

# AGENDA

## REGULAR SCHOOL BOARD MEETING

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

June 29, 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. May 25, 2010, 4:30 p.m. – School Board Workshop
- b. May 25, 2010, 6:00 p.m. – Regular School Board Meeting
- c. June 2, 2010, 4:00 p.m. – School Board Workshop
- d. June 22, 2010, 5:00 p.m. – School Board Workshop

ACTION REQUESTED: The Superintendent recommends approval.

#### 6. PERSONNEL MATTERS (resignations, retirements, recommendations, leaves of absence, terminations of services, volunteers, and job descriptions)

- a. Personnel 2009 – 2010

ACTION REQUESTED: The Superintendent recommends approval.

- b. 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 Thirty-Two – **SEE PAGE #7**  
Fund Source: 420 (Federal) Funds  
Amount: \$-2853.00  
ACTION REQUESTED: The Superintendent recommends approval.
  - c. Budget Amendment Number Thirty-Three – **SEE PAGE #16**  
Fund Source: 110 (General) Funds  
Amount: \$0.00  
ACTION REQUESTED: The Superintendent recommends approval.
  - d. Budget Amendment Number Thirty-Four – **SEE PAGE #23**  
Fund Source: 420 (Federal) Funds  
Amount: \$.00  
ACTION REQUESTED: The Superintendent recommends approval.
  - e. Budget Amendment Number Thirty-Five – **SEE PAGE #30**  
Fund Source: 420 (Federal) Funds  
Amount: Increase of \$466,718.85  
ACTION REQUESTED: The Superintendent recommends approval.
  - f. Project Application – State Fiscal Stabilization Fund – **SEE PAGE #33**  
Fund Source: Fund 431 State Fiscal Stabilization Funds  
Amount: \$1,763,036.00  
ACTION REQUESTED: The Superintendent recommends approval.
  - g. School Board Truth In Millage (TRIM) Timetable – **SEE PAGE #36**  
Fund Source: N/A  
Amount: N/A  
ACTION REQUESTED: The Superintendent recommends approval.
  - h. Crossroad Academy Monthly Financial Reports – **SEE PAGE #38**  
Fund Source: N/A  
Amount: N/A  
ACTION REQUESTED: The Superintendent recommends approval.
8. **AGREEMENTS/PROJECT/GRANT APPLICATIONS**
- a. Cooperative Agreement for Inter-County Transfer of Exceptional Students Between Leon County School Board and Gadsden County School Board – **SEE PAGE #47**  
Fund Source: State FTE Funds  
Amount: (determined by formula)  
ACTION REQUESTED: The Superintendent recommends approval.

- b. FSU Multidisciplinary Services 2010 – 2011 School Year - **SEE PAGE #52**
- Fund Source: IDEA Dollars  
Amount: \$20,000.00 est.
- ACTION REQUESTED: The Superintendent recommends approval.
- c. Kaylor Miles, Licensed Mental Health Counselor – **SEE PAGE #57**
- Fund Source: IDEA  
Amount: \$71,500.00 (est.)
- ACTION REQUESTED: The Superintendent recommends approval.
- d. Agreement Between the Gadsden County Public Schools and INVO HealthCare Associates, Inc. – **SEE PAGE #62**
- Fund Source: FEFP Dollars  
Amount: \$58.00 (per hour for actual hours worked)
- ACTION REQUESTED: The Superintendent recommends approval.
- e. Agreement Between the Gadsden County Public Schools and Leaps and Bounds Occupational Therapy Services, LLC. – **SEE PAGE #67**
- Fund Source: FEFP Dollars  
Amount: \$58.00 (per hour for actual hours worked)
- ACTION REQUESTED: The Superintendent recommends approval.
- f. Contract Between the School Board of Gadsden County, Florida and Art Therapist - **SEE PAGE #72**
- Fund Source: IDEA  
Amount: \$15,500.00
- ACTION REQUESTED: The Superintendent recommends approval.
- g. Medicaid Administrative Claiming – **SEE PAGE #77**
- Fund Source: Medicaid  
Amount: \$9.00 per random sampling form
- ACTION REQUESTED: The Superintendent recommends approval.
- h. Contract with Behavior Management Consultants, Inc., & Gadsden County School Board – **SEE PAGE #85**
- Fund Source: Individuals with Disabilities Education Act (IDEA)  
Amount: \$125,000.00 (est.)
- ACTION REQUESTED: The Superintendent recommends approval.

- i. Continuing L.P. Gas Service with Empire Gas, Original Bid Award May 22, 2007 – Bid #0708-07 – **SEE PAGE #90**  
 Fund Source: 110 Funds  
 Amount: Firm Mark Up .25  
 ACTION REQUESTED: The Superintendent recommends approval.
- j. Solid Waste Collection Agreement with Waste Pro – **SEE PAGE #92**  
 Fund Source: 110 Funds  
 Amount: \$79,692.60  
 ACTION REQUESTED: The Superintendent recommends approval.
- k. Interinstitutional Articulation Agreement Between TCC and Gadsden County Public Schools – **SEE PAGE #95**  
 Fund Source: N/A  
 Amount: N/A  
 ACTION REQUESTED: The Superintendent recommends approval.
- l. Approval of Gadsden County Classroom Teachers Association, July 2008 – June 2011 Collective Bargaining Contract – **SEE PAGE #120**  
 Fund Source: N/A  
 Amount: N/A  
 ACTION REQUESTED: The Superintendent recommends approval.
- m. Approval of Gadsden Educational Staff Professional Association, July 1, 2009 – June 30, 2010, Collective Bargaining Contract – **SEE PAGE #133**  
 Fund Source: N/A  
 Amount: N/A  
 ACTION REQUESTED: The Superintendent recommends approval.
- n. Life Insurance for 2010 - 2011 – **SEE PAGE #165**  
 Fund Source: All Funds with Payroll  
 Amount: See the attached rate sheet – both employee and Board parts of premiums decrease  
 ACTION REQUESTED: The Superintendent recommends approval.
- o. Dental Insurance for 2010 – 2011 – **SEE PAGE #169**  
 Fund Source: All Funds with Payroll  
 Amount: See the attached rate sheet – both employees and Board parts of premiums decrease  
 ACTION REQUESTED: The Superintendent recommends approval.

9. BIDS

- a. School Food Service Bid Awards for 2010 – 2011 School Year  
**SEE PAGE #173**

Fund Source: 410 Funds

Amount: Bids Are Awarded to the Vendor with the Lowest Bid

ACTION REQUESTED: The Superintendent recommends approval.

- b. 2010 – 2011 Diesel Fuel Bid #1011-16 – **SEE PAGE #175**

Fund Source: Transportation Department

Amount: \$675,000.00

ACTION REQUESTED: The Superintendent recommends approval.

- c. Interior/Exterior Painting of Havana Middle School – Bid #0910-15  
**SEE PAGE #177**

Fund Source: 378 Funds

Amount: \$133,206.00

ACTION REQUESTED: The Superintendent recommends approval.

- d. Lawn Maintenance District Wide – Bid #1011-01 – **SEE PAGE #189**

Fund Source: 110 Funds

Amount: \$99,271.00 (July 1, 2010 – June 30, 2011)

ACTION REQUESTED: The Superintendent recommends approval.

10. STUDENT MATTERS – **SEE ATTACHMENT**

- a. Student Expulsion – See back-up material

Case #91-0910-0071

ACTION REQUESTED: The Superintendent recommends approval.

- b. Student Expulsion – See back-up material

Case #92-0910-0071

ACTION REQUESTED: The Superintendent recommends approval.

11. SCHOOL FACILITY/PROPERTY

- a. Leasing Southside School – **SEE PAGE #221**

Fund Source: N/A

Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

- b. Selling Chattahoochee High School Property – **SEE PAGE #233**  
 Fund Source: N/A  
 Amount: N/A  
 ACTION REQUESTED: The Superintendent recommends approval.
- c. Request to Delete from Capital Assets – Motor Vehicles – **SEE PAGE #251**  
 Fund Source: Applicable Funds  
 Amount: \$654,900.00  
 ACTION REQUESTED: The Superintendent recommends approval.
- d. Deletion of Software & Audio Visual (AV) Material – **SEE PAGE #266**  
 Fund Source: All Funds  
 Amount: \$3,975,850.02  
 ACTION REQUESTED: The Superintendent recommends approval.

12. EDUCATIONAL/MISCELLANEOUS ISSUES

- a. Letter of Intent – Lawson Preparatory Academy Charter School  
**SEE PAGE #337**  
 Fund Source: N/A  
 Amount: N/A  
 ACTION REQUESTED: The Superintendent recommends approval.
- b. Medical Physicals 2010 – 2011 – **SEE PAGE #340**  
 Fund Source: N/A  
 Amount: N/A  
 ACTION REQUESTED: The Superintendent recommends approval.

ITEMS FOR DISCUSSION

- 13. EDUCATIONAL ITEMS BY THE SUPERINTENDENT
- 14. SCHOOL BOARD REQUESTS AND CONCERNS
- 15. ADJOURNMENT

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 7b

**DATE OF SCHOOL BOARD MEETING:** June 29, 2010

**TITLE OF AGENDA ITEMS:** Budget Amendment Number Thirty-Two

**DIVISION:** Finance Department

**PURPOSE AND SUMMARY OF ITEMS:**

To amend Carl Perkins Rural & Sparse and Adult General Education & Family Literacy projects by function and object based on actual expenditures and to reduce budget for Title IV Safe & Drug Free based on grant narrative

**FUND SOURCE:** 420 (Federal) Funds

**AMOUNT:** \$ -2853.00

**PREPARED BY:** Bonnie Wood

**POSITION:** Assistant Superintendent for Business Services

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**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.**

**Gadsden County School Board  
420 (Federal) Fund Estimated Revenue  
Budget Amendment Number Thirty-Two**

FUND 420 REVENUE OBJECT	ESTIMATED REVENUE 5/21/2010	BUDGET AMENDMENT NUMBER THIRTY-TWO	ENDING ESTIMATED REVENUE
190	\$ -	\$ -	\$ -
191	\$ -	\$ -	\$ -
199	\$ 2,993,089.38	\$ -	\$ 2,993,089.38
201	\$ 237,047.32	\$ -	\$ 237,047.32
226	\$ 670,364.03	\$ -	\$ 670,364.03
227	\$ 43,093.00	\$ (2,853.00)	\$ 40,240.00
230	\$ 2,344,452.41	\$ -	\$ 2,344,452.41
240	\$ 4,178,343.48	\$ -	\$ 4,178,343.48
251	\$ 54,960.00	\$ -	\$ 54,960.00
270	\$ -	\$ -	\$ -
290	\$ 968,749.48	\$ -	\$ 968,749.48
299	\$ 75,000.00	\$ -	\$ 75,000.00
<b>TOTALS</b>	<b>\$ 11,565,099.10</b>	<b>\$ (2,853.00)</b>	<b>\$ 11,562,246.10</b>

**Gadsden County School Board  
420 (Federal) Fund Appropriations  
Budget Amendment Number Thirty-Two**

420 FUND		BUDGET			
FUNCTION/ OBJECT		BUDGET BALANCE 5/21/2010	AMENDMENT NUMBER THIRTY-TWO		BUDGET BALANCE
5100	100	\$ 1,077,689.43	\$ -	\$	1,077,689.43
	200	\$ 263,590.39	\$ -	\$	263,590.39
	300	\$ 749,064.94	\$ -	\$	749,064.94
	500	\$ 629,102.21	\$ (2,853.00)	\$	626,249.21
	600	\$ 516,755.16	\$ -	\$	516,755.16
	700	\$ 75,250.24	\$ -	\$	75,250.24
	<b>FUNCTOTAL</b>		<b>\$ 3,311,452.37</b>	<b>\$ (2,853.00)</b>	<b>\$</b>
5200	100	\$ 655,000.00	\$ -	\$	655,000.00
	200	\$ 215,484.00	\$ -	\$	215,484.00
	300	\$ 358,500.00	\$ -	\$	358,500.00
	500	\$ 20,437.72	\$ -	\$	20,437.72
	600	\$ 44,513.21	\$ -	\$	44,513.21
	700	\$ 3,531.44	\$ -	\$	3,531.44
	<b>FUNCTOTAL</b>		<b>\$ 1,297,466.37</b>	<b>\$ -</b>	<b>\$</b>
5300	100	\$ 59,054.50	\$ (28,479.50)	\$	30,575.00
	200	\$ 18,194.54	\$ (9,083.91)	\$	9,110.63
	300	\$ 13,585.00	\$ -	\$	13,585.00
	500	\$ 59,428.00	\$ -	\$	59,428.00
	600	\$ 44,655.00	\$ -	\$	44,655.00
	700	\$ 21,388.96	\$ -	\$	21,388.96
	<b>FUNCTOTAL</b>		<b>\$ 216,306.00</b>	<b>\$ (37,563.41)</b>	<b>\$</b>
5400	100	\$ 38,560.00	\$ -	\$	38,560.00
	200	\$ 6,749.00	\$ 1,605.30	\$	8,354.30
	300	\$ 13,191.00	\$ (2,876.30)	\$	10,314.70
	500	\$ 14,212.00	\$ 1,271.00	\$	15,483.00
	600	\$ 20,580.00	\$ -	\$	20,580.00
	700	\$ -	\$ -	\$	-
	<b>FUNCTOTAL</b>		<b>\$ 93,292.00</b>	<b>\$ -</b>	<b>\$</b>
5500	100	\$ 1,194,256.87	\$ -	\$	1,194,256.87
	200	\$ 306,265.83	\$ -	\$	306,265.83
	300	\$ 459,733.81	\$ -	\$	459,733.81
	500	\$ 62,957.99	\$ -	\$	62,957.99
	600	\$ 9,854.94	\$ -	\$	9,854.94
	700	\$ 1,080.00	\$ -	\$	1,080.00
	<b>FUNCTOTAL</b>		<b>\$ 2,034,149.44</b>	<b>\$ -</b>	<b>\$</b>

**Gadsden County School Board  
420 (Federal) Fund Appropriations  
Budget Amendment Number Thirty-Two**

<b>6100</b>	<b>100</b>	\$	586,658.36	\$	28,479.50	\$	615,137.86
	<b>200</b>	\$	191,871.95	\$	9,083.91	\$	200,955.86
	<b>300</b>	\$	132,839.46	\$	-	\$	132,839.46
	<b>500</b>	\$	37,214.89	\$	-	\$	37,214.89
	<b>600</b>	\$	-	\$	-	\$	-
	<b>700</b>	\$	-	\$	-	\$	-
	<b>900</b>	\$	-	\$	-	\$	-
<b>FUNCTOTAL</b>		\$	<b>948,584.66</b>	\$	<b>37,563.41</b>	\$	<b>986,148.07</b>
<b>6200</b>	<b>100</b>	\$	-	\$	-	\$	-
	<b>200</b>	\$	-	\$	-	\$	-
	<b>300</b>	\$	-	\$	-	\$	-
	<b>500</b>	\$	-	\$	-	\$	-
	<b>600</b>	\$	7,390.00	\$	-	\$	7,390.00
	<b>700</b>	\$	-	\$	-	\$	-
<b>FUNCTOTAL</b>		\$	<b>7,390.00</b>	\$	<b>-</b>	\$	<b>7,390.00</b>
<b>6300</b>	<b>100</b>	\$	1,203,442.26	\$	-	\$	1,203,442.26
	<b>200</b>	\$	349,841.53	\$	-	\$	349,841.53
	<b>300</b>	\$	156,544.75	\$	-	\$	156,544.75
	<b>500</b>	\$	38,660.25	\$	-	\$	38,660.25
	<b>600</b>	\$	29,435.55	\$	-	\$	29,435.55
	<b>700</b>	\$	5,200.00	\$	-	\$	5,200.00
<b>FUNCTOTAL</b>		\$	<b>1,783,124.34</b>	\$	<b>-</b>	\$	<b>1,783,124.34</b>
<b>6400</b>	<b>100</b>	\$	192,690.46	\$	-	\$	192,690.46
	<b>200</b>	\$	2,873.44	\$	-	\$	2,873.44
	<b>300</b>	\$	448,551.76	\$	-	\$	448,551.76
	<b>400</b>	\$	-	\$	-	\$	-
	<b>500</b>	\$	61,215.81	\$	-	\$	61,215.81
	<b>600</b>	\$	-	\$	-	\$	-
	<b>700</b>	\$	35,698.56	\$	-	\$	35,698.56
<b>FUNCTOTAL</b>		\$	<b>741,030.03</b>	\$	<b>-</b>	\$	<b>741,030.03</b>
<b>6500</b>	<b>100</b>	\$	-	\$	-	\$	-
	<b>200</b>	\$	-	\$	-	\$	-
	<b>300</b>	\$	-	\$	-	\$	-
	<b>500</b>	\$	-	\$	-	\$	-
	<b>700</b>	\$	-	\$	-	\$	-
<b>FUNCTOTAL</b>		\$	<b>-</b>	\$	<b>-</b>	\$	<b>-</b>

**Gadsden County School Board  
420 (Federal) Fund Appropriations  
Budget Amendment Number Thirty-Two**

7200	100	\$	19,341.33	\$	-	\$	19,341.33
	200	\$	5,432.47	\$	-	\$	5,432.47
	300	\$	-	\$	-	\$	-
	500	\$	-	\$	-	\$	-
	600	\$	-	\$	-	\$	-
	700	\$	400,969.74	\$	-	\$	400,969.74
<b>FUNCTOTAL</b>		<b>\$</b>	<b>425,743.54</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>425,743.54</b>
7300	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	-	\$	-	\$	-
	500	\$	3,587.60	\$	-	\$	3,587.60
	600	\$	-	\$	-	\$	-
	700	\$	-	\$	-	\$	-
<b>FUNCTOTAL 7300</b>		<b>\$</b>	<b>3,587.60</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>3,587.60</b>
7500	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
<b>FUNCTOTAL 7500</b>		<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>
7600	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	-	\$	-	\$	-
<b>FUNCTOTAL</b>		<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>
7700	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	-	\$	-	\$	-
	400	\$	-	\$	-	\$	-
	500	\$	3,657.92	\$	-	\$	3,657.92
	600	\$	10,000.00	\$	-	\$	10,000.00
	700	\$	-	\$	-	\$	-
<b>FUNCTOTAL</b>		<b>\$</b>	<b>13,657.92</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>13,657.92</b>
7800	100	\$	209,015.90	\$	-	\$	209,015.90
	200	\$	63,102.14	\$	-	\$	63,102.14
	300	\$	102,060.00	\$	-	\$	102,060.00
	400	\$	85,897.00	\$	-	\$	85,897.00
	500	\$	-	\$	-	\$	-
	600	\$	75,000.00	\$	-	\$	75,000.00
<b>FUNCTOTAL</b>		<b>\$</b>	<b>535,075.04</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>535,075.04</b>

**Gadsden County School Board  
420 (Federal) Fund Appropriations  
Budget Amendment Number Thirty-Two**

7900	100	\$	17,361.27	\$	-	\$	17,361.27
	200	\$	14,503.42	\$	-	\$	14,503.42
	300	\$	33,042.58	\$	-	\$	33,042.58
	400	\$	-	\$	-	\$	-
	500	\$	962.72	\$	-	\$	962.72
	700	\$	-	\$	-	\$	-
<b>FUNCTOTAL</b>		<b>\$</b>	<b>65,869.99</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>65,869.99</b>
8100	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	2,800.00	\$	-	\$	2,800.00
	600	\$	-	\$	-	\$	-
<b>FUNCTOTAL</b>		<b>\$</b>	<b>2,800.00</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>2,800.00</b>
8200	100	\$	54,217.00	\$	-	\$	54,217.00
	200	\$	11,471.00	\$	-	\$	11,471.00
<b>FUNCTOTAL</b>		<b>\$</b>	<b>65,688.00</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>65,688.00</b>
9100	100	\$	28,206.87	\$	-	\$	28,206.87
	200	\$	7,293.92	\$	-	\$	7,293.92
	300	\$	-	\$	-	\$	-
	400	\$	-	\$	-	\$	-
	500	\$	-	\$	-	\$	-
	600	\$	-	\$	-	\$	-
	700	\$	-	\$	-	\$	-
<b>FUNCTOTAL</b>		<b>\$</b>	<b>35,500.79</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>35,500.79</b>
9200	300	\$	-	\$	-	\$	-
<b>FUNCTOTAL</b>		<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>
9700	500	\$	-	\$	-	\$	-
<b>FUNCTOTAL</b>		<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>
<b>GRANDTOTAL</b>		<b>\$</b>	<b>11,580,718.09</b>	<b>\$</b>	<b>(2,853.00)</b>	<b>\$</b>	<b>11,577,865.09</b>

*Title IV Safe & Drug Free*

*proj. # 4210300*

Gadsden 10A071

FLORIDA DEPARTMENT OF EDUCATION  
BUDGET DESCRIPTION FORM

A. NAME OF ELIGIBLE APPLICANT: **Gadsden**

C) TAPS Number  
10A071

B. Project Number (DOE USE ONLY): **200-1030A-0CS01**

(1) Function	(2) Object	(3) Account Title and Description	(4) FTE	(5) Amount
5100	120	<u>Classroom Teachers</u> Supplemental pay for teachers to attend trainings in program implementation (12 teachers x 4hr x 4/days x \$25/hr) for SDFS Programs listed in the program activity profiles	0.000	4,800.00
5100	130	<u>Other Certified Instructional Personnel</u> Supplemental pay for counselors to attend trainings in program implementation (4 counselors x 4hr x 4/days x \$25/hr) for SDFS Programs listed in the program activity profiles	0.000	1,600.00
5100	160	<u>Other Support Personnel</u> Supplemental pay for counselors to attend trainings in program implementation (4 support personnel x 4hr x 4/days x \$20/hr) for SDFS Programs listed in the program activity profiles	0.000	1,280.00
5100	310	<u>Professional and Technical Services</u> Trained consultant will deliver services directly to students in selected curriculum; conduct parent workshops; provide training and support to regular teachers in curriculum implementation; maintain documentation of SDFS Programs listed in the program activity profiles (\$52.00/hr x 327)	0.000	17,000.00
5100	510	<u>Supplies</u> Materials and supplies for curriculum implementation specific to Too Good for Drugs (\$4000) and Reconnecting Youth (\$6000)	0.000	7,147.00
6150	510	<u>Supplies</u> Materials and supplies for parent education workshops (2 per semester x \$250/session x 2 schools) for SDFS Programs listed in the program activity profiles and other supplemental workshops	0.000	2,000.00
6400	310	<u>Professional and Technical Services</u> Consultants to provide training in program implementation (training costs, travel for consultant based on company requirements) for SDFS Programs listed in the program activity profiles. This is the amount the company states is the set rates for both of the programs (\$3000 each)	0.000	6,000.00
7200	790	<u>Miscellaneous Expenses</u> Indirect Costs	0.000	413.00
			<b>TOTAL:</b>	<b>40,240</b>

DOE 101



Eric J. Smith, Commissioner

A) GADSDEN COUNTY PUBLIC SCHOOLS  
 Name of Eligible Recipient: \_\_\_\_\_  
 B) \_\_\_\_\_

<b>TAPS Number</b> 10B002
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Project Number: (DOE USE ONLY)

## FLORIDA DEPARTMENT OF EDUCATION Budget Narrative Form

(1) FUNCTION	(2) OBJECT	(3) ACCOUNT TITLE AND NARRATIVE	(4) FTE POSITIO N	(5) AMOUNT
<del>5300</del> 6100	130	Salary – One full time Job Development Counselor (Special Needs Coordinator to coordinate services for students) Performance Measure Addressed: 2A1, 3A1 Permissive Use of Funds Addressed: 16	100%	28,479.50
	210	Benefits – to include insurance, FICA, retirement for Job Development Counselor (30%) Performance Measure Addressed: 2A1, 3A1 Permissive Use of Funds Addressed: 16		2,805.23
	220			2178.68
	230			4,100.00
5300	150	Salary – One full time Job Coach (Job Place Coordinator and student Counselor) Performance Measure Addressed: 2A1, 3A2 Permissive Use of Funds Addressed: 16	100%	19,055.00
	210	Benefits – to include insurance, FICA, retirement for Job Coach (30%) Performance Measure Addressed: 2A1, 3A2 Permissive Use of Funds Addressed: 16		1,876.92
	220			1457.71
	230			3,760.00
5300	730	Fees/Dues – Tuition Fees, Licensure, test fees, ect Performance Measure Addressed: 2A1 – 4A1 Permissive Use of Funds Addressed: 9 - 15		19,888.96
	520	Textbooks – For students enrolled in Vocational Programs) Performance Measure Addressed: 2A1 – 4A1 Permissive Use of Funds Addressed: 9 - 15		2,500.00
		I spoke w/ John Occhiuzzo on 5/14/10 2:41pm and told him that per our Human Resource Dept (S. Robinson) that there wasn't a state title number for a Job Development Counselor that started with the numeral 53xxx. This was the reason that the function needed to be changed to 6100 to coincide with the title number 61239. He said to change it that he didn't want us to send in an official budget amendment. He also said to note this on our grant.		
		Stephanie Brown-Byrd came in to hear him say this since we wouldn't have anything in writing.		
			Melanie King 5/14/10	
<b>C) TOTAL</b>				<b>\$86,102.00</b>

Project 4219100 Adult General Education and Family Literacy

Orange County Public Schools  
District/Agency Name

(B) 200-1910A-OCG01  
Project Number

/ 10 B018  
TAPS Number

2  
Amendment Number

**FLORIDA DEPARTMENT OF EDUCATION  
BUDGET AMENDMENT NARRATIVE FORM**

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

FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE	AMOUNT INCREASE	AMOUNT DECREASE
5400	520	Textbooks			3380.00
5400	230	Board Medical & dental insurance		1511.59	
5400	240	Workers compensation		93.71	
5400	350	Repair & Maintenance		516.60	
5400	510	Classrooms Supplies-paper, pens, ink cartridges for eight teachers		1258.10	
5400	330	Travel			3392.90
5400	510	teaching materials Steck-Vaughn, GED preparation books in areas of math, science, writing, social studies, & reading		3392.90	
				6772.90	6772.90
				<b>Total</b>	<b>Total</b>





**Gadsden County School Board  
110 (General) Fund Appropriations  
Budget Amendment Number  
Thirty-Three**

110 FUND			BEGINNING BUDGET 6/2/2010	BUDGET AMENDMENT NUMBER THIRTY-THREE	BUDGET BALANCE 6/2/2010
FUNCTION/ OBJECT					
5100	100	\$	10,637,806.19	\$ (437,523.09)	\$ 10,200,283.10
K-12 Instructional	200	\$	2,776,484.26	\$ 65,426.77	\$ 2,841,911.03
	300	\$	3,288,792.14	\$ (94,181.77)	\$ 3,194,610.37
	400	\$	-	\$ 200.00	\$ 200.00
	500	\$	1,526,491.20	\$ (171,481.12)	\$ 1,355,010.08
	600	\$	21,500.00	\$ 32,372.50	\$ 53,872.50
	700	\$	22,010.80	\$ 32,498.72	\$ 54,509.52
<b>FUNCTOTAL</b>		<b>\$</b>	<b>18,273,084.59</b>	<b>\$ (572,687.99)</b>	<b>\$ 17,700,396.60</b>
5200	100	\$	2,782,452.55	\$ 36,746.00	\$ 2,819,198.55
Exceptional Instruction	200	\$	800,512.08	\$ 37,013.00	\$ 837,525.08
	300	\$	315,500.00	\$ 6,040.42	\$ 321,540.42
	500	\$	17,219.03	\$ -	\$ 17,219.03
<b>FUNCTOTAL</b>		<b>\$</b>	<b>3,915,683.66</b>	<b>\$ 79,799.42</b>	<b>\$ 3,995,483.08</b>
5300	100	\$	559,375.21	\$ 1,700.00	\$ 561,075.21
Vocational Technical	200	\$	138,467.77	\$ 5,524.00	\$ 143,991.77
	300	\$	11,000.00	\$ 220.50	\$ 11,220.50
	400	\$	-	\$ 200.00	\$ 200.00
	500	\$	200.00	\$ -	\$ 200.00
	600	\$	49,800.00	\$ -	\$ 49,800.00
	<b>FUNCTOTAL</b>		<b>\$</b>	<b>758,842.98</b>	<b>\$ 7,644.50</b>
5400	100	\$	476,666.00	\$ 2,320.00	\$ 478,986.00
	200	\$	128,121.13	\$ 1,230.00	\$ 129,351.13
5400	300	\$	18,475.00	\$ (7,102.00)	\$ 11,373.00
Adult	500	\$	5,775.00	\$ 1,100.00	\$ 6,875.00
	600	\$	-	\$ -	\$ -
	700	\$	-	\$ 1,000.00	\$ 1,000.00
	<b>FUNCTOTAL</b>		<b>\$</b>	<b>629,037.13</b>	<b>\$ (1,452.00)</b>
5500	100	\$	448,066.84	\$ 1,407.94	\$ 449,474.78
Pre-Kindergarten	200	\$	132,754.34	\$ 60.33	\$ 132,814.67
	300	\$	9,000.00	\$ -	\$ 9,000.00
	500	\$	-	\$ -	\$ -
	600	\$	-	\$ -	\$ -
	700	\$	-	\$ -	\$ -
	<b>FUNCTOTAL</b>		<b>\$</b>	<b>589,821.18</b>	<b>\$ 1,468.27</b>

**Gadsden County School Board**  
**110 (General) Fund Appropriations**  
**Budget Amendment Number**  
**Thirty-Three**

<b>6100</b>	<b>100</b>	\$	1,010,389.45	\$	56,436.72	\$	1,066,826.17
<b>Pupil</b>	<b>200</b>	\$	290,813.32	\$	17,857.13	\$	308,670.45
<b>Personnel</b>	<b>300</b>	\$	407,610.09	\$	(11,508.72)	\$	396,101.37
<b>Services</b>	<b>400</b>	\$	-	\$	200.00	\$	200.00
	<b>500</b>	\$	7,870.48	\$	(2,372.07)	\$	5,498.41
	<b>600</b>	\$	1,843.15	\$	-	\$	1,843.15
	<b>700</b>	\$	2,208.69	\$	2,804.80	\$	5,013.49
<b>FUNCTOTAL</b>		\$	<b>1,720,735.18</b>	\$	<b>63,417.86</b>	\$	<b>1,784,153.04</b>
<b>6200</b>	<b>100</b>	\$	468,406.82	\$	5,675.03	\$	474,081.85
<b>Instructional</b>	<b>200</b>	\$	127,156.11	\$	2,951.62	\$	130,107.73
<b>Media</b>	<b>300</b>	\$	27,300.00	\$	42,887.37	\$	70,187.37
<b>Service</b>	<b>500</b>	\$	29,538.00	\$	(17,500.00)	\$	12,038.00
	<b>600</b>	\$	110.28	\$	23,477.24	\$	23,587.52
	<b>700</b>	\$	-	\$	7,150.00	\$	7,150.00
<b>6200 FUNCTOTAL</b>		\$	<b>652,511.21</b>	\$	<b>64,641.26</b>	\$	<b>717,152.47</b>
<b>6300</b>	<b>100</b>	\$	1,006,555.95	\$	20,960.00	\$	1,027,515.95
<b>Instructorial</b>	<b>200</b>	\$	261,581.17	\$	918.00	\$	262,499.17
<b>Curriculum Dev.</b>	<b>300</b>	\$	39,483.56	\$	18,458.85	\$	57,942.41
	<b>400</b>	\$	-	\$	-	\$	-
	<b>500</b>	\$	11,905.94	\$	(542.35)	\$	11,363.59
	<b>600</b>	\$	2,693.52	\$	1,900.00	\$	4,593.52
	<b>700</b>	\$	7,000.00	\$	(4,654.94)	\$	2,345.06
<b>FUNCTOTAL</b>		\$	<b>1,329,220.14</b>	\$	<b>37,039.56</b>	\$	<b>1,366,259.70</b>
<b>6400</b>	<b>100</b>	\$	87,548.14	\$	31,739.41	\$	119,287.55
<b>Instructional</b>	<b>200</b>	\$	142.49	\$	3,519.54	\$	3,662.03
<b>Staff Training</b>	<b>300</b>	\$	25,857.61	\$	3,092.69	\$	28,950.30
	<b>400</b>	\$	-	\$	281.28	\$	281.28
	<b>500</b>	\$	13,628.04	\$	706.85	\$	14,334.89
	<b>600</b>	\$	-	\$	608.00	\$	608.00
	<b>700</b>	\$	500.00	\$	1,633.00	\$	2,133.00
<b>FUNCTOTAL</b>		\$	<b>127,676.28</b>	\$	<b>41,580.77</b>	\$	<b>169,257.05</b>
<b>6500</b>	<b>100</b>	\$	5,000.00	\$	13,000.00	\$	18,000.00
<b>Instruction</b>	<b>200</b>	\$	1,000.00	\$	3,600.00	\$	4,600.00
<b>Related Tech</b>	<b>300</b>	\$	1,000.00	\$	31,384.63	\$	32,384.63
<b>Instruction</b>	<b>500</b>	\$	-	\$	-	\$	-
	<b>600</b>	\$	-	\$	-	\$	-
<b>FUNCTOTAL</b>		\$	<b>7,000.00</b>	\$	<b>47,984.63</b>	\$	<b>54,984.63</b>

**Gadsden County School Board  
110 (General) Fund Appropriations  
Budget Amendment Number  
Thirty-Three**

7100	100	\$	136,635.00	\$	900.00	\$	137,535.00
Board of	200	\$	312,267.69	\$	14,026.27	\$	326,293.96
Education	300	\$	262,600.00	\$	5,100.00	\$	267,700.00
	500	\$	2,000.00	\$	1,000.00	\$	3,000.00
	600	\$	2,700.00	\$	2,000.00	\$	4,700.00
	700	\$	55,900.00	\$	(8,500.00)	\$	47,400.00
<b>FUNCTOTAL</b>		<b>\$</b>	<b>772,102.69</b>	<b>\$</b>	<b>14,526.27</b>	<b>\$</b>	<b>786,628.96</b>
7200	100	\$	335,676.00	\$	2,800.00	\$	338,476.00
Superintendent &	200	\$	181,260.76	\$	4,400.00	\$	185,660.76
Deputy Supt.	300	\$	88,000.00	\$	(653.50)	\$	87,346.50
	500	\$	20,200.00	\$	300.00	\$	20,500.00
	600	\$	7,200.00	\$	-	\$	7,200.00
	700	\$	15,000.00	\$	650.00	\$	15,650.00
<b>FUNCTOTAL</b>		<b>\$</b>	<b>647,336.76</b>	<b>\$</b>	<b>7,496.50</b>	<b>\$</b>	<b>654,833.26</b>
7300	100	\$	2,592,538.80	\$	87,021.00	\$	2,679,559.80
School	200	\$	675,549.10	\$	19,039.00	\$	694,588.10
Administration	300	\$	39,000.00	\$	6,425.00	\$	45,425.00
Principals	500	\$	-	\$	10,699.85	\$	10,699.85
	600	\$	2,500.00	\$	(2,000.00)	\$	500.00
<b>FUNCTOTAL</b>		<b>\$</b>	<b>3,309,587.90</b>	<b>\$</b>	<b>121,184.85</b>	<b>\$</b>	<b>3,430,772.75</b>
7400	100	\$	62,804.00	\$	-	\$	62,804.00
Facilities Acq	200	\$	15,137.31	\$	310.00	\$	15,447.31
& Construction	300	\$	1,000.00	\$	-	\$	1,000.00
<b>FUNCTOTAL</b>		<b>\$</b>	<b>78,941.31</b>	<b>\$</b>	<b>310.00</b>	<b>\$</b>	<b>79,251.31</b>
7500	100	\$	303,052.00	\$	6,800.00	\$	309,852.00
Fiscal	200	\$	73,554.72	\$	4,250.00	\$	77,804.72
Services	300	\$	108,000.00	\$	4,000.00	\$	112,000.00
	400	\$	-	\$	-	\$	-
	500	\$	13,000.00	\$	-	\$	13,000.00
	600	\$	2,000.00	\$	300.00	\$	2,300.00
	700	\$	1,500.00	\$	-	\$	1,500.00
<b>FUNCTOTAL</b>		<b>\$</b>	<b>501,106.72</b>	<b>\$</b>	<b>15,350.00</b>	<b>\$</b>	<b>516,456.72</b>
7600	100	\$	6,763.43	\$	1,500.00	\$	8,263.43
Food Service	200	\$	517.41	\$	300.00	\$	817.41
	500	\$	-	\$	-	\$	-
<b>FUNCTOTAL</b>		<b>\$</b>	<b>7,280.84</b>	<b>\$</b>	<b>1,800.00</b>	<b>\$</b>	<b>9,080.84</b>

**Gadsden County School Board**  
**110 (General) Fund Appropriations**  
**Budget Amendment Number**  
**Thirty-Three**

7700	100	\$	248,011.00	\$	1,600.00	\$	249,611.00
Central	200	\$	67,733.80	\$	1,250.00	\$	68,983.80
Services	300	\$	59,600.00	\$	(11,685.94)	\$	47,914.06
	500	\$	11,818.76	\$	19,754.39	\$	31,573.15
	600	\$	-	\$	-	\$	-
	700	\$	1,400.00	\$	1,175.00	\$	2,575.00
<b>FUNCTOTAL</b>		<b>\$</b>	<b>388,563.56</b>	<b>\$</b>	<b>12,093.45</b>	<b>\$</b>	<b>400,657.01</b>
7800	100	\$	1,721,107.96	\$	15,989.64	\$	1,737,097.60
Transportation	200	\$	576,528.25	\$	70,682.15	\$	647,210.40
	300	\$	134,910.00	\$	12,115.00	\$	147,025.00
	400	\$	510,051.31	\$	(15,000.00)	\$	495,051.31
	500	\$	220,000.00	\$	13,000.00	\$	233,000.00
	600	\$	3,000.00	\$	200.00	\$	3,200.00
	700	\$	1,000.00	\$	1,700.00	\$	2,700.00
<b>FUNCTOTAL</b>		<b>\$</b>	<b>3,166,597.52</b>	<b>\$</b>	<b>98,686.79</b>	<b>\$</b>	<b>3,265,284.31</b>
7900	100	\$	1,219,746.89	\$	(2,808.80)	\$	1,216,938.09
Operation of	200	\$	378,502.61	\$	51,845.95	\$	430,348.56
Plant	300	\$	1,242,424.31	\$	72,293.17	\$	1,314,717.48
	400	\$	2,152,000.00	\$	(159,991.58)	\$	1,992,008.42
	500	\$	143,000.00	\$	(3,500.00)	\$	139,500.00
	600	\$	1,600.00	\$	1,500.00	\$	3,100.00
	700	\$	3,000.00	\$	-	\$	3,000.00
<b>FUNCTOTAL</b>		<b>\$</b>	<b>5,140,273.81</b>	<b>\$</b>	<b>(40,661.26)</b>	<b>\$</b>	<b>5,099,612.55</b>
8100	100	\$	656,892.00	\$	(9,900.00)	\$	646,992.00
Maintenance	200	\$	171,913.73	\$	16,700.00	\$	188,613.73
of Plant	300	\$	619,424.47	\$	24,596.70	\$	644,021.17
	400	\$	44,000.00	\$	(40,000.00)	\$	4,000.00
	500	\$	181,000.00	\$	-	\$	181,000.00
	600	\$	10,000.00	\$	(900.00)	\$	9,100.00
	700	\$	1,000.00	\$	1,000.00	\$	2,000.00
<b>FUNCTOTAL</b>		<b>\$</b>	<b>1,684,230.20</b>	<b>\$</b>	<b>(8,503.30)</b>	<b>\$</b>	<b>1,675,726.90</b>
8200	100	\$	197,554.00	\$	2,300.00	\$	199,854.00
Admin.	200	\$	52,488.99	\$	1,550.00	\$	54,038.99
Technology	300	\$	169,000.00	\$	(8,000.00)	\$	161,000.00
Services	500	\$	12,000.00	\$	200.00	\$	12,200.00
	600	\$	28,000.00	\$	11,026.75	\$	39,026.75
	700	\$	25,000.00	\$	-	\$	25,000.00
<b>FUNCTOTAL</b>		<b>\$</b>	<b>484,042.99</b>	<b>\$</b>	<b>7,076.75</b>	<b>\$</b>	<b>491,119.74</b>

**Gadsden County School Board  
110 (General) Fund Appropriations  
Budget Amendment Number  
Thirty-Three**

<b>9100</b>	<b>100</b>	\$	406,611.00	\$	(6,708.29)	\$	399,902.71
<b>Community</b>	<b>200</b>	\$	48,120.00	\$	2,158.29	\$	50,278.29
<b>Services</b>	<b>300</b>	\$	11,956.58	\$	5,400.00	\$	17,356.58
	<b>500</b>	\$	1,375.54	\$	353.67	\$	1,729.21
	<b>600</b>	\$	-	\$	-	\$	-
	<b>700</b>	\$	39,598.00	\$	-	\$	39,598.00
<b>FUNCTOTAL</b>		\$	<b>507,661.12</b>	\$	<b>1,203.67</b>	\$	<b>508,864.79</b>
<b>9700</b>	<b>900</b>	\$	-	\$	-	\$	-
<b>Transfer of</b>				\$	-		
<b>Funds</b>				\$	-		
<b>FUNCTOTAL</b>		\$	-	\$	-	\$	-
<b>GRANDTOTAL</b>		\$	<b>44,691,337.77</b>	\$	<b>(0.00)</b>	\$	<b>44,691,337.77</b>

**Gadsden County School Board  
110 (General) Fund Estimated Revenue  
Budget Amendment Number  
Thirty-Three**

110 FUND REVENUE OBJECT	ESTIMATED REVENUE 6/2/10	BUDGET AMENDMENT THIRTY-THREE	ENDING ESTIMATED REVENUE 6/2/10
190	\$ 100,000.00	\$ -	\$ 100,000.00
191	\$ 150,000.00	\$ -	\$ 150,000.00
202	\$ 150,000.00	\$ -	\$ 150,000.00
280	\$ 632,731.35	\$ -	\$ 632,731.35
290	\$ -	\$ -	\$ -
310	\$ 19,948,914.00	\$ -	\$ 19,948,914.00
315	\$ 645,816.00	\$ -	\$ 645,816.00
318	\$ 424,459.00	\$ -	\$ 424,459.00
323	\$ 4,371.00	\$ -	\$ 4,371.00
334	\$ 75,252.00	\$ -	\$ 75,252.00
336	\$ 479,932.00	\$ -	\$ 479,932.00
341	\$ 223,250.00	\$ -	\$ 223,250.00
343	\$ 25,000.00	\$ -	\$ 25,000.00
344	\$ -	\$ -	\$ -
354	\$ 1,816,698.00	\$ -	\$ 1,816,698.00
355	\$ 6,173,746.00	\$ -	\$ 6,173,746.00
361	\$ 190,580.00	\$ -	\$ 190,580.00
371	\$ 700,000.00	\$ -	\$ 700,000.00
390	\$ -	\$ -	\$ -
399	\$ 193,199.00	\$ -	\$ 193,199.00
411	\$ 9,522,714.00	\$ -	\$ 9,522,714.00
425	\$ 1,000.00	\$ -	\$ 1,000.00
430	\$ 10,000.00	\$ -	\$ 10,000.00
440	\$ 9,117.08	\$ -	\$ 9,117.08
461	\$ 40,000.00	\$ -	\$ 40,000.00
473	\$ 30,000.00	\$ -	\$ 30,000.00
490	\$ 150,000.00	\$ -	\$ 150,000.00
491	\$ 50,000.00	\$ -	\$ 50,000.00
494	\$ 100,000.00	\$ -	\$ 100,000.00
495	\$ 50,000.00	\$ -	\$ 50,000.00
<b>GRAND TOTAL</b>	<b>\$ 41,896,779.43</b>	<b>\$ -</b>	<b>\$ 41,896,779.43</b>



**Gadsden County School Board  
 420 (Federal) Fund Estimated Revenue  
 Budget Amendment Number Thirty-Four**

FUND 420			
REVENUE OBJECT	ESTIMATED REVENUE 6/22/2010	BUDGET AMENDMENT NUMBER THIRTY-FOUR	ENDING ESTIMATED REVENUE 6/22/2010
190	\$ -	\$ -	\$ -
191	\$ -	\$ -	\$ -
199	\$ 2,993,089.38	\$ -	\$ 2,993,089.38
201	\$ 237,047.32	\$ -	\$ 237,047.32
226	\$ 670,364.03	\$ -	\$ 670,364.03
227	\$ 40,240.00	\$ -	\$ 40,240.00
230	\$ 2,344,452.41	\$ -	\$ 2,344,452.41
240	\$ 4,178,343.48	\$ -	\$ 4,178,343.48
251	\$ 54,960.00	\$ -	\$ 54,960.00
270	\$ -	\$ -	\$ -
290	\$ 968,749.48	\$ -	\$ 968,749.48
299	\$ 75,000.00	\$ -	\$ 75,000.00
<b>TOTALS</b>	<b>\$ 11,562,246.10</b>	<b>\$ -</b>	<b>\$ 11,562,246.10</b>

**Gadsden County School Board  
420 (Federal) Fund Appropriations  
Budget Amendment Number Thirty-Four**

420 FUND		BUDGET		
FUNCTION/ OBJECT		BUDGET BALANCE 6/22/2010	AMENDMENT NUMBER THIRTY-FOUR	BUDGET BALANCE 6/22/2010
5100	100	\$ 1,077,689.43	\$ -	\$ 1,077,689.43
	200	\$ 263,590.39	\$ -	\$ 263,590.39
	300	\$ 749,064.94	\$ -	\$ 749,064.94
	500	\$ 626,249.21	\$ -	\$ 626,249.21
	600	\$ 516,755.16	\$ -	\$ 516,755.16
	700	\$ 75,250.24	\$ -	\$ 75,250.24
	<b>FUNCTOTAL</b>		<b>\$ 3,308,599.37</b>	<b>\$ -</b>
5200	100	\$ 655,000.00	\$ -	\$ 655,000.00
	200	\$ 215,484.00	\$ -	\$ 215,484.00
	300	\$ 358,500.00	\$ -	\$ 358,500.00
	500	\$ 20,437.72	\$ -	\$ 20,437.72
	600	\$ 44,513.21	\$ -	\$ 44,513.21
	700	\$ 3,531.44	\$ -	\$ 3,531.44
	<b>FUNCTOTAL</b>		<b>\$ 1,297,466.37</b>	<b>\$ -</b>
5300	100	\$ 30,575.00	\$ -	\$ 30,575.00
	200	\$ 9,110.63	\$ -	\$ 9,110.63
	300	\$ 13,585.00	\$ -	\$ 13,585.00
	500	\$ 59,428.00	\$ 5,300.00	\$ 64,728.00
	600	\$ 44,655.00	\$ (3,800.00)	\$ 40,855.00
	700	\$ 21,388.96	\$ (1,500.00)	\$ 19,888.96
	<b>FUNCTOTAL</b>		<b>\$ 178,742.59</b>	<b>\$ -</b>
5400	100	\$ 38,560.00	\$ -	\$ 38,560.00
	200	\$ 8,354.30	\$ -	\$ 8,354.30
	300	\$ 10,314.70	\$ -	\$ 10,314.70
	500	\$ 15,483.00	\$ -	\$ 15,483.00
	600	\$ 20,580.00	\$ -	\$ 20,580.00
	700	\$ -	\$ -	\$ -
	<b>FUNCTOTAL</b>		<b>\$ 93,292.00</b>	<b>\$ -</b>
5500	100	\$ 1,194,256.87	\$ -	\$ 1,194,256.87
	200	\$ 306,265.83	\$ -	\$ 306,265.83
	300	\$ 459,733.81	\$ -	\$ 459,733.81
	500	\$ 62,957.99	\$ -	\$ 62,957.99
	600	\$ 9,854.94	\$ -	\$ 9,854.94
	700	\$ 1,080.00	\$ -	\$ 1,080.00
	<b>FUNCTOTAL</b>		<b>\$ 2,034,149.44</b>	<b>\$ -</b>

**Gadsden County School Board  
420 (Federal) Fund Appropriations  
Budget Amendment Number Thirty-Four**

<b>6100</b>	<b>100</b>	\$	615,137.86	\$	-	\$	615,137.86
	<b>200</b>	\$	200,955.86	\$	-	\$	200,955.86
	<b>300</b>	\$	132,839.46	\$	-	\$	132,839.46
	<b>500</b>	\$	37,214.89	\$	-	\$	37,214.89
	<b>600</b>	\$	-	\$	-	\$	-
	<b>700</b>	\$	-	\$	-	\$	-
	<b>900</b>	\$	-	\$	-	\$	-
<b>FUNCTOTAL</b>		\$	<b>986,148.07</b>	\$	-	\$	<b>986,148.07</b>
<b>6200</b>	<b>100</b>	\$	-	\$	-	\$	-
	<b>200</b>	\$	-	\$	-	\$	-
	<b>300</b>	\$	-	\$	-	\$	-
	<b>500</b>	\$	-	\$	-	\$	-
	<b>600</b>	\$	7,390.00	\$	-	\$	7,390.00
	<b>700</b>	\$	-	\$	-	\$	-
<b>FUNCTOTAL</b>		\$	<b>7,390.00</b>	\$	-	\$	<b>7,390.00</b>
<b>6300</b>	<b>100</b>	\$	1,203,442.26	\$	-	\$	1,203,442.26
	<b>200</b>	\$	349,841.53	\$	-	\$	349,841.53
	<b>300</b>	\$	156,544.75	\$	-	\$	156,544.75
	<b>500</b>	\$	38,660.25	\$	-	\$	38,660.25
	<b>600</b>	\$	29,435.55	\$	-	\$	29,435.55
	<b>700</b>	\$	5,200.00	\$	-	\$	5,200.00
<b>FUNCTOTAL</b>		\$	<b>1,783,124.34</b>	\$	-	\$	<b>1,783,124.34</b>
<b>6400</b>	<b>100</b>	\$	192,690.46	\$	-	\$	192,690.46
	<b>200</b>	\$	2,873.44	\$	-	\$	2,873.44
	<b>300</b>	\$	448,551.76	\$	-	\$	448,551.76
	<b>400</b>	\$	-	\$	-	\$	-
	<b>500</b>	\$	61,215.81	\$	-	\$	61,215.81
	<b>600</b>	\$	-	\$	-	\$	-
	<b>700</b>	\$	35,698.56	\$	-	\$	35,698.56
<b>FUNCTOTAL</b>		\$	<b>741,030.03</b>	\$	-	\$	<b>741,030.03</b>
<b>6500</b>	<b>100</b>	\$	-	\$	-	\$	-
	<b>200</b>	\$	-	\$	-	\$	-
	<b>300</b>	\$	-	\$	-	\$	-
	<b>500</b>	\$	-	\$	-	\$	-
	<b>700</b>	\$	-	\$	-	\$	-
<b>FUNCTOTAL</b>		\$	<b>-</b>	\$	-	\$	<b>-</b>

**Gadsden County School Board  
420 (Federal) Fund Appropriations  
Budget Amendment Number Thirty-Four**

7200	100	\$	19,341.33	\$	-	\$	19,341.33
	200	\$	5,432.47	\$	-	\$	5,432.47
	300	\$	-	\$	-	\$	-
	500	\$	-	\$	-	\$	-
	600	\$	-	\$	-	\$	-
	700	\$	400,969.74	\$	-	\$	400,969.74
<b>FUNCTOTAL</b>		<b>\$</b>	<b>425,743.54</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>425,743.54</b>
7300	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	-	\$	-	\$	-
	500	\$	3,587.60	\$	-	\$	3,587.60
	600	\$	-	\$	-	\$	-
	700	\$	-	\$	-	\$	-
<b>FUNCTOTAL 7300</b>		<b>\$</b>	<b>3,587.60</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>3,587.60</b>
7500	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
<b>FUNCTOTAL 7500</b>		<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>
7600	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	-	\$	-	\$	-
<b>FUNCTOTAL</b>		<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>
7700	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	-	\$	-	\$	-
	400	\$	-	\$	-	\$	-
	500	\$	3,657.92	\$	-	\$	3,657.92
	600	\$	10,000.00	\$	-	\$	10,000.00
	700	\$	-	\$	-	\$	-
<b>FUNCTOTAL</b>		<b>\$</b>	<b>13,657.92</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>13,657.92</b>
7800	100	\$	209,015.90	\$	-	\$	209,015.90
	200	\$	63,102.14	\$	-	\$	63,102.14
	300	\$	102,060.00	\$	-	\$	102,060.00
	400	\$	85,897.00	\$	-	\$	85,897.00
	500	\$	-	\$	-	\$	-
	600	\$	75,000.00	\$	-	\$	75,000.00
<b>FUNCTOTAL</b>		<b>\$</b>	<b>535,075.04</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>535,075.04</b>

**Gadsden County School Board  
420 (Federal) Fund Appropriations  
Budget Amendment Number Thirty-Four**

7900	100	\$	17,361.27	\$	-	\$	17,361.27
	200	\$	14,503.42	\$	-	\$	14,503.42
	300	\$	33,042.58	\$	-	\$	33,042.58
	400	\$	-	\$	-	\$	-
	500	\$	962.72	\$	-	\$	962.72
	700	\$	-	\$	-	\$	-
<b>FUNCTOTAL</b>		<b>\$</b>	<b>65,869.99</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>65,869.99</b>
8100	100	\$	-	\$	-	\$	-
	200	\$	-	\$	-	\$	-
	300	\$	2,800.00	\$	-	\$	2,800.00
	600	\$	-	\$	-	\$	-
<b>FUNCTOTAL</b>		<b>\$</b>	<b>2,800.00</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>2,800.00</b>
8200	100	\$	54,217.00	\$	-	\$	54,217.00
	200	\$	11,471.00	\$	-	\$	11,471.00
<b>FUNCTOTAL</b>		<b>\$</b>	<b>65,688.00</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>65,688.00</b>
9100	100	\$	28,206.87	\$	-	\$	28,206.87
	200	\$	7,293.92	\$	-	\$	7,293.92
	300	\$	-	\$	-	\$	-
	400	\$	-	\$	-	\$	-
	500	\$	-	\$	-	\$	-
	600	\$	-	\$	-	\$	-
	700	\$	-	\$	-	\$	-
<b>FUNCTOTAL</b>		<b>\$</b>	<b>35,500.79</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>35,500.79</b>
9200	300	\$	-	\$	-	\$	-
<b>FUNCTOTAL</b>		<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>
9700	500	\$	-	\$	-	\$	-
<b>FUNCTOTAL</b>		<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>
<b>GRANDTOTAL</b>		<b>\$</b>	<b>11,577,865.09</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>11,577,865.09</b>

Carl Perkins, Secondary project 4216101

A) Gadsden District/Agency Name      B) 200-161A-OCS01 Project Number      / 10B001 TAPS Number

C) 2 Amendment Number

**FLORIDA DEPARTMENT OF EDUCATION  
BUDGET AMENDMENT NARRATIVE FORM**

D) Total Project Amount Currently Approved \$ <u>146,204.00</u>	E) Total Project Amount resulting from this Budget Amendment \$ <u>146,204.00</u>
--	--

F) Line Item Description

FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE	AMOUNT INCREASE	AMOUNT DECREASE
5300	790	Miscellaneous			1,500
5300	510	Materials and Supplies <i>see attached email from Delora Buckley 6/2/10 S.F.O. 77</i>		1,500	
5300	692	Software			3,800
5300	510	Materials and Supplies		3,800	
				<u>5,300</u>	<u>5,300</u>

*6/3/10  
S.F.O. 77.*

**Total                      Total**



**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 7e

**DATE OF SCHOOL BOARD MEETING:** June 29, 2010

**TITLE OF AGENDA ITEMS:** Budget Amendment Number Thirty-Five

**DIVISION:** Finance Department

**PURPOSE AND SUMMARY OF ITEMS:**

Board approval is requested for Budget Amendment #35 for Title I, Part A. This amendment does the following:

- 1) Budgets the Approved Accumulated Title I Part A 2009 Roll Forward in the amount of \$466,718.85 in "rank order" in accordance with the directions of Florida Department of Education officials. This portion of the budget amendment addresses the federal portion of Federal Awards Finding #1 in the Auditor General's Report 2009-188 for the period ending June 30, 2008 and Federal Award Finding #1 in the Auditor General's Report 2010-166 for the period ending June 30, 2009.
- 2) Adjusts the budget for Title I Part A for 2009-2010 in "rank order" pursuant to the Public School Eligibility Survey disseminated from the Florida Department of Education.

**FUND SOURCE:** 420 (Federal) Funds

**AMOUNT:** Increase of \$466,718.85

**PREPARED BY:** Bonnie Wood

**POSITION:** Assistant Superintendent for Business Services

# FLORIDA DEPARTMENT OF EDUCATION



STATE BOARD OF EDUCATION

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Dr. Eric J. Smith  
Commissioner of Education



February 25, 2010

TO: Ms. Bonnie Wood  
Gadsden County School Board

FROM: Jonathon Manalo, Chief Comptroller 

SUBJECT: Title I, Part A, Basic, Fiscal Year 2009 Roll Forward Funds

FOR YOUR INFORMATION, below are the 2009 certified roll forward funds for Title I, Part A.

Accumulated 2008 Roll Forward	227,352.73
Reallocation	0.00
Title I, Part A, Basic - 2009 Allocation	1,742,481.00
Total 2009 Funds Available	1,969,833.73
Less: Final 2009 Expenditures	1,503,114.88
Plus: Allocation Transferred from 20% Choice Transportation	0.00
Plus: Balance Transferred from 20% Choice Transportation	0.00
Reallocation of Un-Waived Funds	0.00
<b>**Approved Accumulated 2009 Roll Forward**</b>	<b>466,718.85</b>
Title I, Part A, Basic 2010 Allocation	2,360,722.00
<b>Total Fiscal Year 2010 Funds Available</b>	<b>2,827,440.85</b>

If the total FY 2010 funds available (above) are less than the project amount indicated in the project approval letter, no amendment is necessary; the project amount should be reduced to agree with the FY 2010 funds available. (The project amount cannot exceed the total FY 2010 funds available.) If the total FY 2010 funds available are greater than the project amount and you wish to utilize those additional funds, a budget amendment must be requested to increase the project to the total FY 2010 funds available. Budget amendments are requested using form DOE-150. If the total FY 2010 funds available are equal to the project amount, the authority to encumber and/or expend the total project amount is now effective by receipt of this letter. If there are any questions regarding this roll forward, please contact Sandra Lesley at (850) 245-9215.

cc: Gwen Jackson, Department of Education  
cc: Lisa Bacen, Department of Education  
cc: Superintendent

JONATHON MANALO  
CHIEF COMPTROLLER, BUREAU OF COMPTROLLER

GADSDEN COUNTY SCHOOL DISTRICT  
TITLE I, PART A  
FY 2009-2010

FINAL ALLOCATIONS BY SCHOOL/CENTER										
Cntr	School	Type	FRPL No.	FRPL %	Rank	PPA	Part A Basic Per Student Budget	Parent Involvement	Pre-K Budget	Total by School
0201	Stewart Street	E	494	98.8	1	\$ 408.96	\$ 202,024.26	\$ 3,451.75	\$ 49,873.47	\$ 255,349.48
0231	Carter Parramore	E+	112	95.7	2	\$ 408.93	\$ 45,800.16	\$ 3,451.75		\$ 49,251.91
0171	Gretna	E	296	94.3	3	\$ 408.93	\$ 121,043.28	\$ 3,451.75	\$ 40,098.57	\$ 164,593.60
0041	George Monroe	E	591	92.8	4	\$ 408.93	\$ 241,677.63	\$ 3,451.75	\$ 39,376.57	\$ 284,505.95
0091	Havana	E	471	92.2	5	\$ 408.93	\$ 192,606.03	\$ 3,451.75	\$ 46,821.57	\$ 242,879.35
0191	St John	E	303	91.5	6	\$ 408.93	\$ 123,905.79	\$ 3,451.75	\$ 39,319.69	\$ 166,677.23
0211	Shanks	M	533	91.4	7	\$ 408.93	\$ 217,959.69	\$ 3,451.75		\$ 221,411.44
0141	Greensboro	E	361	91.2	8	\$ 408.93	\$ 147,623.73	\$ 3,451.75	\$ 37,272.19	\$ 188,347.67
0151	Chattahoochee	E	171	90.0	9	\$ 408.93	\$ 69,927.03	\$ 3,451.75		\$ 73,378.78
0071	East Gadsden	H	588	86.0	10	\$ 408.93	\$ 240,450.84	\$ 3,451.75		\$ 243,902.59
9104	Crossroads	C	196	86.0	11	\$ 408.93	\$ 80,150.28	\$ 3,451.75		\$ 83,602.03
0061	Havana	M	175	85.8	12	\$ 408.93	\$ 71,562.75	\$ 3,451.75		\$ 75,014.50
0051	West Gadsden	H+	372	84.6	13	\$ 408.93	\$ 152,121.96	\$ 3,451.75		\$ 155,573.71
9099	Tallavana Christian	P					\$ 40,893.00			\$ 40,893.00
2218	Metropolitan	P					\$ 15,948.28			\$ 15,948.28
	<b>Subtotal</b>		4663				\$ 1,963,694.71	\$ 44,872.75	\$ 252,762.06	\$ 2,261,329.52
9001	Gadsden DSB						\$ 558,023.45	\$ 8,087.88		\$ 566,111.33
	<b>GRAND TOTAL</b>						\$ 2,521,718.16	\$ 52,960.63	\$ 252,762.06	\$ 2,827,440.85
	Legend:									
	FRPL - Free and Reduced Price Lunch									E - Elementary School
	PPA - Per Pupil Allocation									M - Middle School
	PSES - Public School Eligibility Survey									H - High School
										C - Charter
										+ - Normal grades plus others

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 7E

DATE OF SCHOOL BOARD MEETING: June 29, 2010

TITLE OF AGENDA ITEMS: Project Application – State Fiscal Stabilization Fund

DIVISION: Finance Department

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested for the Project Application for the ARRA State Fiscal Stabilization Fund that consists of the following funding sources:

<u>Description</u>	<u>Amount</u>
Education Stabilization Fund K-12	\$1,728,525
Government Services Fund K-12	34,511

The application states that the funds will be used to save jobs and will be budgeted to support approximately 40 positions in the 2010-2011 budget.

These federal dollars were utilized by the Florida Legislature to support the FEFP calculation.

FUND SOURCE: Fund 431 State Fiscal Stabilization Funds

AMOUNT: \$ 1,763,036

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services

# FLORIDA DEPARTMENT OF EDUCATION



## STATE BOARD OF EDUCATION

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SUSAN STORY

Dr. Eric J. Smith  
Commissioner of Education



## MEMORANDUM

DATE: June 21, 2010

TO: District School Superintendents

FROM: Linda Champion *L. Champion*

SUBJECT: 2010-2011 Request for Application(s) for the American Recovery and Reinvestment Act (ARRA) State Fiscal Stabilization Funds

Please be advised that the allocation chart for the State Fiscal Stabilization Funds (SFSF) forwarded to you on June 18, 2010, contained errors in the Workforce Development column. The corrected chart is attached. The allocations contained in the online application are correct. We apologize for the inconvenience. Questions may be directed to Ed Clayton, Chief, Bureau of Contracts, Grants and Procurement Management Services at 850/245-0735 or by e-mail at Ed.Clayton@fldoe.org.

cc: District Finance Officers

LINDA CHAMPION  
DEPUTY COMMISSIONER, FINANCE AND OPERATIONS

325 W. GAINES STREET • SUITE 1214 • TALLAHASSEE, FL 32399-0400 • (850) 245-0406 • FAX (850) 245-9378  
[www.fldoe.org](http://www.fldoe.org)

**2010-11 GENERAL APPROPRIATIONS ACT  
Federal Stabilization Allocations**

District Number	District	State Fiscal Stabilization Fund Education K-12 (FEFP)	State Fiscal Stabilization Fund Government Services Fund K-12 (FEFP)	State Fiscal Stabilization Fund Education Stabilization Fund (Workforce Development)
1	ALACHUA	\$ 8,502,950	\$ 169,764	\$ -
2	BAKER	\$ 1,540,560	\$ 30,758	\$ -
3	BAY	\$ 7,814,544	\$ 156,020	\$ 208,609
4	BRADFORD	\$ 942,150	\$ 18,810	\$ 58,422
5	BREVARD	\$ 22,873,034	\$ 456,667	\$ -
6	BROWARD	\$ 86,023,225	\$ 1,717,481	\$ 4,192,709
7	CALHOUN	\$ 648,758	\$ 12,953	\$ -
8	CHARLOTTE	\$ 5,101,695	\$ 101,857	\$ 175,869
9	CITRUS	\$ 4,809,563	\$ 96,024	\$ 171,511
10	CLAY	\$ 11,505,785	\$ 229,717	\$ -
11	COLLIER	\$ 14,637,761	\$ 292,248	\$ 437,948
12	COLUMBIA	\$ 3,048,026	\$ 60,855	\$ -
13	DADE	\$ 113,528,245	\$ 2,266,627	\$ 5,977,307
14	DE SOTO	\$ 1,570,737	\$ 31,360	\$ -
15	DIXIE	\$ 635,039	\$ 12,679	\$ -
16	DUVAL	\$ 40,337,594	\$ 805,353	\$ -
17	ESCAMBIA	\$ 12,248,836	\$ 244,552	\$ 315,774
18	FLAGLER	\$ 4,037,022	\$ 80,600	\$ -
19	FRANKLIN	\$ 353,788	\$ 7,063	\$ -
20	GADSDEN	\$ 1,728,525	\$ 34,511	\$ -
21	GILCHRIST	\$ 805,036	\$ 16,073	\$ -
22	GLADES	\$ 447,979	\$ 8,944	\$ -
23	GULF	\$ 564,457	\$ 11,270	\$ -
24	HAMILTON	\$ 502,769	\$ 10,038	\$ -
25	HARDEE	\$ 1,564,932	\$ 31,244	\$ -
26	HENDRY	\$ 2,120,280	\$ 42,332	\$ -
27	HERNANDO	\$ 7,138,630	\$ 142,525	\$ -
28	HIGHLANDS	\$ 3,745,204	\$ 74,774	\$ -
29	HILLSBOROUGH	\$ 62,918,988	\$ 1,256,197	\$ 1,997,908
30	HOLMES	\$ 941,445	\$ 18,796	\$ -

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 7g

**DATE OF SCHOOL BOARD MEETING:** June 29, 2010

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

**DIVISION:** Finance Department

**PURPOSE AND SUMMARY OF ITEMS:**

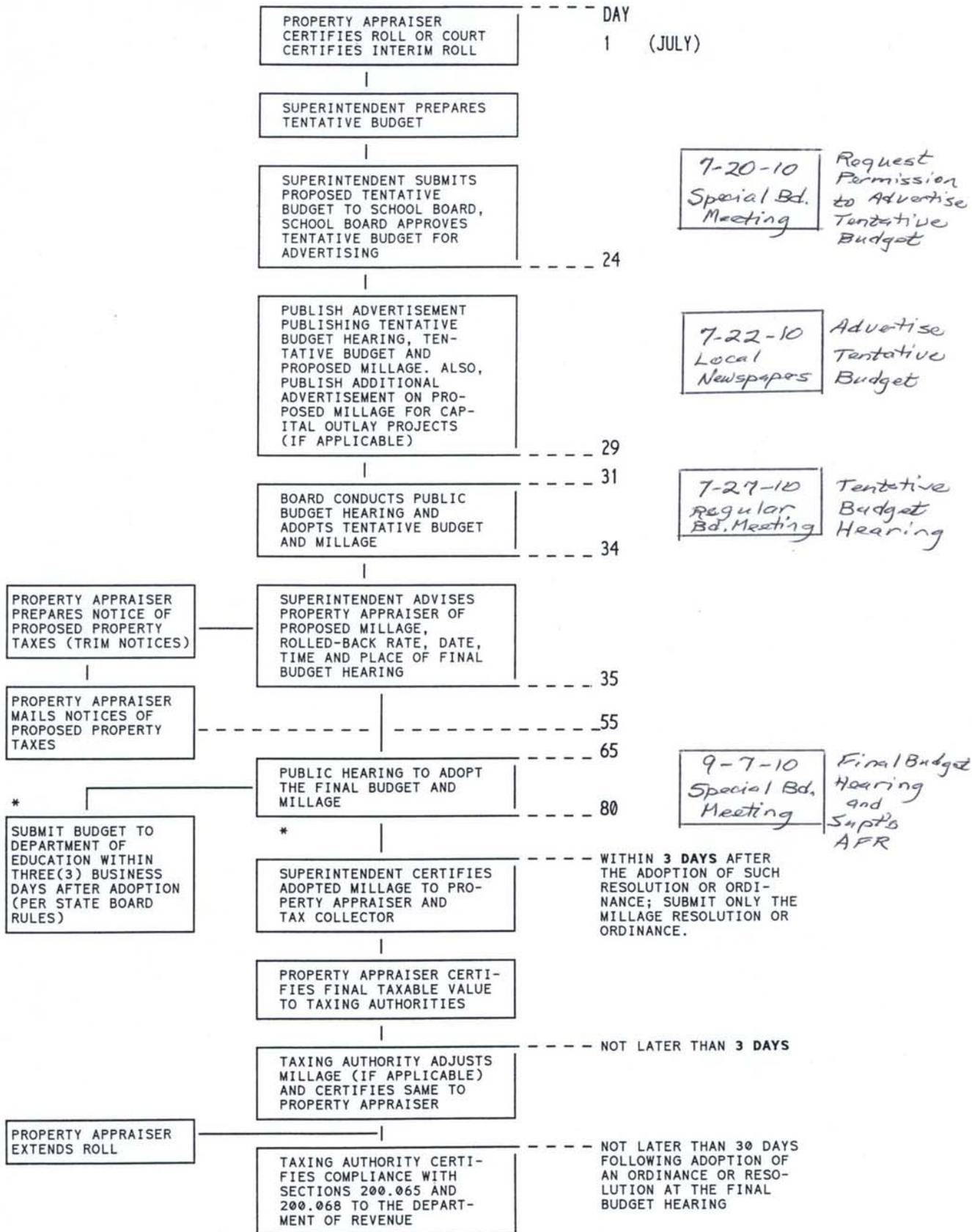
Board approval is requested for the Truth in Millage (TRIM) timetable with the following key dates:

Board Meeting	July 20, 2010	Request Permission to Advertise Tentative Budget
Newspaper Ads	July 22, 2010	Advertise Tentative Budget
Board Meeting	July 27, 2010	Tentative Budget Hearing
Board Meeting	September 7, 2010	Final Budget Hearing and Superintendent's Annual Financial Report

**PREPARED BY:** Bonnie Wood

**POSITION:** Assistant Superintendent for Business Services

# SCHOOL BOARD TRIM TIMETABLE



**\* IMPORTANT:** PLEASE NOTICE THE DIFFERENCE BETWEEN 3 WORKING DAYS FOR SUBMISSION TO THE DEPARTMENT OF EDUCATION AND 3 DAYS FOR SUBMISSION TO THE PROPERTY APPRAISER AND TAX COLLECTOR

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 7h

**DATE OF SCHOOL BOARD MEETING:** June 29, 2010

**TITLE OF AGENDA ITEMS:** Crossroad Academy Monthly Financial Reports

**DIVISION:** Finance Department

**PURPOSE AND SUMMARY OF ITEMS:**

In accordance with Florida Statutes, the School is required to provide the Sponsor monthly financial statements. The Balance Sheets and Profit & Loss Statements from Crossroad Academy are attached.

**PREPARED BY:** Bonnie Wood

**POSITION:** Assistant Superintendent for Business Services

**CROSSROAD ACADEMY CHARTER SCHOOL**  
**Profit & Loss**  
 April 1 through May 3, 2010

Apr 1 - May 3, 10

<b>Income</b>	
3320 · PreK-Voluntary	4,432.03
3400 · Other Income/Employees	350.00
3490 · Miscellaneous Sources	
3495-0 · PTO Athletics	20.00
3495-2 · Student Activity Fund	16,133.40
<b>Total 3490 · Miscellaneous Sources</b>	<u>16,153.40</u>
<b>Total Income</b>	<u>20,935.43</u>
<b>Gross Profit</b>	20,935.43
<b>Expense</b>	
5100-11 · PreK Expenses	2,916.68
5100-12 · Basic Fte/Clstrm Teachr	44,048.40
5100-13 · Classroom Paraprofessi	6,636.91
5100-23 · EE' Group Insurance	9,819.84
5100-25 · Unemployment Comp	647.76
5100-59 · Misc. Student Activity	3,595.66
6200-35 · Copier Service Costs	260.00
6300-33 · Travel/Training	1,900.00
7100-59 · Miscelleous Items	3,413.30
7200-11 · Administration	6,250.00
7300-11 · Salary-Schol Principal	5,000.00
7300-14 · Salary - Receptionist	3,279.18
7300-15 · Office Manager	2,541.66
7300-16 · Salary Part-Time	400.00
7300-22 · FICA Contributions(Co)	6,935.41
7300-51 · Supplies	171.14
7400-31 · Facilities	58.05
7500-59 · Bank Charges	4,803.60
7500-73 · Misc. Operating Fees	1.02
7600-16 · Personnel	-23.40
7600 · Food Services	
7600-26 · Personnel	3,070.84
7600-51 · Supplies	219.18
<b>Total 7600 · Food Services</b>	<u>3,290.02</u>
7900-16 · Janitorial/Custodial	1,708.34
7900-36 · Rental Equipment	839.58
7900-37 · Telephone	813.03
7900-38 · Internet Service Provider	124.95
7900-39 · Other Facilities Svcs	180.00
7900-40 · Gargbage Collections	170.00
7900-43 · Elect/Energy Service	1,762.57

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Cash Basis

**CROSSROAD ACADEMY CHARTER SCHOOL**

**Profit & Loss**

April 1 through May 3, 2010

	<u>Apr 1 - May 3, 10</u>
7900-51 · Janitorial/Maintenance Supplies	8.27
8100-35 · Repairs & Maintenance	40.89
<b>Total Expense</b>	<u>111,592.86</u>
<b>Net Income</b>	<u><u>-90,657.43</u></u>

**CROSSROAD ACADEMY CHARTER SCHOOL**

**Balance Sheet**

As of May 3, 2010

**May 3, 10**

**ASSETS**

**Current Assets**

**Checking/Savings**

1110 · Capital City Bank-Operatin	6,052.34
1113 · New Facility - CD CCBG	250,000.00
1115 · Construction Loan-Premier Bank	333,272.82
1116 · Premier - Revenue Op Acct	
1117 · Cheerleaders - Restricted	4,043.80
1118 · PTO - Restricted	7,305.34
1119 · FBLA - Restricted	4,648.10
1120 · Classic Modeling - Restricted	1,996.95
1121 · Athletics - Restricted	3,119.75
1122 · Hospitality - Restricted	572.58
1123 · Inez M. Holt Library-Restricted	1,250.00
1116 · Premier - Revenue Op Acct - Other	974,689.36

**Total 1116 · Premier - Revenue Op Acct** 997,625.88

1124 · Premier - Debt Service Acct 147,600.00

1125 · Premier - Reserve Account 3,000.00

**Total Checking/Savings** 1,737,551.04

**Other Current Assets**

1220 · GCSB Receivable-Cap Outlay	68,249.00
1230 · Prepaid Insurance	33,369.60

**Total Other Current Assets** 101,618.60

**Total Current Assets** 1,839,169.64

**Fixed Assets**

1310 · Land	207,584.70
1340 · Computers & Equipments	154,326.77
1341 · Furniture and Equipment	37,233.35
1344 · CIP - New School	2,582,730.35
1345 · Building Improvements	10,395.00
1346 · Automobile/van	12,837.00
1349 · Accumulated Depreciation	-195,483.72

**Total Fixed Assets** 2,809,623.45

**TOTAL ASSETS** **4,648,793.09**

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

2110 · Direct Deposit Liabilities	1,274.89
2200 · Gadsden Co School Payables	
2201 · GCSB/Student Breakfast/Lunch	1,662.01

**Total 2200 · Gadsden Co School Payables** 1,662.01

**CROSSROAD ACADEMY CHARTER SCHOOL**  
**Balance Sheet**  
As of May 3, 2010

	<u>May 3, 10</u>
2850 · Payroll Liabilities	2,303.08
2852 · Child Support	360.50
2854 · Unemployment Payable	10,759.29
2855 · Parent Teach. Org. Account	7,305.34
2856 · CACS Cheerleaders	3,857.80
2857 · FBLA (Future Bus. Leader)	4,648.10
2858 · Natl Honor Soc/Beta Club	-689.25
2859 · Classic Modeling Company	1,996.95
2860 · CACS Athletic Department	2,731.81
2870 · Staff Hospitality	172.58
2871 · Inez M. Holt Library/Media Cent	1,250.00
<b>Total Other Current Liabilities</b>	<u>37,633.10</u>
<b>Total Current Liabilities</b>	37,633.10
<b>Long Term Liabilities</b>	
2900 · RD Loan	2,250,000.00
<b>Total Long Term Liabilities</b>	<u>2,250,000.00</u>
<b>Total Liabilities</b>	2,287,633.10
<b>Equity</b>	
2999 · Retained Earnings	1,584,755.90
Net Income	776,404.09
<b>Total Equity</b>	<u>2,361,159.99</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>4,648,793.09</b></u>

**CROSSROAD ACADEMY CHARTER SCHOOL**  
**Profit & Loss**  
 March 2010

	<u>Mar 10</u>
<b>Income</b>	
3310 · FEFP Program	232,607.00
3320 · PreK-Voluntary	25,612.04
3391 · Capital Outlay/PEPCO	21.69
3490 · Miscellaneous Sources	
3495-2 · Student Activity Fund	280.61
3490 · Miscellaneous Sources - Other	0.08
<b>Total 3490 · Miscellaneous Sources</b>	<u>280.69</u>
<b>Total Income</b>	<u>258,521.42</u>
<b>Gross Profit</b>	258,521.42
<b>Expense</b>	
5100-11 · PreK Expenses	2,916.68
5100-12 · Basic Fte/Clstrm Teachr	40,828.86
5100-13 · Classroom Paraprofessi	6,614.59
5100-23 · EE' Group Insurance	17,593.88
5100-25 · Unemployment Comp	5,504.24
5100-31 · Prof Consultants	1,000.00
5100-53 · Basic Fte/Publications	162.59
6200-35 · Copier Service Costs	260.00
7200-11 · Administration	6,250.00
7200-51 · Board Supplies	482.68
7300-11 · Salary-Schol Principal	5,000.00
7300-14 · Salary - Receptionist	3,279.18
7300-15 · Office Manager	2,541.66
7300-16 · Salary Part-Time	240.00
7300-22 · FICA Contributions(Co)	5,589.72
7300-51 · Supplies	622.56
7500-59 · Bank Charges	7.42
7500-73 · Misc. Operating Fees	2,785.97
7600-16 · Personnel	-22.65
7600 · Food Services	
7600-26 · Personnel	<u>3,070.84</u>
<b>Total 7600 · Food Services</b>	3,070.84
7790-51 · Supplies/Office Consum	28.75
7790-60 · Capitalized Furn/Fix/E	9,635.00
7790-61 · Noncap Furn/Equip	1,272.21
7900-16 · Janitorial/Custodial	1,073.79
7900-32 · Property Insurance	4,199.83
7900-36 · Rental Equipment	137.97
7900-37 · Telephone	1,325.24
7900-38 · Internet Service Provider	124.95
7900-40 · Gargbage Collections	170.00

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05/03/10

Cash Basis

**CROSSROAD ACADEMY CHARTER SCHOOL**

**Profit & Loss**

**March 2010**

	<u>Mar 10</u>
<b>7900-43 · Elect/Energy Service</b>	930.44
<b>7900-51 · Janitorial/Maintenance Supplies</b>	215.10
<b>Total Expense</b>	<u>123,841.50</u>
<b>Net Income</b>	<u><u>134,679.92</u></u>

**CROSSROAD ACADEMY CHARTER SCHOOL**  
**Balance Sheet**  
As of March 31, 2010

**Mar 31, 10**

**ASSETS**

**Current Assets**

**Checking/Savings**

1110 · Capital City Bank-Operatin	1,208.74
1113 · New Facility - CD CCBG	250,000.00
1115 · Construction Loan-Premier Bank	333,272.82
1116 · Premier - Revenue Op Acct	
1117 · Cheerleaders - Restricted	4,043.80
1118 · PTO - Restricted	7,290.34
1119 · FBLA - Restricted	4,648.10
1120 · Classic Modeling - Restricted	1,359.95
1121 · Athletics - Restricted	3,119.75
1122 · Hospitality - Restricted	572.58
1123 · Inez M. Holt Library-Restricted	1,250.00
1116 · Premier - Revenue Op Acct - Other	1,049,087.10

**Total 1116 · Premier - Revenue Op Acct** 1,071,371.62

1124 · Premier - Debt Service Acct 147,600.00

1125 · Premier - Reserve Account 3,000.00

**Total Checking/Savings** 1,806,453.18

**Other Current Assets**

1142 · Due from CEDO	3,499.98
1144 · Due from Omega Villas	5,868.86
1145 · Due from VV	3,433.43
1146 · Due from TOA	6,128.64
1220 · GCSB Receivable-Cap Outlay	68,249.00
1230 · Prepaid Insurance	33,369.60

**Total Other Current Assets** 120,549.51

**Total Current Assets** 1,927,002.69

**Fixed Assets**

1310 · Land	207,584.70
1340 · Computers & Equipments	154,326.77
1341 · Furniture and Equipment	37,233.35
1344 · CIP - New School	2,582,730.35
1345 · Building Improvements	10,395.00
1346 · Automobile/van	12,837.00
1349 · Accumulated Depreciation	-195,483.72

**Total Fixed Assets** 2,809,623.45

**TOTAL ASSETS** **4,736,626.14**

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

2110 · Direct Deposit Liabilities 1,274.89

**CROSSROAD ACADEMY CHARTER SCHOOL****Balance Sheet**

As of March 31, 2010

	<b>Mar 31, 10</b>
<b>2200 · Gadsden Co School Payables</b>	
<b>2201 · GCSB/Student Breakfast/Lunch</b>	1,708.37
<b>Total 2200 · Gadsden Co School Payables</b>	1,708.37
<b>2850 · Payroll Liabilities</b>	1,700.77
<b>2852 · Child Support</b>	-834.16
<b>2854 · Unemployment Payable</b>	10,111.53
<b>2855 · Parent Teach. Org. Account</b>	7,290.34
<b>2856 · CACS Cheerleaders</b>	3,857.80
<b>2857 · FBLA (Future Bus. Leader)</b>	4,648.10
<b>2858 · Natl Honor Soc/Beta Club</b>	-689.25
<b>2859 · Classic Modeling Company</b>	1,359.95
<b>2860 · CACS Athletic Department</b>	2,957.80
<b>2870 · Staff Hospitality</b>	172.58
<b>2871 · Inez M. Holt Library/Media Cent</b>	1,250.00
<b>Total Other Current Liabilities</b>	34,808.72
<b>Total Current Liabilities</b>	34,808.72
<b>Long Term Liabilities</b>	
<b>2900 · RD Loan</b>	2,250,000.00
<b>Total Long Term Liabilities</b>	2,250,000.00
<b>Total Liabilities</b>	2,284,808.72
<b>Equity</b>	
<b>2999 · Retained Earnings</b>	1,584,755.90
<b>Net Income</b>	867,061.52
<b>Total Equity</b>	2,451,817.42
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,736,626.14</b>

# SUMMARY SHEET

## RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8a

Date of School Board Meeting: June 29, 2010

TITLE OF AGENDA ITEM: COOPERATIVE AGREEMENT FOR INTER-COUNTY TRANSFER OF EXCEPTIONAL STUDENTS BETWEEN LEON COUNTY SCHOOL BOARD AND GADSDEN COUNTY SCHOOL BOARD

DIVISION: EXCEPTIONAL STUDENT EDUCATION

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

### PURPOSE AND SUMMARY OF ITEM:

(Type and Double Space)

Annual review of Contractual Agreement for Inter-County Transfer of Exceptional Students by the School Board of Leon County and the School Board of Gadsden County. The School Board of Leon County provides and operates special programs for properly identified special education students from Gadsden County. The special program contract is for Hearing Impaired, and other students specifically identified by individual contract. Students are placed at the following school sites: W.T. Moore Elementary School, Swift Creek Middle School, Lincoln High School, and Gretchen Everhart Special Day School.

FUND SOURCE: STATE FTE FUNDS

AMOUNT: (determined by formula)

PREPARED BY: Wilma Jackson *WJ*

POSITION: Director, Exceptional Student Education *Sanje Budge*

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### INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

- 4 Number of ORIGINAL SIGNATURES NEEDED by preparer. (2 AGREEMENTS: 1 for an individual student  
Requires 2 signatures of Superintendent  
1 for Inner County transfer of Students  
Requires 2 signatures of Board's Chairman

SUPERINTENDENT'S SIGNATURE: page(s) numbered 2

CHAIRMAN'S SIGNATURE: page(s) numbered 4

Be sure that the COMPTROLLER has signed the budget page.

This form is to be  duplicated on light blue paper.

summary.for  
revised 0591

Proof read by: *Sharon B. Thomas*

2010 JUN 21 PM 5:19

GADSDEN COUNTY BOARD OF SUPERVISORS

**BOARD CHAIR**  
Maggie Lewis-Butler

**BOARD VICE CHAIR**  
Dee Crumpler



**BOARD MEMBERS**  
Georgia M. "Joy" Bowen  
Dee Dee Rasmussen  
Forrest Van Camp

**SUPERINTENDENT**  
Jackie Pons

**CONTRACTUAL AGREEMENT  
FOR INTER-COUNTY  
TRANSFER OF EXCEPTIONAL STUDENTS**

This agreement entered into the twenty-third day of August, 2010, by the School Board of Leon County and the School Board of **Gadsden County** is for the purpose of defining the responsibilities of each as it relates to exceptional students who reside in one county and attend schools in the other, and delineating the conditions under which the contract shall be executed.

- I. The School Board of Leon County agrees to make available exceptional student education services in certain exceptional education programs and assignments within certain grade levels at specific sites in the district. Those programs, assignments, grade levels and sites are as follows:

<u>PROGRAM</u>	<u>ASSIGNMENT</u>	<u>GRADE LEVEL</u>	<u>SITE</u>
Hearing Impaired	Special Day School	PK-12	Everhart
	Resource/Special Class	PK-5	Moore
	Resource Class	6-8	Swift Creek
	Resource/Special Class	9-12	Lincoln

The School Board of **Gadsden County** and the parents will develop an individual educational plan (IEP) for exceptional students in conjunction with the School Board of Leon County. As determined by the IEP, those exceptional students in need of programs, assignments, grade levels and at sites included herein may be served by the School Board of Leon County. Only if programs, facilities and personnel are available will students be considered.

Ray King, Director II  
Exceptional Student Education  
2757 West Pensacola Street \* Tallahassee, Florida 32304-2998  
Phone (850) 487-7158 \* Fax (850) 487-7823 \* Kingr@leonschools.net

***Building the Future Together ~ All Children Learning***

"The Leon County School District does not discriminate against any person on the basis of gender, marital status, sexual orientation, race, religion, national origin, age, color or disability."

II. In providing these Special Education Programs, the School Board of Leon County shall be responsible for:

- A. Provision and maintenance of adequate and appropriate facilities to house the program(s);
- B. Provision of sufficient certified instructional and qualified non-instructional personnel, necessary for a quality program, including teacher, therapists, and a supervisor or coordinator;
- C. Notifying and obtaining the agreement of the participating district in any decision regarding the assignment of instructional staff in excess of the approved staffing ratio of the School Board of Leon County in order to provide appropriate instruction for a student from the participating district;
- D. Provision of necessary equipment, materials and supplies for each student;
- E. Provision of all other direct and indirect services necessary to conduct a quality program, except those responsibilities specifically designated in this agreement as the responsibility of the participating county;
- F. Provision of dismissal or reevaluation information for students from the School Board of **Gadsden County**.

III. As a participating school district, the School Board of **Gadsden County** shall be responsible for:

- A. Provision of transportation for those students from its county who are enrolled in the program. The transportation schedule shall enable students to participate in the total program for at least the minimum number of hours required for the age or grade group;
- B. Provision of the evaluation information and eligibility process conducted in accordance with Florida State Board of Education Administrative Rules 6A-6.0331, FAC, 6A-6.03011, FAC and 6A-6.03013, FAC;
- C. Provision of the assignment and dismissal process in accordance with 6A-6.03028, FAC, 6A-6.0311, FAC and 6A-6.0331, FAC;
- D. Initiating and conducting an Individual Education Plan meeting in accordance with 6A-6.0331, FAC and in conjunction with the School Board of Leon County;
- E. Legal costs incurred through the due process procedure as a result of a student's assignment;
- F. The salary of personnel required to instruct students from the participating district in excess of the approved staffing ratio of the School Board of Leon County;
- G. Adhering to the school calendar and hours designated by the School Board of Leon County.

IV. Funding for exceptional student programs shall follow the procedure specified within this section:

A. The School Board of Leon County shall:

1. Provide the 2010-2011 formula calculation for the Regional Funding Fee;
2. Provide an invoice after the February FTE period to June 1 based on a formula using discretionary tax dollars in the general fund (FEFP calculation) projected total weighted FTE for contracted students multiplied by the Regional Funding Fee; and the salary of any teacher, classroom aide, interpreter or classroom support personnel required for individualized instruction as a result of the behavior and/or communication needs of a **Gadsden County** student;
3. Submit or receive funds as an adjustment to the "Regional Funding Fee" following the June FTE and end-of-year close out. That is, provided the actual end of year formula factors creates an under or over payment of \$100 or more for the current fiscal year.

B. The School Board of **Gadsden County** shall:

1. Receive all FTE funds generated from Transportation of their students to Leon County;
2. Submit payment to the School Board of Leon County based on the statement of account described under IV A of this section. This payment shall arrive no later than June 30, 2011;
3. Submit or receive funds as an adjustment to the Regional Funding Fee payment projections and actual salary reimbursement for any teacher, classroom aide, interpreter or classroom support personnel required for instruction as a result of the behavior and/or communication needs of a **Gadsden County** student, if actual weighted FTE creates an under or over payment of \$100 or more. This adjustment will be made following the June FTE and prior to October 1, 2011.

This Agreement shall take effect August 23, 2010 and continue until June 3, 2011. This contract supersedes any previous agreements. The School Board of Leon County and the School Board of Gadsden County shall abide by Section 1001.42(4)(d)(3.), Florida Statutes, for Settlement of Disagreements, which states "In the event an agreement cannot be reached relating to any phase of the project or activity, the matter may be referred jointly by the cooperating school boards, or by any individual school board of the cooperating districts, to the Department of Education for decision under regulations of the state board, and its decision shall be binding on all school boards of the cooperating districts".

The agreement executed the day and year first written above.

**Extended School Year Services (ESY)**

V. Services for Extended School Year (ESY) will be contracted on an individual basis.

- A. The School Board of Leon County agrees to make available extended school year exceptional student education services in certain exceptional education programs and assignments within certain grade levels at specific sites in the district. Extended school year programs are provided four days per week, Monday through Thursday and follow the adopted Leon County School Board Calendar. All provisions agreed upon in the yearly contractual agreement are extended for extended school year services, i.e., among other things, **Gadsden County** will be required to pay for all costs associated with the employment of one-on-one aides during ESY.
  
- B. Funding: extended school year services will be provided by Leon County for **Gadsden County** students for a cost of five hundred dollars per student for the five weeks of Extended School Year.

**THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA**

BY: \_\_\_\_\_  
Board Chairperson

DATE: \_\_\_\_\_

**THE SCHOOL BOARD OF LEON COUNTY, FLORIDA**

BY: \_\_\_\_\_  
Board Chairperson

DATE: \_\_\_\_\_

\_\_\_\_\_  
Jackie Pons  
Superintendent, Leon County Schools

DATE: \_\_\_\_\_

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA  
AGENDA ITEM NO. 8b

Date of School Board Meeting: JUNE 29, 2010

AGENDA ITEM: FSU MULTIDISCIPLINARY SERVICES 2010-2011 SCHOOL YEAR

DIVISION: EXCEPTIONAL STUDENT EDUCATION

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

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

The contractual agreement between FSU and Gadsden School District provides for evaluation, follow-up, and intervention services beyond what the district provides. The center agrees to evaluate referred students, provide follow-up services and interventions. The district will make the appropriate referrals, assist with transportation when necessary and reimburse for copying when appropriate. Counseling services will be provided to students at EGHS one day a week.

FUND SOURCE: IDEA DOLLARS

AMOUNT: \$20,000.00 est..

PREPARED BY: Wilma Jackson *WJ*  
POSITION: Director, Exceptional Student Education *Sanje Brigg*

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 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.

summary for  
revised 0591

Proof read by: Sharon B. Thomas

2010 JUN 21 PM 5:19  
GADSDEN SCHOOL BOARD  
OFFICE OF THE SUPERINTENDENT



# FLORIDA STATE UNIVERSITY

Louise R. Goldhagen Multidisciplinary Evaluation and Consulting Center  
College of Social Work

715 West Gaines Street • P.O. Box 3061603

Tallahassee, Florida • 32306-1603

850-644-2222 • 850-644-6591 (FAX) • <http://mdc.csw.fsu.edu/>

## COOPERATIVE SERVICE AGREEMENT BETWEEN THE FLORIDA STATE UNIVERSITY AND GADSDEN COUNTY SCHOOL DISTRICT

This Agreement between the Louise R. Goldhagen Multidisciplinary Evaluation and Consulting Center of the Florida State University and Gadsden County School District sets forth services to be provided to the District and the responsibilities of the University and the District for the purposes of the Agreement. The Louise R. Goldhagen Multidisciplinary Evaluation and Consulting Center of the Florida State University will hereinafter be referred to as the “Center” and the Gadsden County School District will hereinafter be referred to as the “District.”

The District will be provided an allocation of 200 service hours to be devoted to evaluation, follow-up services and interventions, or a combination of the services. Each full evaluation will utilize 20 service hours, each partial evaluation will utilize 10 service hours, and other services/interventions will be calculated at actual clock hours.

The District will identify and prioritize children to be referred to the Center. Referrals should be children served by the District from pre-school through grade 12. These children may be special education students whom the District identifies as not adequately evaluated through District evaluation procedures or children in regular classrooms who are experiencing severe learning an/or behavioral problems. Allocated service hours not utilized in the District may be made available to other participating Districts after February 1, 2011.

The referral system existing in the District will be utilized by the Center, or the Center's referral forms may be used.

1. The Center agrees to provide professional/technical services in the following areas:

Any Center personnel who (a) are permitted access on school grounds when students are present, (b) have direct contact with students, or (c) have access to or control of school funds shall, prior to beginning work, shall meet Level II screening requirements of Sections 1012.32 & 435.04 of Florida Statutes. This may be satisfied by providing the District current Level II screening approval from another Florida School District.

3. The District agrees to provide for Gadsden County School District students referred to the Center:
  - A. The District will make school records available for perusal by Center staff within the setting of the local school.
  - B. The District will provide, for each referral, copies of evaluation reports completed by District personnel or through District contracts with other agencies, at no charge to the Center and with appropriate permission of the child's parent or legal guardian.
4. The District shall participate in an evaluation of benefits accruing to students and parents in the Gadsden County School District as a result of this program. This evaluation may include contacts with parents, students and teachers.
5. The Center and the District mutually agree: This Agreement shall begin on July 1, 2010, or any later date on which the Agreement has been signed by both parties, and shall terminate on June 30, 2011.
6. Signature Approval: IN WITNESS THEREOF, the parties hereto have caused this four page Agreement to be executed by their authorized officials.

District

Center

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Beverly M. Atkeson* 6-10-10  
\_\_\_\_\_  
Beverly M. Atkeson Date

\_\_\_\_\_  
Title

Director

\_\_\_\_\_  
Title

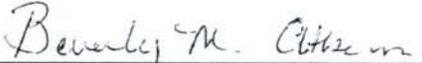
**AGREEMENT BETWEEN THE SCHOOL BOARD OF Gadsden COUNTY,  
FLORIDA AND THE FLORIDA STATE UNIVERSITY  
MULTIDISCIPLINARY CENTER**

This agreement by and between the School Board of Gadsden County, hereinafter referred to as the District, and the FSU Multidisciplinary Center, for and on behalf of The Florida State University Board of Trustees, a public body corporate of the State of Florida, hereinafter referred to as The Center, is for the purpose of securing counseling services.

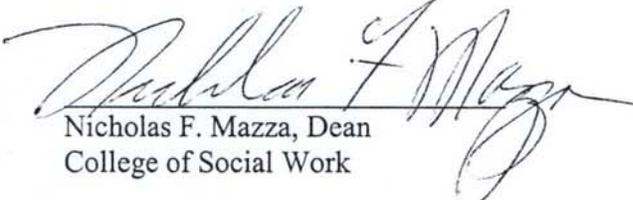
1. The term of the agreement is July 1, 2010 through June 30, 2011.
2. The rate for service is \$400 per day. Rates include direct service to students, consultation with school personnel and parents as needed, participation in meetings and staffings, cost of materials and supplies, and costs of travel.
3. The District shall pay the Center bi-monthly based upon the Center's invoices accompanied by logs of services.
4. The Center shall be responsible for the following:
  - Individual and group counseling for students identified by the Gadsden County School District, in schools mutually agreed upon, for the academic year 2010-2011.
  - Consultation with teachers and other school personnel in regard to students referred for counseling.
  - A treatment summary for each student served upon completion of service.
  - Licensed/certified supervision for the counselors.
5. The District shall be responsible for the following:
  - Obtain parental permission for each student referred for counseling.
  - Provide a regular meeting location that is relatively free of outside noise and distractions.
6. The District will have access to counseling records that are directly pertinent to this agreement.
7. The Center agrees to maintain all records for a period of at least three years following termination of this agreement.
8. The Center agrees that it complies with applicable provisions of the Civil Rights Act and Section 504 Requirements governing agreements of this nature.
9. Any Center personnel who (a) are permitted access on school grounds when students are present, (b) have direct contact with students, or (c) have access to or control of school funds shall, prior to beginning work, shall meet Level II screening requirements of Sections 1012.32 & 435.04 of Florida Statutes. This may be satisfied by providing the District current Level II screening approval from another Florida School District.

10. Each party agrees to be solely responsible for the negligent or wrongful acts of its employees, agents and representatives arising out of that party's respective tasks and duties that are the subject of the Agreement. This recognition by the parties is intended to be consistent with the State's waiver of sovereign immunity pursuant to Section 768.28, Florida Statutes and the Florida Supreme Court's decision in Florida Department of Natural Resources v. Garcia, 753 So.2d 72, 77-78(Fla. 2000), and does not alter such waiver, waive any lawful defense, or extend liability of either party beyond the provisions established in Section 768.28, Florida Statutes. In the event of litigation each party agrees to be liable and responsible for its own legal costs, expenses and attorney fees.

The parties affix their signatures below to covenant to the terms above.

  
Beverly M. Atkeson, Director  
FSU Multidisciplinary Center

6-7-10  
Date

  
Nicholas F. Mazza, Dean  
College of Social Work

6/7/10  
Date

\_\_\_\_\_  
Superintendent  
Gadsden County Schools

\_\_\_\_\_  
Date

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8c

Date of School Board Meeting: JUNE 29, 2010

TITLE OF AGENDA ITEM: Kaylor Miles, Licensed Mental Health Counselor

DIVISION: EXCEPTIONAL STUDENT EDUCATION

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

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

**This contract provides counseling services to students with disabilities and students at risk for mental health problems. In addition, this contract provides assessments as needed. Services will be provided at Havana Elementary School , Havana Middle School and Gadsden Central Academy three days a week.**

FUND SOURCE: IDEA

AMOUNT: \$71,500.00(est.)

PREPARED BY: Wilma Jackson *WJ*  
POSITION: Director, Exceptional Student Education *Senja Budget*

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 4

CHAIRMAN'S SIGNATURE: page(s) numbered \_\_\_\_\_

Be sure that the COMPTROLLER has signed the budget page.

This form is to be  duplicated  on  light blue paper .

summary for  
revised 0591

Proof read by Sharon B. Thomas

2010 JUN 21 PM 5:19

GADSDEN SCHOOL BOARD  
OFFICE OF THE CLERK

**Gadsden County School Board  
A Proposal from  
Kaylor Miles, Licensed Mental Health Counselor  
1546 Metropolitan Blvd., Suite 1  
Tallahassee, FL 32308**

**Submitted: June 11, 2010/#1**

**Introduction**

As a licensed mental health counselor and educator with nearly ten years of experience, I specialize in providing therapeutic services. You will see from my resume that I have worked as a coordinator in various capacities, including: coordination of a University Victim Advocate Program; Resident Life Advisor; Communications Coordinator; Professional Consultant to the Department of Education; Program Specialist for the Department of Education; and Guidance Counselor/Coordinator of Special Programs. In each case I was able to add value, raise standards, increase visibility and awareness, deliver high quality products and services, and exceed the goals of the organizations.

I have also participated and received training and/or certification in the following areas:

- Licensed Mental Health Counselor
- Florida Educator Certification – School Counseling K-12
- Play Therapy
- Group Facilitation
- PAC Success Academy (Parenting Training)
- Victim Services Practitioner Training

**Proposal**

I propose to meet the emotional and educational needs of the students of Gadsden County by providing the following therapeutic groups:

- Self-Esteem/Feelings (i.e. worry, fear and anxiety)
- Problem Solving/Decision Making (i.e. goal setting)
- Conflict Resolution (i.e. bullying and resolving relationship conflicts)
- Anger Management (i.e. alternatives to aggression)
- Grief/Loss (i.e. divorce, death and incarcerated family members)

Additionally, I will provide individual therapy and crisis intervention for Gadsden County students.

**Research Data**

Healthy self-esteem is a child's armor against the challenges of the world. Kids who feel good about themselves seem to have an easier time handling conflicts and resisting negative pressures. They tend to smile more readily and enjoy life. These kids are realistic and generally optimistic. In contrast, for children with low self-esteem challenges can become sources of major anxiety and frustration. Children who think poorly of themselves have a hard time finding solutions to problems. If they are plagued by self-critical thoughts, such as "I'm no good," or "I can't do anything right," they may become passive, withdrawn, or depressed. Faced with a new challenge, their immediate response is, "I can't." *An excerpt from Kids Health a project of The Nemours Foundation.* ©1995-2004 The Nemours Foundation.

### Plan of Action

The following actions will be taken to ensure the success of this program:

- Administrators, teachers, guidance counselors and student services personnel will be provided a referral form for students who could benefit from these services (parents may also refer their children for services)
- Counselor will meet with students and provide a parent permission letter (which will be pre-approved by the principal) informing the family about the above services
- Therapeutic groups will run approximately nine weeks depending on the needs of the students
- Groups will continue throughout the school year as students complete the program and new students begin
- Individual and crisis counseling will be provided once a week or as needed

---

### Measuring Future Outcomes

The following instruments will be utilized at the end of the school year to measure improvement in behavior, academics and self image:

1. Student Survey
2. Parent Reporting
3. Teacher Checklist (academic/behavioral progress)

### Compensation

I am available to provide the following services beginning July 2010 through June 2011 @ \$50.00 an hour:

- Facilitate individual/group therapy and crisis intervention
- Provide monthly report submitted to Gadsden County School Board (This report will include progress/group notes and any necessary documentations, i.e. parent contact)
- Provide planned emotional curriculum activities
- Provide parents, teachers and administrators with consulting services
- Provide parent permission letters for therapeutic services
- Provide follow-up with parents/students for parent permission letters
- Coordinate services with schools and other agencies to best serve students
- Organize and file student activities and records

*(This rate includes travel and mileage)*

Compensation Breakdown

**Daily Rate - \$500**

**Days of Services** – Three times per week for a total of 123 school days

**Hours Per Week – 30.00**

6.00 \_ On-Site Services

1.00 – Round Trip Travel

3.00 – Consultation, progress notes, therapeutic lesson planning, research on relevant programs and services that can benefit students, organization of client files and report preparation

---

**Compensation Rate (Individual & Group Counseling)**

123 Days x \$500 = \$61,500

**Note:** I am also available to provide behavioral assessments, as needed, for \$500.00 per assessment/limit 20 assessments per year = \$10,000 for the school year. Assessments will be billed separately upon completion.

Individual & Group Counseling - \$61,500

Behavioral Assessments - \$10, 000

**Total Compensation Rate - \$71,500**

Thank you for your consideration.

*This is the intellectual property of Kaylor Miles. Any use of the content of this proposal without the expressed written consent of Kaylor Miles is prohibited.*

In witness their hands and seals, the parties have executed this agreement on the dates hereinafter indicated.

\_\_\_\_\_  
Kaylor Miles, M.Ed.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Wilma Jackson, Director  
Exceptional Student Education

\_\_\_\_\_  
Date

**THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA**

BY: \_\_\_\_\_  
Judge B. Helms, Jr., CHAIRMAN

ATTEST: \_\_\_\_\_  
REGINALD C. JAMES, SUPERINTENDENT

\_\_\_\_\_  
Date

Notice to Vendor/Contractor: By acceptance of a contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34, Section 80.36(i) Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be effected and the basis for settlement will be decided by the Gadsden County School Board.

# SUMMARY SHEET

## RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8d

Date of School Board Meeting: JUNE 29, 2010

TITLE OF AGENDA ITEM: Agreement between the Gadsden County Public Schools and INVO HealthCare Associates, Inc.

DIVISION: EXCEPTIONAL STUDENT EDUCATION

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

### PURPOSE AND SUMMARY OF ITEM:

(Type and Double Space)

This contract will provide Occupational Therapy, Physical Therapy and Speech /Language Services to Exceptional Students in Gadsden Schools. These therapists will provide needed services in positions not filled by the Gadsden County School Board.

FUND SOURCE: FEFP Dollars

AMOUNT: \$58.00 (per hour for actual hours worked)

PREPARED BY:

Wilma Jackson *WJ*

POSITION:

Director, Exceptional Student Education *Sanjo Bridges*

### INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 4

CHAIRMAN'S SIGNATURE: page(s) numbered \_\_\_\_\_

Be sure that the COMPTROLLER has signed the budget page.

This form is to be uplicated on light blue paper.

summary.for  
revised 0591

Proof read by: Sharon B. Thomas

2010 JUN 21 PM 5:19

GADSDEN COUNTY SCHOOL BOARD  
OFFICE OF THE SUPERINTENDENT  
1000 W. GADSDEN AVENUE  
GADSDEN, GA 39301

## Agreement

THIS AGREEMENT is made between the **Gadsden County Public Schools, 35 Martin Luther King Jr. Boulevard, Quincy, FL 32351** (hereinafter referred to as "Agency"), and **Invo HealthCare Associates, Inc., 1780 Kendarbren Drive, Jamison, PA 18929** (hereinafter referred to as "**IHC**").

THIS AGREEMENT contains the following:

- (A) Agency is an agency serving individuals with special needs.
- (B) Both parties wish to enter into an AGREEMENT in which *IHC* will contract with therapist (s) (hereinafter referred to as "therapist"), who will provide therapy services to the individuals of the Agency.

THE PARTIES agree to the following:

1. Services:

Both parties agree that the scope of *IHC's* responsibility, as set forth in the AGREEMENT, is limited to contracting with therapist(s) who will provide up to seventy-five (75) hours per week of occupational therapy service, thirty-eight (38) hours per week of physical therapy service, and on an "as needed" basis hours per week of speech and language pathology service for the clients of the Agency located in the state of Florida.

2. Duties of Therapist:

(a) The services provided by the therapist under this AGREEMENT will be consistent with the available facilities, the therapist's professional judgment and the standards established in the Agency's community.

(b) The therapist shall maintain adequate and current records, in the manner required by the Agency, for individuals who are provided with service.

(c) The therapist will furnish a professional liability insurance policy to cover herself/himself. This policy must be effective on or before the therapist's first day of work.

(d) The Agency understands and agrees that *IHC* and the therapist are acting and performing as independent contractors at all times. The professional duties of the therapist will be directed by the Agency. The Agency and the therapist must fully comply with all applicable provisions of law and other rules and regulations of any and all governmental authorities relating to licensure and the regulation of the therapist and the Agency.

(e) The therapist, under their contract, must comply with policies, rules, and regulations of the Agency.

3. Term:

This AGREEMENT shall be for one (1) year term beginning on or about July 1, 2010 and extending until June 30, 2011. The AGREEMENT will continue for an additional one (1) year term unless either party gives written notice of cancellation sixty (60) days prior to the next one year term. However, if *IHC* does not present a qualified candidate for interview within thirty (30) days from the date on which this AGREEMENT is signed, then the Agency will have the option to terminate the AGREEMENT. Notice of termination will be delivered to *IHC* by Certified Mail with a return receipt.

4. Fees:

(a) *IHC* shall be compensated for services rendered.

(b) Since *IHC* incurs daily expenses, *IHC* will receive from the Agency a guaranteed income of fifty-eight (\$58.00) dollars per hour for every hour of contracted occupational therapy service approved by the Agency, fifty-eight (\$58.00) dollars per hour for every hour of contracted physical therapy service approved by the Agency, and fifty-eight (\$58.00) dollars per hour for every hour of contracted speech and language pathology service approved by the Agency. In the event that therapist must travel between locations after arriving for work on a given date, billable hours will include transportation time from one location to another and a mileage rate of \$.445 per mile.

The Agency shall make payment within forty-five (45) days of receipt of a properly prepared and submitted invoice. If the payment is not postmarked from the Agency within forty-five (45) days of the receipt of the invoice, the Agency agrees to pay an additional 1.5% interest per month on amounts not paid, such interest being calculated beginning day forty-six (46) from receipt of invoice. Interest should be calculated in accordance with standard accounting procedures. *IHC* shall bill the Agency for the interest.

Failure by the Agency to pay appropriately submitted invoice within ninety (90) days of receipt may be considered a breach of contract.

For each subsequent contract renewal, the compensation for therapist's services will be negotiated approximately one month prior to the initiation of the next contract period.

5. Duties of Agency:

(a) The Agency will provide the therapist with adequate work areas and equipment, as deemed necessary by the Agency, for the therapist to perform her/his job.

(b) Agency will provide support services as needed.

6. Service of Notices:

Notices served on the Agency will be served by Certified Mail with a return receipt, to the **Gadsden County Public Schools, 35 Martin Luther King, Jr. Boulevard, Quincy, FL 32351**. Notices served on *IHC* will be served by Certified Mail with a return receipt, to *Invo HealthCare Associates, Inc.*, 1780 Kendarbren Drive, Jamison, PA 18929

7. Law of State to Govern:

The validity, enforceability and interpretation of any of the clauses of this AGREEMENT will be determined and governed by the substantive and procedural laws of the commonwealth of Pennsylvania.

8. Scope of AGREEMENT:

This AGREEMENT constitutes the final, complete and entire contract between the parties and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions of the parties, whether written or oral. There are no representations or other agreements included. No supplemental modification or waiver of this AGREEMENT will be binding unless executed in writing by the parties to be bound thereby.

9. Amendments:

This AGREEMENT may be amended at any time by mutual agreement of the parties. However, before any amendment will be operative or valid, it must be reduced to writing and signed by both the Agency and *IHC*.

10. Non-Interference, Non-Solicitation, and Restrictive Covenant:

Agency agrees that it may not during the term of this Agreement and for two (2) years after the expiration or termination of this agreement, directly or indirectly, either as agent, partner, owner, investor, adviser or consultant or in any other capacity, employ or otherwise contract for services with the following:

- a). any therapist that any IHC's staff introduces to Agency, arranges for interview with Agency, or who has provided Services to Agency by or through IHC;
- b). any business entity (*i.e.* corporation, company partnership, association) that wishes to use any of IHC staff that has been introduced to Agency, had an arranged interview with Agency, or who has provided Services to Agency by or through IHC; and/or
- c). any current or former therapist of IHC who has provided Services to Agency under the terms of this Agreement and who is associated with an independent

business entity as an employee, officer, agent, partner, owner, investor, lender, director, adviser or consultant or in any other capacity.

11. Default:

The Agency will be in default if any of the following happens:

- (a) The Agency fails to make any payment when due.
- (b) The Agency breaks a promise it has made to **IHC**, or the Agency fails to perform promptly at the time and in the specified manner provided in this contract.
- (c) The Agency makes any representation or statement to **IHC** that is false or misleading in any material respect.

12. Confidential Information:

Both parties agree they will not at any time during or after termination of this AGREEMENT use or disclose any confidential information or methods to any person or entity for any purpose whatsoever without the prior written consent of the Agency and **IHC**.

13. Termination:

This AGREEMENT may be terminated (i) immediately upon written notice of breach of any party by the other party, or (ii) by either party upon sixty (60) days prior written notice. Notice will be delivered to the other party by Certified Mail with a return receipt.

The validity or unenforceability of any particular provision or part of this AGREEMENT will not affect any other provisions. If any provision of this contract is held to any extent invalid by any competent tribunal, that provision will be modified to make it enforceable.

THE PARTIES execute this AGREEMENT on the \_\_\_\_\_ day of \_\_\_\_\_, 2010.

**Gadsden County Public Schools**

By: \_\_\_\_\_

Title: \_\_\_\_\_

***Invo HealthCare Associates, Inc.***

By: \_\_\_\_\_

Mary A.J. McClain, President

# SUMMARY SHEET

## RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8e

Date of School Board Meeting: JUNE 29, 2010

TITLE OF AGENDA ITEM: Agreement between the Gadsden County Public Schools and Leaps and Bounds Occupational Therapy Services LLC.

DIVISION: EXCEPTIONAL STUDENT EDUCATION

No This is a CONTINUATION of a current project, grant, etc.

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

This contract will provide Occupational Therapy Services to Exceptional Students in Gadsden Schools. This therapist will provide needed services in positions not filled by the Gadsden County School Board.

FUND SOURCE: FEFP Dollars

AMOUNT: \$58.00 (per hour for actual hours worked)

PREPARED BY: Wilma Jackson *WJ*  
POSITION: Director, Exceptional Student Education *Sanja Budgets*

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INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 4

CHAIRMAN'S SIGNATURE: page(s) numbered \_\_\_\_\_

Be sure that the COMPTROLLER has signed the budget page.

This form is to be  duplicated on light blue paper.

summary for  
revised 0591

Proof read by Sharon B. Thomas

## COOPERATIVE AGREEMENT FOR OCCUPATIONAL THERAPY SERVICES

**Subject:** Cooperative agreement for Occupational Therapy Services

### 1. Scope of Services

**Between:** Gadsden County School Board, Quincy, FL hereinafter referred to as "Agency" and, Makesha Bush, OTR/L, P.O. Box 513 Gretna, FL 32332 hereinafter referred to as "Contractor".

- The Agency is in the business of providing childhood services to children with special needs enrolled in its program, and in the conduct of such business, desires to have the following services, as a contractor, to be performed by contractor for occupational therapy services.
- Contractor agrees to perform these services for the Agency under the terms and conditions set forth in this contract.

### 2. Duration and Termination

The parties hereto contemplate that this contract will begin July 2010 and continue through June 2011. Any party wishing to terminate this contract prior to its expiration date shall provide the other party with thirty days written notice. Said notice shall be delivered by certified mail or in person.

### 3. Authorized Parties

Isaac Simmons Jr. School Board Chairman and Wilma Jackson ESE director are designated representatives authorized to represent the Agency. Makesha Bush is the designated Contractor.

### 4. Nature of Work

Contractor shall provide occupational therapy services with respect to all matters relating or affecting the provision of occupational therapy to the Agency. Contractor shall render services according to their professional qualifications, which together with appropriate registration, licensure and/or permit, shall be maintained throughout the terms of this agreement.

The contractor will:

- Supply testing materials needed, and will provide evaluative, direct & consultative Occupational Therapy services consistent with goals in students' education/support plan
- Attend IEP meetings; if unable to attend IEP meetings, provide required information to Agency prior to meeting
- Maintain documentation of services per funding source requirements/guidelines

#### **4. Nature of Work (continued)**

The Agency will:

- Provide appropriate workspace for diagnostic, intervention, and consultation services and access to copy machine, fax machine, and telephone
- Provide supplies as needed for contractor to carry out objectives outlined in the individual education plan for occupational therapy
- Provide contractor with a schedule of IEP meetings, parent conferences, and family support meetings to provide adequate time for contractor to prepare for meetings

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#### **6. Status of Contractor**

This contract calls for the performance of the services of the contractor as an independent contractor and contractor will not be considered an employee of the Agency for any purpose.

#### **7. Place of Work**

It is understood that these services will be rendered at schools within the Gadsden County Public School System.

#### **8. Time Devoted to Work**

In the performance of the services, the services and the hours the Contractor is to work on any given day will be entirely within Contractor's control, and the Agency will rely upon Contractor to put in such number of hours on a daily basis that is reasonably necessary to fulfill the spirit and purpose of this contract. Contractor will provide services for 7.5 hours per school day. It is understood that the contractor is free to contract similar services for other agencies, while under contract, provided that such services do not negatively interfere with contract and provision of services between the Agency and contractor.

#### **9. Payment**

The Agency will pay contractor for all work actually performed by Contractor, on completion of the same, a daily rate of \$435.00 per day (\$58.00 x 7.5 hrs/day). Contractor will work 2 days per week. The Board shall make payments monthly as routinely dispersed according to the agency's payment schedule. Contractor will not receive travel reimbursement. Contractor agrees to submit properly prepared invoices on a monthly basis.

#### **10. Insurance Liability**

Contractor agrees to maintain, at contractor's expense, professional liability insurance. Contractor agrees to provide proof of current State of Florida licensure, proof of Professional Liability Insurance, & proof of required health & background screenings as requested.

### **11. Confidentiality**

Inasmuch as contractor will acquire or have access to information that is highly confidential, contractor will not disclose such information unless disclosure is required by law or with authorization of the Agency. Records will not be removed from the school through which services are being provided.

### **12. Miscellaneous**

Contractor shall, through insurance and otherwise, hold harmless the Agency, its officers, and employees from any claim of liability resulting from any actions or negligence of the contractor, if any, relating to the care and treatment of students or other actions required to provide services pursuant to this contract.

---

### **13. Non Compete Clause**

The contractor understands and agrees that all clients served under this agreement will remain clients of the agency upon termination of this agreement.

### **14. Waiver of Breach**

No waiver or any breach by any party of terms of this Agreement shall be deemed a waiver of any subsequent breach.

### **15. Governing Law**

Florida Law shall govern this instrument in reference to interpretation and performance.

### **16. Communications**

Any official communication between parties will be sent by certified mail to the following addresses:

For the Agency:

Wilma Jackson, Director of ESE  
35 Martin Luther King Blvd  
Quincy, FL 32351

For the Contractor:

Makesha Bush, Occupational Therapist  
P.O. Box 513  
Gretna, FL 32332

### **17. Amendments**

This agreement makes up the entire agreement between the parties. The said agreement can only be modified or amended in writing, signed by both parties. If any provision of this agreement is found or determined to be enforceable, all other provisions shall remain enforceable.

### **18. Representations**

The parties represent to each other:

- (a) Each party fully understands the provisions of this agreement and each is signing this Agreement freely and voluntarily intending to be bound by item terms.
- (b) Each party understands and agrees that this agreement constitutes the contract of the parties. There are not warranties or other than those set forth herein.

IN WITNESS WHEREOF, the parties have caused this agreement to be duly executed on the dates hereinafter indicated.

\_\_\_\_\_  
**Makesha Bush, OTR/L Occupational Therapist  
Independent Contractor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Wilma Jackson, Director  
Exceptional Student Education**

\_\_\_\_\_  
**Date**

**THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA**

BY: \_\_\_\_\_  
**ISAAC SIMMONS, Jr., CHAIRMAN**

ATTEST: \_\_\_\_\_  
**REGINALD C. JAMES, SUPERINTENDENT**

\_\_\_\_\_  
**Date**

Notice to Vendor/Contractor: By acceptance of a contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34, Section 80.36(i) Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be effected and the basis for settlement will be decided by the Gadsden County School Board.

SUMMARY SHEET

AGENDA ITEM NO. 8f

Date of School Board Meeting: **June 29, 2010**

TITLE OF AGENDA ITEM: **CONTRACT BETWEEN THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA AND ART THERAPIST**

DIVISION: **EXCEPTIONAL STUDENT EDUCATION**

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

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

**This contract provides for Art Therapy for the students at Gadsden Central Academy two (2) times a week. The Therapist provides individual and group therapy for identified students.**

FUND SOURCE: **IDEA**

AMOUNT: **\$15,500.00**

PREPARED BY: **Wilma Jackson**  
POSITION: **Director, Exceptional Student Education**

*WJ*  
*Sanje Bridges*

**INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER**

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 4

CHAIRMAN'S SIGNATURE: page(s) numbered 4

Be sure that the COMPTROLLER has signed the budget page.

This form is to be  duplicated on light blue paper.

summary for  
revised 0591

Proof read by: Sharon B. Thomas

2010 JUN 21 PM 5:19

GADSDEN SCHOOL BOARD  
OFFICE OF ASSISTANT

# GADSDEN COUNTY SCHOOL DISTRICT

## EXCEPTIONAL STUDENT EDUCATION CONTRACT WITH INDEPENDENT CONTRACTOR

2010-2011 Fiscal Year

GADSDEN, State of FLORIDA herein referred to as contractor.

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1. The Board is in the business of providing educational and other services to the students enrolled in its institutions or programs, and in the conduct of such business, desires to have the following services, as a contractor, to be performed by contractor: Beth Bostick-Cox, Art Therapist.
2. Contractor agrees to perform these services for the Board Contract made July 28, 2010, BETWEEN the School Board of Gadsden County, Florida, a corporation organized and existing under the laws of the State of Florida, with its principal place of business at 35 Martin Luther King, Jr. Blvd., City of Quincy, County of Gadsden, State of Florida, herein referred to as the Board, and Beth Bostick-Cox, 60 Oakland Drive, Quincy, Florida, 32351 of QUINCY County of under the terms and conditions set forth in this contract.

### NATURE OF WORK

Contractor will provide art therapy services on behalf of the Board with respect to all matters relating to or affecting the provision of art therapy services to students with disabilities three (3) to twenty-one (21), approved by the Director of Exceptional Student Education. The contractor will render such services according to her professional qualifications, which together with appropriate registration, licensure and/or permit, shall be maintained throughout the terms of this agreement. Contractor shall have sole control of the manner and means of performing this contract provided the same is implemented under the direction of the students Individual Education Plan.

### PLACE OF WORK

BOARD will provide adequate space and equipment for contractor to carry out objectives outlined in the individual education plan for art therapy. It is understood that these services will be rendered in Gadsden County Schools, at Gadsden Central Academy City of Quincy, County of Gadsden, State of Florida, as designated by the Director of Exceptional Student Education.

### TIME DEVOTED TO WORK

In the performance of the services, the services and the hours contractor is to work on any given day will be entirely within contractors control and the Board will rely upon contractor to put in such number of hours on a daily basis that is reasonably necessary to fulfill the spirit and purpose of this contract. However, the contractor will provide services for no less than five (5) hours and no more than twelve (12) hours per school week. The contractor may provide up to twenty (20) additional hours per school year for additional activities as scheduled and approved by the Director of Exceptional Student Education.

### PAYMENT

The Board will pay contractor for all work actually performed by contractor on completion of the same, with masters degree at the rate of \$35.00 per unit of service. Payment shall be made by the Board within thirty (30) days after a statement for professional services rendered is received. Such statements shall be presented monthly. The contractor will not be reimbursed for traveling.

### DURATION AND TERMINATION

The parties hereto contemplate that this contract will run for one (1) fiscal school year from August 1, 2010 thru June 30, 2011. Any party wishing to terminate this contract prior to its expiration date shall provide the other party with sixty (60) days written notice.

### STATUS OF CONTRACTOR

This contract calls for the performance of the services of the contractor as an independent contractor and contractor will not be considered an employee of the Board for any purpose.

### PAYMENT OF TAXES AND ASSESSMENTS

This contractor assumes full responsibility for the payment of all assessments, payroll taxes, or contributions, whether state or federal, as to his/her services under this contract and as to all individuals employed by the contractor to perform services under this contract. Contractor shall furnish to the Board, upon the request of the Board, a certificate or other evidence of compliance with all state or federal laws concerning contributions, taxes, and payroll assessments. Contractor agrees to maintain, at contractor's expense, workers compensation insurance, as required by law, to fully protect both contractor and any individual employed by contractor in providing services under this contract.

### CONFIDENTIALITY

Inasmuch as contractor will acquire or have access to information which is highly confidential, it is expected that contractor will not disclose such information unless such disclosure is required by law or with the authorization by the Director of Exceptional Student Education.

### SERVICES BY OTHERS

In the event that the contractor shall at any time be unable to provide the services under this contract, the contractor may employ and temporarily furnish as a substitute to perform such services, another duly qualified and licensed person. Contractor shall be responsible for compensation of individuals employed by her as substitutes.

### MISCELLANEOUS

Contractor shall, through insurance and otherwise, hold harmless the Board, its officers, and employees from any claim of liability resulting from any actions or negligence of the contractor or her substitutes or employees, if any, relating to the care and treatment of students, the operation of motor vehicles, or other actions required to provide services pursuant to this contract.

AMENDMENTS

This agreement and any signed attachments make up the entire agreement between the parties. Said agreement can only be modified or amended in writing, signed by both parties. If any provision of this agreement is found or determined to be unenforceable, all other provisions shall remain enforceable.

In witness their hands and seals, the parties have executed this agreement on the dates hereinafter indicated.

\_\_\_\_\_  
BETH BOSTICK-COX, ART THERAPIST

\_\_\_\_\_  
Date

\_\_\_\_\_  
WILMA JACKSON, DIRECTOR ESE

\_\_\_\_\_  
Date

**THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA**

BY: \_\_\_\_\_  
ISAAC SIMMONS, JR., CHAIRMAN

\_\_\_\_\_  
Date

ATTEST: \_\_\_\_\_  
REGINALD C. JAMES, SUPERINTENDENT

\_\_\_\_\_  
Date

Notice to Vendor/Contractor: By acceptance of a contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34, Section 80.36(i) Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be effected and the basis for settlement will be decided by the Gadsden County School Board.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8g

DATE OF SCHOOL BOARD MEETING: June 29, 2010

TITLE OF AGENDA ITEM: **MEDICAID ADMINISTRATIVE CLAIMING**

DIVISION: **EXCEPTIONAL STUDENT EDUCATION**

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

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

This is an agreement with SBSC (School Board of Seminole County) – a consortium that acts as data manager/processor for Medicaid billing. Maximus, the company that provided this service, no longer does administrative claiming.

FUND SOURCE: **MEDICAID**

AMOUNT: **\$9.00 PER RANDOM SAMPLING FORM.**

PREPARED BY: Wilma Jackson *WJ*

POSITION: Director of Exceptional Student Education *Sanje Buehler*

**INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER**

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered 7

CHAIRMAN'S SIGNATURE: page(s) numbered 7

SCHOOL BOARD ATTORNEY: page(s) numbered 7

This form is to be  duplicated on light blue paper.

PROOF READ BY: *Sharon B. Thomas*

2010 JUN 21 PM 5:19  
SEMINOLE COUNTY SCHOOL BOARD  
OFFICE OF THE SUPERINTENDENT

# AGREEMENT

THIS AGREEMENT is made and entered into as of this 1st day of July, 2010, by and between

**THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA**

(hereinafter referred to as SBGC),

a body corporate and political subdivision of the State of Florida,

whose principal place of business is

35 MLK Jr. Boulevard, Quincy, Florida 32351.

and

---

**THE SCHOOL BOARD OF SEMINOLE COUNTY, FLORIDA**

(hereinafter referred to as SBSC),

whose principal place of business is

400 East Lake Mary Boulevard, Sanford, Florida, 32773.

WHEREAS, both School Boards have a common and concurrent interest in providing data and sharing statistics for the purpose of being reimbursed for Medicaid Administrative Claiming activities.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree to establish and maintain a process to determine statistically valid time sample results with approved staff as a function of the Medicaid Administrative Claiming reimbursement process. Both School Boards shall be subject to the following terms:

## ARTICLE 1 - RECITALS

1.01 **Recitals.** The Parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

## ARTICLE 2 – SPECIAL CONDITIONS

2.01 **Term of Agreement.** The term of this Agreement shall commence on July 1, 2010 and conclude on June 30, 2011, unless terminated as provided herein.

2.02 **Responsibilities of SBGC.**

- 2.02.1 Provide a pool of employee names who are eligible to be sampled based upon selected job codes whose incumbents have the potential to engage in Administrative Claiming Activities. Only certain staff positions are to be included in the time study process upon mutual concurrence among all parties participating in this agreement and upon the review and approval of AHCA.
- 2.02.2 Distribute and collect random moment sample forms, as provided by SBSC during four fiscal quarters in the school year.
- 2.02.3 Code the status of each observation form to effectively and accurately record the performance of school district personnel activities as delineated in the Medicaid School District Administrative Claiming Guide.
- 2.02.4 Provide periodic training to SBGC employees who will be responsible for coding the quarterly activities of district personnel delineated on the sample forms. Only trained district coders will be authorized to participate in the program.
- 2.02.5 Send quarterly sample forms to SBSC for activity calculations
- 2.02.6 Pay the SBSC prorated actual and reasonable costs among all districts participating based upon the number of sample forms processed during the quarter. The minimum base charge is \$9.00 per form, which will include the cost of paper, printing, postage and the hourly rate for clerical processing during the contract period. This cost will be reviewed annually by all districts participating in the sample pool.
- 2.02.7 SBGC shall maintain and be able to produce requested records and materials for Agency for Health Care Administration audits.
- 2.02.8 Any recoupment of funds due to an audit exception, deferral or denial deemed appropriate by the Agency for Health Care Administration (AHCA) will be the responsibility of the SBGC, even after withdrawal from the program.

2.03 **Responsibilities of SBSC**

- 2.03.1 Pursuant to this agreement, SBSC will be acting solely as a data manager and data processor for SBGC.
- 2.03.2 Annually collect school district calendars and scheduled work hours from SBGC.
- 2.03.3 Quarterly collect personnel rosters from SBGC and perform data entry relative to creating a sample pool of individuals.
- 2.03.4 Quarterly generate, package and mail the prorated share of random moment sample forms to SBGC.

2.03.5 Quarterly review all returned sample forms for completion. Ten percent of all forms will be reviewed for the purposes of quality control. In instances where there is a disagreement on the coding of a particular sample form by the district coder, AHCA will be contacted to ensure the consistency of activity selection.

2.03.6 Quarterly calculate all the data generated from scanning and return the statistics to all participating districts for individual claim generation.

#### 2.04 **Mutual Agreements**

Independent contractors: SBSC and SBGC are independent contractors. Nothing contained herein shall constitute or designate either party's employees or agents as agents or employees of the other party. Each party remains solely responsible for its own cost report and claim that will be submitted to the Agency for Health Care Administration (AHCA).

2.05 **Indemnification.** Each party agrees to be fully responsible for its acts of negligence, or its agent's acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence.

### **ARTICLE 3 – GENERAL CONDITIONS**

3.01 **No Waiver of Sovereign Immunity.** Nothing contained in this Agreement is intended to serve as a waiver of sovereign immunity by any agency to which sovereign immunity may be applicable.

3.02 **No Third Party Beneficiaries.** The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. None of the parties intend to directly or substantially benefit a third party by this Agreement. The parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against any of the parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

3.03 **Non-Discrimination.** The parties shall not discriminate against any employee or participant in the performance of the duties, responsibilities and obligations under this Agreement because of race, age, religion, color, gender, national origin, marital status, or disability.

3.04 **Termination.** This Agreement may be canceled with or without cause by SBGC during the term hereof one-quarter's prior written notice to the other parties of its desire to terminate this Agreement.

3.05 **Records.** Each party shall maintain its own respective records and documents associated with this Agreement in accordance with the records retention requirements applicable to public records. Each party shall be responsible for compliance with any public documents request served upon it pursuant to Section 119.07, Florida Statutes, and any resultant award of attorney's fees for non-compliance with that law.

3.06 **Entire Agreement.** This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

3.07 **Amendments.** No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each party hereto.

3.08 **Preparation of Agreement.** The parties acknowledge that they have sought and obtained whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to herein expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

3.09 **Waiver.** The parties agree that each requirement, duty and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof. Any party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement. A waiver of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Agreement.

3.10 **Compliance with Laws.** Each party shall comply with all applicable federal and state laws, codes, rules and regulations in performing its duties, responsibilities and obligations pursuant to this Agreement.

3.11 **Governing Law.** This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any controversies or legal problems arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted to the jurisdiction of the State courts of the Second Judicial Circuit of Gadsden County, Florida.

3.12 **Binding Effect.** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

3.13 **Assignment.** Neither this Agreement nor any interest herein may be assigned, transferred or encumbered by any party without the prior written consent of the other party. There shall be no partial assignments of this Agreement including, without limitation, the partial assignment of any right to receive payments from SBGC.

3.14 **Force Majeure.** Neither party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense (“Force Majeure”). In no event shall a lack of funds on the part of either party be deemed Force Majeure.

3.15 **Place of Performance.** All obligations of SBGC under the terms of this Agreement are reasonably susceptible of being performed in Gadsden County, Florida and shall be payable and performable in Gadsden County, Florida.

3.16 **Severability.** In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, unlawful, unenforceable or void in any respect, the invalidity, illegality, unenforceability or unlawful or void nature of that provision shall not effect any other provision and this Agreement shall be considered as if such invalid, illegal, unlawful, unenforceable or void provision had never been included herein.

3.17 **Notice.** When any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the Parties designate the following as the respective places for giving notice:

To SBGC: Superintendent of Schools  
The School Board of Gadsden County, Florida  
35 MLK Jr. Boulevard  
Quincy, Florida 32351

With a Copy to: Wilma Jackson, ESE Director  
The School Board of Gadsden County, Florida  
35 MLK Jr. Boulevard  
Quincy, Florida 32351

To SBSC Superintendent of Schools  
The School Board of Seminole County, Florida  
400 East Lake Mary Boulevard  
Sanford, Florida 32773

With a Copy to: Britt Smith  
The School Board of Seminole County, Florida  
400 East Lake Mary Boulevard  
Sanford, Florida 32773

3.18 **Captions.** The captions, section numbers, article numbers, title and headings appearing in this Agreement are inserted only as a matter of convenience and in no way define, limit, construe or describe the scope or intent of such articles or sections of this Agreement, nor in any way effect this Agreement and shall not be construed to create a conflict with the provisions of this Agreement.

3.19 **Authority.** Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

3.20 **Excess Funds.** Any party receiving funds paid by SBGC under this Agreement agrees to promptly notify SBGC of any funds erroneously received from SBGC upon the discovery of such erroneous payment or overpayment. Any such excess funds shall be refunded to SBGC with interest calculated from the date of the erroneous payment or overpayment is noticed to the School Board of Seminole County Public Schools subject to confirmation of the overpayment by both parties. Interest shall be calculated using the interest rate for judgments under Section 55.03, Florida Statutes, applicable at the time the erroneous payment or overpayment was made by SBGC.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the date first above written.

**FOR SBGC**

(Corporate Seal)

**THE SCHOOL BOARD OF GADSDEN  
COUNTY, FLORIDA**

ATTEST:

By \_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
Superintendent of Schools

Approved as to Form:

\_\_\_\_\_  
School Board Attorney

**FOR SBSC**

(Corporate Seal)

**THE SCHOOL BOARD OF SEMINOLE  
COUNTY, FLORIDA**

ATTEST:

*Bill Vogel*

By *Sandra Robinson*

\_\_\_\_\_  
Bill Vogel, Superintendent of Schools

\_\_\_\_\_  
Sandy Robinson, Chairman

*Karen Borden*

Witness

*[Signature]*

Witness

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8h

Date of School Board Meeting: **JULY 29, 2010**

TITLE OF AGENDA ITEM : **Contract with Behavior Management Consultants, Inc., & Gadsden County School Board**

DIVISION: **EXCEPTIONAL STUDENT EDUCATION**

**YES** (amendment) This is a CONTINUATION of a current project, grant, etc.

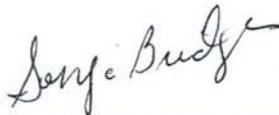
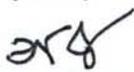
PURPOSE AND SUMMARY OF ITEM: (Type and Double Space)

***This contract will provide for behavioral assessments and program development for ESE students with severe behavior problems, which require the expertise of a Behavior Analyst.***

FUND SOURCE: **Individuals with Disabilities Education Act (IDEA)**

AMOUNT: **\$125,000.00 (est.)**

PREPARED BY: **Wilma Jackson**  
POSITION: **Director, Exceptional Student Education**



**INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER**

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.  
SUPERINTENDENT'S SIGNATURE: page(s) numbered 4  
CHAIRMAN'S SIGNATURE: page(s) numbered 4

Be sure that the COMPROLLER has signed the budget page.

This form is to be  duplicated  on  light blue paper .

summary for revised 0591

Proof read by Sharon B. Thomas

2010 JUN 21 PM 5:19  
GADSDEN COUNTY SCHOOL BOARD  
OFFICE OF THE SUPERINTENDENT

**GADSDEN COUNTY SCHOOL DISTRICT  
EXCEPTIONAL STUDENT EDUCATION  
CONTRACT WITH INDEPENDENT CONTRACTOR**

***Behavior Management Consultants, Inc.***

**2010-2011 Fiscal Year**

Contract made JULY 29, 2010, BETWEEN the School Board of Gadsden County,

Florida, a corporation organized and existing under the laws of the State of Florida,

with its principal place of business at 35 Martin Luther King Jr. Blvd., City of

Quincy, County of Gadsden, State of Florida, herein referred to as the Board, and

Behavior Management Consultants, Inc., of Post Office Box 10827 City of

Tallahassee, County of Leon, State of Florida, 32303 referred to as contractor.

1. The Board is in the business of providing educational and other services to the students enrolled in its institutions or programs, and in the conduct of such business, desires to have the following services, as a contractor, to be performed by contractor: Behavior Management Consultants.

Contractor agrees to perform these services for the Board under the terms and conditions set forth in this contract.

**NATURE OF WORK**

Contractor will provide Behavioral Management services on behalf of the Board with respect to all matters relating to or affecting the provision of Behavioral Management to the preschool and school age population as identified by the Board and are approved by the Director of Exceptional Student Education. The contractor will render such services according to his/her professional qualifications, which together with appropriate registration, licensure and/or permit, shall be maintained throughout the terms of this agreement. Contractor shall have sole control of the manner and means of performing this contract provided the same is implemented under the direction of the student's Individual Education Plan. The contractor shall provide the following services: See Attachment A.

## PLACE OF WORK

**BOARD** will provide adequate space and equipment for contractor to carry out objectives for identified students. It is understood that these services will be rendered in Gadsden County Schools: largely at George W. Munroe, Stewart Street, Gadsden Central Academy, Havana Elementary & Havana Middle School, County of Gadsden, State of Florida, as designated by the Director of Exceptional Student Education.

## TIME DEVOTED TO WORK

In the performance of the services, the services and the hours contractor is to work on any given day will be entirely within contractor's control and the Board will rely upon contractor to put in such number of hours on a daily basis that is reasonably necessary to fulfill the spirit and purpose of this contract. However, the contractor will provide services for no less than thirty (30) hours and no more than one hundred fifty (150 ) hours per school week. The contractor may provide up to twenty (20) additional hours per school year for additional activities as scheduled and approved by the Director of Exceptional Student Education.

## PAYMENT

The Board will pay contractor for all work actually performed by contractor, on completion of the same, at the rate of \$56.00 per hour for Ph.D. level Senior Behavior Analysts; \$25.00 to \$35.00 per hour for Behavior Analysts; and \$15.00-\$23.00 per hour for Behavior Specialist and \$10.00-\$15.00 per hour for Behavior Training Specialist. Payment shall be made by the Board within thirty (30) days after a statement for professional services rendered is received. Such statements shall be presented monthly. The contractor will not be reimbursed for traveling.

## DURATION AND TERMINATION

The parties here to contemplate that this contract will run for one (1) school year from July 1, 2009 through June 30, 2010. Any party wishing to terminate this contract prior to its expiration date shall provide the other party with sixty (60) days written notice.

## STATUS OF CONTRACTOR

This contract calls for the performance of the services of the contractor as an independent contractor and contractor will not be considered an employee of the Board for any purpose.

## **PAYMENT OF TAXES AND ASSESSMENTS**

**This contractor assumes full responsibility for the payment of all assessments, payroll taxes, or contributions, whether state or federal, as to his/her services under this contract and as to all individuals employed by the contractor to perform services under this contract. Contractor shall furnish to the Board, upon the request of the Board, a certificate or other evidence of compliance with all state or federal laws concerning contributions, taxes, and payroll assessments. Contractor agrees to maintain, at contractor's expense, worker's compensation insurance, as required by law, to fully protect both contractor and any individual employed by contractor in providing services under this contract.**

## **CONFIDENTIALITY**

**Inasmuch as contractor will acquire or have access to information which is highly confidential, it is expected that contractor will not disclose such information unless such disclosure is required by law or with the authorization by the Director of Exceptional Education.**

## **SERVICES BY OTHERS**

**In the event that the contractor shall at any time be unable to provide the services under this contract, the contractor may employ and temporarily furnish as a substitute to perform such services, another duly qualified and licensed person. Contractor shall be responsible for compensation of individuals employed by as substitutes.**

## **MISCELLANEOUS**

**Contractor shall, through insurance and otherwise, hold harmless the Board, its officers, and employees from any claim of liability resulting from any actions or negligence of the contractor or substitutes or employees, if any, relating to the care and treatment of students, the operation of motor vehicles, or other actions required to provide services pursuant to this contract.**

## **AMENDMENTS**

**This agreement and any signed attachments make up the entire agreement between the parties. Said agreement can only be modified or amended in writing, signed by both parties. If any provision of this agreement is found or determined to be unenforceable, all other provisions shall remain enforceable.**

In witness their hands and seals, the parties have executed this agreement on the dates hereinafter indicated.

\_\_\_\_\_  
Behavior Management Consultant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Wilma Jackson, Director  
Exceptional Student Education

\_\_\_\_\_  
Date

**THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA**

BY: \_\_\_\_\_  
Isaac Simmons, Jr., CHAIRMAN

\_\_\_\_\_  
Date

ATTEST: \_\_\_\_\_  
REGINALD C. JAMES, SUPERINTENDENT

\_\_\_\_\_  
Date

Notice to Vendor/Contractor: By acceptance of a contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34, Section 80.36(i) Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be effected and the basis for settlement will be decided by the Gadsden County School Board.

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 8i

**DATE OF SCHOOL BOARD MEETING:** June 29, 2010

**TITLE OF AGENDA ITEM:** Continuing L.P. gas service with Empire Gas  
Original bid award May 22, 2007. Bid #0708-07

**DIVISION:** Facilities

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

**PURPOSE AND SUMMARY OF ITEM:** for Board approval of renewing the L.P. gas contract with Empire Gas of Donaldsonville, GA. for the upcoming fiscal year (July 1, 2010-June 30, 2011). Terms are current market price per gallon plus .25 markup.

**FUND SOURCE:** 110

**AMOUNT:** Firm Mark up .25

**PREPARED BY:** Wayne Shepard

**POSITION:** Director of Facilities

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**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.

# MAINTENANCE DEPARTMENT

## SCHOOL BOARD OF GADSDEN COUNTY

PLUMBING  
ELECTRICAL

CARPENTRY  
HVAC

806 SOUTH STEWART STREET, QUINCY, FLORIDA 32361 - (850) 627-9888 - FAX: (850) 875-2795

June 02, 2010

Mr. Lloyd Atkinson  
Empiregas Inc. of Donaldsonville Georgia  
Post Office Box 654  
Donaldsonville, Georgia 32316

Dear Mr. Atkinson:

The School Board of Gadsden County would like to extend your contract for L.P. Gas for another year under the same terms as the original bid #0708-07 ( *firm mark up .25* ). Continuation of this contract will be from July 1, 2010 thru June 30, 2011.

Please indicate your response by signing and dating on the appropriate line below.

Lloyd Atkinson      6-3-2010

Yes, I will extend the contract      Date

\_\_\_\_\_  
No, I will not extend the contract      Date

Respectfully submitted,

Wayne Shepard

Wayne Shepard  
Director of Facilities

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 8j

**DATE OF SCHOOL BOARD MEETING:** June 29, 2010

**TITLE OF AGENDA ITEM:** Solid waste collection agreement with Waste Pro

**DIVISION:** Facilities

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

**PURPOSE AND SUMMARY OF ITEM:** For Board approval of solid waste collection agreement with Waste Pro for the upcoming fiscal year. July 1, 2010 – June 30, 2011.

**FUND SOURCE:** 110

**AMOUNT:** \$79,692.60

**PREPARED BY:** Wayne Shepard

**POSITION:** Director of Facilities

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**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.

## SOLID WASTE COLLECTION AGREEMENT

**This Contract is made and serves as an agreement between Gadsden County School Board and Waste Pro of Florida, Inc.**

**Term:**

The term of this agreement shall be for (1) year between the dates of July 1, 2010 and June 30, 2011. This agreement can be automatically renewed for additional one year terms at the mutual agreement of the School Board and Waste Pro. Notification by either party needs to take place 60 days prior to the annual contract expiration date.

**Collectors Responsibility:**

All solid waste and recycling for Gadsden County Schools shall be collected by Waste Pro as an independent contractor of the School Board. Waste Pro shall convey the solid waste and disposal of it as provided under this agreement.

**Rates for Commercial and Industrial Service:**

Attached to this agreement is Addendum "A" which outlines the service provided along with days of service and pricing. In the event of a permanent change in schedule, Waste Pro will notify the School Board two weeks prior to such change provided the School Board agrees with said changes. Any additions to or decreases in service will be added or subtracted from the invoicing based on rates as set forth in Addendum "A".

**Service Guarantee:**

The School Board will provide Waste Pro with any service issue at which time Waste Pro will have seven days to remedy the problem.

This written instrument constitutes the entire agreement between the Gadsden County School Board and Waste Pro of Florida, Inc. All prior and contemporaneous agreements and understandings whether verbal or written, are without effect in the construction of any provision if they alter or otherwise vary ant term or condition set forth in this instrument.

\_\_\_\_\_  
Wayne Shepard, Gadsden County School Board

\_\_\_\_\_  
Date

*E. Ralph Mills*  
\_\_\_\_\_  
E. Ralph Mills, Waste Pro of Florida, Inc.

*6/8/10*  
\_\_\_\_\_  
Date



**Gadsden County School Board  
Addendum "A"**

Customer Name	City	State	Zip Code	Service Address	Size	Activity	Days	Svc Day	Quantity	Monthly	Billed	Yards	Per Yard
ADMINISTRATION BUILDING	QUINCY	FL	32351	35 MARTIN LUTHER KING JR BLVD	6	Recycling	1	Tues	1	\$ 60.00	Monthly	25.98	\$ 2.31
SCHOOLS WAREHOUSE	QUINCY	FL	32351	201 MARTIN LUTHER KING JR BLVD	6	Recycling	1	Tues	1	\$ 60.00	Monthly	25.98	\$ 2.31
CARTER PARAMORE MIDDLE SCHOOL	QUINCY	FL	32351	631 STEWART ST S	8	Recycling	1	Tues	1	\$ 65.00	Monthly	34.64	\$ 1.88
EAST GADSDEN HIGH SCHOOL	QUINCY	FL	32351	35 MARTIN LUTHER KING JR GLVD	8	Recycling	1	Tues	1	\$ 65.00	Monthly	34.64	\$ 1.88
GADSDEN TECHNICAL INS	QUINCY	FL	32351	201 MARTIN LUTHER KING JR BLVD	8	Recycling	1	Tues	1	\$ 65.00	Monthly	34.64	\$ 1.88
GEORGE MUNROE ELEMENTARY	QUINCY	FL	32351	1830 KING ST W	8	Recycling	1	Tues	1	\$ 65.00	Monthly	34.64	\$ 1.88
GREENSBORO ELEMENTARY	GREENSBORO	FL	32330	559 GREENSBORO HWY	8	Recycling	1	Tues	1	\$ 65.00	Monthly	34.64	\$ 1.88
GRETNA ELEMENTARY	QUINCY	FL	32351	706 MARTIN LUTHER KING JR BLVD	8	Recycling	1	Tues	1	\$ 65.00	Monthly	34.64	\$ 1.88
HAVANA ELEMENTARY SCHOOL	HAVANA	FL	32333	705 HWY 27 S	8	Recycling	1	Tues	1	\$ 65.00	Monthly	34.64	\$ 1.88
HAVANA MIDDLE SCHOOL	QUINCY	FL	32351	35 MARTIN LUTHER KING JR BLVD	8	Recycling	1	Tues	1	\$ 65.00	Monthly	34.64	\$ 1.88
JAMES SHANKS	QUINCY	FL	32351	1400 KING ST W	8	Recycling	1	Tues	1	\$ 65.00	Monthly	34.64	\$ 1.88
STEWART STREET ELEMENTARY	QUINCY	FL	32351	749 STEWART ST S	8	Recycling	1	Tues	1	\$ 65.00	Monthly	34.64	\$ 1.88
ST JOHN ELEMENTARY	QUINCY	FL	32352	4463 BAINBRIDGE HWY	8	Recycling	1	Tues	1	\$ 65.00	Monthly	34.64	\$ 1.88
WEST GADSDEN HIGH	GREENSBORO	FL	32330	200 PROVIDENCE RD	8	Garbage	1	Tues	1	\$ 65.00	Monthly	34.64	\$ 1.88
MIDWAY HEADSTART	QUINCY	FL	32351	35 MARTIN LUTHER KING JR BLVD	2	Garbage	2	Tues/Fri	1	\$ 86.77	Monthly	17.32	\$ 5.01
BUS GARAGE	QUINCY	FL	32351	720 STEWART ST S	6	Garbage	1	Tues	1	\$ 130.16	Monthly	25.98	\$ 5.01
MAINTENANCE BUILDING	QUINCY	FL	32351	805 STEWART ST S	6	Garbage	1	Tues	1	\$ 130.16	Monthly	25.98	\$ 5.01
GADSDEN TECHNICAL INSTITUTE	QUINCY	FL	32351	201 MARTIN LUTHER KING JR BLVD	6	Garbage	2	Tues/Fri	1	\$ 260.32	Monthly	51.96	\$ 5.01
HAVANA MIDDLE SCHOOL	QUINCY	FL	32351	35 MARTIN LUTHER KING JR BLVD	6	Garbage	2	Tues/Fri	1	\$ 260.32	Monthly	51.96	\$ 5.01
SCHOOLS WAREHOUSE	QUINCY	FL	32351	201 MARTIN LUTHER KING JR BLVD	6	Garbage	2	Tues/Fri	1	\$ 260.32	Monthly	51.96	\$ 5.01
ST JOHN ELEMENTARY	QUINCY	FL	32352	4463 BAINBRIDGE HWY	6	Garbage	2	Tues/Fri	1	\$ 260.32	Monthly	51.96	\$ 5.01
ADMINISTRATION BUILDING	QUINCY	FL	32351	35 MARTIN LUTHER KING JR BLVD	6	Garbage	2	Tues/Fri	1	\$ 260.32	Monthly	51.96	\$ 5.01
GADSDEN ED MAG	QUINCY	FL	32351	500 KING ST W	8	Garbage	2	Tues/Fri	1	\$ 347.09	Monthly	69.28	\$ 5.01
GREENSBORO ELEMENTARY	GREENSBORO	FL	32330	559 GREENSBORO HWY	8	Garbage	2	Tues/Fri	1	\$ 347.09	Monthly	69.28	\$ 5.01
GRETNA ELEMENTARY	QUINCY	FL	32351	706 MARTIN LUTHER KING JR BLVD	8	Garbage	2	Tues/Fri	1	\$ 347.09	Monthly	69.28	\$ 5.01
WEST GADSDEN HIGH	GREENSBORO	FL	32330	200 PROVIDENCE RD	8	Garbage	2	Tues/Fri	1	\$ 347.09	Monthly	69.28	\$ 5.01
GEORGE MUNROE ELEMENTARY	QUINCY	FL	32351	1830 KING ST W	8	Garbage	3	Mon/Wed/Fri	1	\$ 520.64	Monthly	103.92	\$ 5.01
HAVANA ELEMENTARY SCHOOL	HAVANA	FL	32333	705 HWY 27 S	8	Garbage	3	Mon/Wed/Fri	1	\$ 520.64	Monthly	103.92	\$ 5.01
CARTER PARAMORE MIDDLE (Comp)	QUINCY	FL	32351	631 SOUTH STEWART ST	8	Garbage	2	Tues/Fri	1	\$ 554.24	Monthly	108.77	\$ 5.10
JAMES SHANKS (Comp)	QUINCY	FL	32351	1400 KING ST W	8	Garbage	2	Tues/Fri	1	\$ 554.24	Monthly	108.77	\$ 5.10
STEWART STREET ELEMENTARY (Comp)	QUINCY	FL	32351	749 STEWART ST S	8	Garbage	2	Tues/Fri	1	\$ 554.24	Monthly	108.77	\$ 5.10
\$ 6,641.05											1,608	\$ 4.13	

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 8k

**DATE OF SCHOOL BOARD MEETING:** **June 29, 2010**

**TITLE OF AGENDA ITEM:** Interinstitutional Articulation Agreement Between TCC and Gadsden County Public Schools

**DIVISION:** Administration

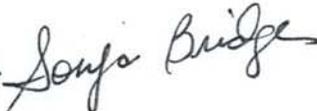
       This is a CONTINUATION of a current project, grant, etc.

**PURPOSE AND SUMMARY OF ITEM:**

Approval is requested of the 2010 – 2011 Interinstitutional Articulation Agreement between Tallahassee Community College and Gadsden County Public Schools.

**FUND SOURCE:** N/A

**AMOUNT:** N/A

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

**POSITION:** Assistant Superintendent for Academic Services

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**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                   

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**INTERINSTITUTIONAL ARTICULATION AGREEMENT**

**BETWEEN Tallahassee Community College**

**AND Gadsden County Public Schools**

**2010-2011**

**I. PREFACE**

**WHEREAS**, The District Board of Trustees, Tallahassee Community College, Florida and the **Gadsden County School Board** subscribe to the educational philosophy and policy that each individual student should have the maximum opportunity to enhance their learning opportunities in courses suited to their educational, career, and personal needs, and

**WHEREAS**, Section 1007.235, F.S., specifies that articulation agreements shall be executed between community college boards of trustees and district school boards within each community college district, and

**WHEREAS**, The District Board of Trustees, Tallahassee Community College, Florida and the **Gadsden County School Board** desire to implement the above statute by creating opportunities for high school students to pursue college level instruction,

**NOW THEREFORE**, the **Gadsden County Public Schools** and The District Board of Trustees, Tallahassee Community College, Florida agree to the following assignment of programmatic responsibility for delivery of programs in the following areas:

**A. RATIFICATION OF EXISTING AGREEMENTS**

The signing of this agreement attests to the ratification of existing agreement(s).

**B. ARTICULATION COUNCIL STRUCTURE/MEMBERSHIP**

The Superintendent of Gadsden County Public Schools or designee and other employees of the District appointed by the Superintendent agree to meet with the President of Tallahassee Community College or designee and other members of Tallahassee Community College, appointed by the President, on a regularly scheduled basis, not to be less than once annually. The membership so defined above shall henceforth be called **The Tallahassee Community College/Gadsden County Public Schools Articulation Council**. The meeting time and location of the Council shall be determined mutually by representatives of both parties.

## C. GOALS AND OBJECTIVES OF THIS AGREEMENT

The goals of the Tallahassee Community College/Gadsden County Articulation Agreement, as defined below, shall provide the primary framework within which all future interinstitutional articulation objectives and activities shall be described. These include:

1. To assist students matriculating in the K-12 and community college systems, with every opportunity to fulfill their individual/family educational needs, through a well articulated and coordinated interinstitutional articulation agreement.
2. To cooperatively identify and develop education programs and service objectives and activities, designed to provide maximum educational opportunity, while avoiding unnecessary duplication of effort and resources.
3. To maintain regular interinstitutional articulation development activity between the two educational systems.

## II. JOINT PROGRAMS AND AGREEMENTS

### A. ARTICULATION ACCELERATION MECHANISMS

Articulation Acceleration Mechanisms shall include, but not be limited to, Dual Enrollment and Credit by Examination.

1. **Dual Enrollment Program** - The District and Tallahassee Community College agree to continue their cooperative efforts to provide unduplicated Dual Enrollment course opportunities for eligible students in Gadsden County as described in the currently existing Dual Enrollment Agreement (Attachment #1). The Dual Enrollment Agreement shall be reviewed by representatives of both systems on an annual basis, in order to insure the maximum benefit for students.
2. **Early Admission** - Tallahassee Community College agrees to provide an Early Admission program to all qualified public secondary school students in Gadsden County in order that they may enroll in college courses while in high school and proceed toward their academic goals at their own pace.
3. **Credit By Examination** - Tallahassee Community College agrees to receive and apply credit earned by students through articulated acceleration mechanisms as specified in Section 1007.271, F.S. Students have the opportunity to earn up to a maximum of 45 semester hours toward graduation from TCC through these mechanisms.

## **B. CURRICULUM**

1. **Discipline Meetings** - Joint meetings shall continue to be held between faculty of various Tallahassee Community College disciplines and teachers of the Gadsden County Public Schools representing similar disciplines. Meetings will be initiated and agreed upon by TCC and the District.
2. **Curriculum Goals** - The articulation committee will annually examine the curriculum goals of the dual enrollment program to assure these goals are consistent with the district goals of emphasizing reading, writing, and mathematics.

## **C. PROGRAMS FOR MINORITIES**

1. Tallahassee Community College will continue to work cooperatively with the Gadsden County Public School counselors to provide various programs and services designed to stimulate and encourage minority and other disadvantaged students to stay in school and attend a postsecondary institution.

## **D. MECHANISMS AND STRATEGIES FOR IMPROVING TEACHER PREPARATION**

Tallahassee Community College will work with the District to determine professional development activities.

## **E. STRATEGIES FOR REDUCING THE NEED FOR REMEDIATION**

1. **Faculty to Faculty Meetings** - Tallahassee Community College and the District's faculty will meet periodically to discuss mathematics, reading, and English curricula. Meetings will be initiated and agreed upon by TCC and the District.
2. **Remediation Courses and Exit Assessments Offered at the High Schools.-** Attachment #3 describes the process for providing testing, curriculum, and assessments to be used to provide students in grade 12 who score below the minimum scores defined in section 1008.30 Florida Statutes access to remedial instruction prior to graduation.

## **F. OTHER ARTICULATION ACTIVITIES**

1. **Placement Test Results** - Tallahassee Community College will continue to administer the placement test to all Gadsden students who wish to test and will share results with officials of the Gadsden County Public Schools. The College will work with Gadsden County School faculty and staff to explain the placement test results. The placement test will be administered either at the high schools or

the students will come to TCC and take the test. This will be determined by TCC and the individual high school. The placement test may be retaken after 30 days with proof of remediation.

2. **Bibliographic Instruction** - Tallahassee Community College will provide bibliographic instruction programs for students at various sites in the Gadsden County Public School District.
3. **The Student Ambassador Program** - Tallahassee Community College will continue to work with the District's high school counselors to identify outstanding seniors who would like to be a TCC Student Ambassador. Students selected will be provided a tuition scholarship to begin their first year of matriculation at TCC.
4. **TCC District Board of Trustees Scholarship Program** - Tallahassee Community College will continue to designate up to three (number based on senior enrollment) tuition scholarships for high achieving graduates of each high school in the county as long as there is sufficient funding available.
5. **College Student Success Services** - Tallahassee Community College student success advisers will continue to provide programs and services in the areas of admissions, parent workshops, college orientation on the TCC campus, placement testing, curriculum advising, financial aid, career development and others. Additionally, TCC will provide periodic pre-advising to dual enrollment students.

### **III. CAREER PATHWAYS (Career and Technical Education Articulation)**

Conditions for development of career and technical education (CTE) articulation agreements between Gadsden County High Schools and TCC are delineated in Attachment #2.

### **IV. AGREEMENT PERTAINING TO ADULT AND VOCATIONAL PROGRAMS**

**WHEREAS**, the State Board of Education has adopted Rule 6A-14.0341 for community colleges that encourages boards to cooperatively develop and adopt specific assignments of responsibility to assure efficient use of resources available for career and technical education; and

**WHEREAS**, Section 1007.235, F.S. requires each community college president and each district superintendent to develop interinstitutional articulation agreements; now therefore, be it

**RESOLVED**, that the School Board of Gadsden County and the District Board of Trustees of Tallahassee Community College, Florida agree to the following assignment of programmatic responsibility for delivery of programs in the following areas:

**CAREER AND TECHNICAL EDUCATION AT THE SECONDARY LEVEL AND BELOW THAT LEVEL**

Primary Responsibility: Gadsden County

**CAREER AND TECHNICAL EDUCATION AT THE POSTSECONDARY LEVEL**

- A. Postsecondary Adult Career and Technical Education  
Shared Arrangement: Gadsden County Public Schools and Tallahassee Community College
- B. Postsecondary Career and Technical Education  
Primary Responsibility: Tallahassee Community College
- C. The Gadsden County Public School System has no objection to Tallahassee Community College administering the Florida Public Safety Institute and academic programs currently located in Gadsden County. The school system would like to work with the Community College on appropriate programs particularly any related to juveniles.

**LIFELONG LEARNING**

Shared Arrangement: Gadsden County Public Schools and Tallahassee Community College

**ADULT BASIC EDUCATION**

Shared Arrangement: Gadsden County Public Schools and Tallahassee Community College as agreed to annually

**ADULT SECONDARY**

Shared Arrangement: Gadsden County Public Schools and Tallahassee Community College as agreed to annually

## **DISABLED (HANDICAPPED) ADULTS**

Shared Arrangement: Gadsden County Public Schools and Tallahassee Community College

### **V. ACCOUNTABILITY**

These provisions shall not prevent a board assigned responsibility for one or more of these programs from developing joint programs or contracting for specific instructional services with another board or agency, subject to review by the two local educational agencies.

For each of these programs, all related enrollment projections, FTE reports, cost analysis, and other elements required for the allocation of funds shall be the sole responsibility of the assigned board unless herein indicated.

### **VI. EFFECTIVE DATE**

This agreement shall be effective until August 20, 2011. This resolution and the policies and allocation of responsibility shall be effective upon being signed by the Chairs of the School Board of Gadsden County, Florida and the Tallahassee Community College District Board of Trustees and by the Superintendent of Gadsden County Public Schools and the President of Tallahassee Community College. This agreement shall be executed before registration ends for the fall term of the following school year. Additions and deletions may be made at any time upon the mutual agreement of the President of Tallahassee Community College and the Superintendent of Gadsden County Public Schools.

## Attachment #1

### DUAL ENROLLMENT AGREEMENT

This is an Articulation Agreement between the School Board of Gadsden County and Tallahassee Community College governing the dual enrollment of students at both schools. This agreement is in accordance with 1007.271, F.S.

#### **Courses and Programs:**

- Courses to be offered by Tallahassee Community College for dual enrollment purposes will be mutually agreed upon by memorandum between representatives of the School Board of Gadsden County and Tallahassee Community College. Courses approved for inclusion in the dual enrollment program shall be those contained in the common course designation numbering system approved by the Articulation Coordinating Committee.
- Early admission shall be a form of dual enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis in courses that are creditable toward the high school diploma and the associate or baccalaureate degree. Early admitted students will be exempt from the payment of registration, tuition, and laboratory fees. The Early Admissions process is detailed in the TCC Catalog. Both the high school and TCC must approve early admission for a high school student.
- College preparatory (college remediation) and other forms of precollegiate instruction, and physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity, shall not be so approved. Recreation and leisure studies courses shall be evaluated individually in the same manner as physical education courses for potential inclusion in the dual enrollment program.
- The community college may not offer a course at the high school level if enrollment is insufficient. Furthermore, TCC cannot guarantee that it can always provide a college instructor for courses taught at the high school. The high school is also encouraged to recommend qualified instructors at the high school to teach the class. All recommendations should be submitted to the appropriate academic Dean. TCC will work to place students into classes on the college campus each semester as necessary.

Using FACTS.org, students should develop an academic plan that includes courses that can lead to a certificate, associate's degree or baccalaureate degree.

### **Monitoring and Reporting:**

- The monitoring and necessary coordination of this articulation agreement will be the responsibility of the Tallahassee Community College/Gadsden County Articulation Council.
- Dual enrollment students shall be exempt from paying registration, matriculation, and laboratory fees. Textbooks will be provided these students by the School Board of Gadsden County. Textbooks purchased by the School Board of Gadsden County shall remain the property of the School Board of Gadsden County as specified in Section 1007.271(14),F.S. The costs of ADA accommodation for dual enrollment students with disabilities will be shared equally between Gadsden County Schools and Tallahassee Community College.
- The School Board of Gadsden County shall report dually enrolled students under the Florida Education Finance Program, and the Tallahassee Community College will report these students under the Community College Program Fund.
- In order to receive credit, all dually enrolled students must adhere to all other rules and regulations of the School Board of Gadsden County, Tallahassee Community College and the State of Florida.
- Dual enrollment courses taught at the high school campus must meet all competencies expected and outlined in the postsecondary course plan. To ensure equivalent rigor with on-campus courses, the institution granting postsecondary credit shall be responsible for providing a comprehensive, cumulative end-of-course assessment or a series of assessments of all expected learning outcomes.
- Postsecondary transcripts of all full-time and adjunct faculty teaching dual enrollment courses must be filed with the postsecondary institution, regardless of who employs or pays the faculty member's salary. For dual enrollment courses taught on a high school campus, the faculty transcripts must be submitted to the postsecondary institution for filing.
- The postsecondary institution shall provide all full-time and adjunct faculty teaching dual enrollment courses with a copy of the current faculty or adjunct faculty handbook. Faculty shall adhere to the professional guidelines, rules and expectations therein.
- Dual enrollment instructors whether hired by TCC or the individual school must meet SACS credentials in terms of their degree.

**Eligibility Criteria for Student Participation in Dual Enrollment Programs:**

Tallahassee Community College agrees to permit high school students enrolled in Gadsden County public schools whose eligibility has been certified by their principal to enroll in courses in compliance with the provisions of Florida Statutes 1007.271 and the following terms and conditions:

**I. Academic Dual Enrollment**

- A. The student must be currently enrolled in a public secondary school in Gadsden County, must have completed the 9<sup>th</sup> grade (upcoming 10<sup>th</sup> grader), must have earned at least a 3.0 unweighted grade point average. In special circumstances principals may approve individual student exceptions to the grade level requirements and G.P.A. to qualify for dual enrollment.
- B. The student must submit placement test scores (SAT, ACT or College Placement Test) that place the student into college level courses. Scores must be less than two years old. Students must place into ENC1101 with their test scores to be eligible to participate in the dual enrollment program.

<b>ACT Scores</b>	<b>Score</b>	<b>Placement</b>
Reading	18	ENC1101
English	17	
Math	19-20	MAT1033
	21	MAC1105
<b>SAT Scores</b>	<b>Score</b>	<b>Placement</b>
Critical Reading	440	ENC1101
Math	440-549	MAT1033
	550	MAC1105
<b>CPT Scores</b>	<b>Score</b>	<b>Placement</b>
Sentence Skills	83	ENC1101
Reading Comp.	83	
Algebra	72-87	MAT1033
	88	MAC1105

- C. The student must submit a completed TCC dual enrollment application for admission.
- D. Payment for books and materials will be provided by the School Board of Gadsden County. It will be the student's responsibility to complete an instructional materials form (provided by the School Board) to have books and materials covered.

- E. The student must submit a recommendation from his/her principal which has been approved by the School Board of Gadsden County stating that he/she has the maturity, motivation, dependability and academic ability to enable him/her to achieve satisfactorily at the college level.
- F. The student must submit an official high school transcript showing Courses and credits earned through his/her last term of enrollment.
- G. The course(s) in which the student is dually enrolled must be creditable toward a high school diploma. The school district will provide books.
- H. Eligibility in the dual enrollment program requires that students maintain a cumulative 2.0 grade point average in Tallahassee Community College courses. An appeal process is available through TCC.
- I. Students must satisfy the college preparatory testing requirements of Section 1008.30(4)(a), F.S. and Rule 6A-10.0315, F.A.C. Students who have been identified as deficient in basic competencies in one of the areas of reading, writing or mathematics, as determined by scores on a postsecondary readiness assessment shall not be permitted to enroll in college credit courses in curriculum areas precluded by the deficiency. Students may enroll in college courses that are not precluded by the deficiency; however, students may not earn more than twelve (12) college credit hours prior to the correction of all deficiencies.
- J. Exceptions to the twelve (12) college credit hour limitation may be granted by the postsecondary institution provided that the dual enrollment student is concurrently enrolled in a secondary course(s) in the basic competency area(s) for which they have been deemed deficient by the postsecondary readiness assessment. Additionally, the secondary student that has accumulated twelve (12) college credit hours and has not yet demonstrated proficiency in the basic competency areas of reading, writing and mathematics must be advised in writing by the school district or (private high school) of the requirements for associate degree completion and state university admission, including information about future financial aid eligibility and the potential costs of accumulating excessive college credit, as outlined in Section 1009.286, F.S.
- K. Additionally, for joint dual enrollment and Advanced Placement (AP) courses, as authorized by Section 1007.272, F.S., a student who elects to enroll in an AP course that is jointly offered with a dual enrollment course may not earn postsecondary credit for that course through dual enrollment.
- L. In order to be considered a full-time dual enrollment/early admissions student, the student must enroll in a minimum of twelve (12) college credit hours but may not be required to enroll in more than fifteen (15) college credit hours.

- M. Dual enrollment courses taught on a high school campus shall ensure minimal interruptions of instructional time. A student shall lose eligibility to participate in dual enrollment if the secondary institution where a course is being offered determines that a student is being disruptive to the learning process, such that the progress of other students and the efficient administration of the course are hindered.
- N. While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.

## II. Career Dual Enrollment

Career dual enrollment is a curricular option of elective credits toward earning the high school diploma and completing a career-preparatory certificate program. Career dual enrollment is not intended to enable students to take isolated courses unrelated to a program.

The school district will inform all students of the options available and the eligibility criteria. Physical education skills courses and college preparatory instruction are not eligible for career dual enrollment.

- A. The student must be currently enrolled in a Gadsden County high school, must have completed the 10th grade and must have earned at least a 2.0 unweighted grade point average. In special circumstances principals may approve individual student exceptions to the grade level requirements.
- B. The student must take the TABE test and score at the appropriate level according to Department of Education Curriculum Framework Standards for the specified certificate. Students may also use Common Placement Scores (CPT) as appropriate.
- C. The student must submit a completed TCC dual enrollment application for admission.
- D. The student must submit a recommendation form from his/her principal which has been approved by the School Board of Gadsden County stating that he/she has the maturity, motivation, dependability and academic ability to enable him/her to achieve satisfactorily at the college level.
- E. The student must submit an official high school transcript showing courses and credits earned through his/her last term of enrollment.

The Corrections Program will be offered during the 2009-2010 academic year, provided funding is available for materials and supplies.

**III. It shall be the responsibility of the School Board of Gadsden County to**

- A. Inform students and parents of the availability of the dual enrollment, program requirements and currently offered courses through the educational planning and guidance process. Students and parents must have been counseled on the advisability of taking college courses while in high school and on the specific requirements of the Dual Enrollment Program, including the recording of dual enrollment grades on the permanent college transcript.
- B. Establish and certify student's eligibility for dual enrollment.
- C. Determine if dual enrollment meets the individual needs of the student and if the student has the necessary academic preparation.
- D. Approve the enrollment for each student.
- E. Provide instructional materials to the dual enrollment students.
- F. Inform parents or guardians of their responsibility for transportation when the instruction is conducted at a facility other than the school site.
- G. Enter all earned credits on students' permanent records.
- H. Provide space at the district high school campuses for qualified students taking Tallahassee Community College courses.
- I. Provide full instructional costs for Gadsden County faculty teaching TCC dual enrollment courses.

**IV. Withdrawing from classes for on and off campus dual enrollment students:**

- A. It is the student's and high school's responsibility to abide by TCC's official course withdrawal policy.
- B. Dual enrollment students must withdraw before or by the deadline each semester. The college's withdrawal dates are listed in the TCC Academic Calendar. If the high school changes a student's schedule, the guidance counselor must notify TCC before or by the withdrawal deadline, so the student can be withdrawn from credit at TCC.
- C. Students who wish to withdraw from a course(s) must provide a written request from the high school principal/guidance counselor, verifying that the student has permission to withdraw.

- D. Withdrawals after the deadline are subject to review by TCC's Enrollment Appeals Committee. The procedure for appealing a late withdrawal is outlined in the TCC Catalog.
- E. Once the student has acquired a written request to withdraw from a course(s), then the student must provide that information to the Dual Enrollment Coordinator for processing.

**V. It shall be the responsibility of Tallahassee Community College to**

- A. Hire qualified instructors for the Dual Enrollment Program.
- B. Monitor and keep accurate records of the academic progress of the students in courses.
- C. Provide accurate records to the respective schools on credit earned by each student.
- D. Counsel dual enrollment students on current college requirements and on the transferability of dual enrollment credits at the college level for general education or elective credit toward the Associate's or Bachelor's degree. Through these guidance services, dual enrollment students will be encouraged to identify a post secondary objective and will be informed about Florida's statewide advising system, FACTS.org.
- E. Award college credits for courses upon successful completion by dually enrolled students and assign quality points.

**VI. Dual Enrollment and FERPA:**

FERPA is the Family Educational Rights and Privacy Act, more commonly known as the Buckley Amendment. This federal law protects students' rights to privacy regarding their student records. FERPA governs (1) the release of these records known as education records maintained by an educational institution and (2) access to these records. All college students have rights under FERPA, even those who are younger than 18 years of age. FERPA protects the education records of students who are attending or who have attended the institution and all records directly related to a student and that are maintained by the institution. A record is directly related to a student if it is personally identifiable to the student.

This agreement will continue in effect until modified in writing by the parties hereto, so long as all qualified students are permitted to complete courses in which they are enrolled and the appropriate records are transmitted to the School Board of Gadsden County.

Tallahassee Community College and Gadsden County will agree annually to the courses of the articulated year.

**Attachment #2  
Career Pathways  
Career & Technical Education  
Articulation Agreement between  
Gadsden County Schools and Tallahassee Community College**

Articulation is a method of granting college level course credit for learning and skills accomplished as part of secondary school instruction. The secondary school and Tallahassee Community College (TCC) will maintain the integrity of their separate programs and enter into this agreement as cooperating educational institutions.

TCC will work with each high school to establish Career Pathways to serve Career and Technical Education (CTE) students. TCC may form multiple articulation (pathway) agreements within the district and within each high school depending upon existing CAPE academies. Agreements will be developed during the year, and this agreement will be amended as agreements are completed.

**Student Qualifications**

Students must meet all TCC admission requirements, select an A.S. or A.A.S. degree program or college credit certificate, and present evidence of the following:

1. Successful completion of the articulated secondary technical program of study with a grade of 2.5 (on a 4.00 scale) or better.
2. Completion of Tallahassee Community College's placement testing requirements.
3. Graduation from secondary school no more than 18 months prior to enrollment at Tallahassee Community College.
4. Enrollment in an A.S., A.A.S. or certificate program appropriate to the credit to be awarded for the specified exemption exam or industry certification.

**Procedure**

1. The secondary school instructor provides evidence of completion to the district Career and Technical Education contact who forwards the information to the TCC's Career Pathways Coordinator.
2. TCC's Career Pathway Coordinator will issue a letter to students who have successfully completed the secondary Career Pathway program as reported by the district Career and Technical Education contact informing students of the Career Pathway articulation agreement opportunities.

**Conditions of Agreement**

1. Gadsden County High Schools' faculty and TCC's faculty will review course textbooks, syllabi, and other institutional materials in order to develop articulated programs of study.
2. Gadsden County High Schools and TCC will review the list of articulated programs of study annually. Changes will be made as necessary based on changes in program offerings and outcomes.
3. Gadsden County High Schools and TCC will cooperate in publicizing this program to secondary school students in order to ensure that they are aware of these opportunities.
4. TCC will not charge tuition for any courses for which a student receives articulated credit.

This agreement may be terminated at any time by either Gadsden County High Schools or Tallahassee Community College through providing thirty (30) days' notice. In the event of a termination, both schools agree that students who are currently in secondary courses and working toward fulfilling the competencies or who are in their first semester at TCC will be allowed to complete the articulated credit.

This agreement will remain in effect and will be reviewed annually by the articulation committee and incorporated into the inter-institutional articulation agreement. The articulation committee will be composed of the Vice President for Academic Affairs of Tallahassee Community College, Dean for Technology and Professional Programs of Tallahassee Community College, District Representative for Gadsden County and the Career Pathways Coordinator.

**CAREER PATHWAYS**  
**Gadsden County High Schools to Tallahassee Community College**

High School Career Pathway	TCC A.S., A.A.S. or Certificate	Assessment	Articulated Course and Credit(s)
Accounting Operations	None		
Administrative Assistant	Office Administration A.S. (2107) CIP: 1507060300 and/or Office Management Certificate (6334) CIP: 507060301	<i>State Articulated Pathway:</i> Microsoft Office Master Code: MICRO017	Three hours of credit CGS2100
Automotive Service Technology	Industrial Technology A.A.S. Joint Degree with Lively Technical Center A117 CIP: 0606200101	TCC Articulated Pathway: As per TCC catalog, clock hour certificate	As per catalog
Business Computer Programming	None		
Criminal Justice	Criminal Justice Technology A.S. (2183) CIP: 1743010300	<i>TCC Articulated Pathway:</i> CGS 1060 Exemption Exam or IC3 Certiport Certificate	CGS1060 (3 credits) to count as program elective
Culinary Operations	None		
Digital Design	Graphic Design Technology A.S. (2125) CIP: 1650040200	<i>State Articulated Pathway:</i> (CIW) Master Designer Code: PROSO004  <i>TCC Articulated Pathway:</i> CGS 1060 Exemption Exam	Three hours of professional elective credit  CGS1060 (3 credits )
Early Childhood Education	Early Childhood Education A.S. (2123) CIP: 1420020203	<i>State Articulated Pathway:</i> Child Development Associate Code: CPREC001  Florida Child Care Professional Certificate (FCCPC)	Nine hours of credit as follows: EEC1308 (3 credits) EDF1004 (3 credits) EEC1907 (3 credits)
Electronics Engineering Technology	Electronics Engineering Technology A.A.S. Joint Degree with Lively Technical Center A113 CIP: 0615030301	<i>State Articulated Pathway:</i> Certified Electronic Technician Code: ISCET001	Six hours of credit - TBD

**CAREER PATHWAYS**  
**Gadsden County High Schools to Tallahassee Community College**

		<i>TCC Articulated Pathway:</i> As per catalog	
Information Technology	Web Technologies A.S. (2128) CIP: 1507039902 and/or  Web Technologies Certificate (6317) CIP: 0507039903	<i>State Articulated Pathway:</i> (CIW) Associate Design Specialist Code: PROSO001  (CIW) Master Designer Code: PROSO004  <i>TCC Articulated Pathway:</i> CGS 1000 Exemption Exam  CGS 1060 Exemption Exam  Microsoft Certified Application Specialist Certifications Microsoft Office: Word, Excel, PowerPoint and Vista	Six hours of credit: CGS1820 and CGS1555  Six hours of credit: COP2822 and three program elective credits  CGS 1000 (3 credits)  CGS 1060 (3 credits)  Elective(3 credits)
Medical Secretary	Office Administration A.S. (2107) CIP: 1507060300 and/or  Office Management Certificate (6334) CIP: 507060301	<i>State Articulated Pathway:</i> Microsoft Office Master Code: MICRO017	Three hours of credit CGS2100
Networking	Networking Services Technology A.S. (2126) CIP: 1507030401	<i>State Articulated Pathway:</i> CompTIA Server+ Code: COMPT009  CompTIA Network+ Code: COMPT006  Microsoft Certified Systems Engineer Code: MICRO012  Cisco Certified Network	TBD (3 credits)  CNT1000 (3 credits)  Nine hours of credit as follows: CTS2351, CTS2352, CNT1000  Six hours of credit as follows:

**CAREER PATHWAYS**  
**Gadsden County High Schools to Tallahassee Community College**

		Professional Code: CISCO005	CET2540, CET2541
		Microsoft Certified Systems Administrator -Windows 2003 Code: MICRO046	CGS1560 (3 credits)
		Professional (MCIT) Server Administrator Code: MICRO034	TBD (3 credits)
		<i>TCC Articulated Pathway</i> CCNA	CET2540 (3 credits), CET2541(3 credits)
PC Support	Help Desk/Technical Support (2137) CIP: 1507030401	<i>State Articulated Pathway:</i> Desktop Support Technician Code: MICRO006	Three hours of credit CTS2155
Web Design	Web Technologies A.S. (2128) CIP: 1507039902 and/or  Web Technologies Certificate (6317) CIP: 0507039903	<i>State Articulated Pathway:</i> (CIW) Associate Design Specialist Code: PROSO001  (CIW) Master Designer Code: PROSO004  <i>TCC Articulated Pathway:</i> CGS 1000 Exemption Exam  CGS 1060 Exemption Exam  Microsoft Certified Application Specialist Certifications Microsoft Office: Word, Excel, PowerPoint and Vista	Six hours of credit: CGS1820 and CGS1555  Six hours of credit: COP2822 and three program elective credits  CGS 1000 (3 credits)  CGS 1060 (3 credits)  Elective(3 credits)

### **Attachment # 3**

#### **Gadsden County School District and Tallahassee Community College Remediation Courses and Exit Assessments Agreement**

This is an Articulation Agreement between the School Board of Gadsden County and Tallahassee Community College governing the enrollment of high school students in remediation courses. This agreement is in accordance with 1008.30, F.S.

#### **Math for College Success, Reading for College Success, and Writing for College Success Course Content and Exit Testing Procedures**

- Florida Statute 1008.03 requires college readiness testing before the beginning of 12<sup>th</sup> grade for each student who indicates interest in postsecondary education and scores at a Level 2 or Level 3 on the reading section of the 10th grade FCAT or Level 2, Level 3 or Level 4 on the math section of the 10th grade FCAT.
  - At the annual Articulation Council meeting, the Gadsden County School District and Tallahassee Community College will identify employees responsible for developing details related to identification of students, college placement test logistics (location and format), and communication of results and options for eligible students to receive postsecondary readiness instruction while in high school.
1. The School District will identify eligible students based on the past 10<sup>th</sup> grade year FCAT scores. Each high school will select students and provide TCC with a list. Students can select whether or not they want to test. In addition to FCAT scores, students will indicate that they want to test based on their interest in attending college after high school graduation.
  2. The College will collaborate with the district high schools to establish test dates during the spring semester (January 2010-April 2010).
  3. The College will conduct CPT testing at district high schools, utilizing the paper and pencil test or computer-based test when available.
  4. During testing, students will identify themselves as participating in the College Readiness Initiative and to discuss CPT results with the high school guidance counselor for Dual Enrollment and/or Postsecondary Readiness instructional options.
  5. After testing, students will receive an official CPT score report including the CPT Sentence Skills, Reading Comprehension and Algebra Scores. High school guidance counselors will discuss results with students as the results relate to the Postsecondary Readiness instructional options and dual enrollment options.

6. Score reports will indicate eligibility for college-level coursework (Attachment 1) and/or need for additional postsecondary instruction.

- To the extent possible, the Gadsden County School District shall provide students in grade 12 who score below the minimum scores access to remedial instruction prior to graduation in accordance with section 1008.30 of Florida State Statutes.
- Testing requirements for placement are as follows:

Placement Assessment	Writing for College Success	Reading for College Success	Math for College Success	Math for College Readiness
Florida College Entry-Level Placement Test (CPT)	< 83	<83	< 72	72-86
SAT*	< 440	<440	< 440	440-520
ACT*	< 17	<18	< 19	19-22

\*Optional—at student's expense

- Exit requirements are a minimum grade of "C" and exit exam scores as follows. A grade of "C" may not be awarded if the student does not meet or exceed the Community College Common Exit Test score where required:

Exit Assessment	Writing for College Success	Reading for College Success	Math for College Success	Math for College Readiness
Tallahassee Community College Common Exit Test	70%	70%	70%	NA
Florida College Entry-Level Placement Test (CPT)	NA	NA	NA	>86
SAT*	NA	NA	NA	520 +
ACT*	NA	NA	NA	22 +

\*Optional—at student's expense

- The Gadsden County School Board and high school instructors teaching college readiness courses and Tallahassee Community College will work closely to ensure that college readiness course content, course tests, and homework, and exit exams are representative of the expectations and assessments offered to students enrolled in like courses at Tallahassee Community College.
- Tallahassee Community College faculty and/or appropriate academic administrators will work with Gadsden County School Board high school instructors to ensure the most current version of course assessments are provided to students for testing.
- Tallahassee Community College will provide updated examination materials and information to instructors of an approved curriculum and/or examination changes each semester.
- The Gadsden County School board agrees to maintain test and testing material security by not allowing for tests and associated testing materials to be used as a practice assessment by students in preparation for the exit exam; by not allowing the sharing of tests and associated testing materials with students or other individuals; and by following normal protocol for test and testing security at all times.
- Tallahassee Community College and the Gadsden County School Board agree that the stated purpose can be achieved only through the sharing of certain student information (student number, name, contact information, and Social Security Number if provided by the student) and CPT test scores. To ensure security and confidentiality of student test information, Tallahassee Community College and the Gadsden County School Board agree that without compromising the Family Educational Rights and Privacy Act (FERPA) or state confidentiality requirement, both parties may provide personally identifiable student records, reports, or information to each other in the performance of meeting the requirement of Senate Bill 1908. Specific student information shared is pursuant to Section 1002.22(3)(d), Florida Statutes, and 20 U.S.C.A. § 1232G. Further each party agrees to comply with Section 1002.22, Florida Statutes, and 20 U.S.C.A § 1232g, including, but not limited to provisions related to confidentiality, access, consent, length of retention, and security of student records.

Each institution will protect the rights of students and recipients with respect to records created, maintained, and used by public institutions within the state. It is the intent of this Agreement to ensure that parents, students, and recipients have the rights of access, rights of challenge, and the rights of privacy with respect to records and reports, and that applicable laws and regulations for these rights, including those rights pertaining to disclosure of student records, shall be strictly followed.

- Tallahassee Community College will communicate with the School Board and its college readiness instructors of any state imposed changes regarding course numbering, course content, exit examination, or other requirements.

This agreement will continue in effect until modified in writing by the parties hereto, so long as all qualified students are permitted to complete courses in which they are enrolled and the appropriate records are transmitted to the School Board of Gadsden County and Tallahassee Community College.

**IN WITNESS WHEREOF**, the School Board of Gadsden County, Florida and The District Board of Trustees, Tallahassee Community College, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.235, F.S., Interinstitutional Articulation Agreements.

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

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 81

DATE OF SCHOOL BOARD MEETING: June 29, 2010

TITLE OF AGENDA ITEM: Approval of Gadsden County Classroom Teachers Association, July 2008 – June 2011 Collective Bargaining Contract.

**DIVISION:**

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

**PURPOSE AND SUMMARY OF ITEM:**

Approval is requested of the negotiated Collective Bargaining Agreement between The School Board of Gadsden County and The Gadsden County Classroom Teachers Association, July 2008 – June 2011. The contract was ratified by GCCTA on May 25, 2010.

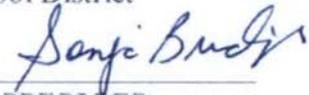
**FUND SOURCE:** N/A

**AMOUNT:** N/A

**PREPARED BY:** Rocky Pace, Chief Negotiator



**POSITION:** Chief Negotiator, Gadsden County School District



INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

       Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered \_\_\_\_\_

CHAIRMAN'S SIGNATURE: page(s) numbered \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_

# Gadsden County Classroom Teachers Association

VOTES CAST FOR:

Ratification of the 2008-2011 Collective Bargaining Contract  
between the  
Gadsden County School District  
and the  
Gadsden County Classroom Teachers Association.

FOR RATIFICATION: \_\_\_\_\_ 210 \_\_\_\_\_

AGAINST RATIFICATION: \_\_\_\_\_ 4 \_\_\_\_\_

.....

Total Number ballots received: \_\_\_\_\_ 214 \_\_\_\_\_

Valid votes counted: \_\_\_\_\_ 214 \_\_\_\_\_

Void or invalid ballots: \_\_\_\_\_ 0 \_\_\_\_\_

Challenged ballots: \_\_\_\_\_ 0 \_\_\_\_\_

Are challenges sufficient to  
affect results of this election? \_\_\_\_\_ No \_\_\_\_\_

Eligible voters include all members of the instructional staff  
bargaining unit.

*[Signature]*  
-----  
(Signed)

*May 25, 2010*  
-----  
(Date)

*Dwayne Jones*  
-----  
(Signed)

*May 25, 2010*  
-----  
(Date)

-----  
(Signed)

-----  
(Date)

-----  
(Signed)

-----  
(Date)

THE SCHOOL BOARD OF GADSDEN COUNTY  
AND  
THE GADSDEN COUNTY CLASSROOM  
TEACHERS ASSOCIATION

**MEMORANDUM OF AGREEMENT**

The Gadsden County Classroom Teachers Association (GCCTA) and the Gadsden County School District (GCSD) hereby tentatively agree to the provisions set out below and will support the ratification of such provisions by the members of the Gadsden County Classroom Teachers Association and the Gadsden County School Board:

Salary- All members of the GCCTA will be placed on the appropriate salary schedule step as indicated in Appendix A and paid prospectively from March 1, 2010.

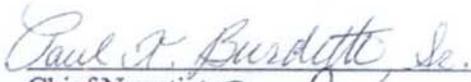
Health Insurance- The Gadsden County School Board and GCCTA will share the increased cost of the health insurance premiums as reflected in Article XI, section A.

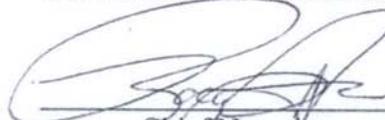
Contract Language Changes- ARTICLE V –Leave, Article IX – General Employment Practices, Article XII – Professional Compensation, Article XIV – Terminal Pay (see attachments).

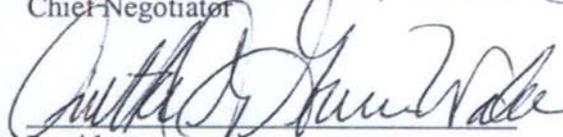
Certain Articles of the Master Contract were the subject of a new three year contract as described in the Term of Agreement. The resulting changes are contained in the attached Tentative Agreement and will be incorporated as the “Master Contract”. The parties agree that all language contained herein has been fully negotiated and shall not be renegotiated, except where provided within the Master Contract.

For GCCTA

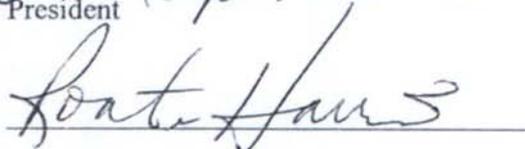
For the District School Board of Gadsden

  
Chief Negotiator

  
Chief Negotiator

  
President

Superintendent



Team Member

Dwayne Young  
Team Member

Chairman

\_\_\_\_\_  
Team Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Team Member

# Memo

**To:** All Site Administrators  
**From:** Rocky Pace, Chief Negotiator  
**CC:** Paul Burdette, Office Files  
**Date:** May 14, 2010  
**Re:** 2009-2010 Contract Ratification

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We have concluded the contract negotiations for the 2009-2010 school year. You will find enclosed in this packet draft copies of the proposed GCCTA contract as well as a Memorandum of Agreement with the proposed changes to the GCCTA contract.

It is imperative that these materials be presented to the building level representatives of the perspective unions immediately upon receipt. The ratification process must be initiated this week and will take a minimum of three days to complete.

Thank you in advance for your cooperation with the ratification process.

Rocky Pace  
Chief Negotiator

Collective Bargaining Agreement

Between

The School Board of  
Gadsden County

and

The Gadsden County  
Classroom Teachers Association

JULY 2008 – June 2011

DRAFT

ARTICLE V

LEAVE

Teachers who will be absent from work shall notify the site administrator or her/his designee no later than one (1) hour and thirty (30) minutes prior to the beginning of the teacher's work day, giving notification of their pending absence. Teachers shall not be responsible for securing substitutes.

A. Sick Leave

Each teacher employed on a full-time basis who is unable to perform her/his duties because of her/his own illness, or because of illness or death of her/his father, mother, brother, sister, husband, wife, child or other close relative, or member of her/his own household, and who consequently has to be absent from her/his work, shall for such necessary absence be entitled to four (4) days of sick leave as of the first day of employment of each contract year, and shall thereafter earn one day of sick leave for each month of employment, which shall be credited to the employee at the end of that month, and which shall not be used prior to the time it is earned and credited to that employee; PROVIDED, that the employee shall be entitled to earn no more than one day of sick leave times the number of months of employment during the year of employment; and PROVIDED, FURTHER, that such leave shall be taken only when necessary because of sickness as herein prescribed. Such sick leave shall be cumulative from year to year, without limitation on the number of days of sick leave that may accrue to any employee; and PROVIDED, FURTHER, that at least one-half of such cumulative leave must be established within this school district. In case of reasonable doubt as to the validity of any sick leave claim, the Superintendent may require a supporting certificate of illness from a licensed physician.

A teacher may authorize his or her spouse, child, parent, or sibling who is also a district employee to use her/his sick leave that has accrued to the authorizing employee, provided that the recipient has depleted all of his or her sick leave. Donated sick leave shall have no terminal pay value to the recipient.

B. Personal Leave

Personal leave up to a maximum of six (6) days per fiscal year, with compensation, may be granted by the Superintendent, provided that the use of such leave shall be charged to the individual's currently accrued sick leave, and provided further that such personal leave shall be noncumulative.

C. Illness-In-Line-Of-Duty-Leave

Any teacher shall be entitled to illness-in-line-of-duty-leave when he/she has to be absent from her/his duties because of illness from any contagious or infectious disease contracted therein. Illness-in-line-of-duty-leave is intended to deal with the illnesses normally known as childhood diseases, such as mumps, measles, and chicken pox. This leave does not include normal adult illnesses such as colds and influenza. Any teacher requesting such leave shall provide proof, when so requested, that illness was contracted while discharging her/his duties as such employee. Such leave may be authorized for a total of not over ten (10) days during any school year, subject to the provisions of 1012.63 (1)

Where the amount of compensation payable under the provisions of the education code, for injuries, accidents or other disabilities which would entitle the employee to compensation under the provisions of the Florida Workers' Compensation Law, exceeds the amounts payable under the compensation law, payments shall be made, as provided in the education code, for the difference between the amount paid under the Workers' Compensation Law and the amount due under the provisions of the education code.

D. Professional Leave

Professional leave, with compensation, when approved by the Superintendent, may be granted by the School Board for voluntary leave of any member of the instructional staff for the individual's professional benefit or advancement. Such leave shall be for a maximum of three (3) days for each year's service in this school district, and may be cumulative to a maximum of twelve (12) days. Professional leave for teachers may be granted during post-school and pre-school periods for attendance at summer sessions of colleges and universities provided that suitable arrangements for performance of the individual's duties are made with the Superintendent.

Leave of absence for one semester or for one year, for professional study or travel, and without compensation, when approved by the Superintendent, may be granted by the School Board.

E. Temporary Duty

1. "Leave-in-Line-of-Duty" is authorized for members of the instructional staff who are assigned by the Superintendent to be temporarily absent from their regular duties and places of employment for the purpose of performing other educational services. Employees performing such assigned temporary duties shall not be considered to be on leave.

2. Any GCCTA member who is an elected voting delegate to the Annual Florida Education Association Representative Assembly shall be assigned temporary duty for the purpose of attending this meeting. Names of voting delegates shall be submitted to the Deputy Superintendent or his designee annually by the GCCTA president in order to secure leave for this purpose.

F. Leave for Jury Duty and/or Court Processes

For court appearances or duty performed, pursuant to court process, by a teacher during school work hours, the teacher shall receive from the Board full pay, allowances and/or reimbursements as follows:

1. When summoned to appear as a juror, or as a witness (except as a character witness) in any civil or criminal action in which the employee is neither plaintiff nor defendant: full pay, without allowances or reimbursements, with the employee retaining any payments or fees from the court or other third parties for such appearance; but,
2. When summoned to appear as a defendant or as a witness in any action arising out of and in the course of her/his employment by the Board: full pay, allowances and/or reimbursements as though on "leave in line of duty", with any payments or fees received from the court or other third parties for such appearances to be endorsed to the Board.

In all of the above circumstances, when, prior to 11 a.m., the employee is dismissed or excused by the court, the employee shall promptly return to work that day.

G. Military Leave

Military leave shall be granted as required by law or Florida State Board of Education Rules, and may be granted as thereby permitted.

Military Caregiver and Qualifying Contingency Leave. An employee who is a caregiver of a relative who suffers serious injury or illness during active military duty, or who has a qualifying exigency as a result of a family member being on active duty in the National Guard or Reserves in support of a contingency operation, may qualify for a category of FMLA leave as described in District Policy.

H. Parental Leave

Any teacher or her/his spouse may be granted leave without pay, not to exceed one year in duration, incident to the birth or adoption of a child.

The application for such leave must be accompanied by a licensed physician's certificate attesting to the pregnancy of the applicant or the spouse of the applicant, the probable term thereof and the recommended period of confinement, or, in the case of adoption, by satisfactory evidence of the date custody of the child shall be delivered to the applicant.

Upon the filing of an application for parental leave, the teacher and the principal shall, subject to the approval of the Superintendent and the Board, mutually determine the commencement date for such leave, based on evaluation of the capacity of the prospective mother to discharge her teaching duties and/or the expected date of birth of the child or receipt of custody of the child to be adopted, as the case may be, and the leave shall continue for the remainder of the school year unless otherwise requested by the teacher and approved by the Board. No person on parental leave shall engage in remunerative employment with any other school board.

Family Medical Leave - Employees requesting unpaid leave for serious personal or family illness are entitled to continue Board contributions to insurance programs as provided for in the Family Medical Leave Act. Employees wishing to receive this benefit must identify their leave request as a "Family Medical Leave" prior to taking the leave and submit a completed "Certification of Physician" form with their leave request. Employees who do not return to work with the District shall be required to repay the Board contributions made during their unpaid leave.

A. Eligibility:

All full-time employees covered by this agreement who have worked for the Board at least twelve (12) months preceding the start of leave may be entitled to a total of twelve (12) work weeks of unpaid leave during any twelve (12) month period when leave is taken for one or more of the following circumstances:

1. The birth of a son or daughter of an employee and to care for the child.
2. The placement of a son or daughter with an employee for adoption or foster care.
3. To care for the spouse, son, daughter or parent of an employee, if the family member has a serious health condition.

4. The employee is unable to perform the functions of the position because of the employee's own serious health condition.

- I. A teacher who is absent from the workplace for three (3) or more consecutive days, without authorized leave, shall be considered to have abandoned her/his position and resigned from the district.

## ARTICLE IX

### GENERAL EMPLOYMENT PRACTICES

- A. In an effort to assure the safety of all students and employees, the Gadsden County School Board has developed and implemented a Drug-Free Workplace and Drug and Alcohol Testing Program. The Policies and Procedures governing the Drug Free Work place and Drug and Alcohol Testing Program will be strictly adhered to.
- B. For consideration for appointment to a teaching position in summer school, a teacher must file with the Superintendent on or before May 1 immediately preceding the summer session, a written application on a form to be furnished by the Superintendent. In making assignments of applicants to summer school instructional positions, the Board will take into consideration relevant factors including but not limited to the applicant's certification and/or competency in a given subject, or subjects, and current employment by the Board.
- C. In-service activities are designed to improve the professional growth of all teachers. In-service attendance shall be voluntary unless it is:
- mandated by the District School Board, or State/Federal Laws
  - required by the site administrator
  - mandated as a condition of employment.

- D. Instructional employees shall not solicit support of any political candidate, partisan or non-partisan, during regular work hours.

An instructional employee who offers himself/herself as a candidate for public office shall notify the Superintendent immediately upon qualifying for election. He/she shall conduct his/her campaign so as not to interfere with his/her responsibilities. Personal leave without pay may be taken during the campaign period. Such candidate shall adhere strictly to Florida Statutes governing political activity on the part of public officials and public employees.

A successful candidate for an office requiring a part-time responsibility shall report immediately to the Superintendent after the election and thereafter, when deemed necessary by the Superintendent or School Board, to evaluate the compatibility of the dual responsibility and the need for personal leave without pay.

All teachers shall be entirely free from political domination or coercion, or the pretended necessity of making political contributions of money or other things of value, or engaging in any political work or activity against their wishes under the assumption that failure to do so will in any way affect their status as employees of the school system.

- E. Each instructional employee who resides in the District and is employed at least half-time, or who resides outside the District and is employed full-time shall have the opportunity to enroll his/her child(ren) in the school of choice, subject Gadsden County School Board Policy 5.20 entitled Student Assignment.

F. Teachers Voluntary Sick Leave Bank

- I. Membership - Any full-time teacher, having been employed by the School Board for at least one (1) year and having at least five (5) days accrued sick leave at the end of the preceding year, may enroll in the Sick Leave Bank by voluntarily contributing one (1) sick leave day to the bank between August 15 and September 15 of any fiscal year. An eligible teacher is defined as a person employed in a teaching position designated by the School Board as full time.

A participating teacher shall contribute one (1) sick leave day at the time of enrollment and one (1) additional day each employment year thereafter. Should the Bank need replenishment, an additional day may be assessed of persons desiring to continue participation, with two (2) days maximum contribution per year. An exception to the two (2) day maximum shall be considered in the case where a participating teacher is suffering a medical hardship. In this case, members may contribute additional days over the maximum amount.

A day is defined as the number of hours of work per day shown in the GCCTA Agreement.

2. Establishment and Duration - The Sick Leave Bank will not come into existence until at least 150 sick leave days have been contributed and will remain in existence until termination by the Board or it is discontinued because of depletion of sick leave days.
  3. Sick Leave Bank Committee - The Sick Leave Bank Committee shall be composed of two (2) teachers, two (2) members appointed by the Superintendent and the following ex-officio members: GCCTA President and one (1) School Board member. The Committee shall determine how many days, if any, a member may receive from the Sick Leave Bank. The Committee will develop routine procedures for considering applications for use of the Sick Leave Bank including, but not limited to:
    - a. provision of standard forms for participating in or withdrawal from the Bank by a teacher;
    - b. provision for medical documentation of need;
    - c. provision for monitoring eligibility of a teacher;
    - d. provision for monitoring of days in the Bank and determination of when a replenishing of the Bank may be needed;
    - e. provision for investigation of possible abuse of the Bank; and
    - f. provision for furnishing the parties with status reports on the condition of the Bank on an annual basis.
  4. Changes in Procedures - Changes in procedures for administration of the Sick Leave Bank will be subject to approval of the Association and the Board's representative.
  5. Participation - Participation in the Sick Leave Bank is voluntary.
  6. Utilization of Days -- Use of days from the Bank will be subject to the following conditions:
    - a. The claim must be based on a personal and catastrophic illness, injury, or accident.
    - b. Prior to eligibility, a teacher must exhaust all accumulated sick leave and other types of leave granted by the Board related to the accident, illness, or injury.
    - c. A teacher may not utilize more than sixty (60) days from the Bank without reapplication to the Committee for a further draw on the Bank. Such reapplication will be subject to all conditions that would apply to an original application.
    - d. The salary of a teacher participating in the Sick Leave Bank will be reduced by any benefits drawn from Worker's Compensation.
    - e. A teacher otherwise eligible for full disability retirement will not continue to utilize the Sick Leave Bank.
  7. Abuse - Allegations of abuse of the Sick Leave Bank will be investigated by the Committee, which will submit a report of its investigation to the Board and the Association including a recommendation for appropriate action, if any. The School Board will consider the report and recommendation prior to taking such action on the matter as it deems proper.
- G. The Association and the employer will work collaboratively to comply with any Federal or State law that has an adverse impact on any bargaining unit member. A committee consisting of three members appointed by the bargaining unit and three members appointed by the Superintendent shall be established to work collaboratively to develop a district wide plan to develop implementation and guideline procedures relating to any federal or state law. This committee shall convene and shall report its findings to the School Board at a board meeting. The committee shall be advisory in nature and devise its own internal working procedure. Shall the committee not convene and make its recommendations as required, the Board shall proceed as it deems appropriate in contractual matters that are mandatory subjects of bargaining in accordance with Florida Statute 447.

## ARTICLE XI

### INSURANCE

- A. Board shall provide for each employee, without cost to him/her, group term life and dental insurance. The Board will contribute for each employee no less than Three Hundred Thirty Three Dollars and Eighty-three cents (\$333.83) for Blue Cross Blue Shield (Employee contribution \$128.12) and Three Hundred Two Dollars and Eighty-nine cents (\$302.89) for Capital Health Plan (Employee contribution \$98.81) monthly to be applied toward payment of the single rate premium for Hospital-Medical-Surgical insurance.

- B. The Board during the life of this Agreement may at its sole option increase or decrease any and/or all of the benefits provided under this plan notifying the GCCTA of any such increase(s) or decrease(s) at least thirty (30) days in advance.
- C. An insurance committee consisting of 3 members appointed by each bargaining unit and 3 members appointed by the Superintendent shall be established to investigate insurance alternatives and make recommendations to the Board and their respective members. This committee shall convene in January of each year and shall report its findings to each party prior to the regularly scheduled March Board meeting. The committee shall be advisory in nature and devise its own internal working procedure. Should the committee not convene and make recommendations as required, the Board shall proceed, as it deems appropriate in matters relating to its insurance provisions.

ARTICLE XII

PROFESSIONAL COMPENSATION

The basic salaries of teachers covered by this Agreement shall be set forth in Appendix A of this Agreement, which is based on increases for each degree earned and each completed year of teaching experience. Instructional personnel will receive their step increases each year beginning with the first payroll check of the year as reflected in the currently adopted salary schedule. Supplemental salaries will be set forth in Appendix B.

For each teacher who enters a written contract in this district who was not employed in this district as of June 30, 2001, for the purpose of pay, the district will recognize and accept each year of full time school teaching service earned in the state of Florida or outside the state and for which the employee received a satisfactory performance evaluation. It shall be the responsibility of the teacher to provide the district personnel office with verification of such experience and proof of satisfactory performance.

In order for credit for any such experience gained in any given school year to be so allowed, the same must be based on employment and efficient service in the same school system or institution of higher education for more than one half (1/2) of the duty days in that year. PROVIDED, HOWEVER, that each vocational teacher or other teacher qualifying for certification on the basis of nonacademic preparation may substitute for professional educational employment experience as above described, and subject to all applicable conditions hereinbefore set out, duly verified successful full-time paid work experience in the specific vocational field covered by her/his teaching certificate. In the computation of such work experience, any amount of such work experience totaling more than six (6) months and occurring within the same twelve-month period shall be counted as one year.

Reemployment after retirement- All retirees who remain unemployed for the appropriate time as defined by law and are reemployed with the school board will be placed on the salary schedule at Step 0 for their appropriate degree level. Retirees will have the ability to move through normal step progressions for each year of service. Retirees who return to service with the school board will remain on annual contract status until their relationship with the district is severed.

ARTICLE XIV

TERMINAL PAY

- A. All payments made pursuant to this Article shall be subject to law and rules and regulations of the Florida State Board of Education.
- B. Terminal pay for accumulated sick leave will, except as hereinafter otherwise indicated, be provided to all full-time teachers at resignation without retirement, at normal retirement, when the teacher elects to participate in the Deferred Retirement Option Program (DROP), or to the beneficiary if such service is terminated by death. The sick leave days used in calculating the amount of such terminal pay shall not include any such days earned otherwise than in full-time service of this School District. Such terminal pay shall not exceed an amount determined as follows:
  1. For the individual herself/himself, upon separation from such service by resignation without retirement, PROVIDED that he/she must then have been in the full-time creditable service of this School District for at least twenty (20) years: the daily rate of pay of the individual at that time multiplied by one hundred (100) percent times the number of days of accumulated sick leave.
  2. For the individual herself/himself, upon normal retirement, or DROP enrollment PROVIDED that he/she must then have been in the full-time creditable service of this School District for at least ten (10) creditable years, a sum determined by multiplying the individual's then current average daily rate of pay by her/his number of days accumulated sick leave, times a percentage figure depending on her/his number of years of such service, as hereinafter indicated:
    - After the 10<sup>th</sup> year.....50%

- After the 11<sup>th</sup> year.....50%
- After the 12<sup>th</sup> year.....50%
- After the 13<sup>th</sup> year.....65%
- After the 14<sup>th</sup> year.....70%
- After the 15<sup>th</sup> year.....75%
- After the 16<sup>th</sup> year.....80%
- After the 17<sup>th</sup> year.....85%
- After the 18<sup>th</sup> year.....90%
- After the 19<sup>th</sup> year.....95%
- After the 20<sup>th</sup> year.....100%

3. For the beneficiary, upon the death of the individual in the service of this School District, a sum determined by multiplying the decedent's then current average daily rate of pay by her/his number of days of accumulated sick leave, times a percentage figure depending on her/his number of years of such service, as hereinafter indicated:

- During the first 3 years.....35%
- During the next 3 years.....40%
- During the next 3 years.....45%
- During the next 3 years.....50%
- During the 13<sup>th</sup> year.....60%
- During the 14<sup>th</sup> year.....65%
- During the 15<sup>th</sup> year.....70%
- During the 16<sup>th</sup> year.....75%
- During the 17<sup>th</sup> year.....80%
- During the 18<sup>th</sup> year.....85%
- During the 19<sup>th</sup> year.....90%
- During the 20<sup>th</sup> year.....95%
- During and after the 21<sup>st</sup> year.....100%

Such terminal pay, when paid upon resignation without retirement, or upon normal retirement, shall be paid only where the individual's resignation or retirement is concurrent in time with her/his separation from the full-time service of this School District, unless the teacher is participating in DROP, and then only if he/she is resigning or retiring under favorable circumstances, and not, for example, if the individual is being or has been dismissed by the Board, or if proceedings for such dismissal are pending. Further, such payment shall not be made if, within three (3) calendar years preceding the individual's separation from the full-time service of this School District, the individual has or shall have been convicted, under the laws of the United States of America or any State thereof, of a felony. The plea of guilty in any court, of the decision of guilty by any court, or the forfeiture of a bond in any court of law, or the written acknowledgment of having so committed any such offense, duly witnessed and made to the Superintendent or his duly appointed representative or the School Board, shall, for the purpose of this Article, have the same effect as that of a conviction of the offense.

A teacher who participates in DROP will receive pay for accumulated sick leave as indicated above. The rate of pay for such leave shall be based upon the salary rate of the teacher at the time DROP begins. Such leave shall be paid in annual installments during each of the years of DROP participation. The initial payment will be made during the first month of DROP, with subsequent payments made during the retirement anniversary months. Leave accrued during DROP will be included in the final payment and will be paid at the salary rate of the retiring teacher upon separation from service according to provisions outlined applicable Florida Statutes.

A teacher who begins participation in DROP, but elects to cancel DROP shall, within six (6) months of the DROP cancellation, repay the Gadsden County School Board all sick leave pay previously received as a part of DROP. Such sick leave time when repaid, will be returned to the account of the teacher as if there had been no DROP participation.

- D. "Normal retirement", as used in this Article, shall mean retirement as defined in subsection 231.40(2), Florida Statutes, 1979.
- E. Terminal pay for accumulated sick leave paid to any person pursuant to this Article XV shall totally replace and be in lieu of any and all payments to which the recipient might otherwise be entitled pursuant to any rule or other provision by the Board relating to terminal pay for accumulated sick leave.

THE SCHOOL BOARD OF GADSDEN COUNTY  
AND  
THE GADSDEN COUNTY CLASSROOM TEACHERS ASSOCIATION

MEMORANDUM OF AGREEMENT

The Gadsden County Classroom Teachers Association (GCCTA) and the Gadsden County School District (GCSD) hereby tentatively agree to the provisions set out below and will support the ratification of such provisions by the members of the Gadsden County Classroom Teachers Association and the Gadsden County School Board:

Salary- All members of the GCCTA will be placed on the appropriate salary schedule step as indicated in Appendix A and paid prospectively from March 1, 2010.

Health Insurance- The Gadsden County School Board and GCCTA will share the increased cost of the health insurance premiums as reflected in Article XI, section A.

Contract Language Changes- ARTICLE V –Leave, Article IX – General Employment Practices, Article XII – Professional Compensation, Article XIV – Terminal Pay (see attachments).

Certain Articles of the Master Contract were the subject of a new three year contract as described in the Term of Agreement. The resulting changes are contained in the attached Tentative Agreement and will be incorporated as the "Master Contract". The parties agree that all language contained herein has been fully negotiated and shall not be renegotiated, except where provided within the Master Contract.

For GCCTA

For the District School Board of Gadsden

\_\_\_\_\_  
Chief Negotiator

\_\_\_\_\_  
Chief Negotiator

\_\_\_\_\_  
President

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Team Member

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Team Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Team Member

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8m

DATE OF SCHOOL BOARD MEETING: June 29, 2010

TITLE OF AGENDA ITEM: Approval of Gadsden Educational Staff  
Professional Association, July 1, 2009 – June 30, 2010, Collective Bargaining Contract.

**DIVISION:**

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

**PURPOSE AND SUMMARY OF ITEM:**

Approval is requested of the negotiated Collective Bargaining Agreement between The School Board of Gadsden County and Gadsden Educational Staff Professional Association, July 1, 2009 – June 30, 2010. The contract was ratified by GESPA on May 27, 2010.

**FUND SOURCE:** N/A

**AMOUNT:** N/A

**PREPARED BY:** Rocky Pace, Chief Negotiator 

**POSITION:** Chief Negotiator, Gadsden County School District

Donjo Budge  
INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

       Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered \_\_\_\_\_

CHAIRMAN'S SIGNATURE: page(s) numbered \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_

# Gadsden County Classroom Teachers Association

VOTES CAST FOR:

Ratification of the 2009-2010 Collective Bargaining Contract  
between the  
Gadsden County School District  
and the  
Gadsden Educational Staff Professional Association.

FOR RATIFICATION: \_\_\_\_\_ 139 \_\_\_\_\_

AGAINST RATIFICATION: \_\_\_\_\_ 13 \_\_\_\_\_

.....  
Total Number ballots received: \_\_\_\_\_ 187 \_\_\_\_\_

Valid votes counted: \_\_\_\_\_ 152 \_\_\_\_\_

Void or invalid ballots: \_\_\_\_\_ 35 \_\_\_\_\_

Challenged ballots: \_\_\_\_\_ 5 \_\_\_\_\_

Are challenges sufficient to  
affect results of this election? \_\_\_\_\_ No \_\_\_\_\_

Eligible voters include all members of the non-instructional staff  
bargaining unit.

[Signature] \_\_\_\_\_  
(Signed) \_\_\_\_\_ (Date) 5/27/2010

[Signature] \_\_\_\_\_  
(Signed) \_\_\_\_\_ (Date) 5/27/2010

[Signature] \_\_\_\_\_  
(Signed) \_\_\_\_\_ (Date) 5-27-10

[Signature] \_\_\_\_\_  
(Signed) \_\_\_\_\_ (Date) 5/27/10

THE SCHOOL BOARD OF GADSDEN COUNTY  
AND  
THE GADSDEN EDUCATIONAL STAFF  
PROFESSIONAL ASSOCIATION

**MEMORANDUM OF AGREEMENT**

The Gadsden Educational Staff Professional Association and the Gadsden County School District hereby tentatively agree to the provisions set out below and will support the ratification of such provisions by the members of the Gadsden Educational Staff Professional Association and the Gadsden County School Board:

Contract Days- The contract of employees in the GESPA unit will remain reduced by five (5) days except for those employees in the GESPA unit who work less than 186 days.

Certain Articles of the Master Contract were the subject of the re-opener provision contained in ARTICLE XV - Amendment and Duration, and fully negotiated. The resulting changes are contained in the attached Tentative Agreement and will be incorporated into the "Master Contract" as an addendum effective upon ratification by both parties. The parties agree that all language contained herein shall be incorporated into the appropriate contract articles upon negotiation of a new contract.

For the GESPA

For the District School Board of Gadsden

Paul F. Burdette, Jr.  
Chief Negotiator

[Signature]  
Chief Negotiator

[Signature]  
President

Superintendent

[Signature]  
Team Member

Chairman

Velvetta Mabry  
Team Member

Team Member

June 17, 2010  
Date

Date

# Memo

**To:** All Site Administrators  
**From:** Rocky Pace, Chief Negotiator  
**CC:** Paul Burdette, Office Files  
**Date:** May 10, 2010  
**Re:** 2009-2010 Contract Ratification

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We have concluded the contract negotiations for the 2009-2010 school year. You will find enclosed in this packet draft copies of the proposed GESPA contract as well as a Memorandum of Agreement with the proposed changes to the GESPA contract.

It is imperative that these materials be presented to the building level representatives of the perspective unions immediately upon receipt. The ratification process must be initiated this week and will take a minimum of three days to complete.

Thank you in advance for your cooperation with the ratification process.

Rocky Pace  
Chief Negotiator

**COLLECTIVE BARGAINING**

**BETWEEN**

**The School Board of  
Gadsden County**

**And**

**Gadsden Educational Staff  
Professional Association**

**July 1, 2009- June 30, 2010**

**DRAFT**

*Reginald C. James  
Superintendent of Schools  
35 Martin L. King Jr. Blvd.  
Quincy, Florida 32351  
Phone: 850-627-9651  
Fax: 1850-627-2760*

TABLE OF CONTENTS

ARTICLE I - Recognition .....	3
ARTICLE II - Negotiation Procedures.....	3
ARTICLE III - Grievance Procedure.....	3
ARTICLE IV -Association Rights and Responsibilities.....	6
ARTICLE V - Employee Rights, Protection and responsibilities.....	8
ARTICLE VI - Leave.....	9
ARTICLE VII - Performance Appraisal.....	13
ARTICLE VIII – Transfer and Reassignment, Layoff and Recall.....	14
ARTICLE IX - General Employment Practices.....	16
ARTICLE X - Employee Discipline and Personnel Files.....	17
ARTICLE XI - Insurance.....	19
ARTICLE XII - Hours and Working Conditions.....	20
ARTICLE XIII - Terminal Pay.....	23
ARTICLE XIV - Professional Compensation.....	24
ARTICLE XV - Amendment and Duration.....	25
APPENDIX A - Salary Schedule Guide to positions.....	26
APPENDIX A – Non-Instructional Salary Schedule.....	27
ADDENDUM– Memorandum of Understanding .....	28

DRAFT

**ARTICLE I  
RECOGNITION**

- A. The Board hereby recognizes the GESPA as the exclusive collective bargaining representative for a unit of non-instructional employees of The School Board of Gadsden County I Florida described as follows:
1. INCLUDED: All full-time and regular part-time non-instructional employees of the Gadsden County School District in the following positions: Maintenance Worker, Custodian, Custodial Assistant, Food Service Worker, Bus Driver, Bus Attendant, Educational Paraprofessional, Assistant Secretary, Clerical Worker, District Receptionist, Warehouse Supervisor's Secretary, Assistant Food Service Manager, and District Secretaries not designated as confidential.
  2. EXCLUDED: Director of Transportation; Director of Facilities; Supervisor of School Food Service; Food Service Manager; Vehicle Service Supervisor; District Finance Account Clerk; Administrative Assistants; Warehouse Supervisor; Office Managers; District Executive Secretaries to Superintendent, Deputy Superintendent, Assistant Superintendents, and Director of Instruction, Coordinators of Instructional Materials, School Food Service and Personnel; and all other full-time and regular part-time District employees not listed as included in the bargaining unit.
- B. Whenever used herein, the term "employee" shall mean any employee who is included in the foregoing appropriate unit.

**ARTICLE II  
NEGOTIATION PROCEDURE**

- A. In negotiating this Agreement, neither party shall have control over the selection of the representatives of the other party. However, the number of representatives per team shall not exceed five (5). Throughout negotiations, the chief negotiators shall sign all tentative agreements. There shall be six (6) signed copies of the final agreement. Four (4) copies shall be retained by the Board and two (2) copies retained by the Union.
- B. Following tentative agreement of the contract, the Board agrees to print a maximum of three (3) draft copies per work site for GESPA to distribute to its bargaining unit members for the purpose of ratification. The cost of ~~said~~ printing shall be at the expense of the Board.
- C. Negotiation sessions not involving third party neutrals shall begin at a mutually agreed upon time. When it is necessary for a negotiation session to take place during normal working hours, only the members of the bargaining team shall be granted leave-in-line-of-duty. Such leave may include time for travel from the member's work site to the session site.
- D. Primary access to this Contract shall be through an electronic version that shall be available on the District and Association websites. A limited number of copies shall be printed at the expense of the Board within 60 days after ratification for new employees and for administrative purposes. The Board also shall furnish 50 copies to GESPA for its use.

**ARTICLE III  
GRIEVANCE PROCEDURE**

- A. Definitions.
1. "Grievance" shall be defined as a dispute involving the interpretation, application, or violation of a provision(s) of this contract.
  2. "Grievant" shall mean any employee or group of employees who have filed a grievance.
  3. "Day" shall mean a district workday based on the calendar approved by the Board the application of this provision shall not, however, result in the extension of a time period stated in this Article for more than ten (10) days.
  4. Grievance Forms. Each grievance, request for review, and notice of arbitration must be submitted in writing on the appropriate grievance form and signed by the grievant(s). All grievance forms shall be dated when received. The grievance forms may be filed in person or by means of FAX, U.S. mail, or other recognized means of delivery.
- B. Informal Resolution. When employees have a problem or complaint, they should attempt to resolve it through discussions with their supervisor or other appropriate personnel. If the problem or complaint cannot be resolved in that manner, the grievance procedure is provided as a formal means for resolving the grievances of employees as defined

below. An effort to resolve a problem or complaint under this provision does not waive the time limits for filing a grievance at Step I as provided in Section E.3, below.

C. Resort to Other Procedures.

1. It is the intent of the parties to first provide a reasonable opportunity for resolution of a matter that constitutes a grievance through the grievance procedure. If prior to seeking resolution of a dispute by filing a grievance hereunder, or while a grievance is being processed, an employee formally initiates resolution of the matter in any other forum, whether administrative or judicial, the Board shall have no obligation to proceed further with the matter pursuant to this grievance procedure.
2. As an exception of the provisions of paragraph A., above, a grievant may file an EEOC charge while the grievance is in progress when such filing becomes necessary to meet federal filing deadlines pursuant to 42 U.S.C. s. 2000e et seq. Furthermore, an employee may seek resolution of a dispute through site or school procedures prior to filing a grievance and may request of the site administrator, an extension of the time limits for initial filing of the grievance for this purpose.

D. Representation and Appearances.

1. An employee shall choose at Step 1 and Step 2 whether to be represented by GESPA or to represent him/herself. GESPA shall not be required to process grievances for employees who are not members of the Association.
2. The resolution of any grievance as defined herein shall not be inconsistent with the provisions of this contract, and the grievant shall have the opportunity to have GESPA present at any meeting involving the grievant called to discuss such a resolution.
3. Time spent by grievant and GESPA representatives investigating and processing grievances outside regular working hours shall not be counted as time worked.

E. Formal Grievance Procedure.

1. If the parties are unable or unwilling to resolve a grievable concern or problem through the informal process described in Section A, I above, a formal grievance may be filed under this Section.
2. Time Limits.
  - a. The time limits provided in the Article shall be observed, but may be extended by written agreement of the parties. Whenever illness or other incapacity of a party necessary to hear the grievance prevents his/her presence at a grievance meeting, the time limits shall be extended, by mutual consent, to such time that the party can be present. In the event a grievance is filed after May 15 of any year and strict adherence to the time limits may result in hardship to any party, the Board shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.
  - b. Upon failure of any administrator to provide a decision at any step, within the time limits provided in this Article, the grievant may proceed to the next step. Upon failure of the grievant to file at the next step within the time limits provided, the grievance shall be deemed to have been resolved by the decision at the prior step.
  - c. Upon written agreement of the parties, any step in this procedure may be waived.
  - d. A grievant may withdraw his/her grievance at any step but that same grievance may not be filed a second time unless it is of a continuous nature.

STEP I

3. A grievance shall be filed with the employee's site administrator within twenty (20) days following the occurrence of the alleged violation of the contract if the informal resolution process is used, or ten (10) days if the informal resolution process is not used. The grievance shall state the facts giving rise to the alleged violation, the specific section(s) of the contract alleged to have been violated, the employee's contention with respect to these provisions, and the specific relief sought, and shall be signed by the grievant. Within twenty (20) days after receiving the grievance, the site administrator shall meet with the grievant and representative, if representation is being used, and communicate his/her decision in writing to the grievant and the grievant's representative or otherwise resolve the grievance.

STEP II

4. If the grievant is not satisfied with the decision at Step I, he/she may, within ten (10) days following receipt of the Step I decision or following the date on which the Step I decision was due if no decision is provided, file a request for review of the Step I decision with the Deputy Superintendent or his/her designee on the appropriate form. The Deputy Superintendent or his/her designee shall, upon request, meet with the grievant and/or representative and may conduct whatever investigation is necessary to make a finding. Within twenty (20) days of the receipt of the

grievance at Step 2, the Deputy Superintendent or his/her designee shall communicate his/her Step 2 written decision to the grievant and/or representative or otherwise resolve the grievance.

### STEP III

5. If the aggrieved is not satisfied with the disposition at Step II he/she may, within ten (10) days after the answer at Step II, appeal in writing on the proper form the original grievance to the Superintendent. The Superintendent may conduct whatever investigation is necessary to make a finding. Within twenty (20) days after the receipt of the grievance, the Superintendent shall notify the grievant as to his/her disposition of the grievance.

### STEP IV

5-6. Mediation. The parties may, by written agreement, submit a grievance to mediation to be conducted by the Federal Mediation and Conciliation Service (FMCS), prior to being submitted to arbitration. When the parties agree to mediate an issue, the time limits to file for arbitration shall automatically be extended for the period necessary to conclude the mediation process.

### Step V

#### 6-7. Arbitration

- a. If the grievance has not been satisfactorily resolved at Step III, GESPA may, within ten (10) days following receipt of the Step III decision or following the date on which the Step III decision was due if no decision is provided, file an intent to submit the grievance to arbitration with the superintendent or his/her designee.
- b. A grievance filed at Step III on which no action has been taken by the grievant for twenty (20) days shall be deemed withdrawn and resolved in accordance with the decision issued at the prior step.
- c. Disclosure of Information. Neither the Board nor the grievant shall be permitted to assert in an arbitration proceeding any grounds or rely on any evidence that has not previously been disclosed to the other party.
- d. Selection of Arbitrator. The parties shall follow the American Arbitration Association procedure for selection of an arbitrator and shall conduct the arbitration under its rules and procedures except as modified by the provisions of this Contract. The arbitration shall be scheduled within sixty (60) days following selection of the arbitrator.
- e. Authority of the Arbitrator.
  1. The arbitrator shall have no power to alter, add to, or subtract from the terms of this contract. Arbitration shall be confined to the application and interpretation of this Contract and the precise issue(s) submitted for arbitration. The arbitrator shall refrain from issuing statements of opinion or conclusions not essential to the determination of the issues submitted.
  2. In rendering decisions, an arbitrator shall give due regard to the responsibilities of the Board and the Superintendent and their designees as provided in law and rule and shall so construe such responsibilities, except as they may be specifically conditioned by this Contract.
  3. The arbitrator's decision shall be final and binding on the parties as provided in Section 447.401, Florida Statutes, provided that either party may ask that an appropriate court vacate such a decision on one or more of the grounds stated in Section 682.13, Florida Statutes.
  4. An arbitrator's award may be retroactive as the equities of a case may demand, but an award shall not be retroactive to a date earlier than sixty (60) days prior to the date the grievance was initially filed except for those provisions of State or federal law that may require an earlier date.
- f. Fees and Expenses. The losing party shall pay the fees and expenses of the arbitrator. A party desiring a transcript of the arbitration proceedings shall provide written notice to the other party at least five (5) days prior to the date of the arbitration and shall be responsible for scheduling a stenotype reporter to record the proceedings and for paying the appearance fee of the reporter and the cost of obtaining an original transcript. The party shall also provide a photocopy of the transcript to the other party upon written request and payment of reasonable copying expenses.

#### 7-8. Processing.

- a. The site administrator shall refuse consideration of a grievance not filed or processed in accordance with this Article.
- b. If a grievance arises as the result of a condition that the immediate supervisor is without jurisdiction to resolve, the grievance shall be filed at Step II after discussing such filing with the Superintendent's designee.

~~8-21~~ Precedent – No complaint informally resolved, or grievance resolved at either Step I or II, shall constitute a precedent for any purpose unless agreed to in writing by the Board and GESPA.

- F. Documents. The grievant or representative shall be provided, upon request and with reasonable copying charge, with a copy of any identifiable document relevant to the grievance. All written materials dealing with the processing of a grievance shall be filed separately from the grievant's personnel file except an arbitration decision or a settlement agreement that requires personnel action(s) that affects the grievant.
- G. Notwithstanding the expiration of this contract, any claim or grievance arising while it was in effect may be processed through the grievance procedure until resolution, provided it is timely filed.
- H. Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses, entitled to be present, to attend, and will be held, insofar as possible, after regular school hours, or during working time of personnel involved. When such hearings and conferences are held, at the option of the administration, during school working hours, all employees whose presence is required shall be excused, with pay, for that purpose.
- I. Adjustment of any grievance as described herein shall not be inconsistent with the provisions of this Agreement.

#### ARTICLE IV ASSOCIATION RIGHTS AND RESPONSIBILITIES

- A. Use of facilities  
GESPA and its representative shall have the right to use the Board's work sites and equipment in accordance with the applicable provisions of Gadsden County School Board Policy 9:30 entitled Use of Facilities. When fees are required, they will be assessed to GESPA for payment based on the fee schedule recommended by the Superintendent and approved by the School Board of Gadsden County.
- B. Communication to Employees
  - 1. Bulletin Boards. GESPA shall have the right to post notification of activities and matters of GESPA concern on a designated bulletin board at each work site. The designated bulletin board will be established by mutual agreement of the site administrator and the president of GESPA.
  - 2. GESPA shall have the right to use any intra-school communications system, the inter-school mail and e-mail systems (based on server availability), and mailbox distribution system. Distribution of materials shall be in compliance with procedures agreed upon by the site administrator and GESPA and the rules and policies of the Board. These communication systems shall not be used to transmit or display materials if the content of which relates to election campaigns for public office. In the event that the Board must collect postage for GESPA's use of the district inter-mail system, GESPA will be responsible for the payment of all such postage and cooperatively work out procedures for such payment.
- C. Information Provided to GESPA
  - 1. Reports Provided to GESPA: The board shall provide GESPA without charge, during the weeks of September 1 and February 1 of each year a list of employees including the following information: name, classification, pay grade, hourly rate of pay, work site, home address, work phone number, and district hire date.
  - 2. GESPA Access to District Policies and Rules: GESPA shall have access to District policies and rules and Board agendas and shall be notified of changes of such policies and rules when site administrators and other District Administrators are notified of such changes and at least five (5) days prior to the implementation, if feasible. The site administrator shall provide the site representative with one (1) copy of any district policy or rule requested by the site representative.
- D. Upon appropriate authorization by any employee, the board will directly deposit the employee's entire salary into any official financial institution that provides a bank routing number. In addition, the board will directly deposit a part or all of the employee's salary into the Envision Credit Union.
- E. The Board shall deduct from the pay of each employee all current membership dues and uniform assessments of the GESPA, provided that at the time of each such deduction there is in the possession of the Board a valid written authorization for each such deduction, executed by the employee, in the form and according to the terms of the authorization. Such authorization shall continue year after year unless revoked by the employee. Authorization cards in a form approved in advance by the Superintendent and furnished by the Board shall be distributed by the GESPA.
  - 1. Any employee may authorize dues deduction by presenting to the Board on or before September 10 of the applicable school year a signed authorization card authorizing the Board to deduct from the employee's salary an

amount certified in writing by the GESPA to the Board, on or before September 1 of the applicable school year, as being due to the GESPA from each member thereof as membership dues for that fiscal year, which amount shall be evenly divisible by ten (10) and deducted monthly beginning with the September pay check and continuing consecutively until ten (10) deductions have been made presenting said authorization card to the Board after September 10 and at the time during the applicable school year, in which case the total amount to be deducted shall be a fraction of the annual dues based on the number of checks still to be issued in that year, beginning with the first check issued at least fifteen (15) calendar days after the Board's receipt of the employee's completed authorization card. Sums so deducted from the employee's remaining salary checks shall be as nearly equal in amount as practicable. Provided, however that any employee whose employment begins after September 10 of the applicable school year may apply for such dues deduction, if the appropriate completed authorization form is received by the Board not later than thirty (30) days after the beginning of the employee's employment by the Board. All such deductions and remittances by the school board shall be made in accordance with stipulations established by the Board or the Superintendent of Schools and remitted to the president of GESPA.

2. The District will provide GESPA with one payroll deduction slots for the purpose of deducting premiums (after tax) for companies participating in the benefits programs sponsored by GESPA through the NEA Member Benefits Program. All deductions shall be made on a twelve month basis using a mutually agreeable form to be provided by GESPA and transmitted to the common remitter selected by GESPA as its affiliates for such purpose as a single check amount to the remitter each payroll period. GESPA will hold the Board harmless for any claims arising out of the use of these payroll deduction slots. These deductions shall not be limited or restricted to any certain number of participants by the Board.

2.3. The GESPA shall indemnify and save harmless the board and its employees from any and all claims, demands, suits, judgments, awards and costs incurred in connection with any such claim, demand, or suit resulting from any action taken or omitted by the Board or its employees for the purpose of complying with the provisions of the Article.

- F. The Board also agrees to furnish to the union in response to reasonable requests all available information concerning names, addresses, seniority and experience credit of all bargaining unit members; compensation paid thereto; agencies, minutes, and reports of all open Board meetings, census and membership data; and such other information as will assist the Union in developing intelligent, accurate, informed and constructive programs or proposals on behalf of employees together with information which the Union may require to process any grievance or complaint.
- G. Representatives of the Board and GESPA will meet upon the written request of either party during the term of the contract at a time convenient for both parties for the purpose of reviewing the administration of this contract and to resolve problems that may arise. These meetings are not intended to bypass the negotiations or grievance procedures.
- H. Temporary Duty for GESPA Activities
  - 1. Work Responsibilities and Temporary Duty for the GESPA President.
    - a. It is the joint responsibility of the President, GESPA, and the District to limit the impact of the President's responsibilities and accompanying temporary duty on the President's work site through the following measures:
      - 1) Work interruptions for GESPA business shall be minimized through the use of E-mail, voice mail, answering machine, call forwarding, where available.
      - 2) GESPA shall make available to the District a list of site Association representatives with whom employees may conduct GESPA business during the workday. The parties shall strive to limit the time during the President's hours used to conduct GESPA business. Not more than fifteen (15) minutes of the President's normal working hours will be used to conduct GESPA business, in addition to lunch or break time which the President may use for this purpose. If the President has reason to expect that pending issues will require additional work time, the President shall request one or more hours of temporary duty leave for such purposes.
  - 2. The GESPA President shall be provided up to 10 days of temporary duty each fiscal year to conduct GESPA business or carry out GESPA activities.
- I. The Board may grant employees leave-in-line-of-duty each fiscal year as described below to carry out GESPA activities.
  - 1. Legislative Committee – A legislative committee comprised of five (5) members appointed by the GESPA President shall be allowed one (1) day during the Legislative Session to lobby for educational concerns benefiting the Gadsden County School District.

2. Florida Education Association Delegate Assembly – The Board agrees to grant two (2) days to each elected delegate to attend the Annual Delegate Assembly of the Florida Educational Association.
  3. Summer Leadership Training. Up to six members of the GESPA Executive Board shall be granted up to a total of 18 days to attend Summer Leadership Training programs.
  4. Collective Bargaining Committee. A list of members of the GESPA bargaining committee shall be provided to the Board's negotiator by April 1 of each year. Such members shall be provided temporary duty for negotiations under the provisions of Article II, Section C of the Contract.
  5. Other GESPA Activities. Authorized GESPA representatives may request temporary duty to meet with employees at their work site for up to two hours to address GESPA business, provided the authorized representatives report their presence to the work site administrator or his/her designee and meet in a non-work area during the employee's duty-free time.
  6. GESPA Committee Representation. The GESPA President may appoint a GESPA representative(s) to any committee(s) appointed by the School Board that has an effect, long-term or short-term, on its membership. These shall include but not be limited to budget, compensation, sick leave bank, capital outlay, and staffing. Membership on committee(s) is advisory in nature.
- J. Paid leave for GESPA Activities – Each year of this contract, representatives of the GESPA may be granted up to a total of ten (10) days of paid leave to conduct GESPA business provided the following conditions are met:
1. An employee shall provide the site administrator with a leave request form for the paid leave a minimum of forty-eight (48) hours prior to such leave.
  2. The site administrator shall approve the request for paid leave unless he/she documents in writing at least 24 hours in advance that the employee's absence would significantly impede the operation of the work unit, and under no circumstances shall the leave be denied after the leave has been duly authorized and approved by the administrator.
  3. No more than two (2) employees may be absent from any faculty on any day on such paid leave.
  4. No more than ten (10) employees in the district may be absent on such paid leave on any day.
  5. Except for the president of the GESPA, no employee may be absent on paid leave for GESPA activities for more than ten (10) days.
  6. The School Board, in conjunction with the GESPA, shall be responsible for tracking the amount of paid leave taken for GESPA activities.
- K. During the regular workday, the Executive Director of Big Bend Service Unit of the Florida Education Association and/or the president of GESPA may visit bargaining unit employees at the site, provided the authorized representatives report their presence to the site administrator or his/her designee and they do not interfere with, nor disturb, normal site operations or cause the loss of instructional time. No authorized representative shall use this privilege except to conduct GESPA business.

#### ARTICLE V EMPLOYEE RIGHTS, PROTECTION AND RESPONSIBILITIES

- A. Pursuant to the Florida Public Employees – Collective Bargaining Act, as amended, *Florida Statutes* 447.01 et seq., the Board hereby agrees that every employee shall have the right to freely join and participate in any employee organization of his/her own choosing and to negotiate collectively, through a certified bargaining agent, with his/her public employer in the determination of the wages, hours, terms and conditions of his/her employment, and to engage in concerted activities not prohibited by law and/or school board policy, for the purpose of collective bargaining. While the Board understands and agrees that it will not interfere with, restrain, or coerce employees in the exercise of any rights conferred by *Florida Statute* 447 or encourage or discourage membership in any employee organization, or refuse to bargain collectively, fail to bargain in good faith, or take action against any employee because he/she has filed charges or given testimony under *Florida Statute* 447, the Board reserves the right to communicate with its employees as it deems necessary and appropriate.
- B. The employee, upon written request, shall have the right to review and reproduce the contents of the personnel file, being accompanied by a representative of the GESPA, if desired, and in the presence of the administrator responsible for the safekeeping of such file.
- C. Unless otherwise provided by Florida Statute 1012.31, the personnel file of each employee shall be open to inspection only by the School board, the Superintendent, the supervisor, the employee and such other person(s) the employee or the Superintendent may authorize in writing.
- D. No derogatory material shall be placed in an employee's personnel file that the employee has not had the opportunity to see. An employee shall sign any reviewed material. However, such signing does not indicate agreement but rather that the employee has seen the material. In the event an employee does not review and sign such material within five (5) working days after notification of the existence of such material, the material shall be filed in the personnel file.

- E. Any case of assault on an employee shall be promptly reported to the principal or his designated representative. The Board agrees to advise the employee of his/her rights and obligations with respect to such assault and shall render all reasonable assistance to the employee in connection with the handling of the incident with law enforcement and judicial authorities.

Employees hired to assist with students with special behavioral problems will be made aware of the personal risk. The involvement of law enforcement will be at the discretion of the building administrator.

- F. The School Board shall have the right to take disciplinary action against its employees for just cause. Just cause shall be defined to mean:

1. Prior to taking official action, the board or its designee made an effort to determine if the employee violated or disobeyed a rule or order of management.
2. The Board or its designees conducted an investigation to determine the facts.
3. The employee was given an opportunity to present her/his side prior to official action being taken.
4. The Board's rule or order that the employee is alleged to have violated was not arbitrary, capricious or discriminatory.
5. The Board gave the employee forewarning of the consequences or possible consequences if the employee did not obey the rule or order.
6. When determining the degree of discipline, consideration will be given to the employee's service record and the nature of the offense.

- G. Each employee who resides in the district and is employed at least half time, or who resides outside the district and is employed full time shall have the opportunity to enroll his or her child (ren) in the school of choice, subject to Gadsden County School Board Policy 5.20 entitled Student Assignment. In no instance will the child(ren) interfere with the performance of the employees' assigned duties.

- H. Nothing contained within this Contract shall be construed to deny or restrict any employee's rights that he/she may have under Florida School Laws or other applicable State or Federal laws or regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.

- I. The employee shall be entitled to full rights of citizenship, and no religious or political activities of any employee or lack thereof, shall be grounds for any discipline or discrimination with respect to the employment of such employees. The private and personal life of any employee is not within the appropriate concern or attention of the Board unless it interferes with the performance of his or her prescribed duties.

- J. The Board agrees that it will in no way discriminate against any employee covered by this Contract because of their race, creed, religion, color, national origin or ancestry, age, sex, marital status, sexual orientation, physical characteristics or disability.

- K. The Board will repair or reimburse employees the current value of any clothing or other personal property damaged or destroyed as a result of battery upon the employee suffered in the course of his/her assigned duties, unless such loss is covered by insurance or reimbursement obtained from other sources. Written requests for reimbursement may be submitted to the employee's immediate supervisor. Such requests shall be governed by procedures developed by the Board.

- L. Each work site shall, when feasible, notify employees of emergency phone calls immediately upon their receipt, and make reasonable efforts to place other phone messages in an employee's mailbox within thirty (30) minutes of their receipt.

## ARTICLE VI LEAVE

Each employee must, for any absence from his/her work, secure official permission in advance, and no action purporting to grant leave retroactively shall be recognized. Leave for sickness or other emergency which was verbally approved in advance may be deemed to have been granted in advance if the employee makes to his/her principal or other immediate supervisor, at the earliest practicable time on the first day that he/she returns to work after such absence, a proper written report and explanation of the absence.

- A. Sick Leave

1. Each member of the non-instructional staff employed on a full-time basis shall be credited with four (4) days of sick leave at the end of the first month of employment and shall thereafter be credited with one additional day of sick leave at the end of each month of service.

2. Sick leave may be taken by any non-instructional employee who is unable to perform his/her duties as such because of his/her own illness, or because of the illness or death of his/her father, mother, brother, sister, husband, wife, child or other close relative, or member of his/her own household, and who consequently has to be absent from his/her work.
3. Sick leave may not be used prior to the time it is earned and credited to the employee.
4. The employee shall be entitled to earn no more than one day of sick leave times the number of months of employment during each year of employment.
5. Sick leave shall be taken only when necessary because of sickness as herein prescribed.
6. A member of the non-instructional staff may transfer sick leave earned as an employee with another Florida school district.
7. Sick leave shall be cumulative from year to year, without limitation on the number of days of sick leave that may accrue to an employee; and provided, further, that at least one-half of such cumulative leave must be earned with this school district.
8. In case of reasonable doubt as to the validity of any sick leave claim, the Superintendent may require a supporting certificate of illness from a licensed physician.
9. Sick Leave Transfer to a Family Member. An employee may transfer earned sick leave to a spouse, sister, brother, parent, or child who is employed by the District under the provisions of District Policy and related procedures.

B. Personal Leave

Personal leave up to a maximum of six (6) days per fiscal year, with compensation, may be granted by the Superintendent, provided that the use of such leave shall be charged to the individual's currently accrued sick leave, and provided further that such personal leave shall be non-cumulative.

C. Illness-In-Line-Of-Duty-Leave

Any full-time employee shall be entitled to illness-in-line-of-duty leave when she/he has to be absent from her/his duties because of illness from any contagious or infectious disease contracted therein. Any employee requesting such leave shall provide proof, when so requested, that illness was contracted while discharging her/his duties as such employee. Such leave may be authorized for a total of not over ten (10) days during any fiscal year, subject to the provisions of Section 1012.63, F.S.

Where the amount of compensation payable hereunder for injuries, accidents or other disabilities which would entitle the employee to compensation under the provisions of the Florida Worker's Compensation Law, exceeds the amounts payable under said compensation law, payments hereunder shall be made for the difference between the amount paid under said Florida Workers' Compensation Law and the amount otherwise due under the provisions of this section.

D. Temporary Duty

1. Any person who is sponsoring or participating in a school-sponsored activity;
2. Any person who is sent to an out-of-county meeting by the Superintendent or another authorized county official, to represent Gadsden District; and
3. Any person who is loaned to another county for special assignment such as evaluations and plant surveys.
4. Any GESPA member, who is an elected voting delegate to the Annual FEA Delegate Assembly, shall be assigned temporary duty for the purpose of attending this meeting. Names of voting delegates shall be submitted to the Deputy Superintendent or his designee annually by the GESPA president in order to secure leave for this purpose.

E. Leave for Jury Duty and/or Court Processes

For court appearances or duty performed, pursuant to court process, by an employee during school work hours, the employee shall receive from the Board full pay, allowances and/or reimbursements as follows:

1. When summoned to appear as a juror, or as a witness (except as a character witness) in any civil or criminal action in which the employee is neither plaintiff nor defendant: full pay, without allowances or reimbursements, with the employee retaining any payments or fees received from the court or other third parties for such appearance; but,
2. When summoned to appear as a defendant or as a witness in any action arising out of and in the course of her/his employment by the Board: full pay, allowances and/or reimbursements as though on "leave in line of duty" with any payments or fees received from the court or other third parties for such appearances to be endorsed to the Board. In all of the above circumstances, when, prior to 11 a.m., the employee is dismissed or excused by the court, the employee shall promptly return to work that day.

F. Military Leave

Military leave shall be granted as required by law or Florida State Board of Education Rules, and may be granted as thereby permitted.

Military Caregiver and Qualifying Contingency Leave. An employee who is a caregiver of a relative who suffers serious injury or illness during active military duty, or who has a qualifying exigency as a result of a family member being on active duty in the National Guard or Reserves in support of a contingency operation, may qualify for category of FMLA leave as described in District Policy.

G. Parental Leave

Any employee or her/his spouse may be granted leave without pay, not to exceed one year in duration, incident to the birth or adoption of a child.

The application for such leave must be accompanied by a licensed physician's certificate attesting to the pregnancy of the applicant or the spouse of the applicant, the probable term thereof and the recommended period of confinement, or, in the case of adoption, by satisfactory evidence of the date custody of the child shall be delivered to the applicant.

Upon the filing of an application for parental leave, the employee and the principal shall, subject to the approval of the Superintendent and the Board, mutually determine the commencement date for such leave, based on evaluation of the capacity of the prospective mother to discharge her duties and/or the expected date of birth of the child or receipt of custody of the child to be adopted, as the case may be, and the leave shall continue for the remainder of the school year unless otherwise requested by the employee and approved by the Board.

H. Outside Employment

Employees who are on Board approved leave of absence shall not accept employment elsewhere unless written approval is granted in advance by the Superintendent of Schools. Acceptance of other employment without such approval shall cancel the leave and may subject the employee to disciplinary action.

I. Vacation Leave: lump sum payment for accrued vacation leave.

1. All personnel employed full-time on a twelve-month basis will be allowed in each fiscal year vacation leave which may be taken at any time during the year as approved by the Superintendent; and in amounts as follows:

a. During the first ten (10) years of the employee's full-time service for this School District, twelve (12) days per fiscal year. Such vacation leave may be cumulative up to a maximum of twenty (20) days.

b. During and after the eleventh (11th) year of the employee's full-time service for this School District, eighteen (18) days per fiscal year. Such vacation leave, taken together with vacation leave accumulated in previous years, may be cumulative up to a maximum as defined by Florida Statute.

2. Subject to law and applicable rules and regulations, a lump-sum payment for any accrued vacation leave will be made to each employee upon termination of employment or upon retirement, or to employee's beneficiary if service is terminated by death. The amount of such lump-sum payment will be computed by multiplying the daily rate of pay of the employee at the time of such termination, retirement or death by the number of accrued vacation leave days which the employee has at that time, up to a maximum as defined by Florida Statute. In such computation, accrued vacation leave days may be counted whether earned before or after the effective date of this rule.

J. Abandonment of Position

Except in case of extreme emergency (sudden incapacitation, sudden illness, or accident which prevents prior approval for absence), if an UNREPORTED ABSENCE is for three (3) consecutive workdays, the School Board, upon the recommendation of the School Administrator and Superintendent, may consider the employee to have abandoned the position and resigned from the School District.

K. Employees Voluntary Sick Leave Bank

1. Membership - Any full-time employee, having been employed by the School Board for at least one (1) year and having at least five (5) days accrued sick leave at the end of the preceding year, may enroll in the Sick Leave Bank by voluntarily contributing one (1) sick leave day to the bank between August 15 and September 15 of any fiscal year. An eligible employee is defined as a person employed in a non-instructional position designated by the School Board as full time.

A participating employee shall contribute one (1) sick leave day at the time of enrollment and one (1) additional day each employment year thereafter. Should the Bank need replenishment, an additional day may be assessed of persons desiring to continue participation, with two (2) days maximum contribution per year. An exception to the two (2) day maximum shall be considered in the case where a participating employee is suffering a medical hardship. In this case, employees may contribute additional days over the maximum amount.

A day is defined as the number of hours of work per day shown in the GESPA Agreement.

2. Establishment and Duration - The Sick Leave Bank will not come into existence until at least 150 sick leave days have been contributed and will remain in existence until termination by the Board or it is discontinued because of depletion of sick leave days.

3. Sick Leave Bank Committee - The Sick Leave Bank Committee shall be composed of two (2) employees, two (2) members appointed by the Superintendent and the following ex-officio members: GESPA President and one (1) School Board member. The Committee shall determine how many days, if any, an employee may receive from the Sick Leave Bank. The Committee will develop routine procedures for considering applications for use of the Sick Leave Bank including, but not limited to:
  - a. provision of standard forms for participating in or withdrawal from the Bank by an employee;
  - b. provision for medical documentation of need;
  - c. provision for monitoring eligibility of an employee;
  - d. provision for monitoring of days in the Bank and determination of when a replenishing of the Bank may be needed;
  - e. provision for investigation of possible abuse of the Bank; and
  - f. provision for furnishing the parties with status reports on the condition of the Bank on an annual basis.
4. Changes in Procedures -- Changes in procedures for administration of the Sick Leave Bank will be subject to approval of the Association and the Board's representative.
5. Participation -- Participation in the Sick Leave Bank is voluntary.
6. Utilization of Days -- Use of days from the Bank will be subject to the following conditions:
  - a. The claim must be based on a personal and catastrophic illness, injury, or accident.
  - b. Prior to eligibility, an employee must exhaust all accumulated sick leave and other types of leave granted by the Board related to the accident, illness, or injury.
  - c. An employee may not utilize more than sixty (60) days from the Bank without reapplication to the Committee for a further draw on the Bank. Such reapplication will be subject to all conditions which would apply to an original application.
  - d. The salary of an employee participating in the Sick Leave Bank will be reduced by any benefits drawn from Worker's Compensation.
  - e. An employee otherwise eligible for full disability retirement will not continue to utilize the Sick Leave Bank.
7. Abuse -- Allegations of abuse of the Sick Leave Bank will be investigated by the Committee which will submit a report of its investigation to the Board and the Association including a recommendation for appropriate action, if any. The School Board will consider the report and recommendation prior to taking such action on the matter as it deems proper.

L. Unpaid Leave

Personal leave is that leave granted for non-work related reasons and does not entitle an employee to pay except as is provided in Article IV.

M. Policies and Procedures Governing Unpaid Leave

1. Unpaid Leaves of Ten (10) Days or Less. The immediate supervisor and Superintendent must approve a request for personal leave of ten (10) days or less before it is taken.
2. Unpaid Leaves of More Than Ten (10) Days.
  - a. An unpaid leave of absence for more than ten (10) days may be granted at the discretion of the School Board, upon affirmative recommendation of the Superintendent, provided that a qualified replacement is available. Except under compelling circumstances, such leave shall not be granted to probationary employees.
  - b. Application for such leave must be made at least thirty (30) days prior to its commencement and shall include information regarding the purpose and length of the leave. In the interest of continuity in the instructional program, such leaves shall normally be taken in semester increments.
  - c. Leave granted under this section shall be limited to two (2) years within a five-year period with the following exception:
 

An employee who wishes to serve in public office may request an exception of the two (2) year unpaid leave limitation in accordance with the provisions of this section.
  - d. Reasons for such leave shall include personal health problems, including rehabilitation and regeneration. Employees may accept gainful employment during such leave to include, but not be limited to, Peace Corps, religious reasons, VISTA, and work with other government agencies.
  - e. An employee granted a leave under this section shall notify the site administrator in writing of his/her intent to return or seek additional leave as follows:
    1. For leaves granted for the first semester, thirty (30) work days prior to the end of the semester; or
    2. For leaves granted for the second semester or one school year, no later than March 1.
3. Benefits During Unpaid Leave
  - a. Any employee granted a leave of absence as provided in this article shall be given the opportunity, unless otherwise provided, to continue insurance coverage in existing District programs during the leave, provided the entire premiums (Board and employee contribution) for

such insurance programs shall be paid by the employee on a monthly basis in advance of the month due.

- b. To the extent permitted by the Florida Retirement System, employees shall be given the opportunity to continue retirement programs, provided the employee pays the full cost of such programs. Forms are available from the Florida Retirement System for the employee to purchase such leave time.
4. Family Medical Leave - Employees requesting unpaid leave for serious personal or family illness are entitled to continued Board contributions to insurance programs as provided for in the Family Medical Leave Act. Employees wishing to receive this benefit must identify their leave request as a "Family Medical Leave" prior to taking the leave and submit a completed "Certification of Physician" form with their leave request. Employees who do not return to work with the District shall be required to repay the Board contributions made during their unpaid leave.
- A. Eligibility:

All full-time employees covered by this agreement who have worked for the Board at least twelve (12) months preceding the start of leave may be entitled to a total of twelve (12) work weeks of unpaid leave during any twelve (12) month period when leave is taken for one or more of the following circumstances:

- 1. The birth of a son or daughter of an employee and to care for the child.
- 2. The placement of a son or daughter with an employee for adoption or foster care.
- 3. To care for the spouse, son, daughter or parent of an employee, if the family member has a serious health condition.
- 4. The employee is unable to perform the functions of the position because of the educational support personnel's own serious health condition.

#### ARTICLE VII PERFORMANCE APPRAISAL

The parties recognize that the evaluation of the performance of all employees is the responsibility of the administration. The evaluation process is designed to assess and communicate performance effectiveness, to aid in improving performance of assigned duties, and if necessary, to develop a performance improvement plan to assist in addressing deficiencies for the employee whose performance is not satisfactory. The process is not to be used as a vindictive measure.

- A. An annual performance assessment shall be made of each employee by his or her immediate supervisor or the superintendent's designee. The period covered by the annual evaluation shall coincide with an employee's school year/fiscal year contract.
- B. Within two (2) weeks after the beginning of employment, or as soon thereafter as practicable, each employee shall be given a copy of the non-instructional assessment criteria or the appropriate form to be used. This distribution shall be followed by an explanation and discussion of the assessment process.
- C. The supervisor shall schedule a meeting with the employee to discuss the Annual Performance Assessment no later than fifteen (15) days after the completion of the evaluation period or by June 30, whichever is earlier. Each completed assessment form for the employee and all copies of it shall be dated and signed by the immediate supervisor and the employee, with the employee receiving one copy. The employee's signature indicates only that he/she has read the completed form, and not necessarily that he/she agrees with the assessment. The employee may attach any written comments to any written assessment within ten (10) days of the assessment review meeting.
- D. If the assessment indicates that the employee is not performing in a satisfactory manner, the immediate supervisor or the superintendent's designee shall provide assistance to the employee in correcting the areas of poor performance within a reasonable prescribed period of time.
- E. The process of performance assessments of each employee shall continue throughout the duration of her/his employment, with each assessment subject to amendment whenever such amendment shall, in the opinion of assessor, be justified, and may be based on any information that is available to him/her at the time assessment is made.
- F. "Needs Improvement" or "Unsatisfactory" Evaluations.
  - I. "Needs Improvement" Evaluation.
    - a. An employee who receives an overall "Needs Improvement" evaluation shall be provided a Professional Development Assistance Form within ten (10) days of such receipt that contains at least the following information:
      - 1. a description of the performance that needs to be improved;
      - 2. the performance improvement desired;
      - 3. assistance to be provided the employee including supervisory feedback, training, etc;

4. length of time within which to achieve the improvement; and
5. possible consequences for failure to improve performance.
- b. An employee, excluding employees within their first 97 days of employment, shall be provided a total of at least sixty (60) days or until the end of their work year whichever comes first, within which to improve performance to a "Satisfactory" level. The employee's performance shall be reevaluated within ten (10) days of the conclusion of the performance period.
- c. Annual salary increases shall not be withheld based on a "Needs Improvement" evaluation.
2. "Unsatisfactory" Evaluation.
  - a. An employee who receives an overall "Unsatisfactory" evaluation shall be provided a Professional Development Assistance Form within ten (10) days of such receipt that contains at least the following information:
    1. a description of the unsatisfactory performance;
    2. the performance improvement desired;
    3. assistance to be provided the employee including supervisory feedback, training, etc;
    4. length of time within which to achieve the improvement; and
    5. possible consequences for failure to improve performance.
  - b. An employee shall be provided a total of at least forty (40) days, or until the end of their work year whichever comes first, within which to improve performance to a "Satisfactory" or "Needs Improvement" level. The employee's performance shall be reevaluated within ten (10) days of the conclusion of the performance period.
    1. If, at the end of such period, an employee's performance continues to be evaluated as "Unsatisfactory", the supervisor may provide the employee with up to an additional forty (40) days to improve to a "Satisfactory" or "Needs Improvement" level, or may proceed to terminate the employee's appointment.
    2. If, at the end of such period, an employee's performance is evaluated as "Needs Improvement", the supervisor will continue to evaluate the employee under the procedures in 1. above.
3. An employee whose performance is evaluated as "Unsatisfactory" shall not receive a salary increase during the period that such evaluation is in effect. If an employee's evaluation improves to "Satisfactory" or "Needs Improvement" during a period of no more than forty (40) days after the effective date of a salary increase, the employee shall be provided the salary increase on a prorated basis from the date of such evaluation.

**ARTICLE VIII  
TRANSFER AND REASSIGNMENT, LAYOFF AND RECALL**

TRANSFER AND REASSIGNMENT

1 Definitions

- A. Reassignments defined - A reassignment is movement of an employee from one position to another at the same work site.
- B. Transfers defined - A transfer is movement of an employee from one work site to another.
- C. Seniority defined - Seniority is defined as the total number of years the employee has been continuously employed by the Gadsden County School Board.
- D. Qualifications: No employee shall be required to re-qualify for a position when seeking a transfer or reassignment to a position of equal qualifications.

2 Voluntary reassignment will be accomplished in the following manner:

- A. Employees desiring reassignment may submit a written request to the facility manager during the vacancy period as posted.
- B. All employees submitting the written request for reassignment within the work site where a vacancy exists will be interviewed first.
- C. The work site manager will take the voluntary reassignment request for the position(s) available, and make a final determination among the candidates based on the following:
  1. Qualifications,
  2. Length of service in the district,

3. Preferences of those requesting voluntary reassignment and,
4. An interview.

D. Employees who are reassigned shall retain all experience credit for the purpose of their hourly wage rates and benefits as provided by this contract.

3. Voluntary transfers will be accomplished in the following manner:

A. Employees desiring voluntary transfer will submit a copy of a transfer form to the employee's immediate supervisor, and the district personnel office, during the vacancy period as posted.

B. All employees submitting transfer forms shall be interviewed following those employees who submitted reassignment forms.

C. The work site manager will take the voluntary transfer list and the list of positions available, making final determination based on the following:

1. Qualifications,
2. Length of service in the district,
3. Preferences of the voluntary transfers and,
4. An interview.

D. Employees who are voluntarily transferred shall retain all experience credit for the purpose of their hourly wage rates and benefits as provided by this contract.

E. Paraprofessionals who are employed in a Title I program and fall under the guidelines of ESEA will be given priority to interview for vacancies to other work sites rather than meet additional requirements placed on Title I employees.

4. When involuntary transfer(s) in a school or department is necessary, the following procedure shall be followed:

A. The Superintendent shall determine the areas of reduction in specific departments.

B. Volunteers shall first be considered. Volunteers shall be transferred provided there is a school or program that is entitled to an employee with the volunteer's qualifications and the volunteer is approved by the receiving facility manager.

C. When there are not enough volunteers, involuntary transfers may be made. An involuntary transfer list shall be made based on length of service in the district with the lowest in length of service being transferred first.

D. A list of positions with necessary qualifications to fill each position will be made from all school or departments needing additional employees. Said list will be made available to all who are being transferred involuntarily.

E. Involuntary transfers will indicate their preference of the available positions.

F. The Superintendent will take the involuntary transfer list and the list of positions available, making assignments based on the following:

1. Qualifications,
2. Length of service in the district,
3. Preferences of the involuntary transfers and,
4. An interview.

G. In the event that no position exists for which the involuntary transfer is qualified, the employee will be placed in layoff according to Article VIII.

H. Employees who are involuntarily transferred shall retain all experience credit for the purpose of their hourly wage rates and benefits as provided by this contract.

5. A volunteer is qualified if:

A. he/she is currently employed in a position with the same job classification; or

B. he/she has met the same requirements as specified on the job description.

6. A hiring freeze shall be in effect within that category while the involuntary transfer process is in progress.

#### Reduction in Personnel

In the event the School Board determines that the number of employees must be reduced, written notice shall be provided to GESPA. For the purpose of this article, the non-renewal of an annual status employee at the end of his/her contract shall not be deemed a reduction in personnel. The following procedures shall be controlling:

#### LAYOFFS

1. The School Board shall determine the departments, programs, areas, schools, work locations, and/or classifications in which the reductions or layoffs of employees shall take place.
2. Before laying off permanent status employees, the School Board will place permanent status employees in positions within the same job classification held by annual status employees.
3. The order of layoff of members of the bargaining unit shall be employees having the least amount of experience in the Gadsden County School District within the affected job classifications.

#### RECALL

1. The School Board shall determine the positions in which recall will be made and the number of employees to be recalled.
2. Employees shall be recalled in the inverse order of layoff.
3. It shall be the responsibility of the employee to keep the Board informed of a current mailing address where a letter of recall can be sent. Letters of recall will be mailed by certified mail to the employee to the last address provided to the Board. Failure to respond to the letter of recall within ten (10) days after the receipt will be considered a resignation and the employee shall have no further right to recall.
4. If the employee has not been recalled within twelve (12) months, the layoff shall be considered permanent.

#### Transfer and Reassignment

~~The Board and the GESPA recognize that the transfer of employees shall be the responsibility of the Board upon recommendation of the Superintendent. Any employee who desires a change in assignment in the following year or who desires to transfer to another worksite in the following year shall file, using a form furnished by the Superintendent, a written request to that effect in duplicate, one copy to be filed with the worksite supervisor and one copy filed with the Superintendent. Such request shall be considered for the following school year and shall remain active only until the beginning of the school year following the school year in which filed.~~

~~Assignment of new employees to positions in the school district shall be made after active requests for reassignment or transfer to such positions have been reviewed.~~

~~In making transfers, the Board will first review requests of volunteers. Lists of available positions in other worksites shall be posted in each worksite.~~

### ARTICLE IX GENERAL EMPLOYMENT PRACTICES

- A. Notice of all openings and vacancies shall be posted by the Superintendent or his designee for five (work days) days prior to the filling of the vacancy, in the district administration building and shall be transmitted to all work-site supervisors, who shall post the notice at the site. A copy of all vacancies shall be e-mailed or sent to the GESPA President prior to the five day posting notifying GESPA of all vacancies.
- B. For consideration for appointment to a summer employment position, an employee must file with the Superintendent on or before May 1 of each year, a written application on a form to be furnished by the Superintendent. In making assignments of employees to summer positions, the Board will take into consideration relevant factors including but not limited to continuous employment by the Board.
- C. A person employed to fill a full-time position shall be appointed to that position on probationary status for a period of six (6) months. A probationary employee is entitled to all benefits provided a regular employee including the right to become or not to become a member of the union.
- D. Employees may be dismissed from a position in which they hold probationary status at anytime without the necessity for the showing of cause.
- E. For the first three years of employment, non-instructional personnel can be non-renewed at the end of a contractual year without specifying cause. After three (3) consecutive years of active employment and a recommendation for the fourth year, non-instructional personnel shall be classified as permanent employees.

- F. A permanent status person promoted within a job class shall serve in the higher classification on probationary status for three (3) months. The employee shall retain permanent status in the lower classification unless dismissed for cause for other than unsatisfactory performance. A permanent status person who voluntarily transfers to another job class shall serve in the new position on probationary status for three (3) months after which he/she will be granted permanent status.
- G. A permanent employee's status shall continue from year to year unless the Superintendent terminates the employee for just cause or the Superintendent reduces the number of employees on a district-wide basis for financial reasons.
- H. In an effort to assure the safety of all students and employees, the Gadsden County School Board has developed and implemented a Drug-Free Workplace and Drug and Alcohol Testing Program. The Policies and Procedures governing the Drug Free Work place and Drug and Alcohol Testing Program will be strictly adhered to.
- I. Employees under contract who admit they have an alcohol and/or drug problem, or who test positive, will be required to complete a substance abuse rehabilitation program at an authorized rehabilitation center. Accrued sick leave, vacation, short term disability benefits and leave of absence may be used for the period of time the employee is in rehabilitation. The School Board, with the cooperation of the employee, will make a one-time attempt to rehabilitate the employee prior to any job action being taken.

**Article**ARTICLE X  
**EMPLOYEE DISCIPLINE AND PERSONNEL FILES**

Provisions of this article shall not pertain to probationary employees.

The Superintendent, acting through his/her designees, may discipline employees for just cause. Just Cause shall be defined as:

1. The Board or its designees made an effort to discover if, in fact, the employee did violate or disobey a rule or order of management or did commit any of the acts referred to by Section 1012.33, Florida Statutes or violate any provision of the Department of Education Code of Ethics, prior to taking official action or,
  2. The Board or its designees conducted a fair and objective investigation of the facts.
  3. The Board applied its rule and penalties uniformly and without discrimination to all employees.
  4. The employee was given an opportunity to present her/his side prior to official action being taken.
  5. The Board's rule or order that the employee is alleged to have violated was not arbitrary, capricious or discriminatory.
  6. The Board gave the employee forewarning of the consequences or possible consequences if the employee did not obey the rule or order.
  7. When determining the degree of discipline, consideration will be given to the employee's service record and the nature of the offense.
- B. Representation at Investigatory Discussion. When an employee is requested to appear before a site administrator/supervisor for the purpose of discussing matters that could be expected to lead to discipline or dismissal, the employee is entitled to have a representative present, upon request. An employee shall be notified at least forty-eight (48) hours in advance of such meetings, unless the seriousness of the matter dictates a shorter period of twenty-four (24) hours advance notice, and shall be advised of his/her right to have representation at the meeting. This provision shall not apply to meetings related to the employee assessment process described in Article 7 except for meetings that may be held to discuss a Professional Development Assistance Form related to an overall "Unsatisfactory" or "Needs Improvement" evaluation under Section C.
- C. Disciplinary Procedures - Suspension without Pay and Dismissal. When disciplinary action in the form of suspension without pay or dismissal is proposed, an employee shall be provided the procedural safeguards described below. These procedures include providing the employee with a "Predetermination Notice" (Section C 1.), an opportunity for a "Predetermination Conference" (Section C 2.), and a "Notice of Recommended Final Action" (Section C 3.)
- I. Predetermination Notice: Form and Delivery.
    - a. The employee shall be provided a written "Predetermination Notice" of the proposed action by personal delivery or certified mail, return receipt requested, at least ten (10) days prior to the date the action is to be taken. An employee may be suspended temporarily with pay, however, without such prior notice, until a decision is rendered and effective in the evidentiary hearing described in Section D, below.
    - b. The "Predetermination Notice" shall be signed by the site administrator/supervisor who is authorized by the Superintendent to discipline employees and shall include the following contents:
      1. The disciplinary action proposed and its effective date.
      2. The specific charges or reasons for the action, including identification of any documents and witnesses on which the charges are then known to be based.
      3. A statement advising the employee that he/she may, within five (5) days of receipt of the "Notice," submit a request in writing on a form enclosed with the "Notice" for a "Predetermination Conference" in order to make an oral or written statement, or both, to

the Superintendent's designee to refute or explain the charges made against the employee. The "Notice" shall state that failure of the employee to submit the written form requesting a "Conference" within five (5) days constitutes a waiver of his/her rights to such "Conference" and that in the absence of a response, the proposed disciplinary action shall become effective as proposed in the "Notice."

4. The "Notice" shall give the name and address of the person with whom the request for a "Predetermination Conference" shall be filed. The "Notice" shall advise the employee that the "Conference" will be held prior to the proposed effective date of the action, at a time and place determined by the Superintendent's designee, normally during regular business hours.
  5. A statement that the Superintendent and the Board are sincere in their desire to reduce the risk of error in taking the disciplinary action against the employee and to avoid wrongful damaging of the employee's reputation by untrue or erroneous charges, and therefore, the Superintendent and the Board are sincerely interested in receiving and considering the employee's response.
  6. A statement advising the employee of his/her right to representation at the "Predetermination Conference."
2. Predetermination Conference.
- a. The "Conference" shall be conducted by the Superintendent's designee who shall recommend action to the Board concerning the employee.
  - b. The "Conference" shall be set on at least five (5) days notice, and accommodation shall be made to insure it is conducted at a time and in a manner mutually agreed upon by both parties.
  - c. The person conducting the "Conference" shall convene the "Conference" at the time and place set and shall identify himself/herself, the employee and all other participants, and explain that the purpose of the "Conference" is to hear all sides of the charges so as to protect the employee from erroneous or arbitrary adverse action.
  - d. The "Conference" shall be formal. Its purpose shall be to discuss the basis of the proposed action and to reach a recommendation for final action. The Rules of Evidence shall not apply. The employee and the Board may bring a qualified representative to assist or advise him/her.
  - e. In order to promote an atmosphere conducive to free and open discussion of the charges and proposed disciplinary action, the parties may not cross-examine unwilling persons - managers or employees. The Superintendent's designee is responsible, however, for gathering information relevant to his/her decision and may, therefore, question anyone present in order to gather such information. In this regard, the Superintendent's designee shall ask questions of a party or witness, as requested by either party, in an area that is relevant to the decision.
  - f. The employee shall be permitted to submit relevant information personally and by witness, orally and in writing, with the privilege being reserved by the Superintendent's designee to give that information such weight, as he/she deems proper.
  - g. At the conclusion of the "Conference," the Superintendent's designee shall inform the employee when he/she will recommend whether to uphold the proposed disciplinary action.
3. Notice of Final Action.
- a. The Superintendent or designee shall notify the employee of his/her decision in writing by personal delivery or by certified mail, return receipt requested. If the decision is to uphold the proposed discipline, the "Notice of Recommended Final Action" must be provided to the employee at least five (5) days prior to the date the discipline is to be effective.
  - b. The "Notice of Recommended Final Action" shall specify the facts relied upon by the Superintendent's designee in reaching his/her decision, and shall refer to the policies, rules, laws or other legal basis on which the action is premised. The "Notice" shall endeavor to place the employee on actual notice of the decision-maker's rationale.
  - c. The "Notice of Recommended Final Action" shall also describe the employee's right to have the decision reviewed through an evidentiary hearing (see Section D, below). If the employee does not request an evidentiary hearing, the recommended final action will become Final Action when acted upon by the School Board. The Board or its designee will issue a Notice of Final Action within 5 working days of Board action.
4. Period between Notice of Final Action and Effective Date of Action. During the period between the issuance of the "Notice of Final Action" and the effective date of any disciplinary action, the employee shall be expected to perform his/her usual duties without disrupting fellow employees, or other persons or the employer's activities. If it is deemed highly desirable or necessary that the employee not continue to perform the same duties in the same location during this period, the Superintendent or designee may temporarily assign the employee to other duties. Alternatively, an employee may be suspended with pay, as provided in Section C, 1.a.

5. No Reprisal. An employee who participates in these disciplinary procedures shall not be subjected to reprisal, interference, or coercion as a result of such participation.

D. Post-Determination Hearing.

1. A permanent employee who is suspended without pay or dismissed and who has participated in a "Predetermination Conference" and received a "Notice of Final Action" as described in Section C, 2 and 3., above, shall be entitled to a *de novo* evidentiary hearing in accordance with the procedures outlined in the Florida Administrative Procedures Act, Chapter 120, Florida Statutes. An employee must elect in writing to proceed with such a hearing within fourteen (14) days of receipt of a "Notice of Final Action" (see Section C. 3. c, above.)
2. An employee who prevails in a post-determination hearing shall be entitled to back pay, less mitigating earnings; legal interest; other equitable relief, including correction of personnel records; and reasonable attorney fees and costs. The amount of any monetary award for back pay, interest, and attorney fees shall be determined by the Board, in the exercise of its discretion, based upon the evidence submitted.

- E. Public Reprimand. An administrator shall not reprimand an employee in the presence of the employee's colleagues, teachers (other than the supervising teachers), or in the presence of students or the parents of such students. When reprimand or criticism is deemed necessary, it shall be made with discretion and out of public view and hearing.

F. Personnel Files.

1. An employee shall have the right to review the contents of all records of the Board pertaining to the employee originating after initial employment and to have a representative of GESPA accompany him/her in such review. Other examination of an employee's file shall be limited to qualified supervisory personnel, except that GESPA representatives, with an employee's permission, may review such files when necessary for contract administration purposes or to provide the employee representation in other administrative or legal proceedings. Each file shall contain a record indicating who has reviewed it, the date reviewed, and the reason for such review.
2. Material relating to work performance or other matters that may be cause for discipline originating after initial employment must be reduced to writing within 45 days, exclusive of the summer vacation period, of the school system administration becoming aware of the facts reflected in the material before being placed in an employee's personnel file. The employee shall be given an opportunity to review and sign the material. The employee's signature shall acknowledge that the employee has reviewed the material but shall not be interpreted to indicate his/her agreement with its contents. Complaints against the employee shall be put in writing with names of complainants, administrative action taken, and remedy clearly stated. The employee may respond in writing to any material, including complaints, which response shall be attached to the file copy of the material in question.
3. All recommendations shall be based solely on the contents of the employee's personnel file.

**ARTICLE XI  
INSURANCE**

- A. Board shall provide for each employee, without cost to him/her, group term life and dental insurance. The Board will contribute for each employee no less than One Three Hundred Sixty-Three Dollars and Eighty-three (\$333.83) for Blue Cross Blue Shield (Employee contribution \$128.12) and Three Hundred and Two Dollars and Eighty-Cents (\$462.80) nine cents (\$302.89) for Capital Health Plan (Employee contribution \$98.81) monthly to be applied toward payment of the single rate premium for Hospital-Medical-Surgical insurance.
- B. The Board during the life of this Agreement may at its sole option increase or decrease any and/or all of the benefits provided under this plan, notifying the GESPA of any such increase(s) or decrease(s) at least thirty (30) days in advance.
- C. An insurance committee consisting of 3 members appointed by each bargaining unit and 3 members appointed by the Superintendent shall be established to investigate insurance alternatives and make recommendations to the Board and their respective members. This committee shall convene in January of each year and shall report its findings to each party prior to the regularly scheduled March Board meeting. The committee shall be advisory in nature and devise its own internal working procedure. Should the committee not convene and make recommendations as required, the Board shall proceed, as it deems appropriate in matters relating to its insurance provisions.

**ARTICLE XII  
HOURS AND WORKING CONDITIONS**

A. The employee work year shall be as indicated in the chart below:

CODE	JOB TITLE	STATUS	HRS. PER DAY
	Ass't Secretary	10 Month - <u>195 days</u>	8
*	Ass't Food Service Mg	10 Month -	6.5 - 8
*	Bus Driver	10 Month - <u>180 days</u>	2 - 8
*	Bus Attendants	10 Month - <u>180 days</u>	2 - 8
	Routing Specialist	12 Month - <u>240 days</u>	8
	Custodian	12 Month - <u>240 days</u>	8
	District Receptionist	12 Month - <u>240 days</u>	8
	District Secretary	10 Month -	8
*	Food Service Worker	10 Month - <u>183 days</u>	2 - 7.5
	Custodial Assistant	11 Month - <u>214 days</u>	8
	Maintenance Employees	12 Month - <u>240 days</u>	8
	Ed. Paraprofessional	10 Month - <u>191 days</u>	7.5
	Warehouse Employees	12 Month - <u>240 days</u>	8

(\*) These positions carry a range of hours as indicated. Hours are designated based on specific position need.

For the 2006-2009 school years, a committee consisting of 3 members appointed by GESPA and 3 members appointed by the Superintendent, shall be established to review working conditions and make recommendations as needed. The committee shall be advisory in nature and shall devise its own internal working procedure. The committee shall convene in October and shall report its findings to the chief negotiators before December 31.

A. Compensatory Time. Compensatory time shall be granted when the following provisions are met.

1. Earning of Compensatory Time.

- a. Pursuant to the provisions of the Fair Labor Standards Act and pertinent CFR provisions, the Board may choose to offer compensatory time, at a rate of one and one-half hours for each overtime hour worked, in lieu of overtime compensation, for time spent by employees engaging in duties beyond the normal contractual day causing them to work beyond their normal work week (40 hours).
- b. Compensatory time is not actually accrued and available for use until the end of the work week during which the additional hours were performed. Further, while long-term additional duties beyond the normal work weeks may be pre-approved by a supervisor and/or a representative of the Superintendent for administrative convenience, compensatory time for carrying out such long-term, extra duties only accrues and becomes usable on a weekly basis at the end of each work week in which the employee carries out the extra duties extending beyond the normal work week;
- c. Federal law applicable to this bargaining unit's members presently authorized the accrual for compensatory time up to 240 hours; however, the District supervisors shall make every reasonable effort to limit the number of accrued compensatory time hours to 40. Notwithstanding the intention of the parties to manage and restrict compensatory time hours in this manner, employees must either be allowed to continue to accrue compensatory time beyond 40 hours up to the maximum allowable number of 240, or be paid overtime wages at one and one-half times their normal pay rate whenever their supervisors ask or expect them to take additional duties that cause them to have an accrued balance of more than 240 hours of compensatory time, the District must pay appropriate overtime wage compensation for all compensatory hours accrued beyond 240;
- d. The nature and extent of employee assignments beyond the normal workday for which compensatory time will be granted shall be determined by the site administrator consistent with the provisions of this Contract.
- e. Compensatory time accrual shall apply to activities, such as faculty meetings, bus duty beyond the normal workday, parent-teacher organization meetings, school open houses and other extra, school related activities that require employees to carry out additional duties beyond their normal work day/work weeks.

2. Use of Compensatory Time.
  - a. Consistent with the parties' stated goal of restricting the accrual of compensatory time to a maximum of 40 hours, site administrators shall approve all reasonable employee compensatory time leave requests unless doing so would demonstrably create an unavoidable burden upon the function of the site administrator's operation;
  - b. The District may, at its discretion, substitute the payment of overtime wages, at a rate of no less than one and one-half times the employee's normal hourly rate, for accrued compensatory time;
  - c. Accrued compensatory time shall remain available for the employee's future use and cannot be forfeited or otherwise determined to have lapsed;
  - d. Within the first 30 days of the employee contract year, each site administrator shall provide to employees at the site a copy of the plan for implementing compensatory time at that site that is consistent with the provisions of this section.
  - e. Upon an employee's termination, resignation, retirement or separation from employment for any reason, accrued compensatory time shall be converted to into overtime wages and paid to the employee at a rate of not less than one and one-half times the regular rate of compensation.
  
- B. An employee shall be given written notice of his/her employment status for the forthcoming school year/fiscal year no later than the final day of the employee's school year/fiscal year contract. In the event changes in an employee's appointment are proposed, the employee affected shall be notified promptly in writing. The employee reserves the right to adjust hours of work to meet program needs.
  
- C. Work Break and Lunch Period.
  1. Work Break. Employees shall be granted one fifteen (15) minute break near the middle of each four (4) consecutive hour work period except for documented and unusual instances of extreme work pressures demanding immediate attention. Unused work breaks shall not be accumulated nor shall work breaks be scheduled at the beginning or end of a work shift.
  2. Lunch Period. An unpaid duty-free lunch period of at least thirty (30) minutes shall be provided for any employee scheduled to work more than four (4) consecutive hours.
  
- D. Cafeteria workers and assistant managers who were certified by the Florida School Food Service Association during the prior school year shall be paid \$150.00 bonus in August of the new school year, provided they are reemployed and included on the current membership roster of the Florida School Food Service Association.
  1. One lunch is provided for school food service employees for 180 school days. One breakfast is provided for school food service employees who work in the breakfast program.
  2. The School Board will provide three uniforms for all cafeteria employees.
  
- E. Transportation Employees
  1. Bus drivers shall be paid for actual time worked.
    - a. All bus drivers will be hired for a minimum of four (4) hours including one (1) hour for related duties. In the event the actual driving time exceeds three (3) hours plus one (1) hour for related duties, the driver's salary shall be based on actual driving time plus one (1) hour for related duties.
    - b. Definitions
      1. "Driving time" is defined as that time necessary to drive a school bus from a central storage location or residence to the first student pick-up of the route and from the last drop-off to the appropriate parking location.
      2. "Related duties" is defined as any duty assigned or required that does not fall under the definition of driving time.
      3. "Reposition" is movement of a bus driver from one route to another during the school year or during rerouting in the summer months.
      4. "Medically complex children" are children who are health impaired that have a physical condition that is chronic in nature.
  2. Days and hours of other transportation employees will be recommended by the Supervisor of Transportation.
  3. Field Trip Procedures
    - a. Employees may be employed in addition to their regular duties to drive school buses for field trips and other extracurricular activities, providing they hold the proper license. Regular bus drivers will be paid at a rate of \$9.00 per hour, if paid from school internal accounts, and the prevailing rates budgeted for in all grants, but not less than school internal accounts rate and substitute drivers will be paid at a substitute rate for field trips and extracurricular activities.

- b. Bus drivers wishing to drive for field trips and other extracurricular activities may be considered by completing a request to be placed on a list for field trips or other extracurricular activities. Bus drivers who request that their names be placed upon such a list will be selected to drive in order of seniority. Each driver on the list will be offered an opportunity to drive for field trips or extracurricular activities before repeat drivers are offered additional trips.
- c. There will be two (2) documented attempts over a period of two (2) days to contact a driver. If an answering machine is contacted, a message will be left to call the Transportation office. In the event of less than two days notice of a field trip is given, management will use the first available driver according to the seniority list. Drivers who cannot be contacted because of the short notice will not lose their regular rotation.

In the event of a short notice (two hours prior to the trip) the next eligible driver may reject without losing their position on the roster. Except in cases of emergency, in the event a bus driver fails to show for a scheduled field trip, he/she shall forfeit his/her position on that field trip roster for one rotation. Operators who fail to report for assigned trips or who regularly reject trips without legitimate reasons shall be counseled concerning whether they wish to remain on the list. Continuation of either practice shall cause an operator to be deleted from the list. In addition they will not be allowed to make up the trip they failed to show for.

- d. Management has the right to pass over drivers that would earn overtime if assigned a field trip at that time. Drivers passed over will not lose their regular rotation.
- e. All trips assigned for the previous month will be posted in the Transportation Department by the tenth of the month. Postings will show persons assigned, hours, dates and number of trips taken.
- f. When a driver's turn for a field trip occurs during regular working hours, a substitute must be placed on that route. If the regular driver is out past midnight, the substitute is to return for the A.M. route. The driver is to report for the P.M. route.
- g. Trips are to be issued by geographic area unless other wise requested.
  - a. Work in geographic area
  - b. Work district wide

- 4. Transportation positions available for summer employment for bus drivers shall be filled as follows:
  - a. Available positions shall be posted at each work site as soon as practical prior to the beginning of summer for bus drivers.
  - b. Applicants from within the school system shall be afforded the first opportunity to apply for the available positions.
  - c. Seniority among current employees shall be the determining criteria for the filling of the available positions. If a driver is assigned a position and a grant position later becomes available a driver may apply in writing for the posted grant position.
  - d. Management reserves the right to assign drivers the routes involving medically complex children without regard to seniority. Medically complex children are defined as children who are health impaired children that have a physical condition which is chronic in nature. Criteria for selection of such drivers shall be experience transporting medically complex children and/or special training relating to providing services to medically complex children.

- 5. Repositioning of drivers:
  - a. Employees desiring to reposition may submit a written request to the Supervisor of Transportation when an open route becomes available.
  - b. The Supervisor of Transportation will make a determination of the repositioning of drivers based on the following:
    - 1. qualifications
    - 2. length of service to the district as a bus driver
- 6. ~~6.~~ Bus drivers who serve as Lead Drivers will be paid ten percent (10%) above the salary to which they are otherwise entitled.

F. The Association and the employer will work collaboratively to comply with any Federal or State law that has as adverse impact on any bargaining unit member. A committee consisting of three members appointed by the bargaining unit and three members appointed by the Superintendent shall be established to work collaboratively to develop a district wide plan to develop implementation and guideline procedures relating to any federal or state law. This committee shall convene and shall report its findings to the School Board at a board meeting. The committee shall be advisory in nature and devise its own internal working procedure. Shall the committee not convene and make its recommendations as required, the Board shall proceed as it deems appropriate in contractual matters that are mandatory subjects of bargaining in accordance with Florida Statute 447.

**ARTICLE XIII  
TERMINAL PAY**

A. All payments made pursuant to this Article shall be subject to law and rules and regulations of the Florida State Board of Education.

~~B. Where any full-time employee has accumulated sick leave, the employee may upon her/his request, at the end of any school year, receive, except as hereinafter otherwise indicated, pay for accumulated sick leave that is earned for that school year and that is unused at the end of such year, based on the daily rate of pay of the employee multiplied by eighty (80) percent. Days for which such payment is made shall be deducted from the accumulated leave balance.~~

~~C.B.~~ Terminal pay for accumulated sick leave will, except as hereinafter otherwise indicated, be provided to all full-time employees at resignation without retirement, at normal retirement, or to the beneficiary if such service is terminated by death. The sick leave days used in calculating the amount of such terminal pay shall not include any such days earned otherwise than in full-time service of this School District. Such terminal pay shall not exceed an amount determined as follows:

1. For the individual herself/himself, upon separation from such service by resignation without retirement, PROVIDED that he/she must then have been in the full-time creditable service of this School District for at least twenty (20) years: the daily rate of pay of the individual at that time multiplied by one hundred (100) percent times the number of days of accumulated sick leave.

2. For the individual herself/himself, upon normal retirement, PROVIDED that he/she must then have been in the full-time creditable service of this School District for at least ten (10) creditable years, a sum determined by multiplying the individual's then current average daily rate of pay by her/his number of days of accumulated sick leave, times a percentage figure depending on her/his number of years of such service, as hereinafter indicated:

- After the 10th year 50%
- After the 11th year 50%
- After the 12th year 50%
- After the 13th year 65%
- After the 14th year 70%
- After the 15th year 75%
- After the 16th year 80%
- After the 17th year 85%
- After the 18th year 90%
- After the 19th year 95%
- After the 20th year 100%

3. For the beneficiary, upon the death of the individual in the service of this School District, a sum determined by multiplying the decedent's then current average daily rate of pay by her/his number of days of accumulated sick leave, times a percentage figure depending on her/his number of years of such service, as hereinafter indicated:

- During the first 3 years 35%
- During the next 3 years 40%
- During the next 3 years 45%
- During the next 3 years 50%
- During the 13th year 60%
- During the 14th year 65%
- During the 15th year 70%
- During the 16th year 75%
- During the 17th year 80%
- During the 18th year 85%
- During the 19th year 90%
- During the ~~20th~~ 20th year 95%
- During and after the 21st year 100%

Such terminal pay, when paid upon resignation without retirement, or upon normal retirement, shall be paid only where the individual's resignation or retirement is concurrent in time with her/his separation from the full-time service of this School District, except those employees enrolled in DROP, and then only if he/she is resigning or retiring under favorable circumstances, and not, for example, if the individual is being or has been dismissed by the Board, or if

proceedings for such dismissal are pending. Further, such payment shall not be made if, within three (3) calendar years preceding the individual's separation from the full-time service of this School District, the individual has or shall have been convicted, under the laws of the United States of America or any State thereof, of a felony. The plea of guilty in any court, or the decision of guilty by any court, or the forfeiture of a bond in any court of law, or the written acknowledgment of having so committed any such offense, duly witnessed and made to the Superintendent or his duly appointed representative or the School Board, shall, for the purpose of this Article, have the same effect as that of a conviction of the offense.

~~C.~~ ~~D.~~ "Normal retirement," is defined as having 10 years of creditable service and age 62; or 30 years of creditable service regardless of age (this can include credit for up to 4 years of military service). For those employees who elect to participate in DROP, compensation will be disbursed according to School Board Policy and any applicable Florida Statute.

~~D.~~ ~~E.~~ Terminal pay for accumulated sick leave paid to any person pursuant to this Article XIII shall totally replace and be in lieu of any and all payments to which the recipient might otherwise be entitled pursuant to any rule or other provision by the Board relating to terminal pay for accumulated sick leave.

#### ARTICLE XIV PROFESSIONAL COMPENSATION

The basic salaries of employees covered by this Agreement shall be set forth in Appendix A of this Agreement. Salaries shall be paid to the employee on a monthly basis.

- A. Classroom Coverage. An employee may be placed in charge of a classroom under the following circumstances:
1. An employee may be assigned to a classroom for up to two hours when the unanticipated absence of a certified teacher requires such classroom coverage. If an employee is assigned to provide such coverage for more than two hours during a day, the site administrator shall compensate the employee for the total hours worked during the day in this capacity under the provisions of paragraph 2 below. In circumstances of unanticipated absence that extend beyond two hours, site administrators are encouraged, consistent with other staffing needs, to assign one employee to provide coverage during the entire period rather than two or more employees at various times throughout the day. Site administrators shall, where possible, assign for this purpose only those employees who have indicated an interest in receiving such assignments.
  2. When a teacher notifies a site administrator that she is sick, going to be on personal leave, or on temporary duty, an employee may be assigned as a substitute teacher. Administrators are encouraged, consistent with other staffing needs, to assign one employee to provide coverage during the entire period of absence rather than two or more employees at various times throughout the period. Site administrators shall, where possible, assign for this purpose only those employees who have indicated an interest in receiving such assignments. If the employee is assigned to provide such coverage for more than two hours during a day, the employee will be paid one and one-half times their regular hourly rate of pay or at the current substitute teacher rate, whichever is greater, for the total time worked as a substitute, including any time worked during the day in the status described in paragraph A above.
- B. Automobile Allowance: An employee covered by this Contract who uses his/her automobile for School Board business shall be compensated for such travel at the current rate established by the Board. Such mileage reimbursement shall not include routine travel to or from the employee's home and an assigned work location. In order to receive mileage reimbursement, the employee must complete the proper forms and have the proper authorization as provided in Board policy.
- C. Employees who are required to be on call District-wide and carry an emergency phone that significantly restricts their freedom of movement and may necessitate their returning to the work site may use their assigned county vehicle to travel between their home and regular work site as well as to travel to the site of any emergency during the days that they are assigned such district-wide on-call assignment.
- D.- Employees who are required to participate in Staff Development outside their regular workday will be compensated at their hourly rate of pay, including overtime where applicable.
- E. Employment after retirement - Beginning July 1, 2008 all retirees who remain unemployed for the appropriate time as defined by law and are reemployed with the School Board to appropriate positions as defined by F.S. 121.091 (9) (b) (3) will be placed on the salary schedule at Step 0 for their appropriate job assignment. Retirees will have the ability to move through normal step progressions for each year of service. Retirees who return to service with the School Board will remain on annual contract status until their relationship with the district is severed.

**ARTICLE XV  
AMENDMENT AND DURATION**

A. Entire Agreement.

1. The parties acknowledge that during the negotiations resulting in this Contract, each had the unlimited right and opportunity to make demands and proposals with respect to any and all subjects or matters not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties after exercise of that right and opportunity are set forth in this Contract. This Contract constitutes the entire agreement between the parties and concludes collective bargaining for its term, subject only to a mutual agreement by the parties to modify the Contract. Such changes shall be reduced to writing, ratified and signed by the parties, and shall become an amendment to this Contract.
2. The Board and GESPA each voluntarily and unqualifiedly waive the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Contract, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Contract. As an exception to this provision, the parties will enter into negotiations that are necessary to address changes in terms and conditions of employment mandated by State or federal legislation.

B. If a provision of this Contract is declared illegal or invalid by a court of competent jurisdiction, or rendered invalid by reason of subsequently enacted legislation, such action shall not invalidate the remaining provisions. In the event of such occurrence, the parties to enter into immediate negotiations for the purpose of arriving at a mutually satisfactory replacement for the part declared illegal or invalid.

C. This Contract shall be effective on the date of its ratification by both parties and shall remain in full force and effect through June 30, ~~2009, 2010~~. New provisions shall be effective on the date of ratification unless a provision provides otherwise by its terms. Renegotiations for the ~~2008-2009 year shall begin no later than April 15, 2008 and shall include: Articles XV, Compensation, and three (3) other articles to be selected by each party. Negotiations for a successor Contract shall begin no later than April 15, 2009.~~ 2010-2011 year shall begin by mutual agreement of both parties.

GADSDEN EDUCATIONAL STAFF  
PROFESSIONAL ASSOCIATION  
ASSOCIATION

THE SCHOOL BOARD OF GADSDEN COUNTY  
GADSDEN COUNTY

By: s/ Tony Britt  
\_\_\_\_\_  
President

By: s/Roger Milton  
\_\_\_\_\_  
Chairperson

Date: 1/15/08  
\_\_\_\_\_

Date: 1/8/08  
\_\_\_\_\_

By: s/ Paul T. Burdette, Jr.  
James  
\_\_\_\_\_  
Negotiator

By: Reginald G.  
\_\_\_\_\_  
Superintendent of Schools

Date: 1/15/08  
\_\_\_\_\_

Date: 1/3/08  
\_\_\_\_\_

**APPENDIX A  
GUIDE TO POSITIONS FOR APPENDIX A:  
NON-INSTRUCTIONAL SALARY SCHEDULE,  
DISTRICT/SCHOOL LEVEL, 2006-2009**

PAY GRADE 1:	Educational Aide, Clerical Assistant, Media Assistant, Parent Liaison, ESE Self Help Assistant-No College
PAY GRADE 2:	Educational Paraprofessional, Clerical Assistant, Media Assistant -AA Degree or Equiv.
PAY GRADE 3:	Educational Paraprofessional, Clerical Assistant, Media Assistant -Bachelors Degree
PAY GRADE 4:	Custodial Assistant, Bus Attendant
PAY GRADE 5:	Lead Custodian, Mechanic I, Warehouse Worker, <u>Maintenance Assistant</u>
PAY GRADE 6:	Bus Driver
PAY GRADE 7:	Cafeteria Worker
PAY GRADE 8:	Assistant Cafeteria Manager
PAY GRADE 9:	Receptionist-Xerox, Assistant Secretary
PAY GRADE 10:	Secretary I
PAY GRADE 11:	Secretary II
PAY GRADE 12:	Routing, Parts & Inventory Specialist, Maintenance Worker
PAY GRADE 13:	Parts Manager, Mechanic II, Carpenter
PAY GRADE 14:	Audio Visual Equip. Technician, Boiler Mechanic, Electrician, Plumber, AC/Refrig.- Mechanic, Fire & Safety Inspector, Lead Mechanic
PAY GRADE 15:	Lead Plumbing/Gas Mechanic, Lead Electrician, Lead HVAC Refrigeration Mechanic, Lead Boiler Mechanic and Lead Carpenter

Salaries are annual amounts based on the number of days indicated. Positions requiring less work days than those shown will be paid based on the salary rate for the classification times the number of days employed during the regular employment period.

Salaries for food service employees are based on 7.5 hours per day. Rates for food service employees who are hired to work less than 7.5 hours per day shall be determined by dividing the applicable annual rate by 183 days and by 7.5 hours per day, then multiplying the hourly rate times the hours and days to be worked. Hours worked by school food service employees shall be at the discretion of the School Food Service Supervisor.

Cafeteria workers and assistant managers who were certified by the Florida School Food Service Association during the prior school year shall be paid \$150.00 bonus in August of the new school year, provided they are reemployed and included on the current membership roster of the Florida School Food Service Association.

One lunch is provided for school food service employees for 180 school days. One breakfast is provided for school food service employees who work in the breakfast program.

Non-instructional Personnel will receive their step increases based upon completed years of experience and classification, as verified by the District, each year beginning July 1 as reflected in the salary schedule in Appendix A.

The Superintendent may recommend that a new employee be credited with a maximum of five years of previous experience, based upon the individual's job training and/or knowledge of the position for which employed. The Superintendent may recommend that an employee be placed in a lower step than to which he/she might normally be placed, or held at the salary paid for the previous year, based upon limited experience and/or failure to perform his/her duties in a satisfactory manner.

NOTE: APPENDIX A I HAS BEEN MERGED INTO THE APPENDIX A SALARY SCHEDULE AT VARIOUS PAY GRADES COMMENSURATE WITH THEIR FORMER SALARIES. ANY EMPLOYEES WHO ARE BEING PAID BEYOND THE MAXIMUM STEP ON THE SALARY SCHEDULE FOR THEIR PAYGRADE, WILL RECEIVE ONLY A 3% INCREASE TO THE SALARY BEING PAID IN 2006-07 AND WILL REMAIN OFF THE SALARY SCHEDULE UNTIL SUCH TIME THAT THEY RETIRE OR SEPARATE FROM SERVICE WITH THE DISTRICT.

APPENDIX A

NON-INSTRUCTIONAL SALARY SCHEDULE  
DISTRICT/SCHOOL-LEVEL

2007-2008

2009-2010

	TCRAIDE	TCRAIDE	TCRAIDE	OTHTRANS	CSTODIAN	DRIVERS	FOODPREP	FOODSUPV	RECEPTION	SECRETARY	SECRETARY	OTDMAINT	MECHANIC	TECHNICN	OTHRMAIN T
PAYGRADE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Step															
0	15,967	16,762	17,823	16,498	19,521	10,397	12,784	13,845	22,332	23,128	23,658	22,597	26,841	27,902	32,876
1	16,126	16,922	17,983	16,656	19,691	10,582	12,890	13,951	22,555	23,361	23,924	22,958	27,265	28,380	33,905
2	16,285	17,080	18,141	16,816	19,860	10,769	12,997	14,057	22,777	23,594	24,189	23,318	27,689	28,856	34,935
3	16,444	17,240	18,301	16,974	20,029	10,954	13,103	14,164	23,000	23,828	24,454	23,680	28,114	29,334	35,965
4	16,604	17,399	18,460	17,134	20,199	11,139	13,209	14,270	23,223	24,061	24,719	24,040	28,538	29,811	36,993
5	16,762	17,528	18,619	17,293	20,369	11,325	13,315	14,376	23,446	24,295	24,985	24,401	28,963	30,289	38,023
6	16,922	17,717	18,778	17,452	20,539	11,511	13,421	14,482	23,668	24,528	25,249	24,761	29,387	30,766	39,052
7	17,080	17,887	18,938	17,611	20,709	11,697	13,527	14,588	23,892	24,761	25,515	25,122	29,811	31,244	40,082
8	17,240	18,035	19,096	17,771	20,878	11,882	13,633	14,694	24,114	24,995	25,780	25,483	30,236	31,721	41,112
9	17,399	18,195	19,256	17,929	21,048	12,067	13,739	14,800	24,337	25,228	26,046	25,844	30,660	32,199	42,141
10	17,558	18,354	19,414	18,089	21,218	12,254	13,845	14,906	24,560	25,462	26,310	26,204	31,084	32,676	43,171
11	17,717	18,513	19,574	18,247	21,388	12,439	13,951	15,012	24,783	25,695	26,576	26,565	31,509	33,154	44,200
12	17,877	18,672	19,733	18,407	21,558	12,625	14,057	15,118	25,005	25,928	26,841	26,925	31,933	33,631	45,230
13	18,035	18,831	19,892	18,566	21,727	12,810	14,164	15,224	25,228	26,162	27,107	27,287	32,357	34,108	46,260
14	18,195	18,990	20,051	18,725	21,897	12,997	14,270	15,331	25,451	26,395	27,371	27,647	32,782	34,585	47,338
15	18,354	19,150	20,211	18,884	22,067	13,182	14,376	15,437	25,674	26,629	27,637	28,008	33,206	35,063	48,318
16	18,513	19,308	20,369	19,044	22,237	13,367	14,482	15,543	25,896	26,862	27,902	28,368	33,631	35,540	49,348
17	18,672	19,468	20,794	19,414	22,703	13,553	14,588	15,649	26,523	27,095	28,167	29,175	34,055	36,495	50,398

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA  
AND  
THE GADSDEN EDUCATIONAL STAFF PROFESSIONAL  
ASSOCIATION**

**DECEMBER 18, 2007**

It is mutually understood and agreed that the Board and the GESPA shall amend the current collective bargaining agreement to establish a committee comprised of three members appointed by the Superintendent and three members appointed by the GESPA President, to study the feasibility of establishing a payroll deduction slot for the purpose of deducting premiums for companies participating in GESPA sponsored benefits program. This committee is advisory in nature only and will submit its recommendation to the Superintendent and Board by May 16, 2008.

**MEMORANDUM OF AGREEMENT**

The Gadsden Educational Staff Professional Association and the Gadsden County, Florida School District hereby tentatively agree to the provisions set out below and will support the ratification of such provisions by the members of the Gadsden Educational Staff Professional Association and the Gadsden County School Board:

By: /s/ Tony Britt By: /s/ Roger Walton  
President Chairman

Date: 12/14/07 Date: 12/11/07

By: /s/ Paul Burdette By: /s/ Reginald C. James  
Contract Days: The contract of employees in the GESPA unit will remain reduced by five (5) days except for those employees in the GESPA unit who work less than 186 days.

Certain Articles of the Master Contract were the subject of the re-opener provision contained in ARTICLE XV - Amendment and Duration, and fully negotiated. The resulting changes are contained in the attached Tentative Agreement and will be incorporated into the "Master Contract" as an addendum effective upon ratification by both parties. The parties agree that all language contained herein shall be incorporated into the appropriate contract articles upon negotiation of a new contract.

For the GESPA For the District School Board of Gadsden

Chief Negotiator Superintendent of Schools

Date: 12/14/07 Date: 12/7/07

By: /s/ Rocky Pace Chief

Negotiator Date: 12/17/07

President Superintendent

Team Member Chairman

Team Member Team Member

Date Date

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 8n

**DATE OF SCHOOL BOARD MEETING:** June 29, 2010

**TITLE OF AGENDA ITEMS:** Life Insurance for 2010-2011

**DIVISION:** Insurance Committee and Finance Department

**PURPOSE AND SUMMARY OF ITEMS:**

Article XI in both the Collection Bargaining Agreements with the Gadsden County Classroom Teachers Association and the Gadsden Educational Staff Professional Association provides that an Insurance Committee shall "investigate insurance alternatives and make recommendations to the Board...."

With the guidance of the Insurance Committee, the District issued a Request for Proposals (RFP) for life insurance for the 2010-2011 year. Fifteen insurance companies responded as summarized on the attached initial analysis. In accordance with the provisions of the RFP, all firms with a local agent were offered the opportunity to submit a best and final offer.

Five companies were selected as finalists and each company had one or more opportunities to present their company's unique qualifications. After careful deliberations, the Insurance Committee recommends Florida Combined Life.

Unique qualifications of Florida Combined Life include but are not limited to the following:

- Reductions in premiums for Board, employees, and retirees.
- Local agent with staff and physical address in Gadsden County.
- Credit for health insurance premiums of \$125,000 for 2010-2011.
- 5% credit for dental insurance renewal for 2010-2011.

**FUND SOURCE:** All Funds with Payroll

**AMOUNT:** See the attached rate sheet – both employee and Board parts of premiums decrease

**PREPARED BY:** Bonnie Wood

**POSITION:** Assistant Superintendent for Business Services

The School Board of Gadsden County  
RFP Life Insurance

AGENT	CURRENT (Assurant) BUTLER	AETNA MCMILLAN	FL COMBINED MCMILLAN	HARTFORD BUTLER	ING BRYAN/ HOARD	STANDARD BRYAN/ HOARD
<b>Service Ability</b>	Bob Butler, Office Staff of 1, Personal/ Phone Service	Craig McMillan, 2 Agents, 5 Office Staff, Personal/ Phone Service	Craig McMillan, 2 Agents, 5 Office Staff, Personal/ Phone Service	Bob Butler, Office Staff of 1, Personal/ Phone Service	Lon Bryan, Bill Hoard, Brad Hoard, Office Staff of 1. Web/ Phone Service.	Lon Bryan, Bill Hoard, Brad Hoard, Office Staff of 1. Web/ Phone Service.
<b>Dependent Coverage</b>	Birth to age 19, 25 if full time student.	Birth to age 19, 25 if full time student.	No coverage birth to 14 days, 14 days to 6 months \$500. 6 Mo's to 25 full benefit	Birth to age 19, 25 if full time student.	No coverage birth to 6 months. 6 Mo's to 19 yrs, 25 if full time student.	Birth to 20 yrs., 24 if full time student.
<b>Base Group Life AD&amp;D included</b>	\$18,075.83	\$6,306.01	•Option 1 = \$9,373.80 •Option 2 = \$7,669.47	\$4,828.92	•Option 1 = \$9,345.39 •Option 2 = \$6,476.44	\$4,828.93
<b>Supplemental Cost AD&amp;D included</b>		\$8,636.12	•Option 1 = \$8,636.12 •Option 2 = \$11,380.80	\$8,636.12	•Option 1 = \$7,627.73 •Option 2 = \$10,155.12	\$8,636.12
<b>Spouse</b>	\$895.56	\$895.56	\$805.80	\$895.56	•Option 1 = \$ 477.36 •Option 2 = \$454.92	\$961.56
<b>Child</b>	208.50	\$208.50	\$189.04	\$208.50	•Option 1 = \$556.00 •Option 2 = \$767.28	\$152.90
<b>Retiree Group Cost</b>	\$14,741.96	\$9,443.25	\$13,273.01	\$10,492.5	\$14,741.96	\$14,741.96
<b>Initial Open Enrollment</b>		True Enrollment with no EOI up to \$100K	•True Open Enrollment with no Evidence of Insurability up to \$100,000.	•Emp. Currently enrolled can increase up to \$25K.	•Currently enrolled Emp will roll over.	•True Enrollment with no EOI up to \$150K
			•\$125,000 credit on Medical renewal.	•Emp not currently enrolled can purchase \$25K w/ no EOI.	•New enrollments need proof of good health.	•Proof of good health for spouse & child not currently enrolled.
			•5% credit on Dental renewal-24 mo's/			
<b>Extra Benefits</b>	•Auto Accident Benefit	•Everest Funeral Planning	•\$50,000 credit on Medical renewal	•Adaptive Home/ Vehicle	•Funeral Concierge	•Age Banded Spouse Coverage
	•Higher Education Benefit	•Legal Reference	•Education Benefit	•Reparation Benefit	•Everest Funeral Planning	•Med-Ex Travel Asst.
	•Survivor Financial Counseling	•Financial Planning	•Coma Benefit	•Child & Spouse Education	•Travel Asst	•Child Care benefit
		•Travel Asst.	•5% credit on Dental renewal-24 mo's/	•Day Care Benefit		•Seat belt/ Airbag
		•Seat Belt Benefit	•Seat belt/ Airbag Benefit	•Seat Belt/ Airbag		•Spouse Education
		•Common Carrier Benefit	•Exposure & Disappearance	•Funeral Concierge		
			•Reparation Benefit	•Travel Asst.		
<b>Annual Savings</b>	Current \$556,846.80	\$250,973.52	•Option 1 = \$169,513.56 •Option 2 = \$157,029.36	\$256,107.60	•Option 1 = \$163,865.52 •Option 2 = \$165,698.16	\$204,989.16

AETNA		FL COMBINED			HARTFORD		ReliaStar/ ING				Standard	
Age	Rate	Age	Option 1 Rate	Option 2 Rate	Age	Rate	Age	Option 1 Rate	Option 2 Rate	Option 3 Rate	Age	Rate
0-19	0.059	0-19	0.03	0.03	0-19	0.03	0-19	0.048	0.066	0.056	0-19	0.04
20-24	0.075	20-24	0.04	0.04	20-24	0.03	20-24	0.048	0.066	0.071	20-24	0.04
25-29	0.084	25-29	0.05	0.05	25-29	0.04	25-29	0.057	0.079	0.08	25-29	0.05
30-34	0.102	30-34	0.05	0.06	30-34	0.05	30-34	0.076	0.105	0.097	30-34	0.07
35-39	0.127	35-39	0.08	0.09	35-39	0.06	35-39	0.086	0.118	0.121	35-39	0.09
40-44	0.194	40-44	0.14	0.15	40-44	0.11	40-44	0.095	0.131	0.184	40-44	0.15
45-49	0.264	45-49	0.19	0.21	45-49	0.15	45-49	0.143	0.197	0.251	45-49	0.21
50-54	0.469	50-54	0.35	0.39	50-54	0.29	50-54	0.219	0.302	0.446	50-54	0.4
55-59	0.856	55-59	0.66	0.73	55-59	0.54	55-59	0.409	0.564	0.813	55-59	0.77
60-64	1.14	60-64	0.89	0.99	60-64	0.72	60-64	0.627	0.865	1.083	60-64	1.03
65-69	1.782	65-69	1.4	1.56	65-69	1.14	65-69	1.207	1.665	1.693	65-69	1.63
70-74	2.466	70-74	1.95	2.17	70-74	1.58	70-74	1.957	2.701	2.343	70-74	2.33
75+	4.612	75+	3.66	4.07	75+	2.98	75+	1.957	2.701	4.381	75+	4.52
Example: 50 year old		Example: 50 year old			Example: 50 year old		Example: 50 year old				Example: 50 year ol	
				3.90		2.90				4.46		4.00
				9.75		7.25				11.15		10.00

Benefits

	ASSURANT	FRINGE	FL COMBINED	HARTFORD	MET LIFE	UNUM
<ul style="list-style-type: none"> <li>•Accelerated benefit</li> <li>•Convertible policy</li> <li>•Counseling</li> <li>•Suicide Exclusion - 2 yrs</li> <li>•Portable policy</li> <li>•Waiver of Premium</li> <li>•Travel Assistance (AXA)</li> <li>•Financial Planning Services</li> <li>•Legal Reference Program</li> <li>•Legislative updates</li> <li>•Terminal illness- direct access to a licensed social worker</li> </ul>	<ul style="list-style-type: none"> <li>•Accelerated benefit</li> <li>•Convertible policy</li> <li>•Counseling</li> <li>•Education benefit</li> <li>•Suicide exclusion</li> <li>•Portable policy</li> <li>•Waiver of premium</li> <li>•Disability benefit</li> </ul>	<ul style="list-style-type: none"> <li>•Accelerated benefit</li> <li>•Convertible policy</li> <li>•Education Benefit</li> <li>•Seat belt benefit</li> <li>•Portable policy</li> <li>•Waiver of premium</li> <li>•Will offer a true enrollment and waive all Evidence of Insurability</li> <li>•Will waive all Sec 125 admin fee and 5% fees if we package the Sec 125 &amp; life offers.</li> <li>•No benefit for dependents under 14 days old. 14 to 6 mo's benefit is \$500.</li> </ul>	<ul style="list-style-type: none"> <li>•Accelerated benefit</li> <li>•Convertible policy</li> <li>•Education benefit</li> <li>•Suicide exclusion- 1yr</li> <li>•Seat belt benefit</li> <li>•Portable policy</li> <li>•Waiver of premium</li> <li>•Coma benefit</li> <li>•Exposure &amp; disappearance benefit</li> <li>•Repatriation benefit</li> <li>•Speech and hearing benefit</li> <li>•Will provide \$100,000 packaged discount to the Medical renewal.</li> <li>•Dependents under 6 mo's old death benefit is \$500 for 14 days to 6 months. No benefit for 1-14 days.</li> </ul>	<ul style="list-style-type: none"> <li>•Accelerated benefit</li> <li>•Convertible policy</li> <li>•Counseling/Beneficiary</li> <li>•Education benefit</li> <li>•Suicide Exclusion- 2yrs</li> <li>•Seat belt benefit</li> <li>•Portable policy</li> <li>•Travel Assistance Guide</li> <li>•Day care benefit</li> <li>•Home/ vehicle benefit</li> <li>•Estate guidance</li> <li>•Everest Funeral Planning</li> <li>•Funeral Concierge services</li> <li>•Rehabilitation benefit</li> </ul>	<ul style="list-style-type: none"> <li>•Convertible policy</li> <li>•Education benefit</li> <li>•Suicide exclusion</li> <li>•Seat belt benefit</li> <li>•Portable policy</li> <li>•Waiver of premium</li> <li>•Travel Assistance</li> <li>•Child care benefit</li> <li>•3rd degree burn benefit</li> <li>•HIV benefit</li> <li>•COBRA benefit</li> <li>•Common Disaster benefit</li> <li>•No coverage for dependents under 15 days old.</li> <li>•Rehabilitative Physical Therapy</li> <li>•Therapeutic Counseling benefit</li> <li>•Parental Care benefit</li> <li>•Hospital Confinement benefit</li> <li>•Workplace Felonious Assault benefit</li> </ul>	<ul style="list-style-type: none"> <li>•Accelerated Living benefit</li> <li>•Convertible policy</li> <li>•Education benefit</li> <li>•Suicide exclusion- 2yrs</li> <li>•Seat belt benefit</li> <li>•Portable policy</li> <li>•Waiver of premium</li> <li>•Repatriation benefit</li> <li>•Exposure &amp; disappearance benefit</li> <li>•Financial &amp; Legal Resources</li> <li>•Unum Security account</li> <li>•Live birth to 14 days benefit amount for dependents is \$1,000. during their initial enrollment period, the employee may increase their benefit level at subsequent annual enrollment periods up to the guaranteed issue amount w/o evidence of insurance.</li> </ul>

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 80

**DATE OF SCHOOL BOARD MEETING:** June 29, 2010

**TITLE OF AGENDA ITEMS:** Dental Insurance for 2010-2011

**DIVISION:** Insurance Committee and Finance Department

**PURPOSE AND SUMMARY OF ITEMS:**

Article XI in both the Collection Bargaining Agreements with the Gadsden County Classroom Teachers Association and the Gadsden Educational Staff Professional Association provides that an Insurance Committee shall "investigate insurance alternatives and make recommendations to the Board...."

The Insurance Committee has researched dental insurance for District employees for the upcoming school year and recommends renewing the contract with Florida Combined Life. The attached renewal rates are integrated with the life insurance contract proposed by Florida Combined Life.

The Insurance Committee also received the attached quote for dental insurance from Delta Dental.

**FUND SOURCE:** All Funds with Payroll

**AMOUNT:** See the attached rate sheet – both employee and Board parts of premiums decrease

**PREPARED BY:** Bonnie Wood

**POSITION:** Assistant Superintendent for Business Services



4800 Deerwood Campus Parkway  
 Building 2, Suite 600  
 Jacksonville, FL 32246  
 904/425-5800  
 FAX: 904/425-7180

June 10, 2010

Bonnie Wood  
 Gadsden County School Board  
 35 Martin Luther King, Jr. Blvd.  
 Quincy, FL 32351

RE: Group Policy Numbers:  
 25-X0052 (Low)  
 25-X0053 (High)

Renewal Date: October 1, 2010

Dear Ms. Wood:

Thank you for choosing Florida Combined Life Insurance Company, Inc., an Independent Licensee of the Blue Cross Blue Shield Association, for your group Dental Insurance benefits. We appreciate the confidence you have placed in FCL to provide dental benefits for your employees in addition to your recent decision to choose our company to be your carrier for life insurance benefits. We value you as a customer and appreciate your business and continued trust in us.

We have completed our review of your coverage with FCL, taking into account a variety of factors that affect rate development. After careful consideration and analysis, we have established our renewal offer for the Gadsden County School Board current dental plans.

FCL is pleased to advise that we are offering a 5% rate reduction to the School Board as well as a two-year rate guarantee. Your current and renewal rates are shown below. The renewal rates will take effect on your renewal date of October 1, 2010 and are guaranteed for the following 24 months, subject to the terms and conditions of your group contract.

**BlueDental Choice PPO – Low 25-X0052**

	<u>Current Rates</u>	<u>Renewal Rates</u>
Employee	\$ 18.62	\$ 17.69
Employee + Spouse	\$ 46.40	\$ 44.08
Employee + Child(ren)	\$ 45.84	\$ 43.55
Family	\$ 79.94	\$ 75.94

**BlueDental Choice PPO – High 25-X0053**

	<u>Current Rates</u>	<u>Renewal Rates</u>
Employee	\$ 26.78	\$ 25.44
Employee + Spouse	\$ 56.14	\$ 53.33
Employee + Child(ren)	\$ 55.56	\$ 52.78
Family	\$ 91.20	\$ 86.64

We hope you are pleased with this renewal offer and we look forward to continuing our relationship with the Gadsden County School Board well into the future. Should you have any questions regarding this letter please contact your local Blue Cross and Blue Shield sales representative or telephone our office at 1-800-772-8244 ext. 8155.

Sincerely,

Karen D. Allen, FLMI  
Group Dental Underwriting

cc:

AOR: Pat Thomas & Associates, Inc.  
Sales Rep: Jimmy Kelly  
FCL Sales: Greg Sutton

# Delta Dental PPO

# Program 1

Group Name: **Gadsden County Schools**  
 Contract Type: **Fully Insured**

Created on 03/16/2010

Delta Dental's PPO program is an affordable alternative for groups interested in reducing costs without restricting their employees' freedom to choose to visit any licensed dentist. Benefits will be administered according to the following schedule and rates.

Benefits	In-Network*	Out-Network*
Diagnostic and Preventive Services	100%	100%
Basic Services	80%	80%
Major Services	50%	50%

\*PPO dentists (in network) are paid on the PPO provider fee schedule.  
 \*Delta Dental Premier dentists (out of network) are paid on the Maximum Plan Allowance.  
 \*Non Delta Dental dentists (out of network) are paid up to the 80<sup>th</sup> percentile.

**Deductible (does not apply to diagnostic and preventive services)**

Per enrollee per calendar year	\$50	\$50
Per family per calendar year	\$150	\$150

**Maximum**

Per patient per calendar year	\$1,000	\$1,000
-------------------------------	---------	---------

**Monthly Rates** **Two Year**

Four Tier Structure:	
Employee Only	\$18.12
Employee + Spouse	\$45.16
Employee + Child(ren)	\$44.61
Employee + Spouse and Child(ren)	\$77.80

**Commissions**  
 The above rates include 10.00% commissions.

Deductible and maximum amounts for in network and out of network are inclusive of each other and not in addition to.  
 The above rates are not valid unless accompanied by the provisions on the attached pages.  
 The rates quoted in this proposal are based on the information provided to Delta Dental at the time the proposal was released. This proposal is not a contract. If the group wishes to sign a contract with Delta Dental, it will be required to complete a Group Application. Delta Dental's acceptance of a completed Group Application will be based on verification of group enrollment specifications.  
 The proposed plan will be administered under Delta Dental's standard benefits, limitations and exclusions.



# The School Board of Gadsden County

GADSDEN SCHOOL BOARD  
ASSISTANT  
SUPERINTENDENT



*"Building A Brighter Future"*

**REGINALD C. JAMES**  
SUPERINTENDENT OF SCHOOLS

2010 JUN 17 PM 3:24

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

**TO:** Mr. Reginald James, Superintendent of Schools

**FROM:** School Food Service Management Team / Elizabeth Thompson

**DATE:** June 16, 2010

**RE:** *Bid Awards for 2010 – 2011*

The Gadsden County School Food Service Bid opening for the period July 1, 2010 – June 30, 2011 was held on the June 13, 2010 at the times listed below:

**Bid No. 1011-02** Milk Bid at 9:00 AM

**Bid No. 1011-03** Bread Bid at 9:30 AM

**Bid No. 1011-04** Produce Bid at 10:00 AM

**Bid No. 1011-05** Beverage Bid at 10:30 AM

**Bid No. 1011-06** Chemicals Bid at 11:00 AM

Bids were mailed to three vendors per bid. Based on the bid openings, it is recommended that the following vendors receive the Bids for July 1, 2010- June 30, 2011 school year.

**Dairy Fresh** for Milk  
**Flowers Baking Company** for Bread  
**Adams Produce Company** for Produce  
**Coca Cola Beverage Company** for Beverage  
**Ecolab** for Chemicals

ERIC F. HINSON  
DISTRICT NO. 1  
HAVANA, FL 32333

JUDGE B. HELMS, JR.  
DISTRICT NO. 2  
QUINCY, FL 32351

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 32353

BOARD MEETS FOURTH TUESDAY OF EACH MONTH  
EQUAL OPPORTUNITY EMPLOYER

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 9b

**DATE OF SCHOOL BOARD MEETING:** June 29, 2010

**TITLE OF AGENDA ITEM:** 2010-11 DIESEL FUEL BID #1011-16

**DIVISION:** TRANSPORTATION DEPARTMENT

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

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

BID FOR SUPPLYING ULTRA LOW SULFUR CLEAR DIESEL FUEL FOR THE 2010-2011

SCHOOL YEAR

**FUND SOURCE:** TRANSPORTATION DEPARTMENT

**AMOUNT:** \$675,000.00

**PREPARED BY:** JOE E. LEWIS, JR.

**POSITION:** DIRECTOR OF TRANSPORTATION

---

**INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER**

       Number of ORIGINAL SIGNATURES NEEDED by preparer.

**SUPERINTENDENT'S SIGNATURE:** page(s) numbered \_\_\_\_\_

**CHAIRMAN'S SIGNATURE:** page(s) numbered \_\_\_\_\_

**This form is to be duplicated on light blue paper.**

**REVIEWED BY:** Bob Harmonic



*Gadsden County School Bus Transportation  
35 Martin Luther King, Jr. Blvd.  
Quincy, Florida 32351  
Phone: 850-627-6858  
Fax: 850-875-8895*



May 28, 2010

Mr. Reginald C. James  
Superintendent of Schools  
Gadsden District Schools  
35 Martin Luther King Jr. Blvd  
Quincy, Florida 32351

Dear Mr. James,

After reviewing the bids that were received for supplying #2 diesel fuel to the Transportation Department for the 2010-2011 school year, we recommend that the contract be awarded to Petroleum Traders Corporation, 7120 Pointe Inverness Way, Fort Wayne, Indiana 46804.

Sincerely,

A handwritten signature in black ink that reads "Joe Lewis". The signature is fluid and cursive, with a long horizontal stroke at the end.

Joe Lewis  
Director of Transportation  
Gadsden County Schools

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 9c

**DATE OF SCHOOL BOARD MEETING:** June 29, 2010

**TITLE OF AGENDA ITEM:** Bid #0910-15 Interior/Exterior painting of Havana Middle School.

**DIVISION:** Facilities

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

**PURPOSE AND SUMMARY OF ITEM:** For Board approval of lowest and best bid for painting the interior and exterior of Havana Middle School.

**FUND SOURCE:** 378

**AMOUNT:** \$ 133,206.00

**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.

# KCI

## KINSEY CONTRACTORS, INC.

3710 NW Passage • Tallahassee, Florida 32303  
 Office: (850) 504-9200 • Fax: (850) 504-0032 • Toll Free: (866) 504-9900  
 www.kinseycontractors.com

<b>From:</b> Stephen Hill	<b>To:</b> Gadsden County School Board
<b>Phone:</b> 850-504-9200	<b>Attn:</b> Wayne Shepard
<b>Fax:</b> 850-504-0032	<b>Fax:</b>
<b>Email:</b> stephen@kinseycontractors.com	<b>Quote For:</b> Havana Middle School
<b>Date:</b> 6/8/2010	<b>Job Location:</b> Havana, FL

### Painting:

**\$133,206.00**

#### Scope of Work (Base Bid):

##### Interior painting, including:

- ✓ Previously-painted doors & jambs
- ✓ Previously-painted walls
- ✓ Previously-painted ceilings
- ✓ Doors & jambs at closets

##### Exterior painting, including:

- ✓ Previously-painted doors & jambs
- ✓ Previously-painted walls
- ✓ Previously-painted transom window frames over doors
- ✓ Walkway cover perforated ceilings
- ✓ Walkway framework (post, bracing, supports)
- ✓ Metal fencing and gates around building perimeters

Scope of work includes common preparation of surfaces to be finished (minor cleaning, paint related caulking)

#### Exclusions:

Painting, finishing, sealing, caulking & joint sealers of any other surfaces & or substrate other than listed in Scope of Work at left, including but not limited to:

- x Painting of, or caulking around aluminum doors / windows / frames
- x Painting / finishing of cabinets, countertops, etc.
- x Painting of metal roof panels, trim, gutters, or downspouts
- x Painting of exposed ceiling in Gymnasium

Quote is per: Plans dated 5-12-93 • Price includes Labor, Materials & Sales Taxes

*Kinsey Contractors, Inc. performs Painting, Waterproofing, Dampproofing, Pressure Washing & Joint Sealants.*

*Kinsey Contractors, Inc. is Licensed, Insured and Bondable.*

*This proposal is good for 60 days.*

Price Approved by James E. Kinsey

**James E. Kinsey**

President and CEO

Thank you; we appreciate your business!

**Stephen Hill**

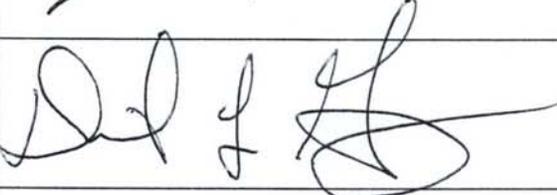
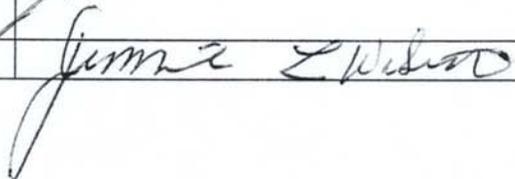
Estimator

**BID OPENING – Tuesday, June 8, 2010 at 2:45 pm EST**  
**Bid #0910-15 Painting Havana Middle School**

Contractor Name, Address and Contact Numbers	Signature and Date
L and L Services (850) 942-7641 Larry Harris 9104 Eagle Ridge Drive Tallahassee, FL 32312	Interior - Exterior - $\rightarrow$ NO Bid
Little Artist Painting (850) 339-6430 Irving Whitehead	Interior - 165,000.00 Exterior - NObid
John the Painter, Inc. (850) 459-1124 Paul Sumrell Alt 2nd coat $\rightarrow$ 78,000.00 3649 Hartsfield Road (850) 671-5646 Tallahassee, FL 32303	Interior - 96,000.00 Exterior - 61,000.00
Wakulla Painting and Restoration, LLC Daniel Guilday Alt. 2nd coat $\rightarrow$ 96,000.00 P. O. Box 263 (850) 212-1496 Crawfordville, FL 32326	Interior - 129,000.00 Exterior - No bid
Jeff Kynoch Painting, Inc. (850) 668-0429 Jeff Kynoch (850) 545-3375 3525 Gardenview Way Alt 2nd coat $\rightarrow$ Tallahassee, FL 32309	Interior - 98,225.00 Exterior - 51,444.00
River King Custom Painting (850) 893-0168 3501 Martin Hurst Road Tallahassee, FL 32312	Interior - NOBid Exterior - 38,680.00
General Lee's Painting, Inc. (850) 570-1321 Blaine Luttenton Alt. 2nd coat $\rightarrow$	Interior - 94,300.00 Exterior - 46,180.00
Kinsey Contracting, Inc. (850) 528-5573 John Griffin fax (850) 504-0032 3710 Northwest Passage Tallahassee, FL 32303	Interior - $\rightarrow$ 133,206.00 Exterior - $\rightarrow$
Wilson and Son (850) 575-3535 Alt. 2nd coat $\rightarrow$ 98,200.00	Interior - 98,200.00 Exterior - 94,400.00

*Mary Sutton* 6/8/10  
 Page 179 of 346  
 6-8-10

**BID OPENING – Tuesday, June 8, 2010 at 2:45 pm EST**  
**Bid #0910-15                      Painting Havana Middle School**

Contractor Name, Address and Contact Numbers	Signature and Date
L and L Services (850) 942-7641 Larry Harris 9104 Eagle Ridge Drive Tallahassee, FL 32312	
Little Artist Painting (850) 339-6430 Irving Whitehead	
John the Painter, Inc. (850) 459-1124 Paul Sumrell 3649 Hartsfield Road (850) 671-5646 Tallahassee, FL 32303	 6/8/10
Wakulla Painting and Restoration, LLC Daniel Guilday P. O. Box 263 (850) 212-1496 Crawfordville, FL 32326	 6/8/2010
Jeff Kynoch Painting, Inc. (850) 668-0429 Jeff Kynoch (850) 545-3375 3525 Gardenview Way Tallahassee, FL 32309	 6-8-10
River King Custom Painting (850) 893-0168 3501 Martin Hurst Road Tallahassee, FL 32312	
General Lee's Painting, Inc. (850) 570-1321 Blaine Luttenton	
Kinsey Contracting, Inc. (850) 528-5573 John Griffin fax (850) 504-0032 3710 Northwest Passage Tallahassee, FL 32303	 6/8/2010
Wilson and Son (850) 575-3535	 6/8/2010

**BID 0910-15**

PAINTING HAVANA MIDDLE SCHOOL

May 26, 2010

SIGN IN SHEET

<u>CONTRACTOR</u>	<u>PHONE NO.</u>	<u>SIGNATURE</u>
Riverking Custom Painting	250-893-0168	JH
Gen. Lee's Painters	850-570-1321	<del>Handwritten signature</del>
J. Edward Wilson Dinner & Water	575 3535	Handwritten signature
John Go. the KCI	850 528 5573	JH

**BID 0910-15**

PAINTING HAVANA MIDDLE SCHOOL

May 26, 2010

SIGN IN SHEET

<u>CONTRACTOR</u>	<u>PHONE NO.</u>	<u>SIGNATURE</u>
2+2 Services	850 942 -7641	Zary Harris
The Little Artist Paint Cont.	850-339-6430	Emm... ..
John the Painter, Inc.	850-459-1124	Paul... ..
WAKULLA PAINTING & RESTORATION, LLC	850 212 1496	... ..
JEFF KYNOCH PAINTING, INC	850 668-0429	Jeff Kynoch



Gadsden County Schools  
Building a Brighter Future

**THE SCHOOL BOARD OF GADSDEN COUNTY  
MAINTENANCE DEPARTMENT  
805 South Stewart Street  
QUINCY, FLORIDA 32351**

**INVITATION TO BID (ITB) & BIDDER'S ACKNOWLEDGEMENT**

**CONTACT & TELEPHONE: Wayne Shepard – Director of Facilities (850) 627-9888**

BID TITLE:  
**Painting Havana Middle School**

BID NUMBER:  
**0910-15**

BID OPENING DATE & TIME: **June 8, 2010 @ 2:45 P.M. EST**

LOCATION: **Max D. Walker Building 35 Martin Luther King Jr., Blvd., Quincy, FL 32351**

**NOTE: BIDS RECEIVED AFTER THE BID OPENING DATE AND TIME WILL NOT BE ACCEPTED.**

The School District of Gadsden County, Florida, solicits your company to submit a bid on the above referenced goods or services. All terms, specifications and conditions set forth in this request are incorporated by this reference into your response. Bids will not be accepted unless all conditions have been met. In the event of a conflict between the General Bid Terms and Conditions and any Special terms and Conditions attached hereto, the Special Terms and Conditions shall have precedence. All bids must have an authorized signature in the space provided below. **All bids must be sealed and received at the School District's Administration Building at 35 Martin Luther King Jr., Blvd., Quincy, Florida by the "Bid Opening Date & Time referenced above". All envelopes containing sealed bids must reference the "Bid Title", "Bid Number" and the "Bid Opening Date & Time". The School District is not responsible for lost or late delivery of Bids by the U.S. Postal Service or other delivery services used by the Bidder. Bids may not be withdrawn for a period of sixty (60) days after the bid opening unless otherwise specified.**

**THE FOLLOWING MUST BE COMPLETED, SIGNED, AND RETURNED AS PART OF YOUR BID. BIDS WILL NOT BE ACCEPTED WITHOUT THIS FORM, SIGNED BY AN AUTHORIZED AGENT OF THE BIDDER.**

COMPANY NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

FEDERAL EMPLOYER'S IDENTIFICATION NUMBER (FEIN): \_\_\_\_\_

TELEPHONE NUMBER : \_\_\_\_\_ ( EXT : \_\_\_\_\_ ) FAX NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

I CERTIFY THAT THIS BID IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY OTHER BIDDER SUBMITTING A BID FOR THE SAME MATERIALS, SUPPLIES, EQUIPMENT OR SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD. I AGREE TO ABIDE BY ALL TERMS AND CONDITIONS OF THIS BID AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS BID FOR THE BIDDER.

AUTHORIZED SIGNATURE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

**INSTRUCTIONS TO BIDDERS:**

- A. **FAMILIARITY WITH SITES: MANDATORY WALK THROUGH WEDNESDAY MAY 26, 2010 @ 9:00 A.M.** Each bidder is encouraged, prior to submitting his bid, to examine the sites to determine the extent of the work involved and the conditions under which he must perform the work. Submission of a bid shall constitute acknowledgement by the bidder that he is familiar with all site conditions. The failure or neglect of a bidder to familiarize himself with the site of the proposed work shall in no way relieve him from any obligations with respect to his bid. **To gain access to the sites, the bidder should contact Wayne Shepard – Director of Facilities (cell) (850) 545-7918 or office (850) 627-9888 prior to arriving on school grounds.**
- B. **REFERENCES:** Each bidder is required to submit a list of **(5) five commercial references** using the format on the attached “Vendor Reference Form” **and have at least (5) five years commercial experience.** Bidder must be the prime contractor for each customer/contract referenced. All references shall be for work performed over the last year at commercial, multi-residential developments and/or institutional complexes for contracts of comparable size. Newly formed companies, corporations, joint ventures; etc. may use an incorporator as a referenced entity. At least one contract/customer shall have been serviced for a minimum of one year. Failure to do so will result in the bidder not being considered for award. Unsatisfactory references may result in the bidder not being considered for award.
- C. **CRIMINAL BACKGROUND CLEARANCE:** *Pursuant to School Board Policy 3.68, Criminal Background and Employment and the Florida Legislated Jessica Lunsford Act*, any personnel deployed to school sites as a result of contract award must have received a Level II criminal background screening and clearance. These will be done through the School Board Human Resource Department, 35 MLK Jr., Blvd.Quincy, FL at a cost of \$81.25 for each employee. VISA or postal money order accepted.
- D. **LABOR AND MATERIAL:** The bidder shall provide and pay for all labor, materials, equipment, tools, transportation and other facilities and services as required for the proper execution and completion of the work.
- E. **SAFETY:** The bidder shall take all reasonable precautions for safety and shall provide all reasonable protection to prevent damage, injury or loss to persons and employees of the District. The bidder shall comply with all Occupational Safety and Health Administration (OSHA) regulations, as they are applicable.
- F. **EMERGENCIES:** In any emergency affecting the safety of persons and property, the bidder shall act immediately to prevent threatened damage, injury or loss. Any such emergency must be reported to the District not later than twenty-four (24) hours from the time that the emergency is discovered by the bidder.
- G. **EQUIPMENT:** All equipment operated on any school district site shall be equipped with guards and/or shields to minimize the possibility of injury to the operator or the general public. Machinery not equipped with safety devices shall not be operated at any facility housing students, staff or other personnel. No power equipment shall be operated in the vicinity of students during periods such as class change, recess, fire drills, etc. Proper operation of equipment is the contractor’s responsibility.

Initial received \_\_\_\_\_

## PAINT SPECIFICATIONS FOR INTERIOR

### \*\*\*\*Blueprints available

Scope of work: Furnish all labor and materials to complete the following.

1. Paint all previously painted areas.
  - (a) doors and jambs
  - (b) walls
  - (c) ceilings
  - (d) closet areas – paint just the door and jambs, inside and out.
2. Wipe all surfaces to be painted down with a solution that will clean areas of dust, grease, etc. before applying paint.
3. Protect floors, furniture, fixtures, etc. from paint splatters.
4. After walls are cleaned and dry, apply one coat of pre-catalyzed water based epoxy paint.
5. Use a stain blocker on any areas that have markings or other material on them that may bleed through finish coat.
6. Use a latex paintable caulk to fill holes and cracks.
7. Patch all plaster or drywall ceilings to match existing finish before painting and allow for proper drying time before applying paint.
8. **All doors and jambs and framing around transom windows**
  - (a) clean – free of dirt, dust and grease
  - (b) prime as needed with rust inhibitor primer
9. Apply one coat of metal enamel paint to all areas in item # 8 above.
10. When job is finished make sure all work areas are cleaned up and free of all paint cans, rags, paper, etc. Leave areas as you found them or better.
11. Color will be decided by the Director of Facilities Gadsden County School Maintenance Department.
12. Acceptable brands of paint
  - a. Devoe
  - b. Sherwin –Williams
  - c. Porter
  - d. Benjamin Moore
  - e. Pittsburg

## PAINT SPECIFICATIONS FOR EXTERIOR PAINTING

\*\*\*\* Blueprints available

**Scope of work: Furnish all labor and materials to complete the following.**

1. All previously painted areas.
  - (a) doors
  - (b) transom window frames over doors
  - (c) walk-way cover perforated ceilings'
  - (d) all framework on walk-ways (post, bracing, supports)
  - (e) metal fencing and gates around perimeter of buildings.

\*\*\*\*\* NOT ALUMINUM HARDWARE ON GATES
2. Pressure wash all above areas with a bleach solution and allow to dry 24 hours before painting.
3. After pressure washing and drying, scrape any loose or peeling paint and prime those areas with a rustoleum based metal primer paint.
4. Next apply one coat of semi-gloss alkyd enamel to all surfaces as described above.
5. After a drying time of at least 24 hours apply a second coat of semi-gloss alkyd enamel to previously painted surfaces.
6. Remember to protect all walkway floors from splatters and spilled paint.
7. When job is complete, make sure all areas are cleaned up with all trash (rags, paint cans, cleaning materials, etc) are disposed of in a proper manner.
8. Color of paint will be decided by the Director of Facilities Gadsden County School Maintenance Department.
9. acceptable brands of paint:
  - (a) Devoe
  - (b) Sherwin-Williams
  - (c) Porter
  - (d) Benjamin – Moore
  - (e) Pittsburg

## INDEMNIFICATION AND INSURANCE

In consideration of this Contract, if awarded, the Vendor agrees without reservation to the indemnification and insurance clauses contained herein. These clauses are attached to and form a part of Bid No. 0910-15 Painting Havana Middle School.

### INDEMNIFICATION

The Vendor shall hold harmless, indemnify and defend the indemnities (as hereinafter defined) against any claim, action, loss, damage, injury, liability, cost or expense of whatsoever kind or nature including, but not by way of limitation, attorneys' fees and court costs arising out of or incidental to the performance of this Contract (including goods and services provided thereto) by or on behalf of the Vendor, whether or not due to or caused in part by the negligence or other culpability of the indemnity, excluding only the sole negligence or culpability of the indemnity. The following shall be deemed to be indemnities: The School Board of Gadsden County, Florida and its members, officers and employees.

### INSURANCE

Prior to being recommended for award, the Vendor has five business days after notification to submit proof of insurance as required herein. Failure to submit a fully completed certificate of insurance signed by an authorized representative of the insurer providing such insurance coverages may cause the Vendor to be considered non-responsive and not eligible for award of the Contract. The insurance coverages and limits shall meet, at a minimum, the following requirements:

<b>1. Commercial General Liability Insurance in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.</b>
<b>2. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the operation of the Vendor, in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.</b>
<b>3. Workers' Compensation Insurance for all employees of the Vendor as required by Florida Statutes.</b>
<b>"The School Board of Gadsden County, Florida" must be listed as additional insured on all liability coverages except Workers' Compensation.</b>

The insurance coverage required shall include those classifications, as listed in standard liability insurance manuals, which most nearly reflect the operations of the Vendor.

All insurance policies shall be issued by companies with either of the following qualifications:

a. The company must be:

1. authorized by subsisting certificates of authority by the Department of Insurance of the State of Florida or
2. an eligible surplus lines insurer under Florida Statutes. In addition, the insurer must have a Best's Rating of "A" or better and a Financial Size Category of "IV" or better according to the latest edition of Best's Key Rating Guide, published by A.M. Best Company.

Initial received \_\_\_\_\_

**b. with respect only to the Workers' Compensation insurance, the company must be:**

1. authorized as a group self-insurer pursuant to Florida Statutes or
2. authorized as a commercial self-insurance fund pursuant to Florida Statutes

Neither approval nor failure to disapprove the insurance furnished by the Vendor to the School Board shall relieve the Vendor of the Vendor's full responsibility to provide insurance as required by this Contract.

The Vendor shall be responsible for assuring that the insurance remains in force for the duration of the contractual period; including any and all option years that may be granted to the Vendor. The certificate of insurance shall contain the provision that the School Board be given no less than thirty (30) days written notice of cancellation. If the insurance is scheduled to expire during the or renewed certificates of insurance to the School Board at a minimum of thirty (30) calendar days in advance of such expiration.

Unless otherwise notified, the certificate of insurance must be delivered to the following address:

The School Board of Gadsden County  
Maintenance Department  
35 Martin Luther King Jr., Blvd.  
Quincy, Florida 32351

**The name and address of The School Board of Gadsden County, as shown directly above, must be listed as Certificate Holder on the Certificate of Insurance as well as clearly noted as "Additional Insured".**

**The Vendor may be in default of this Contract for failure to maintain the insurance as required by this Contract.**

**Any questions and/or inquiries should be directed to Wayne Shepard at (850) 627-9888.**

Initial received \_\_\_\_\_



**BID PACKAGES PICKED UP/MAILED**

2

Bid # 1011-01  
Grounds Maintenance District Wide

DATE	CONTRACTOR NAME & ADDRESS (please print)	PHONE #	SIGNATURE
5-13-10 picked up	JARRETT Powell 851 Bainbridge Hwy Quincy FL 32352	850) 875 2823 Home 850) 879-1300 cell	Janett Powell Janett Powell 5-18-10
	Junior L. Ford 330 Reed St Quincy, FLA 32351	850-627-2782 850-322-2551	Junior L. Ford per WS picked up A#1 and A#2 on 5-18-2010 after 4 <sup>15</sup> pm
5-14-10 picked up	Grounds Maintenance Service 736 HAVANA Hwy Quincy FL 32352	850-627-3939 850-508-7425	Russell Skini Russell Skini 5-17-10
5-14-10 picked up	Earnest Smith P.O. Box 923 Havana, FL 6565 Fairbanks Ferry Rd 32333	(850) 539-7638 (850) 688-7168	Earnest Smith Earnest Smith 5-19-10
5-24-10	David Alvarez Alvarez Framing, LLC P.O. Box 638 Greensboro, FL 32330	(850) 508-8965 cell #	David Alvarez

**BID PACKAGES PICKED UP/MAILED**

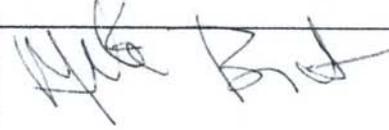
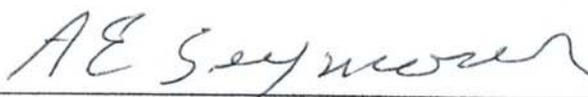
Bid # 1011-01  
Grounds Maintenance District Wide

May 21/10 *GE*

DATE	CONTRACTOR NAME & ADDRESS (please print)	PHONE #	SIGNATURE
5/14/10 picked up	Evans Landscap Surcut P.O. Box 696 Albion GA 31703	508-0096 539-4007	<i>John Evans</i> did not receive addendum #1 and addendum #2
5-17-2010 mailed	TriState Lawn + Landscaping 23 Smokey Alley Road Colquitt, GA 39837	colquitt31@yahoo.com	received A#1 and A#2
5-17-2010 mailed	Harvest Williams 540 Helms Road Colquitt, GA 39837	229-758-3820	received A#1 and A#2
5-17-2010 mailed	Christopher Hilton 5137 River Road Jakin, GA 39861		received A#1 and A#2

**BID PACKAGES PICKED UP/MAILED**

Bid # 1011-01  
Grounds Maintenance District Wide

DATE	CONTRACTOR NAME & ADDRESS (please print)	PHONE #	SIGNATURE
5/18/2010	Michael Lundy Tri State	<del>850-229-416-65</del> 329-416-5152	
5-19-10	Mike Bryant Lawn Care 149 Ranch Rd Quincy FL 32351	509-2110	
5-19-2010 mailed out	Jesus Ruiz 580 Strom Road Quincy, FL 32351		
5/20/10	A1 Maintenance Plus P.O. Box 194 Chattahoochee Fl. 32324	850-663-6335 850-509-8968 850-556-9567 229-24-8-1335 FAX 229-243-8116	

7/24/10  
picked up

Gregory Donald  
3354 Hutchinson Ferry Rd  
Quincy, Fla 32352

856-9872  
556-9836



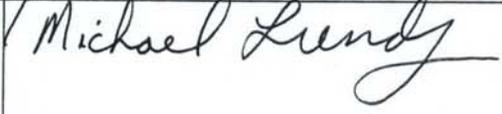
# BID PACKAGES PICKED UP/MAILED

Bid # 1011-01  
Grounds Maintenance District Wide

Meeting  
THUR. MAY 27  
8:30AM

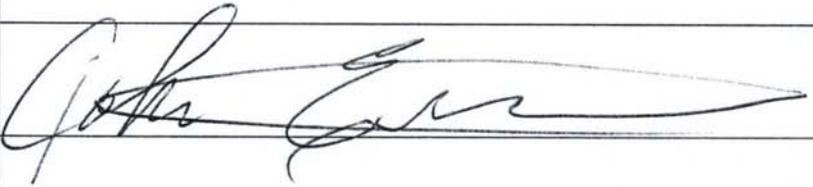
DATE	CONTRACTOR NAME & ADDRESS (please print)	PHONE #	SIGNATURE
5/25/10	Tomika Brunson		email plct. 5/25/10 tomika.brunson@us.army.mil

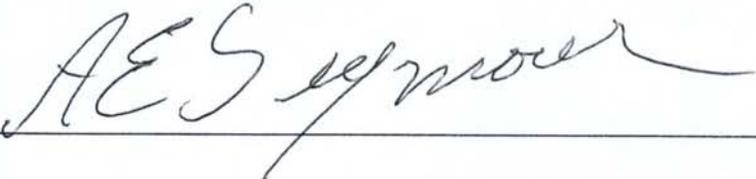
Mandatory Meeting and Tour- Sign in Sheet  
 Bid #1011-01                      Grounds Maintenance – District Wide  
 Thursday, May 27, 2010 at 8:30am EST

Contractor Name, Address and Contact Numbers	Signature and Date
✓ Tomika Brunson tomika.brunson@us.army.mil	
✓ Jarrett Powell                      (850) 875-2823 (home) 851 Bainbridge Highway        (850) 879-1300 (cell) Quincy, FL 32352	
Junior L. Ford                      (850) 627-2782 330 Reed Street                      (850) 322-2551 Quincy, FL 32351	<i>Junior L. Ford 5-27-2010</i>
Grounds Maintenance Service (850) 627-3939 736 Havana Highway            (850) 508-7425 Quincy, FL 32352	<i>Rusty Blum 5/22/10</i>
Earnest Smith                      (850) 539-7638 P. O. Box 923                          (850) 688-7168 6565 Fairbanks Ferry Road Havana, FL 32333	<i>Earnest Smith 3/27/10</i>
David Alvarez                      (850) 528-8965 Alvarez Framing, LLC Greensboro, FL 32330	
Evans Landscaping Sure Cut (850) 508-0096 P. O. Box 696                          (850) 539-4007 Havana, FL 32333	
Michael Lundy                      colquitt31@yahoo.com Tristate Lawn and Landscaping 23 Smokey Alley Road Colquitt, GA 39837	

Harvest Williams 540 Helms Road Colquitt, GA 39837	(229) 758-3820	Harvest Williams
Mike Bryant Lawn Care		Mike Bryant 5-27-10
✓ Jesus Ruiz		
A1 Maintenance Plus		AESeymour (Huck)
Gregory Donald		Gregory Donald
✓ Christopher Hilton		Chris Hilton

BID OPENING – Tuesday, June 8, 2010 at 2:00pm EST  
 Bid #1011-01                      Grounds Maintenance – District Wide

Contractor Name, Address and Contact Numbers	Signature and Date
Junior L. Ford                      (850) 627-2782 330 Reed Street                      (850) 322-2551 Quincy, FL 32351	
Grounds Maintenance Service    (850) 627-3939 736 Havana Highway                (850) 508-7425 Quincy, FL 32352	
Earnest Smith                      (850) 539-7638 P. O. Box 923                      (850) 688-7168 6565 Fairbanks Ferry Road Havana, FL 32333	
David Alvarez                      (850) 528-8965 Alvarez Framing, LLC P. O. Box 638 Greensboro, FL 32330	
Evans Landscaping Sure Cut        (850) 508-0096 P. O. Box 696                      (850) 539-4007 Havana, FL 32333	
Michael Lundy                      colquitt31@yahoo.com Tristate Lawn and Landscaping    (229) 416-5152 23 Smokey Alley Road Colquitt, GA 39837	
Harvest Williams                      (229) 758-3820 540 Helms Road Colquitt, GA 39837	
Mike Bryant Lawn Care                (850) 509-2110 149 Ranch Road Quincy, FL 32351	

Contractor Name, Address and Contact Numbers	Signature and Date
A1 Maintenance Plus (850) 663-6335 P. O. Box 184 (850) 509-8768 Chattahoochee, FL 32324 (850) 556-9567 (229) 248-1338 fax (229) 243-8116	
Gregory Donald (850) 856-9872 3354 Hutchinson Ferry Road (850) 556-9836 Quincy, FL 32352	
Christopher Hilton 5137 River Road Jakin, GA 39861	



# Evans Landscaping Sure Cut

GCSB Bid No. 1011-01  
Grounds Maintenance

## SITE LOCATIONS

<p><u>Group #1</u> \$ <u>625.00</u></p> <p>Havana Elementary 705 US 27 S. Havana, FL 32333</p> <p>-----</p> <p>Havana Middle 1210 Kemp Rd. Havana, FL 32333</p>	<p><u>Group #2</u> \$ <u>700.00</u></p> <p>Gadsden Elementary Magnet 500 West King St. Quincy, FL 32351</p> <p>-----</p> <p>James A. Shanks Middle 1400 W. King St. Quincy, FL 32351</p> <p>-----</p> <p>George Munroe Elementary 1830 W. King St. Quincy, FL 32351</p>	<p><u>Group #3</u> \$ <u>980.00</u></p> <p>Stewart Street Elementary 749 S. Stewart St. Quincy, FL 32351</p> <p>-----</p> <p>Maintenance Department 805 S. Stewart St. Quincy, FL 32351</p> <p>-----</p> <p>Bus Garage 720 S. Stewart St. Quincy, FL 32351</p> <p>-----</p> <p>Gadsden Technical Institute 201 Martin Luther King Jr., Blvd. Quincy, FL 32351</p> <p>-----</p> <p>Food Service Warehouse 203 MLK Jr., Blvd. Quincy, FL 32351</p> <p>-----</p> <p>Carter Parramore Academy 631 S. Stewart St. Quincy, FL 32351</p>
<p><u>Group #4</u> \$ <u>725.00</u></p> <p>Gretna Elementary 706 Martin Luther King Jr., Blvd. Gretna, FL 32332</p> <p>-----</p> <p>Chattahoochee Elementary 335 Maple St. Chattahoochee, FL 32324</p> <p>-----</p> <p>St. John Elementary 4463 Bainbridge Hwy. Quincy, FL 32351</p>	<p><u>Group #5</u> \$ <u>600.00</u></p> <p>West Gadsden High 200 Providence Rd. Quincy, FL 32351 ***includes 1 holding pond</p> <p>-----</p> <p>Greensboro Elementary 559 Greensboro Hwy. Quincy, FL 32351</p>	<p><u>Group #6</u> \$ <u>800.00</u></p> <p>East Gadsden High 27001 Blue Star Hwy. Havana, FL 32333 ***includes 3 holding ponds</p> <p>-----</p> <p>Midway Headstart 86 MLK Jr., Blvd. Midway, FL 32343</p>

\*\*\*\*\***BID BY GROUP ONLY**

**UNLESS SPECIFIED ALL AREAS ARE TO BE SERVICED EVERY OTHER WEEK. PLEASE BID ACCORDINGLY**

\*\*\*\*\***EXCLUDES THE MONTHS OF JANUARY AND FEBRUARY.**\*\*\*\*\*

**ANY CHANGES TO SERVICE WILL BE AT THE DISCRETION OF THE DIRECTOR OF FACILITIES / WAYNE SHEPARD.**

## BID TALLY SHEET

Bid #1011-01

Grounds Maintenance – District Wide

Tuesday, June 8, 2010 at 2:00pm EST

Contractor Name, Address and Contact Numbers	GROUP # 1	GROUP #2	GROUP # 3	GROUP#4	GROUP #5	GROUP#6
Junior L. Ford (850) 627-2782 330 Reed Street (850) 322-2551 Quincy, FL 32351	1,150.00	1650.00	NO Bid	1750.00	1350.00	NO Bid
Grounds Maintenance Service (850) 627-3939 736 Havana Highway (850) 508-7425 Quincy, FL 32352	NO Bid	783.98	877.64	NO Bid	661.38	814.00
Earnest Smith (850) 539-7638 P. O. Box 923 (850) 688-7168 6565 Fairbanks Ferry Road Havana, FL 32333	1,250.00	1,250.00	NO Bid			
David Alvarez (850) 528-8965 Alvarez Framing, LLC P. O. Box 638 Greensboro, FL 32330	2,380.00	2,985.00	3,795.00	2,487.50	2,215.00	1,407.50
Evans Landscaping Sure Cut (850) 508-0096 P. O. Box 696 (850) 539-4007 Havana, FL 32333	625.00	700.00	980.00	725.00	600.00	800.00
Michael Lundy (229) 416-5152 Tristate Lawn and Landscaping 23 Smokey Alley Road Colquitt, GA 39837 colquitt31@yahoo.com	959.00	748.00	862.00	590.00	865.00	1,395.00
Harvest Williams (229) 758-3820 540 Helms Road Colquitt, GA 39837	NO Bid					

*Mary Carter* Page 1 of 2 6/8/10  
*Malaine Sherrill* 6-8-10

Contractor Name, Address and Contact Numbers	GROUP # 1	GROUP #2	GROUP # 3	GROUP #4	GROUP #5	GROUP #6
Mike Bryant Lawn Care (850) 509-2110 149 Ranch Road Quincy, FL 32351	No Bid	1,310.00	1,455.00	1,120.00	1,185.00	1,200.00
A1 Maintenance Plus (850) 663-6335 P. O. Box 184 (850) 509-8768 Chattahoochee, FL 32324 (850) 556-9567 (229) 248-1338 fax (229) 243-8116	1,000.00	950.00	1,750.00	1,100.00	875.00	1,000.00
Christopher Hilton 5137 River Road Jakin, GA 39861	---	NO BID	---	---	---	---
Gregory Donald (850) 856-9872 3354 Hutchinson Ferry Road (850) 556-9836 Quincy, FL 32352	---	NO BID	---	1,400.00	1,365.00	No Bid
					1,365.00	



Gadsden County Schools  
Building a Brighter Future

**THE SCHOOL BOARD OF GADSDEN COUNTY  
MAINTENANCE DEPARTMENT  
805 South Stewart Street  
QUINCY, FLORIDA 32351**

**INVITATION TO BID (ITB) & BIDDER'S ACKNOWLEDGEMENT**

**CONTACT & TELEPHONE: Wayne Shepard – Director of Facilities (850) 627-9888**

**BID TITLE:  
Grounds Maintenance District Wide**

**BID NUMBER:  
1011-01**

**BID OPENING DATE & TIME: June 8, 2010 @ 2:00 P.M. EST**

**LOCATION: Max D. Walker Building 35 Martin Luther King Jr., Blvd., Quincy, FL 32351**

**NOTE: BIDS RECEIVED AFTER THE BID OPENING DATE AND TIME WILL NOT BE ACCEPTED.**

The School District of Gadsden County, Florida, solicits your company to submit a bid on the above referenced goods or services. All terms, specifications and conditions set forth in this request are incorporated by this reference into your response. Bids will not be accepted unless all conditions have been met. In the event of a conflict between the General Bid Terms and Conditions and any Special terms and Conditions attached hereto, the Special Terms and Conditions shall have precedence. All bids must have an authorized signature in the space provided below. **All bids must be sealed and received at the School District's Administration Building at 35 Martin Luther King Jr., Blvd., Quincy, Florida by the "Bid Opening Date & Time" referenced above. All envelopes containing sealed bids must reference the "Bid Title", "Bid Number" and the "Bid Opening Date & Time".** The School District is not responsible for lost or late delivery of Bids by the U.S. Postal Service or other delivery services used by the Bidder. Bids may not be withdrawn for a period of sixty (60) days after the bid opening unless otherwise specified.

**THE FOLLOWING MUST BE COMPLETED, SIGNED, AND RETURNED AS PART OF YOUR BID. BIDS WILL NOT BE ACCEPTED WITHOUT THIS FORM, SIGNED BY AN AUTHORIZED AGENT OF THE BIDDER.**

**COMPANY NAME:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP:** \_\_\_\_\_

**FEDERAL EMPLOYER'S IDENTIFICATION NUMBER (FEIN):** \_\_\_\_\_

**TELEPHONE NUMBER :** \_\_\_\_\_ **( EXT : \_\_\_\_\_ ) FAX NUMBER:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

I CERTIFY THAT THIS BID IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY OTHER BIDDER SUBMITTING A BID FOR THE SAME MATERIALS, SUPPLIES, EQUIPMENT OR SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD. I AGREE TO ABIDE BY ALL TERMS AND CONDITIONS OF THIS BID AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS BID FOR THE BIDDER.

**AUTHORIZED SIGNATURE:** \_\_\_\_\_ **PRINTED NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## I. INTRODUCTION & GENERAL INFORMATION

The purpose and intent of this Invitation to Bid is to identify qualified vendors and secure firm pricing for the mowing and grounds maintenance of the various holding ponds and school campuses throughout the Gadsden County School District (the District) as specified herein.

## II. GENERAL TERMS AND CONDITIONS

**NOTE:** The term "Bidder" as used within this Invitation to Bid (ITB) refers to the person, company or organization responding to this ITB. The Bidder is responsible for understanding and complying with the terms and conditions herein.

- A. **GENERAL:** Upon a Bid award, the terms and conditions of this Bid or any portion thereof, may, upon mutual agreement of the parties be extended for an additional term(s) or for additional quantities (all original terms and conditions will remain in effect). Subject to the mutual consent of the parties, the pricing, terms and conditions of this Bid, for the products or services specified herein, may be extended to other municipal, city or county government agencies, school boards, community or junior colleges, or state universities within the State of Florida.
- B. **AWARD:** In the event of contract award, this contract shall be awarded to the responsible and responsive Bidder(s) whose bid is determined to be the most advantageous to the District, taking into consideration price and other requirements as set forth in the ITB. It is anticipated that this contract award will be made to up to three (3) different vendors on an all-or-none or by group basis. Any bidder who is awarded the contract must maintain the same prices as originally bid for the duration of the term of the contract and any subsequent renewal periods. Within one week after receipt of notification of award, successful bidder(s) shall meet with the Facilities Maintenance Supervisor to discuss job procedures and scheduling.
- It is anticipated that a recommendation for award will be presented to the School Board for consideration at its regularly scheduled meeting, June 22, 2010.
- C. **TERM:** The initial term of this contract will be from date of School Board approval, on or about July 1, 2010 through June 30, 2011, and may, by mutual agreement between the School Board of Gadsden County, Florida and the awardee(s), upon final School Board approval, be extended for two (2) additional one (1) year periods and, if needed, ninety (90) days beyond the expiration date of the current contract period. All prices shall be firm for the term of the contract. The successful bidder(s) agree to this condition by signing its bid.
- D. **BID OPENING AND FORM:** Bid openings will be public on the date and time specified on the Bidder's Acknowledgement form. All Bids received after the time indicated will be rejected as non-responsive and returned unopened to sender. Bids by Email, fax, telegram, or verbally by telephone or in person will not be accepted. (To protect any confidential information contained in their Bid, companies must invoke the exemptions to disclosure provided by law in response to the ITB, and must identify the data and other material to be protected, and must state the reasons why such exclusion from public disclosure is necessary).
- E. **BIDDER'S RESPONSIBILITY:** Before submitting their bid, each Bidder is required to carefully examine the ITB specifications and to completely familiarize themselves with all of the terms and conditions that are contained within this request. Ignorance on the part of the bidder will in no way relieve them of any of the obligations and responsibilities which are a part of this ITB.
- F. **OCCUPATIONAL LICENSE:** Vendors submitting a Bid shall meet the Local Occupational License Tax requirements. Vendors with a location outside Gadsden County shall meet their local Occupational Tax requirements. A copy of the license is required to be submitted with the Bid. It is the vendor's responsibility to resubmit a copy of a new license after expiration or termination of the current license. Non-compliance with this condition may cause the bid to be considered for award.

G. **WARRANTY**: All goods and services furnished by the Bidder, relating to and pursuant to this ITB will be warranted to meet or exceed the Specifications contained herein. In the event of breach, the Bidder will take all necessary action, at Bidder's expense, to correct such breach in the most expeditious manner possible.

H. **TERMS OF PAYMENT / INVOICING**: The normal terms of payment will be Net 30 Days from receipt and acceptance of goods or services and Bidder's invoice. Itemized invoices, each bearing the Purchase Order Number and original sign off sheets will be turned into the Maintenance Department, 805 South Stewart Street, Quincy, FL. 32351.

**NOTE: Contractor is responsible for getting a signature of completion from the principal or head custodian at each location after every service.**

I. **INSPECTIONS**: The School District will have the right to expedite and inspect any of the work covered by this ITB. All goods or services are subject to the School District's inspection and approval upon arrival or completion. If rejected, they will be held for disposal at the Bidder's risk. Such inspection, or the waiver thereof, however, will not relieve the Bidder from full responsibility for furnishing goods or work conforming to the requirements of this Bid or the Bid Specifications, and will not prejudice any claim, right, or privilege the School District may have because of the use of defective or unsatisfactory goods or work.

J. **STOP WORK ORDER**: The School District may at any time by written notice to the Bidder stop all or any part of the work for this Bid award. Upon receiving such notice, the Bidder will take all reasonable steps to minimize additional costs during the period of work stoppage. The School District may subsequently either cancel the stop work order resulting in an equitable adjustment in the delivery schedule and/or the price, or terminate the work in accordance with the provisions of the ITB terms and conditions.

K. **INSURANCE AND INDEMNIFICATION**: The Bidder agrees to indemnify and hold harmless the School District, its officers, agents and employees from and against any and all claims and liabilities (including expenses) for injury or death of persons or damage to any property which may result, in whole or in part, from any act or omission on the part of the Bidder, its agents, employees, or representatives, or are arising from any Bidder furnished goods or services, except to the extent that such damage is due solely and directly to the negligence of the School District. The Bidder will carry comprehensive general liability insurance, including contractual and product liability coverage, with minimum limits acceptable to the School District. The Bidder will, at the request of the School District, supply certificates evidencing such coverage.

L. **RISK OF LOSS**: The Bidder assumes the following risks: (1) all risks of loss or damage to all goods, work in process, materials and equipment until the delivery thereof as herein provided; (2) all risks of loss or damage to third persons and their property until delivery of all goods as herein provided; (3) all risks of loss or damage to any property received by the Bidder or held by the Bidder or its suppliers for the account of the School District, until such property has been delivered to the School District; (4) all risks of loss or damage to any of the goods or part thereof rejected by the School District, from the time of shipment thereof to Bidder until redelivery thereof to the School District.

M. **LAWS AND REGULATIONS**: Bidders will comply with all applicable Federal, State and Local laws, statutes and ordinances including, but not limited to the rules, regulations and standards of the Occupational Safety and Health Act of 1970, the Federal Contract Work Hours and Safety Standards Act, the Fair Labor Standards Act, the Uniformed Services Employment and Reemployment Rights Act, Chapter 440, Florida Statutes, and the rules and regulations promulgated there under. Bidders agree not to discriminate against any employee or applicant for employment because of race, sex, religion, color, age, disability or national origin

**All agreements as a result of an award hereto and all extensions and modifications thereto and all questions relating to its validity, interpretation, performance or enforcement shall be governed and construed in conformance to the laws of the State of Florida.**

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

O. **CONFLICT OF INTEREST**: The award hereunder is subject to the provisions of Chapter 112 Florida Statutes. All Bidders must disclose the name of any company owner, officer, director or agent who is an employee of the School District and/or is an employee of the School District and owns, directly or indirectly, an interest of five percent or more of the company.

P. **TERMINATION: DEFAULT**: The School District may terminate all or any part of a subsequent award by giving notice of default to Bidder, if Bidder: (1) refuses or fails to deliver the goods or services within the time specified; (2) fails to comply with any of the provisions of this Bid or so fails to make progress as to endanger performances, hereunder, or; (3) becomes insolvent or subject to proceedings under any law relating to bankruptcy, insolvency, or relief of debtors. In the event of termination for default, the School District's liability will be limited to the payment for goods and services delivered and accepted as of the date of termination.

Q. **FUNDING OUT, TERMINATION, and CANCELLATION**: Florida School Laws prohibit School Boards from creating obligations on anticipation of budgeted revenues from one fiscal year to another without year-to-year extension provisions in the agreements. It is necessary that fiscal funding out provisions be included in all bids in which the terms are for periods of longer than one year. Therefore, this funding out provision is an integral part of this bid and must be agreed to by all bidders.

R. **CONVENIENCE**: The School District may terminate for its convenience at any time, in whole or in part any subsequent award. In which event of termination for convenience, the School District's sole obligations will be to reimburse Bidder for (1) those goods or services actually shipped/performed and accepted up to the date of termination, and (2) costs incurred by Bidder for unfinished goods, which are specifically for the School District and which are not standard products of the Bidder, as of the date of termination, and a reasonable profit thereon. In no event is the School District responsible for loss of anticipated profit or will reimbursement exceed the Bid value.

S. **DRUG-FREE WORKPLACE**: Whenever two or more Bids are equal with respect to price, quality, and service, a Bid received from a business that certifies that it has implemented a drug-free workplace program as defined by Section 287.087 Florida Statutes, will be given preference in the award process.

T. **REQUIREMENTS FOR PERSONNEL ENTERING DISTRICT PROPERTY**: Possession of firearms will not be tolerated on School District property; nor will violations of Federal and State laws and any applicable School Board policy regarding Drug Free Workplace to be tolerated. Violations will be subject to the immediate termination of the contract.

**Bidders are advised that they are responsible to ensure that no employee, agent or representative of their company who has been convicted or who is currently under investigation for a crime against children in accordance with Florida Statute 435.04 will enter onto any school site.**

U. **CRIMINAL BACKGROUND CHECKS**: The Legislature passed a law effective September 1, 2005 called the Jessica Lunsford Act. This law requires any employee, contractor, vendor who will (1) Be at a school when students are present; or (2) Have direct contact with students; or (3) Have access to or control of school funds; meet Level II Background screening requirements. Level II screening includes fingerprinting, statewide criminal and juvenile justice records checks through the Florida Department of Law Enforcement and federal criminal records checks through the Federal Bureau of Investigation. Level II screening may also include local criminal records checks through the local law enforcement agencies.

School Board Policy 3.68 also requires a background check of all vendors and their employees that meet the above requirements. In addition, all vendors will have a Sexual Predator Check completed if they meet the requirements as listed below.

**SBGC Policy 3.68 is subject to review and change. As a provision of this contract, if awarded, any changes made to this policy will automatically become a part of and be incorporated in this contract. It is the responsibility of the awardee(s) to be aware of any changes that may occur.**

1. **Sexual Predator Check** – All vendors who provide services under this contract will have a Sexual Predator Check completed by Human Resource Department personnel through the Florida Department of Law Enforcement prior to approval of any contract. This check will be performed at the FDLE website listed here: <http://www.fdle.state.fl.us>
2. **Level II Background Check** – Any vendor providing services under this contract who will (1) Be at a school; or (2) Have direct contact with students; or (3) Have access to or control of school funds, that person shall have a Level II background check submitted through the School Board of Gadsden County, Human Resource Department 35 Martin Luther King Jr., Blvd. Quincy, FL. 32351. The School Board of Gadsden County shall submit vendor fingerprints and information to the Florida Department of Law Enforcement and the Federal Bureau of Investigations. The SBGC will inform the contractor of the approval/disapproval of the check within approximately one week. If any person does not meet the Board's requirements, as described in Policy 3.68, that individual shall not be allowed to perform services for Gadsden County Schools. The contractor shall be required to pay for all costs of the background reports. If it is discovered, during the period of the contract that the successful contractor substituted an unapproved worker for an approved worker, the vendor's contract may be cancelled immediately at the instructions of the School Board of Gadsden County. **The cost of a Level II Background Check is currently \$81.25 per person. Remittance shall be in the form of a VISA/MasterCard or money order payable to School Board of Gadsden County for \$81.25.**

V. **CLARIFICATIONS AND INTERPRETATIONS:** The School District reserves the right to allow for clarification of questionable entries, and for the Bidder to withdraw items with obvious mistakes. Any questions concerning terms, conditions or specifications will be directed to the Director of Facilities referenced on the ITB Acknowledgement. Any ambiguities or inconsistencies shall be brought to the attention of the Director of Facilities in writing at least seven workdays prior to the opening date of the Bid. Failure to do so, on the part of the bidder will constitute an acceptance by the bidder of consequent decision. An addendum to the ITB shall be issued and posted for those interpretations that may affect the eventual outcome of this bid. It is the bidder's responsibility to assure the receipt of all addendum issued.

No person is authorized to give oral interpretations of, or make oral changes to the Bid. Therefore oral statements given before the bid opening date will not be binding. The School District will consider no interpretations binding unless provided for by issuance of an addendum. The bidder shall acknowledge receipt of all addenda by signing and enclosing said addenda with their proposal.

W. **DISPUTE RESOLUTION CLAUSE:** In the event a dispute occurs, or a clarification of contract terms becomes necessary, please indicate your company representative for arbitration proceedings.

Representative's Name \_\_\_\_\_

Telephone  
Number \_\_\_\_\_

Our District Representative will be: Deborah Minnis  
Ausley & McMullen  
(850) 224-9115

X. **POSTING OF BID RECOMMENDATIONS/TABULATIONS:** Bid recommendations and tabulations will be posted for review by interested parties at the Max D. Walker Building, located at 35 Martin Luther King Jr., Blvd. Quincy, Florida, on/or about June 9, 2010 and will remain posted for a period of 72 hours or three business days, whichever is later. Bidders shall be notified by certified mail, return receipt requested, of any change in the date established herein for posting of Bid Recommendations/Tabulations. In the event the date of the posting of Bid Recommendations/Tabulations is changed, the notification letter shall provide the new date upon which Bid Recommendations/Tabulations will be posted.

Y. **PROTESTING BID SPECIFICATIONS:** Any person desiring to protest the conditions/specifications in this Bid or any Addenda thereto, shall file a written notice of protest within 72 hours after receipt of the Bid or Addendum and shall file a formal written protest within ten days after the date the notice of protest was filed. Saturdays, Sundays and legal holidays days during which the school district administration is closed shall be excluded in the computation of the 72 hour period. If the tenth calendar day falls on a Saturday, Sunday or legal holiday, the formal written protest must be received on or before 4:30 p.m. of the next calendar day that is not a Saturday, Sunday, legal holiday, or day during which the school district administration is closed.

Notices of protest and formal written protests required by School Board policy 7.701, shall be considered filed when delivered to and received at the address provided on page one (1) of this ITB. Transmission by facsimile, email, telegram or word of mouth is not acceptable.

Failure to file a notice of protest or to file a formal written protest within the time prescribed by Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes and School Board policy 7.701.

- Z. **CONTACT**: All questions for additional information regarding this ITB must be directed to the Director of Facilities as noted on page one. Prospective bidders shall not contact any member of the Gadsden County School Board, Superintendent, or staff regarding this bid prior to posting of the final tabulation and award recommendation. Any such contact shall be cause for rejection of your proposal.

### **III. SPECIAL CONDITIONS**

These "SPECIAL CONDITIONS" are in addition to or supplement Section II GENERAL TERMS AND CONDITIONS. In the event of a conflict these SPECIAL CONDITIONS shall have precedence.

- A. **AGREEMENT FORM**: The basis of our agreement shall be the terms and conditions of this Invitation to Bid and the Bidder's response thereto. Any alternative agreement form or document required by Bidder shall be attached with their response hereto. The District reserves the right to reject any terms or conditions in conflict with those set by this ITB or negotiate mutually acceptable terms or conditions as it deems appropriate.
- B. **FIRM OFFER**: Any bid may be withdrawn up until the date and time set for the opening of the bids. Any bid not so withdrawn shall constitute an irrevocable offer to provide the District the services/products set forth in this ITB. Such offer shall be held open for a period of sixty days from ITB opening date or until one of the bids has been awarded by the District.
- C. **CLARIFICATIONS**: The District reserves the right to request clarification of information submitted and/or request related additional information or materials from the Bidder, to accurately evaluate the bid. Such information shall not materially change the original bid response nor serve to allow the addition of new information that was not originally expressed or referenced.
- D. **INDEMNIFICATION**: Successful bidder agrees to indemnify and save harmless the School Board of Gadsden County, its officers, agents and employees from and against any demand, claim, suit, loss, expense, or damage which may be asserted against any of them in their official or individual capacities by reason of any alleged damage to property, or injury to, or death of any person arising out of, or in any way related to, any action or inaction of the successful bidder (including its sub-contractors, officers, agents, and employees) in the performance or intended performance of this agreement, or the maintenance of any facility, or the operation of any program, which is the subject of, or is related to the performance of this agreement. **The obligations of the successful bidder pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self-insurance maintained by or for the use and benefit of the successful bidder.**
- E. **TERMINATION**: Except as it relates to any warranty provision established by this agreement and in addition to any and all rights by the parties in law or equity, the Successful Bidder may terminate this agreement at any time with thirty (30) days written notice to other without penalty. The District may unilaterally terminate this agreement in writing at any time. In the event of termination, the Contractor (a) shall be responsible for the continued service up to the date of termination, or (b) may mutually be canceled without penalty upon agreement by both parties. The District shall be responsible for payment of all goods, materials, and services ordered, received and accepted prior to termination.
- F. **GOVERNING LAW AND VENUE**: All legal proceedings brought in connection with this contract shall only be brought in a state or federal court located in the State of Florida. Venue in state court shall be in Leon County, Florida. Venue in federal court shall be in the United States District Court, Northern District of Florida, Tallahassee division. Each party hereby agrees to submit to the personal jurisdiction of these courts for any lawsuits filed there against such party arising under or in connection with this contract. In the event that a legal proceeding is brought for the enforcement of any term of the contract, or any right arising there from, the parties expressly waive their respective rights to have such action tried by jury trial and hereby consent to the use of non-jury trial for the adjudication of such suit. All questions concerning the validity, operation, interpretation, construction and enforcement of any terms or conditions of this contract shall in all respects be governed by and determined in accordance with the laws of the State of Florida without giving effect to the choice of law principles thereof and unless preempted by federal law.

#### **IV. INSTRUCTIONS TO BIDDERS AND SCOPE OF WORK:**

- A. **GENERAL**: These specifications shall be construed as the minimum acceptable standards for the mowing of holding ponds and associated grounds maintenance throughout the School District of Gadsden County, Florida.
- B. **FAMILIARITY WITH SITES**: Each bidder is encouraged, prior to submitting his bid, to examine the sites to determine the extent of the work involved and the conditions under which he must perform the work. Submission of a bid shall constitute acknowledgement by the bidder that he is familiar with all site conditions. The failure or neglect of a bidder to familiarize himself with the site of the proposed work shall in no way relieve him from any obligations with respect to his bid. **To gain access to the sites, the bidder should contact Wayne Shepard – Director of Facilities (cell) (850) 545-7918 or office (850) 627-9888 prior to arriving on school grounds.**
- C. **REFERENCES**: Each bidder is required to submit a list of **(3) three commercial references** using the format on the attached “Vendor Reference Form” **and have at least (5) five years commercial experience.** Bidder must be the prime contractor for each customer/contract referenced. All references shall be for work performed over the last year at commercial, multi-residential developments and/or institutional complexes for contracts of comparable size. Newly formed companies, corporations, joint ventures; etc. may use an incorporator as a referenced entity. At least one contract/customer shall have been serviced for a minimum of one year. Failure to do so will result in the bidder not being considered for award. Unsatisfactory references may result in the bidder not being considered for award.
- D. **CRIMINAL BACKGROUND CLEARANCE**: Pursuant to School Board Policy 3.68, Criminal Background and Employment and the Florida Legislated Jessica Lunsford Act, any personnel deployed to school sites as a result of contract award must have received a Level II criminal background screening and clearance. See “Special Conditions” section U, pg 5 of these specifications for detailed information concerning the procedures pertaining to this requirement.
- E. **LABOR AND MATERIAL**: The bidder shall provide and pay for all labor, materials, equipment, tools, transportation and other facilities and services as required for the proper execution and completion of the work.
- F. **SAFETY**: The bidder shall take all reasonable precautions for safety and shall provide all reasonable protection to prevent damage, injury or loss to persons and employees of the District. The bidder shall comply with all Occupational Safety and Health Administration (OSHA) regulations, as they are applicable.
- G. **EMERGENCIES**: In any emergency affecting the safety of persons and property, the bidder shall act immediately to prevent threatened damage, injury or loss. Any such emergency must be reported to the District not later than twenty-four (24) hours from the time that the emergency is discovered by the bidder.
- H. **EQUIPMENT**: All equipment operated on any school district site shall be equipped with guards and/or shields to minimize the possibility of injury to the operator or the general public. Machinery not equipped with safety devices shall not be operated at any facility housing students, staff or other personnel. No power equipment shall be operated in the vicinity of students during periods such as class change, recess, fire drills, etc. Proper operation of equipment is the contractor’s responsibility.

- I. **SITE ADDITIONS/DELETIONS:** Sites for work may be added or deleted as required for the duration of the contract. Approval is required by the Director of Facilities before work commences related to the items contained in this contract. When a site is added the cost to maintain that site shall be negotiated at that time, but must be in relation to other sites of similar size and design.
- J. **CORRECTION OF WORK:** The bidder shall promptly correct all work rejected by the District as defective or as failing to conform to these contract specifications.
- K. **SMOKING AND TOBACCO PRODUCTS:** Smoking and the use of tobacco products are prohibited on school property, including all buildings and grounds.
- L. **IDENTIFICATION:** I.D. badges and/or company logos on shirts or hats are required on all bidder's personnel.
- M. **ATTIRE:** Proper attire shall be worn at all times.
1. Shirts shall be worn while on school property at all times. (No tank tops or undershirts will be permitted).
  2. Clothing displaying nudity, obscene language, obscene symbols or pro-drug slogans is prohibited.
  3. Proper shoes to insure the individual's safety shall be worn at all times.
- N. **FRATERNIZATION:** Contractor personnel shall not fraternize with school staff or students.
- O. **WORK SCHEDULE:**
1. **MOWING AND GROUNDS MAINTENANCE:** All holding ponds and surrounding grounds areas will be mowed and cleared of trash and debris **once every two weeks** on a regular schedule beginning July 1, 2010 through June 30, 2011. **EXCLUDING THE MONTHS OF JANUARY AND FEBRUARY.** The Director of Facilities or his designee will call for maintenance to be done if any changes occur to the established schedule.
  2. **TRIMMING, PRUNING AND MULCHING:** The trimming and pruning of hedges, shrubs, trees and weeding of flower beds will be done monthly. All fence lines are to be sprayed or trimmed monthly. Mulch flower beds March and August.
- P. **WORK SCHEDULE DELAYS:** When conditions at any site are unfavorable for the completion of mowing/maintenance on the scheduled day because of excusable delays due to no fault of the contractor or due to acts of nature, the contractor may cease their attempt to complete work until conditions are favorable. This delay shall not nullify the contractor's responsibility to perform within a reasonable time after conditions improve sufficiently to finish the work. Should contractors fall behind schedule for any reason, including rain, they will advise the school principal and the Director of Facilities **immediately** of the intended adjustment date prior to performing the work on the adjusted date.

**Q. SCOPE OF WORK:** The work of this contract shall include, but not be limited to:

1. Mow all areas leaving clippings on the lawn so long as no readily visible clumps remain on the grass surface 48 hours after mowing, otherwise, clippings should be collected and disposed of by the contractor. All mower blades must be sharpened and alignment adjusted on a regular basis so as to NOT damage grass blades or leave uneven cut. Mowing pattern shall create straight lines when possible.
2. All debris generated by the contractor shall be removed from sites. Contractor will remove all trash and debris from inlets and fence lines. Dumpster containers and other on-site trash disposal containers will NOT be used by the contractor to dispose of debris. State and local ordinances regarding disposal of landscape debris must be followed.
3. Trim hedges where they exist around ponds and perimeter fences. The contractor shall prune all hedge and plant materials under the guidelines established by the Director of Facilities and in accordance with good horticultural practice. Each plant's desired appearance should be determined prior to beginning any pruning operations. The Director of Facilities will establish the desired appearance.
4. Visual inspection of the grounds. Any problems with the fences/gates, erosion, etc. should be reported to the Director of Facilities immediately.

**SITE LOCATIONS**

<u>Group # 1</u>	<u>Group # 2</u>	<u>Group # 3</u>
<p>Havana Elementary            705 US 27 S.            Havana, FL 32333</p> <p>-----</p> <p>Havana Middle            1210 Kemp Rd.            Havana, FL 32333</p>	<p>Gadsden Elementary Magnet            500 West King St.            Quincy, FL 32351</p> <p>-----</p> <p>James A. Shanks Middle            1400 W. King St.            Quincy, FL 32351</p> <p>-----</p> <p>George Munroe Elementary            1830 W. King St.            Quincy, FL 32351</p>	<p>Stewart Street Elementary            749 S. Stewart St.            Quincy, FL 32351</p> <p>-----</p> <p>Maintenance Department            805 S. Stewart St.            Quincy, FL 32351</p> <p>-----</p> <p>Bus Garage            720 S. Stewart St.            Quincy, FL 32351</p> <p>-----</p> <p>Gadsden Technical Institute            201 Martin Luther King Jr., Blvd.            Quincy, FL 32351</p> <p>-----</p> <p>Food Service Warehouse            203 MLK Jr., Blvd.            Quincy, FL 32351</p> <p>-----</p> <p>Carter Parramore Academy            631 S. Stewart St.            Quincy, FL 32351</p>
<p><u>Group # 4</u></p> <p>Gretna Elementary            706 Martin Luther King Jr., Blvd.            Gretna, FL 32332</p> <p>-----</p> <p>Chattahoochee Elementary            335 Maple St.            Chattahoochee, FL 32324</p> <p>-----</p> <p>St. John Elementary            4463 Bainbridge Hwy.            Quincy, FL 32351</p>	<p><u>Group # 5</u></p> <p>West Gadsden High            200 Providence Rd.            Quincy, FL 32351            ***includes 1 holding pond</p> <p>-----</p> <p>Greensboro Elementary            559 Greensboro Hwy.            Quincy, FL 32351</p>	<p><u>Group # 6</u></p> <p>East Gadsden High            27001 Blue Star Hwy.            Havana, FL 32333            ***includes 3 holding ponds</p> <p>-----</p> <p>Midway Headstart            86 MLK Jr., Blvd.            Midway, FL 32343</p>

**\*\*\*\*\*BID BY GROUP ONLY**

**UNLESS SPECIFIED ALL AREAS ARE TO BE SERVICED EVERY OTHER WEEK. PLEASE BID ACCORDINGLY**

**\*\*\*\*\*EXCLUDES THE MONTHS OF JANUARY AND FEBRUARY.\*\*\*\*\***

**ANY CHANGES TO SERVICE WILL BE AT THE DISCRETION OF THE DIRECTOR OF FACILITIES / WAYNE SHEPARD.**

**THE SCHOOL BOARD OF GADSDEN COUNTY  
MAINTENANCE DEPARTMENT  
805 S. STEWART STREET  
QUINCY, FL. 32351  
BID NO. 1011-01 - GROUNDS MAINTENANCE DISTRICT WIDE  
VENDOR REFERENCE FORM**

Please provide all requested information for each reference.

Company Name: \_\_\_\_\_

Business Type: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Date last supplied products or services: \_\_\_\_\_



Company Name: \_\_\_\_\_

Business Type: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Date last supplied products or services: \_\_\_\_\_



Company Name: \_\_\_\_\_

Business Type: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Date last supplied products or services: \_\_\_\_\_

## DRUG FREE WORKPLACE

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids that are equal with respect to price, quality, and service are received for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process.

Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

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

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

Vendor's Signature \_\_\_\_\_

**SWORN STATEMENT PURSUANT TO**

**SECTION 287.133(3)(a), FLORIDA STATUTES, ON ENTITY CRIMES**

This sworn statement is submitted to The School Board of Gadsden County, Florida

By \_\_\_\_\_  
(print individual's name and title)

For \_\_\_\_\_  
(print name of entity submitting sworn statement)

whose business address is:

\_\_\_\_\_  
\_\_\_\_\_

and (if applicable) its Federal Employer Identification number (FEIN) is: \_\_\_\_\_

If the entity has no FEIN, include the Social Security number of the Individual signing this sworn Statement \_\_\_\_\_

1. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
2. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
3. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  - A. A predecessor or successor of a person convicted of a public entity crime; or
  - B. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.
  - C. I understand that a "person" as defined in Paragraph 287.133(1)(c), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

4. The statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (indicate which statement applies).

Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order).

**I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH ONE (1) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDER YEAR IN WHICH IT IS FILED.**

**I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.**

\_\_\_\_\_  
signature

For

\_\_\_\_\_  
STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to or affirmed and signed before me on this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC - STATE OF FLORIDA

\_\_\_\_\_  
Print, type, or stamp commissioned name of notary

personally known  
 produced identification  
Type of identification  
produced

## INDEMNIFICATION AND INSURANCE

In consideration of this Contract, if awarded, the Vendor agrees without reservation to the indemnification and insurance clauses contained herein. These clauses are attached to and form a part of Bid No. 1011-01 Grounds Maintenance District Wide.

### INDEMNIFICATION

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

### INSURANCE

Prior to being recommended for award, the Vendor has five business days after notification to submit proof of insurance as required herein. Failure to submit a fully completed certificate of insurance signed by an authorized representative of the insurer providing such insurance coverage's may cause the Vendor to be considered non-responsive and not eligible for award of the Contract. The insurance coverage's and limits shall meet, at a minimum, the following requirements:

<b>1. Commercial General Liability Insurance in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.</b>
<b>2. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the operation of the Vendor, in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.</b>
<b>3. Workers' Compensation Insurance for all employees of the Vendor as required by Florida Statutes.</b>
<b>"The School Board of Gadsden County, Florida" must be listed as additional insured on all liability coverage's except Workers' Compensation.</b>

The insurance coverage required shall include those classifications, as listed in standard liability insurance manuals, which most nearly reflect the operations of the Vendor.

All insurance policies shall be issued by companies with either of the following qualifications:

a. The company must be:

1. Authorized by subsisting certificates of authority by the Department of Insurance of the State of Florida or
2. An eligible surplus lines insurer under Florida Statutes. In addition, the insurer must have a Best's Rating of "A" or better and a Financial Size Category of "IV" or better according to the latest edition of Best's Key Rating Guide, published by A.M. Best Company.

**b. with respect only to the Workers' Compensation insurance, the company must be:**

1. authorized as a group self-insurer pursuant to Florida Statutes or
2. authorized as a commercial self-insurance fund pursuant to Florida Statutes

Neither approval nor failure to disapprove the insurance furnished by the Vendor to the School Board shall relieve the Vendor of the Vendor's full responsibility to provide insurance as required by this Contract.

The Vendor shall be responsible for assuring that the insurance remains in force for the duration of the contractual period; including any and all option years that may be granted to the Vendor. The certificate of insurance shall contain the provision that the School Board be given no less than thirty (30) days written notice of cancellation. If the insurance is scheduled to expire during the or renewed certificates of insurance to the School Board at a minimum of thirty (30) calendar days in advance of such expiration.

Unless otherwise notified, the certificate of insurance must be delivered to the following address:

The School Board of Gadsden County

Maintenance Department

35 Martin Luther King Jr., Blvd.

Quincy, Florida 32351

The name and address of The School Board of Gadsden County, as shown directly above, must be listed as Certificate Holder on the Certificate of Insurance as well as clearly noted as "Additional Insured".

The Vendor may be in default of this Contract for failure to maintain the insurance as required by this Contract.

Any questions and/or inquiries should be directed to Wayne Shepard at (850) 627-9888.

Initial received \_\_\_\_\_

# 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

## ADDENDUM # 1

BID # 1011-01

GROUNDS MAINTENANCE

May 14, 2010

The following campus will be a full twelve month contract. Includes months of January and February, service is every other week.

Please bid accordingly.

East Gadsden High  
27001 Blue Star Hwy.  
Havana, FL 32333

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Signature

---

Date

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

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

ISAAC SIMMONS, JR.  
DISTRICT NO. 3  
CHATTACHOOCHIEE, FL 32324  
GREENSBORO, FL 32330

Charlie D. Frost  
DISTRICT NO. 4  
GREENSBORO, FL 32330  
QUINCY, FL 32352

ROGER P. MLTON  
DISTRICT NO. 5  
QUINCY, FL 32351

# The School Board of Gadsden County



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FAX: (850) 627-2760  
[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

ADDENDUM #2

BID # 1011-01  
GROUNDS MAINTENANCE

May 14, 2010

There are mandatory site visits on Thursday, May 27, 2010 starting at 8:30 am EST from the Maintenance Department at 805 South Stewart Street, Quincy, FL 32351.

Please schedule accordingly.

---

Signature

---

Date

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

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

ISAAC SIMMONS, JR.  
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Charlie D. Frost  
DISTRICT NO. 4  
GREENSBORO, FL 32330  
QUINCY, FL 32352

ROGER P. MILTON  
DISTRICT NO. 5  
QUINCY, FL 32351

**BOARD MEETS FOURTH TUESDAY OF EACH MONTH**

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 11a

**DATE OF SCHOOL BOARD MEETING:** June 29, 2010

**TITLE OF AGENDA ITEM:** Leasing Southside School

**DIVISION:** Facilities

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

**PURPOSE AND SUMMARY OF ITEM:** For School Board approval of leasing old Southside School as per attached agreements.

**FUND SOURCE:** N/A

**AMOUNT:** N/A

**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.

## LEASE AGREEMENT

THIS LEASE-PURCHASE AGREEMENT is made and executed on this 29th day of June, 2010, by and between the SCHOOL BOARD OF GADSDEN COUNTY whose address is 35 Martin Luther King, Jr. Boulevard, Quincy, Florida, 32351 hereinafter referred to as "Landlord," and Lerther Jones Yhapp, whose address is 1194 Ed. Jones Road, Quincy Florida 32351, hereinafter referred to as "Tenant."

IN CONSIDERATION of \$10.00 and other good and valuable consideration, the receipt and sufficiency of which is acknowledged, the Landlord and the Tenant agree as follows:

### 1. DESCRIPTION OF PREMISES.

Subject to and upon the terms, provisions and conditions herein set forth, Landlord does hereby lease, demise, and rent to the Tenant and the Tenant does hereby lease, demise and rent from the Landlord the real property and all building improvements described on the attached **Exhibit "A"** (hereafter "the Property" or "Leased Premises").

See attached **Exhibit "A"**

As used in this lease, the term "premises" refers to the real property described above and to any improvements located on the property from time to time during the term of this lease.

### 2. TERM.

The initial term of this lease shall be for twelve (12) months, commencing on the 1st day of July, 2010 and ending at midnight on the 30th day of June, 2011. As used in this lease, the expression "term of this lease" refers to the time period hereinabove described.

### 3. RENT.

The total rent for the initial term shall be three hundred Dollars (\$300.00), which Tenant shall pay to Landlord, without deduction or offset, at such place or places as may be designated from time to time by Landlord, with an initial installment of zero Dollars (\$0.00) along with twelve (12) monthly installments of twenty-five Dollars (\$25.00) each during the lease term, the first such installment being due on the first day of July, 2010, the remaining eleven (11) monthly installments being due on the same day of the month thereafter until paid in full. The premises shall be made available to the Tenant for occupancy zero (0) days prior to the commencement of any rental payments to enable Tenant to make repairs necessary to upgrade the premises to a point where such premises may be made reasonably suitable for Tenant's intended use.

Net/Net Lease. This is a net/net lease, and Tenant shall pay or cause to be paid all expenses of every kind associated with the Premises and any business conducted thereon or therefrom, including but not limited to insurance, service charges, liens, and Impositions of any kind and description in connection with the Lease, the Premises, the rental paid hereunder or any

business conducted thereon or therefrom, including but not limited to sales, use, tangible personal property and ad valorem taxes, and any liens, impact fees, and other Impositions on the above, shall upon request from Tenant, elect, to the extent available, to have such tax paid in the maximum number of installments permitted, but Lessee shall be fully responsible for paying all such tax accruing during the Term as provided above.

**4. WARRANTIES OF TITLE AND QUIET POSSESSION.**

Landlord covenants that Landlord is seized of the leased premises in fee simple and has full right to make this lease and that Tenant shall have quiet and peaceable possession of the leased premises during the term of this lease.

**5. USES PROHIBITED.**

Tenant shall not use or permit the leased premises, or any part of them, to be used for any purpose or purposes other than conducting the educational and community programs for which the premises are leased. No use shall be made or permitted to be made of the premises, or acts done, that will cause a cancellation of any insurance policy covering the building located on the premises, or any part of the premises nor shall Tenant sell, or permit to be kept, used, or sold, in or about the premises, any article prohibited by the standard form or fire insurance policies. Tenant shall, at its sole cost, comply with all requirements, pertaining to the leased premises, of any insurance organization or company, necessary for the maintenance of insurance, as provided in this lease, covering any building and appurtenances at any time located on the leased premises.

**6. WASTE AND NUISANCE PROHIBITED.**

During the term of this lease, Tenant shall comply with all applicable laws affecting the leased premises, the breach of which might result in any penalty on Landlord or forfeiture of Landlord's interest in the premises. Tenant shall not commit or suffer to be committed any waste on the leased premises, or any nuisance.

**7. ABANDONMENT OF PREMISES.**

Tenant shall not vacate or abandon the premises at any time during the term of this lease. If Tenant abandons, vacates, or surrenders the leased premises, or is dispossessed by process of law, or otherwise, any personal property belonging to Tenant and left on the premises shall be deemed to be abandoned, at the option of Landlord, except such property as may be encumbered to Landlord.

**8. LANDLORD'S RIGHT OF ENTRY.**

Tenant shall permit Landlord and the agents and employees of Landlord to enter the leased premises at all reasonable times for the purpose of inspecting such premises.

**9. SUBLETTING AND ASSIGNMENT.**

Tenant may sublet the premises in whole or in part without Landlord's consent, but the making of any such sublease shall not release Tenant from, or otherwise affect in any manner, any of Tenant's obligations under this lease. Tenant shall not assign or transfer this lease, or any

interest in it, without the prior written consent of Landlord, and consent to an assignment shall not be deemed to be consent to any subsequent assignment. Any assignment without consent shall be void, and shall, at the option of Landlord, terminate this lease. Neither this lease nor the leasehold estate of Tenant nor any interest of Tenant under this lease in the premises or any buildings or improvements on it shall be subject to involuntary assignment, transfer, or sale, or to assignment, transfer, or sale by operation of law in any manner whatsoever, and any attempted involuntary assignment, transfer, or sale shall be void and of no effect and shall, at the option of Landlord, terminate this lease.

#### 10. NOTICES.

All notices, demands, or other writings in this lease provided to be given or made or sent, or which may be given or made or sent, by either party to this lease to the other, shall be deemed to have been fully given or made or sent when made in writing and deposited in the United States mail, registered and postage prepaid, and addressed as follows:

TO LANDLORD:     Reginald James, Superintendent  
                          Gadsden County School District  
                          35 MLK, Jr. Boulevard  
                          Quincy, Florida 32351

TO TENANT:         Lerther Jones Yhapp  
                          1194 Ed Jones Road  
                          Quincy, Florida 32351

The address to which any notice, demand, or other writing may be given or made or sent to any party mentioned above may be changed by written notice given by the party mentioned above.

#### 11. TAXES AND ASSESSMENTS.

Tenant shall pay and discharge as they become due promptly and before delinquency, all taxes, assessments, rates, charges, license fees, municipal liens, levies, excises, or imposts, whether general or special, or ordinary or extraordinary, of every name, nature and kind whatsoever. This includes all governmental charges regardless of name, nature, or kind, which may be levied, assessed, charged, or imposed, or which may become a lien or charge on or against the leased premises, or any part of the premises, the leasehold of Tenant here, the premises described here, any building or buildings, or any other improvements now or which will be made in the future, or on or against Landlord by reason of its ownership of the fee underlying this lease, during the entire term of this lease.

#### 12. ALTERATIONS, IMPROVEMENTS.

(a) Alterations, improvements, and changes permitted. Tenant shall have the right to make such alterations, improvements, and changes to any building as Tenant may deem necessary, provided that prior to making any structural alterations, improvements, or changes,

Tenant shall obtain Landlord's written approval of all plans and specifications, which approval Landlord shall not unreasonably withhold, as long as the value of the buildings shall not be diminished and the structural integrity of the buildings shall not be adversely affected by those alterations, improvements, or changes. In the event of disapproval, Landlord shall give to Tenant an itemized statement of the reasons why. If Landlord does not disapprove the plans and specifications provided for in this section within ten (10) days after they have been submitted to Landlord, the plans and specifications shall be deemed to have been approved by Landlord. Tenant will in no event make any alterations, improvements, or other changes of any kind to any buildings on the premises that will decrease the value of the building, or that will adversely affect the structural integrity of any building.

(b) **Restoration and replacement of currently existing structure.** Tenant shall keep and maintain the buildings in a condition comparable to their condition when delivered to Tenant, reasonable wear and tear excepted.

(c) **Disposition of new improvements.** Any and all alterations, improvements, changes, or additions made in or to such premises shall be the property of Landlord, and Tenant shall have only a leasehold interest in it, subject to the terms of this Lease and further subject to Tenant's exercise of the option to purchase the subject property.

(d) **Maintenance of improvements.** Tenant shall, throughout the term of this lease, at its own cost, and without any expense to Landlord, keep and maintain the premises, including all buildings and improvements of every kind that may be a part of the premises, and all appurtenances to the premises, including sidewalks adjacent to the premises, in good, sanitary, and neat order, condition and repair. Tenant shall comply with and abide by all federal, state, county, municipal, and other governmental statutes, ordinances, laws, and regulations affecting the premises, the improvements on the premises, or any activity or condition on or in such premises. Tenant shall be permitted to make any and all repairs or alterations to the premises as may be reasonably necessary for Tenant's, quiet enjoyment, occupancy and contemplated use of the premises.

### **13. UTILITIES.**

Tenant shall fully and promptly pay for all water, gas, heat, light, power, telephone service, and other public utilities of every kind furnished to the premises throughout the term of this lease, and all other costs and expenses of every kind whatsoever or in connection with the use, operation, and maintenance of the premises and all activities conducted on the premises. Landlord shall have no responsibility of any kind for any of such costs or expenses.

### **14. LIENS.**

Tenant shall keep all of the premises and every part of the premises and all buildings and other improvements at any time located on the premises free and clear of any and all mechanics', materialmen's, and other liens for or arising out of or in connection with work or labor done, services performed, or materials or appliances used or furnished for or in connection with any operations of Tenant, any alteration, improvement, or repairs or additions which Tenant may make or permit or cause to be made, or any work or construction, by, for, or permitted by Tenant

on or about the premises, or any obligations of any kind incurred by Tenant. Tenant shall at all times promptly and fully pay and discharge any and all claims on which any lien may or could be based, and shall indemnify Landlord and all of the premises and all buildings and improvements on the premises against all liens and claims of liens and suits or other proceedings pertaining to those liens. Tenant shall give Landlord written notice no less than five (5) days in advance of the commencement of any construction, alteration, addition, improvement, or repair, in order that Landlord may post appropriate notices of Landlord's non-responsibility.

If at any time during the Term, any lien or claim for lien of a mechanic, materialman or laborer shall be filed against the Premises or any part thereof for any work, labor, or materials furnished or claimed to have been furnished to, or pursuant to agreement with Tenant, any agent or subtenant of Tenant, or any agent, subtenant, contractor, or subcontractor of any of them (such work, labor, or materials being "**Tenant's Work**"), Tenant shall, at Tenant's cost, within thirty (30) days after the filing thereof and notice of such filing, either (a) cause the lien to be discharged of record by payment, deposit, bond, order of court of competent jurisdiction, appropriate legal proceedings or otherwise; or (b) cause a title insurer of national recognition to insure Landlord without exception for loss or damage to Landlord's interest in the Premises that may be occasioned by such lien; or (c) deposit with a Leasehold Mortgagee or Landlord cash, a letter of credit, a surety bond or other reasonable security in an amount at least equal to one hundred percent (100%) of such lien. If any action or proceeding is brought against Landlord or any agent of Landlord in connection with any Tenant's Work or any lien or claim for lien for any Tenant's Work, Tenant either shall, at its cost, or shall cause the responsible subtenant, at such subtenant's cost, to defend the same on behalf of Landlord or any such agent, as the case may be, to the extent allowed by law, and to pay the amount of any award or judgment made in such action or proceeding, prior to the issuance of any execution against Landlord or the Premises, or both, to satisfy such award or judgment.

Tenant agrees to include in any contract or agreement for any construction, alteration, or repair of any buildings or improvements on the premises the following provisions: Tenant is not the agent of Landlord for the Tenant during the term of this Lease, and all contractors, materialmen, mechanics, and laborers are hereby charged with notice that they must look to Tenant only for the payment of any charge for work done or materials furnished on the Premises during the term of this Lease.

#### **15. INDEMNIFICATION OF LANDLORD.**

Landlord shall not, except as required by law, be liable for any loss, injury, death, or damage to persons or property which at any time may be suffered or sustained by Tenant or by any person who may at any time be using or occupying or visiting the leased premises or be in, on, or about the premises, whether the loss, injury, death, or damage shall be caused by or in any way result from or arise out of any act, omission, or negligence of Tenant or of any occupant, subtenant, visitor, or user of any portion of the premises, or shall result from or be caused by any other matter or thing. Tenant shall indemnify Landlord against all claims, liability, loss, or damage whatsoever on account of any such loss, injury, death, or damage. This indemnification provision shall not apply to loss, injury, death, or damage arising by reason of the negligence or misconduct of the Landlord, its agents, employees, or business invitees.

**16. ATTORNEYS' FEES.**

If any action at law or in equity shall be brought to recover any rent under this lease, or for or on account of any breach of, or to enforce or interpret any of the covenants, terms, or conditions of this lease, or for the recovery of the possession of the leased premises, the prevailing party shall be entitled to recover from the other party as part of the prevailing party's costs reasonable attorneys' fees, the amount of which shall be fixed by the court and shall be made a part of any judgment or decree rendered.

**17. REDELIVERY OF PREMISES.**

Tenant shall pay the rent and all other sums required to be paid by Tenant under this lease in the amounts, at the times, and in the manner provided in this lease, and shall keep and perform all the terms and conditions of this lease on its part to be kept and performed, and at the expiration or sooner termination of this lease, Tenant shall peaceably and quietly quit and surrender the premises to Landlord in good order and condition subject to the other provisions of this lease. In the event of the non-performance by Tenant of any of the covenants which Tenant has undertaken, this lease may be terminated as otherwise provided herein.

**18. REMEDIES CUMULATIVE.**

All remedies conferred on Landlord shall be deemed cumulative and no one exclusive of the other, or of any other remedy conferred by law.

**19. INSURANCE.**

Casualty Insurance.

- a. **Fire and Extended Coverage.** Tenant, at its own expense, will at all times keep the buildings and improvements on the Premises insured against loss by fire, with extended coverage and such other coverage as is customarily maintained by owners of like properties in Tallahassee, Florida, in each case in an amount sufficient to prevent Landlord and Tenant from becoming co-insurers under provisions of applicable policies of insurance, all such policies shall be in an amount not less than ninety percent (90%) of the full replacement cost of all buildings and improvements located from time to time on the Premises, exclusive of footings and foundation.
- b. **Insurance Requirements.**
  - i. Except as otherwise provided, all insurance provided by Tenant as required in this agreement shall be procured from companies licensed to transact business in the State of Florida. Landlord shall be named as an additional insured on all policies casualty of liability insurance. Certificates evidencing such insurance shall be delivered to Landlord upon the execution of this Lease, and renewals thereof shall be delivered to Landlord at least thirty (30) days prior to the expiration dates of the respective policies. All such policies shall contain a provision that they shall not be cancelled or materially modified without at least thirty (30)

days (or such other time period as may from time to time be customary under similar policies) prior notice to Landlord.

c. **Insurance Proceeds.**

- ii. In the event of loss under any such policy or policies, Landlord may, at its option, require tenant to proceed with the repair, restoration, or replacement of the damaged or destroyed buildings and improvements if and to the extent proceeds are received by Landlord; or, in the alternative, Landlord may require Tenant to remove the debris and grade the site. The insurance proceeds shall be paid, as escrowee, for application to such repair, restoration, or replacement or removal and grading as same progresses. Upon the completion of such repair, restoration, or replacement, free from all liens of mechanics and materialmen and others, or the completion of removal of the debris and grading the site as the case may be, any surplus of insurance monies shall be paid to Landlord.

d. **Adjustment of coverage.** In the event that either party shall at any time deem the Limits of the personal injury or property damage public liability insurance then carried to be either excessive or insufficient, the parties shall endeavor to agree on the proper and reasonable limits for the insurance to be carried, and the insurance shall after that be carried with the limits agreed on until further change is made pursuant to the provisions of this section. However, if the parties shall be unable to agree on the limits, the proper and reasonable limits for the insurance to be carried shall be determined by an impartial third person selected by the parties. The decision of the impartial third person as to the proper and reasonable limits for the insurance to be carried shall be binding on the parties and the insurance shall be carried with the limits as determined until the limits are again changed pursuant to the provisions of this section. The expenses of the determination shall be borne equally by the parties.

e. **Blanket insurance policies.** Notwithstanding anything to be contrary contained in this section, Tenant's obligations to carry the insurance provided for in this lease may be brought within the coverage of a so-called blanket policy or policies of insurance carried and maintained by Tenant; provided, that the coverage afforded Landlord will not be reduced or diminished or otherwise be different from that which would exist under a separate policy meeting all other requirements of this lease by reason of the use of a blanket policy of insurance.

f. **Liability Insurance.** Tenant, at its own expense, shall provide and keep in force for the benefit of Landlord and Tenant, comprehensive general public liability insurance, liability insurance, to the extent available, insuring against liability for bodily injury, death, and property damage in minimum amounts of not less than Two Million Dollars (\$2,000,000.00) in respect to injuries to or death of any one person, not less than Two Million Dollars (\$2,000,000.00) in respect to injuries to or death of more than one person in any one occurrence, and not less than Five Hundred Thousand Dollars (\$500,000.00) in respect to damage to property. Tenant shall furnish Landlord with a certificate of such insurance.

**20. PROHIBITION OF INVOLUNTARY ASSIGNMENT.**

Neither this lease nor the leasehold estate of Tenant nor any interest of Tenant under the lease in the demised premises or in the building or improvements on the premises shall be subject to involuntary assignment, transfer, or sale, or to assignment, transfer, or sale by operation of law in any manner whatsoever, except through statutory merger, consolidation, devise, or intestate succession. Any such attempt at involuntary assignment, transfer, or sale shall be void and of no effect.

## **21. NOTICE OF DEFAULT.**

Except as to the provisions of Section II of this lease, Tenant shall not be deemed to be in default under this lease in the payment of rent or the payment of any other moneys required in this agreement, or in the furnishing of any bond or insurance policy when required unless Landlord shall first give to Tenant ten (10) days written notice of the default and Tenant fails to cure the default within thirty (30) days.

## **22. DEFAULT.**

In the event of any breach of this lease by Tenant, Landlord, in addition to the other rights or remedies it may: (a) terminate this Lease, in which event Tenant shall immediately surrender the Leased Premises to Landlord, and if Tenant shall fail to do so, Landlord may, without further notice and without prejudice to any other remedy Landlord may have for possession or arrearage in rent, enter upon the Leased Premises and expel or remove Tenant and its property, by force if necessary, without being liable to prosecution or any claim for damages therefore, and Tenant agrees to indemnify Landlord for all loss and damage which Landlord may suffer by reason of such termination, whether through inability to relet the Leased Premises, or through decrease in rent or otherwise; and/or (b), shall have the immediate right of re-entry and may remove all persons and property from the premises; such property may be removed and stored in a public warehouse or elsewhere at the cost of, and for the account of Tenant. Under no circumstances, however, shall Landlord be entitled to accelerate the rental payments to the end of the Lease term. Landlord shall only be entitled to unpaid and outstanding payments due up to the date of the default or the date Landlord shall take possession of the premises, whichever shall first occur. Such payments shall be deemed the measure of the Landlord's damages in the event of a default and shall, further, be considered liquidated damages and not a penalty.

## **23. LANDLORD'S RIGHT TO PERFORM.**

In the event that Tenant by failing or neglecting to do or perform any act or thing provided for in this lease, defaults under this lease and the failure continues for a period of thirty (30) days after written notice from Landlord specifying the nature of the act or thing to be done or performed, then Landlord may, but shall not be required to, do or perform or cause to be done or performed such act or thing, entering on the leased premises for such purposes, if Landlord shall so elect, and Landlord shall not be or be held liable or in any way responsible for any loss, inconvenience, annoyance, or damage resulting to Tenant on account of it and Tenant shall repay to Landlord on demand any expenses, including compensation to the agents and employees of Landlord. Any act or thing done by Landlord pursuant to the provisions of this section shall not be construed as a waiver of any such default by Tenant, or as a waiver of any covenant, term, or condition contained in this lease or the performance of it, or of any other right or remedy of Landlord.

**24. TENANT'S OPTION TO TERMINATE.**

Tenant shall have the right, by written notice to Landlord giving at least thirty (30) days prior to vacating the premises, of its intention to terminate this Agreement and surrender its leasehold interest to Landlord. On the effective date of such termination, Tenant shall be relieved from all further liability under this lease, and shall deliver possession of the leased premises to Landlord. All lease payments accruing during the 30-day notice of termination period or due prior to such period shall be paid to Landlord without delay.

**25. SURRENDER OF LEASE.**

The voluntary or other surrender of this lease by Tenant, or a mutual cancellation of this lease, shall not work as a merger, and shall, at the option of Landlord, terminate all or any existing subleases or sub-tenancies, or may, at the option of Landlord, operate as an assignment to it of any or all such subleases or sub-tenancies.

**26. WAIVER.**

The waiver by Landlord of or the failure of Landlord to take action with respect to any breach of any term, covenant, or condition contained in this lease shall not be deemed to be a waiver of such term, covenant, or condition, or subsequent breach, or of any other term, covenant, or condition contained in the lease. The subsequent acceptance of rent under this lease by Landlord shall not be deemed to be a waiver of any preceding breach by Tenant of any term, covenant, or condition of this lease, other than the failure of Tenant to pay the particular rental so accepted, regardless of Landlord's knowledge of the preceding breach at the time of acceptance of rent.

**27. PARTIES BOUND.**

The covenants and conditions contained in this lease shall, subject to the provisions as to assignment, transfer, and subletting, apply to and bind the heirs, successors, executors, administrators, and assigns of all of the parties to this lease.

**28. TIME OF THE ESSENCE.**

Time is of the essence of this lease, and of each and every covenant, term, condition, and provision of this lease.

**29. SECTION CAPTIONS.**

The captions appearing under the section number designations of this lease are for convenience only and are not a part of this lease and do not in any way limit or amplify the terms and provisions of this lease.

Executed on this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

**GADSDEN COUNTY SCHOOL  
DISTRICT**

\_\_\_\_\_

By: \_\_\_\_\_  
Board Chair

Attest: \_\_\_\_\_  
Superintendent

By: \_\_\_\_\_

As its: \_\_\_\_\_

Attest: \_\_\_\_\_  
Secretary

(SEAL)



Gadsden County Property Appraiser's Office  
Clay VanLandingham, CFA  
COUNTY APPRAISER

16 S. CALHOUN ST  
QUINCY, FL 32353-0585  
PH (850) 627-7168  
FAX (850) 627-0396

**COMPLETE LEGAL DESCRIPTION FOR PARCEL 2-03-3N-6W-0000-00314-0800**

**OR 16, P. 35-OR 19, P. 491- BEGIN AT SEC OF NE1/4 OF SW1/4 RUN N. 313.5 FT., W. 313.5 FT., S.313.5 FT., W. 205 FT., S. 308.1 FT., N. 61\* 31' E. 509.65 FT., N. 27\* 37' W. 73.3 FT., E. 120.3 FT. TO P.O.B. IN SECTION 3-3N-6W. LESS & EXCEPT 2.36 AC DESCRIBED IN OR 677 P 149 TO CITY OF CHATTAHOOCHEE.**

Close Window

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**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 11b

**DATE OF SCHOOL BOARD MEETING:** **June 29, 2010**

**TITLE OF AGENDA ITEM:** ' Selling Chattahoochee High School Property

**DIVISION:** Facilities

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

**PURPOSE AND SUMMARY OF ITEM:** For School Board approval of selling property and buildings at Chattahoochee High School as per attached agreements.

**FUND SOURCE:** N/A

**AMOUNT:** N/A

**PREPARED BY:** Wayne Shepard

**POSITION:** Director of Facilities

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**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.

THIS INSTRUMENT PREPARED BY  
AND, AFTER RECORDING, RETURN TO:  
J. MARSHALL CONRAD  
AUSLEY & McMULLEN, P.A.  
POST OFFICE BOX 391  
TALLAHASSEE, FLORIDA 32302

## MORTGAGE AND SECURITY AGREEMENT

THIS MORTGAGE, dated as of the \_\_\_\_\_ day of \_\_\_\_\_, 2010, by **FAITH APOSTOLIC CHRISTIAN TABERNACLE SERVICES, INC.**, a Florida not-for-profit corporation, whose mailing address is 2540 FL-GA Highway, Havana, Florida 32333, herein called the "Mortgagor," to and in favor of **SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA**, a public body corporate under the laws of Florida, whose mailing address is 35 Martin Luther King, Jr. Boulevard, Quincy, Florida 32351, herein called the "Mortgagee," with the terms Mortgagor and Mortgagee, respectively, to include their respective heirs, personal representatives, executors, administrators, successors and assigns, and shall denote the singular and/or plural and the masculine and/or feminine and natural and/or artificial persons whenever and wherever the context so requires.

### W I T N E S S E T H:

That for good, valuable, and adequate consideration, and also in consideration of the aggregate sum named in the promissory note hereinafter described, the Mortgagor does hereby confirm, alien, mortgage, pledge, encumber, collaterally assign and grant a lien and security interest to and in favor of the Mortgagee, the property of which the Mortgagor is now seized and possessed and in actual possession, situate in the County of Gadsden, State of Florida, (hereinafter referred to as the "property", the "land", the "premises" or the "mortgaged premises"), described as follows, to-wit:

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

**TOGETHER WITH** all the buildings and other structures and plants, shrubs, trees and sod now or hereafter on said land, and all fixtures, chattels and articles of personal property now or hereafter affixed to or used in connection with said premises, including but not limited to plumbing and bathroom fixtures, air conditioning and sprinkler systems, furnaces, elevators, swimming pool, carpeting, window awnings, shades and blinds; and also encumbering any and all materials and supplies (including but not limited to bricks, lumber, concrete products, roofing materials, electrical equipment such as air conditioning, refrigeration, heating apparatuses), now or hereafter placed upon the mortgaged premises or utilized in the construction of any improvements on the mortgaged premises; and as to any property which does not form a part or parcel of the real estate, or does not constitute a fixture, this instrument is also deemed to be a security agreement under the Uniform Commercial Code for the purpose of creating a security interest in such property, which Mortgagor hereby grants to mortgagee as a secured party under the Uniform Commercial Code.

TO HAVE AND TO HOLD the same, together with all and singular the tenements, hereditaments and appurtenances thereunto belonging, or in anywise appertaining, including all permits and/or land use authorizations issued by governmental agency or authority in connection with the mortgaged premises, and all easements in any way pertaining to the mortgaged premises, all rights-of-way and/or water rights used or available in connection with the mortgaged premises, and the rents, issues and profits thereof unto the mortgagee in fee simple.

And the Mortgagor hereby covenants with the Mortgagee: that the Mortgagor is indefeasibly seized of said land in fee simple; that the Mortgagor has full power and lawful right to convey, mortgage, and encumber the aforesaid premises as aforesaid; that said land, and every part thereof, is free from all liens and encumbrances except for the lien created hereby; that the Mortgagor will make such other and further assurances to perfect the Mortgagor's fee simple title to said land and the priority and validity of the Mortgagee's lien thereupon as may hereafter reasonably be required by the Mortgagee; and that the Mortgagor does hereby fully warrant the title to said land and every part thereof and will defend the same against the lawful claims of all persons whomsoever.

**PROVIDED ALWAYS**, that if the Mortgagor shall pay unto the Mortgagee the obligation evidenced by a promissory note of even date herewith in the original principal amount of **FIVE HUNDRED THOUSAND AND 00/100 DOLLARS (\$500,000.00)**, plus interest (sometimes referred to herein as "the note" or "promissory note" or "the loan"), the terms, provisions and conditions of which are incorporated herein by reference, including any and all extensions, renewals, modifications, and substitutions of and for said promissory note, and other indebtedness secured hereby, and shall fully comply with, perform, and abide by each and every of the stipulations, agreements, covenants, and conditions of the note and of this mortgage or other loan agreement executed by the Mortgagor in connection with or pertaining to the loan evidenced by the promissory note and secured by this mortgage, then this mortgage and the lien hereby created shall cease and be satisfied.

**THE MORTGAGOR DOES HEREBY COVENANT AND AGREE:**

1. **PAYMENT AND PERFORMANCE.** To pay all and singular the principal and interest and the various and sundry sums of money payable by virtue of the promissory note and this mortgage, each and every, promptly on the days respectively the same severally become due.

2. **TAXES AND LIENS.** To pay all and singular the taxes, assessments, levies, liabilities, obligations and encumbrances of every nature and kind now on said described property, and/or that hereafter may be imposed, suffered, placed, levied, or assessed thereupon, and/or that hereafter may be levied or assessed upon this mortgage and/or the indebtedness secured hereby, each and every, when due and payable according to law, before they become delinquent, and before any interest attaches or any penalty is incurred; and insofar as any thereof is of record, the same shall be promptly satisfied and discharged of record, and the original official document (such as, for instance, the tax receipt or the satisfaction paper officially endorsed or certified) shall be placed in the hands of the Mortgagee within ten (10) days next after payment.

3. **PROPERTY DAMAGE INSURANCE.** To keep the improvements now existing or hereafter erected on the mortgaged property, and the equipment and personalty covered by this mortgage, insured as may be required from time to time by the Mortgagee against loss by fire, windstorm or other hazards, casualties, and contingencies, in such amount and for such periods as may be required by Mortgagee, and to pay promptly, when due, any premiums on such insurance. All insurance shall be carried in companies approved by the Mortgagee, and the policies and renewals thereof shall be held by Mortgagee and have attached thereto loss payable clauses in favor of and in form acceptable to the Mortgagee. In event of loss, the Mortgagor will give immediate notice by mail to Mortgagee, and Mortgagee may make proof of loss if not made promptly by Mortgagor, and each insurance company concerned is hereby authorized and directed to make payment for such loss directly to Mortgagee instead of to Mortgagor and Mortgagee jointly, and the insurance proceeds, or any part thereof, may be applied by Mortgagee at its option either to the reduction of the indebtedness hereby secured or to the restoration

or repair of the property damaged. In the event of foreclosure of this mortgage or other transfer of title to the mortgaged property in extinguishment of the indebtedness secured hereby, all right, title, and interest of the Mortgagor in and to any insurance policies then in force shall pass to the purchaser or grantee.

4. **DUTY TO MAINTAIN.** To remove or demolish no building or other improvement on said premises without the written consent of the Mortgagee; to permit, commit, or suffer no waste, impairment or deterioration of said property or any part thereof and to keep the same and improvements thereon in good condition and repair.

5. **MORTGAGEE'S COSTS AND EXPENSES.** To pay all and singular the costs, charges, and expenses, including reasonable lawyer's fees, lawyer's disbursements and cost of abstracts of title, incurred or paid at any time by the Mortgagee (a) because of the failure on the part of the Mortgagor to duly perform, comply with, and abide by each and every the stipulations, conditions, and covenants of the promissory note and/or this mortgage and/or any other loan instrument or written document executed by Mortgagor and/or the note maker in connection with the loan; or (b) to protect Mortgagee's security interest. Any such amounts paid by Mortgagee shall be payable by Mortgagor upon demand, and shall bear interest from the date of disbursement at the rate stated in the note. Nothing in this provision shall require the Mortgagee to make any such disbursement.

6. **DUTY TO PERFORM.** To duly perform, comply with, and abide by each and every the stipulations, conditions and covenants set forth in the promissory note, this mortgage and any loan agreement executed by Mortgagor in connection with the loan secured hereby.

7. **DEFAULT.** (a) In the event of any breach of this mortgage or default on the part of the Mortgagor; or (b) in the event any of said sums of money herein referred to be not promptly and fully paid within fifteen (15) days next after the same severally become due and payable, without demand or notice; or (c) in the event each and every the stipulations, conditions, and covenants of the promissory note, this mortgage, and any construction loan agreement or other loan agreement executed by the Mortgagor in connection with or pertaining to the loan evidenced by the note and secured by this mortgage, are not duly performed, complied with and abided by; or (d) in the event that any representation made herein or in any other document executed by Mortgagor in connection with the loan secured hereby is untrue in any material respect; or (e) in the event the mortgaged premises or any portion thereof are seized by the United States in a forfeiture proceeding; or (f) in the event of the filing of a petition in bankruptcy or reorganization by or against the Mortgagor if said petition is not withdrawn, dismissed or terminated within thirty (30) days of its filing; or (g) in the event Mortgagor defaults under any other written agreement between Mortgagee and Mortgagor, then, in any such event, the said aggregate sum mentioned in the promissory note then remaining unpaid, with interest accrued, and all moneys secured hereby, shall become due and payable forthwith, or thereafter, at the option of said Mortgagee, as fully and completely as if all of the said sums of money were originally stipulated to be paid on such day, anything in the promissory note or in this mortgage or any loan agreement to the contrary notwithstanding; and thereupon or thereafter, at the option of the Mortgagee, without notice or demand, suit at law or in equity, theretofore or thereafter begun, may be prosecuted as if all moneys secured hereby had matured prior to its institution.

8. **ASSIGNMENT OF RENTS AND LEASES.** The Mortgagor hereby assigns to the Mortgagee, as further security for the payment of the note, the rents, issues, and profits of the premises, together with all leases and other documents evidencing such rents, issues, and profits now or hereafter in effect and any and all deposits held as security under said leases, and shall, upon demand, deliver to the Mortgagee an executed counterpart of each such lease or other document.

Nothing contained in the foregoing paragraph shall be construed to bind the Mortgagee to the performance of any of the covenants, conditions, or provisions contained in any such lease or other document or otherwise to impose any obligation on the Mortgagee (including, without limitation, any liability under the covenant of quiet enjoyment contained in any lease or in any law of any applicable state in the event that any tenant shall have been joined as a party defendant in any action to foreclose this mortgage and shall have been barred and foreclosed thereby of all right, title, and interest and equity of redemption in the premises), except that the Mortgagee shall be accountable for any money actually received pursuant to such assignment.

Until the occurrence of an event of default, the Mortgagor shall be entitled to collect and receive said rents, issues, and profits. Such right of the Mortgagor to collect and receive said rents, issues, and profits may be revoked by the Mortgagee upon the occurrence of an event of default by giving not less than five days' written notice of such revocation, served personally upon or sent by registered or certified mail to the record owner of the premises.

9. **APPOINTMENT OF RECEIVER.** If any suit shall be instituted to foreclose or reform this mortgage and/or to enforce payment of any claims hereunder, the Mortgagee shall be entitled to apply at any time pending such suit, to the Court having jurisdiction thereof, for the appointment of a Receiver of the mortgaged property and of all and singular the rents, income, profits, issues and revenues thereof from whatever source derived, each and every of which are expressly mortgaged, pledged and encumbered by this instrument; and it is hereby expressly covenanted and agreed that thereupon, such Court shall forthwith appoint a Receiver of said mortgaged property, and of all and singular the rents, income, profits, issues and revenues thereof from whatever source derived, with the usual powers and duties of receivers in like cases; and such appointment shall be made as a matter of strict right to the Mortgagee, and without reference to the adequacy or inadequacy of the value of the property hereby mortgaged, or to the solvency or insolvency of the Mortgagor.

10. **CONDEMNATION.** That in the event the premises hereby mortgaged, or any part thereof, shall be condemned and taken for public use under the power of eminent domain, the Mortgagee, its successors and assigns, shall have the right to demand that all damages awarded for the taking of or damages to said premises shall be paid to the Mortgagee, its successors or assigns, up to the amount then unpaid on this mortgage and may be applied upon the payment or payments last payable hereon.

11. **FORECLOSURE OF OTHER LIEN.** If foreclosure proceedings of any lien or mortgage superior or inferior to this mortgage should be instituted, the Mortgagee may, at its option, immediately declare its lien and the note which the same secures, due and payable in full and start such proceedings as the Mortgagee may deem necessary or desirable to protect its interest in the premises, including the appointment of a Receiver, and its lien herein granted upon rents and profits shall be prior to the lien of any junior lienholder upon rents or profits collected or to be collected by a Receiver appointed at the instance of any junior lienholder.

12. **TRANSFER, SECONDARY ENCUMBRANCE, LEASE.** While this mortgage is outstanding, the Mortgagor will not transfer title (or any interest in the title) to the premises by sale or otherwise, or create or suffer any secondary encumbrance or lien on the premises, or create or allow a lease of the premises for more than three (3) years (including renewal option), without the Mortgagee's prior written permission, which may be granted or denied at the sole option of the Mortgagee. Violation of any provision of this item shall constitute a default under this mortgage, entitling Mortgagee to accelerate the maturity date of the note secured hereby.

13. **FURTHER ASSURANCES.** Mortgagor covenants that Mortgagor will within ten (10) days following written request by Mortgagee, furnish to the Mortgagee or its designee a written statement, duly acknowledged, setting forth and confirming the unpaid balance owed on this mortgage as of the date of the estoppel statement, and stating whether any offsets or defenses exist against the mortgage debt. The Mortgagor further covenants that Mortgagor will promptly execute and deliver to the Mortgagee such further documents and statement as Mortgagee may require to further or more adequately perfect and protect the lien of the mortgage on the real estate and personal property described herein, and Mortgagor will pay all costs of recording and/or filing such documents among such public records as Mortgagee may require.

14. **HAZARDOUS MATERIALS.** (A) Mortgagor agrees, covenants and represents that the Mortgagor's prior and present use of the mortgaged premises comply and have at all times complied with, and Mortgagor is not in violation of, has not violated and will not violate, in connection with the ownership, use, maintenance or operation of the mortgaged premises and the conduct of the business related thereto, any federal, state, county or local statutes, laws, regulations, rules, ordinances, codes, standards, orders, licenses and permits of any governmental authorities relating to environmental matters (hereinafter "Environmental Laws"). Mortgagor further agrees, covenants and represents that: (i) there are no existing or pending Environmental Laws requiring any remedial actions with respect to the mortgaged premises; (ii) no dangerous, toxic or hazardous pollutants, chemicals, wastes or substances have been or will be released into the environment; (iii) there are no writs, injunctions, orders or judgments outstanding, lawsuits, claims, proceedings or investigations pending or threatened, relating to ownership, use, maintenance of operation of the mortgaged premises; (iv) no notice of any of the matters referred to in the foregoing sections has been received by Mortgagor; and (v) Mortgagor does not know of any violation of the foregoing covenants and representations by any predecessor of title of the Mortgagor.

(B) Mortgagor agrees to indemnify and hold harmless the Mortgagee for any breach of these warranties and representations and from any loss incurred by Mortgagee which is the result of a breach of, misstatement of or misrepresentation of the above covenants, warranties and representations, or for any loss, damage, or expense sustained as a result of hazardous materials being located on the premises, together with all attorneys' fees incurred in connection with the defense of any action against the Mortgagee arising out of the above.

(C) Default of any condition or representation contained in this provision numbered 14 shall constitute an event of default under this mortgage and the note, and Mortgagee shall have the right, but no duty or obligation, to foreclose, but waiver of the right to foreclose shall not and does not waive any other rights or remedies available to Mortgagee under the note or any other document executed by Mortgagor and/or any third party in connection with the loan evidenced by the note.

15. **FUTURE ADVANCE AND RE-ADVANCES.** This mortgage is also intended to be and is a mortgage to secure payment of any and all future or additional advances (including re-advances of principal) made by the Mortgagee at its sole option to the Mortgagor for any purpose, as are made within twenty (20) years from the date of this mortgage, to the same extent as if such future advance or advances (or re-advances) were made on the date of execution of this mortgage. It is the specific intention of Mortgagor and Mortgagee that this mortgage will constitute a valid and subsisting lien and encumbrance on the mortgaged premises even in the event that no advance is made at the time of execution and delivery of this mortgage, and even in the event that at any other time or times while the mortgage is open of record there is no indebtedness outstanding at the time any such advance or re-advance is made. The total unpaid balance so secured at any one time shall not exceed the maximum principal amount of FIVE HUNDRED THOUSAND AND 00/100 DOLLARS (\$500,000.00), plus

interest, and any disbursements made for the payment of taxes, levies, or insurance on the property covered by the lien of this mortgage, with interest on those disbursements.

16. **NOTICES.** Any notices under this mortgage may be given by Mortgagee to Mortgagor manually or by mail or courier service, delivered to Mortgagor's address shown at the beginning of this mortgage. Notice given by registered or certified mail is deemed given when deposited in the United States mail with postage prepaid. Notice otherwise given is deemed given when actually received by the recipient or when delivered to the address to which properly sent. If more than one person constitutes the Mortgagor, notice given to either or any of them is deemed given to both or all of them.

17. **TIME IS OF ESSENCE.** It is specifically agreed that time is of the essence of this contract and that no waiver by the Mortgagee of any obligation of the Mortgagor hereunder or of the obligations secured hereby, shall at any time thereafter be held to be a waiver of the terms hereof or of the instrument secured hereby.

18. **SPECIAL PROVISIONS:** None.

**IT IS MUTUALLY COVENANTED AND AGREED** by and between the Mortgagor and the Mortgagee that this mortgage and the promissory note secured hereby constitute a Florida contract and shall be construed according to the laws of that State.

**IN WITNESS WHEREOF**, the Mortgagor has executed this mortgage on the day and year first above written.

Signed, sealed, and delivered  
in the presence of:

FAITH APOSTOLIC CHRISTIAN TABERNACLE  
SERVICES, INC., a Florida not-for-profit corporation,

\_\_\_\_\_

(1st Witness-Signature)

\_\_\_\_\_

(1st Witness-Printed Name)

\_\_\_\_\_

(2nd Witness-Signature)

\_\_\_\_\_

(2nd Witness-Printed Name)

By: \_\_\_\_\_

Name: \_\_\_\_\_

As its: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2010, by \_\_\_\_\_ as \_\_\_\_\_ of FAITH APOSTOLIC CHRISTIAN TABERNACLE SERVICES, INC., a Florida not-for-profit corporation, on behalf of said corporation. Such person: ( ) is personally known to me; ( ) produced a current driver's license as identification; or ( ) produced \_\_\_\_\_ as identification.

(Notarial Seal)

\_\_\_\_\_

(Signature of Notary Public)

\_\_\_\_\_

(Typed or Printed Name of Notary Public)

**CLOSING CHECKLIST**

Buyer: Faith Apostolic Christian Tabernacle Services, Inc.  
Seller: School Board of Gadsden County, Florida  
Closing/Escrow Agent: Ausley & McMullen, P.A.  
Property:  
Closing Date:

\*\*\*\*\*

<u>Required Closing Documents:</u>	<u>Responsible Party</u>
1. Contract for Sale and Purchase	Buyer/Seller
2. Inspection of Property (w/in 15 days from E.D. of Contract)	Buyer
3. Survey	Buyer
4. Title Insurance Commitment	Buyer/C.A.
5. Warranty Deed from Seller to Buyer (approved by Gadsden Co. atty)	Seller/C.A.
6. Owner's Affidavit of No Liens	Seller/C.A.
7. Bill of Sale for personal property	Seller/C.A.
8. Further Assurance Agreement	Closing Agent
9. Tax Proration Agreement	Closing Agent
10. Confirmation Certificate signed by Trustees of Buyer	Buyer/C.A.
11. Corporate Resolution and Incumbency signed by Secretary of Buyer authorizing purchase of property and mortgaging same	Buyer/C.A.
12. Copies of Articles of Incorporation and By-Laws of Buyer and Governing charter of church	Buyer
13. Certificate of Good Standing from SOS for Buyer	Buyer/C.A.
14. Promissory Note from Buyer to Seller	Closing Agent
15. Mortgage from Buyer to Seller with special provisions regarding Church mortgaging property	Closing Agent
16. Binder of property insurance	Buyer
17. Closing Statement	Closing Agent

h:\jmc\gesb\faith apostolic\closing checklist.doc

## CONTRACT FOR SALE AND PURCHASE

**PARTIES:** **SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA**, a public body corporate under the laws of Florida, hereinafter called **SELLER**, whose address is 35 Martin Luther King, Jr. Boulevard, Quincy, Florida 32351, and **FAITH APOSTOLIC CHRISTIAN TABERNACLE SERVICES, INC.**, a Florida not-for-profit corporation, whose address is 2540 FL-GA Highway, Havana, Florida 32333, hereinafter called **BUYER**, hereby agree that the **SELLER** shall sell and the **BUYER** shall buy the following property upon the terms and conditions hereinafter set forth. Wherever the context hereof so requires or admits, the terms "**SELLER**" and "**BUYER**" 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.

1. **LEGAL DESCRIPTION:** See Exhibit "A" attached hereto and referred to hereinafter as the "Property."
  
2. **PERSONAL PROPERTY INCLUDED IN PURCHASE PRICE:** All fixed equipment and fixtures, and the following non-fixed items: The sale of the Property shall also include the following fixtures and personal property associated with the Property (unless specifically excluded below), including: gas heaters; propane tanks (including propane if owned); central heating, ventilation and air conditioning equipment and fixtures; sump pumps; attached TV antennas and cables; lighting and light fixtures; plumbing equipment and fixtures; attached mirrors; linoleum; wall-to-wall carpet; window and porch shades; blinds; storm windows and doors; screens; curtain and drapery rods; awnings; automated garage door openers and remote control units; keys; attached humidifiers; attached outside cooking units; attached fireplace screens and/or glass doors; attic and ceiling fans; built-in kitchen appliances; and table, chairs, equipment, etc.
  
3. **METHOD OF PAYMENT:**

(a)	Deposit to be held in trust by Ausley & McMullen, P.A.	\$ 00.00
(b)	Purchase money note and mortgage from BUYER to SELLER in the principal amount of \$500,000.00 bearing interest at one percent (1%) per annum, payable in monthly installments of \$2,299.47 until paid in full.	\$500,000.00
(c)	<b>TOTAL PURCHASE PRICE</b>	<b>\$500,000.00</b>
  
4. **TIME FOR ACCEPTANCE:** If this offer is not executed by **SELLER** and **BUYER** prior to \_\_\_\_\_ p.m. on \_\_\_\_\_, the deposit shall be returned to **BUYER** and this offer shall be null and void. The date of this Contract shall be the date when the last party has signed this Contract.

CONTRACT FOR SALE AND PURCHASE

5. CLOSING AND POSSESSION: This Contract shall be closed and the deed delivered on or before \_\_\_\_\_, unless extended by other provisions of this Contract. If additional time is required by lender to close, closing and possession date shall be extended, not to exceed sixth (60) days. Possession of the Property shall be delivered to BUYER at closing. MONIES DUE AT CLOSING SHALL BE TENDERED BY CASHIER'S CHECK OR CASH. Closing shall be held at the Ausley & McMullen, P.A., 123 South Calhoun Street, Tallahassee, Florida.
6. INSTRUMENTS: Title to real Property shall be conveyed by STATUTORY WARRANTY DEED unless otherwise agreed in writing. SELLER represents that it has legal authority and capacity to convey title to the Property together with any improvements thereon. SELLER shall furnish to BUYER a SELLER's affidavit that there have been no alterations or improvements to the Property for ninety (90) days preceding date of closing for which a lien could be filed. If the Property has been improved within ninety (90) days preceding closing date, the SELLER shall deliver releases or waivers of all mechanic's liens or receipted bills, executed by general contractors, subcontractors, suppliers or materialmen, and SELLER's mechanic's lien affidavit. Upon request copies of all instruments shall be furnished at least 24 hours prior to closing.
7. RESTRICTIONS AND EASEMENTS: BUYER agrees to take title to the Property subject to a purchase money mortgage described above, taxes for the current and subsequent years, special assessments and those accruing hereafter, zoning and other governmental restrictions, plat restrictions and qualifications, public utility easements, and restrictive covenants of record.
8. ROAD MAINTENANCE: The BUYER may be responsible for the maintenance of roads and related drainage, if any, serving this Property, and unless there is an ownership interest in such roads and related drainage by governmental authorities, said governmental authority shall have no responsibility for such maintenance. If this Property is located within the City of Havana and is served by a street and/or street drainage facility which is not dedicated to the public according to the City, then the local government does not have responsibility for maintenance of the streets and/or street related drainage facilities, if any, serving this Property, and the BUYER may be responsible for such maintenance.
9. NEW FINANCING:
  - (a) SELLER FINANCING: Purchase money mortgage and note to SELLER shall follow forms generally accepted and used in the county where the Property is located. Said mortgage shall provide for but not be limited to the following:
    - (1) Insurance against loss by fire, with extended coverage, in an amount not less than the total amount of all mortgages or 80%

of replacement value, whichever is greater. Mortgagee (SELLER) shall be named as loss payee.

(2) Acceleration, at the option of the holder, after 30 days default.

(3) The right of a mortgagor (BUYER) to prepay all or part of the principal at any time with interest to date of payment without penalty.

(4) All sums outstanding under the mortgage shall be due in full on resale of the Property.

10. **WARRANTIES AND REPRESENTATIONS CONDITION OF PROPERTY:**

This contract is subject to and BUYER has the option of having the property inspected, at BUYER'S expense, by an appropriately state licensed person dealing in construction, repair or inspections. Said inspection shall include, but not be limited to the right to inspect the property for structural defects, visible evidence of leaks, plumbing, heating, air conditioning, electrical, appliances, if any, and any other major components of the premises. This inspection shall be made within fifteen (15) days of the date of this agreement and SELLER agrees to cooperate in making available to the BUYER or inspector all parts of the premises as may be required to adequately conduct the inspection. If BUYER does not elect to conduct an inspection within the time provided above, BUYER agrees that the right to conduct the inspection shall be waived.

Within five (5) days of the date the inspection is to be completed, the BUYER shall notify the SELLER whether the BUYER accepts the premises as found by the inspection. Upon such notification, this contract shall be closed in accordance with its terms. Should BUYER notify SELLER within five (5) days of the date the inspection was to be completed that BUYER does not accept the inspection, BUYER shall have the right to forthwith cancel this contract and recover any binder paid and shall be relieved from any further obligation under this contract.

**AS-IS CONDITION OF PROPERTY.** At Closing, BUYER agrees it shall accept the Property as-is without any type of warranty thereon. BUYER further understands that SELLER has not made and does not make any representations or warranties of any kind as to the condition of the Property, buildings, improvements or fixtures located thereon, and/or the location of the boundaries of the Property.

11. **ENVIRONMENTAL CONDITIONS:** BUYER acknowledges the availability of environmental engineering firms which can perform environmental audits on subject property. If BUYER elects not to have an environmental audit performed on subject property, then BUYER accepts all responsibility associated with any potential environmental problems which may occur. BUYER relieves SELLER of any and all responsibility in connection with any unknown environmental problems which may occur on subject property.

12. **RADON GAS:** Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, can present health risks to persons who are exposed to it over a period of time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your county public health unit. The undersigned buyers hereby acknowledge receipt of this disclosure before signing a contract.
13. **MAINTENANCE:** Between date of Contract and date of closing or the date of possession, whichever occurs first, the Property, including lawn, shrubbery, pool and other improvements, if any, shall be maintained by SELLER in the condition existing on the date of the Contract, ordinary wear and tear excepted.
14. **RISK OF LOSS:** The risk of loss or damage to the premises by fire or otherwise is assumed by SELLER until closing of this transaction. If premises are damaged, BUYER shall have the option to void this Contract. If BUYER does not void this Contract, BUYER shall proceed to closing.
15. **PRORATIONS:** All taxes from the current year, rents, hazard insurance premiums on policies assumed by BUYER, and property owners' association dues, if any, shall be prorated as of date of closing. BUYER shall be deemed the owner of the Property on date of closing. All prorations shall be adjusted to the cash due at closing. The agreements contained herein shall survive closing.
16. **EXPENSES:**

**BUYER SHALL PAY FOR THE FOLLOWING:**

Owner's title insurance, if any  
Mortgagee's title insurance, if any  
Recording fees  
State documentary stamps on deed  
State documentary stamps on note  
Intangible tax on mortgage  
Buyer's attorney fees  
Any loan cost required by lender

**SELLER SHALL PAY FOR THE FOLLOWING:**

Preparation of deed, affidavit  
Seller's attorney fees

17. **SURVEY:** If BUYER desires a survey, he shall have the Property surveyed at his expense prior to closing date. If the survey shows an encroachment, the same shall be treated as a title defect.
18. **DEFAULT:** If BUYER fails to perform any covenants of this Contract within the time specified, all deposits paid by BUYER may be retained by or for the account of

SELLER, as liquidated damages. If SELLER fails to perform any covenants of this Contract, all deposits, at the option of the BUYER, shall be returned to Buyer. Upon such event, all parties shall be released of their rights and obligations under this Contract. As an alternative to the foregoing, however, either non-defaulting party, may proceed at law or in equity to enforce his legal rights under this Contract, including, but not limited to, the right to bring suit for specific performance.

- 19. **ATTORNEY FEES AND COSTS:** In connection with any litigation, including appeals, arising out of this Contract, the prevailing party shall be entitled to recover all costs incurred, including reasonable attorney fees.
- 20. **SPECIAL ASSESSMENT LIENS:** Certified, confirmed or ratified special assessment liens as of the date of closing (and not as of date of the Contract) are to be paid by SELLER. Pending liens as of date of closing shall be assumed by BUYER, provided, however, that where the improvement has been substantially completed as of date of Contract, such pending liens shall be considered as certified, confirmed or ratified, and SELLER shall be charged at closing an amount equal to the last estimate of the improvement assessment.
- 21. **LEASES:** SELLER shall furnish copies of all written leases, if any, to BUYER prior to closing. If there are any persons in possession of the Property without written leases, estoppel letters from such persons specifying the nature and duration of occupancy shall be furnished to BUYER by SELLER prior to date of closing.
- 22. **COMMISSION TO REALTOR:** BUYER and SELLER acknowledge neither BUYER nor SELLER HAS employed a REALTOR or broker in connection with this Contract and sale of property.
- 23. **TIME IS OF THE ESSENCE IN THIS AGREEMENT.**
- 24. **SPECIAL CLAUSES:** Any provisions contained in this SPECIAL CLAUSES section of this Contract or in exhibits attached hereto shall control and govern any contrary or inconsistent provisions appearing elsewhere in this Contract.

Executed by BUYER on \_\_\_\_\_

Executed by SELLER on \_\_\_\_\_

**FAITH APOSTOLIC CHRISTIAN  
TABERNACLE SERVICES, INC.**

**SCHOOL BOARD OF GADSDEN  
COUNTY, FLORIDA**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

As its: \_\_\_\_\_

As its: \_\_\_\_\_

By signature below, receipt of deposit of \$\_\_\_\_\_ is acknowledged (if check, subject to clearance). It shall be held in escrow pending disbursement according to terms hereof, together with all additional deposits escrowed by terms of this Contract. Failure of clearance of deposits shall not excuse performance by BUYER.

AUSLEY & McMULLEN, P.A.

Date: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

As its: \_\_\_\_\_

h:\jmc\gcsb\faith apostolic\contract for sale and purchase.doc

**PROMISSORY NOTE**

**\$500,000.00**

Tallahassee, Florida  
May \_\_\_\_, 2010

For value received, I, or we, promise to pay to the order of **SCHOOL BOARD OF GADSDEN COUNTY, FLORIDA** at 35 Martin Luther King, Jr. Boulevard, Quincy, Florida 32351, the sum of **FIVE HUNDRED THOUSAND AND 00/100 DOLLARS (\$500,000.00)**, with interest from date at the rate of one percent (1%) per annum on the unpaid balance, and said principal and interest shall be payable in consecutive monthly installments of **TWO THOUSAND TWO HUNDRED NINETY NINE AND 47/100 DOLLARS (\$2,299.47)** each, beginning on the \_\_\_\_ day of \_\_\_\_\_, 2010, such installments to be applied first to interest on the unpaid balance and the remainder to principal until said debt is paid in full. Extra payments may be made at any time and interest will be charged only on the unpaid balance.

It is agreed that time is of the essence of this contract and that in the event of default in the payment of any installment as herein provided for a period of fifteen (15) days, the holder of this note may, at its option, declare all the remainder of said debt due and collectible, and any failure to exercise the said option shall not constitute a waiver of the right to exercise the same at any other time. In the event of default in the making of any payments herein provided and in the event the whole of said debt is declared to be due, interest shall accrue on such past due principal and past due interest at the rate of six percent (6%) per annum. In the event of default in the payment of this note and if the same is collected by an attorney at law, I, or we, agree to pay all costs of collection, including a reasonable attorney's fee.

I, or we, and each of us, whether principal, surety, guarantor, endorser, or other party hereto, agree to be jointly and severally bound. I, or we, each further waive demand, protest and notice of demand, protest and non-payment.

This promissory note is secured by a mortgage of even date herewith, to which documentary stamps, if required, have been affixed.

Given under the hand and seal of each party.

FAITH APOSTOLIC CHRISTIAN TABERNACLE  
SERVICES, INC., a Florida not-for-profit  
corporation

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
As its: \_\_\_\_\_

**A. Settlement Statement**

U.S. Department of Housing  
and Urban Development

OMB Approval No. 2502-0265



<b>B. Type of Loan</b>			
1. <input type="checkbox"/> FHA	2. <input type="checkbox"/> RHS	3. <input type="checkbox"/> Conv. Unins.	6. File Number 100606
4. <input type="checkbox"/> VA	5. <input type="checkbox"/> Conv. Ins.		7. Loan Number
			8. Mortgage Insurance Case Number
<b>C. Note:</b> This form is furnished to give you a statement of actual settlement costs. Amounts paid to and by the settlement agent are shown. Items marked "(p.o.c.)" were paid outside the closing; they are shown here for information purposes and are not included in the totals.			
<b>D. Name and Address of Borrower</b> FAITH APOSTOLIC CHRISTIAN TABERNACLE SERVICES, INC. 2540 FL-GA Highway Havana, FL 32333		<b>E. Name and Address of Seller</b> SCHOOL BOARD OF GADSDEN CO., FL 35 Martin Luther King, Jr. Boulevard Quincy, FL 32351	
		<b>F. Name and Address of Lender</b>	
<b>G. Property Location</b> 613 Chattahoochee Street Chattahoochee, FL 32324		<b>H. Settlement Agent</b> AUSLEY & McMULLEN	
		<b>Place of Settlement</b> 123 S. Calhoun Street Tallahassee, FL 32301	<b>I. Settlement Date</b> 07/15/10
<b>J. SUMMARY OF BORROWER'S TRANSACTION:</b>		<b>K. SUMMARY OF SELLER'S TRANSACTION:</b>	
100. <b>GROSS AMOUNT DUE FROM BORROWER</b>		400. <b>GROSS AMOUNT DUE TO SELLER</b>	
101. Contract sales price	500,000.00	401. Contract sales price	500,000.00
102. Personal property		402. Personal property	
103. Settlement charges to borrower (line 1400)	6,338.00	403.	
104.		404.	
105.		405.	
<b>Adjustments for items paid by seller in advance</b>		<b>Adjustments for items paid by seller in advance</b>	
106. City/town taxes	to	406. City/town taxes	to
107. County taxes	to	407. County taxes	to
108. Assessments	to	408. Assessments	to
109.		409.	
110.		410.	
111.		411.	
112.		412.	
120. <b>GROSS AMOUNT DUE FROM BORROWER</b>	506,338.00	420. <b>GROSS AMOUNT DUE TO SELLER</b>	500,000.00
200. <b>AMOUNTS PAID BY OR IN BEHALF OF BORROWER</b>		500. <b>REDUCTIONS IN AMOUNT TO SELLER</b>	
201. Deposit or earnest money		501. Excess Deposit (see instructions)	
202. New Loan and Note	500,000.00	502. Settlement charges to seller (line 1400)	0.00
203. Existing loan(s) taken subject to		503. Existing loan(s) taken subject to	
204.		504. Payoff of first mortgage loan	
205.		505. Payoff of second mortgage loan	
206.		506. New Loan and Note	500,000.00
207.		507.	
208.		508.	
209.		509.	
<b>Adjustments for items unpaid by seller</b>		<b>Adjustments for items unpaid by seller</b>	
210. City/town taxes	to	510. City/town taxes	to
211. County taxes	to	511. County taxes	to
212. Assessments	to	512. Assessments	to
213.		513.	
214.		514.	
215.		515.	
216.		516.	
217.		517.	
218.		518.	
219.		519.	
220. <b>TOTAL PAID BY / FOR BORROWER</b>	500,000.00	520. <b>TOTAL REDUCTION AMOUNT DUE SELLER</b>	500,000.00
300. <b>CASH AT SETTLEMENT FROM OR TO BORROWER</b>		600. <b>CASH AT SETTLEMENT TO OR FROM SELLER</b>	
301. Gross amount due from borrower (line 120)	506,338.00	601. Gross amount due to seller (line 420)	500,000.00
302. Less amounts paid by/for borrower (line 220)	500,000.00	602. Less reduction amount due to seller (line 520)	500,000.00
303. <b>CASH</b>	FROM <b>BORROWER</b>	603. <b>CASH</b>	TO <b>SELLER</b>
	6,338.00		0.00

**PRELIMINARY**

L. SETTLEMENT CHARGES:		File Number: 100606			PAID FROM BORROWER'S FUNDS AT SETTLEMENT	PAID FROM SELLER'S FUNDS AT SETTLEMENT
700.	TOTAL SALES/BROKER'S COMMISSION based on price \$		@	=		
Division of commission (line 700) as follows:						
701.	\$ to					
702.	\$ to					
703.	Commission paid at Settlement					
704.						
800.	ITEMS PAYABLE IN CONNECTION WITH LOAN			P.O.C.		
801.	Loan Origination Fee %					
802.	Loan Discount %					
803.	Appraisal Fee to					
804.	Credit Report to					
805.	Lender's Inspection Fee to					
806.	Mtg. Ins. Application Fee to					
807.	Assumption Fee to					
808.						
809.	Flood Cert. Fee					
810.	Doc. Prep. Fee					
811.						
812.						
813.						
814.						
815.						
900.	ITEMS REQUIRED BY LENDER TO BE PAID IN ADVANCE					
901.	Interest from to @\$ /day					
902.	Mortgage Insurance Premium to					
903.	Hazard Insurance Premium yrs. to					
904.						
905.						
1000.	RESERVES DEPOSITED WITH LENDER FOR					
1001.	Hazard Insurance mo. @\$ / mo.					
1002.	Mortgage Insurance mo. @\$ / mo.					
1003.	City property taxes mo. @\$ / mo.					
1004.	County property taxes mo. @\$ / mo.					
1005.	Annual Assessments mo. @\$ / mo.					
1006.	mo. @\$ / mo.					
1007.	mo. @\$ / mo.					
1008.	Aggregate Reserve for Hazard/Flood Ins, City/Count					
1100.	TITLE CHARGES					
1101.	Settlement or closing fee to					
1102.	Abstract or title search to					
1103.	Title examination to					
1104.	Title insurance binder to					
1105.	Document preparation to					
1106.	Notary fees to					
1107.	Attorney's fees to					
	(includes above item No: )					
1108.	Title insurance to					
	(includes above item No: )					
1109.	Lender's coverage					
1110.	Owner's coverage					
1111.						
1112.						
1113.						
1200.	GOVERNMENT RECORDING AND TRANSFER CHARGES					
1201.	Recording fees Deed \$ 27.00 ; Mortgage \$ 61.00 ; Releases \$ 88.00					
1202.	City/county/stamps Deed \$ ; Mortgage \$					
1203.	State tax/stamps Deed \$ 3,500.00 ; Mortgage \$ 1,750.00 5,250.00					
1204.	Intangible Tax Deed \$ ; Mortgage \$ 1,000.00 1,000.00					
1205.						
1300.	ADDITIONAL SETTLEMENT CHARGES					
1301.	Survey to					
1302.	Pest inspection to					
1303.						
1304.						
1305.						
1306.						
1307.						
1308.						
1400.	TOTAL SETTLEMENT CHARGES (enter on lines 103 and 502, Sections J and K)				6,338.00	0.00

PRELIMINARY



Gadsden County Property Appraiser's Office  
Clay VanLandingham, CFA  
COUNTY APPRAISER

16 S. CALHOUN ST  
QUINCY, FL 32353-0585  
PH (850) 627-7168  
FAX (850) 627-0396

**COMPLETE LEGAL DESCRIPTION FOR PARCEL 1-33-4N-6W-0000-00442-0000**

**DB 91, P. 104-DB 107, P. 4- COMM. AT SWC OF E1/2 OF SE1/4 RUN N. 0\* 45' W. 365.4 FT. TO BEGIN, N. 0\* 45' W. 78.1 FT., N. 87\* 45' W. 297 FT., N. 11\* 50' E. 377.5 FT N. 0\* 45' W. 250 FT., N. 89\* 15' E. 210 FT., N. 0\* 45' W. 589 FT., N. 89\* 15' E. 700 FT., S. 45' E. 365 FT., S. 70\* 36' E. 660.4 FT., S. 0\* 45' E. 590.5 FT., N. 70\* 36' W. 660.4 FT., S. 0\* 45' E. 353.5 FT., S. 89\* 15' W. 700 FT. TO THE P.O.B. LESS PART TO S.R.D. PER OR 65 P 388 IN SECTION 33-4N-6W.**

Close Window

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**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 11c

**DATE OF SCHOOL BOARD MEETING:** June 29, 2010

**TITLE OF AGENDA ITEMS:** Request to Delete from Capital Assets – Motor Vehicles

**DIVISION:** Finance Department

**PURPOSE AND SUMMARY OF ITEMS:**

In accordance with Sections 274.04, 274.05 and 274.06, Florida Statutes, Board approval is requested to delete \$654,490.00 plus applicable depreciation from the Motor Vehicle Capital Assets. This action is required based on the information received from the Transportation Department.

<b>VIN #</b>	<b>Purchase Price</b>	<b>Inventory Tag #</b>
1BAAHCSA9RF059363	\$51,911.00	200161
1BAAHCSA9RF061369	51,911.00	200173
1BAAHCSA5RF061370	51,911.00	200621
1HVBDABN7SH606292	39,998.00	200239
1HTBDABNXSH215260	45,262.00	200281
1HTBDABN3SH215259	45,262.00	200153
1HVBDABN2SH606295	45,262.00	200111
1T75U3B25V1153567	67,315.00	200486
1T75U3B27V1153568	67,315.00	200735
1T75U3B20P1118535	63,542.00	200650
1HVBDABN3SH606290	39,998.00	200124
1HTBDABN1SH215258	45,262.00	200150
1HVBDPLN5PH536008	39,951.00	200218

**REVENUE:** Applicable Funds

**AMOUNT:** \$654,900.00

**PREPARED BY:** Bruce James

**POSITION(s):** Inventory Control Specialist

---

**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.**

# 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  
<http://www.gcps.k12.fl.us>

## MEMORANDUM

**DATE:** June 21, 2010  
**TO:** Melanie King, Asst. Comptroller  
**FROM:**  Bruce James, Inventory Control Spec.  
**RE:** Bus Deletion

It has been brought to my attention by Mr. James Dorsey, Shop Supervisor, that the busses on the attached list should be deleted from our inventory data base as well as insurance coverage.

If you have any questions, please advise.

/BJ

Attachment

ERIC F. HINSON  
DISTRICT NO. 1  
HAVANA, FL 32333

JUDGE B. HELMS, JR.  
DISTRICT NO. 2  
QUINCY, FL 32351

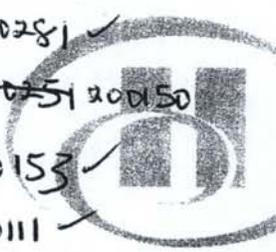
ISAAC SIMMONS, JR.  
DISTRICT NO. 3  
CHATTAHOOCHEE, FL 32324  
GREENSBORO, FL 32330

CHARLIE D. FROST<sup>TM</sup>  
DISTRICT NO. 4  
GRETNA, FL 32332  
QUINCY, FL 32352

ROGER P. MILTON  
DISTRICT NO. 5  
QUINCY, FL 32353

# BUSES TO BE REMOVED FROM FLEET

- 94-1 ✓ ~~200161~~ ~~200283~~ ✓
- 94-8 ✓ 200173 ✓
- 94-9 ✓ 200621 ✓
- 94-14 ✓ ENG 200248 Removed 9/29/09
- 94-51 ✓ G-200239 ✓
- 95-11 ✓ -200281 ✓
- \*95-13 ✓ -200251 200150 ✓
- 95-18 ✓ -200153 ✓
- 94-86 ✓ 200111 ✓
- \*93-89 ✓ -200289 200218
- 97-98 ✓ ENG 200169 Removed 9/29/09
- 97-96 ✓ REAR END 200486 ✓
- 96-104 ✓ DRIVESHAFT/WIRING 200731 Removed 5/4/10
- 97-97 ✓ 200735 ✓
- 93-37 ✓ 200650 ✓
- 94-54 ✓ 200124 ✓
- 97-100 ✓ 200112 Removed 2/3/10



96-3 200167  
 96-28 200268  
 96-29 200262  
 93-12/200680  
 ON HOLD

Per James Dorsey 6/21/10

The Hilton Family

Reservations: [www.hilton.com](http://www.hilton.com) or 1-800-HILTONS



Official Sponsor the U.S. Olympic Team



RECEIVED  
6/21/10

COMPLETED

6/21/10

DIST: 20 FY: 10

2. FIXED ASSETS  
 NUMB: 00200161

TIME: 16:08

ITEM CODE-----DESCRIPTION -----SERIAL #-----  
 5000015 BUSES 1BAAHCSA9RF061363

TAGGED? MODEL # VDR: V 999999999 VENDOR PRIOR TO TERMS  
 Y 94 MFG: M 000000415 BLUEBIRD  
 VEH: 94-01 TAG: 132579 TITLE: \_\_\_\_\_

LOCATED CNTR: 9003 TRANS.DEPT-SCHOOL BD GADSDEN DEPT: \_\_ BLD: 00 RM: 0000

ACQUIRED DATE P.O.# CHECK# OLG OWN CNTR-OBJ-FND-PROJECT-----AMOUNT  
 072694 \_\_\_\_\_ 0 - \_\_\_\_\_ 51,911.00

MAINT CONTRACT: \_\_\_\_\_  
 COMMENTS SPARE \_\_\_\_\_ TOTAL COST: 51,911.00

STATUS INV DT CN ----DISPOSITION---- DISP DT LIF ACCUM DEPR:  
 \_\_\_\_\_ G 07 REMOVED 062110 10 CURR VAL: 51,911.00

IF SOLD DATE: \_\_\_\_\_ RECEIPT NO: \_\_\_\_\_ SALVAGE: \_\_\_\_\_  
 SOLD FOR: \_\_\_\_\_

RECORD HAS BEEN UPDATED. NEXT ? TERML: 8AGV

4-© 1 TERMS 199.44.72.2 TW1H0611 2/41

DIST: 20 FY: 10

2. FIXED ASSETS  
 NUMB: 00200173

TIME: 15:23

ITEM CODE-----DESCRIPTION -----SERIAL #-----  
 5000015 BUSES 1BAAHCSA9RF061369

TAGGED? MODEL # VDR: V 999999999 VENDOR PRIOR TO TERMS  
 Y 94 MFG: M 000000415 BLUEBIRD  
 VEH: 94-008 TAG: 132581 TITLE: \_\_\_\_\_

LOCATED CNTR: 9003 TRANS.DEPT-SCHOOL BD GADSDEN DEPT: \_\_ BLD: 00 RM: 0000

ACQUIRED DATE P.O.# CHECK# OLG OWN CNTR-OBJ-FND-PROJECT-----AMOUNT  
 072694 \_\_\_\_\_ 0 - \_\_\_\_\_ 51,911.00

MAINT CONTRACT: \_\_\_\_\_  
 COMMENTS SPARE \_\_\_\_\_ TOTAL COST: 51,911.00

STATUS INV DT CN ----DISPOSITION---- DISP DT LIF ACCUM DEPR:  
 \_\_\_\_\_ G 07 REMOVED 062110 10 CURR VAL: 51,911.00

IF SOLD DATE: \_\_\_\_\_ RECEIPT NO: \_\_\_\_\_ SALVAGE: \_\_\_\_\_  
 SOLD FOR: \_\_\_\_\_

RECORD HAS BEEN UPDATED. NEXT ? TERML: 8AGV  
 4-© 1 TERMS 199.44.72.2 TW1H0611 2/41

DIST: 20 FY: 10

2. FIXED ASSETS  
NUMB: 00200621

TIME: 15:24

ITEM CODE-----DESCRIPTION -----SERIAL #-----  
5000015 BUSES 1BAAHCSA5RF061370

TAGGED? MODEL # VDR: V 999999999 VENDOR PRIOR TO TERMS  
Y 94 MFG: M 000000415 BLUEBIRD  
VEH: 94-009 TAG: 132582 TITLE: \_\_\_\_\_

LOCATED CNTR: 9003 TRANS.DEPT-SCHOOL BD GADSDEN DEPT: \_\_ BLD: 00 RM: 0000

ACQUIRED DATE P.O.# CHECK# OLG OWN CNTR-OBJ-FND-PROJECT-----AMOUNT  
072694 \_\_\_\_\_ 0 \_\_\_\_\_ 51,911.00

MAINT CONTRACT: \_\_\_\_\_  
COMMENTS SPARE \_\_\_\_\_ TOTAL COST: 51,911.00

STATUS INV DT CN ----DISPOSITION---- DISP DT LIF ACCUM DEPR:  
\_\_\_\_\_ G 07 REMOVED 062110 10 CURR VAL: 51,911.00

IF SOLD DATE: \_\_\_\_\_ RECEIPT NO: \_\_\_\_\_ SALVAGE: \_\_\_\_\_  
SOLD FOR: \_\_\_\_\_

RECORD HAS BEEN UPDATED. NEXT ? TERML: 8AGV

4-© 1 TERMS 199.44.72.2 TW1H0611 2/41

DIST: 20 FY: 10 2. FIXED ASSETS TIME: 15:42  
 NUMB: 00200239

ITEM CODE-----DESCRIPTION -----SERIAL #-----  
 5000015 BUSES 1HVBDA BN7SH606295

TAGGED? MODEL # VDR: V 999999999 VENDOR PRIOR TO TERMS  
 Y 94 MFG: M 000000400 INTERNATIONAL  
 VEH: 94-51 TAG: 132590 TITLE: \_\_\_\_\_

LOCATED CNTR: 9003 TRANS.DEPT-SCHOOL BD GADSDEN DEPT: \_\_ BLD: 00 RM: 0000

ACQUIRED DATE P.O.# CHECK# OLG OWN CNTR-OBJ-FND-PROJECT-----AMOUNT  
 071894 \_\_\_\_\_ 0 \_\_\_\_\_ 39,998.00

MAINT CONTRACT: \_\_\_\_\_  
 COMMENTS GWEN PRUITT TOTAL COST: 39,998.00

STATUS INV DT CN ----DISPOSITION---- DISP DT LIF ACCUM DEPR:  
 \_\_\_\_\_ G 07 REMOVED 062110 10 CURR VAL: 39,998.00

IF SOLD DATE: RECEIPT NO: SALVAGE: \_\_\_\_\_  
 SOLD FOR: \_\_\_\_\_

FIXED ASSET RECORD DISPLAYED. NEXT? TERML: 8AGV

4-© 1 TERMS 199.44.72.2 TW1H0611 2/41

DIST: 20 FY: 10

2. FIXED ASSETS

TIME: 15:24

NUMB: 00200281

ITEM	CODE-----	DESCRIPTION	SERIAL #-----
	5000015 BUSES		1HTBDABNXSH215260

TAGGED?	MODEL #	VDR:	V 999999999	VENDOR PRIOR TO TERMS
Y	95	MFG:	M 00000400	INTERNATIONAL
		VEH:	95-11	TAG: 132621 TITLE: _____

LOCATED CNTR: 9003 TRANS.DEPT-SCHOOL BD GADSDEN DEPT: \_\_ BLD: 00 RM: 0000

ACQUIRED	DATE	P.O.#	CHECK#	OLG	OWN	CNTR-OBJ-FND-PROJECT-----	AMOUNT
	102795	_____	_____	0	-	_____	45,262.00

MAINT CONTRACT:	_____	TOTAL COST:	45,262.00
COMMENTS	SPARE		

STATUS	INV DT	CN	-----DISPOSITION-----	DISP DT	LIF	ACCUM DEPR:
	_____	G 07	REMOVED	062110	10	CURR VAL: 45,262.00

IF SOLD	DATE: _____	RECEIPT NO: _____	SALVAGE: _____
			SOLD FOR: _____

RECORD HAS BEEN UPDATED. NEXT ? TERML: 8AGV

4-©	1	TERMS	199.44.72.2	TW1H0611	2/41
-----	---	-------	-------------	----------	------

DIST: 20 FY: 10 2. FIXED ASSETS TIME: 15:25  
NUMB: 00200111

ITEM CODE-----DESCRIPTION -----SERIAL #-----  
5000015 BUSES 1HVBDABN2SH606295

TAGGED? MODEL # VDR: V 999999999 VENDOR PRIOR TO TERMS  
Y 94 MFG: M 000000400 INTERNATIONAL  
VEH: 94-086 TAG: \_\_\_\_\_ TITLE: \_\_\_\_\_

LOCATED CNTR: 9003 TRANS.DEPT-SCHOOL BD GADSDEN DEPT: \_\_ BLD: 00 RM: 0000

ACQUIRED DATE P.O.# CHECK# OLG OWN CNTR-OBJ-FND-PROJECT-----AMOUNT  
081894 \_\_\_\_\_ 0 \_\_\_\_\_ 45,262.00

MAINT CONTRACT: \_\_\_\_\_  
COMMENTS MARY RUTTEN TOTAL COST: 45,262.00

STATUS INV DT CN ----DISPOSITION---- DISP DT LIF ACCUM DEPR:  
\_\_\_\_\_ G 07 REMOVED 062110 10 CURR VAL: 45,262.00  
SALVAGE: \_\_\_\_\_

IF SOLD DATE: \_\_\_\_\_ RECEIPT NO: \_\_\_\_\_ SOLD FOR: \_\_\_\_\_

RECORD HAS BEEN UPDATED. NEXT ? TERML: 8AGV

4-© 1 TERMS 199.44.72.2 TW1H0611 2/41

DIST: 20 FY: 10 2. FIXED ASSETS TIME: 15:26  
 NUMB: 00200486

ITEM CODE-----DESCRIPTION -----SERIAL #-----  
 5000015 BUSES 1T75U3B25V1153567

TAGGED? MODEL # VDR: V 999999999 VENDOR PRIOR TO TERMS  
 Y 97 MFG: M 000001168 THOMAS  
 VEH: 97-96 TAG: 155475 TITLE: \_\_\_\_\_

LOCATED CNTR: 9003 TRANS.DEPT-SCHOOL BD GADSDEN DEPT: \_\_ BLD: 00 RM: 0000

ACQUIRED DATE P.O.# CHECK# OLG OWN CNTR-OBJ-FND-PROJECT-----AMOUNT  
 041797 \_\_\_\_\_ 0 - \_\_\_\_\_ 67,315.00

MAINT CONTRACT: \_\_\_\_\_  
 COMMENTS VELYETTA MABRY TOTAL COST: 67,315.00

STATUS INV DT CN ----DISPOSITION---- DISP DT LIF ACCUM DEPR:  
 \_\_\_\_\_ G 07 REMOVED 062110 10 CURR VAL: 67,315.00

IF SOLD DATE: \_\_\_\_\_ RECEIPT NO: \_\_\_\_\_ SALVAGE: \_\_\_\_\_  
 SOLD FOR: \_\_\_\_\_

RECORD HAS BEEN UPDATED. NEXT ? TERML: 8AGV

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DIST: 20 FY: 10

2. FIXED ASSETS  
NUMB: 00200735

TIME: 15:27

ITEM CODE-----DESCRIPTION -----SERIAL #-----  
5000015 BUSES 1T75U3B27V1153568

TAGGED? MODEL # VDR: V 999999999 VENDOR PRIOR TO TERMS  
Y 97 MFG: M 000001168 THOMAS  
VEH: 97-97 TAG: 72831 TITLE: \_\_\_\_\_

LOCATED CNTR: 9003 TRANS.DEPT-SCHOOL BD GADSDEN DEPT: \_\_ BLD: 00 RM: 0000

ACQUIRED DATE P.O.# CHECK# OLG OWN CNTR-OBJ-FND-PROJECT-----AMOUNT  
041797 \_\_\_\_\_ 0 \_\_\_\_\_ 67,315.00

MAINT CONTRACT: \_\_\_\_\_  
COMMENTS WAZELLA MCCRAY TOTAL COST: 67,315.00

STATUS INV DT CN -----DISPOSITION----- DISP DT LIF ACCUM DEPR:  
\_\_\_\_\_ G 07 REMOVED 062110 10 CURR VAL: 67,315.00

IF SOLD DATE: \_\_\_\_\_ RECEIPT NO: \_\_\_\_\_ SALVAGE: \_\_\_\_\_  
SOLD FOR: \_\_\_\_\_

RECORD HAS BEEN UPDATED. NEXT ? TERML: 8AGV

4-© 1 TERMS 199.44.72.2 TW1H0611 2/41

DIST: 20 FY: 10

2. FIXED ASSETS  
NUMB: 00200650

TIME: 15:27

ITEM CODE-----DESCRIPTION -----SERIAL #-----  
5000015 BUSES 1T75U3B20P1118535

TAGGED? MODEL # VDR: V 999999999 VENDOR PRIOR TO TERMS  
Y 93 MFG: M 000001168 THOMAS  
VEH: 93-37 TAG: 132563 TITLE: \_\_\_\_\_

LOCATED CNTR: 9003 TRANS.DEPT-SCHOOL BD GADSDEN DEPT: \_\_ BLD: 00 RM: 0000

ACQUIRED DATE P.O.# CHECK# OLG OWN CNTR-OBJ-FND-PROJECT-----AMOUNT  
090393 \_\_\_\_\_ 0 \_\_\_\_\_ 63,542.00

MAINT CONTRACT: \_\_\_\_\_  
COMMENTS SHARON MOORE TOTAL COST: 63,542.00

STATUS INV DT CN ----DISPOSITION---- DISP DT LIF ACCUM DEPR:  
\_\_\_\_\_ G 07 REMOVED 062110 10 CURR VAL: 63,542.00

IF SOLD DATE: \_\_\_\_\_ RECEIPT NO: \_\_\_\_\_ SALVAGE: \_\_\_\_\_  
SOLD FOR: \_\_\_\_\_

RECORD HAS BEEN UPDATED. NEXT ? TERML: 8AGV

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DIST: 20 FY: 10

2. FIXED ASSETS  
NUMB: 00200124

TIME: 15:27

ITEM CODE-----DESCRIPTION -----SERIAL #-----  
5000015 BUSES 1HVBDABN3SH606290

TAGGED? MODEL # VDR: V 999999999 VENDOR PRIOR TO TERMS  
Y 94 MFG: M 000000400 INTERNATIONAL  
VEH: 94-54 TAG: 132573 TITLE: \_\_\_\_\_

LOCATED CNTR: 9003 TRANS.DEPT-SCHOOL BD GADSDEN DEPT: \_\_ BLD: 00 RM: 0000

ACQUIRED DATE P.O.# CHECK# OLG OWN CNTR-OBJ-FND-PROJECT-----AMOUNT  
060194 \_\_\_\_\_ 0 - \_\_\_\_\_ 39,998.00

MAINT CONTRACT: \_\_\_\_\_  
COMMENTS AMY JACKSON TOTAL COST: 39,998.00

STATUS INV DT CN ----DISPOSITION---- DISP DT LIF ACCUM DEPR:  
\_\_\_\_\_ G 07 REMOVED 062110 10 CURR VAL: 39,998.00  
SALVAGE: \_\_\_\_\_

IF SOLD DATE: \_\_\_\_\_ RECEIPT NO: \_\_\_\_\_ SOLD FOR: \_\_\_\_\_

RECORD HAS BEEN UPDATED. NEXT ? TERML: 8AGV  
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DIST: 20 FY: 10

2. FIXED ASSETS  
NUMB: 00200150

TIME: 15:42

ITEM CODE-----DESCRIPTION -----SERIAL #-----  
5000015 BUSES 1HTBDABN1SH215258

TAGGED? MODEL # VDR: V 999999999 VENDOR PRIOR TO TERMS  
Y 95 MFG: M 000000400 INTERNATIONAL  
VEH: 95-13 TAG: \_\_\_\_\_ TITLE: \_\_\_\_\_

LOCATED CNTR: 9003 TRANS.DEPT-SCHOOL BD GADSDEN DEPT: \_\_ BLD: 00 RM: 0000

ACQUIRED DATE P.O.# CHECK# OLG OWN CNTR-OBJ-FND-PROJECT-----AMOUNT  
102795 \_\_\_\_\_ 0 - \_\_\_\_\_ 45,262.00

MAINT CONTRACT: \_\_\_\_\_  
COMMENTS BEN ALBERT TOTAL COST: 45,262.00

STATUS INV DT CN ----DISPOSITION---- DISP DT LIF ACCUM DEPR:  
\_\_\_\_\_ G 07 REMOVED 062110 10 CURR VAL: 45,262.00  
SALVAGE: \_\_\_\_\_

IF SOLD DATE: \_\_\_\_\_ RECEIPT NO: \_\_\_\_\_ SOLD FOR: \_\_\_\_\_

RECORD HAS BEEN UPDATED. NEXT ? TERML: 8AGV

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DIST: 20 FY: 10

2. FIXED ASSETS  
NUMB: 00200218

TIME: 15:59

ITEM CODE-----DESCRIPTION -----SERIAL #-----  
5000015 BUSES 1HVB DPLN5PH536008

TAGGED? MODEL # VDR: V 999999999 VENDOR PRIOR TO TERMS  
Y 93 MFG: M 000000400 INTERNATIONAL  
VEH: 93-89 TAG: 132564 TITLE: \_\_\_\_\_

LOCATED CNTR: 9003 TRANS.DEPT-SCHOOL BD GADSDEN DEPT: \_\_ BLD: 00 RM: 0000

ACQUIRED DATE P.O.# CHECK# OLG OWN CNTR-OBJ-FND-PROJECT-----AMOUNT  
092493 \_\_\_\_\_ 0 - \_\_\_\_\_ 36,951.00

MAINT CONTRACT: -  
COMMENTS SPARE TOTAL COST: 36,951.00

STATUS INV DT CN ----DISPOSITION---- DISP DT LIF ACCUM DEPR:  
\_\_\_\_\_ G 07 REMOVED 062110 10 CURR VAL: 36,951.00  
SALVAGE: \_\_\_\_\_

IF SOLD DATE: \_\_\_\_\_ RECEIPT NO: \_\_\_\_\_ SOLD FOR: \_\_\_\_\_

RECORD HAS BEEN UPDATED. NEXT ? TERML: 8AGV

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# 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  
<http://www.gcps.k12.fl.us>

## MEMORANDUM

**DATE:** June 20, 2010

**TO:** Bonnie Wood, Asst. Supt. For Business & Finance

**FROM:**  Bruce James, Inventory Control Specialist

**RE:** Software & Audio Visual (AV) Material

### Software

Per your request, I have completed inputting all of the data associated with the above referenced subjects. However, I recommend that we delete all data from our database associated with software. My recommendation is based on the fact that the School District does not own a respective piece of software. The purchase of software is simply a license to be the end user; the manufacture remains the sole owner.

### Audio Visual Material (AV)

All data associated with AV Material has also been input and completed. However, I recommend that all data associated with AV material be deleted from our general ledger as a specific line item. My recommendation is based on the fact there is not a need to single out AV Material. All AV Material with a cost of \$750.00 or greater is accounted for and tagged according to Board Policy and capitalized under the rules and regulations governing Chapter 4, Expenditures Account Code 643 (Capitalized Computer Hardware).

Therefore, I am requesting that the accumulated data from 1995 to the present with all applicable depreciation be deleted as a specific line item.

Software \$3,884,020.50

AV Material \$ 91,829.52

I have attached supporting documentation for your review and approval.

If you have any questions, please feel free to contact me.

/BJ

Attachments:

Software Data

Audio Visual Material Data

ERIC F. HINSON  
DISTRICT NO. 1  
HAVANA, FL 32333

JUDGE B. HELMS, JR.  
DISTRICT NO. 2  
QUINCY, FL 32351

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 32353

## AUDIO VISUAL MATERIALS AND COMPUTER SOFTWARE

	<u>Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u>
1995-1996	\$553,992.27	\$100,528.08		\$654,520.35
1996-1997	\$654,520.35	\$ 98,340.99	\$ 40,412.04	\$712,449.30
1997-1998	\$712,449.30	\$ 18,386.93		\$730,836.23
1998-1999	\$730,836.23	\$ 530,761.49		\$1,261,597.72
1999-2000	\$1,261,597.72	\$ 535,078.44	\$ 6,000.00	\$1,790,676.16
2000-2001	\$1,790,676.16	\$ 141,439.04	\$ 5,647.29	\$1,926,467.91
2001-2002	\$1,926,467.91	\$ 417,323.03		\$2,343,790.94
2002-2003	\$2,343,790.94	\$ 281,514.35		\$2,625,305.29
2003-2004	\$2,625,305.29			\$2,625,305.29
2004-2005	\$2,625,305.29	\$ 269,272.74		\$2,894,578.03
2005-2006	\$2,894,578.03	\$ 108,145.00		\$3,002,723.03
2006-2007	\$3,002,723.03	\$ 292,604.12		\$3,295,327.15
2007-2008	\$3,295,327.15	\$ 232,496.08		\$3,527,823.23
2008-2009	3,527,823.23	118,604.53		3,646,427.76
2009-2010	3,646,427.76	3975,850.02	0	0

SOFTWARE

---ACCOUNT DIMENSIONS----				VENDOR	INVOICE/RECEIPT	PO	---JOURNAL---		A	TRANSACTION	
FUNC	OBJ	CNTR	PROJECT	---TRANSACTION DESCRIPTION/SOURCE----	NUMBER	NUMBER	NUMBER	DATE	NUMBER	T	AMOUNT
5300	691	0051	1105420	PURCHASE ORDER UPDATE	VT08160000		176475	083109	092949	N	919.72 ✓
				CASH DISBURSEMENTS POST	TECHDEPOT BY OFFICE DEPOT						
				PROGRAM F4B14	VT08160000 B09095497V1		176475	100909	670000	X	919.72
					CHK# 071024					N	919.72-
				CASH DISBURSEMENTS POST	VT08160000 B091015680V2		176475	112409	690003	X	919.72
				PROGRAM F4B14	TECHDEPOT BY OFFICE DEPOT						
					CHK# 071941					N	.00
				CASH DISBURSEMENTS POST	VT08160000 CMB09095497R1		176475	112409	690003	X	919.72-
				PROGRAM F4B14	TECHDEPOT BY OFFICE DEPOT					N	919.72
5300	691	0051	*	*	.00 BDG	919.72 ENC			919.72	EXP	
5300	691	*	*	*	.00 BDG	919.72 ENC			919.72	EXP	
5300	*	*	*	*	.00 BDG	919.72 ENC			919.72	EXP	
6150	691	9001	1125000	BUDGET ADOPTION				070109	710001	B	153.80
				PROGRAM F1B12							
				REVERSE INITIAL BUD INPUT OF 1125000				082409	400001	B	153.80-
6150	691	9001	*	*	.00 BDG	.00 ENC			.00	EXP	
6150	691	*	*	*	.00 BDG	.00 ENC			.00	EXP	
6150	*	*	*	*	.00 BDG	.00 ENC			.00	EXP	
*	*	*	*	*	.00 BDG	919.72 ENC			919.72	EXP	

---ACCOUNT DIMENSIONS----				VENDOR	INVOICE/RECEIPT	PO	---JOURNAL---		A	TRANSACTION
FUNC	OBJ	CNTR	PROJECT	NUMBER	NUMBER	NUMBER	DATE	NUMBER	T	AMOUNT
7400	691	0041	0999	PURCHASE ORDER UPDATE	VE03450000	176564	110309	141722	N	25,000.00
					EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	110309	142020	N	25,000.00
					EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	110309	142020	N	25,000.00-
					EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	110309	142206	N	25,000.00
					EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	110309	142206	N	25,000.00-
					EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	110309	142815	N	25,000.00
					EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	110309	142815	N	25,000.00-
					EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	110309	143240	N	25,000.00
					EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	110309	143240	N	25,000.00-
					EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	110309	143604	N	25,000.00
					EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	110309	143604	N	25,000.00-
					EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	120609	132731	N	25,000.00
					EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	120609	132731	N	25,000.00-
					EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	120609	133004	N	25,000.00-
					EDU. DEVELOPMENT ASO-ACALETICS					
7400	691	0041	*	*	.00 BDG	.00 ENC		.00 EXP		
7400	691	0051	0999	PURCHASE ORDER UPDATE	VE03450000	176564	110309	142020	N	20,812.00
					EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	110309	142206	N	20,812.00
					EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	110309	142206	N	20,812.00-
					EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	110309	142815	N	20,812.00
					EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	110309	142815	N	20,812.00-
					EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	110309	143240	N	20,812.00
					EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	110309	143240	N	20,812.00-
					EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	110309	143604	N	20,812.00
					EDU. DEVELOPMENT ASO-ACALETICS					

---ACCOUNT DIMENSIONS----				VENDOR NUMBER	INVOICE/RECEIPT NUMBER	PO NUMBER	---JOURNAL---		TRANSACTION AMOUNT	
FUNC	OBJ	CNTR	PROJECT				DATE	NUMBER		C
7400	691	0051	0999	PURCHASE ORDER UPDATE	VE03450000	176564	110309	143604	N	20,812.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS VE03450000	176564	120609	132731	N	20,812.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS VE03450000	176564	120609	132731	N	20,812.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS VE03450000	176564	120609	133004	N	20,812.00-
7400	691	0051	*	*	.00 BDG	.00 ENC		.00 EXP		
7400	691	0061	0999	PURCHASE ORDER UPDATE	VE03450000	176564	110309	142206	N	17,458.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS VE03450000	176564	110309	142815	N	17,458.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS VE03450000	176564	110309	142815	N	17,458.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS VE03450000	176564	110309	143240	N	17,458.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS VE03450000	176564	110309	143240	N	17,458.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS VE03450000	176564	110309	143604	N	17,458.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS VE03450000	176564	110309	143604	N	17,458.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS VE03450000	176564	120609	132731	N	17,458.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS VE03450000	176564	120609	132731	N	17,458.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS VE03450000	176564	120609	133004	N	17,458.00-
7400	691	0061	*	*	.00 BDG	.00 ENC		.00 EXP		
7400	691	0091	0999	PURCHASE ORDER UPDATE	VE03450000	176564	110309	142206	N	20,898.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS VE03450000	176564	110309	142815	N	20,898.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS VE03450000	176564	110309	142815	N	20,898.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS VE03450000	176564	110309	143240	N	20,898.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS VE03450000	176564	110309	143240	N	20,898.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS VE03450000	176564	110309	143604	N	20,898.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS VE03450000	176564	110309	143604	N	20,898.00-

---ACCOUNT DIMENSIONS----				VENDOR	INVOICE/RECEIPT	PO	---JOURNAL---	A	TRANSACTION
FUNC	OBJ	CNTR	PROJECT	---TRANSACTION DESCRIPTION/SOURCE----	NUMBER	NUMBER	DATE	NUMBER T	AMOUNT
7400	691	0091	0999		EDU. DEVELOPMENT	ASO-ACALETICS	110309	143604	
				PURCHASE ORDER UPDATE	VE03450000		120609	132731 N	20,898.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS	110309	142815 N	20,898.00-
				PURCHASE ORDER UPDATE	VE03450000		120609	133004 N	20,898.00-
					EDU. DEVELOPMENT	ASO-ACALETICS			
7400	691	0091	*	*	.00 BDG	.00 ENC		.00 EXP	
7400	691	0101	0999		VE03450000		110309	142206 N	7,654.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS	110309	142815 N	7,654.00
				PURCHASE ORDER UPDATE	VE03450000		110309	142815 N	7,654.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS	110309	143240 N	7,654.00
				PURCHASE ORDER UPDATE	VE03450000		110309	143240 N	7,654.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS	110309	143604 N	7,654.00
				PURCHASE ORDER UPDATE	VE03450000		110309	143604 N	7,654.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS	120609	132731 N	7,654.00
				PURCHASE ORDER UPDATE	VE03450000		120609	132731 N	7,654.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS	120609	133004 N	7,654.00-
					EDU. DEVELOPMENT	ASO-ACALETICS			
7400	691	0101	*	*	.00 BDG	.00 ENC		.00 EXP	
7400	691	0141	0999		VE03450000		110309	142206 N	21,930.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS	110309	142815 N	21,930.00
				PURCHASE ORDER UPDATE	VE03450000		110309	142815 N	21,930.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS	110309	143240 N	21,930.00-
					EDU. DEVELOPMENT	ASO-ACALETICS			
7400	691	0141	*	*	.00 BDG	.00 ENC		.00 EXP	
7400	691	0151	0999		VE03450000		110309	142815 N	11,610.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS	110309	143240 N	11,610.00-

---ACCOUNT DIMENSIONS---				VENDOR	INVOICE/RECEIPT	PO	---JOURNAL---		A	TRANSACTION
FUNC	OBJ	CNTR	PROJECT	NUMBER	NUMBER	NUMBER	DATE	NUMBER	T	AMOUNT
---TRANSACTION DESCRIPTION/SOURCE---										
7400	691	0151	0999	EDU. DEVELOPMENT	ASO-ACALETICS		110309	143240		
7400	691	0151	*	.00 BDG	.00 ENC			.00 EXP		
7400	691	0171	0999	PURCHASE ORDER UPDATE	VE03450000	176564	110309	142815	N	17,028.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	110309	143240	N	17,028.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS					
7400	691	0171	*	.00 BDG	.00 ENC			.00 EXP		
7400	691	0191	0999	PURCHASE ORDER UPDATE	VE03450000	176564	110309	142815	N	21,156.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	110309	143240	N	21,156.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS					
7400	691	0191	*	.00 BDG	.00 ENC			.00 EXP		
7400	691	0201	0999	PURCHASE ORDER UPDATE	VE03450000	176564	110309	142815	N	27,348.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	110309	143240	N	27,348.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS					
7400	691	0201	*	.00 BDG	.00 ENC			.00 EXP		
7400	691	0211	0999	PURCHASE ORDER UPDATE	VE03450000	176564	110309	142815	N	37,500.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	110309	143240	N	37,500.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS					
7400	691	0211	*	.00 BDG	.00 ENC			.00 EXP		
7400	691	0231	0999	PURCHASE ORDER UPDATE	VE03450000	176564	110309	142815	N	6,278.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	110309	143240	N	6,278.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	110309	143604	N	6,278.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	120609	132731	N	6,278.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS					
7400	691	0231	*	.00 BDG	.00 ENC			.00 EXP		
7400	691	9001	0999	SET UP BUDGETS FOR 300 FUNDS 09-10			101909	400013	B	100,000.00
7400	691	9001	*	100,000.00 BDG	.00 ENC			.00 EXP		
7400	691	9004	0999	PURCHASE ORDER UPDATE	VJ03380000	176562	072709	141038	N	2,980.00

RPRT- F2B32  
 DIST- 20 GADSDEN COUNTY SCHOOL BOARD  
 FUND- 377 CAPITAL IMPROVMENTS 08-09

TERMS - FINANCIAL INFORMATION SERIES  
 BUDGET STATUS DETAIL  
 REQ-01 SEQ-S,F,O,C,L TOT-4 SRC-D  
 FROM-07/01/09 TO-06/24/10

PROCESSED- 06/24/10 PAGE- 6  
 TIME- 09:15 FY- 10

---ACCOUNT DIMENSIONS----				VENDOR	INVOICE/RECEIPT	PO	---JOURNAL---		A	TRANSACTION
FUNC	OBJ	CNTR	PROJECT	NUMBER	NUMBER	NUMBER	DATE	NUMBER	T	AMOUNT
7400	691	9004	0999							
				CASH DISBURSEMENTS POST	JANUS GROUP, INC.		072709	141038		
				PROGRAM F4B14	VJ03380000 TRIPTRACKSW809-73110	176562	073009	660001	X	2,980.00 ✓
				CHK# 069412	JANUS GROUP, INC.				N	2,980.00-
7400	691	9004	*	*	.00 BDG	.00 ENC	2,980.00	EXP		
7400	691	*	*	*	100,000.00 BDG	.00 ENC	2,980.00	EXP		
7400	*	*	*	*	100,000.00 BDG	.00 ENC	2,980.00	EXP		
*	*	*	*	*	100,000.00 BDG	.00 ENC	2,980.00	EXP		

---ACCOUNT DIMENSIONS----				VENDOR	INVOICE/RECEIPT	PO	---JOURNAL---		A	TRANSACTION		
FUNC	OBJ	CNTR	PROJECT	---TRANSACTION	DESCRIPTION/SOURCE----	NUMBER	NUMBER	NUMBER	DATE	NUMBER	T	AMOUNT
7400	691	0041	0999		PURCHASE ORDER UPDATE	VE03450000		176564	072909	080928	N	25,000.00
					PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS						
					PURCHASE ORDER UPDATE	VE03450000		176564	110309	141722	N	25,000.00-
					PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS						
7400	691	0041	*	*		.00 BDG	.00 ENC			.00 EXP		
7400	691	0051	0999		PURCHASE ORDER UPDATE	VE03450000		176564	072909	080928	N	20,812.00
					PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS						
					PURCHASE ORDER UPDATE	VE03450000		176564	110309	141722	N	20,812.00
					PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS						
					PURCHASE ORDER UPDATE	VE03450000		176564	110309	141722	N	20,812.00-
					PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS						
					PURCHASE ORDER UPDATE	VE03450000		176564	110309	142020	N	20,812.00-
					PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS						
7400	691	0051	*	*		.00 BDG	.00 ENC			.00 EXP		
7400	691	0061	0999		PURCHASE ORDER UPDATE	VE03450000		176564	072909	080928	N	17,458.00
					PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS						
					PURCHASE ORDER UPDATE	VE03450000		176564	110309	141722	N	17,458.00
					PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS						
					PURCHASE ORDER UPDATE	VE03450000		176564	110309	141722	N	17,458.00-
					PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS						
					PURCHASE ORDER UPDATE	VE03450000		176564	110309	142020	N	17,458.00
					PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS						
					PURCHASE ORDER UPDATE	VE03450000		176564	110309	142020	N	17,458.00-
					PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS						
					PURCHASE ORDER UPDATE	VE03450000		176564	110309	142206	N	17,458.00-
					PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS						
7400	691	0061	*	*		.00 BDG	.00 ENC			.00 EXP		
7400	691	0091	0999		PURCHASE ORDER UPDATE	VE03450000		176564	072909	080928	N	20,898.00
					PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS						
					PURCHASE ORDER UPDATE	VE03450000		176564	110309	141722	N	20,898.00
					PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS						
					PURCHASE ORDER UPDATE	VE03450000		176564	110309	141722	N	20,898.00-
					PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS						
					PURCHASE ORDER UPDATE	VE03450000		176564	110309	142020	N	20,898.00
					PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS						
					PURCHASE ORDER UPDATE	VE03450000		176564	110309	142020	N	20,898.00-
					PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS						
					PURCHASE ORDER UPDATE	VE03450000		176564	110309	142206	N	20,898.00-
					PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS						
7400	691	0091	*	*		.00 BDG	.00 ENC			.00 EXP		

---ACCOUNT DIMENSIONS----				VENDOR	INVOICE/RECEIPT	PO	---JOURNAL---		A	TRANSACTION
FUNC	OBJ	CNTR	PROJECT	NUMBER	NUMBER	NUMBER	DATE	NUMBER	T	AMOUNT
7400	691	0101	0999	PURCHASE ORDER UPDATE	VE03450000	176564	072909	080928	N	7,654.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	110309	141722	N	7,654.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	110309	141722	N	7,654.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	110309	142020	N	7,654.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	110309	142020	N	7,654.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	110309	142206	N	7,654.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS					
7400	691	0101	*	*	.00 BDG	.00 ENC				.00 EXP
7400	691	0141	0999	PURCHASE ORDER UPDATE	VE03450000	176564	072909	080928	N	21,930.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	110309	141722	N	21,930.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	110309	141722	N	21,930.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	110309	142020	N	21,930.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	110309	142020	N	21,930.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	110309	142206	N	21,930.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	110309	143240	N	21,930.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	110309	143604	N	21,930.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	110309	143604	N	21,930.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	120609	132731	N	21,930.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	120609	132731	N	21,930.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	120609	133004	N	21,930.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS					
7400	691	0141	*	*	.00 BDG	.00 ENC				.00 EXP
7400	691	0151	0999	PURCHASE ORDER UPDATE	VE03450000	176564	072909	080928	N	11,610.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	110309	141722	N	11,610.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT ASO-ACALETICS					
				PURCHASE ORDER UPDATE	VE03450000	176564	110309	141722	N	11,610.00-

---ACCOUNT DIMENSIONS----				VENDOR	INVOICE/RECEIPT	PO	---JOURNAL---		A	TRANSACTION
FUNC	OBJ	CNTR	PROJECT	NUMBER	NUMBER	NUMBER	DATE	NUMBER	T	AMOUNT
7400	691	0151	0999	EDU. DEVELOPMENT	ASO-ACALETICS		110309	141722		
				VE03450000		176564	110309	142020	N	11,610.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS				
				VE03450000		176564	110309	142020	N	11,610.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS				
				VE03450000		176564	110309	142206	N	11,610.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS				
				VE03450000		176564	110309	142206	N	11,610.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS				
				VE03450000		176564	110309	142815	N	11,610.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS				
				VE03450000		176564	110309	143240	N	11,610.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS				
				VE03450000		176564	110309	143604	N	11,610.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS				
				VE03450000		176564	110309	143604	N	11,610.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS				
				VE03450000		176564	120609	132731	N	11,610.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS				
				VE03450000		176564	120609	132731	N	11,610.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS				
				VE03450000		176564	120609	133004	N	11,610.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS				
7400	691	0151	*	*	.00 BDG	.00 ENC		.00 EXP		
7400	691	0171	0999	VE03450000		176564	072909	080928	N	17,028.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS				
				VE03450000		176564	110309	141722	N	17,028.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS				
				VE03450000		176564	110309	141722	N	17,028.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS				
				VE03450000		176564	110309	142020	N	17,028.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS				
				VE03450000		176564	110309	142020	N	17,028.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS				
				VE03450000		176564	110309	142206	N	17,028.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS				
				VE03450000		176564	110309	142206	N	17,028.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS				
				VE03450000		176564	110309	142815	N	17,028.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS				
				VE03450000		176564	110309	143240	N	17,028.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS				
				VE03450000		176564	110309	143604	N	17,028.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS				
				VE03450000		176564	110309	143604	N	17,028.00-

---ACCOUNT DIMENSIONS----				VENDOR	INVOICE/RECEIPT	PO	---JOURNAL---		A	TRANSACTION
FUNC	OBJ	CNTR	PROJECT	NUMBER	NUMBER	NUMBER	DATE	NUMBER	T	AMOUNT
7400	691	0171	0999	EDU. DEVELOPMENT	ASO-ACALETICS		110309	143604		
			PURCHASE ORDER UPDATE	VE03450000		176564	120609	132731	N	17,028.00
			PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS		120609	132731	N	17,028.00-
			PURCHASE ORDER UPDATE	VE03450000		176564	120609	133004	N	17,028.00-
				EDU. DEVELOPMENT	ASO-ACALETICS					
7400	691	0171	*		.00 BDG			.00 ENC		.00 EXP
7400	691	0191	0999	EDU. DEVELOPMENT	ASO-ACALETICS	176564	072909	080928	N	21,156.00
			PURCHASE ORDER UPDATE	VE03450000		176564	110309	141722	N	21,156.00
			PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS	176564	110309	141722	N	21,156.00-
			PURCHASE ORDER UPDATE	VE03450000		176564	110309	142020	N	21,156.00
			PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS	176564	110309	142020	N	21,156.00-
			PURCHASE ORDER UPDATE	VE03450000		176564	110309	142206	N	21,156.00
			PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS	176564	110309	142206	N	21,156.00-
			PURCHASE ORDER UPDATE	VE03450000		176564	110309	142206	N	21,156.00-
			PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS	176564	110309	142815	N	21,156.00-
			PURCHASE ORDER UPDATE	VE03450000		176564	110309	143240	N	21,156.00
			PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS	176564	110309	143604	N	21,156.00
			PURCHASE ORDER UPDATE	VE03450000		176564	110309	143604	N	21,156.00-
			PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS	176564	120609	132731	N	21,156.00
			PURCHASE ORDER UPDATE	VE03450000		176564	120609	132731	N	21,156.00-
			PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS	176564	120609	133004	N	21,156.00-
				VE03450000						
				EDU. DEVELOPMENT	ASO-ACALETICS					
7400	691	0191	*		.00 BDG			.00 ENC		.00 EXP
7400	691	0201	0999	EDU. DEVELOPMENT	ASO-ACALETICS	176564	072909	080928	N	27,348.00
			PURCHASE ORDER UPDATE	VE03450000		176564	110309	141722	N	27,348.00
			PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS	176564	110309	141722	N	27,348.00-
				VE03450000						
				EDU. DEVELOPMENT	ASO-ACALETICS					

---ACCOUNT DIMENSIONS---					VENDOR	INVOICE/RECEIPT	PO	---JOURNAL---		A	TRANSACTION	
FUNC	OBJ	CNTR	PROJECT	---TRANSACTION	DESCRIPTION/SOURCE----	NUMBER	NUMBER	NUMBER	DATE	NUMBER	T	AMOUNT
7400	691	0201	0999	PURCHASE	ORDER UPDATE	VE03450000		176564	110309	142020	N	27,348.00
				PURCHASE	ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS					
				PURCHASE	ORDER UPDATE	VE03450000		176564	110309	142020	N	27,348.00-
				PURCHASE	ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS					
				PURCHASE	ORDER UPDATE	VE03450000		176564	110309	142206	N	27,348.00
				PURCHASE	ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS					
				PURCHASE	ORDER UPDATE	VE03450000		176564	110309	142206	N	27,348.00-
				PURCHASE	ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS					
				PURCHASE	ORDER UPDATE	VE03450000		176564	110309	142815	N	27,348.00-
				PURCHASE	ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS					
				PURCHASE	ORDER UPDATE	VE03450000		176564	110309	143240	N	27,348.00
				PURCHASE	ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS					
				PURCHASE	ORDER UPDATE	VE03450000		176564	110309	143604	N	27,348.00
				PURCHASE	ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS					
				PURCHASE	ORDER UPDATE	VE03450000		176564	110309	143604	N	27,348.00-
				PURCHASE	ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS					
				PURCHASE	ORDER UPDATE	VE03450000		176564	120609	132731	N	27,348.00
				PURCHASE	ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS					
				PURCHASE	ORDER UPDATE	VE03450000		176564	120609	132731	N	27,348.00-
				PURCHASE	ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS					
				PURCHASE	ORDER UPDATE	VE03450000		176564	120609	133004	N	27,348.00-
				PURCHASE	ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS					
7400	691	0201	*	*		.00 BDG	.00 ENC			.00 EXP		
7400	691	0211	0999	PURCHASE	ORDER UPDATE	VE03450000		176564	072909	080928	N	37,500.00
				PURCHASE	ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS					
				PURCHASE	ORDER UPDATE	VE03450000		176564	110309	141722	N	37,500.00
				PURCHASE	ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS					
				PURCHASE	ORDER UPDATE	VE03450000		176564	110309	141722	N	37,500.00-
				PURCHASE	ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS					
				PURCHASE	ORDER UPDATE	VE03450000		176564	110309	142020	N	37,500.00
				PURCHASE	ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS					
				PURCHASE	ORDER UPDATE	VE03450000		176564	110309	142020	N	37,500.00-
				PURCHASE	ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS					
				PURCHASE	ORDER UPDATE	VE03450000		176564	110309	142206	N	37,500.00
				PURCHASE	ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS					
				PURCHASE	ORDER UPDATE	VE03450000		176564	110309	142206	N	37,500.00-
				PURCHASE	ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS					
				PURCHASE	ORDER UPDATE	VE03450000		176564	110309	142815	N	37,500.00-
				PURCHASE	ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS					
				PURCHASE	ORDER UPDATE	VE03450000		176564	110309	143240	N	37,500.00
				PURCHASE	ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS					
				PURCHASE	ORDER UPDATE	VE03450000		176564	110309	143604	N	37,500.00
				PURCHASE	ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS					
				PURCHASE	ORDER UPDATE	VE03450000		176564	110309	143604	N	37,500.00-
				PURCHASE	ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS					

---ACCOUNT DIMENSIONS----								A		
FUNC	OBJ	CNTR	PROJECT	---TRANSACTION DESCRIPTION/SOURCE----	VENDOR NUMBER	INVOICE/RECEIPT NUMBER	PO NUMBER	---JOURNAL--- DATE NUMBER	C T	TRANSACTION AMOUNT
7400	691	0211	0999	PURCHASE ORDER UPDATE	VE03450000		176564	120609 132731	N	37,500.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS				
				PURCHASE ORDER UPDATE	VE03450000		176564	120609 132731	N	37,500.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS				
				PURCHASE ORDER UPDATE	VE03450000		176564	120609 133004	N	37,500.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS				
7400	691	0211	*	*	.00 BDG		.00 ENC		.00 EXP	
7400	691	0231	0999	PURCHASE ORDER UPDATE	VE03450000		176564	072909 080928	N	6,278.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS				
				PURCHASE ORDER UPDATE	VE03450000		176564	110309 141722	N	6,278.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS				
				PURCHASE ORDER UPDATE	VE03450000		176564	110309 141722	N	6,278.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS				
				PURCHASE ORDER UPDATE	VE03450000		176564	110309 142020	N	6,278.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS				
				PURCHASE ORDER UPDATE	VE03450000		176564	110309 142020	N	6,278.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS				
				PURCHASE ORDER UPDATE	VE03450000		176564	110309 142206	N	6,278.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS				
				PURCHASE ORDER UPDATE	VE03450000		176564	110309 142206	N	6,278.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS				
				PURCHASE ORDER UPDATE	VE03450000		176564	110309 142815	N	6,278.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS				
				PURCHASE ORDER UPDATE	VE03450000		176564	110309 143240	N	6,278.00
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS				
				PURCHASE ORDER UPDATE	VE03450000		176564	110309 143604	N	6,278.00-
				PURCHASE ORDER UPDATE	EDU. DEVELOPMENT	ASO-ACALETICS				
7400	691	0231	*	*	.00 BDG		.00 ENC		.00 EXP	
7400	691	9001	0999	SET UP BUDGETS FOR 300 FUNDS 09-10			101909	400013	B	100,000.00
7400	691	9001	*	*	100,000.00	BDG	.00	ENC		.00 EXP
7400	691	*	*	*	100,000.00	BDG	.00	ENC		.00 EXP
7400	*	*	*	*	100,000.00	BDG	.00	ENC		.00 EXP
*	*	*	*	*	100,000.00	BDG	.00	ENC		.00 EXP

---ACCOUNT DIMENSIONS----				VENDOR	INVOICE/RECEIPT	PO	---JOURNAL---	A	TRANSACTION	
FUNC	OBJ	CNTR	PROJECT	NUMBER	NUMBER	NUMBER	DATE	NUMBER	T	AMOUNT
5100	691	0051	4224490	BUDGET ADOPTION PROGRAM F1B12			070109	713001	B	500.00
5100	691	0051	*	*	500.00 BDG					.00 ENC
5100	691	0071	4224401	BUD AMD #5 PROJ 4224401 CONT'D			113009	400018	B	2,500.00
5100	691	0071	*	*	2,500.00 BDG					.00 ENC
5100	691	0141	4224401	BUD AMD #5 PROJ 4224401 CONT'D			113009	400018	B	2,500.00
5100	691	0141	*	*	2,500.00 BDG					.00 ENC
5100	691	0231	4224400	BUDGET AMD #7 PROJ 4224400 CPA CONT'			120709	400020	B	1,333.00
				BUDGET AMD #7 PROJ 4224400 HMS CONT'			120709	400020	B	1,333.00
5100	691	0231	4224490	BUDGET ADOPTION PROGRAM F1B12			070109	713001	B	2,000.00
5100	691	0231	*	*	4,666.00 BDG					.00 ENC
5100	691	9001	4222600	BUDGET AMD #11 PROJECT 4222600			010810	400024	B	15,636.00
5100	691	9001	4224490	BD AM #1 PRJ 4224490 MVE FOR FINAL FA			100709	400006	B	2,500.00-
5100	691	9001	*	*	13,136.00 BDG					.00 ENC
5100	691	*	*	*	23,302.00 BDG					.00 ENC
5100	*	*	*	*	23,302.00 BDG					.00 ENC
5200	691	9001	4226300	BUDGET AMENDMENT #2 PROJECT 4226300			110509	400014	B	3,000.00
5200	691	9001	*	*	3,000.00 BDG					.00 ENC
5200	691	*	*	*	3,000.00 BDG					.00 ENC
5200	*	*	*	*	3,000.00 BDG					.00 ENC
5300	691	0245	4216101	BUD AMD #24 PROJECT 4216101			042110	400037	B	1,200.00
				BUD AM #28 PRJ 4216101 BACKOUT BA #2			042810	400041	B	1,200.00-
				BUD AM #28 PRJ 4216101 CORR BA# 24			042810	400041	B	1,200.00-
				BA #28 COR P2 OBJ SB 692 NOT 691			042810	400041	B	1,200.00
5300	691	0245	*	*	.00 BDG					.00 ENC
5300	691	*	*	*	.00 BDG					.00 ENC

RPRT- F2B32  
 DIST- 20 GADSDEN COUNTY SCHOOL BOARD  
 FUND- 420 CONTRACTED PROJECTS FUND 420

TERMS - FINANCIAL INFORMATION SERIES  
 BUDGET STATUS DETAIL  
 REQ-01 SEQ-S,F,O,C,L TOT-4 SRC-D  
 FROM-07/01/09 TO-06/24/10

PROCESSED- 06/24/10 PAGE- 14  
 TIME- 09:15 FY- 10

---ACCOUNT DIMENSIONS----				---TRANSACTION DESCRIPTION/SOURCE----	VENDOR NUMBER	INVOICE/RECEIPT NUMBER	PO NUMBER	---JOURNAL---		TRANSACTION AMOUNT	
FUNC	OBJ	CNTR	PROJECT					DATE	NUMBER		T
5300	*	*	*	*	.00	BDG	.00	ENC	.00	EXP	
6300	691	9001	4226300	BUDGET AMENDMENT #2 PROJECT 4226300					110509	400014	B 1,000.00
6300	691	9001	4226390	BUDGET ADOPTION PROGRAM F1B12					070109	713001	B 1,713.10
6300	691	9001	*	*	2,713.10	BDG	.00	ENC	.00	EXP	
6300	691	*	*	*	2,713.10	BDG	.00	ENC	.00	EXP	
6300	*	*	*	*	2,713.10	BDG	.00	ENC	.00	EXP	
*	*	*	*	*	29,015.10	BDG	.00	ENC	.00	EXP	

RPRT- F2B32  
DIST- 20 GADSDEN COUNTY SCHOOL BOARD  
FUND- \*\*\*\*\*

TERMS - FINANCIAL INFORMATION SERIES  
BUDGET STATUS DETAIL  
REQ-01 SEQ-S,F,O,C,L TOT-4 SRC-D  
FROM-07/01/09 TO-06/24/10

PROCESSED- 06/24/10 PAGE- 15  
TIME- 09:15 FY- 10

---ACCOUNT DIMENSIONS----			VENDOR	INVOICE/RECEIPT	PO	---JOURNAL---		A	TRANSACTION		
FUNC	OBJ	CNTR	PROJECT	NUMBER	NUMBER	NUMBER	DATE	NUMBER	T	AMOUNT	
REQUEST	TOTAL			229,015.10	BDG			919.72	ENC	3,899.72	EXP

*Software  
 352,297.55*

---ACCOUNT DIMENSIONS---

FUNC	OBJ	CNTR	PROJECT	---TRANSACTION DESCRIPTION/SOURCE---	VENDOR NUMBER	INVOICE/RECEIPT NUMBER	PO NUMBER	---JOURNAL---	A C T	TRANSACTION AMOUNT
6150	691	9001	1125000	BUD AMD #17 PROJ 1125000				030509 400029	B	153.80
6150	691	9001	*	*	153.80	BDG	.00 ENC	.00	EXP	
6150	691	*	*	*	153.80	BDG	.00 ENC	.00	EXP	
6150	*	*	*	*	153.80	BDG	.00 ENC	.00	EXP	
*	*	*	*	*	153.80	BDG	.00 ENC	.00	EXP	

---ACCOUNT DIMENSIONS----

FUNC OBJ CNTR PROJECT	---TRANSACTION DESCRIPTION/SOURCE----	VENDOR NUMBER	INVOICE/RECEIPT NUMBER	PO NUMBER	---JOURNAL--- DATE NUMBER	A C T	TRANSACTION AMOUNT
7400 691 0211 0999	PURCHASE ORDER UPDATE	VF10400000		174122	091008 135805	N	113,900.00
	CASH DISBURSEMENTS POST PROGRAM F4B14	VF10400000	332163 <b>5255</b> JSMS	174122	101508 510001	X	114,000.57 ✓
	CHK# 064529	FLORIDA SCHOOL BOOK DEPOSITORY				N	113,900.00-
7400 691 0211 *	*	.00 BDG	.00 ENC		114,000.57 EXP		
7400 691 9001 0999	PURCHASE ORDER UPDATE	VE04500000		174843	100608 075355	N	2,250.00
	PURCHASE ORDER UPDATE	VE04500000		174843	100808 085329	N	2,250.00
	CASH DISBURSEMENTS POST PROGRAM F4B14	VE04500000	2699 <b>5256</b> ✓ OCT08 RENUSNAPS	174843	101008 510001	X	2,250.00- 2,250.00
	CHK# 064418	ETRAFFIC SOLUTIONS INC				N	2,250.00-
7400 691 9001 *	*	.00 BDG	.00 ENC		2,250.00 EXP		
7400 691 * *	*	.00 BDG	.00 ENC		116,250.57 EXP		
7400 * * *	*	.00 BDG	.00 ENC		116,250.57 EXP		
* * * *	*	.00 BDG	.00 ENC		116,250.57 EXP		

---ACCOUNT DIMENSIONS---

FUNC	OBJ	CNTR	PROJECT	---TRANSACTION DESCRIPTION/SOURCE---	VENDOR NUMBER	INVOICE/RECEIPT NUMBER	PO NUMBER	---JOURNAL---	C	TRANSACTION AMOUNT	
								DATE	NUMBER	T	
7400	691	0041	0999	PURCHASE ORDER UPDATE	VE03450000		174684	091508	115232	N	25,000.00
				CASH DISBURSEMENTS POST PROGRAM F4B14	5257 ✓ VE03450000	800113GC EL,GEMS--09	174684	012309	500100	X	25,000.00
					CHK# 066250	EDUCATIONAL DEVELOPMENT ASSOC				N	25,000.00-
7400	691	0041	*	*	.00 BDG	.00 ENC			25,000.00	EXP	
7400	691	0051	0999	PURCHASE ORDER UPDATE	VE03450000		174900	101308	084655	N	20,812.00
				PURCHASE ORDER UPDATE	VE03450000		174900	101308	114748	N	20,812.00
				CASH DISBURSEMENTS POST PROGRAM F4B14	5258 ✓ VE03450000	800114GC M,H 08-09	174900	012309	500100	X	20,812.00-
					CHK# 066250	EDUCATIONAL DEVELOPMENT ASSOC				N	20,812.00-
7400	691	0051	*	*	.00 BDG	.00 ENC			20,812.00	EXP	
7400	691	0061	0999	PURCHASE ORDER UPDATE	VE03450000		174900	101308	084655	N	17,458.00
				PURCHASE ORDER UPDATE	VE03450000		174900	101308	114748	N	17,458.00
				CASH DISBURSEMENTS POST PROGRAM F4B14	5259 ✓ VE03450000	800114GC M,H 08-09	174900	012309	500100	X	17,458.00-
					CHK# 066250	EDUCATIONAL DEVELOPMENT ASSOC				N	17,458.00-
7400	691	0061	*	*	.00 BDG	.00 ENC			17,458.00	EXP	
7400	691	0091	0999	PURCHASE ORDER UPDATE	VE03450000		174684	091508	115232	N	20,898.00
				CASH DISBURSEMENTS POST PROGRAM F4B14	5260 ✓ VE03450000	800113GC EL,GEMS--09	174684	012309	500100	X	20,898.00
					CHK# 066250	EDUCATIONAL DEVELOPMENT ASSOC				N	20,898.00-
7400	691	0091	*	*	.00 BDG	.00 ENC			20,898.00	EXP	
7400	691	0101	0999	PURCHASE ORDER UPDATE	VE03450000		174684	091508	115232	N	7,654.00
				CASH DISBURSEMENTS POST PROGRAM F4B14	5261 ✓ VE03450000	800113GC EL,GEMS--09	174684	012309	500100	X	7,654.00
					CHK# 066250	EDUCATIONAL DEVELOPMENT ASSOC				N	7,654.00-
7400	691	0101	*	*	.00 BDG	.00 ENC			7,654.00	EXP	
7400	691	0141	0999	PURCHASE ORDER UPDATE	VE03450000		174684	091508	115232	N	21,930.00

---ACCOUNT DIMENSIONS---

FUNC OBJ CNTR PROJECT	---TRANSACTION DESCRIPTION/SOURCE---	VENDOR NUMBER	INVOICE/RECEIPT NUMBER	PO NUMBER	---JOURNAL--- DATE NUMBER	A C T	TRANSACTION AMOUNT
7400 691 0141 0999	CASH DISBURSEMENTS POST PROGRAM F4B14	5262 ✓ CHK# 066250	VE03450000 800113GC EL,GEMS--09	174684	091508 115232 012309 500100	X	21,930.00 ✓
			EDUCATIONAL DEVELOPMENT ASSOC			N	21,930.00-
7400 691 0141 *	*	.00 BDG	.00 ENC		21,930.00 EXP		
7400 691 0151 0999	PURCHASE ORDER UPDATE		VE03450000	174684	091508 115232	N	11,610.00
	CASH DISBURSEMENTS POST PROGRAM F4B14	5263 ✓ CHK# 066250	VE03450000 800113GC EL,GEMS--09	174684	012309 500100	X	11,610.00 ✓
			EDUCATIONAL DEVELOPMENT ASSOC			N	11,610.00-
7400 691 0151 *	*	.00 BDG	.00 ENC		11,610.00 EXP		
7400 691 0171 0999	PURCHASE ORDER UPDATE		VE03450000	174684	091508 115232	N	17,028.00 ✓
	CASH DISBURSEMENTS POST PROGRAM F4B14	5264 ✓ CHK# 066250	VE03450000 800113GC EL,GEMS--09	174684	012309 500100	X	17,028.00
	CASH DISBURSEMENTS POST PROGRAM F4B14	<del>5265</del> CHK# 066250	VE03450000 800113GC EL,GEMS--09	174684	012309 500100	N	17,028.00-
7400 691 0171 *	*	.00 BDG	.00 ENC		17,028.00 EXP		
7400 691 0191 0999	PURCHASE ORDER UPDATE		VE03450000	174684	091508 115232	N	21,156.00 ✓
	CASH DISBURSEMENTS POST PROGRAM F4B14	5266 ✓ CHK# 066250	VE03450000 800113GC EL,GEMS--09	174684	012309 500100	X	21,156.00
			EDUCATIONAL DEVELOPMENT ASSOC			N	21,156.00-
7400 691 0191 *	*	.00 BDG	.00 ENC		21,156.00 EXP		
7400 691 0201 0999	PURCHASE ORDER UPDATE		VE03450000	174684	091508 115232	N	27,348.00 ✓
	CASH DISBURSEMENTS POST PROGRAM F4B14	5267 ✓ CHK# 066250	VE03450000 800113GC EL,GEMS--09	174684	012309 500100	X	27,348.00
			EDUCATIONAL DEVELOPMENT ASSOC			N	27,348.00-
7400 691 0201 *	*	.00 BDG	.00 ENC		27,348.00 EXP		
7400 691 0211 0999	PURCHASE ORDER UPDATE		VE03450000	174900	101308 084655	N	37,500.00
	PURCHASE ORDER UPDATE		VE03450000	174900	101308 114748	N	37,500.00
	CASH DISBURSEMENTS POST PROGRAM F4B14	5268 ✓ CHK# 066250	VE03450000 800114GC M,H 08-09	174900	012309 500100	X	37,500.00
			EDUCATIONAL DEVELOPMENT ASSOC			N	37,500.00

---ACCOUNT DIMENSIONS----				VENDOR	INVOICE/RECEIPT	PO	---JOURNAL---		A	TRANSACTION		
FUNC	OBJ	CNTR	PROJECT	NUMBER	NUMBER	NUMBER	DATE	NUMBER	T	AMOUNT		
7400	691	0211	0999				012309	500100	N	37,500.00-		
7400	691	0211	*	*	.00 BDG	.00 ENC	37,500.00		EXP			
7400	691	0231	0999		PURCHASE ORDER UPDATE	VE03450000	174900	101308	084655 N	6,278.00		
					PURCHASE ORDER UPDATE	VE03450000	174900	101308	114748 N	6,278.00		
					CASH DISBURSEMENTS POST	VE03450000	800114GC M,H	08-09	174900	012309	500100 X	6,278.00-
					PROGRAM F4B14	CHK# 066250	EDUCATIONAL DEVELOPMENT ASSOC				N	6,278.00-
7400	691	0231	*	*	.00 BDG	.00 ENC	6,278.00		EXP			
7400	691	9001	0999		ENTER BUDGET FOR CAPITAL FUNDS		121008	400016	B	100,000.00		
7400	691	9001	*	*	100,000.00 BDG	.00 ENC			.00 EXP			
7400	691	*	*	*	100,000.00 BDG	.00 ENC	234,672.00		EXP			
7400	*	*	*	*	100,000.00 BDG	.00 ENC	234,672.00		EXP			
*	*	*	*	*	100,000.00 BDG	.00 ENC	234,672.00		EXP			

*5265* ✓

---ACCOUNT DIMENSIONS----								A			
FUNC	OBJ	CNTR	PROJECT	---TRANSACTION DESCRIPTION/SOURCE----	VENDOR NUMBER	INVOICE/RECEIPT NUMBER	PO NUMBER	---JOURNAL---	C	TRANSACTION AMOUNT	
								DATE	NUMBER	T	
5100	691	0051	4224490	BUD AMD #27 PROJ 4224490 CONT'D				061109	400039	B	500.00
5100	691	0051	*	*	500.00	BDG	.00	ENC	.00	EXP	
5100	691	0171	0180	420 FUND BUDGET				070108	400001	B	638.33
5100	691	0171	*	*	638.33	BDG	.00	ENC	.00	EXP	
5100	691	0231	4224490	420 FUND BUDGET				070108	400001	B	2,695.00
				BA #2 PROJ 4224490				101608	400007	B	2,695.00-
				BA #2 PRJ 4224490 CONT'D				101608	400007	B	2,000.00
5100	691	0231	*	*	2,000.00	BDG	.00	ENC	.00	EXP	
5100	691	9001	4221291	BUD AMD #22 PROJ 4221291				042009	400034	B	172,353.64
				BUDGET AMENDMENT #29				063009	400042	B	172,353.64-
5100	691	9001	*	*	.00	BDG	.00	ENC	.00	EXP	
5100	691	*	*	*	3,138.33	BDG	.00	ENC	.00	EXP	
5100	*	*	*	*	3,138.33	BDG	.00	ENC	.00	EXP	
5200	691	9001	4226390	420 FUND BUDGET				070108	400001	B	4,000.00
				PURCHASE ORDER UPDATE	VO01030000		174864	100608	122259	N	598.00
				PURCHASE ORDER UPDATE	VO01030000		174864	111108	090625	N	598.00
				CASH DISBURSEMENTS POST	VO01030000	446914358.001	174864	111208	510001	X	598.00-✓
				PROGRAM F4B14	CHK# 065143	OFFICE DEPOT BSD#27671324					599.98
				PURCHASE ORDER UPDATE	VL04270000		175847	041309	094147	N	598.00-
				CASH DISBURSEMENTS POST	VL04270000	28836	175847	050109	560001	X	775.00 ✓
				PROGRAM F4B14	CHK# 067917	LIGHT SPEED TECHNOLOGIES					775.00-
				BUDGET AMENDMENT #29				063009	400042	B	2,625.02-
5200	691	9001	*	*	1,374.98	BDG	.00	ENC	1,374.98	EXP	
5200	691	*	*	*	1,374.98	BDG	.00	ENC	1,374.98	EXP	
5200	*	*	*	*	1,374.98	BDG	.00	ENC	1,374.98	EXP	
5300	691	9001	4226390	420 FUND BUDGET				070108	400001	B	1,713.10
5300	691	9001	*	*	1,713.10	BDG	.00	ENC	.00	EXP	

5269

5270

---ACCOUNT DIMENSIONS----														
FUNC	OBJ	CNTR	PROJECT	---TRANSACTION DESCRIPTION/SOURCE----	VENDOR NUMBER	INVOICE/RECEIPT NUMBER	PO NUMBER	---JOURNAL---	A	C	TRANSACTION			
								NUMBER	DATE	NUMBER	T	AMOUNT		
6300	691	*	*	*										
					1,713.10	BDG								
							.00	ENC			.00	EXP		
6300	*	*	*	*										
					1,713.10	BDG								
							.00	ENC			.00	EXP		
6400	691	9001	4210020	337829-RIVERDEEP CREDIT FOR SOFTWARE PROJ 142 POST EXP CREDIT TO OBJ 510 (JE 800039 NO EXP FOR THIS CREDIT T										
									100308	800039	X	239.76-		
									063009	900150	X	239.76		
6400	691	9001	*	*										
					.00	BDG					.00	EXP		
6400	691	*	*	*										
					.00	BDG					.00	EXP		
6400	*	*	*	*										
					.00	BDG					.00	EXP		
*	*	*	*	*										
					6,226.41	BDG								
							.00	ENC			1,374.98	EXP		

RPRT- F2B32  
 DIST- 20 ADSDEN COUNTY SCHOOL BOARD  
 FUND- \*\*\*\*\*

TERMS - FINANCIAL INFORMATION SERIES  
 BUDGET STATUS DE  
 REQ-03 SEQ-S,F,O,C,L TOT-4 SRC-D  
 FROM-07/01/08 TO-06/30/09

PROCESSED- 09/08/09 PAGE- 8  
 TIME- 16:06 FY- 09

---ACCOUNT DIMENSIONS---  
 FUNC OBJ CNTR PROJECT

---TRANSACTION DESCRIPTION/SOURCE---	VENDOR NUMBER	INVOICE/RECEIPT NUMBER	PO NUMBER	---JOURNAL--- DATE	A C T	TRANSACTION AMOUNT
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REQUEST TOTAL

	106,380.21	BDG	.00	ENC		352,297.55	EXP
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Software

B163		Reg	C	F	P	H	T	I/E	Sequence	Fr--JE	Nbr-To	Sr											
EQUEST LOADED		002	01	B	Y	H	2	I	136	000001	999999	D	Lin	Ty	SL	Fr---JE	Date---To	FUND.-GL-	FUNC.O-RV	CNTR.	PROJ.	PGRM	A
		xx		xx		mmddccyy		mmddccyy		xxxx.xxxx.xxxx.xxxx.xxxx.xxxx.xxxx													
EQUEST LOADED		001	X				07011993	06301994											.0691.				X
EQUEST LOADED		002	X				07011994	06301995											.0691.				B
EQUEST LOADED		003	X				07011995	06301996											.0691.				B
EQUEST LOADED		004	X				07011996	06301997											.0691.				B
EQUEST LOADED		005	X				07011997	06301998											.0691.				B
EQUEST LOADED		006	X				07011998	06301999											.0691.				B
EQUEST LOADED		007	X				07011999	06302000											.0691.				B
EQUEST LOADED		008	X				07012000	06302001											.0691.				B
EQUEST LOADED		009	X				07012001	06302002											.0691.				B
EQUEST LOADED		010	X				07012002	06302003											.0691.				B
EQUEST LOADED		011	X				07012003	06302004											.0691.				B
EQUEST LOADED		012	X				07012004	06302005											.0691.				B
EQUEST LOADED		013	X				07012005	06302006											.0691.				B
EQUEST LOADED		014	X				07012006	06302007											.0691.				B
EQUEST LOADED		015	X				07012007	06302008											.0691.				B

EXPENDITURE LEDG. DETAIL  
EXPENDITURE DETAIL

UND - 0110 GENERAL FUND

UND.FUNC.PROJ	DESCRIPTION/SOURCE	VENDOR	PO	L A	AMOUNT	DATE	ENTRY	PG	TY	S T
110.5100.0184	POST ACCOUNTS PAYABLE TURNER, SHELTON 50000001 ✓	VT10890000 2269	00104572	X	17335.00	06301996	564207	001	JE	P
110.5100.0184	BATCH CASH DISBURSEMENTS TEST PREP SYSTEMS 50000002 ✓	VT05400000 1001261 000051510 ✓	00169213	X	3999.95	01192007	647806	001	CD	P
110.5100.0184	BATCH CASH DISBURSEMENTS TEST PREP SYSTEMS 50000003 ✓	VT05400000 1001263 000051510	00169209	X	3999.95	01192007	647806	003	CD	P
110.5100.0184	BATCH CASH DISBURSEMENTS TEST PREP SYSTEMS 50000004 ✓	VT05400000 1001264 000051510	00169214	X	3999.95	01192007	647806	004	CD	P
110.5100.0184	BATCH CASH DISBURSEMENTS TEST PREP SYSTEMS 50000005 ✓	VT05400000 1001267 000051510	00169208	X	3000.00	01192007	647806	006	CD	P
110.5100.0184	BATCH CASH DISBURSEMENTS TEST PREP SYSTEMS 50000006 ✓	VT05400000 1001268-F 000051510	00169289	X	1000.00	01192007	647806	008	CD	P
110.5100.0413	BATCH CASH DISBURSEMENTS TEST TOOLS 50000007 ✓	VT05420000 1217 000003108	00129018	X	3500.00	02232001	601246	001	CD	P
110.5100.0417	POST CASH DISBURSEMENTS ✓ UNKNOWN 50000008	VN07120000 953684 000016517	00084985	X	1804.24	04071995	554510	003	CD	P
110.5100.0417	POST CASH DISBURSEMENTS UNKNOWN 50000009 ✓	VN07120000 955272 000021643	00101944	X	2202.46	01051996	560090	001	CD	P
110.5100.0417	POST CASH DISBURSEMENTS EDUCATIONAL RESOURCES, INC. 50000010 ✓	VE04410000 257939-01 000021967	00102101	X	584.34	01261996	560403	001	CD	P
110.5100.0417	POST CASH DISBURSEMENTS UNKNOWN 50000011 ✓	VN07120000 955320 000022017	00102022	X	1795.00	01261996	560453	001	CD	P
110.5100.0417	POST CASH DISBURSEMENTS UNKNOWN 50000012 ✓	VK03430000 399685 000031124	00107919	X	909.95	04251997	570460	001	CD	P
110.5100.0417	POST CASH DISBURSEMENTS NOVELL INC 50000013 ✓	VN09230000 US001038825 000032214	00110099	X	1000.06	06121997	571532	001	CD	P

EXPENDITURE LEDGL DETAIL  
EXPENDITURE DETAIL

UND - 0110 GENERAL FUND

UND.FUNC.PROJ  
110.5100.0417

DESCRIPTION/SOURCE  
POST CASH DISBURSEMENTS  
50000014 ✓  
EXCELSIOR SOFTWARE  
VENDOR  
VE09390000  
009123  
000040221  
PO  
00115234 X

L  
A  
AMOUNT DATE ENTRY PG TY T  
1410.00 ✓ 07161998 580632 001 CD P

110.5100.0427

BATCH CASH DISBURSEMENTS  
50000015 ✓  
EDUCATIONAL DEVELOPMENT ASSOC  
VE03450000  
800110CE  
000059522  
PO  
00172230 X  
(110)

15430.00 ✓ 02152008 655269 001 CD P

110.5100.0442

BATCH CASH DISBURSEMENTS  
50000016 ✓  
RENAISSANCE LEARNING, INC.  
VR03810000  
INV3015840,3015841  
000050259  
PO  
00168699 X  
3015841

2543.96 ✓ 11172006 646594 001 CD P

110.5100.0442

BATCH CASH DISBURSEMENTS  
50000017 ✓  
RENAISSANCE LEARNING, INC.  
VR03810000  
INV3015840,3015841  
000050259  
PO  
00168699 X  
3015841

2242.98 ✓ 11172006 646594 001 CD P

110.5100.0442

BATCH CASH DISBURSEMENTS  
50000020 ✓  
RENAISSANCE LEARNING, INC.  
VR03810000  
INV3018286,3016986  
000050259  
PO  
00168699 X  
3016986

2229.95 ✓ 11172006 646594 002 CD P

110.5100.0442

BATCH CASH DISBURSEMENTS  
50000021 ✓  
RENAISSANCE LEARNING, INC.  
VR03810000  
INV3018286,3016986  
000050259  
PO  
00168699 X  
3016986

149.00 ✓ 11172006 646594 002 CD P

110.5100.0442

BATCH CASH DISBURSEMENTS  
50000022 ✓  
RENAISSANCE LEARNING, INC.  
VR03810000  
INV3018287,3018288  
000050259  
PO  
00168699 X  
3018288

2229.95 ✓ 11172006 646594 003 CD P

110.5100.0442

BATCH CASH DISBURSEMENTS  
50000023 ✓  
RENAISSANCE LEARNING, INC.  
VR03810000  
INV3018287,3018288  
000050259  
PO  
00168699 X  
3018288

2229.95 ✓ 11172006 646594 003 CD P

110.5100.0442

BATCH CASH DISBURSEMENTS  
50000024 ✓  
RENAISSANCE LEARNING, INC.  
VR03810000  
INV3018289,3018290  
000050259  
PO  
00168699 X  
3018290

2199.00 ✓ 11172006 646594 004 CD P

110.5100.0442

BATCH CASH DISBURSEMENTS ✓  
50000025 ✓  
RENAISSANCE LEARNING, INC.  
VR03810000  
INV3018289,3018290  
000050259  
PO  
00168699 X  
3018290

2199.00 ✓ 11172006 646594 004 CD P

110.5100.0450

POST CASH DISBURSEMENTS  
50000026 ✓  
UNKNOWN  
VA08450000  
63-09-827  
000025324  
PO  
00104456 X

2801.19 ✓ 06271996 563688 005 CD P

110.5100.0473

POST CASH DISBURSEMENTS  
50000027 ✓  
SUNBURST COMMUNICATION  
VS21600000  
PO3364828  
000032458  
PO  
00110066 X

647.95 06191997 571769 001 CD P

110.5100.0473

POST CASH DISBURSEMENTS  
50000028 ✓  
NATIONAL SCHOOL PRODUCTS  
VN04250000  
222179  
000032772  
PO  
00110073 X

2290.00 ✓ 06301997 572076 001 CD P

110.5100.0473

POST CASH DISBURSEMENTS  
50000029 ✓  
BRADCO SUPPLY  
VB10120000  
532804  
000032808  
PO  
00110065 X

555.00 ✓ 06301997 572112 001 CD P

EXPENDITURE LEDG. DETAIL  
EXPENDITURE DETAIL

UND - 0110 GENERAL FUND

UND.FUNC.PROJ	DESCRIPTION/SOURCE	VENDOR	PO	L A	AMOUNT	DATE	ENTRY	PG	TY	S T
110.5100.0473	POST CASH DISBURSEMENTS	VE04410000	00110075	X	1395.90	07171997	573249	001	CD	P
	EDUCATIONAL RESOURCES, INC.	504611 000033103								
110.5100.0473	RE-CLASS EXP FR PROG 8000 TO 9			X	1395.90-	07241997	000034	001	JE	P
	RE-CLASS EXP FR PROG 8000 TO 9									
110.5100.0473	RE-CLASS EXP FR PROG 8000 TO 9			X	1395.90	07241997	000034	002	JE	P
	RE-CLASS EXP FR PROG 8000 TO 9									
110.5100.0473	POST CASH DISBURSEMENTS	VW12800000	00110072	X	1300.00	11211997	575516	001	CD	P
	50000030 ✓ WORLD BOOK, INC. (USE 1283)	S002197 000035409								
110.5100.0473	POST CASH DISBURSEMENTS	VE04410000	00112171	X	1938.00	12121997	575894	001	CD	P
	50000031 ✓ EDUCATIONAL RESOURCES, INC.	10711 000035799								
110.5100.0475	POST CASH DISBURSEMENTS	VN06650000	00108069	X	23743.59	05091997	570828	001	CD	P
	50000032 ✓ NEW CENTRY EDUCATION CORP.	3476 000031496								
110.5100.0497	BATCH CASH DISBURSEMENTS	VN09200000	00118644	X	212.93	11101999	590259	001	CD	P
	50000033 ✓ NOVEL IDEAS	200027596 000050242								
110.5100.0497	BATCH CASH DISBURSEMENTS	VN09200000	00118640	X	212.93	11101999	590259	002	CD	P
	NOVEL IDEAS	200027597 000050242								
110.5100.0497	TRANS EXP FROM 497 TO 180 188			X	212.93-	03232000	000699	001	JE	P
	TRANS EXP FROM 497 TO 180 188									
110.5100.0497	TRANS EXP FROM 497 TO 180 188			X	212.93-	03232000	000699	001	JE	P
	TRANS EXP FROM 497 TO 180 188									
110.5100.0497	BATCH CASH DISBURSEMENTS	VC00220000	00154269	X	6620.00	04082004	626058	002	CD	P
	50000034 ✓ CDW GOVERNMENT, INC.	MC93566 000028683								
110.5100.0497	BATCH CASH DISBURSEMENTS	VA13150000	00154653	X	1558.00	04162004	626201	002	CD	P
	50000035 ✓ AUDIO VISUAL INNOVATIONS	224207 000028827								
110.5100.0497	BATCH CASH DISBURSEMENTS	VN09230000	00160271	X	15650.00	04012005	633433	001	CD	P
	50000036 ✓ NOVELL INC	200566327 000036509								
110.5100.0502	POST CASH DISBURSEMENTS	VJ07100000	00101458	X	16430.00	12151995	559792	001	CD	P
	50000037 ✓ UNKNOWN	L1071511 000021340								
110.5100.0502	TRANS TRANS EXP FR #502 TO #51			X	628.00-	04181996	000714	001	JE	P
	TRANS TRANS EXP FR #502 TO #51									

EXPENDITURE LEDG. DETAIL  
EXPENDITURE DETAIL

UND - 0110 GENERAL FUND

UND.FUNC.PROJ	DESCRIPTION/SOURCE	VENDOR	PO	L A	AMOUNT	DATE	ENTRY	PG	TY	T P	S
110.5100.0504	BATCH CASH DISBURSEMENTS 50000038 ✓ QUILL CORPORATION	VQ00800000 5503520 000026739	00153352	X	214.99	01162004	624174	002	CD	P	
110.5100.0504	BATCH CASH DISBURSEMENTS 50000039 ✓ TEST PREP SYSTEMS	VT05400000 1001262 000051510	00169202	X	3999.95	01192007	647806	002	CD	P	
110.5100.0509	EXPEND S/B PROJ #509 NOT #515 EXPEND S/B PROJ #509 NOT #515			X	628.00	06271996	000911	001	JE	P	
110.5100.0515	TRANS TRANS EXP FR #502 TO #51 TRANS TRANS EXP FR #502 TO #51			X	628.00	04181996	000714	001	JE	P	
110.5100.0515	EXPEND S/B PROJ #509 NOT #515 EXPEND S/B PROJ #509 NOT #515			X	628.00-	06271996	000911	001	JE	P	
110.5100.0517	POST CASH DISBURSEMENTS 50000040 ✓ UNKNOWN	VO02520000 0052763 000035105	00112099	X	2264.70	11071997	575215	001	CD	P	
110.5100.0517	POST CASH DISBURSEMENTS 50000041 ✓ UNKNOWN	VM00790000 3292810-0101 000035254	00112098	X	181.86	11141997	575362	001	CD	P	
110.5100.0536	BATCH CASH DISBURSEMENTS 50000042 ✓ HOSTS CORP.	VH13340000 7015 000016966	00137851	X	46450.00	10112002	614755	001	CD	P	
110.5100.0538	* POST ACCOUNTS PAYABLE 50000043 ✓ COMPASS LEARNING INC.	VC13790000 217764	00136305	X	14718.00	06302002	612626	001	JE	P	
110.5100.0575	BATCH CASH DISBURSEMENTS 50000044 ✓ NOVEL IDEAS	VN09200000 200069350 000053196	00122984	X	1005.00	03172000	593106	001	CD	P	
110.5100.0580	BATCH CASH DISBURSEMENTS 50000045 ✓ UNKNOWN	VH13330000 3637 000050916	00121592	X	32900.00	12101999	590927	001	CD	P	
110.5100.0580	BATCH CASH DISBURSEMENTS 50000046 ✓ UNKNOWN	VH13330000 3637 000050916	00121592	X	32900.00	12101999	590927	001	CD	P	
110.5100.0580	BATCH CASH DISBURSEMENTS 50000047 ✓ UNKNOWN	VH13330000 3637 000050916	00121592	X	32900.00	12101999	590927	001	CD	P	
110.5100.0580	BATCH CASH DISBURSEMENTS 50000048 ✓ UNKNOWN	VH13330000 3637 000050916	00121592	X	32900.00	12101999	590927	001	CD	P	

EXPENDITURE LEDG DETAIL  
EXPENDITURE DETAIL

FUND - 0110 GENERAL FUND

FUND.FUNC.PROJ	DESCRIPTION/SOURCE	VENDOR	PO	L A	AMOUNT	DATE	ENTRY	PG	TY	T S
1110.5100.0580	BATCH CASH DISBURSEMENTS 50000049 ✓ UNKNOWN	VH13330000 3637 000050916	00121592	X	32900.00	12101999	590927	001	CD	P
1110.5100.0580	BATCH CASH DISBURSEMENTS 50000050 ✓ UNKNOWN	VH13330000 3637 000050916	00121592	X	32900.00	12101999	590927	001	CD	P
1110.5100.0580	BATCH CASH DISBURSEMENTS 50000051 ✓ UNKNOWN	VH13330000 3637 000050916	00121592	X	32900.00	12101999	590927	001	CD	P
1110.5100.0580	BATCH CASH DISBURSEMENTS 50000052 ✓ UNKNOWN	VH13330000 3637 000050916	00121592	X	32900.00	12101999	590927	001	CD	P
1110.5100.0580	BATCH CASH DISBURSEMENTS 50000053 ✓ UNKNOWN	VH13330000 3637 000050916	00121592	X	32900.00	12101999	590927	001	CD	P
1110.5100.0580	BATCH CASH DISBURSEMENTS 50000054 ✓ UNKNOWN	VH13330000 3637 000050916	00121592	X	32900.00	12101999	590927	001	CD	P
1110.5100.0584	BATCH CASH DISBURSEMENTS 50000055 ✓ TEST PREP SYSTEMS	VT05400000 1001267 000051510	00169208	X	5999.95	01192007	647806	006	CD	P
1110.5100.0590	EXPEND S/B #590 110FD 50000056 ✓			X	3524.95	08202001	000139	001	JE	P
1110.5100.0801	BATCH CASH DISBURSEMENTS 50000057 ✓ NOVEL IDEAS	VN09200000 001284679 000047903	00118645	X	995.00	08061999	588130	001	CD	P
1110.5100.0803	POST CASH DISBURSEMENTS 50000058 ✓ EXCELSIOR SOFTWARE	VE09390000 8800 000035488	00112268	X	805.00	11261997	575587	001	CD	P
1110.5100.0804	POST CASH DISBURSEMENTS 50000059 ✓ UNKNOWN	VC14160000 40006 000014422	00081676	X	899.00	12211994	552445	002	CD	P
1110.5100.0809	BATCH CASH DISBURSEMENTS 50000060 ✓ UNKNOWN	VN07120000 7-00-50531 000048064	00119710	X	1554.49	08171999	588285	001	CD	P
1110.5100.0810	POST CASH DISBURSEMENTS 50000061 ✓ UNKNOWN	VA03570000 1067351 000043184	00117221	X	407.50	01081999	583532	003	CD	P
1110.5100.					564944.71	*				
1110.5200.0473	POST CASH DISBURSEMENTS 50000062 ✓ UNKNOWN	VP04230000 1346 000032695	00107611	X	3150.00	06261997	572000	001	CD	P

EXPENDITURE LEDG. DETAIL  
EXPENDITURE DETAIL

UND - 0110 GENERAL FUND

UND.FUNC.PROJ	DESCRIPTION/SOURCE	VENDOR	PO	L A	AMOUNT	DATE	ENTRY	PG	TY	S T
110.5200.					3150.00	*				
110.5300.0417	POST CASH DISBURSEMENTS 50000065 ✓ UNKNOWN	VS10220000 412833 000029132	00107245	X	5000.00	01171997	568533	001	CD	P
110.5300.0554	P O 119254 TO:LAB-VOLT SYSTEMS LAB VOLT SYSTEMS, INC UNKNOWN 50000064 ✓	VL00010000 000006404	00119254	X	88358.73	08201999	000104	001	CD	P
110.5300.0555	BATCH CASH DISBURSEMENTS UNKNOWN 50000065 ✓	VC14810000 34304 000047704	00119849	X	7390.00	07301999	587924	001	CD	P
110.5300.					100748.73	*				
110.5400.0184	POST CASH DISBURSEMENTS UNKNOWN 50000066 ✓	VP04230000 1082 000011998	00082174	X	5793.00	07281994	550083	001	CD	P
110.5400.					5793.00	*				
110.5500.0566	BATCH CASH DISBURSEMENTS APPLE COMPUTER INC	VA10350000 9200412145 000048984	00120194	X	2648.00	10011999	589175	001	CD	P
110.5500.0566	To correct object code on pg 1			X	2648.00-	10011999	589175	003	CD	P
110.5500.					.00	*				
110.6100.0422	POST CASH DISBURSEMENTS UNKNOWN 50000067 ✓	VM06090000 13910 000015147	00084601	X	1328.00	02071995	553161	001	CD	P
110.6100.0422	POST CASH DISBURSEMENTS UNKNOWN 50000068 ✓	VM05980000 R423935 000032642	00110474	X	2351.68	06261997	571947	001	CD	P
110.6100.0422	POST CASH DISBURSEMENTS UNKNOWN	VM05980000 R423935/110474 000032642	00110474	X	.00	06261997	571947	002	CD	P
110.6100.0422	POST CASH DISBURSEMENTS UNKNOWN 50000069 ✓	VM05980000 R0479143 000035676	00111140	X	2489.21	12051997	575773	001	CD	P
110.6100.0422	POST CASH DISBURSEMENTS UNKNOWN 50000070 ✓	VM05980000 R205900D99 000045770	00118648	X	5336.66	04301999	586072	001	CD	P
110.6100.0451	POST CASH DISBURSEMENTS UNKNOWN 50000071 ✓	VS00350000 555355/555356 000041014	00115666	X	731.00	09041998	581404	001	CD	P

EXPENDITURE LEDG. DETAIL  
EXPENDITURE DETAIL

UND - 0110 GENERAL FUND

UND.FUNC.PROJ  
110.6100.0491

DESCRIPTION/SOURCE  
POST CASH DISBURSEMENTS

VENDOR PO L  
VS00350000 00115666 X  
555355/555356  
000041014

AMOUNT DATE ENTRY PG TY T S  
731.00 09041998 581404 001 CD P

110.6100.0527

UNKNOWN  
50000072 ✓ \*Need Input  
POST CASH DISBURSEMENTS

VB13640000 00116244 X  
7029  
000041606

895.00 ✓ 10091998 581981 001 CD P

110.6100.

UNKNOWN  
50000253 ✓

13862.55 \*

110.6200.0417

POST CASH DISBURSEMENTS  
50000073 ✓  
UNKNOWN

VN07120000 00101542 X  
955100  
000021048

2202.60 ✓ 11301995 559505 001 CD P

110.6200.0471

POST CASH DISBURSEMENTS  
50000074 ✓  
UNKNOWN

VN07120000 00111337 X  
980788  
000034143

1002.83 ✓ 09191997 574273 001 CD P

110.6200.0497

BATCH CASH DISBURSEMENTS  
NOVEL IDEAS

VN09200000 00120328 X  
200005992  
000048737

995.00 09171999 588945 001 CD P

110.6200.0497

TRANS EXP FROM 497 TO 180 188  
TRANS EXP FROM 497 TO 180 188

X

995.00- 03232000 000699 001 JE P

110.6200.0497

BATCH CASH DISBURSEMENTS  
50000075 ✓  
HAYES E-GOVERNMENT RESOURCES

VH06760000 00141889 X  
33611  
000024595

948.60 ✓ 10032003 622078 001 CD P

110.6200.0558

BATCH CASH DISBURSEMENTS  
50000076 ✓  
NOVEL IDEAS

VN09200000 00119571 X  
001285651  
000047903

995.00 ✓ 08061999 588130 002 CD P

110.6200.0809

POST CASH DISBURSEMENTS  
50000077 ✓  
UNKNOWN

VS10510000 00110209 X  
19379  
000032451

1449.10 ✓ 06191997 571762 001 CD P

110.6200.

6598.13 \*

110.6300.0417

POST CASH DISBURSEMENTS  
50000078 ✓  
UNKNOWN

VC14140000 00103724 X  
1228  
000024974

863.00 ✓ 06141996 563343 001 CD P

110.6300.0437

POST CASH DISBURSEMENTS  
50000079 ✓  
UNKNOWN

VH07380000 00115183 X  
3231  
000039998

1560.00 ✓ 06301998 580000 001 CD P

110.6300.

2423.00 \*

110.6400.0410

BATCH CASH DISBURSEMENTS  
50000080 ✓  
CARD SERVICES

VC03490000 08/24/06-D.DECKER X  
000048767

1777.32 ✓ 09152006 645148 001 CD P

EXPENDITURE LEDGL. DETAIL  
EXPENDITURE DETAIL

FUND - 0110 GENERAL FUND

FUND.FUNC.PROJ	DESCRIPTION/SOURCE	VENDOR	PO	L A	AMOUNT	DATE	ENTRY	PG	TY	T S
0110.6400.0417	POST CASH DISBURSEMENTS 50000081 ✓ EXCELSIOR SOFTWARE	VE09390000 7674 000024416	00103727	X	810.00	05171996	562794	001	CD	P
0110.6400.0417	BATCH CASH DISBURSEMENTS 50000082 ✓ INFO SOURCE	VI00980000 IN034757 (110) 000050085	00168752	X	1000.00	11092006	646428	002	CD	P
0110.6400.0497	BATCH CASH DISBURSEMENTS 50000083 ✓ INFO SOURCE	VI00980000 IN034757 (110) 000050085	00168752	X	1000.00	11092006	646428	002	CD	P
0110.6400.0571	BATCH CASH DISBURSEMENTS 50000084 ✓ INFO SOURCE	VI00980000 IN034757 (110) 000050085	00168752	X	3600.00	11092006	646428	002	CD	P
0110.6400.					8187.32	*				
0110.7200.0427	BATCH CASH DISBURSEMENTS 50000085 ✓ COMPUSA	VC14660000 92658838 000025362	00142021	X	579.99	11072003	622831	001	CD	P
0110.7200.					579.99	*				
0110.7300.0417	POST CASH DISBURSEMENTS 50000086 ✓ UNKNOWN	VN01200000 95-4253 000018233	00086058	X	1047.50	06291995	556208	001	CD	P
0110.7300.0812	BATCH CASH DISBURSEMENTS 50000087 ✓ DELL MARKETING LP	VD04220000 R67701346 000050492	00168757	X	1658.44	12012006	646822	001	CD	P
0110.7300.					2705.94	*				
0110.7700.0410	BATCH CASH DISBURSEMENTS 50000088 ✓ SEARCHSOFT SOLUTIONS	VS05870000 1717 000049473	00168198	X	3000.00	10132006	645834	001	CD	P
0110.7700.0453	BATCH CASH DISBURSEMENTS 50000089 ✓ SEARCHSOFT SOLUTIONS	VS05870000 1570 000045158	00164524	X	17850.00	04212006	641766	001	CD	P
0110.7700.0453	BATCH CASH DISBURSEMENTS 50000090 ✓ SEARCHSOFT SOLUTIONS	VS05880000 1570-2 000052700	00169207	X	10000.00	03162007	648949	002	CD	P
0110.7700.					30850.00	*				
0110.7750.0999	POST CASH DISBURSEMENTS 50000091 ✓ UNKNOWN	VF12640000 340894 342975 000012234	00082120	X	2788.00	08291994	550310	001	CD	P
0110.7750.0999	POST CASH DISBURSEMENTS 50000092 ✓ UNKNOWN	VA08450000 63-09-430 000017349	00085754	X	530.53	05261995	555333	002	CD	P

EXPENDITURE LEDGL DETAIL  
EXPENDITURE DETAIL

FUND - 0110 GENERAL FUND

FUND.FUNC.PROJ	DESCRIPTION/SOURCE	VENDOR	PO	L A	AMOUNT	DATE	ENTRY	PG	TY	S T
0110.7750.0999	POST CASH DISBURSEMENTS 50000093 ✓ IBM	VI00260000 45G6766/35W3493 000017437	00085446	X	26474.92	05261995	555421	001	CD	P
0110.7750.0999	POST CASH DISBURSEMENTS 50000094 ✓ TDS TELECOM	VT03070000 116733 000044757	00116733	X	961.50	03121999	585076	001	CD	P
0110.7750.0999	POST CASH DISBURSEMENTS 50000095 ✓ UNKNOWN	VO01420000 00001 000045455	00118716	X	3000.00	04161999	585760	001	CD	P
0110.7750.					33754.95	*				
0110.7800.0505	BATCH CASH DISBURSEMENTS 50000096 ✓ EDUCATION LOGISTICS, INC.	VE03670000 PO # 128171 000002956	00128172	X	1173.00	02202001	601095	001	CD	P
0110.7800.0505	Transfer exp. to project 505 EDUCATION LOGISTICS, INC.	VE03670000 000002956		X	55.00	02202001	601095	002	CD	P
0110.7800.0505	BATCH CASH DISBURSEMENTS 50000097 ✓ EDUCATION LOGISTICS, INC.	VE03670000 060285/060953A 000014398	00128693	X	30500.00	06202002	612275	001	CD	P
0110.7800.0592	BATCH CASH DISBURSEMENTS 50000098 ✓ EDUCATION LOGISTICS, INC.	VE03670000 PO # 128171 000002956	00128172	X	33827.00	02202001	601095	001	CD	P
0110.7800.0592	Transfer exp. to project 505 EDUCATION LOGISTICS, INC.	VE03670000 000002956		X	55.00	02202001	601095	002	CD	P
0110.7800.0999	POST CASH DISBURSEMENTS 50000099 ✓ RON TURLEY ASSOCIATES INC.	VR07650000 12272 000040467	00115463	X	5510.00	07301998	580872	001	CD	P
0110.7800.					71010.00	*				
0110.8100.0999	BATCH CASH DISBURSEMENTS 50000100 ✓ RON TURLEY ASSOCIATES INC.	VR07650000 22997 000038181	00161567	X	3611.25	06092005	635033	001	CD	P
0110.8100.					3611.25	*				
0110.8200.0999	BATCH CASH DISBURSEMENTS 500000101 ✓ COMPUSA	VC14660000 504086328 (P) 000054416	00169752	X	599.99	06082007	650604	001	CD	P
0110.8200.					599.99	*				
0110.					848819.56	**				

EXPENDITURE LEDGER DETAIL  
EXPENDITURE DETAIL

FUND - 0341 PECO NEW FACILITIES CONST

FUND.FUNC.PROJ	DESCRIPTION/SOURCE	VENDOR	PO	L A	AMOUNT	DATE	ENTRY	PG	TY	S T
0341.7400.0049	BATCH CASH DISBURSEMENTS 50000102 ✓ CJ DOWLING COMPANY, INC.	VC00240000 2003003 000023196	00141177	X	14560.00	08012003	620706	001	CD	P
0341.7400.0069	TO: D C JAEGER CORP-P O 80155 D C JAEGER CORP 50000103 ✓	000000168		X	51610.75	10191994	003098	001	CD	P
0341.7400.					66170.75	*				
0341.					66170.75	**				

EXPENDITURE LEDGL DETAIL  
EXPENDITURE DETAIL

FUND - 0375 2 MILL 2006-07

FUND.FUNC.PROJ	DESCRIPTION/SOURCE	VENDOR	PO	L A	AMOUNT	DATE	ENTRY	PG	TY	S T
0375.5100.0015	POST CASH DISBURSEMENTS <i>50000104</i> * COMPUTER CURRICULUM CORP ✓	VC14150000 115545-375 000041621	00115545	X	18042.54	✓10091998	581996	001	CD	P
0375.5100.0015	POST CASH DISBURSEMENTS COMPUTER CURRICULUM CORP	VC14150000 115545-376 000041621	00115545	X	.00	10091998	581996	004	CD	P
0375.5100.0015	POST CASH DISBURSEMENTS COMPUTER CURRICULUM CORP	VC14150000 115545-420 000041621	00115545	X	.00	10091998	581996	007	CD	P
0375.5100.0015	POST CASH DISBURSEMENTS <i>50000105</i> ✓ COMPUTER CURRICULUM CORP	VC14150000 21007-375 000041731	00115545	X	147279.27	✓10161998	582104	001	CD	P
0375.5100.0015	POST CASH DISBURSEMENTS COMPUTER CURRICULUM CORP	VC14150000 21007-376 000041731	00115545	X	.00	10161998	582104	004	CD	P
0375.5100.					165321.81	*				
0375.					165321.81	**				

EXPENDITURE LEDGER DETAIL  
EXPENDITURE DETAIL

UND - 0376 2 MILL 07-08

UND.FUNC.PROJ

1376.5100.0045

DESCRIPTION/SOURCE

BATCH CASH DISBURSEMENTS  
5000106 ✓  
EXCELSIOR SOFTWARE

VENDOR PO L  
VE09390000 00121526 X  
10734  
000050353

AMOUNT DATE ENTRY PG TY T  
4000.00 ✓ 11191999 590369 001 CD P

1376.5100.0045

BATCH CASH DISBURSEMENTS  
5000107 ✓  
MICRO WAREHOUSE

VM10810000 00121946 X  
P24374870101/5890101  
000051738

4143.95 ✓ 01212000 591711 001 CD P

1376.5100.0045

BATCH CASH DISBURSEMENTS  
5000108 ✓  
SAGEBRUSH CORPORATION

VS00660000 X  
004591-PO 120371  
000052087

27.48 ✓ 02042000 592057 001 CD P

1376.5100.

8171.43 \*

1376.

8171.43 \*\*

EXPENDITURE LEDG. DETAIL  
EXPENDITURE DETAIL

UND - 0378 2.0 MILL 2000-2001

UND.FUNC.PROJ	DESCRIPTION/SOURCE	VENDOR	PO	L A	AMOUNT	DATE	ENTRY	PG	TY	S T
1378.5100.0045	BATCH CASH DISBURSEMENTS 50000109 ✓ NOVELL INC	VN09230000 1057 000002045	00127437	X	1005.00	01122001	600236	001	CD	P
1378.5100.0045	BATCH CASH DISBURSEMENTS 50000110 ✓ DISCOVERY	VD07480000 48784 000003539	00129170	X	1256.33	03092001	601666	001	CD	P
1378.5100.0045	BATCH CASH DISBURSEMENTS 50000111 ✓ UNKNOWN	VS10510000 037409 000003604	00129267	X	1181.30	03092001	601731	001	CD	P
1378.5100.0045	BATCH CASH DISBURSEMENTS 50000112 ✓ NOVELL INC	VN09230000 756953 000004873	00130125	X	14062.00	05042001	602977	001	CD	P
1378.5100.					17504.63	*				
1378.6200.0045	BATCH CASH DISBURSEMENTS 50000113 ✓ SAGEBRUSH TECHNOLOGIES	VS00670000 231610 000002059	00127440	X	5627.25	01122001	600250	001	CD	P
1378.6200.					5627.25	*				
1378.					23131.88	**				

EXPENDITURE LEDG. DETAIL  
EXPENDITURE DETAIL

FUND - 0410 FOOD SERVICE FUND # 410

FUND.FUNC.PROJ	DESCRIPTION/SOURCE	VENDOR	PO	L A	AMOUNT	DATE	ENTRY	PG	TY	S T
0410.7600.0750	POST CASH DISBURSEMENTS <i>50000114</i> ✓ CAFS INC	FC00030000 9507001 000018861	00015197	X	7960.00	✓08101995	557350	001	CD	P
0410.7600.0750	POST CASH DISBURSEMENTS <i>50000115</i> ✓ UNKNOWN	FL06220000 04731-33 000038179	00016392	X	1305.00	✓04101998	578215	001	CD	P
0410.7600.0750	BATCH CASH DISBURSEMENTS <i>50000116</i> ✓ CAFS INC	FC00030000 2351 000011051	00017579	X	8990.00	✓02012002	608983	001	CD	P
0410.7600.0750	CORR OBJ SB 691 NOT 643 (PO-19038) <i>50000117</i> *			X	1495.00	✓06302007	004195	002	JE	P
0410.7600.					19750.00	*				
0410.					19750.00	**				

EXPENDITURE LEDG. DETAIL  
EXPENDITURE DETAIL

FUND - 0420 CONTRACTED PROJECTS FUND 420

FUND.FUNC.PROJ	DESCRIPTION/SOURCE	VENDOR	PO	L A	AMOUNT	DATE	ENTRY	PG	TY	S T
0420.5100.0100	BATCH CASH DISBURSEMENTS 50000/18 ✓ COMPUTER CURRICULUM CORP	VC14150000 23767000 000004618	00129773	X	42637.50	04272001	602729	001	CD	P
0420.5100.0104	BATCH CASH DISBURSEMENTS RENAISSANCE LEARNING, INC.	VR03810000 1670562 000006747	00130753	X	3524.95	07192001	604792	001	CD	P
0420.5100.0104	ESP S/B PROJ #590 NOT #104			X	3524.95-	08202001	005045	001	JE	P
0420.5100.0105	EXP PO 81675 S/B PRJ 105 NOT 1 EXP PO 81675 S/B PRJ 105 NOT 1			X	19667.00	01121995	005203	002	JE	P
0420.5100.0105	POST CASH DISBURSEMENTS 50000/19 ✓ MCGRAW-HILL COMPANIES	VM05990000 R825337 000014782	00083930	X	1033.07	01131995	552800	002	CD	P
0420.5100.0105	POST CASH DISBURSEMENTS 50000/20 ✓ UNKNOWN	VA08450000 63-09-413 000016108	00083851	X	2032.00	03241995	554108	006	CD	P
0420.5100.0105	TO TRANS. EXP. FROM 93-94 PROJ	50000/21 ✓		X	70.00	06301995	005432	010	JE	P
0420.5100.0109	BATCH CASH DISBURSEMENTS 50000/22 ✓ TEST PREP SYSTEMS	VT05400000 1001265 000051510	00169203	X	6999.95	01192007	647806	005	CD	P
0420.5100.0109	BATCH CASH DISBURSEMENTS 50000/23 ✓ TEST PREP SYSTEMS	VT05400000 1001268 000051510	00169289	X	2500.00	01192007	647806	007	CD	P
0420.5100.0112	BATCH CASH DISBURSEMENTS 50000/24 ✓ COMPASS LEARNING INC.	VC13790000 206398 000010896	00133774	X	17514.00	01252002	608832	001	CD	P
0420.5100.0113	POST CASH DISBURSEMENTS 50000/25 ✓ UNKNOWN	VI01960000 011116 000017442	00085768	X	1702.00	05261995	555426	001	CD	P
0420.5100.0115	BATCH CASH DISBURSEMENTS 50000/26 ✓ LIGHTSPAN INC.	VL04260000 ADD-0N3602 000004668	00129486	X	28960.50	04272001	602779	001	CD	P
0420.5100.0117	BATCH CASH DISBURSEMENTS 50000/27 ✓ COMPASS LEARNING INC.	VC13790000 206398 000010896	00133774	X	35000.00	01252002	608832	001	CD	P
0420.5100.0119	POST CASH DISBURSEMENTS 50000/28 ✓ UNKNOWN	VF01600000 220438 000022887	00102924	X	229.79	03081996	561310	001	CD	P
0420.5100.0119	POST CASH DISBURSEMENTS 50000/29 ✓ UNKNOWN	VU02790000 23925 000023217	00102636	X	3980.00	03151996	561638	001	CD	P

EXPENDITURE LEDG. DETAIL  
EXPENDITURE DETAIL

FUND - 0420 CONTRACTED PROJECTS FUND 420

FUND.FUNC.PROJ	DESCRIPTION/SOURCE	VENDOR	PO	L A	AMOUNT	DATE	ENTRY	PG	TY	T S
0420.5100.0119	POST CASH DISBURSEMENTS 50000130 ✓ UNKNOWN	VC14160000 218617A0 000027020	00105470	X	45038.94 ✓	10041996	566461	001	CD	P
0420.5100.0119	POST CASH DISBURSEMENTS UNKNOWN	VC14160000 218617A1-PO 000027586	105470	X	2016.00	11011996	567009	001	CD	P
0420.5100.0119	RECLASS EXP FROM PRJ #119 TO P RECLASS EXP FROM PRJ #119 TO P			X	2016.00-	11191996	005138	015	JE	P
0420.5100.0119	BATCH CASH DISBURSEMENTS 50000131 ✓ NCS PEARSON, INC. (USE N0602)	VN05970000 3123126 000012438	00133537	X	48817.00 ✓	03282002	610375	001	CD	P
0420.5100.0120	BATCH CASH DISBURSEMENTS 50000132 ✓ RIVERSIDE PUB. CO (USE H1355)	VR06000000 20580F6A 000013078	00134678	X	475.00 ✓	04292002	611006	001	CD	P
0420.5100.0120	BATCH CASH DISBURSEMENTS 50000133 ✓ RENAISSANCE LEARNING, INC.	VR03810000 1897875 000014104	00135861	X	4249.07 ✓	06062002	611993	002	CD	P
0420.5100.0120	BATCH CASH DISBURSEMENTS 50000134 ✓ RENAISSANCE LEARNING, INC.	VR03810000 1908230 000014459	00136070	X	14223.83 ✓	06202002	612336	001	CD	P
0420.5100.0120	POST ACCOUNTS PAYABLE 50000135 ✓ NCS PEARSON, INC. (USE N0602)	VN05970000 3143491	00136022	X	5880.00 ✓	06302002	612817	001	JE	P
0420.5100.0120	BATCH CASH DISBURSEMENTS 50000136 ✓ HOSTS LEARNING	VH13360000 9587 000040877	00163392	X	49500.00 ✓	10142005	637672	001	CD	P
0420.5100.0124	BATCH CASH DISBURSEMENTS 50000137 ✓ NCS PEARSON, INC. (USE N0602)	VN05970000 3111448-A 000010786	00132172	X	7106.25 ✓	01182002	608728	001	CD	P
0420.5100.0124	BATCH CASH DISBURSEMENTS 50000138 ✓ NCS PEARSON, INC. (USE N0602)	VN05970000 3111448-A 000010786	00132172	X	30793.75 ✓	01182002	608728	001	CD	P
0420.5100.0124	BATCH CASH DISBURSEMENTS 50000139 ✓ NCS PEARSON, INC. (USE N0602)	VN05970000 3111448-A 000010786	00132172	X	37900.00 ✓	01182002	608728	001	CD	P
0420.5100.0124	BATCH CASH DISBURSEMENTS 50000140 ✓ NCS PEARSON, INC. (USE N0602)	VN05970000 3111448-A 000010786	00132172	X	24200.00 ✓	01182002	608728	001	CD	P
0420.5100.0124	BATCH CASH DISBURSEMENTS 50000141 ✓ NCS PEARSON, INC. (USE N0602)	VN05970000 3111448 000012680	00132172	X	1390.00 ✓	04122002	610613	001	CD	P

EXPENDITURE LEDG. DETAIL  
EXPENDITURE DETAIL

FUND - 0420 CONTRACTED PROJECTS FUND 420

FUND.FUNC.PROJ  
0420.5100.0127

DESCRIPTION/SOURCE  
BATCH CASH DISBURSEMENTS  
50000142  
VENDOR  
VN05970000  
3111448-A  
000010786  
PO  
00132172 X

L  
A  
S  
AMOUNT DATE ENTRY PG TY T  
23175.00 01182002 608728 001 CD P

0420.5100.0130

RECLASS EXP FROM PRJ #119 TO P  
RECLASS EXP FROM PRJ #119 TO P  
50000143 X

2016.00 11191996 005138 016 JE P

0420.5100.0130

POST CASH DISBURSEMENTS  
50000144  
UNKNOWN  
VA08450000  
63-09-1011  
000030951  
00108259 X

5533.00 04181997 570288 002 CD P

0420.5100.0130

POST CASH DISBURSEMENTS  
50000145  
UNKNOWN  
VF01600000  
287618  
000031439  
00109580 X

68.95 05091997 570771 001 CD P

0420.5100.0130

POST CASH DISBURSEMENTS  
50000146  
UNKNOWN  
VS00440000  
152575  
000031805  
00109611 X

299.60 05231997 571133 001 CD P

0420.5100.0130

POST CASH DISBURSEMENTS  
50000147  
LEARNING SHOPPE  
VL01400000  
107206  
000031810  
00109576 X

54.98 05231997 571138 001 CD P

0420.5100.0130

POST CASH DISBURSEMENTS  
50000148  
SUNBURST COMMUNICATION  
VS21600000  
P03354647  
000032242  
00109581 X

142.90 06121997 571560 001 CD P

0420.5100.0130

BATCH CASH DISBURSEMENTS  
50000149  
TEST PREP SYSTEMS  
VT05400000  
1001268  
000051510  
00169289 X

3499.95 01192007 647806 007 CD P

0420.5100.0132

EXP S/B PROJ #132 NOT #134 X

4681.50 01212003 005179 001 JE P

0420.5100.0134

BATCH CASH DISBURSEMENTS  
50000150  
EXCEPTIONAL COMPUTING  
VE09450000  
04416  
000016442  
00136518 X

4681.50 09202002 614239 001 CD P

0420.5100.0134

EXP S/B PROJ #132 NOT #134 X

4681.50 01212003 005179 001 JE P

0420.5100.0137

BATCH CASH DISBURSEMENTS  
50000151  
LEAPFROG ENTERPRISES, INC.  
VL00970000  
10016595  
000049436  
00168068 X

720.00 10132006 645797 001 CD P

0420.5100.0139

BATCH CASH DISBURSEMENTS  
50000152  
THOMASKELLY SOFTWARE ASSOCIATE  
VT06450000  
110601 90106-83107  
000052226  
00169575 X

6000.00 02232007 648498 001 CD P

0420.5100.0140

BATCH CASH DISBURSEMENTS  
50000153  
COMPASS LEARNING INC.  
VC13790000  
219531/219609  
000016559  
00137013 X

61615.00 09272002 614355 001 CD P

0420.5100.0140

BATCH CASH DISBURSEMENTS  
50000154  
COMPASS LEARNING INC.  
VC13790000  
219508  
000016931  
00137013 X

146012.00 10112002 614720 001 CD P

EXPENDITURE LEDGL. DETAIL  
EXPENDITURE DETAIL

FUND - 0420 CONTRACTED PROJECTS FUND 420

FUND.FUNC.PROJ	DESCRIPTION/SOURCE	VENDOR	PO	L	AMOUNT	DATE	ENTRY	PG	TY	S
0420.5100.0141	BATCH CASH DISBURSEMENTS 50000155 ✓ SCHOLASTIC INC	VS02800000 974703,981135 000050572	00168591	X	2800.00	12012006	646902	001	CD	P
0420.5100.0141	BATCH CASH DISBURSEMENTS 50000156 ✓ SCHOLASTIC INC	VS02800000 974703,981135 000050572	00168591	X	148000.00	12012006	646902	001	CD	P
0420.5100.0141	SB obj 691 not 692 PO #167268 50000157 ✓			X	37000.00	06052007	005293	001	JE	P
0420.5100.0141	BATCH CASH DISBURSEMENTS 50000158 ✓ RENAISSANCE LEARNING, INC.	VR03810000 INV3173829, 000055501	00170951 3173830	X	8454.01	07262007	651436	001	CD	P
0420.5100.0141	BATCH CASH DISBURSEMENTS 50000159 ✓ RENAISSANCE LEARNING, INC.	VR03810000 INV3173831, 000055501	00170951 3173832	X	599.00	07262007	651436	002	CD	P
0420.5100.0141	BATCH CASH DISBURSEMENTS 50000160 ✓ RENAISSANCE LEARNING, INC.	VR03810000 INV3173831, 000055501	00170951 3173832	X	599.00	07262007	651436	002	CD	P
0420.5100.0141	BATCH CASH DISBURSEMENTS 50000161 ✓ RENAISSANCE LEARNING, INC.	VR03810000 INV3173834, 000055501	00170951 3173835	X	2098.00	07262007	651436	003	CD	P
0420.5100.0141	BATCH CASH DISBURSEMENTS 50000162 ✓ RENAISSANCE LEARNING, INC.	VR03810000 INV3173834, 000055501	00170951 3173835	X	599.00	07262007	651436	003	CD	P
0420.5100.0141	BATCH CASH DISBURSEMENTS 50000163 ✓ RENAISSANCE LEARNING, INC.	VR03810000 INV3173837, 000055501	00170951 3173838	X	599.00	07262007	651436	004	CD	P
0420.5100.0141	BATCH CASH DISBURSEMENTS 50000164 ✓ RENAISSANCE LEARNING, INC.	VR03810000 INV3173837, 000055501	00170951 3173838	X	599.00	07262007	651436	004	CD	P
0420.5100.0141	BATCH CASH DISBURSEMENTS 50000165 ✓ RENAISSANCE LEARNING, INC.	VR03810000 INV3173840, 000055501	00170951 3173842	X	599.00	07262007	651436	005	CD	P
0420.5100.0141	BATCH CASH DISBURSEMENTS 50000166 ✓ RENAISSANCE LEARNING, INC.	VR03810000 INV3173840, 000055501	00170951 3173842	X	599.00	07262007	651436	005	CD	P
0420.5100.0141	BATCH CASH DISBURSEMENTS 50000167 ✓ RENAISSANCE LEARNING, INC.	VR03810000 INV3173845, 000055501	00170951 3173849	X	599.00	07262007	651436	006	CD	P
0420.5100.0141	BATCH CASH DISBURSEMENTS 50000168 ✓ RENAISSANCE LEARNING, INC.	VR03810000 INV3173845, 000055501	00170951 3173849	X	599.00	07262007	651436	006	CD	P

EXPENDITURE LEDGE DETAIL  
EXPENDITURE DETAIL

FUND - 0420 CONTRACTED PROJECTS FUND 420

FUND.FUNC.PROJ	DESCRIPTION/SOURCE	VENDOR	PO	L A	AMOUNT	DATE	ENTRY	PG	TY	T S
0420.5100.0141	BATCH CASH DISBURSEMENTS 50000169 ✓ RENAISSANCE LEARNING, INC.	VR03810000 INV3173851, 000055501	00170951 3173853	X	599.00	07262007	651436	007	CD	P
0420.5100.0141	BATCH CASH DISBURSEMENTS 50000170 ✓ RENAISSANCE LEARNING, INC.	VR03810000 INV3173851, 000055501	00170951 3173853	X	599.00	07262007	651436	007	CD	P
0420.5100.0141	TO: Scholastic Inc PO# 170950	50000171 ✓		X	39800.00	08202007	005039	002	JE	P
0420.5100.0149	BATCH CASH DISBURSEMENTS 50000172 ✓ TOM SNYDER PRODUCTIONS	VS13420000 M54106140101 000029725	00154804	X	587.43	05212004	627070	001	CD	P
0420.5100.0154	POST CASH DISBURSEMENTS 50000173 ✓ UNKNOWN	VO02520000 0052771-IN 000036209	00111895	X	3407.49	01091998	576292	001	CD	P
0420.5100.0156	POST CASH DISBURSEMENTS 50000174 ✓ COMPUTER CURRICULUM CORP	VC14150000 20858 000039637	00113347	X	62544.00	06181998	579645	003	CD	P
0420.5100.0156	POST CASH DISBURSEMENTS 50000175 ✓ UNKNOWN	VC14160000 20939 000040691	00113971	X	3980.00	08211998	581086	001	CD	P
0420.5100.0156	TRANSFER FROM OBJ 691 TO 643	000040691		X	2390.00	08211998	581086	003	CD	P
0420.5100.0157	BATCH CASH DISBURSEMENTS 50000176 ✓ NCS PEARSON INCORPORATED	VN06020000 3226344 000031671	00155520	X	167675.00	08202004	628947	001	CD	P
0420.5100.0157	EXPEND S/B #187 NOT #157			X	19262.03	10152004	005085	001	JE	P
0420.5100.0157	REVERSE EXP.FROM #187 TO #157	50000177 ✓		X	977.96	10152004	005085	002	JE	P
0420.5100.0160	POST CASH DISBURSEMENTS COMPUTER CURRICULUM CORP	VC14150000 115545-375 000041621	00115545	X	.00	10091998	581996	001	CD	P
0420.5100.0160	POST CASH DISBURSEMENTS COMPUTER CURRICULUM CORP	VC14150000 115545-376 000041621	00115545	X	.00	10091998	581996	004	CD	P
0420.5100.0160	POST CASH DISBURSEMENTS 50000178 ✓ COMPUTER CURRICULUM CORP	VC14150000 115545-420 000041621	00115545	X	325000.00	10091998	581996	007	CD	P
0420.5100.0160	POST CASH DISBURSEMENTS COMPUTER CURRICULUM CORP	VC14150000 21007-375 000041731	00115545	X	.00	10161998	582104	001	CD	P

EXPENDITURE LEDGL DETAIL  
EXPENDITURE DETAIL

FUND - 0420 CONTRACTED PROJECTS FUND 420

FUND.FUNC.PROJ	DESCRIPTION/SOURCE	VENDOR	PO	L A	AMOUNT	DATE	ENTRY	PG	TY	T S
0420.5100.0160	POST CASH DISBURSEMENTS	VC14150000	00115545	X	.00	10161998	582104	004	CD	P
	COMPUTER CURRICULUM CORP	21007-376 000041731								
0420.5100.0160	POST CASH DISBURSEMENTS 50000179 ✓	VC14150000	00116785	X	3005.00	04091999	585569	001	CD	P
	COMPUTER CURRICULUM CORP	23088200 000045262								
0420.5100.0160	POST CASH DISBURSEMENTS 50000180 ✓	VN09200000	00118650	X	995.00	04231999	585898	001	CD	P
	NOVEL IDEAS	US001251022 000045594								
0420.5100.0160	BATCH CASH DISBURSEMENTS 50000181 ✓	VN07120000	00119833	X	2449.30	08201999	588373	002	CD	P
	UNKNOWN	989543 000048154								
0420.5100.0160	BATCH CASH DISBURSEMENTS	VC14150000	00119292	X	11812.50	09101999	588747	001	CD	P
	COMPUTER CURRICULUM CORP	23253100 000048538								
0420.5100.0160	TO CORRECT PROJECT NUMBERS			X	11812.50	03162000	005240	001	JE	P
0420.5100.0160	BATCH CASH DISBURSEMENTS 50000182 ✓	VH13340000	00142103	X	46200.00	09262003	621903	001	CD	P
	HOSTS CORP.	7822 000024418								
0420.5100.0162	POST CASH DISBURSEMENTS 50000183 ✓	VN09200000	00115595	X	1000.12	08211998	581144	001	CD	P
	NOVEL IDEAS	US001164329 000040749								
0420.5100.0162	POST CASH DISBURSEMENTS 50000184 ✓	VE04410000	00115832	X	3788.00	09181998	581599	001	CD	P
	EDUCATIONAL RESOURCES, INC.	207795 000041214								
0420.5100.0162	POST CASH DISBURSEMENTS 50000185 ✓	VN09200000	00117605	X	1005.00	02191999	584502	001	CD	P
	NOVEL IDEAS	1232696/1232383 000044173								
0420.5100.0162	POST CASH DISBURSEMENTS 50000186 ✓	VN07120000	00118713	X	2500.81	06171999	587120	001	CD	P
	UNKNOWN	987836 000046843								
0420.5100.0162	POST CASH DISBURSEMENTS 50000187 ✓	VE00600000	00119031	X	899.99	06241999	587256	001	CD	P
	EBS CO CURRICULUM MATERIALS	184961 000046982								
0420.5100.0167	POST CASH DISBURSEMENTS 50000188 ✓	VJ07100000	00116937	X	10168.00	12181998	583424	001	CD	P
	UNKNOWN	L1107534 000043072								
0420.5100.0172	BATCH CASH DISBURSEMENTS 50000189 ✓	VS02800000	00172063	X	18315.87	11092007	653547	001	CD	P
	SCHOLASTIC INC	1618767 000057714		JSMS						

EXPENDITURE LEDGL DETAIL  
EXPENDITURE DETAIL

FUND - 0420 CONTRACTED PROJECTS FUND 420

FUND.FUNC.PROJ	DESCRIPTION/SOURCE	VENDOR	PO	L A	AMOUNT	DATE	ENTRY	PG	TY	T S
0420.5100.0172	BATCH CASH DISBURSEMENTS 50000190 ✓ SCHOLASTIC INC	VS02800000 1633827 000057714	00172064	X	37000.00	11092007	653547	002	CD	P
0420.5100.0172	BATCH CASH DISBURSEMENTS 50000191 ✓ SCHOLASTIC INC	VS02800000 1633828 000057714	00172065	X	37000.00	11092007	653547	003	CD	P
0420.5100.0172	BATCH CASH DISBURSEMENTS 50000192 ✓ EDUCATIONAL DEVELOPMENT ASSOC	VE03450000 800110CE 000059522	00172230	X	9570.00	02152008	655269	002	CD	P
0420.5100.0178	BATCH CASH DISBURSEMENTS 50000193 ✓ NOVEL IDEAS	VN09200000 001285674 000047903	00118641	X	995.00	08061999	588130	003	CD	P
0420.5100.0178	BATCH CASH DISBURSEMENTS 50000194 ✓ NOVEL IDEAS	VN09200000 1286995 000047903	00118642	X	995.00	08061999	588130	004	CD	P
0420.5100.0178	BATCH CASH DISBURSEMENTS 50000195 ✓ NOVEL IDEAS	VN09200000 1286996 000047903	00118643	X	995.00	08061999	588130	005	CD	P
0420.5100.0178	BATCH CASH DISBURSEMENTS 50000196 ✓ UNKNOWN	VN07120000 989544 000048064	00120089	X	2004.00	08171999	588285	002	CD	P
0420.5100.0180	BATCH CASH DISBURSEMENTS 50000197 ✓ SUNBURST COMMUNICATION	VS21600000 P03623897 000052779	00122949	X	2591.80	03032000	592723	001	CD	P
0420.5100.0180	TO CORRECT PROJECT NUMBERS			X	11812.50	03162000	005240	001	JE	P
0420.5100.0180	BATCH CASH DISBURSEMENTS 50000198 ✓ LIGHTSPAN INC.	VL04260000 100000594 000054628	00123883	X	10990.00	05122000	594447	001	CD	P
0420.5100.0180	BATCH CASH DISBURSEMENTS 50000199 ✓ HOSTS LEARNING	VH13360000 8691 000032025	00156558	X	56100.00	09032004	629222	001	CD	P
0420.5100.0180	BATCH CASH DISBURSEMENTS 50000200 ✓ NCS PEARSON INCORPORATED	VN06020000 3377977 000056902	00171777	X	40937.00	10052007	652773	001	CD	P
0420.5100.0187	EXPEND S/B #187 NOT #157			X	19262.03	10152004	005085	001	JE	P
0420.5100.0187	REVERSE EXP.FROM #187 TO #157			X	977.96-	10152004	005085	002	JE	P
0420.5100.0187	BATCH CASH DISBURSEMENTS THOMASKELLY SOFTWARE ASSOCIATE	VT06450000 100710 000058646	00172528	X	6000.00	12212007	654430	001	CD	P

EXPENDITURE LEDGL DETAIL  
EXPENDITURE DETAIL

FUND - 0420 CONTRACTED PROJECTS FUND 420

FUND.FUNC.PROJ	DESCRIPTION/SOURCE	VENDOR	PO	L A	AMOUNT	DATE	ENTRY	PG	TY	S T
0420.5100.0187	BATCH CASH DISBURSEMENTS 50000202 ✓ THOMASKELLY SOFTWARE ASSOCIATE	VT06450000 100710 000058646	00172528	X	1200.00	12212007	654430	001	CD	P
0420.5100.0188	BATCH CASH DISBURSEMENTS 50000203 ✓ SAGEBRUSH TECHNOLOGIES	VS00670000 8-00-52206/989879 000048439	00120371	X	1903.05	09031999	588652	001	CD	P
0420.5100.0188	BATCH CASH DISBURSEMENTS 50000204 ✓ SAGEBRUSH TECHNOLOGIES	VS00670000 8-00-52206/989879 000048439	00120371	X	1903.05	09031999	588652	001	CD	P
0420.5100.0188	BATCH CASH DISBURSEMENTS 50000205 ✓ EXCELSIOR SOFTWARE	VE09390000 10757 000050702	00121936	X	1000.00	12031999	590715	001	CD	P
0420.5100.0188	BATCH CASH DISBURSEMENTS 50000206 ✓ NOVEL IDEAS	VN09200000 200060184 000052297	00122690	X	2140.00	02112000	592264	001	CD	P
0420.5100.0188	TRANS EXP FROM 497 TO 180 188 TRANS EXP FROM 497 TO 180 188			X	212.93	03232000	005247	001	JE	P
0420.5100.0188	TRANS EXP FROM 497 TO 180 188 TRANS EXP FROM 497 TO 180 188			X	212.93	03232000	005247	001	JE	P
0420.5100.0188	BATCH CASH DISBURSEMENTS 50000207 ✓ UNKNOWN	VM12390000 3573845 000053361	00123035	X	1995.00	03242000	593270	001	CD	P
0420.5100.0190	POST CASH DISBURSEMENTS UNKNOWN	VC14160000 40010 000014234	00081675	X	19667.00	12161994	552259	003	CD	P
0420.5100.0190	EXP PO 81675 S/B PRJ 105 NOT 1 EXP PO 81675 S/B PRJ 105 NOT 1			X	19667.00-	01121995	005203	002	JE	P
0420.5100.0190	POST CASH DISBURSEMENTS UNKNOWN	VC00350000 131375-R184217 000014711	00081843	X	70.00	01131995	552729	001	CD	P
0420.5100.0190	TO TRANS. EXP. FROM 93-94 PROJ			X	70.00-	06301995	005432	010	JE	P
0420.5100.0199	to correct object number	000001804		X	3500.00	01052001	600000	004	CD	P
0420.5100.0199	BATCH CASH DISBURSEMENTS 50000208 ✓ EXCELSIOR SOFTWARE	VE09390000 11998 000004255	00129564	X	995.00	04062001	602370	001	CD	P
0420.5100.0199	BATCH CASH DISBURSEMENTS 50000209 ✓ EXCELSIOR SOFTWARE	VE09390000 11998 000004255	00129564	X	995.00	04062001	602370	001	CD	P

EXPENDITURE LEDG. DETAIL  
EXPENDITURE DETAIL

FUND - 0420 CONTRACTED PROJECTS FUND 420

FUND.FUNC.PROJ	DESCRIPTION/SOURCE	VENDOR	PO	L A	AMOUNT	DATE	ENTRY	PG	TY	S T
0420.5100.0199	BATCH CASH DISBURSEMENTS 50000210 ✓ EATON CORP-POWERWARE DIV. ✓	VE00570000 GCSB056 000005750	00130497	X	702.00	06072001	603843	001	CD	P
0420.5100.0199	BATCH CASH DISBURSEMENTS 50000211 ✓ LEAPFROG ENTERPRISES, INC.	VL00970000 10006028 000043567	00164551	X	12390.00	02102006	640251	001	CD	P
0420.5100.0549	BATCH CASH DISBURSEMENTS 50000212 ✓ UNKNOWN	VN07120000 7-00-51721/989443 000048882	00119665	X	2644.65	09241999	589075	001	CD	P
0420.5100.					1830374.46	*				
0420.5200.0131	POST CASH DISBURSEMENTS 50000213 ✓ UNKNOWN	VO02520000 0049152 000028589	00107020	X	1144.50	12131996	568000	001	CD	P
0420.5200.0131	CORRECTION OF OBJ NUMBERS CORRECTION OF OBJ NUMBERS			X	1813.89	06041997	005323	002	JE	P
0420.5200.0131	BATCH CASH DISBURSEMENTS 50000214 ✓ NCS PEARSON INCORPORATED	VN06020000 8322704 000051488		X	3000.00	01192007	647784	001	CD	P
0420.5200.0132	BATCH CASH DISBURSEMENTS 50000215 ✓ KAPLAN COMPANIES INC	VK00600000 0001291757 000049919	00168231	X	799.95	11032006	646268	001	CD	P
0420.5200.0191	BATCH CASH DISBURSEMENTS 50000216 ✓ BEST QUEST	VB05930000 1374 000058338	00172317	X	3097.50	12142007	654131	001	CD	P
0420.5200.0191	BATCH CASH DISBURSEMENTS 50000217 ✓ LEXIA LEARNING SYSTEMS, INC	VL03280000 122707 RENWL83108-09 000061402	00173614	X	1216.00	05232008	657051	001	CD	P
0420.5200.					11071.84	*				
0420.5300.0387	BATCH CASH DISBURSEMENTS 50000218 ✓ UNKNOWN	VB13540000 9829 000049314	00120982	X	895.00	10151999	589501	001	CD	P
0420.5300.0387	BATCH CASH DISBURSEMENTS 50000219 ✓ UNKNOWN	VW05860000 99074 000049396	00120992	X	5263.00	10151999	589583	001	CD	P
0420.5300.					6158.00	*				
0420.5400.0366	POST CASH DISBURSEMENTS 50000220 ✓ LEARNING SERVICES	VL01300000 999560 000020504	00100993	X	228.52	11031995	558968	001	CD	P
0420.5400.					228.52	*				

EXPENDITURE LEDG. DETAIL  
EXPENDITURE DETAIL

FUND - 0420 CONTRACTED PROJECTS FUND 420

FUND.FUNC.PROJ	DESCRIPTION/SOURCE	VENDOR	PO	L A	AMOUNT	DATE	ENTRY	PG	TY	T	S
0420.5500.0113	BATCH CASH DISBURSEMENTS 50000221 ✓ MANAGEMENT INF TECH USA, INC	VM01880000 0079703/702 000007024	00131495	X	1650.00	08032001	605055	001	CD	P	P
0420.5500.0113	BATCH CASH DISBURSEMENTS 50000222 ✓ MANAGEMENT INF TECH USA, INC	VM01880000 0079702-IN 000007156	5/31/01	X	5.00	08102001	605184	001	CD	P	P
0420.5500.0119	POST CASH DISBURSEMENTS 50000223 ✓ SCHOLASTIC INC	VS02800000 12716041 000024853	00103940	X	89.85	06071996	563225	002	CD	P	P
0420.5500.0193	BATCH CASH DISBURSEMENTS 50000224 ✓ MANAGEMENT INF TECH USA, INC	VM01880000 0078352 000054787	00124307	X	600.00	05192000	594605	001	CD	P	P
0420.5500.					2344.85	*					
0420.6100.0129	POST CASH DISBURSEMENTS UNKNOWN	VM05980000 R423935 000032642	00110474	X	.00	06261997	571947	001	CD	P	P
0420.6100.0129	POST CASH DISBURSEMENTS 50000225 ✓ UNKNOWN	VM05980000 R423935/110474 000032642	00110474	X	2138.93	06261997	571947	002	CD	P	P
0420.6100.0192	MAINLINE INFORMATION SYSTEMS-P MAINLINE INFORMATION SYSTEMS ✓ 50000226	000001357		X	2217.00	08161994	005021	001	CD	P	P
0420.6100.					4355.93	*					
0420.6150.0155	BATCH CASH DISBURSEMENTS COMPUSA 30000227 ✓	VC14660000 504045282 000023617		X	259.96	08202003	621122	001	CD	P	P
0420.6150.					259.96	*					
0420.6200.0119	POST CASH DISBURSEMENTS UNKNOWN 50000228 ✓	VN07120000 965491 000022463	00102510	X	2202.53	02161996	560893	002	CD	P	P
0420.6200.0122	POST CASH DISBURSEMENTS UNKNOWN 50000229 ✓	VC14130000 682 000023382	00103173	X	959.75	03291996	561799	001	CD	P	P
0420.6200.0127	BATCH CASH DISBURSEMENTS 50000230 ✓ NCS PEARSON INCORPORATED	VN06020000 3117395 000010371	00132969	X	37900.00	12212001	608325	001	CD	P	P
0420.6200.0148	BATCH CASH DISBURSEMENTS 50000231 ✓ RENAISSANCE LEARNING, INC.	VR03810000 2156978/979/980 000022211	00140593	X	4562.85	06132003	619751	001	CD	P	P

EXPENDITURE LEDG. DETAIL  
EXPENDITURE DETAIL

FUND - 0420 CONTRACTED PROJECTS FUND 420

FUND.FUNC.PROJ	DESCRIPTION/SOURCE	VENDOR	PO	L A X	AMOUNT	DATE	ENTRY	PG	TY	S T P
0420.6200.0180	TRANS EXP FROM 497 TO 180 188 TRANS EXP FROM 497 TO 180 188				995.00	03232000	005247	001	JE	P
0420.6200.					46620.13	*				
0420.6400.0103	BATCH CASH DISBURSEMENTS 50000232 ✓ INFO SOURCE	VI00980000 IN033666 000042964	00164545	X	7000.00	01202006	639671	001	CD	P
0420.6400.0109	BATCH CASH DISBURSEMENTS 50000233 ✓ PAPERLESS OFFICE SOLUTIONS, INC	VP01800000 GCSB060306 000044428	00165448	X	1498.33	03242006	641090	001	CD	P
0420.6400.0109	BATCH CASH DISBURSEMENTS 50000234 ✓ PAPERLESS OFFICE SOLUTIONS, INC	VP01800000 GCSB060306 000044428	00165448	X	1498.33	03242006	641090	001	CD	P
0420.6400.0109	BATCH CASH DISBURSEMENTS 50000235 ✓ PAPERLESS OFFICE SOLUTIONS, INC	VP01800000 GCSB060306 000044428	00165448	X	1498.34	03242006	641090	001	CD	P
0420.6400.0109	BATCH CASH DISBURSEMENTS 50000236 ✓ INFO SOURCE	VI00980000 IN034757 000050085	00168752	X	2000.00	11092006	646428	001	CD	P
0420.6400.0109	BATCH CASH DISBURSEMENTS 50000237 ✓ INFO SOURCE	VI00980000 IN034757 000050085	00168752	X	400.00	11092006	646428	001	CD	P
0420.6400.0109	BATCH CASH DISBURSEMENTS 50000238 ✓ INFO SOURCE	VI00980000 IN034757 000050085	00168752	X	2000.00	11092006	646428	001	CD	P
0420.6400.0118	BATCH CASH DISBURSEMENTS 50000239 ✓ PAPERLESS OFFICE SOLUTIONS, INC	VP01800000 GCSB060306 000044428	00165448	X	10000.00	03242006	641090	001	CD	P
0420.6400.0142	BATCH CASH DISBURSEMENTS 50000240 ✓ LEAPFROG ENTERPRISES, INC.	VL00970000 10035087 000059398	00172822	X	1440.40	02082008	655155	001	CD	P
0420.6400.0142	BATCH CASH DISBURSEMENTS 50000241 ✓ ENABLEMART	VE07130000 SI-54546 000059626	00172871	X	2465.25	02222008	655370	001	CD	P
0420.6400.0142	BATCH CASH DISBURSEMENTS 50000242 ✓ RIVERDEEP INC.-THE LEARNING CO	VR05960000 2190407, 2191878 000059991	00172823	X	721.34	03072008	655714	001	CD	P
0420.6400.0142	BATCH CASH DISBURSEMENTS 50000243 ✓ RIVERDEEP INC.-THE LEARNING CO	VR05960000 2190407, 2191878 000059991	00172823	X	491.76	03072008	655714	001	CD	P

EXPENDITURE LEDG. DETAIL  
EXPENDITURE DETAIL

FUND - 0420 CONTRACTED PROJECTS FUND 420

FUND.FUNC.PROJ	DESCRIPTION/SOURCE	VENDOR	PO	L A	AMOUNT	DATE	ENTRY	PG	TY	T S
0420.6400.0183	BATCH CASH DISBURSEMENTS 50000244 ✓ INFO SOURCE	VI00980000 IN032102 000034483	00157800	X	10000.00	12172004	631491	001	CD	P
0420.6400.0189	BATCH CASH DISBURSEMENTS 50000245 ✓ EXCELSIOR SOFTWARE	VE09390000 16603 000035490	00160188	X	1192.00	02112005	632444	001	CD	P
0420.6400.0189	BATCH CASH DISBURSEMENTS 50000246 ✓ EXCELSIOR SOFTWARE	VE09390000 16603 000035490	00160188	X	1192.00	02112005	632444	001	CD	P
0420.6400.0189	BATCH CASH DISBURSEMENTS 50000247 ✓ EXCELSIOR SOFTWARE	VE09390000 16603 000035490	00160188	X	1192.00	02112005	632444	001	CD	P
0420.6400.0189	EXP S/B 9001 NOT 0091			X	1192.00	06302005	005332	003	JE	P
0420.6400.0189	EXP S/B 9001 NOT 0091			X	1192.00	06302005	005332	003	JE	P
0420.6400.0195	BATCH CASH DISBURSEMENTS 50000248 ✓ ACADEMIC SUPERSTORE	VA01290000 4004355 000058531	00172180	X	669.95	12212007	654315	001	CD	P
0420.6400.					45259.70	*				
0420.7300.0145	BATCH CASH DISBURSEMENTS 50000249 ✓ CALIFORNIA SURVEY RESEARCH	VC01370000 9909949 000050204	00168636	X	1500.00	11172006	646539	001	CD	P
0420.7300.					1500.00	*				
0420.7700.0135	BATCH CASH DISBURSEMENTS 50000250 ✓ SEARCHSOFT SOLUTIONS	VS05880000 1570-1 000052700	00169207	X	7850.00	03162007	648949	001	CD	P
0420.7700.					7850.00	*				
0420.7800.0194	BATCH CASH DISBURSEMENTS 50000251 ✓ VERSATRANS SOLUTIONS, INC.	VV01050000 INV012561 000041291	00163368	X	4295.00	10282005	638079	001	CD	P
0420.7800.					4295.00	*				
0420.9100.0304	BATCH CASH DISBURSEMENTS 50000252 ✓ NEW CENTRY EDUCATION CORP.	VN06650000 6011 000018798	00138834	X	18193.00	01102003	616435	001	CD	P
0420.9100.0305	BATCH CASH DISBURSEMENTS 50000253 ✓ LITERACY PRO SYSTEMS, INC	VL04720000 5003 000026341	00143051	X	4122.50	12182003	623789	001	CD	P
0420.9100.0305	BATCH CASH DISBURSEMENTS 50000254 ✓ LITERACY PRO SYSTEMS, INC	VL04720000 5003 000026341	00143051	X	4122.50	12182003	623789	001	CD	P

EXPENDITURE LEDG. DETAIL  
EXPENDITURE DETAIL

FUND - 0420 CONTRACTED PROJECTS FUND 420

FUND.FUNC.PROJ	DESCRIPTION/SOURCE	VENDOR	PO	L	AMOUNT	DATE	ENTRY	PG	TY	S
0420.9100.0305	EXP S/B PROJECT #309 NOT #305			X	4122.50-	03182004	052030	001	JE	P
0420.9100.0305	EXP S/B PROJECT #309 NOT #305			X	4122.50-	03182004	052030	001	JE	P
0420.9100.0309	EXP S/B PROJECT #309 NOT #305			X	4122.50	03182004	052030	001	JE	P
0420.9100.0309	EXP S/B PROJECT #309 NOT #305			X	4122.50	03182004	052030	001	JE	P
0420.9100.					26438.00	*				
0420.					1986756.39	**				

Next # is ~~50000254~~ ✓  
 Need to use # ~~50000177~~ ✓  
~~50000187~~ ✓  
~~50000197~~ ✓ NOT USED

EXPENDITURE LEDG. DETAIL  
EXPENDITURE DETAIL

FUND.FUNC.PROJ  
REQUEST 002 TOTAL

DESCRIPTION/SOURCE	VENDOR	PO	L A	AMOUNT	DATE	ENTRY	PG	TY	S T
				3118121.82					

**GADSDEN COUNTY  
DISTRICT SCHOOL BOARD  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
JUNE 30, 2009**

*AV MATERIAL  
91,829.52*

In addition, the District reports investments totaling \$48,491.28 at June 30, 2009, in the SBA Debt Service accounts to provide for debt service payments on bond debt issued by the State Board of Education for the benefit of the District. These investments consist of United States Treasury securities, with maturity dates of six months or less, and are reported at fair value. The District relies on policies developed by SBA for managing credit risk for this account.

**4. CHANGES IN CAPITAL ASSETS**

Changes in capital assets are presented in the table below.

	Balance 7-1-08	Additions	Deletions	Balance 6-30-09
<b>GOVERNMENTAL ACTIVITIES</b>				
<b>Capital Assets Not Being Depreciated:</b>				
Land	\$ 1,801,806.54	\$	\$	\$ 1,801,806.54
Construction in Progress		3,477,036.80		3,477,036.80
<b>Total Capital Assets Not Being Depreciated</b>	<b>1,801,806.54</b>	<b>3,477,036.80</b>		<b>5,278,843.34</b>
<b>Capital Assets Being Depreciated:</b>				
Improvements Other Than Buildings	3,727,839.79	95,512.21		3,823,352.00
Buildings and Fixed Equipment	90,074,451.64			90,074,451.64
Furniture, Fixtures, and Equipment	7,261,973.05	200,139.87		7,462,112.92
Motor Vehicles	6,273,481.98	412,273.85	239,988.00	6,445,767.83
Audio Visual Materials and Computer Software	3,527,823.23	118,604.53		3,646,427.76
<b>Total Capital Assets Being Depreciated</b>	<b>110,865,569.69</b>	<b>826,530.46</b>	<b>239,988.00</b>	<b>111,452,112.15</b>
<b>Less Accumulated Depreciation for:</b>				
Improvements Other Than Buildings	2,494,383.55	65,743.22		2,560,126.77
Buildings and Fixed Equipment	21,894,633.86	1,779,753.80		23,674,387.66
Furniture, Fixtures, and Equipment	5,071,438.69	305,875.84		5,377,314.53
Motor Vehicles	5,323,596.34	129,184.45	239,988.00	5,212,792.79
Audio Visual Materials and Computer Software	3,003,869.02	130,988.55		3,134,857.57
<b>Total Accumulated Depreciation</b>	<b>37,787,921.46</b>	<b>2,411,545.86</b>	<b>239,988.00</b>	<b>39,959,479.32</b>
<b>Total Capital Assets Being Depreciated, Net</b>	<b>73,077,648.23</b>	<b>(1,585,015.40)</b>		<b>71,492,632.83</b>
<b>Governmental Activities Capital Assets, Net</b>	<b>\$ 74,879,454.77</b>	<b>\$ 1,892,021.40</b>	<b>\$ 0.00</b>	<b>\$ 76,771,476.17</b>

RPRT- M1B08  
 DIST- 20 GADSDEN COUNTY SCHOOL BOARD  
 LOCN- 9001 GADSDEN COUNTY PUBLIC SCHOOLS

TERMS - FACILITY MANAGEMENT SERIES  
 FIXED ASSET VERIFICATION  
 REQ-01 SEQ-C

PROCESSED- 02/15/10 PAGE- 1  
 TIME- 10:12

CODE 4050001

A0000001 - A0000042

FA NUM	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
						CNTR DP BLDG FM N DS		ACQRED INVTRY	DISPD G
A0000001	4050001	A/V MATERIAL	VDR: V999999999 VENDOR PRIOR TO TERMS			9001	MX	G 01 061997	Y
			COM: UNKNOWN						
				PO NUM CHECK OLG OWN				FND-CNTR-PROJECT-----AMOUNT LIF	
				110091 032346 O				110-9001-0473 841.50	
								TOTAL 841.50	
								CUR VALUE 841.50	✓
A0000002	4050001	A/V MATERIAL	VDR: V999999999 VENDOR PRIOR TO TERMS			9001	MX	G 01 061997	Y
			COM: UNKNOWN						
				PO NUM CHECK OLG OWN				FND-CNTR-PROJECT-----AMOUNT LIF	
				110090 032373 O				110-9001-0473 909.50	
								TOTAL 909.50	✓
								CUR VALUE 909.50	
A0000003	4050001	A/V MATERIAL	VDR: VP07800000 PHI DELTA KAPPA			9001	MX	G 01 062697	Y
			COM: PHI DELTA KAPPA						
				PO NUM CHECK OLG OWN				FND-CNTR-PROJECT-----AMOUNT LIF	
				110089 032657 O				110-9001-0473 269.95	
								TOTAL 269.95	✓
								CUR VALUE 269.95	
A0000004	4050001	A/V MATERIAL	VDR: V999999999 VENDOR PRIOR TO TERMS			9001	MX	G 01 110797	Y
			COM: UNKNOWN						
				PO NUM CHECK OLG OWN				FND-CNTR-PROJECT-----AMOUNT LIF	
				112099 035105 O				110-9001-0517 872.70	
								TOTAL 872.70	✓
								CUR VALUE 872.70	
A0000005	4050001	A/V MATERIAL	VDR: V999999999 VENDOR PRIOR TO TERMS			9001	MX	G 01 082997	Y
			COM: UNKNOWN						
				PO NUM CHECK OLG OWN				FND-CNTR-PROJECT-----AMOUNT LIF	
				110517 033762 O				110-9001-0184 578.84	
								TOTAL 578.84	✓
								CUR VALUE 578.84	
A0000006	4050001	A/V MATERIAL	VDR: VW12610000 WORLD ALMANAC EDUCATION			9001	MX	G 01 031795	Y
			COM: UNKNOWN						
				PO NUM CHECK OLG OWN				FND-CNTR-PROJECT-----AMOUNT LIF	
				085131 016095 O				110-9001-0184 165.72	
								TOTAL 165.72	✓
								CUR VALUE 165.72	
A0000007	4050001	A/V MATERIAL	VDR: V999999999 VENDOR PRIOR TO TERMS			9001	MX	G 01 032495	Y
			COM: UNKNOWN						
				PO NUM CHECK OLG OWN				FND-CNTR-PROJECT-----AMOUNT LIF	
				085129 016264 O				110-9001-0184 108.95	
								TOTAL 108.95	✓
								CUR VALUE 108.95	

-FA NUM-	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T	
						CNTR DP BLDG FM N DS		ACQRED INVTY	DISPD G	
A0000008	4050001	A/V MATERIAL				9001	MX	G 01 082401	Y	
		VDR: V999999999	VENDOR PRIOR TO TERMS							
				PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT	LIF
				082401	007511		O	110-9001-0184	500.00	
		COM: UNKNOWN						TOTAL	500.00	✓
								CUR VALUE	500.00	
A0000009	4050001	A/V MATERIAL				9001	MX	G 01 053195	Y	
		VDR: V999999999	VENDOR PRIOR TO TERMS							
				PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT	LIF
				086242	017670		O	110-9001-0427	645.00	
		COM: UNKNOWN						TOTAL	645.00	✓
								CUR VALUE	645.00	
A0000010	4050001	A/V MATERIAL				9001	MX	G 01 121997	Y	
		VDR: V999999999	VENDOR PRIOR TO TERMS							
				PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT	LIF
				112229	035959		O	110-9001-0448	2,000.00	✓
		COM: UNKNOWN						TOTAL	2,000.00	
								CUR VALUE	2,000.00	
A0000011	4050001	A/V MATERIAL				9001	MX	G 01 051096	Y	
		VDR: V999999999	VENDOR PRIOR TO TERMS							
				PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT	LIF
				103583	024169		O	110-9001-0449	749.00	
		COM: UNKNOWN						TOTAL	749.00	✓
								CUR VALUE	749.00	
A0000012	4050001	A/V MATERIAL				9001	MX	G 01 031999	Y	
		VDR: V999999999	VENDOR PRIOR TO TERMS							
				PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT	LIF
				117876	044903		O	110-9001-0558	1,845.00	
		COM: UNKNOWN						TOTAL	1,845.00	✓
								CUR VALUE	1,845.00	
A0000013	4050001	A/V MATERIAL				9001	MX	G 01 050997	Y	
		VDR: V999999999	VENDOR PRIOR TO TERMS							
				PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT	LIF
				108239	031380		O	110-9001-0808	776.56	
		COM: UNKNOWN						TOTAL	776.56	✓
								CUR VALUE	776.56	
A0000014	4050001	A/V MATERIAL				9001	MX	G 01 041699	Y	
		VDR: V999999999	VENDOR PRIOR TO TERMS							
				PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT	LIF
				118516	045431		O	110-9001-0850	807.00	
		COM: UNKNOWN						TOTAL	807.00	✓
								CUR VALUE	807.00	

-FA NUM-	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T	
						CNTR DP BLDG FM N DS		ACQRED INVTRY	DISPD G	
A0000015	4050001	A/V MATERIAL				9001	MX	G 01 013195	Y	
		VDR: V999999999	VENDOR PRIOR TO TERMS							
				PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT	LIF
				084490	015066		O	110-9001-0807	2,202.06	
		COM: UNKNOWN						TOTAL	2,202.06	✓
								CUR VALUE	2,202.06	
A0000016	4050001	A/V MATERIAL				9001	MX	G 01 011996	N	
		VDR: V999999999	VENDOR PRIOR TO TERMS							
				PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT	LIF
				100489	021924		O	110-9001-0099	26,269.25	
		COM: UNKNOWN						TOTAL	26,269.25	✓
								CUR VALUE	26,269.25	
A0000018	4050001	A/V MATERIAL				9001	MX	G 01 061496	Y	
		VDR: VT00400000	TALLAHASSEE CAMERA CENTER							
				PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT	LIF
				103767	025087		O	420-9001-0124	4,326.00	
		COM: TALLAHASSEE CAMERA CENTER						TOTAL	4,326.00	✓
								CUR VALUE	4,326.00	
A0000019	4050001	A/V MATERIAL				9001	MX	G 01 032098	Y	
		VDR: VN01900000	NATIONAL AUDIO-VISUAL SUPPLY							
				PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT	LIF
				113365	037715		O	420-9001-0150	7,198.17	
		COM: NATIONAL AUDIO VISUAL SUPPLY						TOTAL	7,198.17	✓
								CUR VALUE	7,198.17	
A0000020	4050001	A/V MATERIAL				9001	MX	G 01 030599	Y	
		VDR: VN06360000	NETWORK CABLING SERVICES INC							
				PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT	LIF
				117799	044533		O	420-9001-0160	1,368.63	
		COM: NETWORK CABLING SERVICES INC						TOTAL	1,368.63	✓
								CUR VALUE	1,368.63	
A0000021	4050001	A/V MATERIAL				9001	MX	G 01 050799	Y	
		VDR: V999999999	VENDOR PRIOR TO TERMS							
				PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT	LIF
				118492	045941		O	420-9001-0160	823.10	
		COM: PHI DELTA KAPPA						TOTAL	823.10	✓
								CUR VALUE	823.10	
A0000022	4050001	A/V MATERIAL				9001	MX	G 01 060800	Y	
		VDR: VD07370000	DISCOUNT AUDIO							
				PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT	LIF
				124312	055312		O	420-9001-0180	1,810.00	
		COM: DISCOUNT AUDIO						TOTAL	1,810.00	✓
								CUR VALUE	1,810.00	

-FA NUM-	CODE-----	CLASSIFICATION-----	DESCRIPTION	---SERIAL NUMBER---	---MODEL---	---LOCATION---				C	-----DATES-----		T
					NUMBER	CNTR	DP	BLDG	FM		N	DS	
A0000023	4050001	A/V MATERIAL				9001	MX		G	01	120199		Y
		VDR: VC19160000	CREST VISUAL										
				PO NUM	CHECK	OLG	OWN				FND-CNTR-PROJECT-----	AMOUNT	LIF
				120983	050886	O					420-9001-0549	2,685.00	
		COM: CREST VISUAL									TOTAL	2,685.00	✓
											CUR VALUE	2,685.00	
A0000024	4050001	A/V MATERIAL				9001	MX		G	01	021800		Y
		VDR: VC05580000	CENTRAL AUDIO VISUAL										
				PO NUM	CHECK	OLG	OWN				FND-CNTR-PROJECT-----	AMOUNT	LIF
				121631	052382	O					420-9001-0549	7,999.20	
		COM: CENTRAL AUDIO VISUAL									TOTAL	7,999.20	✓
											CUR VALUE	7,999.20	
A0000025	4050001	A/V MATERIAL				9001	MX		G	01	050200		Y
		VDR: VC05580000	CENTRAL AUDIO VISUAL										
				PO NUM	CHECK	OLG	OWN				FND-CNTR-PROJECT-----	AMOUNT	LIF
				122583	054372	O					420-9001-0549	1,026.33	
		COM: CENTRAL AUDIO VISUAL									TOTAL	1,026.33	✓
											CUR VALUE	1,026.33	
A0000026	4050001	A/V MATERIAL				9001	MX		G	01	053196		Y
		VDR: V999999999	VENDOR PRIOR TO TERMS										
				PO NUM	CHECK	OLG	OWN				FND-CNTR-PROJECT-----	AMOUNT	LIF
				104003	024613	O					420-9001-0109	698.48	
		COM: UNKNOWN									TOTAL	698.48	✓
											CUR VALUE	698.48	
A0000027	4050001	A/V MATERIAL				9001	MX		G	01	110805		Y
		VDR: VP09650000	PLAY IT AGAIN SPORTS										
				PO NUM	CHECK	OLG	OWN				FND-CNTR-PROJECT-----	AMOUNT	LIF
				163942	041824	O					420-9001-0111	2,050.00	
		COM: OLATO LEARNING									TOTAL	2,050.00	✓
											CUR VALUE	2,050.00	
A0000028	4050001	A/V MATERIAL				9001	MX		G	01	062096		Y
		VDR: VA10350000	APPLE COMPUTER INC										
				PO NUM	CHECK	OLG	OWN				FND-CNTR-PROJECT-----	AMOUNT	LIF
				104297	025176	O					420-9001-0120	604.00	
		COM: APPLE COMPUTER, INC									TOTAL	604.00	✓
											CUR VALUE	604.00	
A0000029	4050001	A/V MATERIAL				9001	MX		G	01	063096		Y
		VDR: VA10350000	APPLE COMPUTER INC										
				PO NUM	CHECK	OLG	OWN				FND-CNTR-PROJECT-----	AMOUNT	LIF
				104298	045431	O					420-9001-0120	1,499.00	
		COM: APPLE COMPUTER, INC									TOTAL	1,499.00	✓
											CUR VALUE	1,499.00	

-FA NUM-	CODE	CLASSIFICATION	DESCRIPTION	SERIAL NUMBER	MODEL NUMBER	LOCATION	C	DATES	T
						CNTR DP BLDG FM N DS	ACQRED	INVTRY	DISPD G
A0000030	4050001	A/V MATERIAL				9001 MX G 01	122096		Y
		VDR: VE04410000	EDUCATIONAL RESOURCES, INC.	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
				107011	028711	O		420-9001-0131	804.95
		COM: EDUCATION RESOURCES						TOTAL	804.95 ✓
								CUR VALUE	804.95
A0000031	4050001	A/V MATERIAL				9001 MX G 01	030797		Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
				107015	030129	O		420-9001-0131	844.79
		COM: UNKNOWN						TOTAL	844.79 ✓
								CUR VALUE	844.79
A0000032	4050001	A/V MATERIAL				9001 MX G 01	110703		Y
		VDR: VF12330000	FOLDING TABLES & CHAIRS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
				142580	025380	O		420-9001-0161	657.64
		COM: FOLDING TABLE & CHARIS						TOTAL	657.64 ✓
								CUR VALUE	657.64
A0000033	4050001	A/V MATERIAL				9001 MX G 01	021299		Y
		VDR: VB07970000	BLISS PRODUCTS AND SERVICES	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
				116963	043949	O		420-9001-0163	1,667.00
		COM: BLISS PRODUCT AND SERVICES						TOTAL	1,667.00 ✓
								CUR VALUE	1,667.00
A0000034	4050001	A/V MATERIAL				9001 MX G 01	041406		Y
		VDR: VM03600000	MASTER TEACHER	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
				166018	045004	O		420-9001-0315	565.00
		COM: MASTER TEACHER						TOTAL	565.00 ✓
								CUR VALUE	565.00
A0000035	4050001	A/V MATERIAL				9001 MX G 01	062807		Y
		VDR: VT08160000	TECHDEPOT BY OFFICE DEPOT	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
					054987	O		420-9001-0324	1,379.98
		COM: TECHDEPOT BY OFFICE DEPOT						TOTAL	1,379.98 ✓
								CUR VALUE	1,379.98
A0000036	4050001	A/V MATERIAL				9001 MX G 01	103099		Y
		VDR: V999999999	VENDOR PRIOR TO TERMS	PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT	AMOUNT LIF
				116394	042024	O		420-9001-0382	973.50
		COM: UNKNOWN						TOTAL	973.50 ✓
								CUR VALUE	973.50

-FA NUM-	CODE	-----CLASSIFICATION-----	-----DESCRIPTION-----	---SERIAL NUMBER---	---MODEL-- NUMBER	---LOCATION----	C	-----DATES-----	T
						CNTR DP BLDG FM N DS	ACQRED	INVTY	DISPD G
A0000037	4050001	A/V MATERIAL				9001	MX	G 01 062702	Y
		VDR: VW06520000	WHITLOCK GROUP						
				PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT-----	AMOUNT LIF
				135939	014694	O		420-9001-0393	6,995.00
		COM: WHITLOCK GROUP						TOTAL	6,995.00 ✓
								CUR VALUE	6,995.00
A0000038	4050001	A/V MATERIAL				9001	MX	G 01 062702	Y
		VDR: VL04000000	LIBRARY VIDEO COMPANY						
				PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT-----	AMOUNT LIF
				139572	005790	O		420-9001-0107	2,017.16
		COM: LIBRARY VIDEO COMPANY						TOTAL	2,017.16 ✓
								CUR VALUE	2,017.16
A0000039	4050001	A/V MATERIAL				9001	MX	G 01 080195	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS						
				PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT-----	AMOUNT LIF
				087049	018780	O		420-9001-0110	3,000.00
		COM: UNKNOWN						TOTAL	3,000.00 ✓
								CUR VALUE	3,000.00
A0000040	4050001	A/V MATERIAL				9001	MX	G 01 041996	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS						
				PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT-----	AMOUNT LIF
				103186	023831	O		420-9001-0119	249.80
		COM: UNKNOWN						TOTAL	249.80 ✓
								CUR VALUE	249.80
A0000041	4050001	A/V MATERIAL				9001	MX	G 01 053196	Y
		VDR: V999999999	VENDOR PRIOR TO TERMS						
				PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT-----	AMOUNT LIF
				103677	024144	O		420-9001-0119	239.35
		COM: UNKNOWN						TOTAL	239.35 ✓
								CUR VALUE	239.35
A0000042	4050001	A/V MATERIAL				9001	MX	G 01 120701	Y
		VDR: VL01300000	LEARNING SERVICES						
				PO NUM	CHECK	OLG	OWN	FND-CNTR-PROJECT-----	AMOUNT LIF
				132880	009939	O		420-9001-0120	806.00
		COM: LEARNING SERVICE						TOTAL	806.00 ✓
								CUR VALUE	806.00
						CNTR 9001	TOTAL	41 ITEMS	91,829.11 COST

RPRT- M1B08  
DIST- 20 GADSDEN COUNTY SCHOOL BOARD

TERMS - FACILITY MANAGEMENT SERIES  
FIXED ASSET VERIFICATION  
REQ-01 SEQ-C

PROCESSED- 02/15/10 PAGE- 7  
TIME- 10:12

-FA NUM-	CODE	-----CLASSIFICATION-----	-----DESCRIPTION-----	---SERIAL NUMBER---	---MODEL---	---LOCATION---	C	-----DATES-----	T
				NUMBER	NUMBER	CNTR DP BLDG FM N DS	ACQRED	INVTRY	DISPD G
				REQ 01	TOTAL		41 ITEMS		91,829.11 COST

Fr--JE	Nbr-To	Sr										
000001	999999	D	Lin	Ty	SL	Fr---JE	Date---To	FUND.-GL-	FUNC.O-RV	CNTR.PROJ	PGRM	A
002	01	B	Y	H	2	I	136	XXXX.XXXX	XXXX.XXXX	XXXX.XXXX	XXXX.XXXX	X
002	01	B	Y	H	2	I	136	XXXX.XXXX	XXXX.XXXX	XXXX.XXXX	XXXX.XXXX	X
001	X	07011993	06301994	.	.	.	.0621.	.	.	.	.	B
002	X	07011994	06301995	.	.	.	.0621.	.	.	.	.	B
003	X	07011995	06301996	.	.	.	.0621.	.	.	.	.	B
004	X	07011996	06301997	.	.	.	.0621.	.	.	.	.	B
005	X	07011997	06301998	.	.	.	.0621.	.	.	.	.	B
006	X	07011998	06301999	.	.	.	.0621.	.	.	.	.	B
007	X	07011999	06302000	.	.	.	.0621.	.	.	.	.	B
008	X	07012000	06302001	.	.	.	.0621.	.	.	.	.	B
009	X	07012001	06302002	.	.	.	.0621.	.	.	.	.	B
010	X	07012002	06302003	.	.	.	.0621.	.	.	.	.	B
011	X	07012003	06302004	.	.	.	.0621.	.	.	.	.	B
012	X	07012004	06302005	.	.	.	.0621.	.	.	.	.	B
013	X	07012005	06302006	.	.	.	.0621.	.	.	.	.	B
014	X	07012006	06302007	.	.	.	.0621.	.	.	.	.	B
015	X	07012007	06302008	.	.	.	.0621.	.	.	.	.	B

A000001

4050001

EXPENDITURE LEDGE DETAIL  
EXPENDITURE DETAIL

FUND - 0110 GENERAL FUND

FUND.FUNC.PROJ	DESCRIPTION/SOURCE	VENDOR	PO	L A	AMOUNT	DATE	ENTRY	PG	TY	S T
0110.5100.0473	POST CASH DISBURSEMENTS UNKNOWN A01 ✓	VC05150000 7143-026-0 000032346	00110091	X	841.50	✓06191997	571657	001	CD	P
0110.5100.0473	POST CASH DISBURSEMENTS UNKNOWN A02 ✓	VF02640000 A72871 000032373	00110090	X	909.50	✓06191997	571684	001	CD	P
0110.5100.0473	POST CASH DISBURSEMENTS PHI DELTA KAPPA A03 ✓	VP07800000 240454 000032657	00110089	X	269.95	✓06261997	571962	001	CD	P
0110.5100.0517	POST CASH DISBURSEMENTS UNKNOWN A04 ✓	VO02520000 0052763 000035105	00112099	X	872.70	✓11071997	575215	001	CD	P
0110.5100.					2893.65	*				
0110.5300.0184	POST CASH DISBURSEMENTS UNKNOWN A05 ✓	VD05110000 9716001 000033762	00110517	X	578.84	✓08291997	573896	001	CD	P
0110.5300.					578.84	*				
0110.6200.0184	POST CASH DISBURSEMENTS WORLD ALMANAC EDUCATION A06 ✓	VW12610000 406379100011 000016095	00085131	X	165.72	✓03171995	554097	002	CD	P
0110.6200.0184	POST CASH DISBURSEMENTS TREEHOUSE INC A07 ✓	VT08450000 0815 000016264	00085129	X	108.95	✓03241995	554264	001	CD	P
0110.6200.0184	BATCH CASH DISBURSEMENTS STARNET A08 ✓	VS16960000 991549 000007511	00131692	X	500.00	✓08242001	605535	001	CD	P
0110.6200.0427	POST CASH DISBURSEMENTS UNKNOWN A09 ✓	VP08590000 37-08321-1-1 000017670	00086242	X	645.00	✓05311995	555652	001	CD	P
0110.6200.0448	POST CASH DISBURSEMENTS UNKNOWN A10 ✓	VC12440000 112229 000035959	00112229	X	2000.00	✓12191997	576052	001	CD	P
0110.6200.0449	POST CASH DISBURSEMENTS ACCU-CUT SERVICES A11 ✓	VA01900000 25037 000024169	00103583	X	749.00	✓05101996	562550	001	CD	P
0110.6200.0558	POST CASH DISBURSEMENTS TALLAHASSEE CAMERA CENTER A12 ✓	VT00400000 18089 000044903	00117876	X	1845.00	✓03191999	585220	001	CD	P

EXPENDITURE LEDGE DETAIL  
EXPENDITURE DETAIL

FUND - 0110 GENERAL FUND

FUND.FUNC.PROJ  
0110.6200.0808

DESCRIPTION/SOURCE  
POST CASH DISBURSEMENTS  
UNKNOWN *A13* ✓

VENDOR  
VA08450000  
63-09-1009  
000031380

PO  
00108239 X

L  
A  
X

AMOUNT DATE ENTRY PG TY T  
776.56 ✓ 05091997 570712 001 CD P

0110.6200.

6790.23 \*

0110.6400.0850

POST CASH DISBURSEMENTS  
HARRY K. WONG PUBLICATIONS ✓  
*A14*

VH04020000  
03990902  
000045431

00118516 X

807.00 ✓ 04161999 585736 002 CD P

0110.6400.

807.00 \*

0110.7300.0807

POST CASH DISBURSEMENTS  
UNKNOWN *A15* ✓

VN07120000  
943467  
000015066

00084490 X

2202.06 ✓ 01311995 553081 001 CD P

0110.7300.

2202.06 \*

0110.

13271.78 \*\*

EXPENDITURE LEDGL DETAIL  
EXPENDITURE DETAIL

FUND - 0373 2.00 MILL 2004-05

FUND.FUNC.PROJ

0373.5100.0099

0373.5100.

0373.

DESCRIPTION/SOURCE

POST CASH DISBURSEMENTS

TECHNO-WARE, INC. *A16 ✓*

VENDOR

VT04230000

3072

000021924

PO

00100489 X

L  
A

AMOUNT DATE

26269.25 ✓ 01191996

26269.25 \*

26269.25 \*\*

ENTRY PG TY T

560361 001 CD P

1030001

FUND - 0420 CONTRACTED PROJECTS FUND 420

FUND.FUNC.PROJ	DESCRIPTION/SOURCE	VENDOR	PO	L A	AMOUNT	DATE	ENTRY	PG	TY	S T
0420.5100.0120	BATCH CASH DISBURSEMENTS LEARNING SERVICES <b>A42</b> ✓	VL01300000 389244 000009939	00132880	X	806.41	12072001	607906	001	CD	P
0420.5100.0124	POST CASH DISBURSEMENTS TALLAHASSEE CAMERA CENTER <b>A18</b> ✓	VT00400000 12481/12479 000025087	00103767	X	4326.00 ✓	06141996	563456	001	CD	P
0420.5100.0150	POST CASH DISBURSEMENTS <b>A19</b> ✓ NATIONAL AUDIO-VISUAL SUPPLY	VN01900000 596674 000037715	00113365	X	7198.17 ✓	03201998	577773	001	CD	P
0420.5100.0160	POST CASH DISBURSEMENTS <b>A20</b> ✓ NETWORK CABLING SERVICES INC	VN06360000 13966 000044533	00117799	X	1368.63 ✓	03051999	584855	001	CD	P
0420.5100.0160	POST CASH DISBURSEMENTS <b>A21</b> ✓ PHI DELTA KAPPA	VP07800000 264622 000045941	00118492	X	823.10 ✓	05071999	586241	001	CD	P
0420.5100.0180	BATCH CASH DISBURSEMENTS <b>A22</b> ✓ DISCOUNT AUDIO	VD07370000 0077109-IN 000055312	00124312	X	1810.00 ✓	06082000	595105	001	CD	P
0420.5100.0549	BATCH CASH DISBURSEMENTS <b>A23</b> ✓ CREST VISUAL	VC19160000 3368-IN 000050886	00120983	X	2685.00 ✓	12101999	590897	001	CD	P
0420.5100.0549	BATCH CASH DISBURSEMENTS <b>A24</b> ✓ CENTRAL AUDIO VISUAL	VC05580000 258517 000052382	00121631	X	7999.20 ✓	02182000	592348	001	CD	P
0420.5100.0549	BATCH CASH DISBURSEMENTS <b>A25</b> ✓ CENTRAL AUDIO VISUAL	VC05580000 258452 000054372	00122583	X	1026.33 ✓	05052000	594193	001	CD	P
0420.5100.0549	BATCH CASH DISBURSEMENTS CENTRAL AUDIO VISUAL	VC05580000 277810 000058817	00123636	X	6516.02	11102000	598787	002	CD	P
0420.5100.0549	To correct object code	000058817		X	6516.02-	11102000	598787	003	CD	P
0420.5100.					28042.84	*				
0420.5200.0109	POST CASH DISBURSEMENTS UNKNOWN <b>A26</b> ✓	VE01650000 62333801 000024613	00104003	X	698.48 ✓	05311996	562987	001	CD	P
0420.5200.0111	BATCH CASH DISBURSEMENTS PLATO LEARNING <b>A27</b> ✓	VP09640000 228297 000041824	00163942	X	2050.00 ✓	11182005	638593	001	CD	P

FUND - 0420 CONTRACTED PROJECTS FUND 420

FUND.FUNC.PROJ	DESCRIPTION/SOURCE	VENDOR	PO	L A X	AMOUNT	DATE	ENTRY	PG	TY	S T P
0420.5200.0111	EXP S/B PROGRAM 2500 NOT 1250			X	2050.00	01252006	005176	001	JE	P
0420.5200.0111	EXP S/B PROGRAM 2500 NOT 1250			X	2050.00	01252006	005176	001	JE	P
0420.5200.0120	POST CASH DISBURSEMENTS	VA10350000	00104297	X	604.00	06201996	563542	001	CD	P
	APPLE COMPUTER INC <i>A28</i> ✓	86291 000025176								
0420.5200.0120	POST ACCOUNTS PAYABLE	VA10350000	00104298	X	1499.00	06301996	564090	001	JE	P
	APPLE COMPUTER INC <i>A29</i> ✓	103701								
0420.5200.0131	POST CASH DISBURSEMENTS	VE04410000	00107011	X	804.95	12201996	568120	001	CD	P
	EDUCATIONAL RESOURCES, INC <i>A30</i> ✓	422475 000028711								
0420.5200.0131	POST CASH DISBURSEMENTS	VN06430000	00107015	X	844.79	03071997	569479	001	CD	P
	UNKNOWN <i>A31</i> ✓	5438 000030129								
0420.5200.0161	BATCH CASH DISBURSEMENTS	VF12330000	00142580	X	657.64	11072003	622849	001	CD	P
	FOLDING TABLES & CHAIRS <i>A32</i> ✓	20123442 000025380								
0420.5200.0163	POST CASH DISBURSEMENTS	VB07970000	00116963	X	1667.00	02121999	584279	001	CD	P
	BLISS PRODUCTS AND SERVICES <i>A33</i> ✓	10442 000043949								
0420.5200.					8825.86	*				
0420.5300.0315	BATCH CASH DISBURSEMENTS	VM03600000	00166018	X	565.00	04142006	641614	001	CD	P
	MASTER TEACHER <i>A34</i> ✓	001 1491611 000045004								
0420.5300.0324	BATCH CASH DISBURSEMENTS	VT08160000		X	1379.98	06282007	651005	001	CD	P
	TECHDEPOT BY OFFICE DEPOT <i>A35</i> ✓	B070618312V1 000054987								
0420.5300.0382	POST CASH DISBURSEMENTS	VM08430000	00116394	X	973.50	10301998	582394	001	CD	P
	UNKNOWN <i>A36</i> ✓	0807142 000042024								
0420.5300.					2918.48	*				
0420.5400.0393	BATCH CASH DISBURSEMENTS	VW06520000	00135939	X	6995.00	06272002	612569	001	CD	P
	WHITLOCK GROUP <i>A37</i> ✓	98819 000014694								
0420.5400.					6995.00	*				
0420.6200.0107	BATCH CASH DISBURSEMENTS	VL04000000	00129572	X	2017.16	06072001	603883	001	CD	P
	LIBRARY VIDEO COMPANY <i>A38</i> ✓	C00170760001 000005790								

EXPENDITURE LEDG. DETAIL  
EXPENDITURE DETAIL

FUND - 0420 CONTRACTED PROJECTS FUND 420

FUND.FUNC.PROJ	DESCRIPTION/SOURCE	VENDOR	PO	L A X	AMOUNT	DATE	ENTRY	PG	TY	S T P
0420.6200.0107	POST ACCOUNTS PAYABLE	VS16960000 991399	00131044	X	3000.00	06302001	604579	001	JE	P
	STARNET									
0420.6200.0107	To correct object code			X	3000.00-	06302001	604579	002	JE	P
0420.6200.0199	BATCH CASH DISBURSEMENTS	VS16890000 508306	00125638	X	9394.80	10132000	598203	001	CD	P
	STAPLES COMMUNICATIONS	000058202								
0420.6200.0199	TO CORRECT OBJECT CODE			X	9394.80-	10132000	598203	002	CD	P
		000058202								
0420.6200.					2017.16	*				
0420.6300.0110	POST CASH DISBURSEMENTS	VH07410000 87049	00087049	X	3000.00	08011995	557275	001	CD	P
	UNKNOWN <i>A39</i> ✓	000018780								
0420.6300.0110	POST CASH DISBURSEMENTS	VH07410000 87049-1	00087049	X	.00	08011995	557275	003	CD	P
	UNKNOWN	000018780								
0420.6300.					3000.00	*				
0420.9100.0119	POST CASH DISBURSEMENTS	VS23080000 407261	00103186	X	249.80	04191996	562218	001	CD	P
	UNKNOWN <i>A40</i> ✓	000023831								
0420.9100.0119	POST CASH DISBURSEMENTS	VS23080000 408133	00103677	X	239.35	05031996	562526	001	CD	P
	UNKNOWN <i>A41</i> ✓	000024144								
0420.9100.					489.15	*				
0420.					52288.49	**				

EXPENDITURE LEDG. DETAIL  
EXPENDITURE DETAIL

FUND.FUNC.PROJ  
REQUEST 002 TOTAL

DESCRIPTION/SOURCE

VENDOR

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AMOUNT  
91829.52

DATE

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SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 12a

DATE OF SCHOOL BOARD MEETING: June 29, 2010

TITLE OF AGENDA ITEM: Letter of Intent – Lawson Preparatory Academy Charter School

**DIVISION:**

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

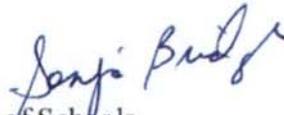
**PURPOSE AND SUMMARY OF ITEM:**

Notice is given to the Gadsden County School Board that Lawson Preparatory Academy Charter School of Gadsden County, Florida, Inc., a not-for-profit Florida Corporation, has submitted a Letter of Intent proposing to open a charter school in the 2011-2012 school year.

**FUND SOURCE:** N/A

**AMOUNT:** N/A

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



**POSITION:** Assistant Superintendent of Schools

---

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

       Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered \_\_\_\_\_

CHAIRMAN'S SIGNATURE: page(s) numbered \_\_\_\_\_

REVIEWED BY:  \_\_\_\_\_

June 1, 2010

Receipt of the Lawson Preparatory Academy Charter School letter of intent.

Name Mary Adams Title Administrative Assistant  
Date 6/1/10

2010 JUN -1 AM 8:52

May 31, 2010



School Board Chairperson  
Gadsden County Schools  
35 Martin Luther King Blvd.  
Quincy, FL 32351

Dear Chairperson and members of the Board:

The purpose of this letter is to inform the Board of the intent of the group to apply for a charter to serve the educational and developmental needs of children between the ages of 5 – 13 years old residing in Gadsden County.

In the application to follow, the name of the proposed charter school is Lawson Preparatory Academy Charter School of Gadsden County, Florida, Inc., a not-for-profit Florida Corporation. The application will provide the many necessary and appropriate details.

The mission of the proposed charter school may be succinctly stated as follows:

***The Lawson Preparatory Academy community is committed to active, reflective, creative learning. We believe learning is maximized when it takes place in an environment enriched with support, encouragement and assistance. We celebrate the pursuit of lifelong learning and are committed to nurturing high self-esteem and respect for others. We believe that everyone can learn, become better thinkers and independent learners. An integral part of our learning process will have our school community learning how to ask questions, solve problems and make thoughtful decisions.***

***Our vision is to provide a happy, caring and stimulating environment where children will recognize and achieve their fullest potential, so that they can make their best contribution to society.***

***Lawson Preparatory Academy is a place where:***

- ✓ *everybody is welcomed and you are not alone*
- ✓ *we respect and care for everyone and everything around us*

***Lawson Preparatory Academy sets high standards of learning and celebrates the achievements of each child.***

***Lawson Preparatory Academy is a place where everyone is different and has importance.***

The proposed charter school proposes to open for the 2011 – 2012 school year, serving grades K-2 increasing to grades 8 in seven years.

The main contact person is Adriane R. Peters, P.O. Box 462, Midway, FL 32343 lawsonprep@me.com.

We look forward to working with you towards the completion of our petition and the successful start of our school year.

Sincerely,

  
Adriane R. Peters  
Chief Executive Officer

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 12b

DATE OF SCHOOL BOARD MEETING: JUNE 29, 2010

TITLE OF AGENDA ITEM: MEDICAL PHYSICALS 2010-2011

DIVISION: TRANSPORTATION

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

PURPOSE AND SUMMARY OF ITEM: RECOMMENDED PHYSICALS TO EXAMINE BUS DRIVERS AND CERTAIN PERSONNEL FOR A RECOMMENDED FEE OF \$70.00 PER EXAMINATION.  
(Type and Double Space)

DR. CHOOKIERT EMKO	QUINCY, FL
DR. CARLA HOLLOMAN	QUINCY, FL
DR. HELEN NITSIOS	QUINCY, FL
DR. MARK NEWBERRY	HAVANA, FL
TALLAHASSEE MEMORIAL FAMILY MEDICINE, QUINCY	QUINCY, FL

FUND SOURCE: TRANSPORTATION

AMOUNT: \$8000.00

PREPARED BY: MR. JOE E. LEWIS 

POSITION: DIRECTOR of TRANSPORTATION

---

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER  
       Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered         
CHAIRMAN'S SIGNATURE: page(s) numbered       

This form is to be duplicated on light blue paper.

REVIEWED BY: Debrah Anderson

# The School Board of Gadsden County

**RECEIVED**  
6/8/10



"Building A Brighter Future"

June 4, 2010, 2009

**REGINALD C. JAMES**  
SUPERINTENDENT OF SCHOOLS

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

## LETTER OF INTEREST

           YES, I/We would be interested in being recommended to the School Board of Gadsden County to conduct physical examinations on certain Board employees for fiscal year 2010-2011.

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

\$70.00 School Board Approved fee per physical examination.

## DRUG AND ALCOHOL TESTING EXCLUDED DEXTERITY TESTING SECTION EXCLUDED

           CHOOKIERT EMKO, M.D.

Physician's Name or Group

(Please print or Type)

           21 NORTH LOVE STREET QUINCY, FL 32351

Mailing Address

(850) 627-9563

Telephone Number

           *Jean Dowling O. M.*

Signature of Physician or Business Manager

6/7/2010

Date

**PLEASE RETURN THIS FORM NO LATER THAN JUNE 11, 2010**

**TO THE FOLLOWING ADDRESS:**

**MR. JOE LEWIS**  
**DIRECTOR OF TRANSPORTATION**  
**35 MARTIN LUTHER KING, JR. BLVD.**  
**QUINCY, FL 32351**  
**FAX NUMBER 875-8895**

ERIC F. HINSON  
DISTRICT NO. 1  
HAVANA, FL 32333

JUDGE B. HELMS, JR.  
DISTRICT NO. 2  
QUINCY, FL 32351

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 32353

BOARD MEETS FOURTH TUESDAY OF EACH MONTH  
EQUAL OPPORTUNITY EMPLOYER

# The School Board of Gadsden County

**RECEIVED**  
6/16/10



**REGINALD C. JAMES**  
SUPERINTENDENT OF SCHOOLS

35 MARTIN LUTHER KING, JR. BLVD  
QUINCY, FLORIDA 32351  
TEL: (850) 627-9661  
FAX: (850) 627-2760  
http://www.gcps.k12.fl.us

"Building A Brighter Future"

June 4, 2010

## LETTER OF INTEREST

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

\$70.00 School Board Approved fee per physical examination.

### DRUG AND ALCOHOL TESTING EXCLUDED DEXTERITY TESTING SECTION EXCLUDED

QUINCY FAMILY MEDICINE, INC.  
Physician's Name or Group

CARLA M. HOLLOWAN, D.O.  
(Please print or type)

300 EAST JEFFERSON STREET QUINCY, FL 32351-2503  
Mailing Address

(850) 875-1146  
Telephone Number

Signature of Physician or Business Manager

Date

**PLEASE RETURN THIS FORM BY June 11, 2010**  
**TO THE FOLLOWING ADDRESS:**

**MR. JOE LEWIS**  
**DIRECTOR OF TRANSPORTATION**  
**35 MARTIN LUTHER KING, JR. BLVD.**  
**QUINCY, FL 32351**  
**FAX NUMBER 875-8895**

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DISTRICT NO. 5  
QUINCY, FL 32353

BOARD MEETS FOURTH TUESDAY OF EACH MONTH  
EQUAL OPPORTUNITY EMPLOYER

# The School Board of Gadsden County

**RECEIVED**  
6/8/10



*"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  
http://www.gcps.k12.fl.us

June 4, 2010

## LETTER OF INTEREST

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

\$70.00 School Board Approved fee per physical examination.

## DRUG AND ALCOHOL TESTING EXCLUDED DEXTERITY TESTING SECTION EXCLUDED

COASTAL INTERNAL MEDICINE  
Physician's Name or Group

HELEN NITSIOS, M.D.  
(Please print or type)

230 EAST CRAWFORD STREET  
Mailing Address

(850) 627-4327  
Telephone Number

*Charlene Lewis*  
Signature of Physical or Business Manager

6-8-10  
Date

**PLEASE RETURN THIS FORM NO LATER THAN JUNE 11, 2010**  
**TO THE FOLLOWING ADDRESS:**

**MR. JOE LEWIS**  
**DIRECTOR OF TRANSPORTATION**  
**35 MARTIN LUTHER KING, JR. BLVD.**  
**QUINCY, FL 32351**  
**FAX NUMBER 875-8895**

ERIC F. HINSON  
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DISTRICT NO. 5  
QUINCY, FL 32353

BOARD MEETS FOURTH TUESDAY OF EACH MONTH  
EQUAL OPPORTUNITY EMPLOYER

# The School Board of Gadsden County

**RECEIVED**  
6/10/10

1:11 pm



"Building A Brighter Future"

**REGINALD C. JAMES**  
SUPERINTENDENT OF SCHOOLS

35 MARTIN LUTHER KING, JR. BLVD  
QUINCY, FLORIDA 32351  
TEL: (850) 627-9851  
FAX: (850) 627-2760  
http://www.gcps.k12.fl.us

June 4, 2010

## LETTER OF INTEREST

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

\$70.00 School Board Approved fee per physical examination.

## DRUG AND ALCOHOL TESTING EXCLUDED DEXTERITY TESTING SECTION EXCLUDED

MARK A. NEWBERRY, M.D.

Physician's Name or Group

(Please print or type)

602 E. 5TH AVENUE HAVANA, FL 32333

Mailing Address

(850) 539-4747

Telephone Number

*Mark A Newberry MD*

Signature of Physician or Business Manager

Date

6/10/10

**PLEASE RETURN THIS FORM NO LATER THAN JUNE 11, 2010**  
**TO THE FOLLOWING ADDRESS:**

**MR. JOE LEWIS**  
**DIRECTOR OF TRANSPORTATION**  
**35 MARTIN LUTHER KING, JR. BLVD.**  
**QUINCY, FL 32351**  
**FAX NUMBER 875-8895**

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QUINCY, FL 32353

BOARD MEETS FOURTH TUESDAY OF EACH MONTH  
EQUAL OPPORTUNITY EMPLOYER

# The School Board of Gadsden County

**RECEIVED**  
6/10/10

1:12 pm



"Building A Brighter Future"

**REGINALD G. JAMES**  
SUPERINTENDENT OF SCHOOLS

85 MARTIN LUTHER KING, JR. BLVD  
QUINCY, FLORIDA 32351  
TEL: (850) 627-9884  
FAX: (850) 627-2790  
http://www.gcps.k12.fl.a

June 4, 2010

## LETTER OF INTEREST

YES, I/We would be interested in being recommended to the School Board of Gadsden County to conduct physical examinations on certain Board employees for fiscal year 2010-2011.

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\$70.00 School Board Approved fee per physical examination.

**DRUG AND ALCOHOL TESTING EXCLUDED.**  
**DEXTERITY TESTING SECTION EXCLUDED**

TALLAHASSEE MEMORIAL FAMILY MEDICINE QUINCY

Physician's Name or Group

(Please print or type)

178 LASALLE LEFFALL DRIVE, QUINCY, FL 32351

(850) 875-3600

Mailing Address

Telephone Number

Shae Hatcher

6-10-10

Signature of Physician or Business Manager

Date

**PLEASE RETURN THIS FORM NO LATER THAN JUNE 11, 2010**

**TO THE FOLLOWING ADDRESS:**

**MR. JOE LEWIS**  
**DIRECTOR OF TRANSPORTATION**  
**35 MARTIN LUTHER KING, JR. BLVD.**  
**QUINCY, FL 32351**  
**FAX NUMBER 875-8895**

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GRENA, FL 32332  
QUINCY, FL 32352

ROGER P. MILTON  
DISTRICT NO. 5  
QUINCY, FL 32353

BOARD MEETS FOURTH TUESDAY OF EACH MONTH  
EQUAL OPPORTUNITY EMPLOYER

# Florida School Bus Operators Medical Examination Report for Commercial Driver Fitness Determination



**1. DRIVER'S INFORMATION** Driver completes this section

Driver's Name (Last, First, Middle) \_\_\_\_\_ Social Security No. \_\_\_\_\_ Birthdate \_\_\_\_\_ Age \_\_\_\_\_ Sex  M  F  New certification  Recertification  Follow-up \_\_\_\_\_ Date of Exam \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_ Work tel: ( ) \_\_\_\_\_ Home tel: ( ) \_\_\_\_\_ Driver License No. \_\_\_\_\_ License Class  A  B  C  D  Other \_\_\_\_\_ State of issue \_\_\_\_\_

**2. HEALTH HISTORY** Driver completes this section, but medical examiner is encouraged to discuss with driver:

Yes <input type="checkbox"/> No <input type="checkbox"/>	Any illness or injury in last 5 years?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Muscular disease	Yes <input type="checkbox"/> No <input type="checkbox"/>	Loss of, or altered consciousness
<input type="checkbox"/>	Head/brain injuries, disorder, or illnesses	<input type="checkbox"/>	Shortness of breath	<input type="checkbox"/>	Fainting, dizziness
<input type="checkbox"/>	Seizures, epilepsy	<input type="checkbox"/>	Lung disease, emphysema, asthma, chronic bronchitis	<input type="checkbox"/>	Sleep disorders, pauses in breathing while asleep, daytime sleepiness, loud snoring
<input type="checkbox"/>	Medication _____	<input type="checkbox"/>	Kidney disease, dialysis	<input type="checkbox"/>	Stroke or paralysis
<input type="checkbox"/>	Eye disorders or impaired vision (except corrective lenses)	<input type="checkbox"/>	Liver disease	<input type="checkbox"/>	Misling or impaired hand, arm, foot, leg, finger, toe
<input type="checkbox"/>	Ear disorders, loss of hearing or balance	<input type="checkbox"/>	Digestive problems	<input type="checkbox"/>	Spinal injury or disease
<input type="checkbox"/>	Heart disease or heart attack; other cardiovascular condition	<input type="checkbox"/>	Diabetes or elevated blood sugar controlled by:	<input type="checkbox"/>	Chronic low back pain
<input type="checkbox"/>	Medication _____	<input type="checkbox"/>	diet	<input type="checkbox"/>	Regular, frequent alcohol use
<input type="checkbox"/>	Heart surgery (valve replacement/bypass, angioplasty, pacemaker)	<input type="checkbox"/>	pills	<input type="checkbox"/>	Narcotic or habit forming drug use
<input type="checkbox"/>	High blood pressure	<input type="checkbox"/>	Insulin	<input type="checkbox"/>	
<input type="checkbox"/>	Medication _____	<input type="checkbox"/>	Nervous or psychiatric disorders, e.g., severe depression	<input type="checkbox"/>	
		<input type="checkbox"/>	Medication _____		

For any YES answer, indicate onset date, diagnosis, treating physician's name and address, and any current limitation. List all medications (including over-the-counter medications) used regularly or recently.

Medical Examiner's Comments on Health History (The medical examiner must review and discuss with the driver any "Yes" answers and potential hazards of medications, including over-the-counter medications, while driving.)

I certify that the above information is complete and true. I understand that inaccurate, false, or missing information may invalidate the examination and my Medical Examiner's Certificate.

Driver's Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Note: All Florida public school bus drivers, including charter school bus drivers, must obtain a Commercial Driver's Medical Examination every year.

**3. VISION** Standard: At least 20/40 acuity (Snellen) in each eye with or without correction. At least 70° peripheral in horizontal meridian measured in each eye. The use of corrective lenses should be noted on the Medical Examiner's Certificate.

Numerical readings must be provided.

ACUITY	UNCORRECTED	CORRECTED	HORIZONTAL FIELD OF VISION
Right Eye	20/	20/	Right Eye *
Left Eye	20/	20/	Left Eye *
Both Eyes	20/	20/	*

Complete next line only if vision testing is done by an ophthalmologist or optometrist.

Date of Examination \_\_\_\_\_ Name of Ophthalmologist or Optometrist (print) \_\_\_\_\_ Telephone No. \_\_\_\_\_ License No./State of Issue \_\_\_\_\_ Signature \_\_\_\_\_

INSTRUCTIONS: When other than the Snellen chart is used, give test results in Snellen-computed values. In recording distance vision, use 20 feet as normal. Report visual acuity as a ratio with 20 at numerator and the smallest type read at 20 feet as denominator. If the applicant wears corrective lenses, these should be worn while visual acuity is being tested. If the driver habitually wears contact lenses, or intends to do so while driving, sufficient evidence of good tolerance and adaptation to their use must be obvious. Monocular drivers are not qualified.

Applicant can recognize and distinguish among traffic control signs and devices showing standard red, green, and amber colors?  Yes  No

Applicant meets acuity requirement only when wearing:  Corrective Lenses  No

Monocular Vision:  Yes  No

**4. HEARING** Standard: a) Must first perceive forced whispered voice 2.5 ft. with or without hearing aid, or b) average hearing loss in better ear ≤ 40 dB.

Check if hearing aid used for tests.  Check if hearing aid required to meet standard.

INSTRUCTIONS: To convert audiometric test results from ISO to ANSI, -14dB from ISO for 500Hz, -10dB for 1,000 Hz, -8.5 dB for 2,000 Hz. To average, add the readings for 3 frequencies tested and divide by 3.

Numerical readings must be recorded.

	RIGHT EAR			LEFT EAR		
	500 Hz	1000 Hz	2000 Hz	500 Hz	1000 Hz	2000 Hz
a) Record distance from individual of which forced whispered voice can first be heard.						
Right Ear Feet						
Left Ear Feet						
b) If audiometer is used, record hearing loss in decibels. (acc. To ANSI 124.5-1951)						
Average:						

**5. BLOOD PRESSURE/PULSE RATE** Numerical readings must be recorded. Medical Examiner should take at least two readings to confirm BP.

Blood Pressure	Systolic	Diastolic	Expiration Date	Recertification
Driver qualified for one year if <140/90 on initial exam.			If 140 - 159/90-99 → 6 months	6 months if <140/90
			If 160 - 179/100-109 → 3 months	9 months if <140/90
			>180/110 → Disqualified from date of exam until BP is <140/90	

Pulse Rate:  Regular  Irregular

Medical examiner should take at least 2 readings to confirm blood pressure

**6. LABORATORY AND OTHER TEST FINDING** Numerical readings must be recorded.

Urinalysis is required. Protein, blood, or sugar in the urine may be an indication for further testing to rule out any underlying medical problem. Other Testing (Describe and record): \_\_\_\_\_

URINE SPECIMEN	SPEC. GRAVITY	PROTEIN	BLOOD	SUGAR

**7. PHYSICAL EXAMINATION** Height: \_\_\_\_\_ (in.) Weight: \_\_\_\_\_ (lbs)

The presence of a certain condition may not necessarily disqualify a driver, particularly if the condition is controlled adequately, is not likely to worsen, or is readily amenable to treatment. Even if a condition does not disqualify a driver, the medical examiner may consider deferring the driver temporarily. Also, the driver should be advised to take the necessary steps to correct the condition as soon as possible, particularly if the condition, if neglected, could result in more serious illness that might affect driving.

Check YES if there are any abnormalities. Check NO if the body system is normal. Discuss any YES answers in detail in the space below, and indicate whether it would affect the driver's ability to operate a commercial motor vehicle safely. Enter applicable item number before each comment. If organic disease is present, note that it has been compensated for. See Instructions to the Medical Examiner for guidance.

BODY SYSTEM	CHECK FOR:	YES	NO	BODY SYSTEM	CHECK FOR:	YES	NO
1. General appearance	Marked overweight, tremor, signs of alcoholism, problem drinking, or drug abuse.			7. Abdomen and viscera	Enlarged liver, enlarged spleen, masses, bruits, hernia, significant abnormal wall muscle weakness.		
2. Eyes	Pupillary equality, reaction to light, accommodation, ocular motility, ocular muscle imbalance, extraocular movement, nystagmus, exophthalmos, strabismus uncorrected by corrective lenses, retinopathy, cataracts, aphakia, glaucoma, macular degeneration.			8. Vascular system	Abnormal pulse and amplitude, carotid or arterial bruits, varicose veins.		
3. Ears	Middle ear disease, occlusion of external canal, perforated eardrums.			9. Genito-urinary system	Hernias.		
4. Mouth and throat	Irreducible deformities likely to interfere with breathing or swallowing.			10. Extremities - limb impaired.	Loss or impairment of leg, foot, toe, arm, hand, or finger. Perceptible limp, deformities, atrophy, weakness, paralysis, clubbing, edema, hypotonia. Insufficient grasp and prehension in upper limb to maintain steering wheel grip. Insufficient mobility and strength in lower limb to operate pedals properly.		
5. Heart	Murmurs, extra sounds, enlarged heart, pacemaker.			11. Spine, other musculoskeletal	Previous surgery, deformities, limitation of motion, tenderness.		
6. Lungs and chest, not including breast examination	Abnormal chest wall expansion, abnormal respiratory rate, abnormal breath sounds including wheezes or rales, impaired respiratory function, dyspnea, cyanosis. Abnormal findings on physical exam may require further testing such as pulmonary tests and/or x-ray of chest.			12. Neurological	Impaired equilibrium, coordination, or speech pattern; pathological, asymmetrical deep tendon reflexes; sensory or positional abnormalities, abnormal patellar and Babinski's reflexes, ataxia.		

\*COMMENTS: \_\_\_\_\_

Note certification status here. See Instructions to the Medical Examiner for guidance.

Meets standards in 49 CFR 391.41; qualifies for a 13-month certificate  Wearing corrective lenses

Does not meet standards  Wearing hearing aid

Meets standards, but periodic evaluation required  Accompanied by a \_\_\_\_\_ waiver/exemption

Due to \_\_\_\_\_ driver qualified for only:  3 months  6 months  Other \_\_\_\_\_

Temporarily disqualified due to (condition or medication): \_\_\_\_\_

Return to medical examiner's office for follow up on \_\_\_\_\_

If meets standards, complete a Medical Examiner's Certificate according to 49 CFR 391.43(h). (Driver must carry certificate when operating a commercial vehicle.)

Medical Examiner's Signature \_\_\_\_\_ Skill Performance Evaluation (SPE) Inspec

Medical Examiner's Home (print) \_\_\_\_\_ Driving within an exempt intracity zone

Address \_\_\_\_\_ Qualified by operation of 49 CFR 391.64

Telephone \_\_\_\_\_

**DEXTERITY TESTING FOR SCHOOL BUS DRIVER** (For each item, mark (X) "Yes" or "No")

Item	YES	NO
1. Applicant did climb and descend the front steps of a 65-passenger or larger bus without pausing.	<input type="checkbox"/>	<input type="checkbox"/>
2. Applicant did open and close a manually operated 65-passenger or larger bus entrance door without difficulty while seated in the driver's seat, or from a seated position, get out of seat and manually opened or closed and closed door on ground.	<input type="checkbox"/>	<input type="checkbox"/>
3. Applicant did activate the brake pedal with the right foot in 3/4 of 5 seconds or less after removing the right foot from the throttle pedal.	<input type="checkbox"/>	<input type="checkbox"/>
4. Applicant did move from a seated position in the driver's seat of a 65-passenger or larger bus to the rear of the bus, open the emergency door, or use side door on rear engine transit, and exit the bus at within 20 seconds.	<input type="checkbox"/>	<input type="checkbox"/>
5. Applicant did operate the driving control with both arms simultaneously and quickly. For example, activate mirror control switches or shift gear while keeping the hand on the steering wheel of a 65-passenger bus traveling 25 miles per hour. (Activity #5 is to be done last, only if all prior activities were successfully completed.)	<input type="checkbox"/>	<input type="checkbox"/>

**MEDICAL EXAMINER'S CERTIFICATE**

I certify that I have examined \_\_\_\_\_ in accordance with the Federal Motor Carrier Safety Regulations (49 CFR 391.41-49) and with knowledge of the driving rules. I find this person qualified and I specify:  driving within an exempt intracity zone (49 CFR 391.62)  wearing corrective lenses  accompanied by a Skill Performance Evaluation (SPE) Inspec (49 CFR 391.64)  wearing hearing aid  accompanied by a 98 Performance Evaluation Certificate (PEC)  accompanied by a \_\_\_\_\_ waiver/exemption  qualified by operation of 49 CFR 391.64

The information provided regarding this driver's examination is true and complete. This certificate is valid for a maximum period of 13 months from the date of examination unless stated otherwise on this certificate. A complete examination form with any attachment embodies my findings, competency and capacity, and is on file in my office.

Medical Examiner \_\_\_\_\_ Telephone \_\_\_\_\_ Date \_\_\_\_\_

Medical Examiner's Home (print) \_\_\_\_\_  MD  DO  Chiropractor  Advance Practice  Physician