to all real property owned by such Board and the officers thereof, and all the right, title and interest in other properties which the Board and its officers manage and control, and

WHEREAS, the STATE BOARD OF EDUCATION owns, or claims to own, the real property hereinafter described and desires to convey the same to the Trustees of the Internal Improvement Fund of the State of Florida in compliance with the foregoing statutory provision, NOW THEREFORE,

THIS INDENTURE made between the STATE BOARD OF EDUCATION, party of the first part, and the Trustees of the Internal Improvement Fund of the State of Florida for the use and benefit of the State of Florida, party of the second part;

W I T N E S S E T H

That the STATE BOARD OF EDUCATION, party of the first part, pursuant to the mandate of the Legislature of Florida, hereinbefore mentioned; and in further consideration of the mutual covenants between the parties hereto, does hereby and herewith convey, transfer, deliver and set over to the Trustees of the Internal Improvement Fund of the State of Florida, party of the second part, their successors and assigns forever, all that certain parcel or parcels of land lying and being in the County of Gadsden, more particularly described as follows:

1 A - Begin at the Northwest corner of Section 18, Township 2 North, Range 3 West, thence South on Section line 10 chains to a stake, thence run East 20.46 chains to a stake, thence run North

Gadsden 1

2-14 68
Approved and signed for the State Board of Education by the Assistant Attorney General,
Tallahassee, Florida.
John Kenneth Bullinger
Assistant Attorney General

2-14 1968
APPROVED AS TO FORM AND CONTENT BY
LAWYER IN CHARGE, ASSISTANT ATTORNEY GENERAL
BY *JKB*
Assistant Attorney General

2.88 chains to a stake, thence run East 5.44 chains to center of public road, thence run Northwesterly on center of public road to Section line common to Sections 18 and 7, thence Westerly on Section Line 23.88 chains to point of beginning, and being a part of the Northwest quarter of Section 18; Township 2 North, Range 3 West, in the County of Gadsden, State of Florida, and containing in the aggregate 23.25 acres more or less, and less 2 acres on the West line heretofore sold by William Munroe to Jim Roby, leaving the amount herein conveyed 21.25 acres, more or less; being the same parcel as purchased from H. H. Wilson, single, on 15 December 1921; recorded in Deed Book "JJ", page 373.

Also known as Tract I A, Gadsden County, as shown on attached University of Florida Drawing No. D-334.

ABOVE DESCRIPTION ALSO SUBJECT TO FOLLOWING EASEMENTS:

#151 - Easement for construction of hardsurfaced paved highway granted to STATE ROAD DEPARTMENT, on 15 May 1956; recorded in Gadsden County Records No. 21293; affecting Tract I A, Gadsden County.

#162 - Resolution for dedication of land for use as a public state highway granted to STATE ROAD DEPARTMENT, on 24 November 1964; recorded in Deed Book 69, page 551; affecting Tract I A, Gadsden County.

I B - The North half of the Northeast quarter of the Northeast quarter of Section 13, Township 2 North, Range 4 West; being the same parcel as purchased from VIRGINIA R. PORTER ET AL, on 7 May 1926, to the STATE BOARD OF CONTROL; recorded in Deed Book "YY", page 117, and ratified by the State Board of Education on 7 May 1926; recorded in Deed Book 12, page 484.

Also known as Tract I B, Gadsden County, as shown on attached University of Florida Drawing No. D-334.

ABOVE DESCRIPTION ALSO SUBJECT TO FOLLOWING EASEMENTS:

#354 - Easement for public road right-of-way purposes granted to the CITY OF QUINCY, FLORIDA, on 19 March 1963; recorded in Deed Book 54, page 158; affecting Tract I B, Gadsden County.

#162.- Resolution for dedication of land for use as a public state highway granted to the STATE ROAD DEPARTMENT, on 24 November 1964; recorded in Deed Book 69, page 551; affecting Tract 1 B, Gadsden County.

Together with all tenements, hereditaments and appurtenances, with every privilege, right, title, interest and estate, reversion, remainder, easement and lease thereto belonging or in anywise appertaining.

TO HAVE AND TO HOLD the same in fee simple forever.

IN WITNESS WHEREOF, the State Board of Education of Florida, have hereunto subscribed their names and have caused the official seal of the Trustees of the Internal Improvement Fund of the State of Florida to be hereunto affixed, in the City of Tallahassee, Florida, on this 5th day of June, A. D. 1968.

[Signature]
Governor

[Signature]
Secretary of State

[Signature]
Attorney General

[Signature]
Treasurer

[Signature]
Superintendent of Public Instruction

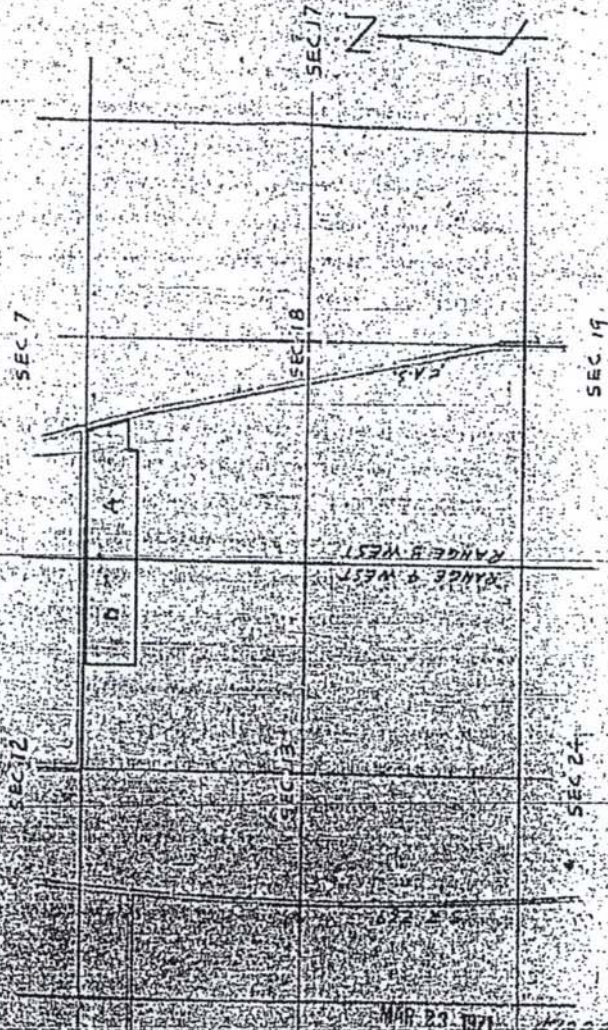
As and Constituting the State Board of Education of the State of Florida



ORG NO. 0-354

GADSDEN COUNTY AREA NO. 7 - PROPERTY OWNERSHIP

T. 4N. R. 10W. E. 12N. RW. 7



MAR 23 1971
 This map is the record of the
 County, Georgia, and is subject to
 the laws of the State of Georgia.
 Allen S. Parsons

MS/226

226

STATE OF FLORIDA BOARD OF TRUSTEES
OF THE INTERNAL IMPROVEMENT TRUST FUND

DEED

No. 25298

THIS INDENTURE, Made this 11th day of May,
A. D. 1972, between the STATE OF FLORIDA BOARD OF TRUSTEES OF
THE INTERNAL IMPROVEMENT TRUST FUND, party of the first part,
Grantor herein, and the SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA,
of Quincy, Florida, party of the second part, Grantee herein,

WITNESSETH:

That the party of the first part for and in consider-
ation of the sum of Ten Dollars (\$10.00) and other good and
valuable consideration, receipt of which is hereby acknowledged,
has granted, bargained, sold and conveyed, and by these presents
does grant, bargain, sell and convey to the party of the second
part, its successors and assigns, that piece or parcel of land
situate, lying and being in the County of Gadsden, State of
Florida, to-wit:

TRACT 1 - Begin at the Southeast intersection
of Experiment Station Road and Stewart Street,
said point being 25 feet East and 29.1 feet
South of the Northwest Corner of Section 18,
Township 2 North, Range 3 West, Quincy, Gadsden
County, Florida and thence run N 89° 22' E
along Experiment Station road 1308.27 feet to
the Westerly side of South Adams Street and
or State Road No. 268; thence run along a curve
to the left a straight course S 33° 10' E
543.87 feet; thence run West 287.7 feet; thence
run South 190.1 feet; thence run West 1042 feet;
thence run N 00° 06' W 300 feet; thence run West
275 feet; thence run N 00° 6' W 330.9 feet to
the point of beginning and containing 18.86 acres,
more or less.

TRACT 2 - Begin at the Southwest intersection of
Experiment Station Road and Stewart Street, said
point being 25 feet West and 29.35 feet South of
the Northeast Corner of Section 13, Township 2
North, Range 4 West, Quincy, Gadsden County,
Florida, and thence run S 89° 54' W along said
road 899 feet; thence run S 00° 06' E 605.65
feet; thence run N 89° 54' E 68.75 feet; thence
run S 00° 06' E 25 feet; thence run N 89° 54' E
830.25 feet; thence run N 00° 06' W along Stewart
Street 630.65 feet to the point of beginning and
containing 13.0 acres, more or less.

008886
STATE OF FLORIDA
DOCUMENTARY STAMP TAX
00.30
CANCELED
\$55
SURETAGE

LEGAL DESCRIPTION APPROVED
AND
THIS INSTRUMENT WAS FILED BY
JAMES T. WILLIAMS
ELLIOT BUILDING
TALLAHASSEE, FLORIDA 32304

TRACT 3 - Commence at a point 25 feet West and 29.35 feet South of the Northeast Corner of Section 13, Township 2 North, Range 4 West, Quincy, Gadsden County, Florida, and thence run S 89° 54' W 899 feet to the point of beginning; Thence from said point run S 00° 06' E 605.65 feet; thence run S 89° 54' W 376 feet to the East side of 9th Street; thence run N 00° 06' W 595.39 feet to Experiment Station road; thence run N 88° 20' E along road 376 feet to the point of beginning, and containing 5.2 acres more or less,

TO HAVE AND TO HOLD the same in fee simple forever.

IN WITNESS WHEREOF, the Trustees for and on behalf of the State of Florida Board of Trustees of the Internal Improvement Trust Fund have hereunto subscribed their names and have caused the official seal of said State of Florida Board of Trustees of the Internal Improvement Trust Fund to be hereunto affixed, in the City of Tallahassee, Florida, on the day and year first above written

(SEAL)
STATE OF FLORIDA
BOARD OF TRUSTEES
OF THE INTERNAL
IMPROVEMENT TRUST
FUND

Reubin O. Askew
GOVERNOR

Richard D. McDaniel
Secretary of State

Robert L. Hevin
Attorney General

Fred W. Strickland Jr.
Comptroller

Thomas W. Smalley
Treasurer

Alfred Christian
Commissioner of Education

David Bonner
Commissioner of Agriculture

As and Constituting the State of Florida Board of Trustees of the Internal Improvement Trust Fund

GADSDEN COUNTY, FLORIDA

RECEIVED MAY 30 1972 AT

2:45 O'CLOCK P. M. AND

RECORDED IN DR BOOK 145

PAGE 226 AND THE RECORD

VERIFIED.

EDWIN BAHR, CLERK CIRCUIT COURT

Wm B. Snipes

MAY 30 1972
Filed No. 52710
Recorded in the records Gadsden
County, Florida and verified by
Edwin Baehr, Clerk Circuit Court
Wm B. Snipes
Deputy Clerk

QUIT-CLAIM DEED WITH REVERTER CLAUSE

THIS QUIT-CLAIM DEED, Made this 11th day of April, A.D., 1989, by and between THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA, Grantor, and THE CITY OF QUINCY, a Florida municipal corporation, whose mailing address is City Hall, 404 West Jefferson Street, Quincy, FL 32351, Grantee.

- W I T N E S S E T H -

That the said Grantor for and in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable consideration to it in hand paid by the said Grantee, the receipt of which is hereby acknowledged, does remise and quit-claim unto the said Grantee all the right, title, interest, claim and demand which the Grantor has in and to the following described property, piece or parcel of land, situate, lying and being in Gadsden County, Florida, to-wit:

SEE EXHIBIT "A" ATTACHED HERETO
AND MADE A PART HEREOF

TO HAVE AND TO HOLD the same together with all and singular the appurtenances thereto belonging or in anywise appertaining, and all the estate, right, title, interest, lien, equity and claim whatsoever of the said Grantor, either in law or equity to the only proper use, benefit and behoof of the Grantee, forever.

This deed is made and accepted on the condition that the land hereby conveyed be used solely as the site of an electrical substation, and that Grantee, its heirs or assigns shall forever use the land and premises solely for that purpose of maintaining an electrical substation.

In the event that the property is not used solely and perpetually as the site of an electrical substation,

RUDEN, BARNETT, McCLOSKEY, SMITH, SCHUSTER & RUSSELL, P.A.

and if the CITY OF QUINCY fails to construct said electrical substation on the site within 5 years from the date of conveyance, then the land and premises shall revert to Grantor, its heirs or assigns, and Grantee, its heirs or assigns shall forfeit all rights thereto.

IN WITNESS WHEREOF, the Grantor has hereunto set its hand and seal the day and year first above written, to this instrument prepared by Claude B. Arrington, Attorney at Law, 101 North Monroe Street, Monroe-Park Tower, Suite 1010, Tallahassee, FL 32301.

Signed, Sealed and Delivered in the presence of:

THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA

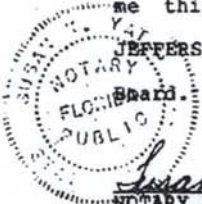
Eugene H. Davis
Chairman
By: H. Jefferson Davis
H. JEFFERSON DAVIS
Its Chairman

ATTEST:

Robert H. Bryant
ROBERT H. BRYANT
Superintendent

John H. Moore Jr.
STATE OF FLORIDA
COUNTY OF GADSDEN

The foregoing instrument was acknowledged before me this 11th day of April, A.D., 1989, by H. JEFFERSON DAVIS, as Chairman of the Gadsden County School Board.



Susan K. Yates
NOTARY PUBLIC, State of Florida at Large
My Commission expires: July 17, 1992

STATE OF FLORIDA
COUNTY OF GADSDEN

The foregoing instrument was acknowledged before
me this 11th day of April, A.D., 1989, by ROBERT H.
BRYANT as Superintendent of Schools of Gadsden County,
Florida.



Susan K. Gates
NOTARY PUBLIC, State of Florida at Large
My Commission expires: July 17, 1992

010:RE

EXHIBIT "A"

Commence at an iron pipe (being located at x= 1,974,445.83 and y= 573,857.38 according to state plane coordinates for the Lambert Projection for North Florida) marking the northeast corner of Section 13, Township 2 North, Range 4 West, Gadsden County, Florida and proceed; thence South 00 degrees 27 minutes 53 seconds East 3.76 feet to a railroad spike at the intersection of the centerline of Stewart Street and the centerline of a 50 foot wide roadway known as Experiment Station Road (also S-274); thence South 89 degrees 30 minutes 29 seconds West, along said centerline of Experiment Station Road, 228.96 feet; thence South 00 degrees 29 minutes 31 seconds East 25.00 feet to a concrete monument (RLS 3266) (located at x= 1,974,217.13 and y= 573,828.64 on said Lambert Projection) on the south right of way boundary of said Experiment Station Road and being the POINT OF BEGINNING. From said POINT OF BEGINNING, thence continue South 00 degrees 29 minutes 31 seconds East 250.00 feet to a concrete monument (RLS 3266); thence South 89 degrees 30 minutes 29 seconds West, parallel with said centerline, 250.00 feet to a concrete monument (RLS 3266); thence North 00 degrees 29 minutes 31 seconds West 250.00 feet to a concrete monument (RLS 3266) on said south right of way boundary; thence North 89 degrees 30 minutes 29 seconds East, along said south right of way boundary, 250.00 feet to the POINT OF BEGINNING, containing 1.43 acres more or less.

Maybe SUBJECT to a 30 foot wide drainage easement through the above described property as per Right of Way map Section 50508-2603 being duly recorded in Road Plat Book 1, page 205 of the Public Records of Gadsden County, Florida.

The above lands being in the City of Quincy, Florida.

8902874

357 PAGE 547-550
 REC. NICHOLAS THOMAS, CLERK
 GADSDEN COUNTY, FLORIDA

FILED, RECORDED AND
 RECORD VERIFIED
 NICHOLAS THOMAS, CLERK
 GADSDEN COUNTY, FLA.
 BY *[Signature]*

'89 APR 18 PM 4 27

QUITCLAIM DEED

WHEREAS, THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA did convey to THE CITY OF QUINCY, a Florida municipal corporation, the hereinafter described parcel of land by Quit-Claim Deed With Reverter Clause dated April 11, 1989 and recorded in Official Records Book 357, at page 547, of the public records of Gadsden County, Florida; and,

WHEREAS, the said land conveyed was to be used solely as the site of an electrical substation, and it has now been determined that said land will not be used as the site of such electrical substation and THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA has therefore requested a reconveyance of said land.

NOW THEREFORE,

THIS INDENTURE made this 27 day of October, A.D. 1989, by and between THE CITY OF QUINCY, a Florida municipal corporation, of P. O. Box 1619, 404 West Jefferson Street, Quincy, Florida 32351, party of the FIRST PART, and THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA, of P. O. Box 1499, Quincy, Florida 32351, party of the SECOND PART.

W I T N E S S E T H :

That the said party of the FIRST PART, for and in consideration of the sum of One Dollar (\$1.00) and other good and valuable considerations to it in hand paid by the said party of the SECOND PART, the receipt of which is hereby acknowledged, does hereby QUITCLAIM and REMISE unto the said party of the SECOND PART, all the right, title, interest, claim and demand which the said party of the FIRST PART has in and to the following described property, piece or parcel of land, situate, lying and being in Gadsden County, Florida, to-wit:

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF

TO HAVE AND TO HOLD the same together with all and singular the appurtenances thereto belonging or in anywise appertaining, and all the estate, right, title, interest, lien, equity and claim whatsoever of the said party of the FIRST PART, either in law or equity to the only proper use, benefit and behoof of the said

This instrument prepared by
ALCANTARA & HILSON, Attorneys
P. O. Box 550
121 N. Madison
Quincy, Florida 32351

party of the SECOND PART, forever.

IN WITNESS WHEREOF, the said party of the FIRST PART has hereunto set its hand and seal the day and year first above written.

SIGNED, sealed and delivered in the presence of:

Stelly Ann Robinson
Glenn L. Jacob

THE CITY OF QUINCY

BY: *R. L. Massey*
Presiding Officer of the City Commission of the City of Quincy, Florida



[Signature]
Clerk of the City of Quincy and
Clerk of the City Commission thereof

STATE OF FLORIDA

COUNTY OF GADSDEN

The foregoing instrument was acknowledged before me this 27 day of October, A.D. 1989, by R. L. Massey and Sylvester Woodward, the Presiding Officer and Clerk, respectively, of the City Commission of THE CITY OF QUINCY, a Florida municipal corporation, on behalf of said corporation.

Warren H. [Signature]
Notary Public
My Commission Expires: 6/16/93



EXHIBIT "A"

Commence at an iron pipe (being located at x= 1,874,445.83 and y= 573,857.38 according to state plane coordinates for the Lambert Projection for North Florida) marking the northeast corner of Section 13, Township 2 North, Range 4 West, Gadsden County, Florida and proceed; thence South 00 degrees 27 minutes 53 seconds East 3.78 feet to a railroad spike at the intersection of the centerline of Stewart Street and the centerline of a 50 foot wide roadway known as Experiment Station Road (also S-274); thence South 88 degrees 30 minutes 28 seconds West, along said centerline of Experiment Station Road, 228.88 feet; thence South 88 degrees 28 minutes 31 seconds East 25.00 feet to a concrete monument (RLS 3288) (located at x= 1,874,217.13 and y= 573,828.84 on said Lambert Projection) on the south right of way boundary of said Experiment Station Road and being the POINT OF BEGINNING. From said POINT OF BEGINNING, thence continue South 88 degrees 28 minutes 31 seconds East 250.00 feet to a concrete monument (RLS 3288); thence South 88 degrees 30 minutes 28 seconds West, parallel with said centerline, 250.00 feet to a concrete monument (RLS 3288); thence North 00 degrees 28 minutes 31 seconds West 250.00 feet to a concrete monument (RLS 3288) on said south right of way boundary; thence North 88 degrees 30 minutes 28 seconds East, along said south right of way boundary, 250.00 feet to the POINT OF BEGINNING, containing 1.43 acres more or less.

Maybe SUBJECT to a 30 foot wide drainage easement through the above described property as per Right of Way map Section 80308-2503 being duly recorded in Road Plat Book 1, page 205 of the Public Records of Gadsden County, Florida.

The above lands being in the City of Quincy, Florida.

8908349

FILED RECORDED AND
RECORD VERIFIED
BY NICHOLAS THOMAS, CLERK CIR CRT
GADSDEN COUNTY, FLA

343
1274-1296
CLERK

BY William L. Mink D.C.

'89 OCT 30 AM 11 17

0401693

04 FEB 23 PM 2:50

This instrument was prepared under the supervision of J. Marshall Conrad, Attorney at Law, of AUSLEY & McMULLEN, P.A., Post Office Box 391, Tallahassee, Florida 32302, who certifies ONLY that he prepared the same from information furnished to him and that the accuracy of the description and marketability of title are NOT guaranteed.

WHEN RECORDED, RETURN TO:
J. MARSHALL CONRAD
AUSLEY & McMULLEN
POST OFFICE BOX 391
TALLAHASSEE, FL 32302

Documentary Tax Pd. 70¢
Intangible Tax Pd.
NICHOLAS THOMAS, CLERK, GADSDEN COUNTY.
By *Nicholas Thomas* 2/23/04
Deputy Clerk Date

QUIT CLAIM DEED

THIS INDENTURE, made this 29th day of January, 2004, between **THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA**, whose mailing address is 35 Martin Luther King, Jr., Boulevard, Quincy, Florida 32351, hereinafter called Grantor, and the **CITY OF QUINCY, FLORIDA**, a municipal corporation organized and existing under the laws of the State of Florida, whose mailing address is 404 West Jefferson Street, Quincy, Florida 32351, hereinafter called Grantee;

(Wherever the context hereof so requires or admits, the terms "Grantor" and "Grantee" shall include singular and plural, and use of any gender shall be applicable to all genders, and this instrument shall be binding upon all parties hereto and their legal representatives, successors, and assigns.)

WITNESSETH, that the Grantor, for and in consideration of the sum of Ten Dollars (\$10.00), in hand paid by the Grantee, the receipt whereof is hereby acknowledged, has remised, released and quitclaimed, and by these presents does remise, release, quitclaim and convey unto the Grantee all the right, title, interest, claim and demand which the said Grantor has in and to the following described parcel of land, situate, lying and being in the County of Gadsden, State of Florida, to wit:

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART
HEREOF.

TO HAVE AND TO HOLD the same, together with all and singular the appurtenances thereunto belonging or in anywise appertaining, and all the estate, right,

title, interest and claim whatsoever of the said Grantor, either in law or equity, to the only proper use, benefit and behoof of the said Grantee.

IN WITNESS WHEREOF, the said Grantor has hereunto set its hand and seal the day and year first above written.

SIGNED, SEALED AND DELIVERED
IN OUR PRESENCE AS WITNESSES:

THE SCHOOL BOARD OF GADSDEN
COUNTY, FLORIDA

Latrenda Gainous-Goldwire
1ST WITNESS - SIGNATURE
Latrenda Gainous-Goldwire
1ST WITNESS - PRINTED NAME

By: Isaac Simmons, Jr.
ISAAC SIMMONS, JR.
As its Chairman

Misty Cash
2ND WITNESS - SIGNATURE
Misty Cash
2ND WITNESS - PRINTED NAME

ATTEST:
Sterling D. DuPont
STERLING D. DuPONT
As its Superintendent and Ex Officio
Secretary of the Board

STATE OF FLORIDA
COUNTY OF GADSDEN

The foregoing instrument was acknowledged before me this 29th day of January, 2004, by ISAAC SIMMONS, JR., as Chairman of The School Board of Gadsden County, Florida, and attested to by STERLING D. DuPONT as Superintendent and Ex Officio Secretary of the Board, both of whom are personally known to me or, if not personally known to me, who produced _____ and _____, respectively, for identification and who did not take an oath.



Mary J. Davis
MY COMMISSION # DD042811 EXPIRES
October 15, 2005
BONDED THRU TROY FARM INSURANCE INC.

(Notary Seal)

Mary J. Davis
NOTARY PUBLIC
Mary J. Davis
(Printed Name of Notary)

EXHIBIT "A"

OR 583 PG 2058

Legal Description for the School Board of Gadsden County
Lands to be Deeded to the City of Quincy (Track)
10.94 Acres

A parcel of land lying in the Northeast one quarter of the Northeast one quarter of Section 13, Township 2 North, Range 4 West, Quincy, Gadsden County, Florida, more particularly described by metes and bounds as follows:

Commence at the Southwest intersection of Martin Luther King Boulevard (Experiment Station Road - 30 foot right-of-way) and Stewart Street (50 foot right-of-way), said point being 24.94 feet South and 28.78 feet West of the Northeast corner of said Section 13, and run;

Thence along the Southerly right-of-way boundary of Martin Luther King Boulevard as follows:
Thence South 89 degrees 55 minutes 37 seconds West 497.16 feet to the POINT OF

BEGINNING.

From said POINT OF BEGINNING thence continue South 89 degrees 55 minutes 37 seconds West 220.00 feet to a point of curve to the left;

Thence along said curve with a radius of 11,434.20 feet through a central angle of 01 degree 42 minutes 10 seconds for an arc distance of 339.81 feet (the chord of said arc being South 89 degrees 04 minutes 32 seconds West 339.80 feet) to the end of said curve;

Thence run South 88 degrees 13 minutes 27 seconds West 214.73 feet to the Southeast intersection of said Martin Luther King Boulevard and Ninth Street (50 foot right-of-way);

Thence leaving said Southerly right-of-way boundary run South 00 degrees 53 minutes 13 seconds East along the Easterly right-of-way boundary of said Ninth Street a distance of 596.02 feet;

Thence North 89 degrees 52 minutes 25 seconds East 433.64 feet;

Thence South 00 degrees 07 minutes 35 seconds East 25.00 feet;

Thence North 89 degrees 52 minutes 25 seconds East 341.24 feet;

Thence North 00 degrees 53 minutes 13 seconds West 631.73 feet to the POINT OF

BEGINNING.

Containing 10.94 acres, more or less.

EXHIBIT "A"

EXHIBIT A

Legal Description:

The following legal description was provided on the Boundary Survey conducted on October 19, 2010 conducted by Thomas P. Skipper (Florida License Number LS3031). Survey File #: 79-122.

A parcel of land lying in the Northeast one quarter of the Northeast one quarter of Section 13, Township 2 North, Range 4 West, Quincy, Gadsden County, Florida more particularly described by metes and bounds as follows:

BEGIN at the Southwest intersection of Martin Luther King Jr. Boulevard (50 foot right of way) and Stewart Street (50 foot right of way), said point being 24.94 feet South and 28.78 feet West of the Northeast corner of said Section 13 and run;

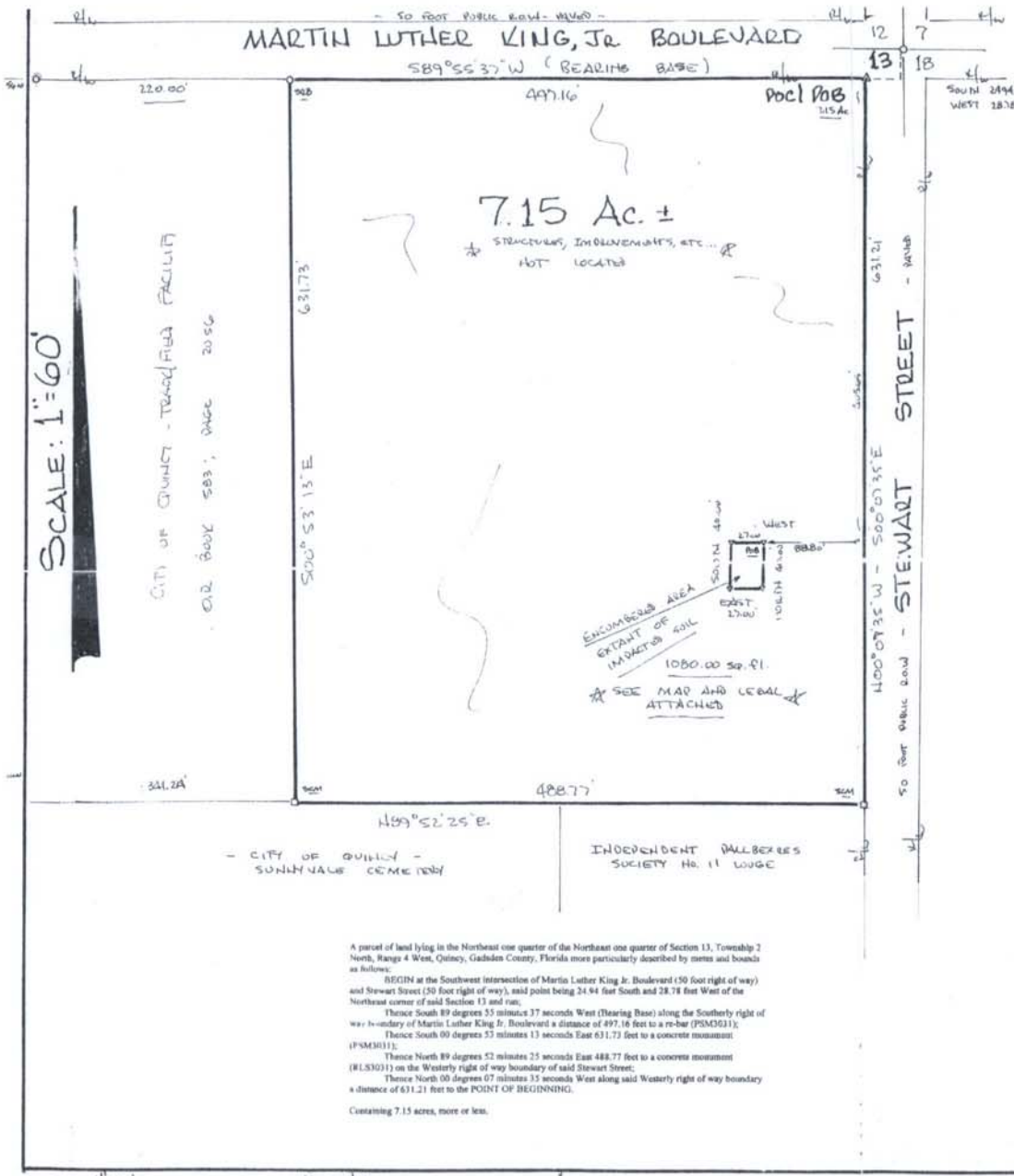
Thence South 89 degrees 55 minutes 37 seconds West (Bearing Base) along the Southerly right of way boundary of Martin Luther King Jr. Boulevard a distance of 497.16 feet to a re-bar (PSM3031);

Thence South 00 degrees 53 minutes 13 seconds East 631.73 feet to a concrete monument (PSM3031);

Thence North 89 degrees 52 minutes 25 seconds East 488.77 feet to a concrete monument (RLS3031) on the Westerly right of way boundary of said Stewart Street;

Thence North 00 degrees 07 minutes 35 seconds West along said Westerly right of way boundary a distance of 631.21 feet to the POINT OF BEGINNING.

Containing 7.15 acres, more or less.



SCALE: 1"=60'

CITY OF QUINCY - TRASH/FIELD FACILITY
 O.R. BOOK 583, PAGE 2056

- CITY OF QUINCY -
 SOUTHWEST CORNER ONLY

INDEPENDENT BALLBEARS
 SOCIETY No. 11 LOGS

A parcel of land lying in the Northeast one quarter of the Northeast one quarter of Section 13, Township 2 North, Range 4 West, Quincy, Gadsden County, Florida more particularly described by metes and bounds as follows:
 BEGIN at the Southwest intersection of Martin Luther King Jr. Boulevard (50 foot right of way) and Stewart Street (50 foot right of way), said point being 24.94 feet South and 28.78 feet West of the Northeast corner of said Section 13 and run:
 Thence South 89 degrees 55 minutes 37 seconds West (bearing base) along the Southerly right of way boundary of Martin Luther King Jr. Boulevard a distance of 497.16 feet to a re-bar (PSM031);
 Thence South 00 degrees 53 minutes 13 seconds East 631.73 feet to a concrete monument (PSM301);
 Thence North 89 degrees 52 minutes 25 seconds East 488.77 feet to a concrete monument (R.L.S301) on the Westerly right of way boundary of said Stewart Street;
 Thence North 00 degrees 07 minutes 33 seconds West along said Westerly right of way boundary a distance of 631.21 feet to the POINT OF BEGINNING.
 Containing 7.15 acres, more or less.

- GENERAL SURVEYOR NOTES:
- LANDS LYING IN SECTION 13, TOWNSHIP 2 NORTH, RANGE 4 WEST, QUINCY, GADSDEN COUNTY, FLORIDA.
 - LANDS DESCRIBED IN OFFICIAL RECORD BOOK 145, PAGE 267 OF THE PUBLIC RECORDS OF SAID COUNTY.
 - READING BASED ON DEED RECORDED IN O.R. BOOK 583, PAGE 2056 OF THE PUBLIC RECORDS OF SAID COUNTY.
 - LEGAL DESCRIPTION: PRODUCT OF SURVEY.
 - ONLY THOSE VISIBLE INTERIOR IMPROVEMENTS AND IMPROVEMENTS PERTINENT TO THE SUBJECT PROPERTY HAVE BEEN LOCATED AS SHOWN HEREON. EXCEPTION IS MADE HEREON TO UNDERGROUND FACILITIES AND OTHER IMPROVEMENTS NOT VISIBLE OR KNOWN AT DATE OF SURVEY.
 - CLOSURE EXCEEDS 1: 10000 ACCURACY: COMMERCIAL
 - THIS SURVEYOR HAS NOT BEEN PROVIDED A CURRENT TITLE OPINION OR ABSTRACT OF MATTERS AFFECTING TITLE OR BOUNDARY TO THE SUBJECT PROPERTY. IT IS POSSIBLE THAT THERE ARE DEEDS OF RECORD, UNRECORDED DEEDS, EASEMENTS OR OTHER INSTRUMENTS WHICH COULD EFFECT THE BOUNDARIES.
 - NOT VALID WITHOUT THE SIGNATURE AND ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR. (NO SURVEY REPORT)

LEGEND/ABBREVIATIONS

- R - RADIUS OF CURVE
- C - DELTA OR CENTRAL ANGLE OF CURVE
- A - ARC OR LENGTH OF CURVE
- CH - CHORD BEARING AND DISTANCE
- POB - POINT OF COMMENCEMENT
- FOB - POINT OF BEGINNING
- R/W, ROW - RIGHT OF WAY
- CL - CENTERLINE
- X-X-X-X-X-X - FENCE (WIRE OR CHAINLINK) AS NOTED
- (D) - DEED BEARING OR DISTANCE
- (M) - MEASURED BEARING AND DISTANCE
- (P) - PLAT BEARING AND DISTANCE
- O.R. BOOK - OFFICIAL RECORD BOOK AND PAGE
- R.L.S.L.S. - REGISTERED LAND SURVEYOR
- P.S.M. - PROFESSIONAL SURVEYOR AND MAPPER
- L.B. - LICENSED BUSINESS
- C.C.M. - SET CONCRETE MONUMENT, #001/DISK - 4" BY 4"
- S.R.B. - SET RE-BAR - 5/8" DIAMETER, #001/CAP
- F.I.P. - FOUND IRON PIPE (SIZE) (NO ID)
- F.C.M. - FOUND CONCRETE MONUMENT (4" BY 4") (DESCRIPTION)
- F.R.B. - FOUND RE-BAR (5/8") (DESCRIPTION)
- NO ID - NO IDENTIFICATION NUMBER
- S.T. - SEPTIC TANK
- W.M. - WATER METER
- A.C. - AIR CONDITIONING UNIT
- D.O.T. - DEPARTMENT OF TRANSPORTATION
- F.T.C. - FOUND TERRA COTTA MONUMENT (1" DIAMETER)
- C.C.R. - CERTIFIED CORNER RECORD

I HEREBY CERTIFY THAT THIS IS A TRUE AND ACCURATE REPRESENTATION OF LANDS SURVEYED UNDER MY DIRECT SUPERVISION AND CONTROL, AND MEETS THE MINIMUM TECHNICAL STANDARDS FOR LAND SURVEYORS IN THE STATE OF FLORIDA. (CHAPTER 51-17, F.A.C.)


 THOMAS P. SKIPPER
 PROFESSIONAL SURVEYOR AND MAPPER
 FLORIDA LICENSE NUMBER 15301

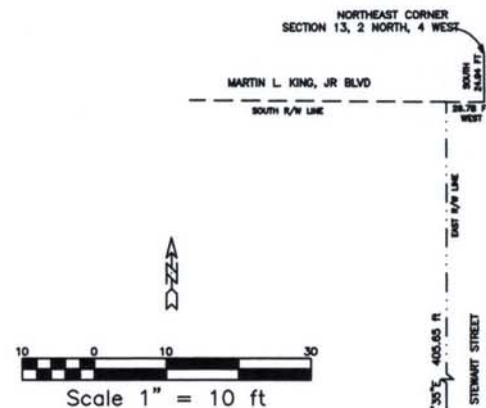
BOUNDARY SURVEY FOR:
**THE GADSDEN COUNTY
 SCHOOL BOARD**

PREPARED BY:
THOMAS P. SKIPPER
 PROFESSIONAL SURVEYOR AND MAPPER
 16 EAST WASHINGTON STREET
 QUINCY, FLORIDA 32351
 (850) 627-9754

19 OCTOBER 2010 (DATE OF SURVEY)
 FILE # 79-122

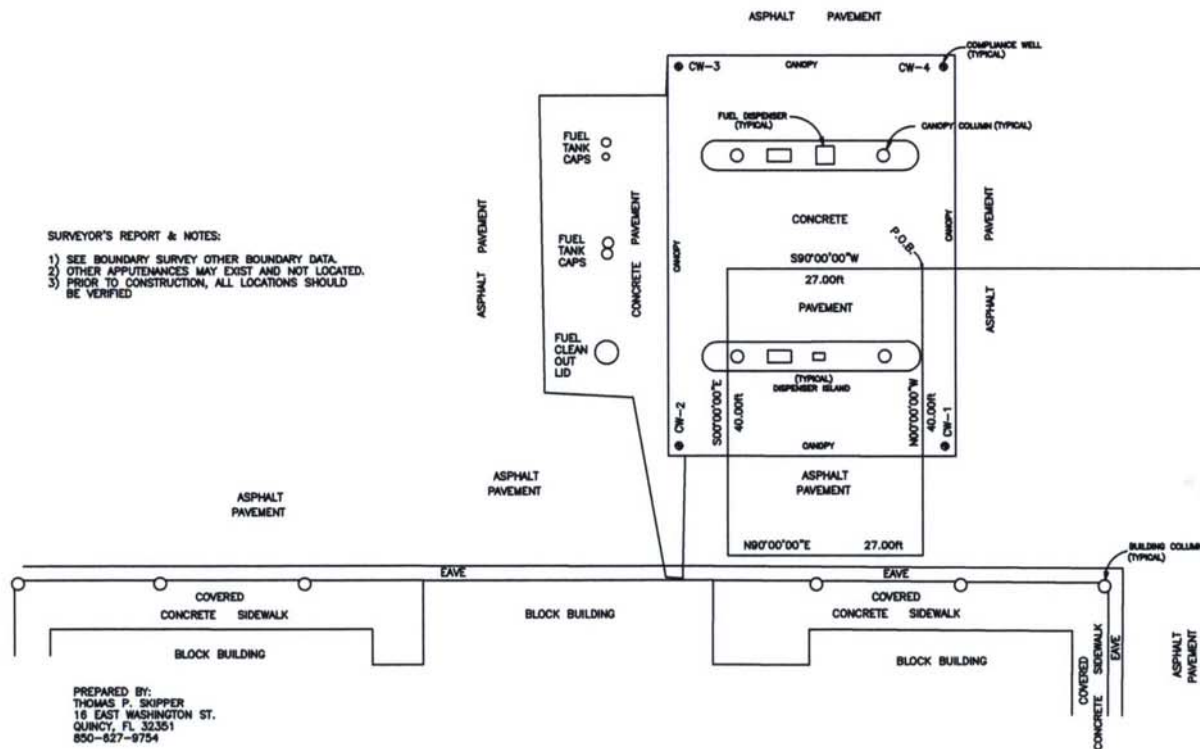
EXHIBIT "B"

LOCATION SURVEY FOR GADSDEN COUNTY SCHOOL BOARD OF A PORTION OF THE VEHICLE MAINTENANCE FACILITY



SURVEYOR'S REPORT & NOTES:

- 1) SEE BOUNDARY SURVEY OTHER BOUNDARY DATA.
- 2) OTHER APPURTENANCES MAY EXIST AND NOT LOCATED.
- 3) PRIOR TO CONSTRUCTION, ALL LOCATIONS SHOULD BE VERIFIED.



TO THE BEST OF MY KNOWLEDGE AND BELIEF,
THIS IS A CORRECT AND ACCURATE REPRESENTATION
OF A LOCATION SURVEY DONE UNDER MY DIRECT
SUPERVISION.

THOMAS P. SKIPPER, SURVEYOR
FLORIDA CERTIFICATE NO. 3031
DATE OF SURVEY: SEPT. 22, 2010
DATE OF PLAT: OCTOBER 08, 2010

PREPARED BY:
THOMAS P. SKIPPER
16 EAST WASHINGTON ST.
QUINCY, FL 32351
850-627-9754

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 11a

DATE OF SCHOOL BOARD MEETING: December 14, 2010

TITLE OF AGENDA ITEM: **Master Inservice Plan Approval**

DIVISION:

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

PURPOSE AND SUMMARY OF ITEM:

(Type and Double Space)

The Gadsden County School Board is a member of the Panhandle Educational Consortium (PAEC). We have an approved Master Inservice Plan through PAEC valid from 2007-2012. Annually, the plan is updated. There is a request for each District to approve the revision to the plan. I am requesting the Board's approval of the revision to the existing plan.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: **Pink Hightower, Ph.D**

POSITION: **Director of Personnel and Staff Development**

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.
SUPERINTENDENT'S SIGNATURE: page(s) numbered 2 & 3 Attachments
CHAIRMAN'S SIGNATURE: page(s) numbered 2 & 3 Attachments

This form is to be duplicated on light blue paper.

REVIEWED BY: _____

The School Board of Gadsden County



"Building A Brighter Future"

Reginald C. James
SUPERINTENDENT
OF SCHOOLS

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

MASTER INSERVICE PLAN APPROVAL VERIFICATION

Person Responsible for District Inservice Plan

Pink Hightower, Ph.D

District Professional Development Director

VERIFICATION

This verifies that the revisions to the 2007-2012 Master In-service Plan were approved by the Gadsden County School Board on December 14, 2010.

Superintendent of Schools

School Board Chairman

Eric F. Hinson
DISTRICT NO. 1
HAVANA, FL 32333
MIDWAY, FL 32343

Judge B. Helms, Jr.
DISTRICT NO. 2
QUINCY, FL 32351
HAVANA, FL 32333

Isaac Simmons, Jr.
DISTRICT NO. 3
CHATTAHOOCHEE, FL 32324
GREENSBORO, FL 32330

Charlie D. Frost
DISTRICT NO. 4
GRETNA, FL 32332
QUINCY, FL 32352

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

BOARD MEETS FOURTH TUESDAY OF EACH MONTH
EQUAL OPPORTUNITY EMPLOYER

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 11b

DATE OF SCHOOL BOARD MEETING: December 14, 2010

TITLE OF AGENDA ITEM: School Advisory Council Rosters

DIVISION:

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

PURPOSE AND SUMMARY OF ITEM:

According to Florida Statutes each school is to submit School Advisory Council Rosters to the School Board for approval. Each advisory council shall be composed of the principal and an appropriately balanced number of teachers, education support employees, students, parents, and other business and community citizens who are representative of the ethnic, racial, and economic community served by the school.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Audrey Lewis

POSITION: Parent Services Coordinator

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

This form is to be duplicated on light blue paper.

REVIEWED BY: _____

**Gadsden County
School Advisory Council Membership Roster**

School Year 2010-2011

School CHATTAHOOCHEE ELEMENTARY

Telephone #(850) 663-4373

Principal's Signature *[Signature]*

Date 10/19/10

SAC Chairperson's Signature *[Signature]*

Date 10/19/10

Name	Address	Phone #	Sex	Race	Position	Method of Selection*
Irene W. Harris	36 Live Oak Lane Quincy, FL 32351	544-8567	F	B	Sec/Data	Peer Selected
Tonja White-Carroll	335 Maple St. Chatt., FL 32324	663-4373	F	B	Guidance Counselor	Peer Selected
Marilyne McClendon	335 Maple St. Chatt., FL 32324	663-4373	F	B	Pre-K Para Pro	Peer Selected
Shirley B. Brown	Chatt., FL 32324		F	B	SAC's Chairperson	Peer Selected
Keleena Carroll	851 Maple St. Chatt., FL 32324	663-2176	F	B	Parent	Peer Selected
Susan Blume	P. O. Box 783 Chatt., FL 32324	663-2388	F	W	Teacher	Peer Selected
DelRicko Price	2465 Lincoln Dr Chatt., FL 32324	544-5083	M	B	Fathers of the Future	Peer Selected
Phyllis Simmons	335 Maple St. Chatt., FL 32324	663-4373	F	B	Teacher	Peer Selected
Jennifer Dean	22 Smith Lane Chatt., FL 32324	663-5267	F	W	Parent	Peer Selected
Shirley McDaniel	231 Davis Lane Bainbridge, Ga. 39819	229-243-0507	F	W	Grandparent	Peer Selected
Sharon Brunson	180 Mason Rd. Chatt., FL 32324	663-2762	F	B	Grandparent	Peer Selected
Shakelia Epps	2014 Aspalaga Rd Chatt., FL 32324	491-3620	F	B	Parent	Peer Selected
Yolanda Baker	47 Bellamy Rd. Chatt., FL 32324	663-8934	F	B	Parent	Peer Selected
Gigi McMillan	748 Congo Rd. Chatt., FL 32324	663-3770	F	B	Parent	Peer Selected
Greg Downing	3210 Oh Bay Nene Tallahassee, 32301	264-4142	M	B	Community	Peer Selected

John Tshimbalanga	Flower Lane, Apt. 1A Chattahoochee, 32324	663-9232	M	B	Parent	Peer Selected
Lydia Tshimbalanga	Flower Lane, Apt. 1A Chatt., FL 32324	663-9232	F	B	Parent	Peer Selected
Crystal Reed	2064 Aspalaga Road Quincy 32351	442-6663	F	B	Parent	Peer Selected
Cassandra McCellan	305 Boykin Ave. Chatt., FL 32324	663-5232	F	B	Parent	Peer Selected
Tonya McMillon	335 Maple St. Chatt., FL 32324	663-4373	F	B	School Nurse	Peer Selected
James Green, Jr.	1111 Lorraine Ave. Chatt., FL 32324	663-3936	M	B	Parent	Peer Selected
Merita Green	1111 Lorraine Ave. Chatt., FL 32324	663-3936	F	B	Parent	Peer Selected
David Dukes	Chatt., FL 32324	294-9586	M	B	FOF	Peer Selected
Daniel White	Chatt., FL 32324	591-5895	M	B	FOF	Peer Selected
Rita T. Carter	35 MLK Blvd. Quincy, FL 32351	627-9651	F	B	District Employee	Peer Selected
Elijah Key, Jr.	335 Maple St. Chatt., FL 32324	663-4373	M	B	Principal	Peer Selected
Latrechia Baxter- Carroll	Chatt., FL 32324	597-3953	F	B	Parent	Peer Selected
Mike Allen	Chatt., FL 3232	728-0106	M	W	Parent	Peer Selected
Taneka Copeland	Chatt., FL 32324	663-4547	F	B	Parent	Peer Selected
Kenyetta Jackson	Chatt., FL 32324	663-9686	F	B	Parent	Peer Selected

**Gadsden County
School Advisory Council Membership Roster**

School Year 2010 - 2011

School St. John Elementary School Telephone # (850)627-3442

Principal's Signature *Alyson Davis* Date 10/20/10

SAC Chairperson's Signature *Michelle Powell* Date 10/20/10

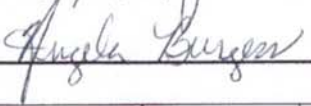
Name	Address	Phone #	Sex	Race	Position	Method of Selection*
Gwendolyn Forehand	318 Dusty House Rd Quincy FL	627-3116	F	B	Parent	Peer
Stephanie J. Sanders	170 Peek Betts Rd Quincy FL	856-9805	F	B	Parent	Peer
Jennifer Sanders	144 M&M Lane Quincy FL	627-6337	F	B	Parent	Peer
Demetrice Jackson	1823 Hamilton St. Quincy FL	627-3662	F	B	Parent	Peer
Zuleika Lockwood	980 Rod Shaw Rd Quincy FL	856-8499	F	B	Parent	Peer
Gizelle Bautista	5974 Bainbridge Hwy Quincy FL	875-3291	F	H	Parent	Peer
Jennifer Albert	814 Dodges Ball Park Rd Quincy FL	627-4706	F	B	Parent	Peer
Queen Thomas	698 Mt. Hosea Church Rd	627-3222	F	B	Community Member	Peer
Michelle Powell	997 Bainbridge Hwy Quincy FL	875-4643	F	B	Parent	Peer
Martha Walker	102 Walker Rd Quincy FL	627-1343	F	B	Community Member	Peer
Ercilia Echavarria	511 Bainbridge Hwy Quincy FL	875-0775	F	H	Parent	Peer

**Gadsden County
School Advisory Council Membership Roster**

School Year: 2010-11

School: East Gadsden High School Telephone # (850) 539-2126

Principal's Signature  Date 10.21.10

SAC Chairperson's Signature  Date 10-21-10

Name	Address	Phone #	Sex	Race	Position	Method of Selection*
Ebony Johnson	47 N. Cone Quincy, FL 32351	627-1790	F	B	Student	Election
Veronica Reed	47 N. Cone Quincy, FL 32351	627-1790	F	B	Parent	Election
Angela Burgess	P.O. Box 23 Quincy, FL 32353	875-4018	F	B	Parent	Election
Luz Acosta		875-6700	F	H	Parent	Election
Rhunette Chandler	215 E 3 rd Street Havana, FL 32333	539-4997	F	B	Parent	Election
Jerome Showers	6933 Havana Hwy Havana, Florida 32333	539-3740	M	B	Faith-based	Election
Sylvester Henderson	811 W 7 th Street Quincy, Florida 32351	627-1117	M	B	Comm	Election
Debra Lewis-Safford	27001 Blue Star Hwy Havana, Florida 32333	539-2126	F	B	Parent Liaison	Election
Cecilia Madry	27001 Blue Star Hwy Havana, Florida 32333	539-2726	F	B	Teacher	Election
Jolynda Wright	27001 Blue Star Hwy Havana, Florida 32333	627-4511	F	B	Teacher	Election
Sallie Farmer	24372 Blue Star Hwy Quincy, Florida 32351	875-3409	F	B	Parent	Election
Rosemary Tribue	628 S 9 th Street Quincy, Florida	875-2953	F	B	Comm	Election
Patrica Randolph	3397 Bainbridge Hwy Quincy, Florida 32352	875-3376	F	B	Parent	Election
Angela Ford	123 Roosevelt Drive Midway, Florida 32343		F	B	Parent	Election
Tynease Showers	6933 Havana Hwy Havana, Florida 32333	539-3740	F	B	Comm	Election
Sharon Harris	310 Bay Street Quincy, Florida 32351	875-4900	F	B	Parent	Election
Joan Belle-McGlockton	27001 Blue Star Hwy Havana, Florida 32333	539-2126	F	B	Principal	Election

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 12a

DATE OF SCHOOL BOARD MEETING: December 14, 2010

TITLE OF AGENDA ITEM: Approval of School Board Rules 8.71 and 8.72.

DIVISION: Administration

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

PURPOSE AND SUMMARY OF ITEM:

Approval of School Board Rules 8.71 (Information Technology Data and Computer Systems: Security, Audits and Controls) and 8.72 (Information Technology Data and Computer Systems: System Passwords and Access) of the Gadsden County School Board rules is requested.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Sonja Bridges, Ed.D. *S Bridges*

POSITION: Director of Technology

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 _____

This form is to be duplicated on light blue paper.

REVIEWED BY: _____

GADSDEN COUNTY SCHOOL BOARD

REGULAR MEETING: December 14, 2010

Suggested script for establishing Gadsden County School Board Rules 8.71 and 8.72

() CHAIRPERSON

The next agenda item is Item Number ____ which includes consideration of, and action upon School Board Rules Numbered 8.71 (Information Technology Data and Computer Systems: Security, Audits and Controls) and 8.72 (Information Technology Data and Computer Systems: System Passwords and Access). Based upon professional judgment and past experience, modifications of these rules will have little to no economic impact. For this reason no action is being taken on an economic impact statement. THIS PUBLIC HEARING IS INCLUDED IN THE REGULAR MEETING OF THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA, held on December 14, 2010, in the regular School Board Meeting Room in the Max D. Walker Administration Building at Number 35 Martin Luther King Jr. Blvd., Quincy, Florida. The hearing is for the purpose of receiving input and comments from the public on Rules 8.71 and 8.72. This hearing is being electronically recorded. The hour is now ____ p.m. At an appropriate time, the Chair will invite from the audience questions, comments, evidence, arguments, oral statements or other information regarding the proposed action.

At that time, each individual wishing to address the Board will please first rise, be recognized by the Chair, and state her or his name.

() SUPERINTENDENT

Mr./Madam Chairperson, each member of the Board has been furnished a copy of the proposed Rules previously described by you. I recommend that the Board establish School Board Rules Numbered 8.71 and 8.72.

() CHAIRPERSON

If there is anyone who wishes to ask questions, make comments, present evidence or oral arguments or present other information regarding the proposed action, you may do so at this time.

(QUESTIONS, COMMENTS, ETC., IF ANY.)

() A MEMBER

Mr./Madam Chairperson, I move to establish Rules 8.71 and 8.72.

() A MEMBER

I second the motion.

() CHAIRPERSON

There is a motion and a second to establish Rules 8.71 and 8.72. Is there any further discussion? All in favor of the motion please say aye- All opposed... The rules have been established and it is so ordered. The next item on the agenda is Item Number ____.

**Information Technology Data and Computer Systems:
Security, Audits and Controls**

8.71

I. Physical Security of Equipment.

- a. Physical access to the school district's AS400/TERMS/NOVELL computers, site core networking equipment and servers, and peripheral equipment shall be restricted at all times to authorized individuals only. The Director in the Office of Technology & Information Services (OTIS), with the Superintendent's approval, shall determine those persons to whom access will be granted.
- b. Access to the district networks shall be restricted to authorized individuals only.

II. Security of Computer Networks.

- a. The Superintendent shall establish procedures to assure that programs and data used in district administrative applications are not accessible for unauthorized modification or unauthorized use. Access shall be restricted based upon training, certification, confidentiality and legitimate work related interest. Resources available over computer networks shall be appropriate for the intended educational purposes and for the particular user.
- b. Filters and firewalls shall be put into place to assist in restricting student or staff access to inappropriate materials. The Superintendent shall insure that there is a plan for restricting such access, including assignment of "passwords" to each person authorized to access information systems. It shall be a violation of this policy for any person to disclose any assigned password to any other person, except to staff members of the Department of Technology & Information Services for the purpose of resolving network problems. All requests for this purpose shall be made in writing to the Director in the OTIS.

III. Security of Data.

- a. All active data used in any district administrative application, whether stored on paper or magnetic media, shall be secured from access by unauthorized persons, unless such data have been affirmatively designated otherwise by policy or internal management directive. The Superintendent shall establish procedures to ensure that access to secure data is restricted to authorized users.
- b. It shall be a violation of this policy for any person to supply secure data to any other person or agency for any reason other than to satisfy reporting requirements imposed by a governmental agency, or to perform legitimate assigned duties under conditions of employment by the Board.

GCSB

NEW: 00/00/0000

CHAPTER 8.00 - AUXILIARY SERVICES

- IV. **Safety of Programs and Data.** All active computer files, including programs/systems libraries, shall be "backed-up" periodically, on a scheduled basis. ("Back-up" means that copies of active files are made as of a date certain, so that in the event of a catastrophe only those transactions completed since the last copies were made must be re-entered.) The Superintendent shall establish a disaster recovery plan of action for insuring periodic back-up, which shall include provisions for storing backup file copies in a secure location well away from the district data center site. (The site to be used for this purpose will be the NWRDC)
- V. **Internet Filter & Firewall** – A firewall and filter of transmissions, both outside and within the Gadsden County Schools' network, to help ensure access to only appropriate resources and to help ensure consistency in the quality of information/communication services provided for all users and mission-critical school functions.
- VI. **Least Privilege** - Physical and logical access to any system will be granted based on least privilege. When establishing accounts, standard security principles of "least privilege" to perform a function must always be used, where administratively feasible. Access privileges should be limited to those that the user has a genuine need for to complete job responsibilities and functions. For example, a root or administrative privileged account must not be used when a non-privileged account will do. Privileges must never be granted "in case" a user might need them.
- VII. **Security Incident Reporting & Response** - User will report actual or suspected electronic security incidents to the Gadsden County Public School OTIS at 850-627-9651 x 1296 and ceases use of the computer immediately, understanding that continued use may inadvertently damage the network and any potential evidence in the event that the electronic security incident becomes part of a criminal case. The user will provide a brief description as to why he/she thinks an incident has occurred.
- VIII. **Information Technology (IT) technicians and or the Network Administrator (NA)** will disable the port of the affected information technology device, if appropriate and contact the user of and/or technology liaison for the compromised device and provide instructions for any actions that need to be taken to possibly reestablish service. When required both the IT technician and the NA will work together along with Law Enforcement to gather any evidence required to assist in building a criminal case.
- IX. **System Modifications** – System changes and modifications are requested by submitting a System Change Request form to the Office of Technology and Information Services

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NEW: 00/00/0000

CHAPTER 8.00 - AUXILIARY SERVICES

(OTIS). The Director of OTIS is responsible for approving all change requests and assigning appropriate prioritization.

- a. All Change Request will be submitted to the Technology Director in writing, the request should include a detailed description of the proposed change.
- b. The change management group will evaluate the requestor's proposal in light of their knowledge of business processes, and interdependencies and approve or deny the change.
- c. If the request is approved, the change management group will assign responsibility for making the change to qualified personnel. The change management group assigns responsibility for making the change. The Committee will furthermore establish the relative priority of approved change request in relation to any other approved requests.
- d. The change management group will make sure that all stakeholders are aware of the nature and potential impact of the proposed change.
- e. The change management group will track progress on the proposed changes and have final approval.
- f. The change management group will perform a follow-up on all changes. Successful changes, as well as reasons why a change did not go through as planned, and lessons learned from the experience will be included in the change log.

STATUTORY AUTHORITY: 1001.41, F.S.

LAW(S) IMPLEMENTED: 1001.11 and 1008.385, F.S.

HISTORY: ADOPTED:
REVISION DATE(S):
FORMERLY: NEW 00/00/0000

GCSB
NEW: 00/00/0000

**Information Technology Data and Computer Systems:
Security, Audits and Controls**

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- b. Access to the district networks shall be restricted to authorized individuals only.

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- a. The Superintendent shall establish procedures to assure that programs and data used in district administrative applications are not accessible for unauthorized modification or unauthorized use. Access shall be restricted based upon training, certification, confidentiality and legitimate work related interest. Resources available over computer networks shall be appropriate for the intended educational purposes and for the particular user.
- b. Filters and firewalls shall be put into place to assist in restricting student or staff access to inappropriate materials. The Superintendent shall insure that there is a plan for restricting such access, including assignment of "passwords" to each person authorized to access information systems. It shall be a violation of this policy for any person to disclose any assigned password to any other person, except to staff members of the Department of Technology & Information Services for the purpose of resolving network problems. All requests for this purpose shall be made in writing to the Director in the OTIS.

III. Security of Data.

- a. All active data used in any district administrative application, whether stored on paper or magnetic media, shall be secured from access by unauthorized persons, unless such data have been affirmatively designated otherwise by policy or internal management directive. The Superintendent shall establish procedures to ensure that access to secure data is restricted to authorized users.
- b. It shall be a violation of this policy for any person to supply secure data to any other person or agency for any reason other than to satisfy reporting requirements imposed by a governmental agency, or to perform legitimate assigned duties under conditions of employment by the Board.

CHAPTER 8.00 - AUXILIARY SERVICES

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NEW: 12/14/2010

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STATUTORY AUTHORITY:

1001.41, F.S.

LAW(S) IMPLEMENTED:

1001.11 and 1008.385, F.S.

HISTORY:

ADOPTED:

REVISION DATE(S):

FORMERLY: NEW

GCSB

NEW: 12/14/2010

**Information Technology Data and Computer Systems:
System Passwords and Access**

8.72

I. Authorized User Passwords

- a. The administrator of each school or any other organizational unit or school user that uses computer equipment to communicate with the district's AS400/TERMS/NOVELL computers, or other servers either at the district or school level is responsible for notifying, in writing, the Office of Technology & Information Services of the names and positions of all persons who should be authorized to access AS400/TERMS/NOVELL data files and computer programs.
- b. Appropriate persons may be properly authorized to operate computer equipment and to access mainframe data files and computer programs, only if such operation is clearly a part of, or directly related to, the administrative workload of the school or administrative unit. In all cases they must be properly authorized (i.e. have a signed and approved security user-id agreement) before access is permitted.
- c. Students, volunteers and non-school staff will not be provided access to confidential AS400/TERMS data files and computer programs. At the direction of the program administrator, access may only be provided to such persons if prior written consent is obtained from the parents/guardian of each individual student whose records are involved. Non-school staff must be directly supervised by a regular employee of the district who also has been authorized to operate such equipment, and who shall be responsible for proper use of equipment and information access by such persons. All requests must be made by school administrators must be in writing to the Office of Technology & Information Services (OTIS).
- d. The Office of Technology & Information Services (OTIS) shall supply each duly authorized user with a unique user identification code and password which will permit the user to sign on to the network. The OTIS committee will determine the minimal level of access needed to perform the job requested.
- e. All users will be required to update network passwords at least once every three months. It shall be the responsibility of the site or department manager to require more frequent password changes according to and as appropriate for the specific duties assigned, nature of information accessed, and work location. Any site administrator, through the district's tech director/coordinator/network administrator, may further impose restrictions at local sites when a concern for access or confidentiality occurs for specific circumstances or positions. Training

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NEW: 00/00/0000

CHAPTER 8.00 - AUXILIARY SERVICES

for district level site tech contacts to be able to make these adjustments independently will be provided on request or as necessary through the district's Office of Technology & Information Services.

- f. In secure password situations it is recommended that:
 - i. Passwords should be at least 8 characters, with at least one being a special character;
 - ii. the password should be changed on a regular basis and at least once every three months where there is significant risk relating to personally identifiable confidential information being accessed;
 - iii. new passwords should be unique in terms of those used recently;
 - iv. screen saver and session time-outs and monitor orientation should be set to preclude casual screen viewing by others; and
 - v. any user who refuse to comply with this recommendation will be denied access to the system

- g. For Network and System Administrators it is recommended that:
 - i. a user account that has system level ("administrator") privileges or programs such as "root" access shall have a different password from all other accounts known by that user.
 - ii. i an employee has dual roles as user and administrator, whenever possible, the employee should log into the account with the least privileges to perform their work.
 - iii. as an exception to 90 days password expiration, a password on an administrator account must be changed whenever the administrator responsible for the account leaves the organization or changes roles.

- h. Each authorized user will be responsible for use of his or her assigned computer equipment. Each user must protect all data files and computer programs; by signing off the system or the system will automatically logged users off after 3 minutes of inactivity.

II. Site Administrators Responsibilities at the School Sites

- a. Site Administrators shall be responsible for notifying the Office of Technology & Information Services of any change in personnel or their authorization. In particular, persons whose duties are changed so that access to terminal equipment or data files is no longer required, and persons whose employment are terminated, shall be reported at once.

- b. Authorization to access AS400/TERMS/NOVELL data files and computer programs may be withdrawn by the appropriate administrator at any time, by sending an email to the Office of Technology & Information Services and giving the names of the employees whose authorization is withdrawn. However, the

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NEW: 00/00/0000

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withdrawal of authorization must be confirmed in writing by the administrator by submitting a completed Computer Access form to the OTIS.

III. Disclosure of Passwords

- a. It is a violation of Board policy for any person to disclose any assigned password to any other person, except to a member of the Technology & Information Services staff for problem resolution purposes.
- b. It is the responsibility of each employee to whom a password is assigned to maintain the confidentiality of the password. Under no circumstances shall passwords be posted or kept in a place which is accessible to unauthorized persons.

IV. Access to program libraries and program development tools.

Users shall not be given access to program libraries or to program development and productivity tools. Specific exceptions may be made by the Office of Technology & Information Services, who may place additional restrictions on such access on an individualized basis.

V. Security Awareness Training and Application Training

All persons receiving access to the AS400/TERMS/NOVELL are responsible for obtaining appropriate training from the districts OTIS for each application they are authorized to access.

VI. Vendors

All vendor-supplied default passwords e.g. default passwords supplied with routers, switches or software such as operating systems and databases must be changed before any computer or communications system is used.

VII. Assisted Password Resets

User account passwords will not be reset if the password administrator cannot identify the user requesting the password change/reset with correctly answering two of the three challenge-responses in a self service application.

- VIII. A copy of this directive shall be provided to each authorized user when a password is initially assigned.

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STATUTORY AUTHORITY: 1001.11, 1001.42, 1001.51 and 1008.385 F.S.

LAW(S) IMPLEMENTED: 1001.41 F.S.

HISTORY: _____ ADOPTED: _____

REVISION DATE(S):
FORMERLY: NEW 00/00/0000

DRAFT

GCSB
NEW: 00/00/0000

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8.72

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NEW: 12/14/2010

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LAW(S) IMPLEMENTED: 1001.41 F.S.

HISTORY:

ADOPTED:

REVISION DATE(S):
FORMERLY: NEW

GCSB
NEW: 12/14/2010